

**Administrative & Legislative Services Department**  
**January 2020**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- January 06:
  - Pre-Construction Meeting for SR76 Force Main Relocation
  - SR76 Relocation Pre-Construction Meeting
- January 14: Public Services Director Interviews
- January 15:
  - MPO/GNRC Meeting
  - Economic Development Team Meeting
- January 16:
  - Assistant Parks Director Interviews
  - Senior Living/Memory Care Development
  - 50<sup>th</sup> Anniversary Celebration Committee
- January 21:
  - Chamber Luncheon
  - Board Position Meeting
  - Development on Tyree Meeting
- January 22:
  - Wellness Program
  - White House Roadway Planning
  - Sumner County Council of Governments
  - Annexation Discussion
  - Park Maintenance Building Discussion
- January 23:
  - Mike Stanton Storage Unit Discussion
  - Road Projects Discussion
  - Ribbon Cutting: The Parks
- January 27: Town Center Water Project Discussion
- January 29:
  - Forward Sumner Annual Meeting
  - Design Development Review Meeting
  - Chief Bryson Farewell
  - Economic Development Meeting
- January 30:
  - Department Head Budget Retreat
  - Robertson County Joint Economic Development Meeting
  - Southern Charm Bakery & Cupcakery Friends and Family Night

**Administrative & Legislative Services Department  
January 2020**

**Performance Measurements**

**Finance Update**

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2019-2020.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/ Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$14,415,105	\$ 6,235,639	↓15.05
Industrial Development	\$227,000	\$ 59,385	↓32.14
State Street Aid	\$461,000	\$ 447,835	↑38.83
Parks Sales Tax	\$731,550	\$ 91,839	↓45.75
Solid Waste	\$1,028,270	\$ 739,676	↑13.62
Fire Impact Fees	\$42,500	\$ 42,500	↑41.69
Parks Impact Fees	\$18,000	\$ 17,999	↑41.68
Police Impact Fees	\$35,000	\$ 33,845	↑38.39
Road Impact Fees	\$80,000	\$ 80,000	↑41.69
Police Drug Fund	\$6,000	\$ 310	↓53.14
Debt Services	\$832,000	\$ 166,627	↓38.28
Wastewater	\$12,330,274	\$ 4,922,146	↓18.39
Dental Care	\$90,000	\$ 35,871	↓18.45
Stormwater Fund	\$1,064,511	\$ 439,309	↓17.04
Cemetery Fund	\$37,682	\$ 25,196	↑8.55

\*Expended/Encumbered amounts reflect charges from July 1, 2019 – June 30, 2020.

**Purchasing**

The main function of purchasing is to aid all departments within the City by securing the best materials, supplies, equipment, and service at the lowest possible cost, while keeping high standards of quality. To have a good purchasing program, all City employees directly or indirectly associated with buying must work as a team to promote the City's best interests in getting the maximum value for each dollar spent.

**Total Purchase Orders**

	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>	<b>FY 2017</b>	<b>FY 2016</b>
July	269	346	362	327	279
August	106	151	166	175	166
September	98	126	119	120	133
October	97	91	147	91	140
November	78	120	125	135	166
December	58	72	104	83	105
January	81	122	177	178	158
February		119	113	140	163
March		131	142	136	181
April		138	185	120	134
May		129	121	153	175
June		50	52	92	103
<b>Total</b>	<b>787</b>	<b>1,595</b>	<b>1,813</b>	<b>1,750</b>	<b>1,903</b>

<b>Purchase Orders by Dollars</b>	<b>Jan 2020</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>	<b>Total for FY20</b>	<b>Total for FY19</b>	<b>Total for FY18</b>
Purchase Orders \$0-\$9,999	77	734	1529	1716	\$869,014.82	\$1,349,159.92	\$1,541,282.47
Purchase Orders \$10,000-\$24,999	2	22	26	49	\$334,493.50	\$381,155.50	\$706,041.30
Purchase Orders over \$25,000	2	31	40	48	\$3,632,339.92	\$7,678,174.40	\$4,080,335.79
<b>Total</b>	<b>81</b>	<b>787</b>	<b>1595</b>	<b>1813</b>	<b>\$4,835,848.24</b>	<b>\$9,408,489.82</b>	<b>\$6,327,659.56</b>
<b>Total</b>	<b>81</b>	<b>787</b>	<b>1595</b>	<b>1813</b>	<b>\$4, 835,848.24</b>	<b>\$9,408,489.82</b>	<b>\$6,327,659.56</b>

**Administrative & Legislative Services Department  
January 2020**

**Website Management**

It is important that the city maintain a reliable web site that is updated as requests come in from various sources. The number of page visits confirms that we are providing reliable and useful information for staff and the public.

	2019-2020 Update Requests	2018-2019 Update Requests	2017-2018 Update Requests	2016-2017 Update Requests	2019-2020 Page Visits	2018-2019 Page Visits	2017-2018 Page Visits	2016-2017 Page Visits
<b>July</b>	152	61	60	62	1,164,517	1,080,668	825,614	739,589
<b>August</b>	126	133	56	117	752,932	835,519	717,462	540,472
<b>September</b>	43	22	90	72	679,248	214,406	739,867	429,211
<b>October</b>	78	86	43	49	386,735	864,091	876,346	534,774
<b>November</b>	56	40	80	67	695,971	812,527	808,551	712,163
<b>December</b>	156	82	50	51	847,724	1,055,111	842,265	654,720
<b>January</b>	67	68	44	65	720,531	934,562	747,155	561,371
<b>February</b>		40	41	61		762,985	631,612	842,138
<b>March</b>		61	71	76		879,671	1,165,275	658,974
<b>April</b>		56	77	38		820,505	959,769	784,204
<b>May</b>		29	49	86		946,897	1,063,568	658,468
<b>June</b>		123	27	64		901,328	483,003	739,264
<b>Total</b>	<b>676</b>	<b>801</b>	<b>688</b>	<b>808</b>	<b>5,247,658</b>	<b>9,053,159</b>	<b>9,860,532</b>	<b>7,855,348</b>

**Social Media Management**

The use of social media keeps us connected to our community. Through means such as Facebook, Twitter, and our mobile app. We are able to reach out to the community and receive feedback. We track data from these sources to determine if the means justifies our time using these sources.

**Facebook**

	2019-2020 New Likes	2018-2019 New Likes	2017-2018 New Likes	2016-2017 New Likes	2019-2020 # of Posts	2018-2019 # of Posts	2017-2018 # of Posts	2016-2017 # of Posts
<b>July</b>	83	31	146	96	36	21	38	20
<b>August</b>	47	46	77	30	18	11	39	25
<b>September</b>	71	53	46	39	27	20	31	20
<b>October</b>	44	70	64	52	27	18	29	25
<b>November</b>	25	51	25	32	10	17	25	19
<b>December</b>	18	25	25	32	21	20	11	18
<b>January</b>	30	31	96	58	13	14	11	17
<b>February</b>		40	25	79		11	15	20
<b>March</b>		31	23	16		18	10	12
<b>April</b>		60	70	48		26	17	22
<b>May</b>		161	116	252		33	23	30
<b>June</b>		103	59	119		30	33	37
<b>Total</b>	<b>312</b>	<b>702</b>	<b>772</b>	<b>853</b>	<b>152</b>	<b>239</b>	<b>282</b>	<b>265</b>

**Administrative & Legislative Services Department  
January 2020**

**Twitter**

	<b>2019 – 2020 Total Followers</b>	<b>2018 – 2019 Total Followers</b>	<b>2017 – 2018 Total Followers</b>	<b>2019 – 2020 # of Tweets</b>	<b>2018 – 2019 # of Tweets</b>	<b>2017 – 2018 # of Tweets</b>
<b>July</b>	862	811	740	19	8	20
<b>August</b>	869	796	760	9	8	22
<b>September</b>	870	798	762	14	10	13
<b>October</b>	868	802	766	15	7	15
<b>November</b>	873	802	775	5	7	13
<b>December</b>	877	805	778	16	8	7
<b>January</b>	880	809	792	9	7	3
<b>February</b>		826	794		8	12
<b>March</b>		830	795		16	12
<b>April</b>		830	799		14	7
<b>May</b>		832	801		14	13
<b>June</b>		851	808		14	9
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>87</b>	<b>121</b>	<b>146</b>

**“City of White House, TN” Mobile App**

	<b>FY20 New Downloads</b>	<b>FY19 New Downloads</b>	<b>FY18 New Downloads</b>
<b>July</b>	19	28	23
<b>August</b>	21	18	471
<b>September</b>	21	15	1,792
<b>October</b>	12	22	30
<b>November</b>	13	11	22
<b>December</b>	15	10	16
<b>January</b>	23	17	37
<b>February</b>		13	16
<b>March</b>		11	20
<b>April</b>		10	9
<b>May</b>		11	10
<b>June</b>		25	16
<b>Total</b>	<b>124</b>	<b>191</b>	<b>2462</b>

*\*The app went live on January 11, 2016*

	<b>FY20 # of Request</b>	<b>FY19 # of Request</b>	<b>FY18 # of Request</b>
<b>July</b>	36	32	41
<b>August</b>	39	26	33
<b>September</b>	18	18	34
<b>October</b>	40	32	24
<b>November</b>	27	12	22
<b>December</b>	20	27	39
<b>January</b>	24	22	49
<b>February</b>		30	55
<b>March</b>		24	44
<b>April</b>		32	22
<b>May</b>		27	31
<b>June</b>		29	24
<b>FY Total</b>	<b>204</b>	<b>311</b>	<b>418</b>

*January 2018 – All requests have either been responded to, and are either Completed or In Progress*

**Administrative & Legislative Services Department  
January 2020**

**White House Farmers Market**

Planning has begun for the new market season. The opening date will be Wednesday, May 20<sup>th</sup>.

	2020 New Facebook Likes	2020 Facebook Post	2019 New Facebook Likes	2019 Facebook Post		Application Fees # (amount collected)	Booth Payments (\$)
January	8	1	7	0	January	0	0
February			2	0	February		
March			8	5	March		
April			36	5	April		
May			131	13	May		
June			114	20	June		
July			49	12	July		
August			1	13	August		
September			14	5	September		
October			7	0	October		
November			4	0	November		
December			13	0	December		
<b>Total</b>	<b>8</b>	<b>1</b>	<b>387</b>	<b>73</b>	<b>Total</b>	<b>0</b>	<b>\$0</b>

**Building Maintenance Projects**

The Building Maintenance Department's goal is to establish priorities for maintenance and improvement projects.

*Special Maintenance Projects*

- Assist Police Department with roof leak and sign outage
- Lights, door locks, electrical repairs done in Senior Center room
- Repair water leak at Library

	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests	2016 – 2017 Work Order Requests	2015 - 2016 Work Order Requests	2014 - 2015 Work Order Requests
July	10	22	21	27	22	25
August	10	26	24	28	33	10
September	13	19	22	13	31	19
October	7	14	18	12	30	27
November	7	18	34	12	27	15
December	3	8	19	9	17	15
January	16	14	16	23	28	31
February		7	21	6	19	23
March		7	17	16	25	24
April		12	25	14	20	22
May		6	26	27	33	13
June		9	23	14	17	25
<b>Total</b>	<b>46</b>	<b>162</b>	<b>266</b>	<b>201</b>	<b>302</b>	<b>249</b>

\*In December 2013 work order requests started to be tracked.

**Finance Department  
January 2020**

**Finance Section**

During January the Finance Department continued scanning thousands of documents to reduce physical document storage space, and continued receipting 2019 property tax billings. The cumulative total of real estate and personal property taxes for the 2019 tax year billed is approximately \$3.6 million. As of January 31<sup>st</sup> approximately \$2.41 million (67%) of the 2019 property taxes were paid. Members of the Finance Office participated in the following events during the month:

- January 9: Fiserv Electronic Remittance (Bank Bill Pay) implementation kickoff conference call
- January 16: Monthly BMA meeting
- January 21: White House Chamber Luncheon
- January 23: City-wide Permitting Process meeting
- January 27: Wastewater Inventory Process meeting
- January 29: White House Community Event Center 50% Design Development meeting
- January 30: Department Head Budget Retreat in Goodlettsville, TN

**Performance Measures**

**Utility Billing**

\*Less than 12 months of data available

	January 2020	FY 2020 YTD	FY 2019 Total	FY 2018 Total	FY 2017 Total	FY 2016 Total
<b>New Builds (#)</b>	18	95	62	102	111	96
<b>Move Ins (#)</b>	51	382	534	553	536	539
<b>Move Outs (#)</b>	45	363	534	576	546	543
<b>New customer signup via email (#)</b>	7	49	104	163	119	12*
<b>New customer signup via email (%)</b>	10%	10%	17%	25%	18%	n/a*

**Business License Activity**

	January 2020	FY 2020 YTD	FY 2019 Total	FY 2018 Total	FY 2017 Total	FY 2016 Total
<b>Opened</b>	7	35	75	72	93	97
<b>Closed (notified by business)</b>	0	6	9	18	1	2
<b>Closed (uncollectable)</b>	0	0	0	199	14	0

**Payroll Activity – The goal is to have a 0% error rate when dealing with employee payroll, current month issues with employee records yield a 0% error rate.**

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Void Checks
2 regular	3 checks, 277 direct deposits	0 Retro adjustments	2 Voids

**Accounts Payable**

	January 2020	FY 2020 YTD	FY 2019 Total	FY 2018 Total	FY 2017 Total	FY 2016 Total
<b>Total # of Invoices Processed</b>	291	2326	3940	4437	4797	4544

**Finance Department  
January 2020**

**Fund Balance – City will strive to maintain cash balances of at least 30% of operating revenues in all funds.**

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>General Fund Cash Reserves Goal (\$)</b>	<b>Current Month Fund Cash Balance (\$)</b>	<b>G.F. Cash Reserves Goal Performance</b>
General Fund	7,841,950	2,352,585	3,297,551	42%
Cemetery Fund	51,700	15,510	209,672	406%
Debt Services	858,000	257,400	520,494	61%
Dental Care Fund	42,000	12,600	248,716	592%
Roads Impact Fees	60,000	18,000	119,930	200%
Parks Impact Fees	31,200	9,360	77,019	247%
Police Impact Fees	36,000	10,800	90,461	251%
Fire Impact Fees	30,000	9,000	87,033	290%
Industrial Development	122,500	36,750	228,930	187%
Parks Sales Tax	673,000	201,900	943,101	140%
Police Drug Fund	3,900	1,170	20,061	514%
Solid Waste	859,800	257,940	519,320	60%
State Street Aid	441,000	132,300	277,337	63%
Stormwater Fund	862,000	258,600	673,960	78%
Wastewater	4,184,950	1,255,485	2,587,266	62%

*Balances do **not** reflect encumbrances not yet expended.*

The Finance Department’s goal is to meet or exceed each fund’s total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2019-2020.

<b>Operating Fund</b>	<b>FY2020 Budgeted Operating Revenues (\$)</b>	<b>YTD Realized* (\$)</b>	<b>% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)</b>
General Fund	7,841,950	5,328,837	↑ 9.62%
Cemetery Fund	51,700	21,040	↓ 17.64%
Debt Services	858,000	501,086	↑ 0.07%
Dental Care	42,000	20,542	↓ 9.42%
Roads Impact Fees	60,000	38,481	↑ 5.80%
Parks Impact Fees	31,200	39,402	↑ 67.96%
Police Impact Fees	36,000	28,059	↑ 19.61%
Fire Impact Fees	30,000	18,507	↑ 3.36%
Industrial Development	122,500	70,923	↓ 0.44%
Parks Sales Tax	673,000	406,546	↑ 2.07%
Police Drug Fund	3,900	5,235	↑ 75.90%
Solid Waste	859,800	514,500	↑ 1.51%
State Street Aid	441,000	258,575	↑ 0.30%
Stormwater Fund	862,000	515,460	↑ 1.46%
Wastewater	4,184,950	2,557,982	↑ 2.79%

\*Realized amounts reflect revenues realized from July 1, 2019—January 31, 2020

**Human Resources Department  
January 2020**

The Human Resources Director participated in the following events during the month:

- January 06: FMCSA Clearinghouse Training Class
- January 14: Public Services Director Interviews
- January 15: Part Time Library Clerk Interviews
- January 16: Parks & Recreation Assistant Director Interviews
- January 17: Middle Tennessee Personnel Management Association Membership Meeting
- January 18: Police Officer Testing
- January 21: Chamber of Commerce Monthly Luncheon
- January 22: Wellness Program Session - Mental Health Awareness
- January 23: DR Horton Ribbon Cutting
- January 28: New Hire Orientation for Part Time Library Clerks
- January 29: Chamber of Commerce Learn at Lunch: Employees and Their Employers
- January 30: Staff Budget Retreat

**Injuries Goal:** To maintain a three-year average of less than 10 injuries per year.

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
July	0	0	0	0
August	0	0	0	2
September	1	0	0	1
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0

Three-year average as of June 30, 2019: 3.00

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
January	0	1	1	0
February		0	0	1
March		0	0	1
April		0	0	0
May		0	0	0
June		2	0	0
<b>Total</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>5</b>

**Property/Vehicle Damage Goal:** To maintain a three-year average of less than 10 incidents per year.

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
July	1	3	0	0
August	0	0	0	0
September	0	0	0	0
October	1	1	0	0
November	1	0	1	0
December	0	0	0	0

Three-year average as of June 30, 2019: 4.67

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
January	1	0	2	1
February		0	1	0
March		0	0	0
April		1	0	0
May		1	0	1
June		0	1	1
<b>Total</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>3</b>



**Human Resources Department  
January 2020**

**Full Time Turnover Goal:** To maintain a three-year average of less than 10% per year.

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
July	1	0	0	1
August	1	1	3	0
September	2	2	1	0
October	3	0	2	2
November	2	1	2	1
December	1	0	1	1

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
January	1	1	0	0
February		0	1	0
March		0	1	0
April		0	1	0
May		5	1	2
June		1	1	0
<b>Total</b>	<b>11</b>	<b>11</b>	<b>14</b>	<b>7</b>
<b>Percentage</b>	<b>10.68%</b>	<b>10.68%</b>	<b>14.43%</b>	<b>7.45%</b>

Current year turnovers that occurred within 90 day probationary period: 2

Three-year average as of June 30, 2019: 10.85%

**Employee Disciplinary Goal:** To maintain a three-year average of less than 10 incidents per year.

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
July	0	0	0	1 (T)
August	2 (S)	0	1 (T)	0
September	0	1 (T)	0	1 (S)
October	0	0	1 (T)	2 (T)
November	1 (S)	0	2 (T)	0
December	0	0	0	1 (S)

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
January	0	1 (T)	0	1 (S)
February		0	1 (T)	0
March		1 (S)	0	0
April		0	0	0
May		1 (T)	0	0
June		0	1 (T) 1 (S)	1 (S)
<b>Total</b>	<b>3</b>	<b>7</b>	<b>7</b>	<b>3</b>

Three-year average as of June 30, 2019: 5.67

**Police Department  
January 2020**

**Highlights**



Congratulations to Officer Lars Carlson on being Sworn in on Thursday January 23<sup>rd</sup>. Ofc. Carlson will be attending the Tennessee Law Enforcement Training Academy in March.

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in January:** White House Rotary (Jan. 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> & 23<sup>rd</sup>), Department Head Staff meeting (Jan. 6<sup>th</sup> & 20<sup>th</sup>), Beer Board Meeting (Jan. 7<sup>th</sup>), Planning Commission Meeting (Jan. 13<sup>th</sup>), Community Christian School Appreciation (Jan. 14<sup>th</sup>), Robertson County Chief's Meeting (Jan. 14<sup>th</sup>), 18<sup>th</sup> Judicial Drug Task Force (Jan. 15<sup>th</sup>), Command Staff Meeting (Jan. 16<sup>th</sup>), Board of Mayor and Alderman Meeting (Jan. 16<sup>th</sup>), White House Chamber Luncheon (Jan. 21<sup>st</sup>) and Department Head Budget Retreat (Jan. 30).
- **Police Department Administration Performance Measurements**

***Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2020.*** Susan Johnson, Accreditation Manager, is working on getting all proofs complete for 2018, 2019 and 2020. Obviously, some files from 2020 will not be complete for our June assessment, due to the proof for the heading will not be complete until fall (ex: training). In June, Susan will be contacting the TLEA Program Manager, Janessa Edwards, to have an assessor to start checking our accreditation files. They will be able to log into our PowerDMS and make sure we are in compliance with TLEA. As long as we are in compliance, then December 2020, we will have our onsite visit which will consist mainly of talking to our Chief, CID/evidence, Sgt, Records and Accreditation Manager. Susan will be attending a TLEA monthly meeting on February 28<sup>th</sup> at the airport. Also, she will be attending our 2020 Annual LEACT Conference in Chattanooga in April 2020.

1. Our department training goal is that each police employee receives 40 hours of in-service training each year. The White House Police Department has 27 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,080 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	174	0	174
<b>Grand Total</b>	<b>0</b>	<b>174</b>	<b>0</b>	<b>174</b>

**Patrol Division Performance Measurements**

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 474 shifts during the Fiscal Year 2019-2020. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	January 2020	FY 2019-2020
Three (3) Officers per Shift	54	316
Four (4) Officers per Shift	8	126

**Police Department  
January 2020**

2. **Acquire and place into service two Police Patrol Vehicles.** The two new 2020 Ford Police Utility AWD SUV's have been ordered.
3. **Conduct two underage alcohol compliance checks during the Fiscal Year 2018-2019.** Fall compliance checks complete. Spring compliance checks will be completed before June.
4. **Maintain or reduce TBI Group A offenses at the three-year average of 73 per 1,000 population during the calendar year of 2019.**

Group A Offenses	January 2020	Per 1,000 Pop.	Total 2020	Per 1,000 Pop.
<b>Serious Crime Reported</b>				
Crimes Against Persons	6	<1	6	<1
Crimes Against Property	23	2	23	2
Crimes Against Society	22	2	22	2
<b>Total</b>	51	4	51	4
<b>Arrests</b>	55		55	

*\*U.S. Census Estimate 7/1/2018 – 12,506*

5. **Maintain a traffic collision rate at or below the three-year average of 450 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2020.**

	January 2020	TOTAL 2020
<b>Traffic Crashes Reported</b>	45	45
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	110	110
<b>Written Warnings</b>	40	40
<b>Verbal Warnings</b>	285	285

6. **Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2020.**

<b>COLLISION RATIO</b>				
<u>2020</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>January</b>	45	7 YTD 7	16%	16% YTD 45

**Traffic School:** There was no Traffic School in January.

**Police Department  
January 2020**

**Staffing:**

- Officer White is on FMLA following surgery.
- Officer Taylor Trombley started the Tennessee Law Enforcement Training Academy January 5<sup>th</sup>. He will graduate March 27<sup>th</sup>.
- Officer Lars Carlson started December 30<sup>th</sup>. He is currently in FTO. He will begin the Academy in March.
- We completed Officer testing on January 18<sup>th</sup>. We will be having interviews on February 3<sup>rd</sup>.

**K-9:** Ofc. Jason Ghee and K-9, Kailee attended their monthly training.

**Sumner County Emergency Response Team:** Officer Segerson attended monthly training in Gallatin,

**Support Services Performance Measurements**

1. **Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2020.**

<b>2020 CLEARANCE RATE</b>		
<b>Month</b>	<b>Group A Offenses</b>	<b>Year to Date</b>
<i>January</i>	77%	77%

**Communications Section**

	<b>January</b>	<b>Total 2020</b>
Calls for Service	1,108	1,108
Alarm Calls	37	37

**Request for Reports**

	<b>January</b>	<b>FY 2019-2020</b>
Requests for Reports	20	140
Amount taken in	\$15.90	\$102.15
Tow Bills	\$0.00	\$0.00
Emailed at no charge	50	232
Storage Fees	\$0.00	\$0.00

**Tennessee Highway Safety Office (THSO):**

- Sgt. Brisson attended a Press Event at Nissan Stadium for Super Bowl weekend for impaired driving.

**Volunteer Police Explorers:** Nothing to Report at this time.

**Item(s) sold on Govdeals:** Nothing to report at this time.

**Police Department  
January 2020**

**Crime Prevention/Community Relations Performance Measurements**

1. **Teach D.A.R.E. Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.**  
Sgt. Enck had a DARE Meeting with White House Middle School. DARE will begin on February 10<sup>th</sup>. Sgt. Enck will teach classes Monday and Tuesday.
2. **Plan and coordinate Public Safety Awareness Day as an annual event.** Safety Day will be held in conjunction with Discover White House in April 2020
3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.** We are currently accepting applications for Citizen's Police Academy which should begin in February 10, 2020. The class will be on Monday nights.
4. **Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.**
  - January 15<sup>th</sup>, we participated in Hand Shakes and High Fives at White House Middle School.
  - January 16<sup>th</sup>, we donated a helmet to Wheels in Motion at HB Williams and Heritage Elementary.
  - January 21<sup>st</sup>, Ofc. Jason Ghee did a K9 demo for Girl Scouts.
  - January 22<sup>nd</sup>, Sgt. Enck taught a Self-Protection class for the White House First United Methodist Church pre-teen class.

**Special Events:** *WHPD Officers participated in the following events during January:*  
Nothing to report at this time.

**Upcoming Events:**  
Nothing to report at this time.

<b>2020 Participation in Joint Community Events</b>		
	<b><u>January</u></b>	<b><u>Year to Date</u></b>
<b>Community Activities</b>	5	5

**Fire Department  
January 2020**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 114 requests for service during the month with 88 responses being medical emergencies. The Department responded to 15 vehicle accidents; 8 accidents reported patients being treated for injuries and 7 accidents reported no injuries. Of the 114 responses in month of January there were 22 calls that overlapped another call for service that is 19.3 % of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in January from dispatch to on scene time averaged was, six minutes and sixteen seconds (6:16). The average time a fire unit spent on the scene of an emergency call was thirteen minutes and fifty-one seconds (13:51). The department also responded to 1 mutual-aid residential structure fire incident in January.

**Department Event**

- January 28<sup>th</sup> – Farewell Gathering for Rico Bryson (50 attendees)
- January 31<sup>st</sup> – Received Thank You cards from White House Healthcare (40 Participants)

**Fire Administration**

- January 9<sup>th</sup> – Met with Human Resources concerning Barry Brady Act for Cancer
- January 13<sup>th</sup> – First meeting for Discover White House Event
- January 16<sup>th</sup> – Attended BMA
- January 21<sup>st</sup> – Attended Chamber Luncheon and met with WHHS for mock crash event
- January 30<sup>th</sup> – Budget Retreat

**Emergency Calls Breakdown**

The Department goal in this area is to display the different emergency calls personnel have responded to during the month as well as the response from each station.

**Incident Responses FY to Date**

Fires	21
Rescue & Emergency Services	593
Hazardous Conditions (No Fire)	21
Service Calls	51
Good Intent Call	46
False Alarms & False Call	78
Calls for The Month	114
Total Responses FY to Date	817

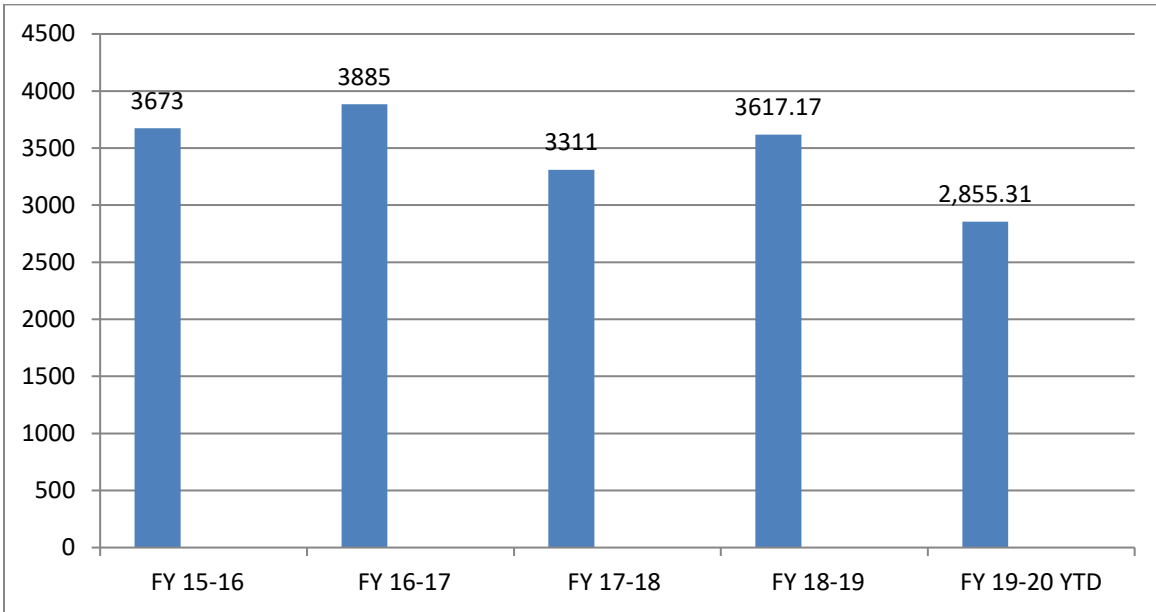
**Fire Department  
January 2020**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City park)</b>	<b>72</b>	<b>490</b>	<b>59.97%</b>
<b>Station #2 (Business Park Dr)</b>	<b>42</b>	<b>327</b>	<b>40.02%</b>

**Fire Fighter Training**

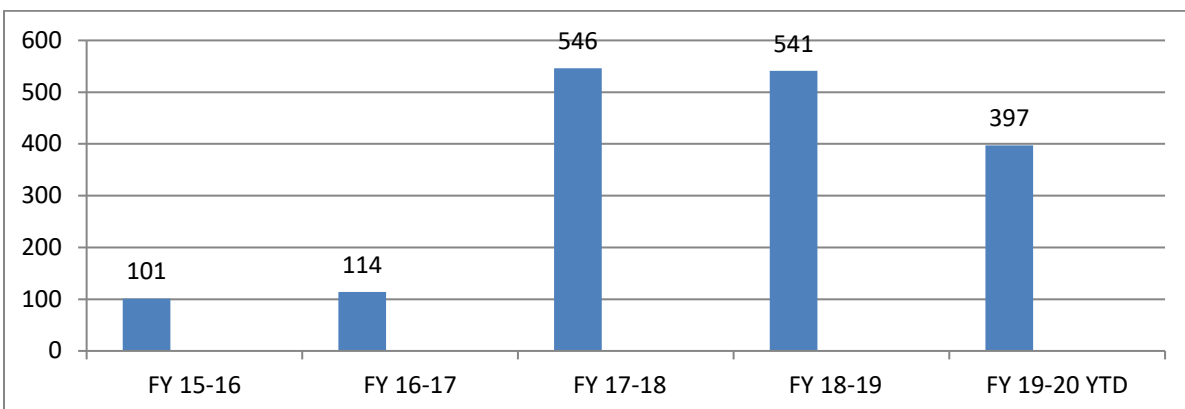
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
<b>Firefighter Training Hours</b>	<b>415.43</b>	<b>2855.31</b>

**Fire Inspection**

It is part of our fire prevention goals to complete a fire inspection for each business annually.

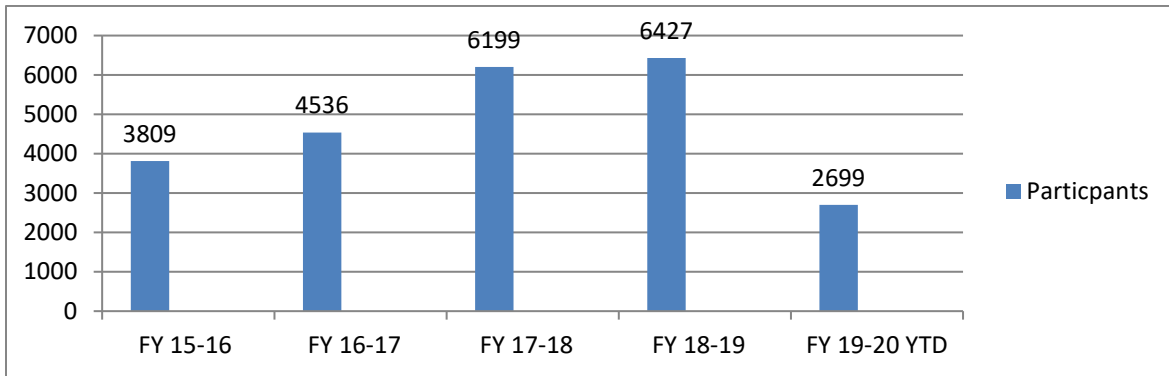


**Fire Department  
January 2020**

	Month	YTD
<b>January Fire Inspection</b>	<b>56</b>	<b>397</b>
<b>Reinspection</b>	<b>11</b>	<b>49</b>
<b>Code Violation Complaint</b>	<b>1</b>	<b>5</b>
<b>Violations Cleared</b>	<b>5</b>	<b>41</b>
<b>Annual Inspection</b>	<b>7</b>	<b>77</b>
<b>Commercial Burn Pile</b>	<b>0</b>	<b>6</b>
<b>Knox Box</b>	<b>3</b>	<b>14</b>
<b>Fire Alarms</b>	<b>3</b>	<b>11</b>
<b>Measure Fire Hydrant</b>	<b>0</b>	<b>3</b>
<b>Plans Review</b>	<b>4</b>	<b>31</b>
<b>Pre-C/O</b>	<b>0</b>	<b>2</b>
<b>Pre-incident Survey</b>	<b>10</b>	<b>126</b>
<b>Sprinkler Final</b>	<b>4</b>	<b>11</b>
<b>Final C/O</b>	<b>9</b>	<b>20</b>

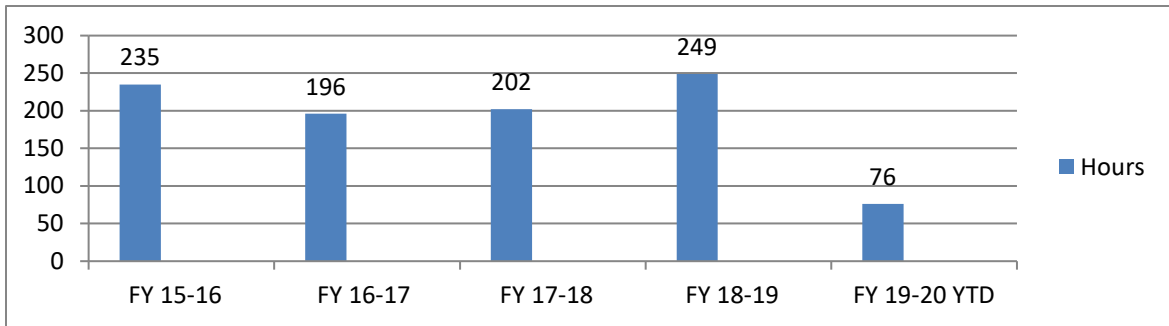
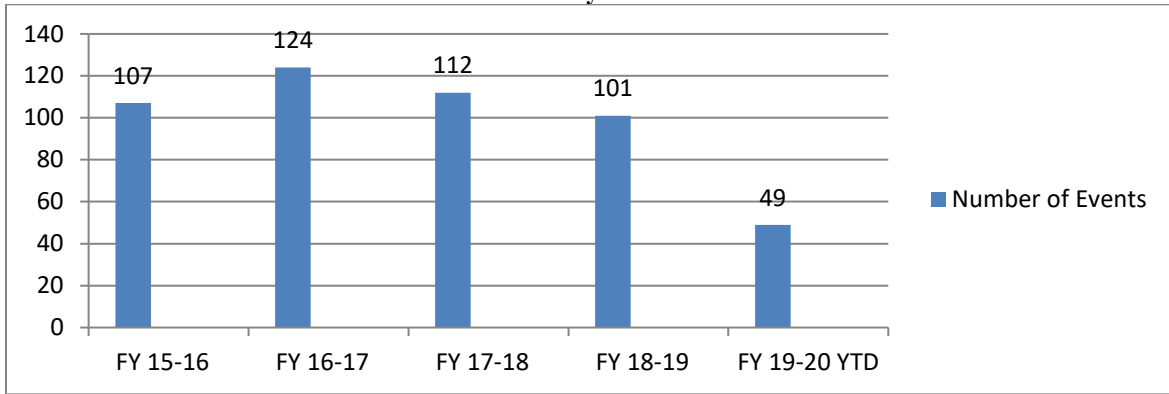
**Public Fire Education**

It is a Department goal to exceed our last three years averages in Participants (5720) Number of Events (112) and Contact Hours (215). The following programs are being utilized at this time; Career Day, Station tours, Fire Extinguisher training and Discover WH/Safety Day.





**Fire Department  
January 2020**



	<b>Month</b>	<b>YTD</b>
<b>Participants</b>	<b>59</b>	<b>2,699</b>
<b>Number of Events</b>	<b>5</b>	<b>49</b>
<b>Education Hrs.</b>	<b>3.5</b>	<b>76</b>

**Public Services Department - Public Works Division  
January 2020**

**Staffing:** The Public Works, Stormwater & Sanitation departments are authorized **11 full time** employees.

1. (1) Stormwater Manager;
2. (1) PW Supervisor;
3. (2) Full-time crew leader (1-Public Works, 1-Stormwater);
4. (3) Full-time truck drivers (1-Public Works, 1-Stormwater & 1-Sanitation)
5. (4) Full-time maintenance workers (2- Public Works, 1-Stormwater & 1-Sanitation)

**PUBLIC WORKS/STREETS & ROADS DIVISION**

<b>Total Hours Worked</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>DEC-19</b>	<b>JAN-20</b>	<b>YTD 19/20</b>
Street	4,040	8,134	9,364	8,741	10,229		862	921	5,796
Facility Maintenance	2,049	3,494	2,187	1,227	1,137		46	115	385
Fleet Maintenance	1,157	1,034	514	282	380		52	16	227
Meeting/Training	572	502	510	517	400		44	56	319
Leave	807	1,253	576	613	810		141	71	518
Holiday	850	795	470	385	555		125	100	445
Overtime	263	508.5	488	414	311		30	1	126
Administrative	781	385	698	803	867		110	124	610
Drainage Work (feet)	0	0	906	2,749	10		0	0	0
Drainage Man Hours	0	0	1,470	1,045	170		6	0	14
Debris Removed Load	0	0	100	35	44		0	0	0
Sweeping Man Hours	0	0	18	13	0		0	0	0
Mowing Hours	0	0	22	175	219		0	0	96
Curb Repair	0	0	0	0	15		0	0	0
Shoulder LF	0	0	4,485	630	5		200	240	640
Shoulder Hours	0	0	155	160	49		53	13	149
# of Potholes	0	0	250	473	346		17	44	132
Pothole Hours	0	0	759	734	1,181		22	81	466
R-O-W Hours	0	0	2,835	2,416	4,027		162	206	2,117
Sign/Repaired	0	0	120	91	84		4	23	46
Sign Work Hours	0	0	289	179	234		19	34	86
Salt Hours	0	0	10	143	24		24	0	63
Salt Tons	0	0	12	20	23		2	0	14
Decorative Street Light Hours	0	0	57	46	125		27	25	112
Traffic Light Repairs	0	0	0	65	20		42	24	139

**Public Services Department - Public Works Division  
January 2020**

<b><u>Subdivision Decorative Light LED Retrofit Project</u></b>			
	<b><u>TOTAL LAMPS</u></b>	<b><u>JANUARY RETROFITS</u></b>	<b><u>TOTAL LED RETROFIT</u></b>
<b>High Mast Lights – I-65 Ramps</b>	<b>6</b>	<b>0</b>	<b>6</b>
<b>Baylee Court</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>Briarwood Subdivision</b>	<b>9</b>	<b>0</b>	<b>6</b>
<b>Bridle Creek Subdivision</b>	<b>7</b>	<b>0</b>	<b>5</b>
<b>Business Park Drive</b>	<b>7</b>	<b>0</b>	<b>7</b>
<b>Hampton Village Subdivision</b>	<b>24</b>	<b>0</b>	<b>24</b>
<b>Heritage Trace Subdivision</b>	<b>5</b>	<b>0</b>	<b>5</b>
<b>Holly Tree Subdivision</b>	<b>44</b>	<b>1</b>	<b>44</b>
<b>Madeline Way</b>	<b>7</b>	<b>0</b>	<b>7</b>
<b>Magnolia Village Subdivision</b>	<b>27</b>	<b>0</b>	<b>26</b>
<b>Spring Brook Blvd</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>Sumner Crossing Subdivision</b>	<b>21</b>	<b>0</b>	<b>21</b>
<b>Villages of Indian Ridge</b>	<b>10</b>	<b>0</b>	<b>0</b>
<b>Totals:</b>	<b>171</b>	<b>1</b>	<b>155</b>

**SIGN REPLACEMENT:**

Staff continues to go through the City and replace all of the missing signs. We have a high incidence of sign theft in the City. I had the crews start using anti-theft hardware, but now the vandals are bending the signs until they break away.

**Public Works Special Projects:**

The goal is to be reactive to special requests that are made from time to time either from the City Administrator or other departments.

**Road Work Program:**

The goal for this program is to maintain the City's right-of-ways and drive lanes so they're free from hazards.

1. Curb - repair concrete curbs/sidewalks;
2. Shoulder – maintain shoulders with rock;
3. Potholes – repair asphalt such as base failures and pothole patching;
4. Potholes – man hours associated with potholes/asphalt work;
5. Mowing - medians, right-of-ways, and City owned property;
6. R-O-W - tree trimming and roadside vegetative management (weed spraying);
7. Signs – repair, replace and/or install signs within the City limits;
8. Salt – winter weather road clearing and salting.

**Public Services Department - Public Works Division  
January 2020**

**SANITATION DIVISION**

**Brush, Leaves & Litter Control Program:**

The goal of the brush and leave collection and litter control program is to maintain an efficient collection service for the residents. In the past, residents have not been satisfied with the level of service that the department was providing. I believe that part of this perception is a function of the quantity of material placed out for collection. At this point, the City's ordinance does not restrict the volume of material left at the curb for pickup. The City only operates one (1) truck and the driver is dedicated to this task and will only perform other job duties if there's no yard waste to collect. Additionally, the City allows residents to drop off yard waste at the public works yard and we receive a tremendous quantity of yard waste from this program as well.

<b>Total Hours Worked</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>DEC-19</b>	<b>JAN-20</b>	<b>YTD 19/20</b>
Sanitation	2,914	2,685	3,634	4,406	4,024		355	361	2,466
Facility Maintenance	2,049	3,494	723	446	574		61	56	243
Fleet Maintenance	1,157	1,034	488	445	331		34	24	204
Meeting/Training	572	502	265	130	135		4	8	52
Leave	807	1,253	428	700	476		22	30	232
Holiday	850	795	270	230	230		50	40	190
Overtime	263	508.5	119	4	12		0	1	11
Administrative	781	385	167	1	0		3	0	4
Sweeping Man Hours	0	0	1	0	0		0	0	0
R-O-W Hours	0	0	166	30	97		6	30	146
Salt Hours	0	0	0	0	0		0	0	0
Salt Tons	0	0	0	0	0		0	0	0

<b>Sanitation</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>DEC-19</b>	<b>JAN-20</b>	<b>YTD 19/20</b>
Brush Collection Stops	5,915	5,944	6,080	5,605	5,620		312	315	3,392
Brush Truck Loads	503	459	551	522	578		27	25	373
Leaves Pickup Bags	4,016	3,741	3,542	3,422	3,535		504	190	2,087
Brush/Leaves Hours	1,634	1,366	1,492	1,239	1,300		79	86	776
Litter Pickup Bags	309	334	507	546	511		30	46	288
Litter Pickup Hours	1,147	1,318	1,132	985	957		62	67	573

**Public Services Department - Public Works Division  
January 2020**

**Sanitation Collection:**

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The **January 2020** work order report shows that staff made **67** requests on the WI web portal system, of which only **17** were due to missed service calls and the rest were container delivery and/or pickup. Considering that we have over **3,800** cans in service for garbage and **3,680** cans in service for recycling, we are operating with less than 1% error rate.

Solid Waste	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19		DEC-19	JAN-20	YTD 19/20
Tons	3,081	3,276	3,021	3,383	3,252		318	312	2,028
Disposal Fee	\$86,099	\$81,583	\$83,644	\$93,055	\$90,598		\$8,659	\$8,491	\$55,468

SW Accounting	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19		DEC-19	JAN-20	YTD 19/20
Units Billed	45,763	47,155	47,954	45,594	49,311		4,168	4,191	29,049
Receivables (Billed)	\$795,325	\$813,518	\$832,150	\$780,878	\$870,111		\$73,746	\$74,137	\$513,536
Revenue (Received)	\$781,004	\$823,428	\$822,004	\$784,689	\$759,969		\$73,010	\$73,071	\$501,376

**Citizen Solid Waste Drop-off Program:**

The goal for the citizen drop-off program is to provide an effective means for residents to dispose of bulky wastes (furniture, washer appliances, clutter, etc.) or other wastes that normally wouldn't fit into their curbside container. We provide a dumpster for garbage and a dumpster for *metal recycling*. We encourage the residents to separate their items to maximize our recycling efforts. The BMA has made it a policy to allow residents two (2) free dumps per year. Anything above that number a resident would be charged \$50.00.

**Recycling Program:**

SW Drop-Off	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19		DEC-19	JAN-20	YTD 19/20
Participants	712	602	624	534	341		20	33	244
Tons	166	139	148	142	147		5	11	62
Disposal Fee	\$13,208	\$11,124	\$12,935	\$24,097	\$30,256		\$1,613	\$2,364	\$16,340

The goal for the recycling program is to achieve an overall recycling rate of **25%**. At present we are recycling approximately **16%** of our curbside solid waste stream.

Recycling	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19		DEC-19	JAN-20	YTD 19/20
Curbside Tons	408	463	519	568	567		45	55	292
Recycling Rate	13.5%	14%	10%	13%	15%		13%	14%	14%
Revenue (curbside)	\$2,473	\$19,08	\$0	\$0	\$0		\$0	\$0	\$0
Fee (new program)	-	(\$4,565)	(\$7,775)	(\$15,044)	(\$23,708)		(\$2,477)	(\$3,051)	(\$16,222)
Metal (drop-off)Tons	33	42	46	48	38		0	5	21
Metal Revenue	\$4,334	\$3,098	\$3,726	\$5,339	\$4,192		\$0	\$472	\$1,534

**Public Services Department - Public Works Division  
January 2020**

**Traffic Light Complaint Log**

<b>LIGHT</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>JAN-20</b>	<b>YTD 19/20</b>
SR-76/Pleasant Grove Road	0	0	0	0	0
SR-76/Love's Lane & Dee Cee Road	2	0	0	0	0
SR-76/Southbound I-65	2	0	0	0	0
SR-76/Northbound I-65	0	1	3	0	0
SR-76/Charles Drive & Hester Drive	3	1	0	0	0
SR-76/Wilkinson Lane	2	2	0	0	0
SR-76/Sage Road & Edenway	9	2	1	0	0
SR-76/Raymond Hirsch Pkwy	0	0	0	1	1
SR-76 & College Street/Hwy 31W	0	0	1	0	0
Hwy 31W/Portland Road	1	0	0	0	0
Hwy 31W/Raymond Hirsch Pkwy	0	1	0	0	0
Hwy 31W/Sage Road & McCurdy Road	1	2	2	0	0
Tyree Springs/Meadows & Raymond Hirsch	8	2	0	0	0
Wilkinson Lane @ Wal-Mart Entrance	0	1	0	0	1
<b>TOTAL</b>	<b>28</b>	<b>12</b>	<b>7</b>	<b>1</b>	<b>2</b>

**Public Services Department - Public Works Division  
January 2020**

**STORMWATER DIVISION**

<b>Total Hours Worked</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>DEC-19</b>	<b>JAN-20</b>	<b>YTD 19/20</b>
Stormwater	0	5,744	5,637	7,349	7,982		486	735	4,494
Facility Maintenance	2,049	3,494	895	541	455		24	75	230
Fleet Maintenance	1,157	1,034	339	228	308		14	36	172
Meeting/Training	572	502	345	373	300		47	23	192
Leave	807	1,253	709	576	577		100	80	425
Holiday	850	795	375	345	440		75	80	315
Overtime	263	508.5	306	334	211		11	7	190
Administrative	781	385	1,489	1,347	1,206		66	167	657
Drainage Work (feet)	0	0	2,817	3,409	12,222		0	150	1,830
Drainage Man Hours	0	0	1,229	1,359	1,809		5	58	686
Debris Removed Load	0	0	115	48	175		8	13	96
Sweeping Man Hours	0	0	92	170	237		12	26	229
Mowing Hours	0	0	175	96	117		0	0	76
Curb Repair	0	0	0	0	0		0	0	0
Shoulder LF	0	0	210	0	0		0	0	0

<b>Total Hours Worked</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>DEC-19</b>	<b>JAN-20</b>	<b>YTD 19/20</b>
Shoulder Hours	0	0	90	27	0		0	0	0
# of Potholes	0	0	0	140	0		0	0	0
Pothole Hours	0	0	2	112	30		3	0	3
R-O-W Hours	0	0	1,456	2,016	2,479		125	186	1,582

**Stormwater Improvement Projects:**

The goal is to maintain the existing drainage infrastructure through culvert replacement, ditch cleaning and dry basin mowing. This department responds to citizen drainage complaints and, as such, we list the requested projects on the City's website. Additionally, we maintain the curbed lanes, intersections, center turn lanes and bike path along 31W with our street sweeping program.

<b>Stormwater Accounting</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>DEC-19</b>	<b>JAN-20</b>	<b>YTD 19/20</b>
Units Billed	24,410.00	45,476	50,278	47,822	47,456		4,372	4,386	30,448
# of ERUs	0	0	0	86,933	88,019		8,145	8,178	56,850
Receivables (Billed)	\$107,250	\$395,818	\$638,015	\$781,529	\$791,290		\$73,224	\$73,520	\$511,082
Revenue (Received)	\$105,118	\$364,022	\$614,459	\$808,754	\$760,244		\$71,06	\$71,486	\$499,173

**Public Services Department - Public Works Division  
January 2020**

**STORMWATER JANUARY 2020**

Monday, January 6<sup>th</sup>

- Ditch repair and drainage work (Union Rd.)
- Replace culvert (Union Rd.)

Tuesday, January 7<sup>th</sup>

- Staff meeting
- Pipe installation and extension for school on Wilkerson
- Ditch repair and concrete install (Amber Ln.)
- Traffic control

Wednesday, January 8<sup>th</sup>

- Ditch repair and concrete install cont. (Amber Lane)
- Repair retention pond (Longview Dr. & Calista Rd.); install pipe to pump

Thursday, January 9<sup>th</sup>

- Staff meeting
- Exposed sewer line (Calista Rd.); assisted WW
- Removed trees on Apache Trail & Raymond Hirsch

Friday, January 10<sup>th</sup>

- Ditch repair and sewer maintenance via manhole on Greenway

Monday, January 13<sup>th</sup>

- SW meeting
- Fleet maintenance (cleaned Mini-Ex)
- Cleaned headwall and replaced culvert (Tyree Springs & Hobbs)

Tuesday, January 14<sup>th</sup>

- Drive repair and ditch maintenance (Tyree Springs)
- Installed concrete corner (N. Palmers & Brookview)
- Removed dam in creek (Pleasant Ln.)

Wednesday, January 15<sup>th</sup>

- Evaluated Hot Spots
- Improve concrete on NPC
- Tools and Vehicle Maintenance (#1329)
- Drainage Inspection (Reid Way, Covington Bend)

Thursday, January 16<sup>th</sup>

- Wastewater digging (Calista Rd.)
- Retrieved brush truck from Nashville
- Tool maintenance (cleaned chain saws; organized for shelving)

Monday, January 20<sup>th</sup>

- HOLIDAY

Tuesday, January 21<sup>st</sup>

- Stormwater Inspections (piping at Concord Springs)
- Rewired trailer plug
- Serviced chain saws

Wednesday, January 22<sup>nd</sup>

- Staff Meeting
- Wastewater project cont. (Calista Rd. – sewer repair)

Thursday, January 23<sup>rd</sup>

- Fleet maintenance: serviced new dump truck (applied trailer plug)
- Debris removal and installation of rip rap and topsoil (Longview Dr.)

Monday, January 27<sup>th</sup>

- Staff Meeting
- Stormwater Inspections (ditches and catch basins)
- Street Sweeping (Hwy 76 & 31W)

Tuesday, January 28<sup>th</sup>

- Mitigated drainage concern submitted on Pebble Creek Rd. (removed sediment and flushed catch basin)
- Clear and Cut trees for Parks & Rec.
- Traffic control (Union Rd.)

Wednesday, January 29<sup>th</sup>

- Ongoing wastewater project (Calista Rd.)
- Park building spot utilities
- ID# 1630 TO 1800

Thursday, January 30<sup>th</sup>

- Assist with Parks & Rec building pad
- Clear and cut trees



**Public Services Department - Wastewater Division  
January 2020**

**Staffing:** The Wastewater department is authorized **14 full time** employees.

1. (1) Administrative Assistant II
2. (1) Wastewater Manager
3. (1) Treatment Plant/Lift Station Manager;
4. (1) Treatment Plant Operator;
5. (2) Utility Mechanics
6. (1) Inspector
7. (1) Billing Specialist
8. (1) Collection System Supervisor;
9. (4) Collection System Technician I
10. (1) Collection System Technician II

**Collection System Activities**

**Tennessee 811 is the underground utility notification center for Tennessee and is not a goal driven task:**

This is a service to provide utility locations to residents or commercial contractors. The 811call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities.

<b>Line Marking</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>Dec - 19</b>	<b>Jan - 20</b>	<b>YTD</b>
Tennessee 811	1,691	1,670	1849	2315		204	220	1583

**SCADA (Supervisory Control and Data Acquisition) Alarm Response Goal:**

Our goal is to reduce the number of responses through an ongoing, proactive maintenance program at the major lift stations. However, there are uncontrollable factors that create an alarm condition; such as high water levels due to large rain events, loss of vacuum, power outages and/or loss of phase. These types of alarms notify us that a problem exists. A service technician can access the SCADA system from any location via a smart device and acknowledge the alarm. The SCADA system at every lift station will allow the technician to remotely operate the components at the station.

<b>Lift Station Location</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>Dec - 19</b>	<b>Jan - 20</b>	<b>YTD</b>
North Palmers Chapel	35	22	23	8		0	0	3
Calista Road	24	55	13	4		0	0	1
Wilkinson Lane	0	8	4	1		0	0	2
Portland Road	1	1	4	1		0	0	0
Cope's Crossing	4	17	15	7		3	0	6
Union Road	91	8	17	6		3	0	4
Meadowlark Drive	1	11	6	4		2	0	2
Highway 76	0	1	0	1		0	0	1
Cambria Drive	1	0	0	1		3	0	3
Sage Road		7	2	0		0	0	0
Settler's Ridge			1	1		0	0	1
Summerlin			0	2		3	0	5
Heritage High School		22	0	2		0	0	1
Treatment Plant	0	1	6	4		3	1	6

**Public Services Department - Wastewater Division  
January 2020**

**Alarms** –

WWTP – Alarm was from an electrical short in the headworks control panel. We opened the bypass valve to and sending the influent directly to the oxidation ditch. This is technically a “Bypass” according to the language in the NPDES permit and has been reported as such. The contact for the screw conveyor has been ordered.

**System Repair Goal:**

The goal is to minimize failures with the major lift stations and the mainline gravity, low and high pressure force mains and the air vacuum systems. We’ve been training key personnel over the last two (2) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of our lift stations are either at or near their useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced.

The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Therefore, we have to make repairs, and if the line break was due to negligence, I will send the responsible party a repair bill. In some cases, the breaks are due to weather or age.

<u>Repairs</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>		<u>Dec - 19</u>	<u>Jan -20</u>	<u>YTD</u>
Major Lift Stations	26	57	42	19	4		0	0	2
Mainline	14	14	13	6	6		0	6	9
Service Line	49	42	44	5	10		0	2	6

- Settler’s Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had past. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. A plan of action on replacing the damaged tank is being discussed at this time.**
- Concord Springs** – The lift station at Concord Springs subdivision was successfully started. The Variable Frequency Drives (VFD) are set to allow the pumps to move 250 GPM. There is a small punch list of items to be completed before the City takes this station over. The punch list is mainly cleaning, spare parts and cosmetics of the footprint.
- The Parks** – The “temporary” lift station at the Parks subdivision was also started successfully. This station will allow for about 160 homes to be built while waiting on Gorman & Rupp to deliver the permanent station.
- HWY 76 Force Main Relocation Project** – John Hall Construction began this project on the 6<sup>th</sup>. To date they have 740’ of 12” SDR21 pipe laid and both valve insertions have been completed. The project has a 45-day completion schedule. Hall has been slowed at the bore of the I-65 north bound off ramp. They are only getting a few feet a day due to a very hard limestone shelf. Hall has had to replace 2 auger sections and several rock heads. They are about 40’ into the 80’ bore.

**Public Services Department - Wastewater Division  
January 2020**

<u>Work Orders</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>		<u>Dec - 19</u>	<u>Jan - 20</u>	<u>YTD</u>
<b>Gravity Sewer Connections</b>								<b>470</b>
<b>Grinder Sewer Connections</b>								<b>2,993</b>
<b>Vacuum Connections/Pods</b>								<b>440 / 300</b>
<b>Grinder Tank PM Program</b>	N/A	<b>58</b>	<b>63</b>	<b>358</b>		<b>20</b>	<b>18</b>	<b>155</b>
PD to Centrifugal Converts	3	8	0	0		0	0	0
<b>2000 to Extreme C/O</b>	53	64	43	64		3	4	28
<b>Extreme to Extreme C/O</b>	<b>137</b>	<b>182</b>	<b>298</b>	<b>250</b>		<b>23</b>	<b>26</b>	<b>171</b>
Centrifugal to Centrifugal C/O	2	7	0	0		0	0	0
2000 Conversions	2	0	0	0		0	0	0
<b>Hydromatic/Extreme Converts</b>	44	48	67	47		7	5	39
<b>Total Pumps Replaced</b>	<b>313</b>	<b>338</b>	<b>401</b>	<b>361</b>		<b>33</b>	<b>35</b>	<b>248</b>
<b>Low Pressure Service Request</b>	<b>530</b>	<b>716</b>	<b>621</b>	<b>728</b>		<b>58</b>	<b>61</b>	<b>420</b>
<b>Vacuum System Service Request</b>	<b>87</b>	<b>172</b>	<b>143</b>	<b>112</b>		<b>6</b>	<b>8</b>	<b>62</b>
<b>Gravity Service Request</b>	<b>5</b>	<b>12</b>	<b>0</b>	<b>10</b>		<b>2</b>	<b>1</b>	<b>11</b>
Inspection for New Service	36	23	54	103		17	36	144
Final Inspection for New Service	37	55	56	62		7	7	51
Sanitary Sewer Overflow (SSO)	6	9	1	3		5	6	20
Odor Complaints	16	17	28	43		4	2	24

**Public Services Department - Wastewater Division  
January 2020**

**Wastewater Treatment Plant Goal:**

The primary goal for the treatment plant is to provide an effluent quality that meets or exceeds the TDEC required limits as set forth in our NPDES permit. This is measured by a violation occurrence that must be notated on the monthly report. The secondary goal is to provide a high level operation and maintenance program to ensure the plant runs as designed. This plant was built in 2001 and has been experiencing mechanical failures on components that operate 24/7.

<u>Parameter</u>	<u>Oct - 19</u>	<u>Nov 19</u>	<u>Dec - 19</u>	<u>Jan - 20</u>	
<b>Flow – To Creek</b>	0.5950 MGD	0.7080 MGD	0.704 MGD	0.777 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.0940 MGD	0.00 MGD	0.00 MGD	0.00 MGD	
<b>Total Flow Through Plant</b>	0.6890 MGD	0.7080 MGD	0.704 MGD	0.777 MGD	
<b>Capacity</b>	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MGD	
<b>% of Plant Throughput</b>	49.2%	50.6%	50.3%	55.5%	(0.777 MGD) / (1.40 MGD)
<b>Actual Capacity</b>	1.12 MGD	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
<b>% of Allocated Capacity</b>	61.5%	63.2%	62.9%	69.3%	(0.777MGD) / (1.12 MGD)
<b>Rainfall</b>	9.21”	7.52”	11.39”	5.80”	

<u>Effluent</u>	<u>FY 14/15</u>	<u>FY15/16</u>	<u>FY16/17</u>	<u>FY17/18</u>	<u>FY18/19</u>		<u>Dec - 19</u>	<u>Jan - 20</u>	<u>YTD</u>
<b>Violations</b>	1	7	7	13	7		1	1	8

1. **Violations:** One violation is Total Phosphorus Rolling Average in pounds per year.

2. **H2S & Ferric Sulfate:**

Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. **The feed rate is 11 gallons per day at the Union Road lift station and 19 gallons per day at the Old Tyree lift station.**

3. **Peracetic Acid:**

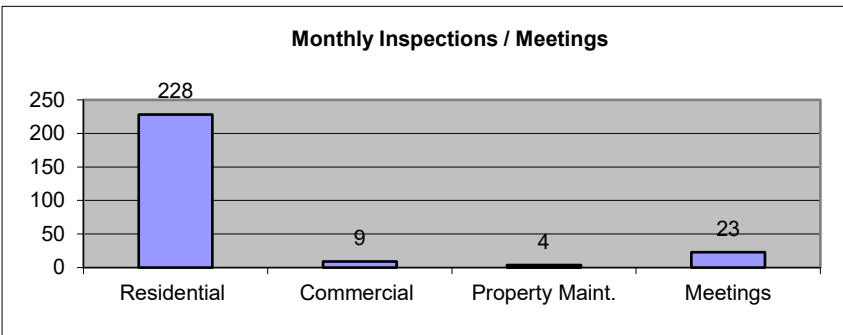
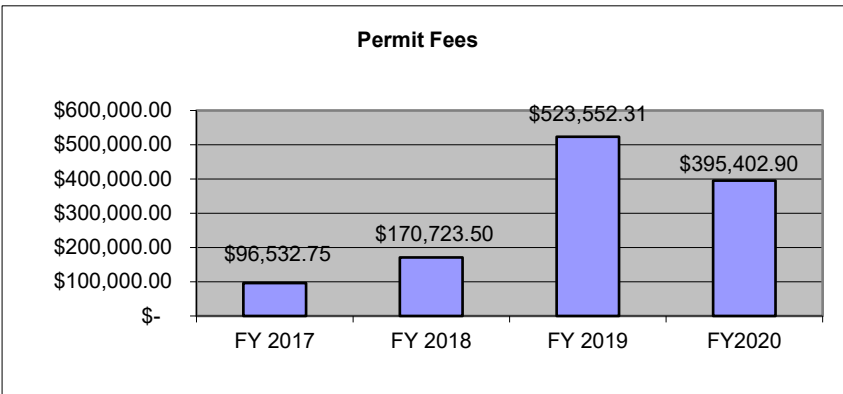
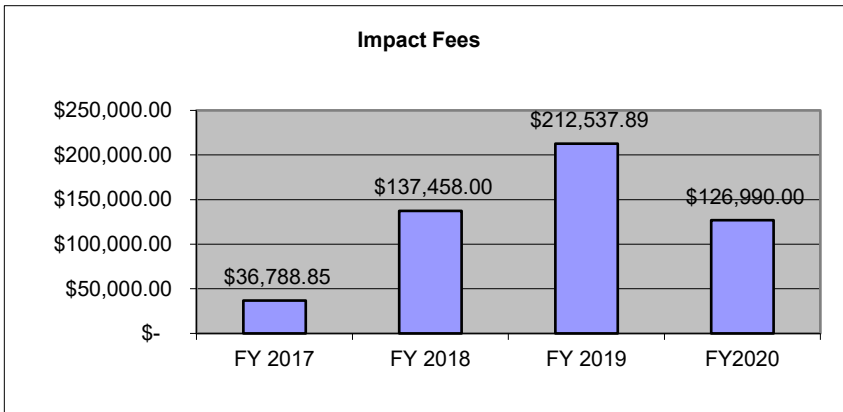
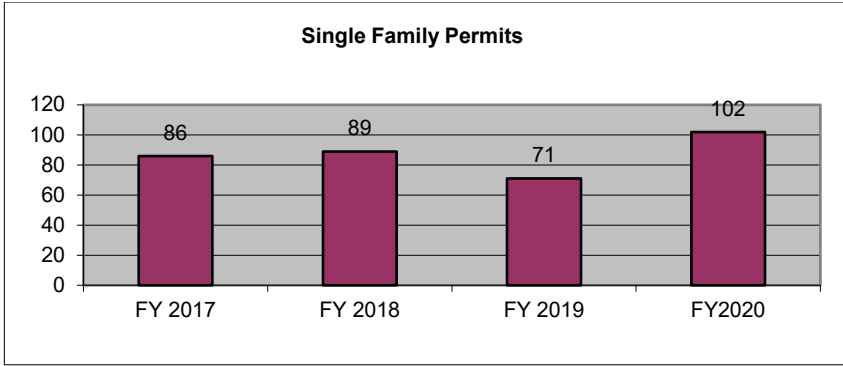
TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly.

The PAA feed rate is operating at a constant **2.50** parts per million (ppm). The average residual was **0.13** PPM with a max residual of **0.19** PPM. *Last month the feed rate was 2.50 ppm.*

Our TDEC permit states in part that, “The concentration of the E. Coli group after disinfection shall not exceed **126 CFU’s** (colony forming units) per 100 ml.” Additionally, our *daily maximum* concentration limit is **941/1000ml**.

Our **E Coli** testing for the month was an average of **43.0 CFU’s** which is well below the limit. *Last month the average was 29.3.*

**Planning and Codes Department  
JANUARY 2020**



**Planning and Codes Department  
JANUARY 2020**

	Month	FY2020	FY2019	FY2018	FY2017
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	3	32	66	69	56
Construction Appeals	0	0	0	1	0
Zoning Appeals	0	1	6	7	11
Tech. Review/Study Session	0	0	0	1	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	27	102	71	89	86
Multi-Family Residential	0	0	13	5	13
Other Residential	3	30	93	238	244
New Commercial	1	1	3	3	5
New Industrial	0	0	1	0	5
Other Com/Ind	1	19	33	31	22
State Electrical	0	262	875	768	812
Sign	2	7	25	24	14
Occupancy Permits	1	0	29	65	14
Commercial Certificate of Occupancy-					
<b>Southern Charm Bakery and Cupcakery-301 Richard Wilkes Rd.</b>					
Other	2	7	3	14	3
<b>BUILDING INSPECTIONS</b>					
Residential	228	1511	2411	1112	1549
Hours	52.42	298.08	414.98	383.59	378.64
Commercial /Industrial	9	59	179	165	191
Hours	4	18.92	179	165	191
<b>CODE ENFORCEMENT</b>					
Total Cases	4	251	179	165	191
Hours	1.42	50.83	86.75	75.17	79.74
Complaints Received	2	75	98	132	117
<b>MEETINGS</b>					
Administration	11	41	68	51	15
Hours	20.42	68.59	103.67	101	62.43
Planning	9	52	135	73	17
Hours	9.5	64.25	155.5	86.82	17.33
Codes	3	18	35	27	16
Hours	7	22.08	40.16	18.67	28.25
<b>FEES</b>					
Permit Fees	\$100,133.40	\$ 395,402.90	\$ 523,552.31	\$ 170,723.50	\$96,532.75
Board Review Fees	\$1,100.00	\$ 4,575.00	\$ 3,750.00	\$ 4,683.00	\$3,599.00
City Impact Fee	<b>\$33,615.00</b>	<b>\$ 126,990.00</b>	<b>\$ 212,537.89</b>	<b>\$ 137,458.00</b>	<b>\$36,788.85</b>
Roads	\$10,287.00	\$ 30,032.70	\$ 98,885.80	\$ 112,424.58	\$13,901.37
Parks	\$10,692.00	\$ 38,610.00	\$ 23,140.00	\$ 10,163.90	\$ 4,459.10
Police	\$7,614.00	\$ 27,495.00	\$ 11,704.30	\$ 8,971.20	\$ 9,241.81
Fire	\$5,022.00	\$ 17,391.00	\$ 23,344.29	\$ 5,963.72	\$ 5,897.47
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	235	51	51
Commercial/Ind. Sq Ft	0	15,216	214,206	27,006	6,500
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 16	\$ 2,965,767.07	\$1,633,984.00	\$922,141.63	\$573,840.00	\$573,840.00
Builders Bonds	17,500.00	\$ 18,000.00	\$ 69,366.43	\$ 45,366.43	\$43,866.43
Workings Days in Month	16	17	16	15	15

Sept. 2008 July - Sept.

<b>Division</b>	<b>Activity</b>	<b>Actual</b>	<b>YTD</b>	<b>Last Year</b>
<b>Maintenance</b>				
	Mowing Hours	251	834	
	Pounds of Grass Seed Sown	25	50	
	Pounds of Fertilizer Applied	300	2500	
	Number of Trees/Shrubs Planted	0	69	
<b>Recreation</b>				
	Number of Youth Program Participants	0	188	
	Number of Adult Program Participants	465	969	
	Number of Theatre Production Attendees	0	0	
	Number of Special Event Attendees	70	202	
	Total Number of Special Events Offered	3	4	
	Total Number of Programs Offered	6	20	
	Youth Program Revenue	\$523.98	\$11,744.98	
	Adult Program Revenue	\$2,099.00	\$8,010.00	
	Theatre Production Revenue	\$0.00	\$0.00	
	Special Event Revenue	\$200.00	\$1,600.00	
<b>Administration</b>				
	Number of Shelter Reservations	18	50	
	Hours of Shelter Reservations			
	Shelter Reservation Revenue	\$208.00	\$1,348.00	
	Number of Facilities Reservations	38	88	
	Hours of Facility Reservations			
	Facility Reservation Revenue	\$2,831.75	\$5,124.27	
	Misc. Revenue	\$3,865.89	\$54,831.71	
<b>Senior Center</b>				
	Senior Center Participants	242	711	
	Number of Trip Participants	22	76	
	Number of Meals Participants	330	936	
	Number of Program Participants			
	Number of Trips Offered	3	11	
	Number of Meals Served	4	12	
	Number of Programs Offered	5	5	

Parks, Recreation, Cultural Arts Department  
January 2020

	19-Jan	Dec-19	Jan-20	YTD 19-20
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**Facility Usage**

Number of Special Use Permits Submitted	0	0	3	7
Pavilion 1 Rentals	0	0	0	7
Pavilion 2 Rentals	0	0	0	5
Pavilion 3 Rentals	0	0	0	36
Splash Pad Pavalion Rentals	0	0	0	106
Total Number of Pavilion Rentals	0	0	0	154
Gymnasium Rentals	9	10	10	69
Caferia Rentals	2	0	0	0
Auditorium Rentals	1	1	1	9
Amphitheater Rentals	0	0	0	0
Total Number of Facility Rentals	12	11	11	78
Ballfield Rentals	0	0	0	39
Vistor Center Attendance	2	0	3	17
Vistors Who Also Toured Museum	5	37	2	76
Museum Attendance Only	14	5	41	613
Total Museum Attendance	19	42	43	689

**Programming**

				0
Number of Youth Program Participants	0	0	0	578
Number of Adult Program Participants	0	76	0	76
Number of In-House Special Events Offered	0	1	0	5
Number of In-House Special Event Attendees	0	850	0	2964
Total Number of Programs Offered	3	0	3	11
Number of Senior Center Memberships		201	203	1362
Number of New Senior Center Memberships		0	2	12
Senior Center Participants	1272	1,044	1,158	7735
Senior Center First Time Visitors		1	14	38
Number of Senior Trips Offered	3	3	3	31
Number of Senior Trip Participants	37	53	59	475
Number of Senior Programs Offered	10	11	9	62
Number of Senior Program Participants	848	776	816	5563
Number of Senior Meals Served	5	3	4	28
Number of Meals Participants	387	215	283	1749

**Revenues**

Youth Program Revenue	\$1,939.00	\$0.00	\$2,192.00	\$37,090.00
Adult Program Revenue	\$0.00	\$0.00	\$0.00	\$3,580.00
Special Event Revenue	\$0.00	\$0.00	\$0.00	\$1,499.00
Senior Meal Revenue	\$1,015.00	\$572.00	\$756.00	\$4,658.50
Shelter Reservation Revenue	\$170.00	\$0.00	\$80.00	\$3,120.00
Facility Reservation Revenue	\$1,668.75	\$712.50	\$1,306.25	\$7,084.38
Field Rental Revenue	\$0.00	\$0.00	\$0.00	\$1,108.34
Misc. Revenue	\$1,629.06	\$237.00	\$1,133.90	\$2,743.75

**Workflow**

Mowing Hours	0	0	0	1637
Work Orders Received		0	1	8
Work Orders Completed		0	1	8
Number of Projects Started		2	2	22
Number of Projects Completed		2	1	18



	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-Jan
Number of Special Use Permits Submitted					0
Pavilion 1 Rentals					0
Pavilion 2 Rentals					0
Pavilion 3 Rentals					0
Splash Pad Pavalion Rentals					0
Gymnasium Rentals					9
Auditorium Rentals					1
Amphitheater Rentals					0
Ballfield Rentals					0

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-Jan
Total Number of Pavilion Rentals					0
Total Number of Facility Rentals					12
Ballfield Rentals					0

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-Jan
Vistor Center Attendance					2
Vistors Who Also Toured Museum					5
Museum Attendance Only					14
Total Museum Attendance					19

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-Jan
Number of In-House Special Events Offered					0
Total Number of Programs Offered					3
Number of Senior Trips Offered					3
Number of Senior Programs Offered					10

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-Jan
Number of New Senior Center Memberships					
Senior Center First Time Visitors					

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-Jan
Number of Youth Program Participants					0
Number of Adult Program Participants					0
Number of In-House Special Event Attendees					0

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-Jan
Number of Senior Center Memberships					
Senior Center Participants					1272
Number of Senior Trip Partcipants					37
Number of Senior Program Participants					848
Number of Meals Participants					387

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-Jan
Youth Program Revenue					\$1,939.00
Adult Program Revenue					\$0.00
Special Event Revenue					\$0.00
Senior Meal Revenue					\$1,015.00
Shelter Reservation Revenue					\$170.00
Facility Reservation Revenue					\$1,668.75
Field Rental Revenue					\$0.00
Misc. Revenue					\$1,629.06

Dec-19	Jan-20	YTD 19-20
0	3	7
0	0	7
0	0	5
0	0	36
0	0	106
10	10	69
1	1	9
0	0	0
0	0	39

Dec-19	Jan-20	YTD 19-20
0	0	154
11	11	78
0	0	39

Dec-19	Jan-20	YTD 19-20
0	3	17
37	2	76
5	41	613
42	43	689

Dec-19	Jan-20	YTD 19-20
1	0	5
0	3	11
3	3	31
11	9	62

Dec-19	Jan-20	YTD 19-20
0	2	12
1	14	38

Dec-19	Jan-20	YTD 19-20
0	0	578
76	0	76
850	0	2964

Dec-19	Jan-20	YTD 19-20
201	203	1362
1,044	1,158	7735
53	59	475
776	816	5563
215	283	1749

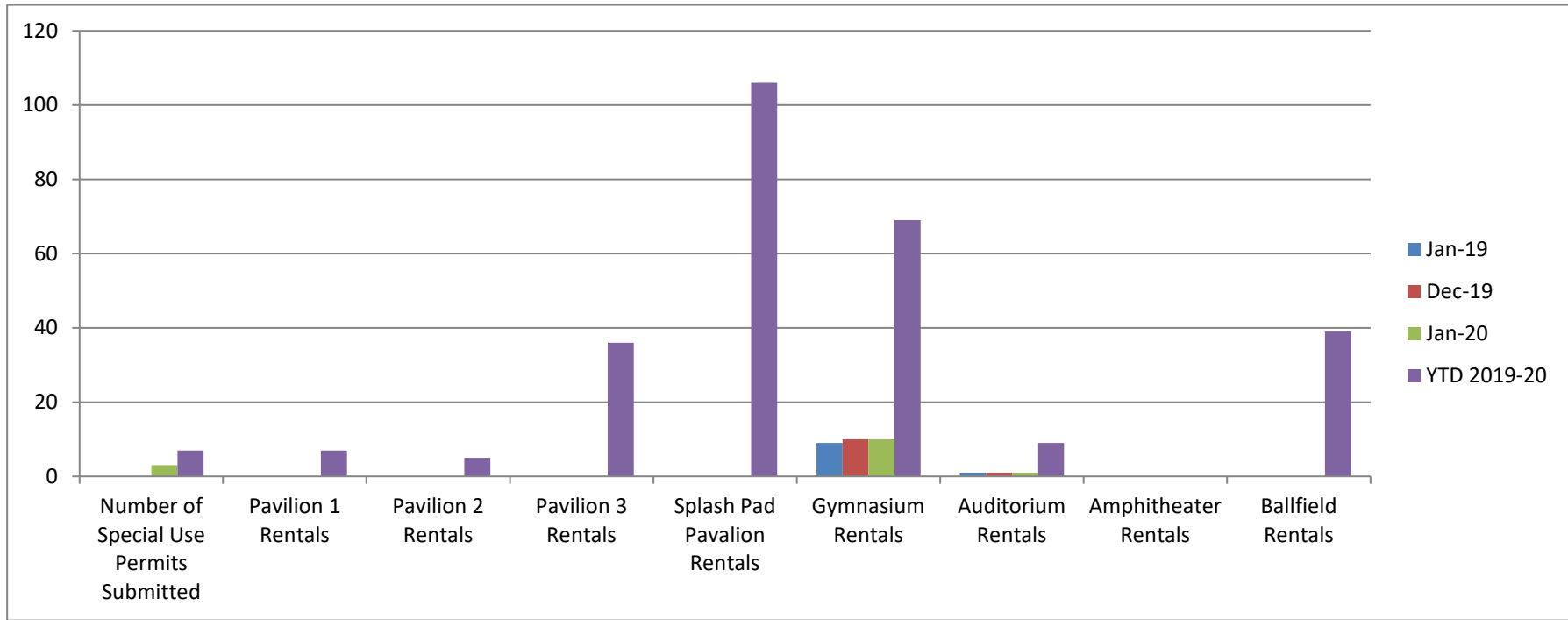
Dec-19	Jan-20	YTD 19-20
\$0.00	\$2,192.00	\$37,090.00
\$0.00	\$0.00	\$3,580.00
\$0.00	\$0.00	\$1,499.00
\$572.00	\$756.00	\$4,658.50
\$0.00	\$80.00	\$3,120.00
\$712.50	\$1,306.25	\$7,084.38
\$0.00	\$0.00	\$1,108.34
\$237.00	\$1,133.90	\$2,743.75

Target      Actual

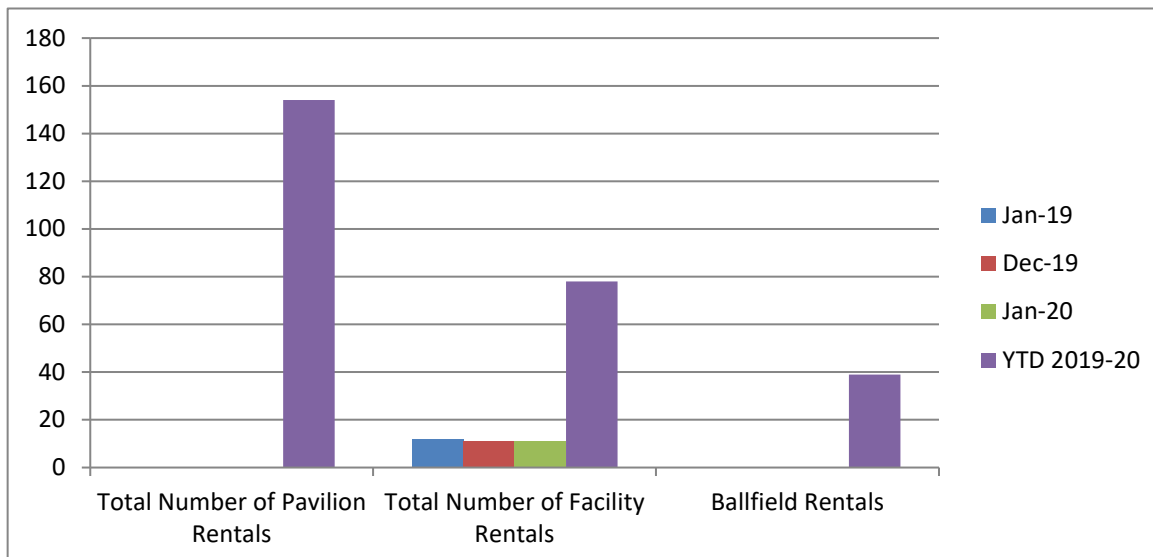
Senior Budget	58.33%	42.35%
Museum Budget	58.33%	50.09%
Parks Admin Budget	58.33%	59.35%
Parks Maintenance Budget	58.33%	54.55%
Cemetery Budget	58.33%	48.75%

# Facility Usage

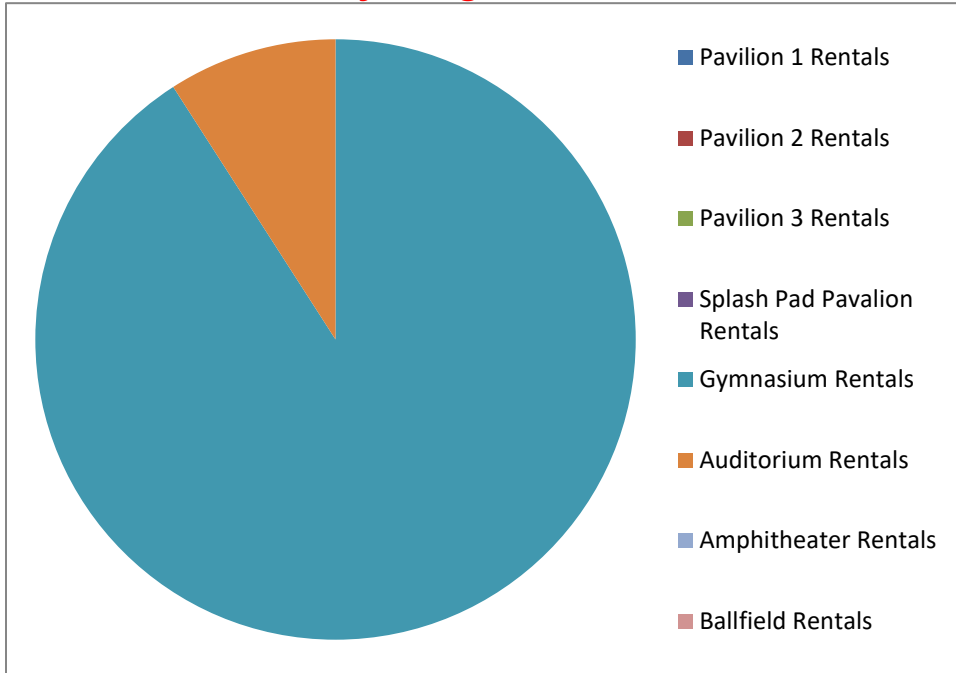
## Comparing Facility Usage From Last January to this January and to Last Month



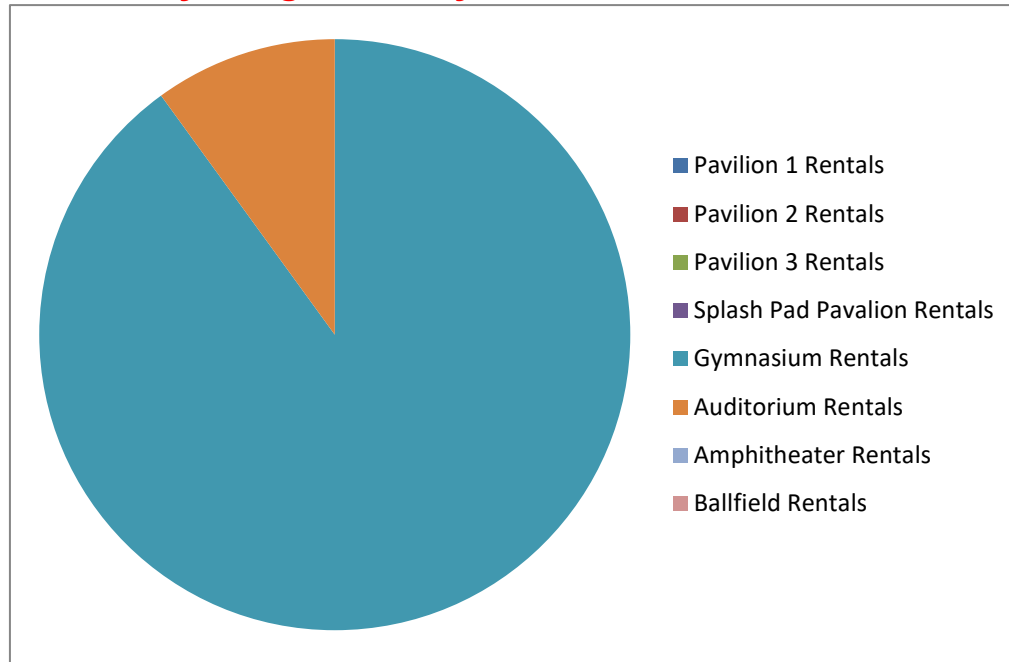
## Comparing Total Usage Between Facilities, Ballfields & Pavilions



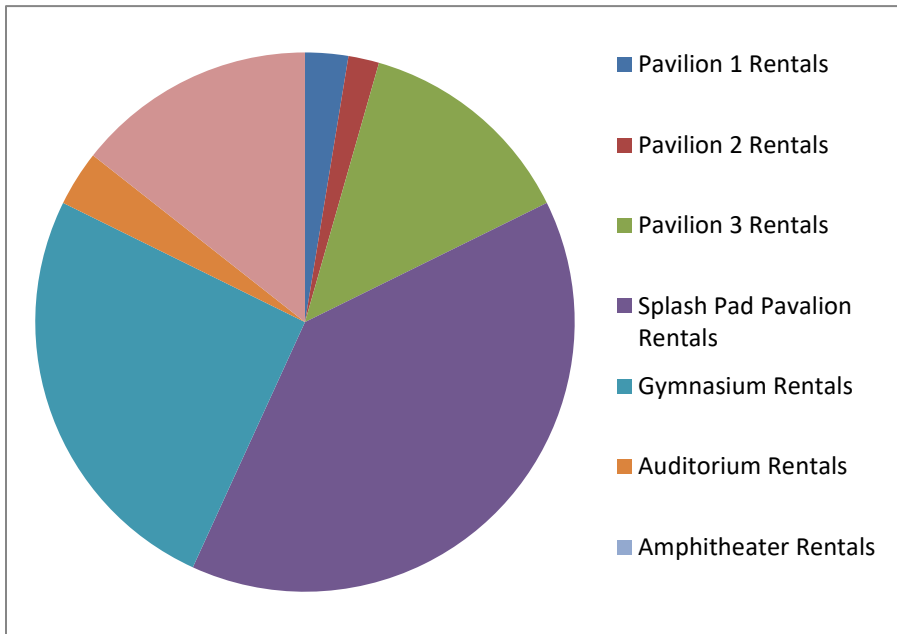
### Facility Usage This Month



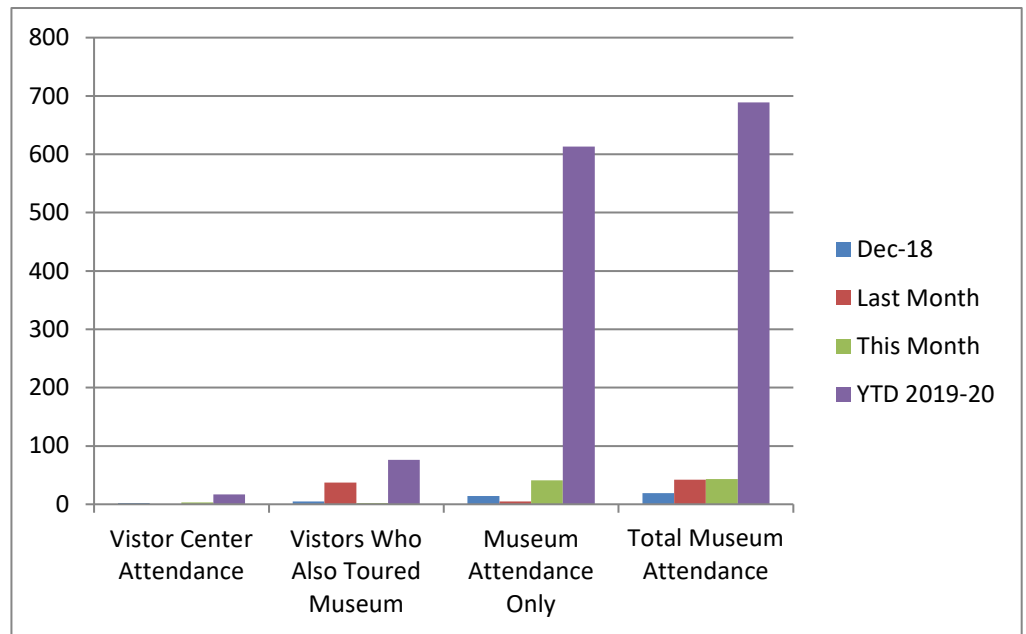
### Facility Usage January 2019



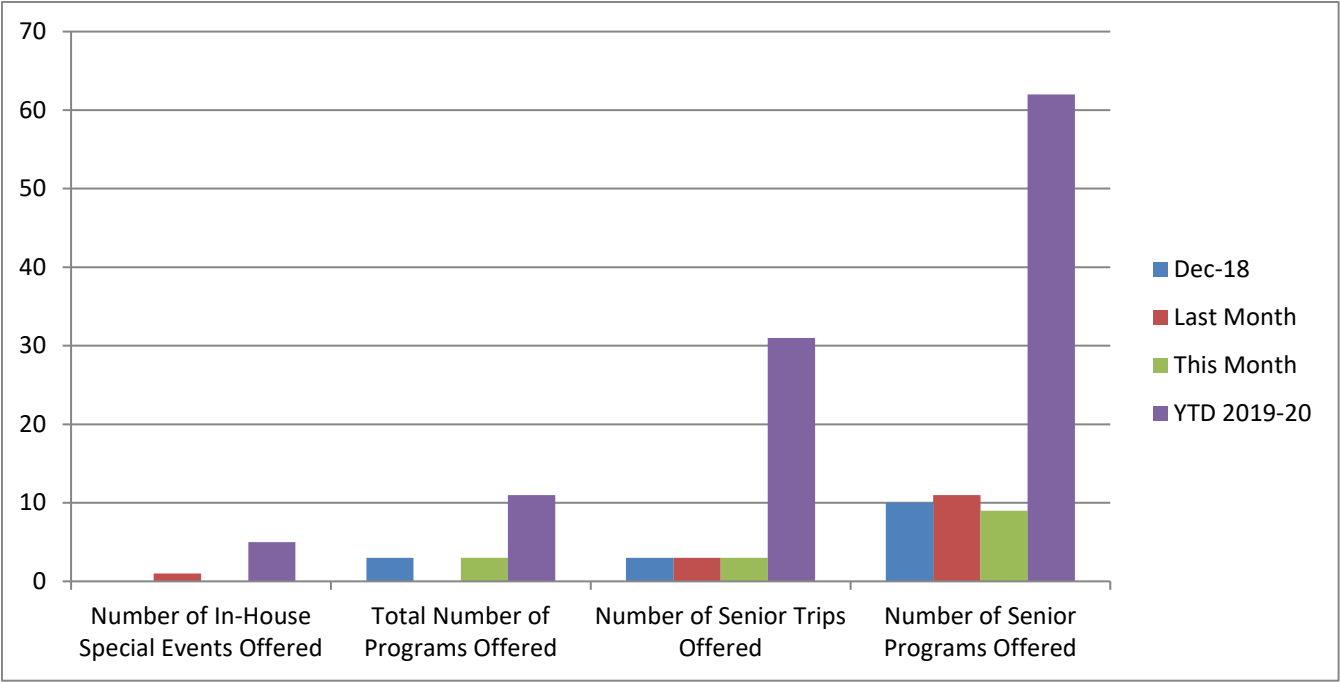
### Facility Usage YTD 2019-20



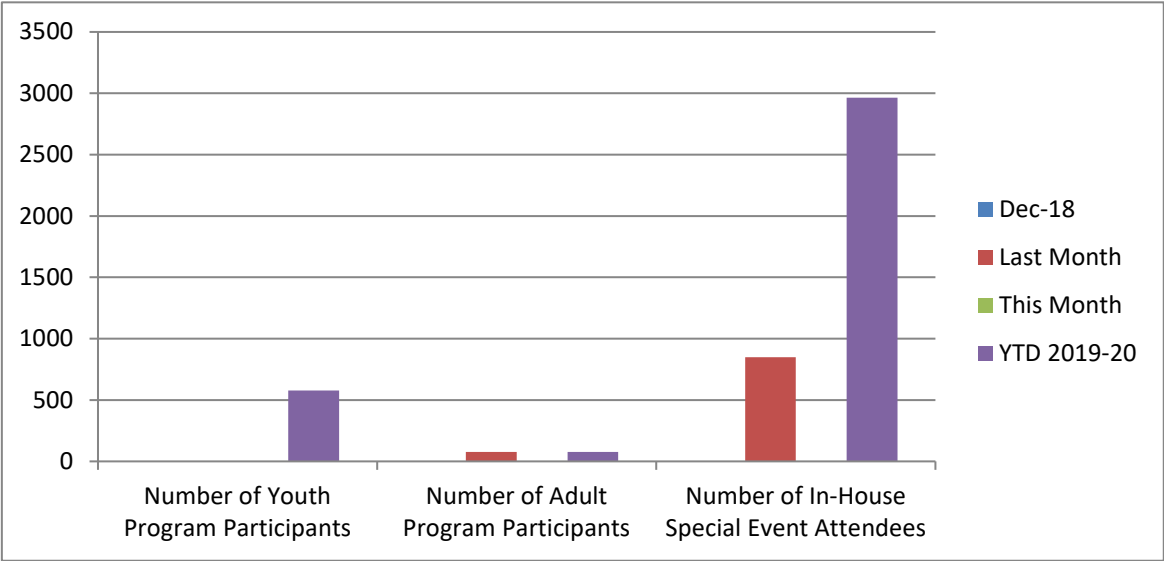
### Museum/Visitor Center Usage



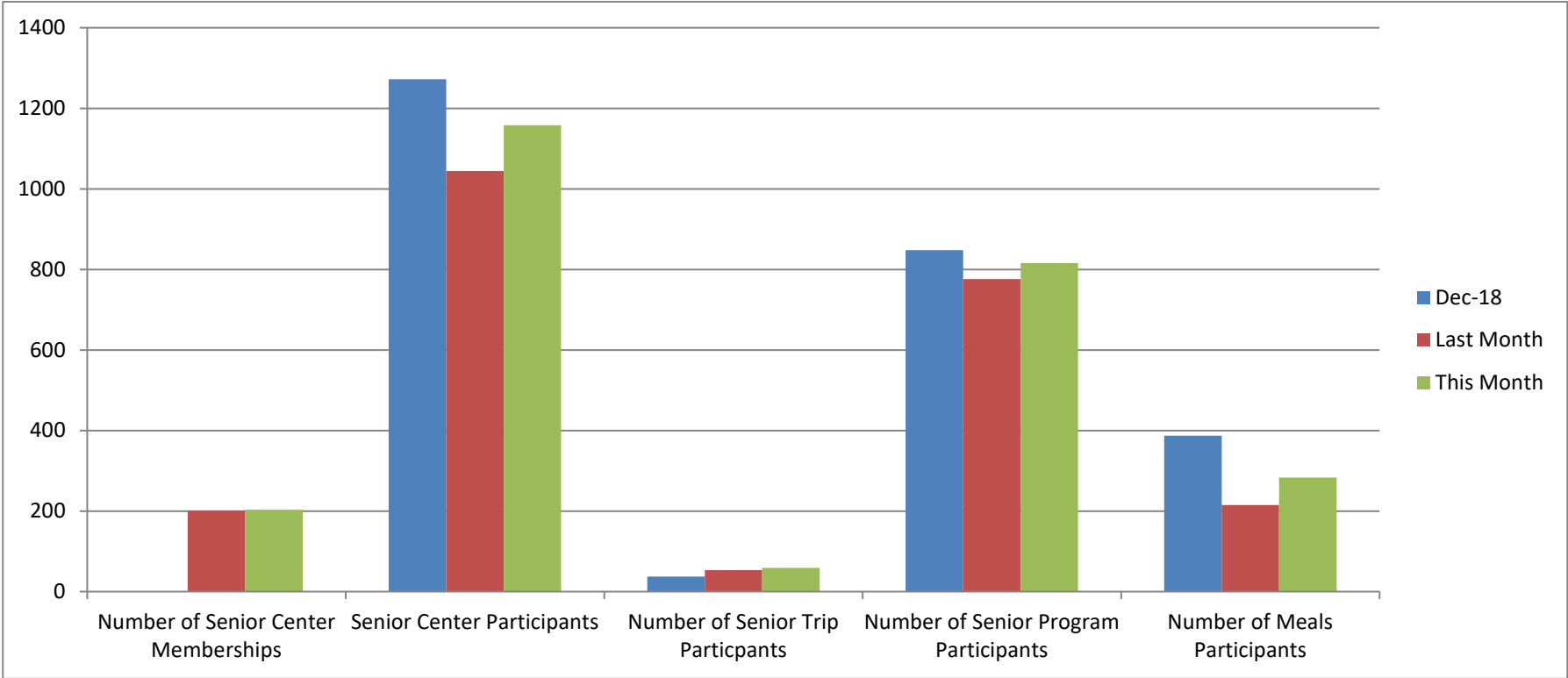
# Programming Opportunities



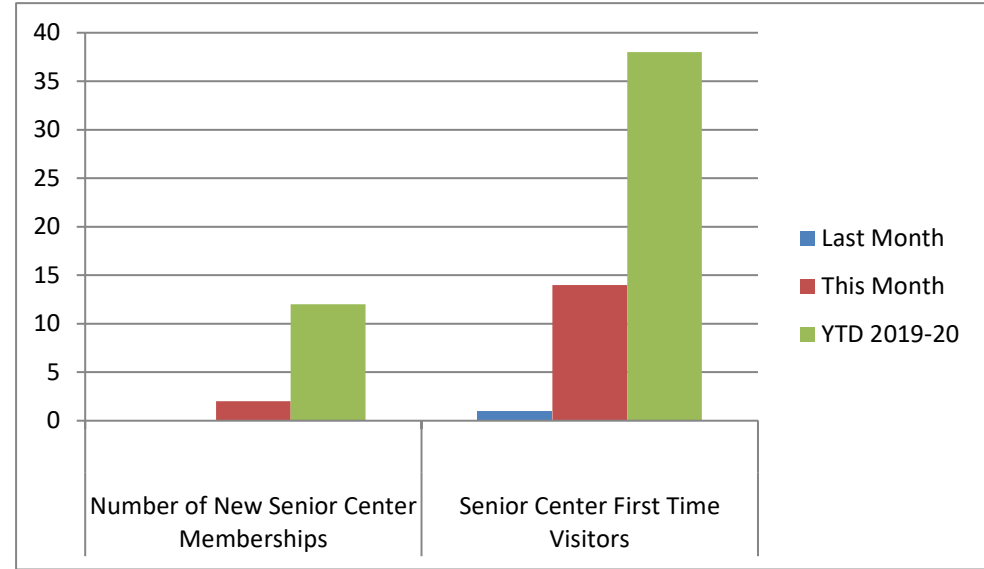
# Rec Programming/Events Participation/Attendance



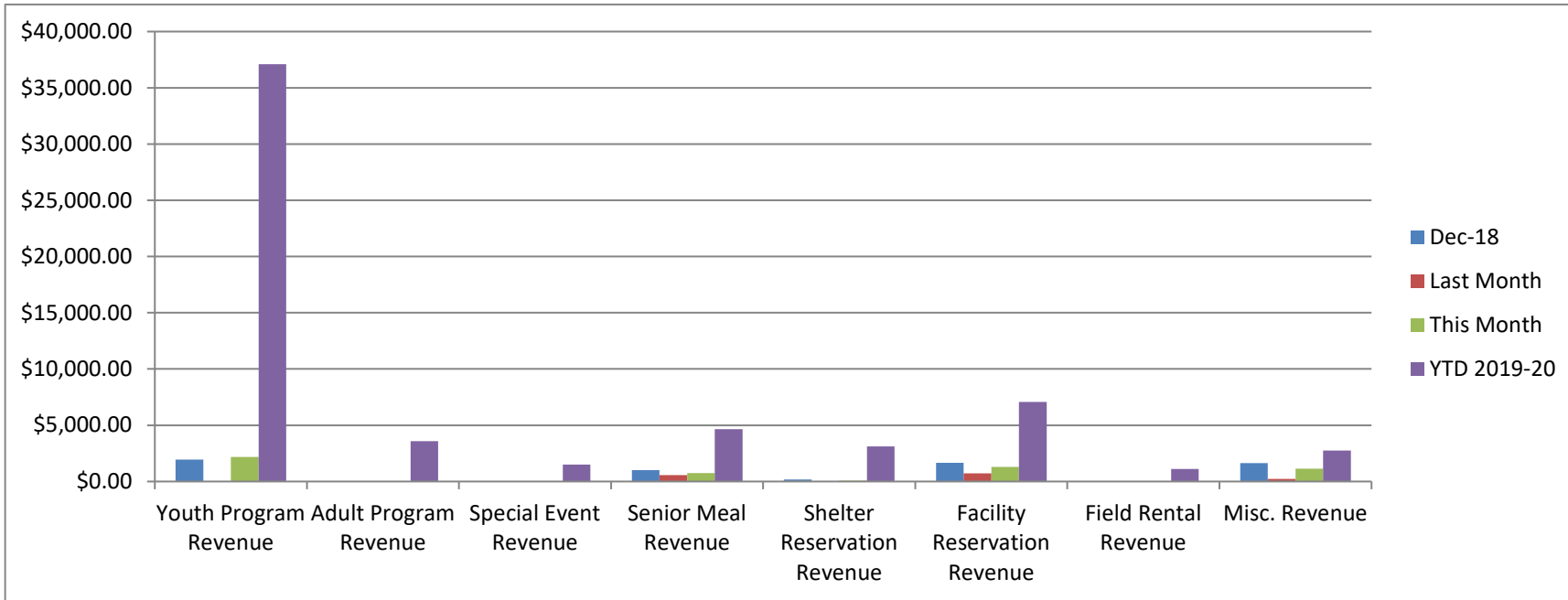
# Senior Programming Participation/Attendance



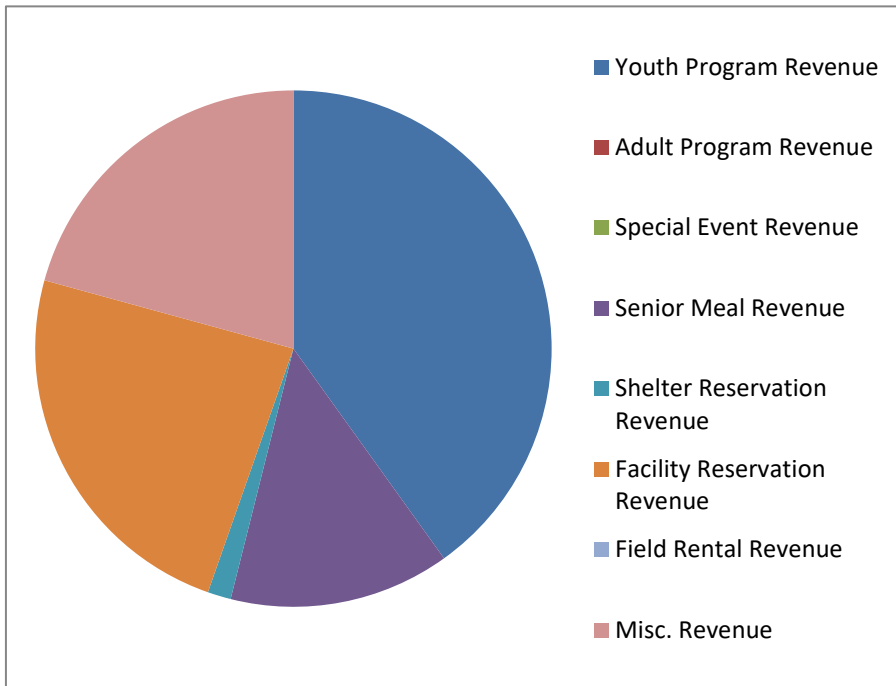
# New Senior Memberships/First Time Visitors



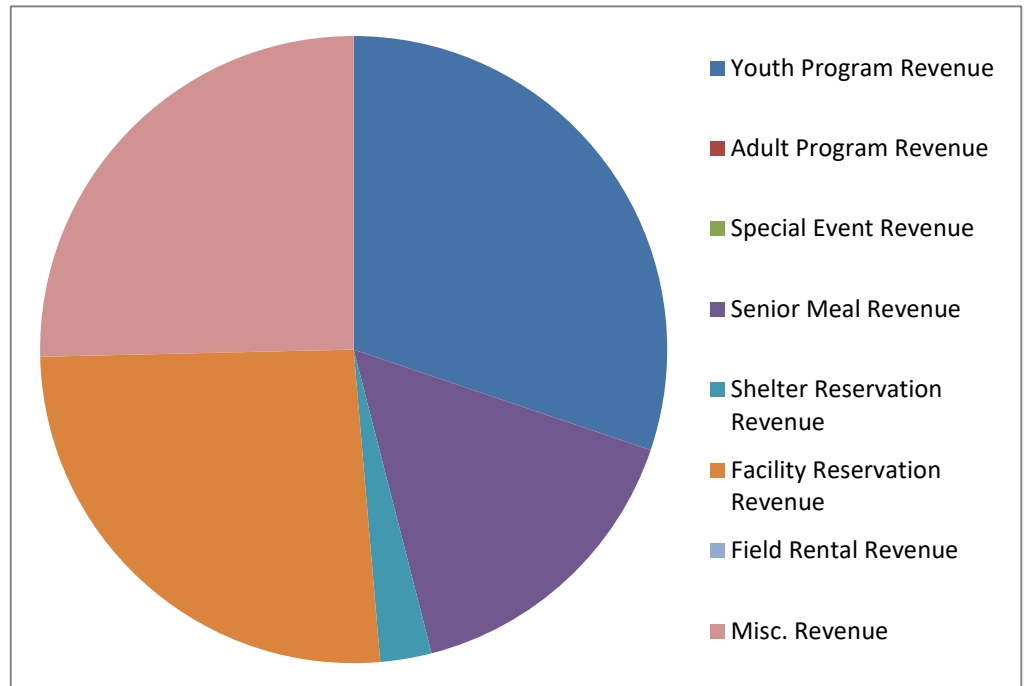
## Revenues



### Where Revenues Came From This Month

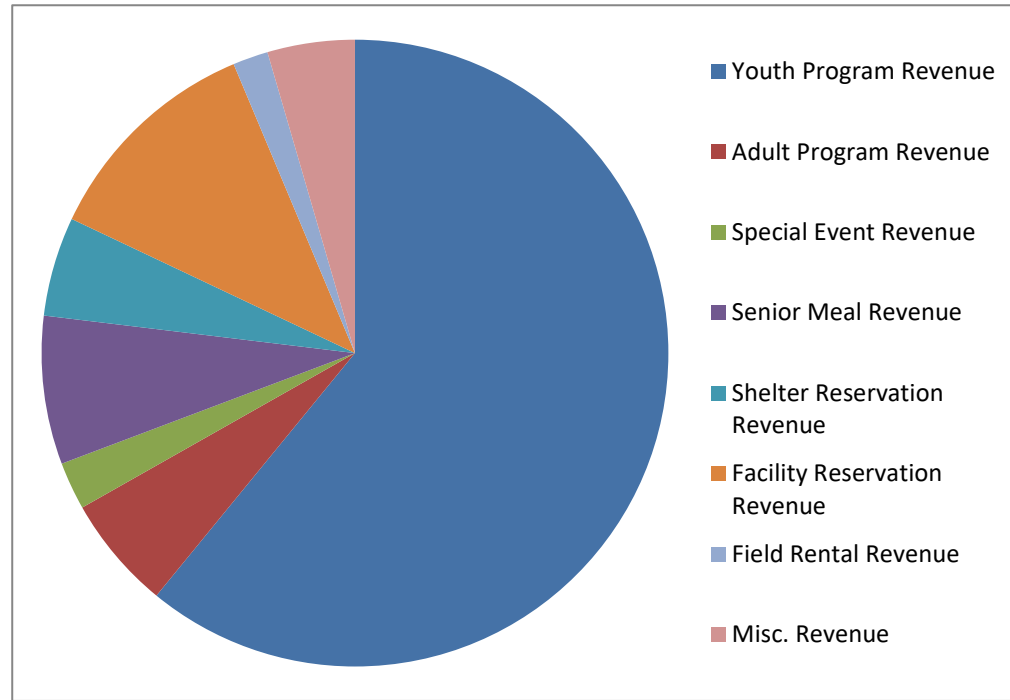


### Where Revenues Came From December 2018

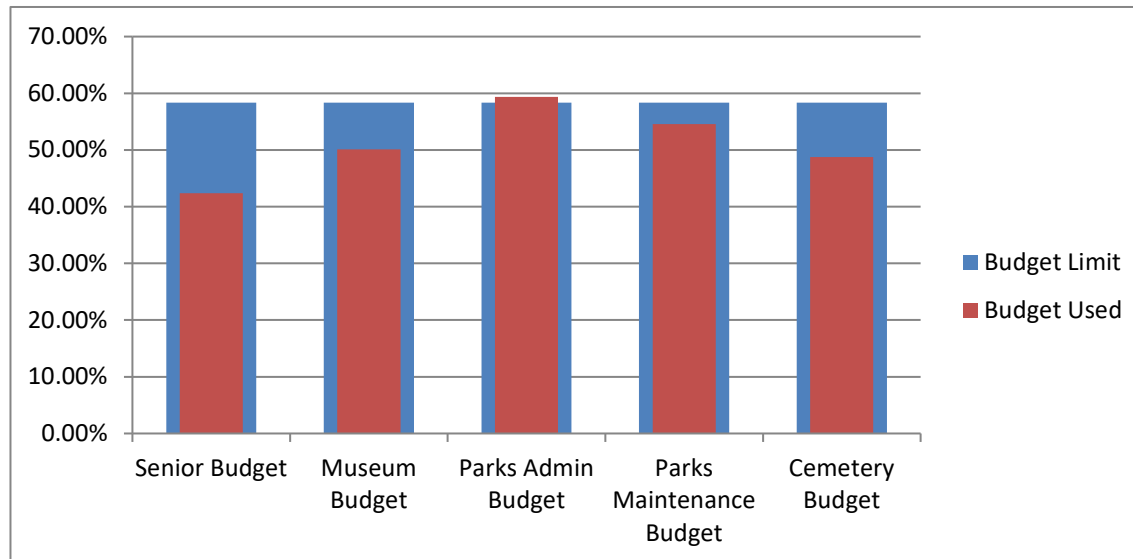




## Where Revenues Come From YTD



## Over/Under Budget



**Parks, Recreation, & Cultural Arts Department  
January 2020**

**Summary of Month's Activities**

This month is always an exciting time for our department. This is when things start to pick up with registrations starting so you can really start to feel the spring coming up and know that the parks will soon be full of people once again.

Now an update on some current and upcoming projects we have going on:

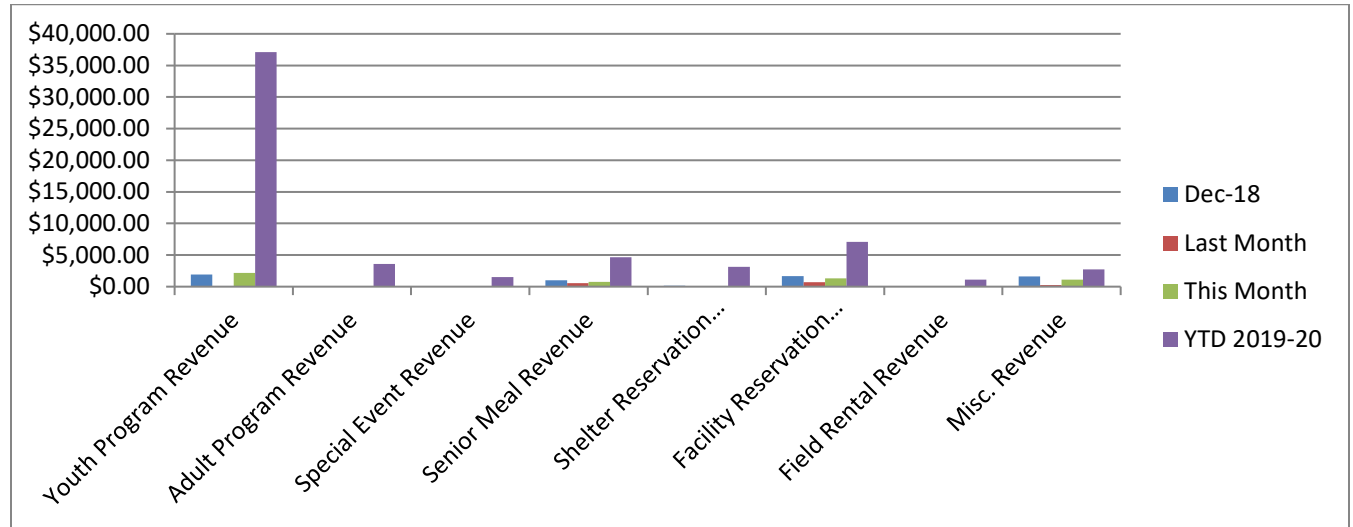
As mentioned previously, the Museum/Visitor Center renovation will wait until spring and the Maintenance Building was denied once again by the Board. After meeting with other departments, it was decided to take this project on ourselves. Public Works will perform the site work (which has already begun) with the City Engineers help, our department will deal with the actual building part of the project with the help of the City Engineer. The hope is to be able to do this project at minimum at a third of the cost of what it was going to be when we went out for bids.

The laser grading on fields 5, 6 and 8 at the Municipal Park has officially been completed. This completes the cycle of all of our fields being laser graded within a three year period, which is something that hasn't been done in a while (if ever). Next year we will start over with Fields 2 and 3. As previously mentioned, we will also be top-dress leveling Fields 3 & 5 at the soccer complex but that will have to wait until around June because doing it in the winter won't help it come spring. Soccer may also pay to have Field 1 done as well through a grant they are applying for, so that cycle may be completed within two years.

We were finally able to test out a new infield groomer this month. It turned out to be everything the guys would want, so we have put one on order and hopefully it will be here sometime next month or early March. This infield groomer is unlike any we have used before and it is doubtful that anyone near us has one like it but it was specifically designed for baseball/softball field use whereas most infield groomers are originally designed for golf courses. So, this should match our needs much better. Also, it comes with the option to add attachments to allow you to be able to laser grade your own fields, which is something we plan to add to it in the next budget year. So, we are very excited to have this piece of equipment. It will make us much more efficient from an operational and budgetary standpoint.

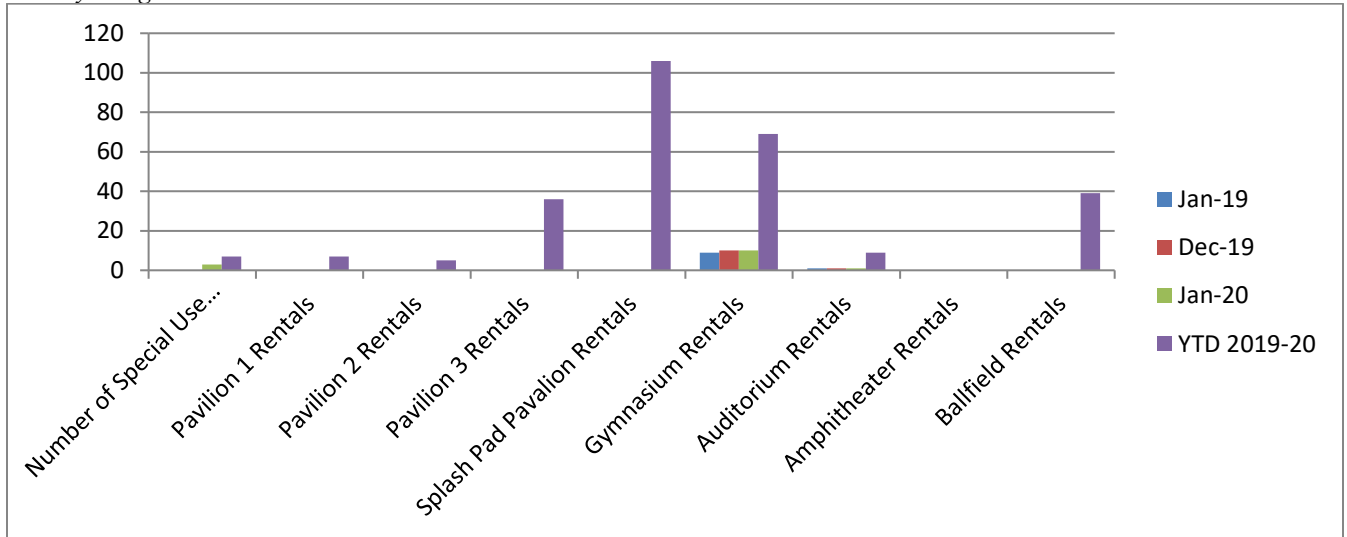
The last big project we have for this year is the Dog Park improvements. We have added some smaller items and done some touch-up work around that area but we are waiting a little bit longer to make some of the larger purchases. Those items should start getting purchased here in the next few months.

*Revenues*

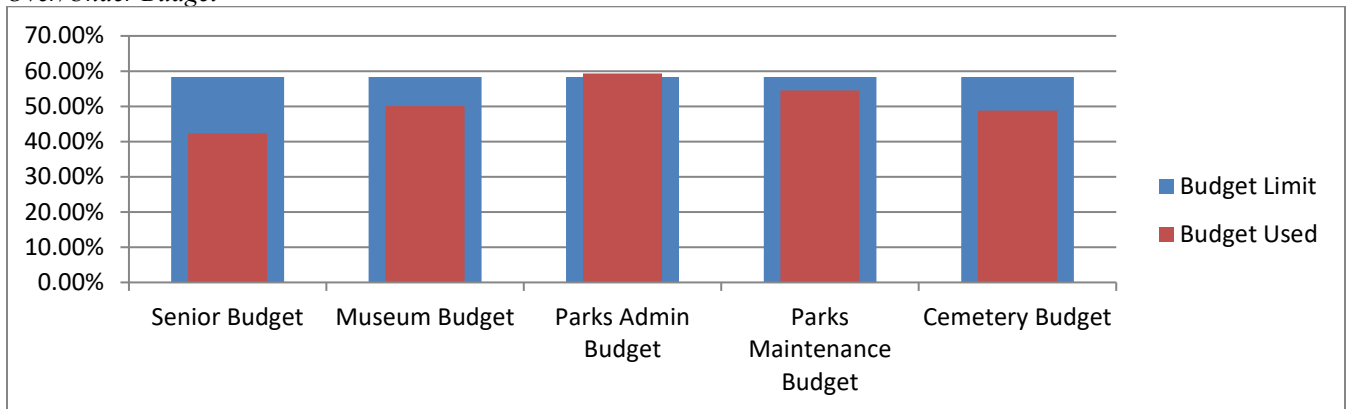


**Parks, Recreation, & Cultural Arts Department  
January 2020**

*Facility Usage*



*Over/Under Budget*



**Recreation**

Youth Basketball games continued this month. This season, we have 304 participants and 36 total teams. Games will start ending February 15<sup>th</sup> with the final games being played February 29<sup>th</sup>.

Men's Open-League basketball games continued this month. All games are being held on Sunday evenings. The season is set to conclude March 15<sup>th</sup>. We will probably offer another season in the Summer and see how that goes.

Registration started for Girls Volleyball this month. This is for girls in grades 3 – 8. Registration will end February 10<sup>th</sup>.

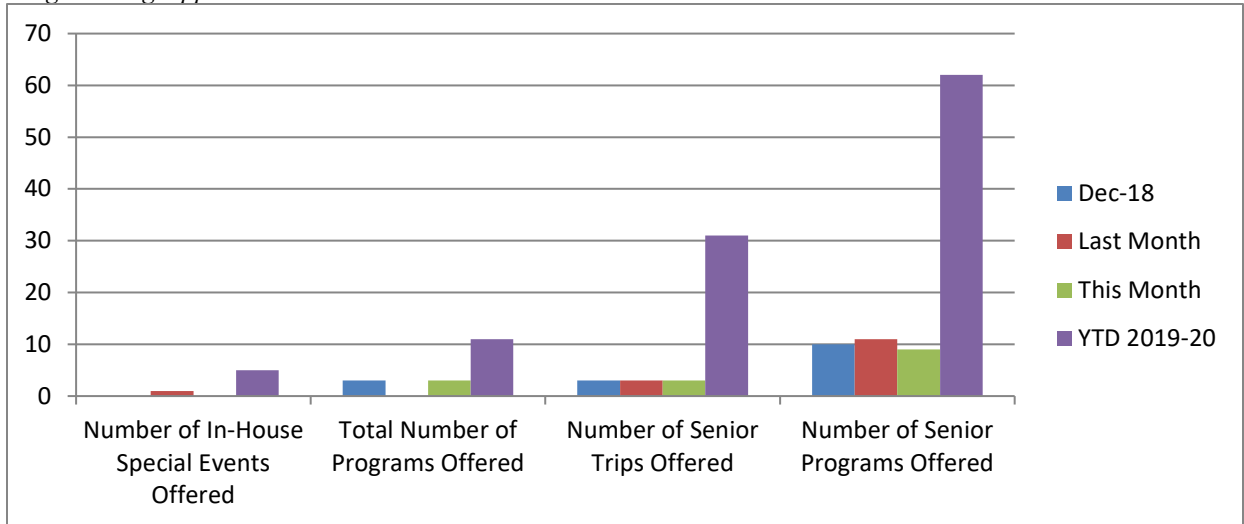
Registration started for Challenger Baseball this month. This is for any boy or girl age 4 – 18 with a mental or physical disability. This year we decided to offer the program for FREE to all participants. We are hoping that will bring more participation in as the numbers have fallen recently and the sponsorship money continues to be strong for this program. So far we have already received over \$1,500.00 in sponsorship money. So, we should be able to do a lot with that this season. Registration for this program will end February 17<sup>th</sup>.

**Parks, Recreation, & Cultural Arts Department  
January 2020**

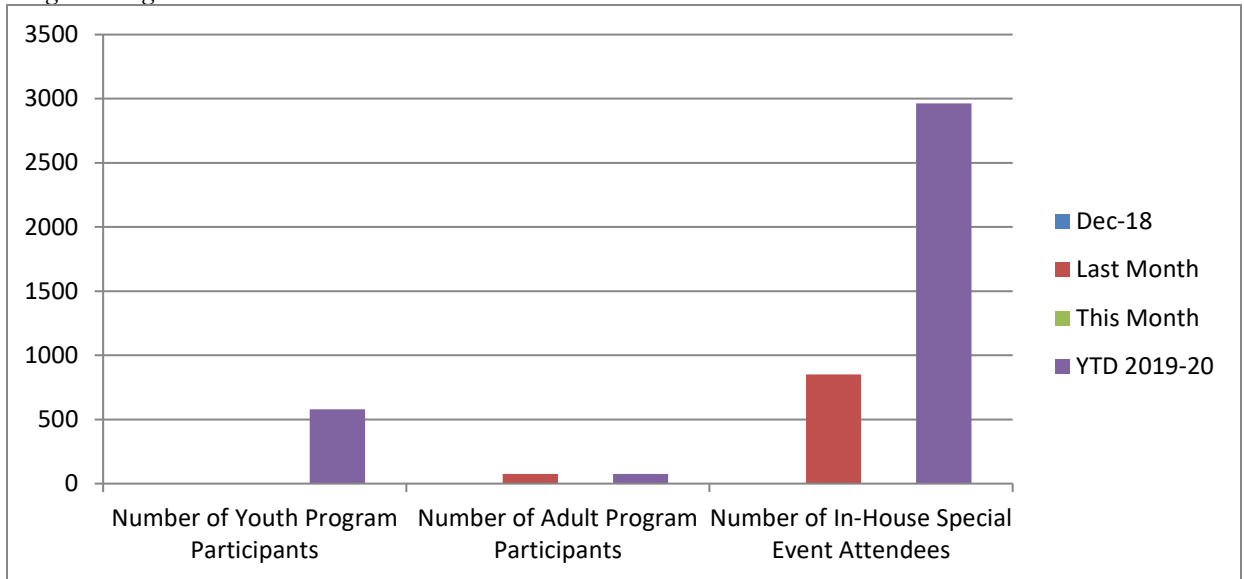
Our last program starting registration this month is Adult Softball. Registration for that will end March 2<sup>nd</sup>.

Lastly, we were able to put together another program guide for this spring and summer. Copies are available in and around our office. An online copy will be put on our website for the public to view it online. We continue to tweak it as we go and hopefully we will be able to start producing a more quality product year after year.

*Programming Opportunities*



*Programming Attendance*



**Parks, Recreation, & Cultural Arts Department**  
**January 2020**

**Park Maintenance**

January was a slow month for us, with regards to the amount of projects that we were able to complete. The weather this time of year makes trying to work outside virtually impossible. Our plan was to come back after Christmas break and begin work on the upstairs bleachers at City Hall. A couple guys started up on this while we continued on with other things. More on this later.

We were blessed to have some good weather when the month of January started up. It allowed us to purchase, pickup, and plant 20 evergreen trees in a couple different areas throughout the parks. We started by planting a total of seven trees, in a single file line, next to the property line, that is across the street from the Vet. Clinic. The ground in this area was SUPER soggy so we had to dig all of the holes by hand. Not to mention having to pack the trees (one at a time) from the truck and trailer that were parked on the trail, all the way over to the property line. This has been a trouble spot for us so “hopefully” this will remedy this problem as the trees begin to grow.

We then planted all of the remaining trees (13 in total) down by the dog park, behind the row of houses. Here we were able to use the backhoe so it made the hole digging much, much easier! We were able to plant twice the amount of trees in half the time. The trees in both locations will make a very nice noise and sight barrier as they continue to grow over the next couple of years.

A couple guys went around and began cleaning up after this mild winter that we have had. Things like picking up limbs and trash throughout all of the parks and the greenway. They spent approx. two days on this.

As previously mentioned we started on the gym at city hall at the beginning of the month. We worked on the removal of the upper level, all the while tending to the above tasks.

We started off by building temporary walls and doors at either end of the bleachers. We did this for a couple of reasons. One: to permanently block off the stairwells so that we could now control them by lock and key every night when we left, and two: to give us the ability to store all of our equipment each day so that we didn't have to pack tools back and forth.

We were then able to begin the first stages of demo. This consisted of cutting out the majority of wood and removing it. We placed several painters' drop cloths on the bleachers below as to not damage the bleachers below. Also so that we kept any debris inside the cloths so that we could remove them every evening prior to kids and parents coming in for basketball practices. We didn't want a rouge nail finding its way to someone's child. These cloths made cleanup and safety much, much easier to maintain.

We continued by destroying the side walls, next to the stairwells and removing them. Removing the Plexiglas from the front railing and disposing of it in pieces. Then removing the hand railing by cutting it out and hauling it away by hand.

The next step was to bring in a piece of equipment that we rented and cut away the steel girders that were used as braces all along the entire stretch of the bleachers. We cut the top and bottom out and then used the lift to lower the entire girder down. Once down, five of us would remove it from the gym by hand and stack it on a trailer to be hauled away. Once on the trailer, we used sledge hammers to remove every single bit of wood that was left on the girder. There could be none on the metal for us to be able to dispose of it here at the cities drop off point.

Prior to returning the lift that we had rented, we used it to paint the wall where it had once been covered by the bleachers with a nice coat of white paint. It took two full coats to get the proper coverage that desired.

The final touch was then installing the permanent walls and installing doors at either ends of the bleachers. We were able to enclose the old stairwells and make closets for the gym attendants in the evenings. Lastly a nice coat of paint was put on the walls, trim, and doors to finish off the project.

**Parks, Recreation, & Cultural Arts Department  
January 2020**

Things turned out better than hoped. We spent a lot less time than we had originally planned for so we are already well on our way to prepping for the spring.

Lastly, what we are doing to prep for this upcoming spring: the guys are going through all the equipment to make sure everything is in working order for spring. Also blades being sharpened or replaced as needed, tires being checked and replaced as needed... Anything to make sure once mowing and baseball starts, nothing has to be worked on. We can just move right into becoming operators again.

There were minimal head stone foundations to be dug and poured this past month. We also had very few graves that needed to be mended. There was no mowing done this past month of any kind. We are eager to get started up come the first signs of spring. Baseball is scheduled to start practices Saturday February 22<sup>nd</sup>.

**Museum**

**Volunteers**

In addition to our regular Monday Meetings, the volunteers and I presented to 6<sup>th</sup> grade at White House Middle school on January, 13. The presentation was on Tennessee Homecoming '86 and how that statewide event resulted the replica of the White House Inn which was built as the city's first library. We bring enlarged pictures with our presentations, and at this presentation we were able to show Lamar Alexander at the dedication of the new library in 1986.



The Museum volunteers worked a total of 27 hours in January.

**Exhibits**

Quilt display through February 27, 2020.



**Parks, Recreation, & Cultural Arts Department  
January 2020**

**Tours at Museum**

In addition to our regular walk-in tours of the museum, there were some special tours this month. Sumner County Tourism staff visited the museum as well as White House's senior citizens group.



**Donations to Museum**

Linda Cheney donated for George A. Huff Jr. 10 prints by the artist J. T. Albert. Three of these prints are new prints to the museum.

Jerry Denton donated a photo book from membership of the Kiwanis Club.

**Events Attended**

January 15 Handshakes and High Fives White House Middle School

January 16 Committee Meeting for City's 50<sup>th</sup> Birthday Celebration

January 21 White House Area Chamber of Commerce Monthly Luncheon - guest speaker, Jerry Herman

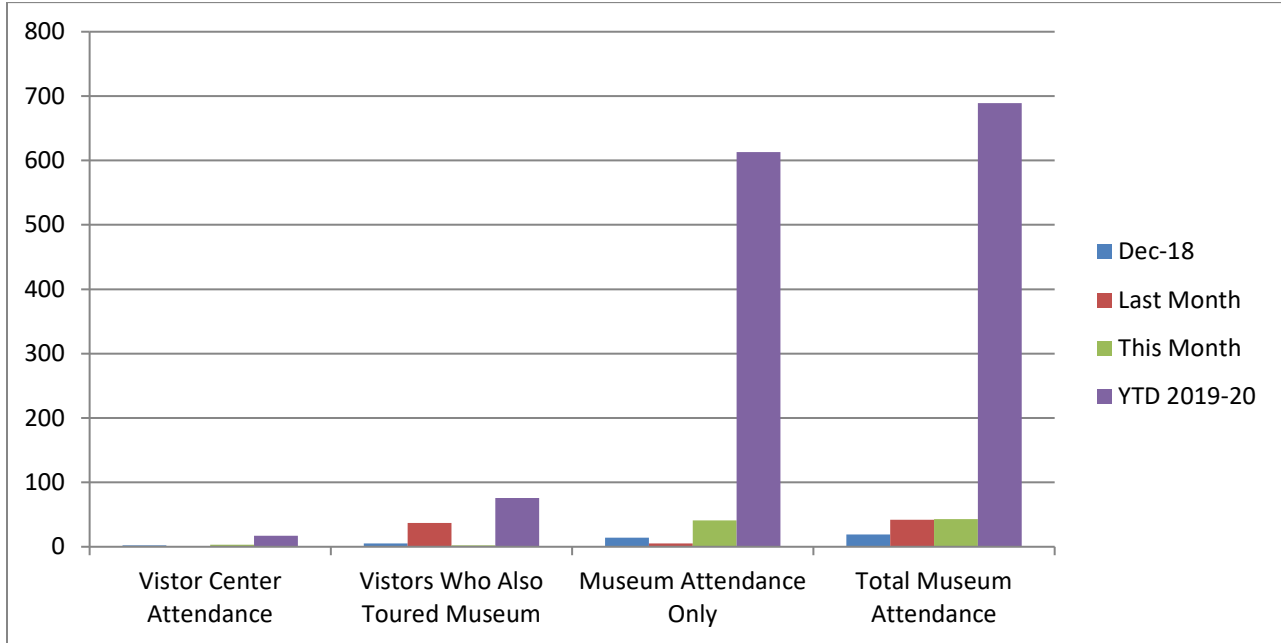


**Parks, Recreation, & Cultural Arts Department  
January 2020**

**Visitors' Center and Museum Attendance**

<b>Visitors' Center</b>	<b>Visitors Who Also Toured Museum</b>	<b>Museum</b>	<b>Total Museum Visitors</b>
3	2	41	43

*Museum/Visitor Center Usage*



**Seniors**

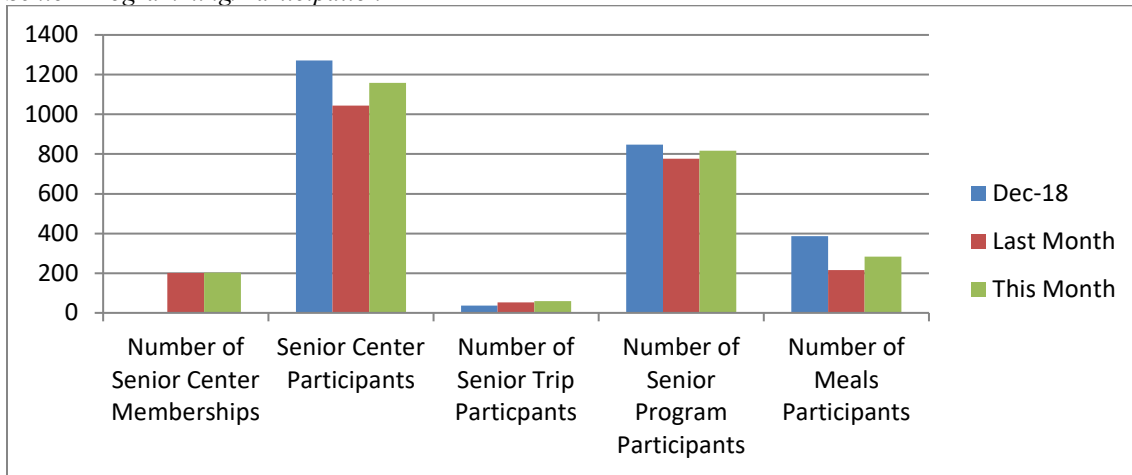
Outings/Events:  
 Board Game Day: 2  
 Bowling 2 trips: 28  
 TN State Museum: 14  
 Movie at Center: 32  
 Tanglewood Farms: 17  
 Bunco: 8  
 Bible Study: 14  
 Farmers Rummy: 9  
 TOTAL: 124

<b>Current Members</b>	<b>New Members</b>	<b>First Time Visitors</b>
203	2	14

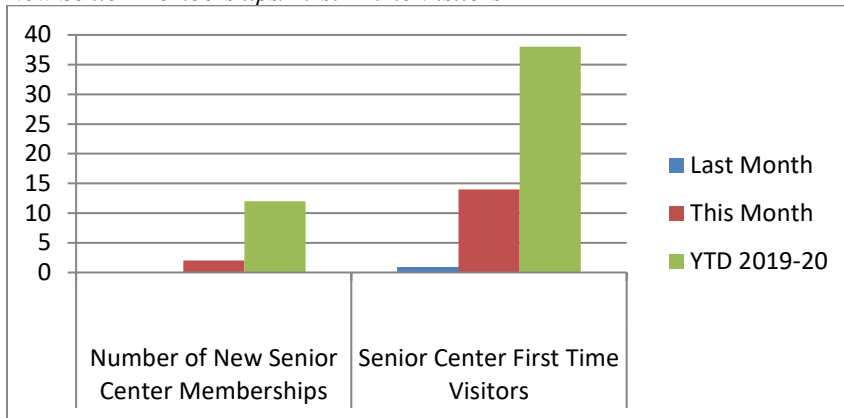


**Parks, Recreation, & Cultural Arts Department  
January 2020**

*Senior Programming/Participation*



*New Senior Memberships/First-Time Visitors*



## **White House Public Library January 2020**

### **Summary of Activities**

The library budget committee met on January 6<sup>th</sup>. The committee made some changes to the library director's proposed budget and then voted to take it to the board for review.

The marketing committee met on January 9<sup>th</sup>. The committee discussed the date of the Library's Fandomcon, different types of panels/performers they would like to see at the event and how they would relate to the fantasy theme.

The library board met on January 9<sup>th</sup>. The board voted to accept the budget proposal and the inclement weather policy. They then completed their annual review of the library director.

The library director attended a REdi Foundation meeting on January 10<sup>th</sup>. The group looked at the Hall of Fame event and discussed the venue, sponsors, and nominees. The library director was asked to be on the selection committee to review the nominees and select this year's recipients. The library director met with the selection committee on January 16 and the group was able to select an individual from each high school.

The library director went to a leadership development training at the regional library on January 14<sup>th</sup>.

The library director and HR director conducted interviews for part time library clerks on January 15<sup>th</sup>. Three individuals were offered positions to fill vacancies.

The catalog librarian and library assistant attended a catalogers meeting to discuss changes to the software and cataloging upgrades.

The library director attended the WH Chamber luncheon to hear the city administrator present his report on the city.

The library director, children's librarian, library assistant, and library supervisor met on January 22<sup>nd</sup> to discuss progress on the Summer Reading Internship and Tween Library Challenge. The group made a lot of progress and hopes to have the Summer Reading Internship in place before the summer. The estimated Tween Challenge startup date is August 2020.

The library director met with her mentor Martha Hendricks on January 28<sup>th</sup>. Martha came to visit the WH library and at this meeting the library director was able to get some good ideas from Martha on some possible changes.

The library director and children's librarian went to Chief Bryson's farewell party on January 29<sup>th</sup> to wish him the best.

The library director attended the budget retreat on January 30<sup>th</sup>. The library director listed the outdoor internet reading space as a possible project and gave it a matrix score. It was then discussed by the rest of the department heads and rated. The library will now present the proposal to the Mayor and Aldermen at the March budget retreat.

### **Department Highlights**

The highlights for the month was getting the library's three part time vacancies filled and the start of the budget retreat that hopefully will yield improvements to the library.

**White House Public Library  
January 2020  
Performance Measures**

**Official Service Area Populations**

2016	2017	2018	2019	2020
13,714	13,833	14,035	14,202	

**January Membership**

**Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	123	320	10,651	78
2017	106	409	11,893	86
2018	84	271	7,073	51
2019	111	283	8,376	59
2020	100	332	9,496	66

The library did a purge of inactive users in July of 2017 and will do another purge at the beginning of 2020. This purge will help better reflect the number of people that are actually using the library.

**Total Material Available:** 36,483

**Estimated Value of Total Materials:** \$912,075

**Last Month:** \$908,225

**Total Materials Available Per Capita:** 2.56

**Last Month:** 2.55

**State Minimum Standard:** 2.00

The library's goal is to meet or exceed the state standard of 2.00 items per capita either with print or electronic items. The library is currently exceeding and wants to continue to do so as we need to keep up with the growth of the city.

**Materials Added in January**

2016	2017	2018	2019	2020
388	158	350	436	176

**Yearly Material Added**

2016	2017	2018	2019	2020
3,674	3,602	3,004	3,947	176

**Physical Items Checked Out in January**

2016	2017	2018	2019	2020
4,944	5,245	4,926	4,954	4,809

**Cumulative Physical Items Check Out**

2016	2017	2018	2019	2020
63,252	63,421	59,017	65,522	4,809

**January**

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	7	52	48	51	28
Study Rooms	43	64	67	95	77
Lego Table	147	215	213	200	246
Games and Puzzles	0	36	47	69	96
Seeds	0	196	20	0	16
Test Proctoring	0	3	1	2	2
Charging Station	0	7	6	6	11
STEAM Packs	*	*	*	22	30
Cake Pans	*	*	*	1	1
Notary Services	*	*	*	*	13

**Yearly Totals**

2016	2017	2018	2019	2020
299	585	597	514	28
821	828	1,000	1,238	77
2,094	2,643	1,808	2,189	246
510	528	690	906	96
82	1,197	586	333	16
9	56	149	158	2
26	86	84	155	11
*	*	133	308	30
*	*	6	25	1
*	*	*	16	13

**January**

Library Use	2016	2017	2018	2019	2020
Library Visits	*	*	3,911	4,549	4,155
Website Usage	*	*	836	1,092	1,718
Library Volunteers	26	12	17	17	14
Volunteer Hours	143	84	98	106	155

**Yearly Totals**

2016	2017	2018	2019	2020
*	*	52,565	55,728	4,155
*	*	2,517	16,935	1,718
251	214	173	193	14
1,665	1,546	1,337	1,658	155

**White House Public Library  
January 2020  
Performance Measures**

**Universal Class January Counts**

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
1	3	8	22	19

**Cumulative Counts**

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	23	50	655	452
2019	27	50	384	217
2020	1	3	22	19

**Computer Users**

January	2016	2017	2018	2019	2020
Wireless	547	705	1131	731	592
Adult Computers	337	396	298	369	375
Kids	117	152	142	186	194

**Yearly Computer Users**

2016	2017	2018	2019	2020
8,367	8,725	9,024	7,428	592
4,640	4,135	4,314	4,228	375
2,136	2,209	1,970	2,019	194

**Programs**

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	0	60	7	5	2
2020	6	66	2	0	2

**Monthly**

January Kids	Kids Sessions	Kids Attendance
2016	16	155
2017	19	296
2018	13	242
2019	15	237
2020	12	260

**Yearly Totals**

Kids Sessions	Kids Attendance
178	2,988
181	4,268
146	4,260
154	4,201
12	260

In January, the library held 4 toddler story times, 4 preschool story times, 3 crafternoon/movie programs and one special music program. The music program was run by the new music school in town, WH Music & More.

**Monthly**

Jan	Teen Events	Teens Present
2016	4	10
2017	2	7
2018	5	20
2019	6	22
2020	5	32

**Yearly**

Teen Events	Teens Present
69	187
47	481
82	432
68	518
5	32

**Monthly**

Jan	Tween Events	Tweens Present
2019	1	107
2020	2	9

**Yearly**

Tween Events	Tweens Present
10	150
2	9

The library held 1 creative writing night, 2 cosplay club meetings, 1 Teen Advisory Board meeting, and one event night. The library held two board game nights for the tweens.

**Monthly**

January Adults	Adult Sessions	Adult Attendance
2016	4	17
2017	15	65
2018	13	52
2019	14	88
2020	11	54

**Yearly**

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
157	1,343
11	54

The library held 3 device advices, 3 art classes, 1 garden club, 1 photography club, 2 book club meetings and its stitched club.

**White House Public Library  
January 2020  
Performance Measures**

**Interlibrary Loan Services**

January	2016	2017	2018	2019	2020
<b>Borrowed</b>	27	12	71	58	53
<b>Loaned</b>	30	37	31	37	20

**Yearly Interlibrary Loan Services**

2016	2017	2018	2019	2020
668	562	643	866	53
249	305	375	888	20

**January 2020 R.E.A.D.S.**

Adults	Juvenile
2081	144

**19-20 Yearly Totals**

Adult	Juvenile
13,570	836

**18-19 Yearly Totals**

Adult	Juvenile
21,899	1,189

**17-18 Yearly Totals**

Adult	Juvenile
15,773	725

The READS statistics come from the state.

**CITY COURT REPORT**

**January 2020**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$8,180.79
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$45,303.73</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$1,439.39
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$12,254.18</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$9,620.18</u>
<b>TOTAL REVENUE YTD</b>	<b>\$57,557.91</b>

**DISBURSEMENTS**

LITIGATION TAX	\$637.05
DOS/DOH FINES & FEES	\$180.50
DOS TITLE & REGISTRATION	\$190.00
RESTITUTION/REFUNDS	\$0.00
ONLINE CC FEES	\$96.04
CARD FEES	\$55.25
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$1,158.84</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$6,643.21</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$8,461.34</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$50,914.70</b>

**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH	\$387.12
<b>DRUG FUND DONATIONS YTD</b>	<b>\$3,410.96</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Careless Driving	2	\$189.01
Financial Responsibility Law	28	\$947.27
Registration Law	23	\$1,221.04
Texting/Miscellaneous	2	\$76.00
Animal Control	1	\$0.00
Child Restraint	2	\$77.06
DL Exhibited	1	\$0.00
Red Light	6	\$458.02
Following Too Closely		
Stop Sign	6	\$359.56
Speeding	44	\$4,239.75
Seat Belt	2	\$50.00
Failure To Yield		
Exercise Due Care	7	\$336.04
Parking Where Prohibited	1	\$51.00
Total	125	\$8,004.75