

**Administrative & Legislative Services Department**  
**February 2020**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- February 03:
  - Americana Celebration Meeting
  - Staff Plans Review
- February 04: Potential Development Discussion
- February 05:
  - Stormwater Division Discussion
  - Tennessee Trustee Certification Program
- February 10:
  - Tyree Springs Development Discussion
  - Future Park Land Committee Proposals
- February 11:
  - 31W Condo Project Discussion
  - TCMA Regional Meeting
  - Robertson County Economic Development Meeting
- February 13: Future Park Land Meeting
- February 18:
  - LGI Homes Meeting
  - Chamber Luncheon
  - Town Center Water Project Discussion
- February 19:
  - RTA/GNRC/MPO
  - Economic Development Team Meeting
- February 20:
  - Sumner County JECD
  - CD&I-FSEP
  - BMA Study Session
- February 24:
  - Budget Meeting
  - Blackwater Resources Meeting
  - Chamber WoW Dancing with the Stars
- February 26: CTAS/MTAS Meeting
- February 27: White House Rotary Banquet

**Administrative & Legislative Services Department  
February 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	\$ 6,807,234	↓19.41
Industrial Development	\$227,000	\$ 54,181	↓42.77
State Street Aid	\$461,000	\$ 447,802	↑30.49
Parks Sales Tax	\$731,550	\$ 108,142	↓51.85
Solid Waste	\$1,028,270	\$ 754,182	↑6.7
Fire Impact Fees	\$42,500	\$ 42,500	↑33.36
Parks Impact Fees	\$18,000	\$ 17,999	↑33.35
Police Impact Fees	\$35,000	\$ 33,845	↑30.06
Road Impact Fees	\$80,000	\$ 80,000	↑33.36
Police Drug Fund	\$6,000	\$ 309	↓61.47
Debt Services	\$832,000	\$ 166,626	↓46.61
Wastewater	\$12,330,274	\$ 5,212,241	↓24.36
Dental Care	\$90,000	\$ 38,714	↓23.62
Stormwater Fund	\$1,064,511	\$ 467,997	↓22.67
Cemetery Fund	\$37,682	\$ 25,298	↑0.49

\*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	93	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>880</b>	<b>1,595</b>	<b>1,813</b>	<b>1,750</b>	<b>1,903</b>

<b>Purchase Orders by Dollars</b>	<b>Feb 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	93	827	1529	1716	\$963,594.82	\$1,349,159.92	\$1,541,282.47
Purchase Orders \$10,000-\$24,999	0	22	26	49	\$334,493.50	\$381,155.50	\$706,041.30
Purchase Orders over \$25,000	0	31	40	48	\$3,632,339.92	\$7,678,174.40	\$4,080,335.79
<b>Total</b>	<b>93</b>	<b>880</b>	<b>1595</b>	<b>1813</b>	<b>\$4,930,428.24</b>	<b>\$9,408,489.82</b>	<b>\$6,327,659.56</b>
<b>Total</b>	<b>93</b>	<b>880</b>	<b>1595</b>	<b>1813</b>	<b>\$4,930,428.24</b>	<b>\$9,408,489.82</b>	<b>\$6,327,659.56</b>

**Administrative & Legislative Services Department  
February 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>	22	40	41	61	N/A	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>698</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>	51	40	25	79	27	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>363</b>	<b>702</b>	<b>772</b>	<b>853</b>	<b>179</b>	<b>239</b>	<b>282</b>	<b>265</b>

**Administrative & Legislative Services Department  
February 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>	888	826	794	23	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>110</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>	70	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>194</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>	41	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>245</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  
February 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	5	0	2	0	February	0	0
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*

- Repair concession stand door
- Begin building items for Farmers Market
- Repair card catalog for 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	18	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>64</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  
February 2020**

**Finance Section**

During February the Finance Department worked on revisions for the Internal Control Manual, 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 February 29<sup>th</sup> approximately \$3.19 million (89%) of the 2019 property taxes were paid. Any remaining unpaid property taxes after February 29<sup>th</sup> are delinquent and accrue 1.5% interest per month (18% per year) on the 1<sup>st</sup> of every month (as required by T.C.A § 67-5-2010, T.C.A § 67-1-801, and Municipal Code § 5-202). Members of the Finance Office participated in the following events during the month:

- February 3: American Celebration 2020 Planning Meeting
- February 4: TDEC LPRF grant audit exit conference
- February 5: Review White House Community Event Center Equipment & Accessories List
- February 18: Fiserv Electronic Remittance (Bank Bill Pay) “Go-Live”
- February 20: Monthly BMA meeting
- February 25: Review potential department projects between \$5,000 - \$25,000 for FYE 2021

**Performance Measures**

**Utility Billing**

\*Less than 12 months of data available

	February 2020	FY 2020 YTD	FY 2019 Total	FY 2018 Total	FY 2017 Total	FY 2016 Total
<b>New Builds (#)</b>	25	120	62	102	111	96
<b>Move Ins (#)</b>	28	410	534	553	536	539
<b>Move Outs (#)</b>	31	394	534	576	546	543
<b>New customer signup via email (#)</b>	5	54	104	163	119	12*
<b>New customer signup via email (%)</b>	9%	10%	17%	25%	18%	n/a*

**Business License Activity**

	February 2020	FY 2020 YTD	FY 2019 Total	FY 2018 Total	FY 2017 Total	FY 2016 Total
<b>Opened</b>	6	41	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	7 checks, 282 direct deposits	0 Retro adjustments	0 Voids

**Accounts Payable**

	February 2020	FY 2020 YTD	FY 2019 Total	FY 2018 Total	FY 2017 Total	FY 2016 Total
<b>Total # of Invoices Processed</b>	283	2609	3940	4437	4797	4544

**Finance Department  
February 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	4,054,026	52%
Cemetery Fund	51,700	15,510	212,008	410%
Debt Services	858,000	257,400	616,469	72%
Dental Care Fund	42,000	12,600	247,092	588%
Roads Impact Fees	60,000	18,000	58,242	97%
Parks Impact Fees	31,200	9,360	68,211	219%
Police Impact Fees	36,000	10,800	102,006	283%
Fire Impact Fees	30,000	9,000	94,685	316%
Industrial Development	122,500	36,750	228,885	187%
Parks Sales Tax	673,000	201,900	1,015,906	151%
Police Drug Fund	3,900	1,170	20,633	529%
Solid Waste	859,800	257,940	569,939	66%
State Street Aid	441,000	132,300	311,765	71%
Stormwater Fund	862,000	258,600	716,818	83%
Wastewater	4,184,950	1,255,485	2,556,792	61%

*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	6,691,238	↑ 18.66%
Cemetery Fund	51,700	24,857	↓ 18.59%
Debt Services	858,000	597,061	↑ 2.92%
Dental Care	42,000	23,444	↓ 10.85%
Roads Impact Fees	60,000	57,874	↑ 29.79%
Parks Impact Fees	31,200	49,168	↑ 90.92%
Police Impact Fees	36,000	40,413	↑ 45.59%
Fire Impact Fees	30,000	26,995	↑ 23.32%
Industrial Development	122,500	71,220	↓ 8.53%
Parks Sales Tax	673,000	484,867	↑ 5.38%
Police Drug Fund	3,900	5,808	↑ 82.26%
Solid Waste	859,800	590,779	↑ 2.04%
State Street Aid	441,000	294,680	↑ 0.15%
Stormwater Fund	862,000	590,754	↑ 1.87%
Wastewater	4,184,950	2,898,994	↑ 2.61%

\*Realized amounts reflect revenues realized from July 1, 2019—February 29, 2020

**Human Resources Department  
February 2020**

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

- February 01: Southern Charm Bakery & Cupcakery Ribbon Cutting
- February 03: Police Officer Interview
- February 04: Chamber of Commerce Board Meeting
- February 10: New Hire Orientation for Assistant Parks and Recreation Director
- February 11: New Hire Orientation for Part Time Library Clerk  
New Hire Orientation for Police Officer
- February 18: Wellness Program: Heart Health
- February 19: Chamber of Commerce Monthly Luncheon
- February 20: Board of Mayor and Aldermen Study Session  
Board of Mayor and Aldermen Meeting
- February 24: Women of White House: Dancing with the Stars
- February 25: Open Enrollment Meeting
- February 26: Open Enrollment Meeting

**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

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

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

**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

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
January	1	0	2	1
February	0	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>

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



**Human Resources Department  
February 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	2	1	0	0
February	1	0	1	0
March		0	1	0
April		0	1	0
May		5	1	2
June		1	1	0
<b>Total</b>	<b>13</b>	<b>11</b>	<b>14</b>	<b>7</b>
<b>Percentage</b>	<b>12.62%</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	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  
February 2020**

**Highlights**



Congratulations to Officer Zackary Parker on being sworn in on Thursday, February 20th. Ofc. Parker will be attending the Tennessee Law Enforcement Training Academy in March.



The White House Rotary Club honored the 2019 White House Police Officer of the Year, Jeremy Sisk, on February 27<sup>th</sup> at Colorado Gill.

**Meetings/Civic Organizations**

- ***Chief Brady attended the following meetings in February:*** Department Head Staff meeting (Feb. 3rd), TACP Meeting (Feb. 6<sup>th</sup>), Rotary Club Meeting (Feb. 13<sup>th</sup>, 20<sup>th</sup> & 27<sup>th</sup>), Planning Commission Meeting (Feb. 10<sup>th</sup>), Robertson County Chief's Meeting (Feb. 11<sup>th</sup>), 18<sup>th</sup> Judicial Drug Task Force Meeting (Feb. 19<sup>th</sup>), Command Staff Meeting (Feb. 20<sup>th</sup>), and Board of Mayor & Alderman Meeting (Feb. 20<sup>th</sup>).

- **Police Department Administration Performance Measurements**

***Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2020.***

On Feb. 18<sup>th</sup>, Susan Johnson, Accreditation Manager, went to the Belle Meade Police Dept to check out their PowerDMS and to ask them a few questions she had.

Susan attended the TLEA monthly meeting on Feb. 28<sup>th</sup>, at the BNA airport. They briefly went over the new 4<sup>th</sup> edition. Once we are re-accredited this year, we will then switch over to the 4th edition starting in January 2021.

Susan is still working on getting proofs for 2018, 2019 and 2020, so she can be done with them all hopefully by June, so she can arrange for the TLEA Program Manager, Janessa Edwards, to have an assessor to start checking our accreditation files through PowerDMS. Once we are in compliance with TLEA, they then can set up a date for our onsite visit which should happen

in December this year. After the onsite visit, we will achieve our 3<sup>rd</sup> Award for Tennessee Law Enforcement Accreditation.

Susan will be attending the 2020 LEACT conference April 29th through May 1<sup>st</sup>, in Chattanooga.

**Police Department  
February 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
February	8	212.5	0	220.5
<b>Grand Total</b>	<b>8</b>	<b>386.5</b>	<b>0</b>	<b>394.5</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	February 2020	FY 2019-2020
Three (3) Officers per Shift	45	361
Four (4) Officers per Shift	13	139

2. *Acquire and place into service two Police Patrol Vehicles.* The two new 2020 Ford Police Utility AWD SUV's have been ordered. Also, the replacement of one totaled vehicle was ordered at the same time.
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	February 2020	Per 1,000 Pop.	Total 2020	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	13	1	19	2
Crimes Against Property	25	2	48	4
Crimes Against Society	41	3	63	5
<i>Total</i>	79	6	130	10
<b>Arrests</b>	62		117	

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

**Police Department  
February 2020**

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.*

	<b>February 2020</b>	<b>TOTAL 2020</b>
<b>Traffic Crashes Reported</b>	28	73
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	133	243
<b>Written Warnings</b>	75	115
<b>Verbal Warnings</b>	395	680

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>February</b>	28	2 YTD 9	7%	12% YTD 73

**Traffic School:** Ofc. Jordan Baker with the Robertson County Sheriff's Office taught Traffic School in February.

**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 on March 29<sup>th</sup>.
- Officer Zackary Parker started February 11<sup>th</sup>. He is currently in FTO. He will begin the Academy in March 29<sup>th</sup>.
- We have 3 positions open. We will be having applicant testing on March 26<sup>th</sup>.

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

**Sumner County Emergency Response Team:**

- Officer Segerson attended monthly training on February 21<sup>st</sup> at Sumner County Range. They did Marksmanship Fundamentals, Ballistic Shield Drills and Sniper Team Integration Drills.
- On February 12<sup>th</sup>, ERT executed a high-risk Narcotics Search Warrant for the Drug Task Force in Gallatin. The search yielded an undisclosed amount of Methamphetamine.
- On February 14<sup>th</sup>, ERT executed a high-risk Narcotics Search Warrant for Gallatin CID. The search yielded a small amount of crack cocaine.
- On February 26<sup>th</sup>, ERT executed a high-risk Narcotics Search Warrant for Gallatin CID. Search Warrant yielded drug paraphernalia charges for both suspects.

**Police Department  
February 2020**

**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>February</i>	79%	78%

**Communications Section**

	<b>February</b>	<b>Total 2020</b>
Calls for Service	1,144	2,252
Alarm Calls	50	87

**Request for Reports**

	<b>February</b>	<b>FY 2019-2020</b>
Requests for Reports	20	160
Amount taken in	\$13.35	\$115.50
Tow Bills	\$0.00	\$0.00
Emailed at no charge	22	254
Storage Fees	\$0.00	\$0.00

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

- Sgt. Brisson attended the NHTSA conference in Charleston, South Carolina on February 9<sup>th</sup>, to February 13<sup>th</sup>, 2020.
- On February, Sgt. Brisson had a meeting to set up the Sumner County Distracted Driving Bus Tour Event.

***Volunteer Police Explorers:*** For the month of February, the Police Explorer trained in Domestic Violence and assisted in the Citizens Police Academy. Two of the Explorers are participating in Citizen’s Police Academy.

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

**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.***  
DARE started on February 10<sup>th</sup> at White House Middle School. Sgt. Enck will be teaching approximately 154 students.
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 18<sup>th</sup>, 2020.
3. ***Plan, recruit, and coordinate a Citizen’s Police Academy as an annual event.***  
Citizen’s Police Academy started February 10<sup>th</sup>. It will be every Monday night for 10 weeks. There are 12 people attending.
4. ***Participate in joint community events monthly in order to promote the department’s crime prevention efforts and community relations programs.***
  - Hand Shake and High Fives at White House Middle School on February 19<sup>th</sup>.

**Police Department  
February 2020**

**Special Events:** *WHPD Officers participated in the following events during February:*

- White House Rotary Club Officer of the Year Luncheon

**Upcoming Events:**

Pancake Breakfast Colorado Grill – Proceeds for Shop with a Cop/Firefighter

Safety Day – April 18<sup>th</sup>

Drug Take Back – April 25<sup>th</sup>

<i>2020 Participation in Joint Community Events</i>		
	<u>January</u>	<u>Year to Date</u>
<b>Community Activities</b>	2	7

**Fire Department  
February 2020**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 99 requests for service during the month with 84 responses being medical emergencies. The Department responded to 8 vehicle accidents; 3 accidents reported patients being treated for injuries and 5 accidents reported no injuries. Of the 99 responses in month of February there were 7 calls that overlapped another call for service that is 7.07 % 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 February from dispatch to on scene time averaged was, five minutes and five seconds (5:05). The average time a fire unit was on the scene of an emergency call was sixteen minutes and fourteen seconds (16:14). The department also responded no mutual aid calls in the month of February.

**Department Event**

- February 12<sup>th</sup> – Fire drill at Hampton Inn
- February 13<sup>th</sup> – Annual Ladder Testing
- February 26<sup>th</sup> – Annual Air Pack Flow Testing

**Fire Administration**

- February 3<sup>rd</sup> – First Americana Celebration Meeting
- February 18<sup>th</sup> - Robertson Co 911 Board Meeting
- February 19<sup>th</sup> – Met with WHUD about water flow
- February 26<sup>th</sup> – High Tech rescue equipment demo

**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	677
Hazardous Conditions (No Fire)	21
Service Calls	54
Good Intent Call	50
False Alarms & False Call	86
Calls for The Month	99
Total Responses FY to Date	916

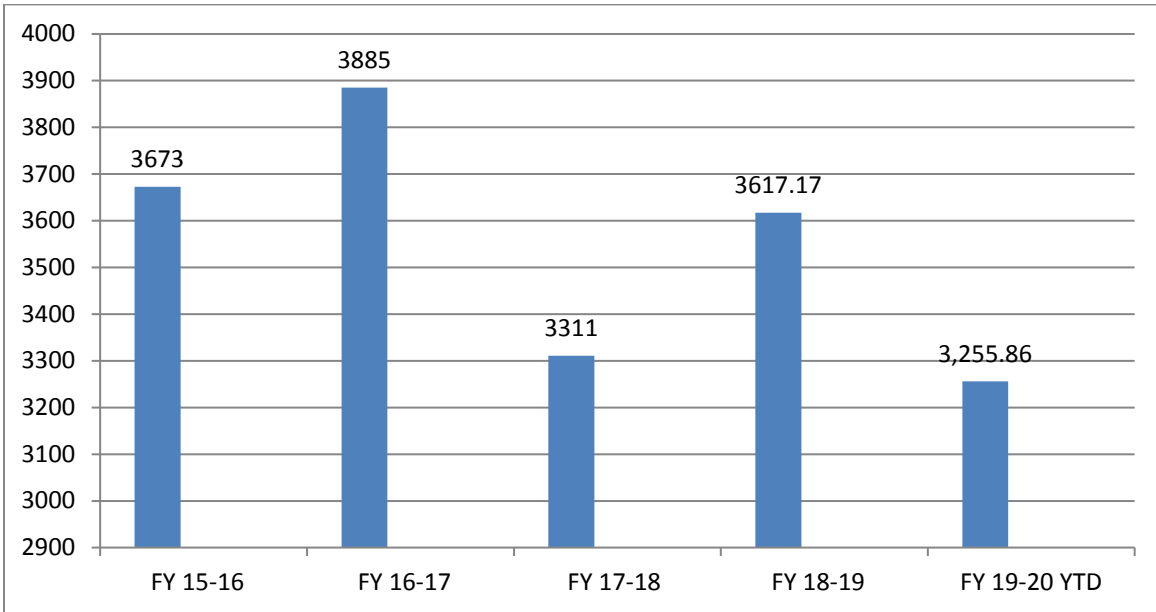
**Fire Department  
February 2020**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City park)</b>	<b>55</b>	<b>545</b>	<b>59.69%</b>
<b>Station #2 (Business Park Dr)</b>	<b>44</b>	<b>368</b>	<b>40.30%</b>

**Fire Fighter Training**

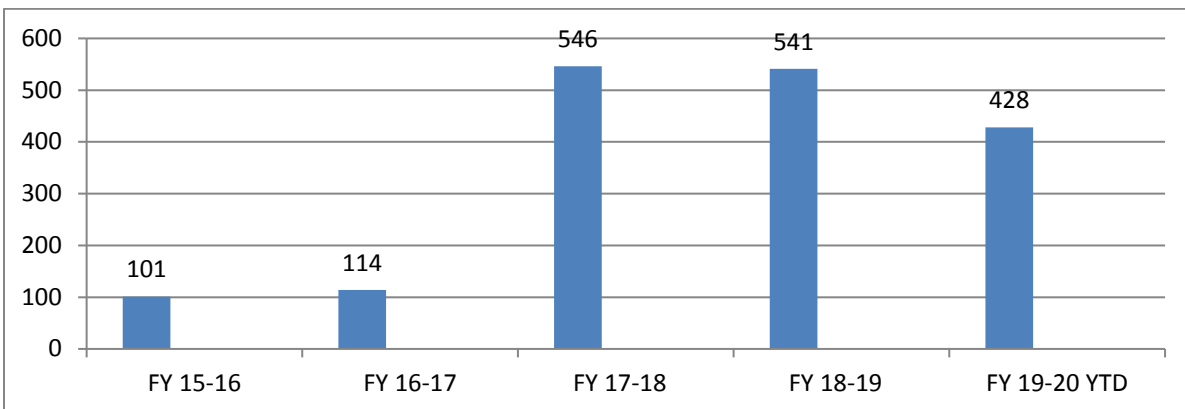
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
<b>Firefighter Training Hours</b>	<b>400.55</b>	<b>3255.86</b>

**Fire Inspection**

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



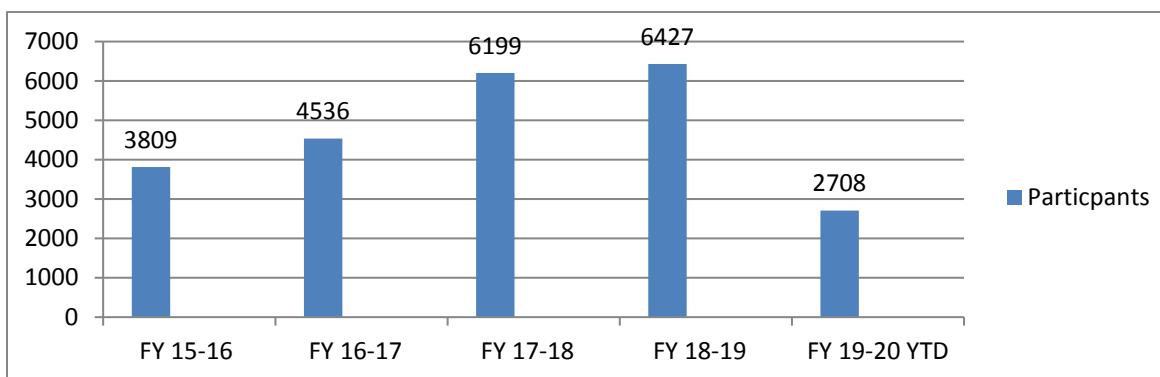


**Fire Department  
February 2020**

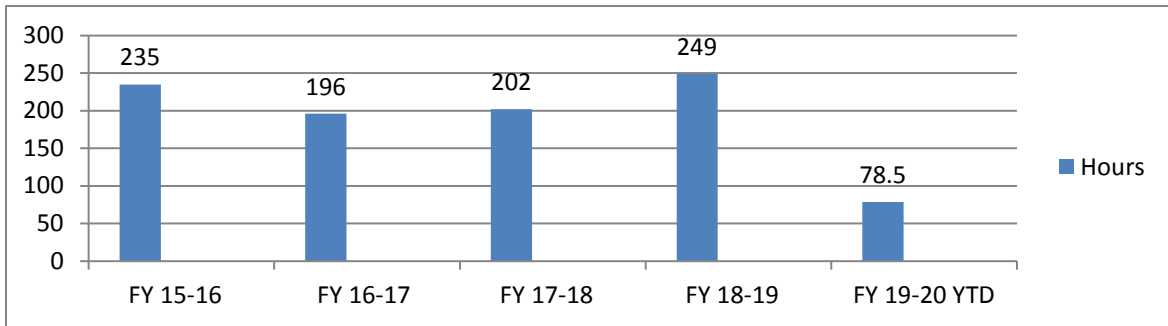
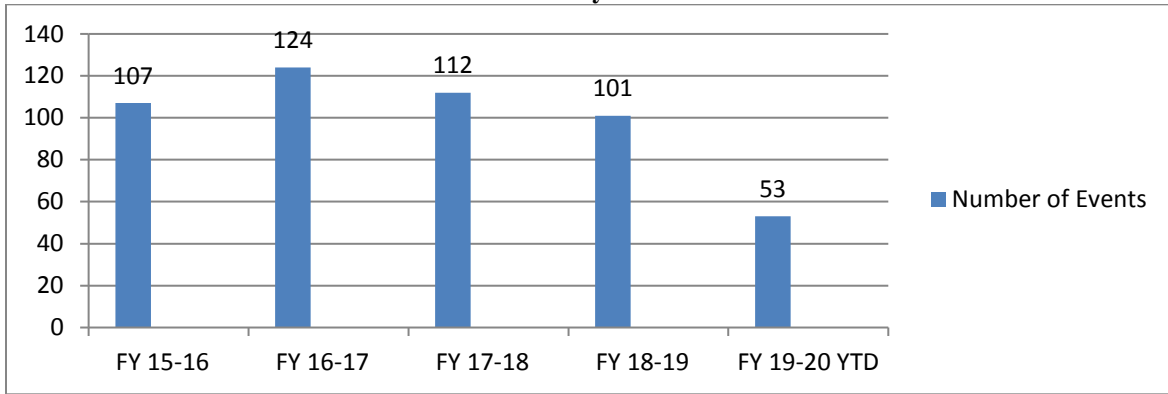
	<b>Month</b>	<b>YTD</b>
<b>February Fire Inspection</b>	<b>31</b>	<b>428</b>
<b>Reinspection</b>	<b>4</b>	<b>53</b>
<b>Code Violation Complaint</b>	<b>0</b>	<b>5</b>
<b>Violations Cleared</b>	<b>3</b>	<b>44</b>
<b>Annual Inspection</b>	<b>3</b>	<b>80</b>
<b>Commercial Burn Pile</b>	<b>0</b>	<b>6</b>
<b>Knox Box</b>	<b>0</b>	<b>14</b>
<b>Fire Alarms</b>	<b>2</b>	<b>13</b>
<b>Measure Fire Hydrant</b>	<b>1</b>	<b>4</b>
<b>Plans Review</b>	<b>5</b>	<b>36</b>
<b>Pre-C/O</b>	<b>1</b>	<b>3</b>
<b>Pre-incident Survey</b>	<b>5</b>	<b>131</b>
<b>Sprinkler Final</b>	<b>1</b>	<b>12</b>
<b>Final C/O</b>	<b>2</b>	<b>22</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  
February 2020**



	Month	YTD
<b>Participants</b>	<b>9</b>	<b>2,708</b>
<b>Number of Events</b>	<b>4</b>	<b>53</b>
<b>Education Hrs.</b>	<b>2.5</b>	<b>78.5</b>

**Social Media Statistics**

<b>Page Views</b>	<b>222</b>
<b>Page Likes</b>	<b>46</b>
<b>Post Reach</b>	<b>12,313</b>

**Public Services Department - Public Works Division  
February 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>JAN-20</b>	<b>FEB-20</b>	<b>YTD 19/20</b>
Street	4,040	8,134	9,364	8,741	10,229		921	828	6,624
Facility Maintenance	2,049	3,494	2,187	1,227	1,137		115	168	553
Fleet Maintenance	1,157	1,034	514	282	380		16	43	270
Meeting/Training	572	502	510	517	400		56	44	363
Leave	807	1,253	576	613	810		71	77	595
Holiday	850	795	470	385	555		100	50	495
Overtime	263	508.5	488	414	311		1	18	144
Administrative	781	385	698	803	867		124	122	732
Drainage Work (feet)	0	0	906	2,749	10		0	0	0
Drainage Man Hours	0	0	1,470	1,045	170		0	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		240	0	640
Shoulder Hours	0	0	155	160	49		13	0	149
# of Potholes	0	0	250	473	346		44	163	295
Pothole Hours	0	0	759	734	1,181		81	148	614
R-O-W Hours	0	0	2,835	2,416	4,027		206	124	2,240
Sign/Repaired	0	0	120	91	84		23	4	50
Sign Work Hours	0	0	289	179	234		34	8	94
Salt Hours	0	0	10	143	24		0	14	77
Salt Tons	0	0	12	20	23		0	4	18
Decorative Street Light Hours	0	0	57	46	125		25	22	134
Traffic Light Repairs	0	0	0	65	20		24	10	149

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

<b><u>Subdivision Decorative Light LED Retrofit Project</u></b>			
	<b><u>TOTAL LAMPS</u></b>	<b><u>FEBRUARY 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>0</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>0</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  
February 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>JAN-20</b>	<b>FEB-20</b>	<b>YTD 19/20</b>
Sanitation	2,914	2,685	3,634	4,406	4,024		361	321	2,787
Facility Maintenance	2,049	3,494	723	446	574		56	53	296
Fleet Maintenance	1,157	1,034	488	445	331		24	32	236
Meeting/Training	572	502	265	130	135		8	18	70
Leave	807	1,253	428	700	476		30	10	242
Holiday	850	795	270	230	230		40	20	210
Overtime	263	508.5	119	4	12		1	1	12
Administrative	781	385	167	1	0		0	0	4
Sweeping Man Hours	0	0	1	0	0		0	0	0
R-O-W Hours	0	0	166	30	97		30	17	163
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>JAN-20</b>	<b>FEB-20</b>	<b>YTD 19/20</b>
Brush Collection Stops	5,915	5,944	6,080	5,605	5,620		315	299	3,691
Brush Truck Loads	503	459	551	522	578		25	37	410
Leaves Pickup Bags	4,016	3,741	3,542	3,422	3,535		190	120	2,207
Brush/Leaves Hours	1,634	1,366	1,492	1,239	1,300		86	80	856
Litter Pickup Bags	309	334	507	546	511		46	19	307
Litter Pickup Hours	1,147	1,318	1,132	985	957		67	36	609

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

**Sanitation Collection:**

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The **February 2020** work order report shows that staff made **52** requests on the WI web portal system, of which only **16** 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		JAN-20	FEB-20	YTD 19/20
Tons	3,081	3,276	3,021	3,383	3,252		312	279	2,307
Disposal Fee	\$86,099	\$81,583	\$83,644	\$93,055	\$90,598		\$8,491	\$7,639	\$63,107

SW Accounting	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19		JAN-20	FEB-20	YTD 19/20
Units Billed	45,763	47,155	47,954	45,594	49,311		4,191	4,201	33,250
Receivables (Billed)	\$795,325	\$813,518	\$832,150	\$780,878	\$870,111		\$74,137	\$74,409	\$587,945
Revenue (Received)	\$781,004	\$823,428	\$822,004	\$784,689	\$759,969		\$73,071	\$74,126	\$575,502

**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		JAN-20	FEB-20	YTD 19/20
Participants	712	602	624	534	341		33	23	267
Tons	166	139	148	142	147		11	9	71
Disposal Fee	\$13,208	\$11,124	\$12,935	\$24,097	\$30,256		\$2,364	\$2,266	\$18,606

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		JAN-20	FEB-20	YTD 19/20
Curbside Tons	408	463	519	568	567		55	32	324
Recycling Rate	13.5%	14%	10%	13%	15%		14%	12%	13%
Revenue (curbside)	\$2,473	\$19,08	\$0	\$0	\$0		\$0	\$0	\$0
Fee (new program)	-	(\$4,565)	(\$7,775)	(\$15,044)	(\$23,708)		(\$3,051)	(\$1,783)	(\$18,005)
Metal (drop-off)Tons	33	42	46	48	38		5	9	30
Metal Revenue	\$4,334	\$3,098	\$3,726	\$5,339	\$4,192		\$472	\$641	\$2,175

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

**Traffic Light Complaint Log**

<b>LIGHT</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FEB-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	0	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>0</b>	<b>2</b>

**Public Services Department - Public Works Division  
February 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>JAN-20</b>	<b>FEB-20</b>	<b>YTD 19/20</b>
Stormwater	0	5,744	5,637	7,349	7,982		735	712	5,206
Facility Maintenance	2,049	3,494	895	541	455		75	303	533
Fleet Maintenance	1,157	1,034	339	228	308		36	95	267
Meeting/Training	572	502	345	373	300		23	37	229
Leave	807	1,253	709	576	577		80	20	445
Holiday	850	795	375	345	440		80	40	355
Overtime	263	508.5	306	334	211		7	39	229
Administrative	781	385	1,489	1,347	1,206		167	153	810
Drainage Work (feet)	0	0	2,817	3,409	12,222		150	0	1,830
Drainage Man Hours	0	0	1,229	1,359	1,809		58	42	728
Debris Removed Load	0	0	115	48	175		13	8	104
Sweeping Man Hours	0	0	92	170	237		26	26	255
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>JAN-20</b>	<b>FEB-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		0	0	3
R-O-W Hours	0	0	1,456	2,016	2,479		186	14	1,596

**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>JAN-20</b>	<b>FEB-20</b>	<b>YTD 19/20</b>
Units Billed	24,410.00	45,476	50,278	47,822	47,456		4,386	4,391	34,839
# of ERUs	0	0	0	86,933	88,019		8,178	8,175	65,025
Receivables (Billed)	\$107,250	\$395,818	\$638,015	\$781,529	\$791,290		\$73,520	\$73,493	\$584,575
Revenue (Received)	\$105,118	\$364,022	\$614,459	\$808,754	\$760,244		\$71,486	\$76,474	\$575,647



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

**STORMWATER FEBRUARY 2020**

Monday, February 3<sup>rd</sup>

- Stormwater Staff Meeting
- Municipal Park WO – building pad

Tuesday, February 4<sup>th</sup>

- Locate utility (Parks)
- Staff Meeting
- Fleet Maintenance

Wednesday, February 5<sup>th</sup>

- Parks (remove vegetation and debris)

Thursday, February 6<sup>th</sup>

- Fleet maintenance
- Installation of water line at the Municipal Park

Friday, February 7<sup>th</sup>

- Parks – building pad (Ron & Chris OT)

Saturday, February 8<sup>th</sup>

- Parks – building pad

Sunday, February 9<sup>th</sup>

- Parks – building pad

Monday, February 10<sup>th</sup>

- Inventory Management
- Fleet maintenance (fixed bucket on Mini-Ex)

Tuesday, February 11<sup>th</sup>

- Target Solutions
- Inspection of hot spots
- Install 6” pump to retention pond (Calista)

Wednesday, February 12<sup>th</sup>

- Fleet maintenance (cleaned sweeper and big dump truck)
- Inspection of hot spots cont.
- Installation of pump cont. (Calista/Longview)

Thursday, February 13<sup>th</sup>

- Transport pump to Calista
- Street sweeping (31W)
- Parks (moving dirt)

Friday, February 14<sup>th</sup>

- Parks – building pad (RON OT)
- Stormwater Inspections
- Stormwater Project List

Wednesday, February 19<sup>th</sup>

- Mark Pleasant Grove Rd for 1 call (remeasured for location and footage of pipe)

Thursday, February 20<sup>th</sup>

- Installed salt box on trucks
- Parks (brush removal)

Monday, February 24<sup>th</sup>

- Staff Meeting
- Stormwater Inspections (765 McCurdy Rd)

Tuesday, February 25<sup>th</sup>

- Fleet maintenance (cleaned rental equipment and fuel)
- Applied stone to Parks building pad

Wednesday, February 26<sup>th</sup>

- Insurance meeting at City Hall
- Installed EPSC at Parks
- Rolled building pad at Parks

Thursday, February 27<sup>th</sup>

- Assist with Parks & Rec building pad
- Picked up stormwater equipment
- Stormwater inspection (Baylee CT)
- Fleet maintenance (cleaned mini ex and skid steer)

**Public Services Department - Wastewater Division  
February 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>Jan -20</b>	<b>Feb - 20</b>	<b>YTD</b>
Tennessee 811	1,691	1,670	1849	2315		220	212	1795

**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>Jan - 20</b>	<b>Feb - 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		0	1	7
Union Road	91	8	17	6		0	2	6
Meadowlark Drive	1	11	6	4		0	0	2
Highway 76	0	1	0	1		0	0	1
Cambria Drive	1	0	0	1		0	1	4
Sage Road		7	2	0		0	1	1
Settler's Ridge			1	1		0	0	1
Summerlin			0	2		0	0	5
Heritage High School		22	0	2		0	0	1
Treatment Plant	0	1	6	4		1	0	6

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

**Alarms** –

WWTP – Bypass has been corrected. Electrical fault was in the neutral wire, one of the neutral wires had become energized and locked out the panel.

Cope’s Crossing – Alarm was a “back up mode engaged”. The pressure transducer had become clogged. Unit was cleaned and station is operating as designed. No sewer was released from the station or collection system.

Union Road – Alarms were both highwater during heavy rain events. No sewer was released from the station or gravity system.

Cambria – Alarm was “over temperature”. Cambria cannot pump against Cope’s Crossing during high flow events. The suction lift pumps will run until they overheat and staff has to shut them down. No sewer was released from the station or the gravity collection system.

Sage Road – Alarm was a “phase fault”. The phase monitors at this location detected a loss on one leg of the three-phase power and transferred control power to the generator. No sewer was released from the station or gravity collection system.

**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>Jan -20</u>	<u>Feb - 20</u>	<u>YTD</u>
Major Lift Stations	26	57	42	19	4		0	0	2
Mainline	14	14	13	6	6		6	1	10
Service Line	49	42	44	5	10		2	2	8

- 1. 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 passed. 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. The plan of action on this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair. This has not been scheduled at this time.**
- 2. Concord Springs** – The lift station at Concord Springs subdivision was successfully started. The flow issues reported last month have been corrected. 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. No work on the punch list has been completed
- 3. 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.
- 4. HWY 76 Force Main Relocation Project** – John Hall Construction began this project on January 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 and dangerous conditions caused by rain. Hall has had to replace 2 auger sections and several rock heads. They are about 50’ into the 80’ bore.

**Public Services Department - Wastewater Division  
February 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>Jan – 20</u>	<u>Feb – 20</u>	<u>YTD</u>
<b>Gravity Sewer Connections</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>470</b>
<b>Grinder Sewer Connections</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>2,993</b>
<b>Vacuum Connections/Pods</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>440 / 300</b>
<b>Grinder Tank PM Program</b>	<b>N/A</b>	<b>58</b>	<b>63</b>	<b>358</b>		<b>18</b>	<b>10</b>	<b>165</b>
PD to Centrifugal Converts	3	8	0	0		0	0	0
<b>2000 to Extreme C/O</b>	53	64	43	64		4	3	31
<b>Extreme to Extreme C/O</b>	<b>137</b>	<b>182</b>	<b>298</b>	<b>250</b>		<b>26</b>	<b>23</b>	<b>194</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		5	4	43
<b>Total Pumps Replaced</b>	<b>313</b>	<b>338</b>	<b>401</b>	<b>361</b>		<b>35</b>	<b>30</b>	<b>278</b>
<b>Low Pressure Service Request</b>	<b>530</b>	<b>716</b>	<b>621</b>	<b>728</b>		<b>61</b>	<b>55</b>	<b>475</b>
<b>Vacuum System Service Request</b>	<b>87</b>	<b>172</b>	<b>143</b>	<b>112</b>		<b>8</b>	<b>5</b>	<b>67</b>
<b>Gravity Service Request</b>	<b>5</b>	<b>12</b>	<b>0</b>	<b>10</b>		<b>1</b>	<b>0</b>	<b>11</b>
Inspection for New Service	36	23	54	103		36	28	172
Final Inspection for New Service	37	55	56	62		7	7	58
Sanitary Sewer Overflow (SSO)	6	9	1	3		6	5	25
Odor Complaints	16	17	28	43		2	3	27

**Public Services Department - Wastewater Division  
February 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>Nov 19</u>	<u>Dec - 19</u>	<u>Jan - 20</u>	<u>Feb - 20</u>	
<b>Flow – To Creek</b>	0.7080 MGD	0.704 MGD	0.777 MGD	0.829 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.00 MGD	0.00 MGD	0.00 MGD	0.00 MGD	
<b>Total Flow Through Plant</b>	0.7080 MGD	0.704 MGD	0.777 MGD	0.829 MGD	
<b>Capacity</b>	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MGD	
<b>% of Plant Throughput</b>	50.6%	50.3%	55.5%	59.2%	
<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>	63.2%	62.9%	69.3%	74.0%	(0.829MGD) / (1.12 MGD)
<b>Rainfall</b>	7.52”	11.39”	5.80”	7.03”	

<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>Jan – 20</u>	<u>Feb – 20</u>	<u>YTD</u>
<b>Violations</b>	1	7	7	13	7		1	1	9

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 19 gallons per day at the Union Road lift station and 19 gallons per day at the Old Tyree lift station.**

3. **Peracetic Acid:**

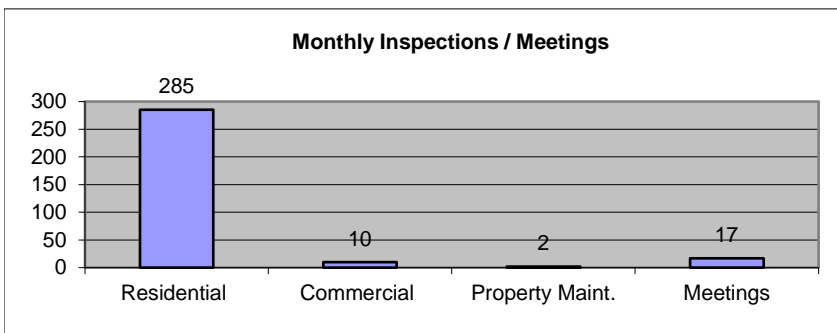
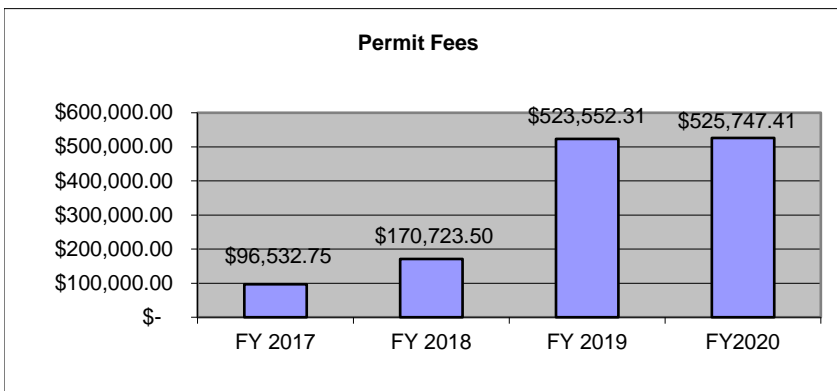
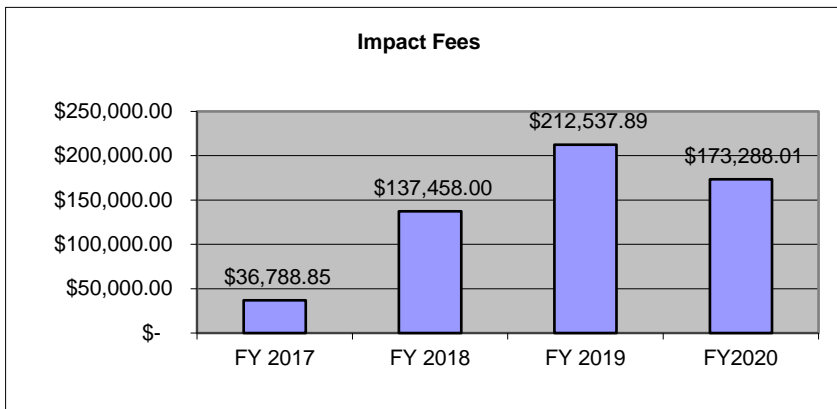
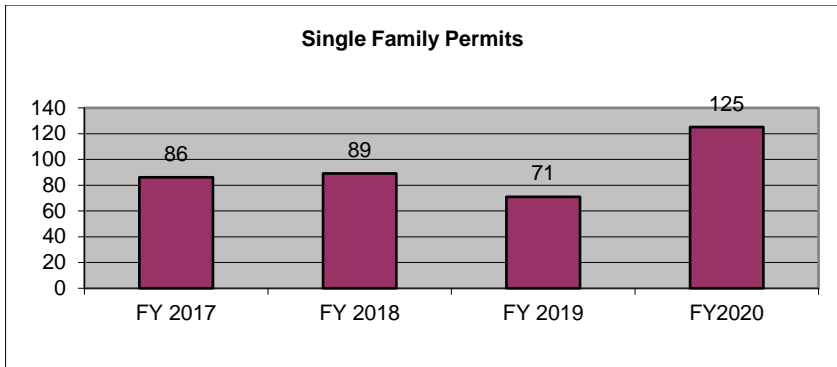
TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly.

The PAA feed rate is operating at a constant **2.00** parts per million (ppm). The average residual was **0.23** PPM with a max residual of **0.37** 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 **83.5 CFU’s** which is well below the limit. **Last month the average was 43.0.**

**Planning and Codes Department  
FEBRUARY 2020**



**Planning and Codes Department  
FEBRUARY 2020**

	Month	FY2020	FY2019	FY2018	FY2017
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	6	38	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	23	125	71	89	86
Multi-Family Residential	0	0	13	5	13
Other Residential	6	36	93	238	244
New Commercial	4	5	3	3	5
New Industrial	0	0	1	0	5
Other Com/Ind	1	20	33	31	22
State Electrical	0	262	875	768	812
Sign	1	8	25	24	14
Occupancy Permits	1	1	29	65	14
Commercial Certificate of Occupancy-					
<b>Leola's Cottage-3324 Hwy 31W</b>					
Other	1	8	3	14	3
<b>BUILDING INSPECTIONS</b>					
Residential	285	1796	2411	1112	1549
Hours	54.83	352.91	414.98	383.59	378.64
Commercial /Industrial	10	69	179	165	191
Hours	4.17	23.09	179	165	191
<b>CODE ENFORCEMENT</b>					
Total Cases	2	253	179	165	191
Hours	1.25	52.08	86.75	75.17	79.74
Complaints Received	1	76	98	132	117
<b>MEETINGS</b>					
Administration	2	43	68	51	15
Hours	1.51	7.01	103.67	101	62.43
Planning	11	63	135	73	17
Hours	11.08	75.33	155.5	86.82	17.33
Codes	4	22	35	27	16
Hours	8.51	30.59	40.16	18.67	28.25
<b>FEES</b>					
Permit Fees	\$130,344.51	\$ 525,747.41	\$ 523,552.31	\$ 170,723.50	\$96,532.75
Board Review Fees	\$3,375.00	\$ 7,950.00	\$ 3,750.00	\$ 4,683.00	\$3,599.00
City Impact Fee	<b>\$46,298.01</b>	<b>\$ 173,288.01</b>	<b>\$ 212,537.89</b>	<b>\$ 137,458.00</b>	<b>\$36,788.85</b>
Roads	\$18,242.80	\$ 48,275.50	\$ 98,885.80	\$ 112,424.58	\$13,901.37
Parks	\$9,108.00	\$ 47,718.00	\$ 23,140.00	\$ 10,163.90	\$ 4,459.10
Police	\$11,415.50	\$ 38,910.50	\$ 11,704.30	\$ 8,971.20	\$ 9,241.81
Fire	\$7,531.71	\$ 24,922.71	\$ 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: 18	\$ 3,349,927.99	\$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	15	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  
February 2020**

**Summary of Month's Activities**

It is hard to believe but spring season is already here. Baseball, softball and soccer started their spring seasons at the end of this month, so that means we are a full-go at the park once again. This should be another busy spring for our parks as the town continues to grow which brings more people out to our parks each year.

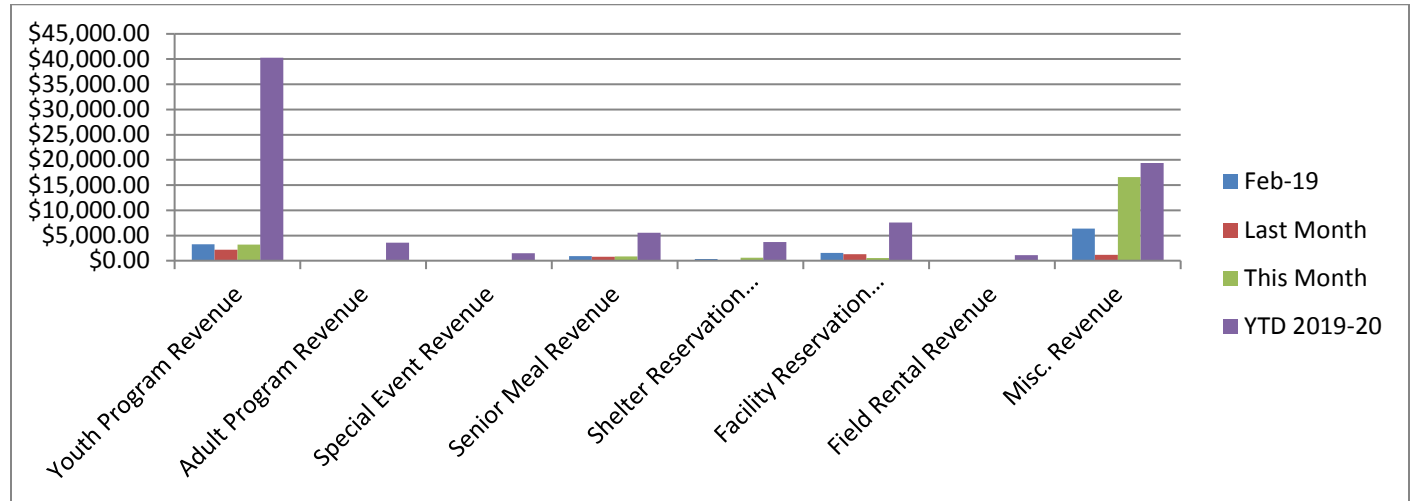
Now an update on some current and upcoming projects we have going on:

As mentioned previously, the Museum/Visitor Center renovation will start this spring. As far as the maintenance building goes, Public Works has almost completed the site work and we have gotten quotes from several pole barn vendors. We selected a company at the end of this month and work should start soon. The company has assured us the building construction will be completed in 4 weeks from the time they get the paperwork back. So, hopefully that means by close to the end of next month. From there, we will have to get the concrete work done, electrical, and plumbing, add garage doors, add an office and restroom, etc. So, plenty of work still remains but this will end up saving us a great deal of money.

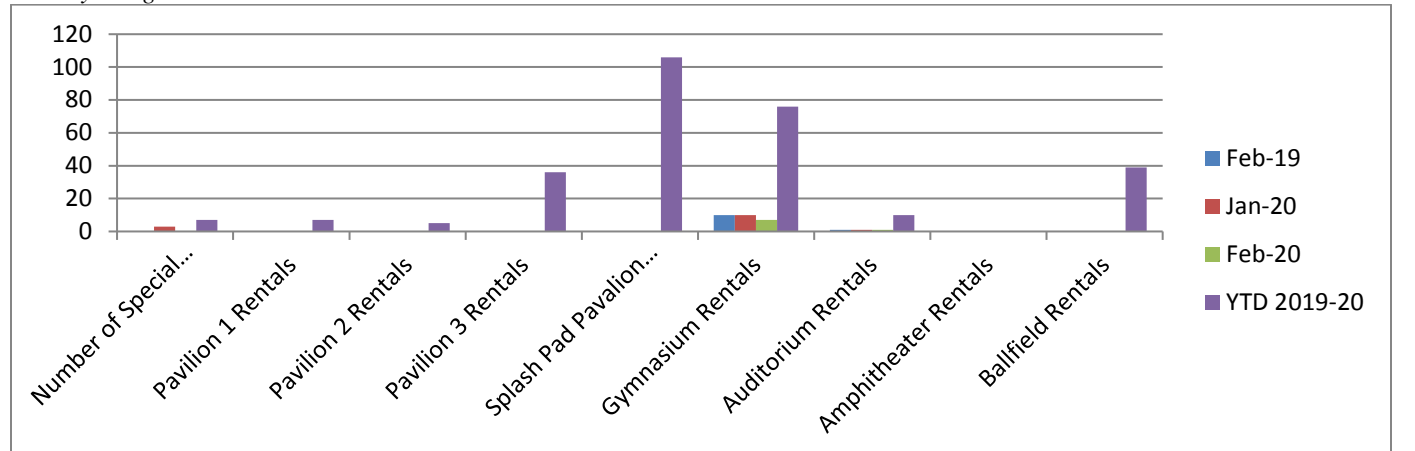
Our maintenance guys were really excited to get the new infield groomer we purchased last month. This has the potential to be a massive resource for us in the future along with all of the potential benefits we will get from it now and the potential for what it could do for us in the future e.g. laser grading our own fields.

Lastly, we are ready to start moving forward making some larger purchases for the Dog Park. We have a meeting with the committee next month to go over all of the purchases we want to make this spring.

*Revenues*

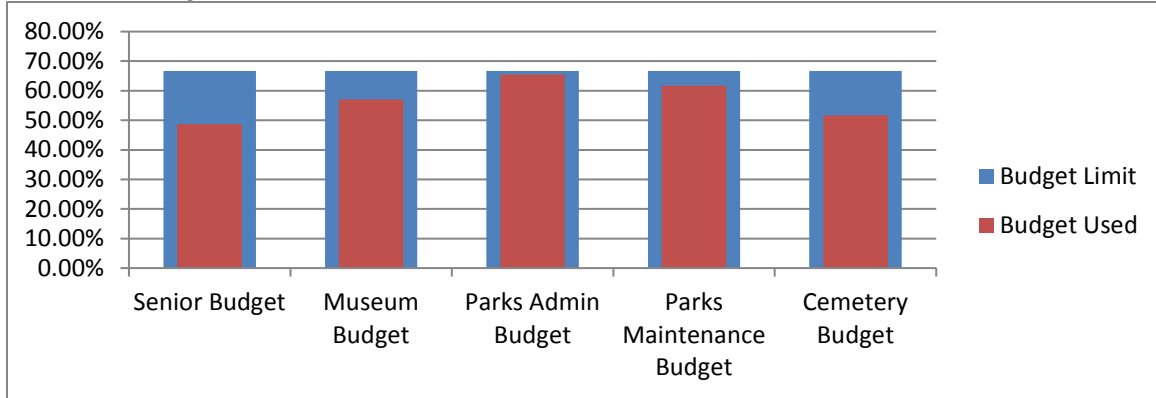


*Facility Usage*



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

*Over/Under Budget*



**Recreation**

Youth Basketball games wrapped up on February 29<sup>th</sup>. This season, we had 304 participants and 36 total teams.

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.

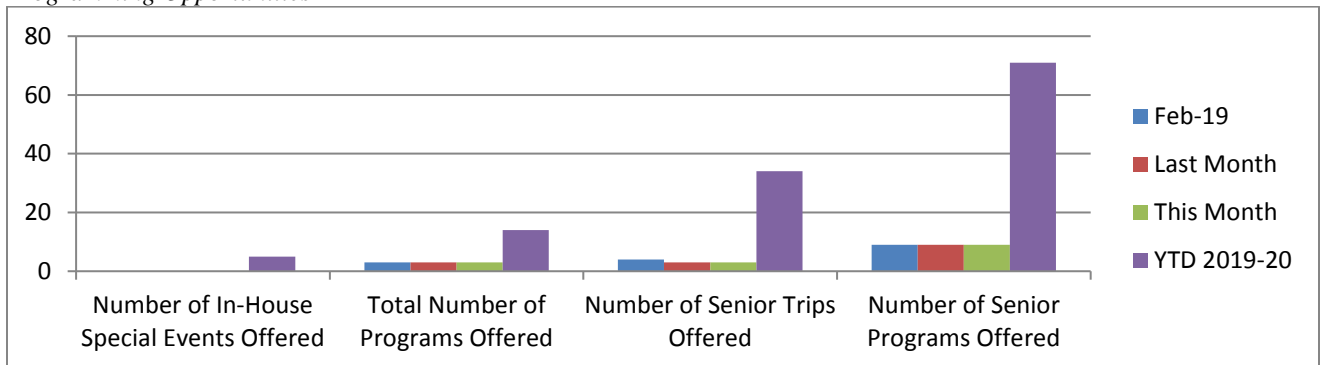
Registration ended for Girls Volleyball in February. We had 97 girls sign up to participate with six teams in our 3<sup>rd</sup> through 5<sup>th</sup> grade league and six teams in our 6<sup>th</sup> through 8<sup>th</sup> grade league. They will start practice on March 2<sup>nd</sup> and will continue their season until May 21<sup>st</sup>.

Registration ended for Challenger Baseball on February 10<sup>th</sup>. 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 were hoping that would 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 \$2,700.00 in sponsorship money from 15 businesses. So, we should be able to do a lot with that this season. We have a total of nine players registered and two coaches and will begin ordering uniforms and fulfilling our sponsorship obligations soon.

Adult Softball registration ended on March 2<sup>nd</sup>. Unfortunately, we only had enough sign up for one team so we will not be having a season this spring.

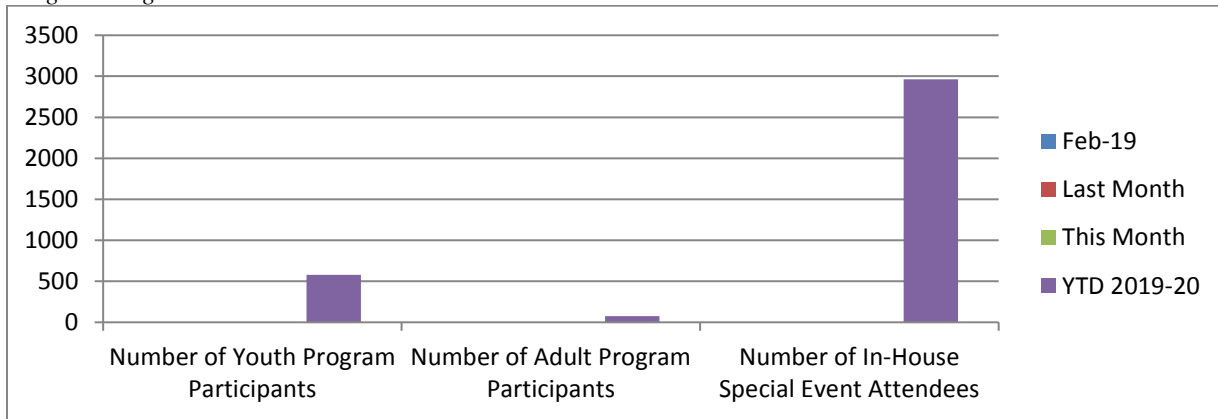
Lastly, we were able to put together another program guide for this spring and summer. Copies are available in and around our office. We continue to tweak it as we go and hopefully we will be able to start producing a more quality product year after year.

*Programming Opportunities*



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

*Programming Attendance*



**Park Maintenance**

February is the last of our slow months prior to the big rush of spring starting up. Our team used this as a staging period to be ready to hit the ground running when the mowing and the baseball season's startup. We have done an excellent job preparing for this upcoming spring season.

We started the month off by completing our quarterly fire extinguisher and building inspection forms for all of the park areas. Those were emailed to Admin within the first couple days of the month starting.

We were able to finally put the finishing touches on the renovation of the gym at city hall. This consisted of the last bit of demo that we had to do concerning the removal of the last few support beams for the upstairs bleachers. The last bit was the final cleanup once the project was done. We wanted to make sure there were no rouge nails or screws anywhere that a child could pick up.

The final step was to construct a closet door and wall at either end of the bleachers. We used a higher quality wood and paint to put the final touches on the project. These areas are now ready to look good for our community for the next 30 years.

As we move closer to spring, it has now become time to start getting things opened up for the spring sports. We started a couple weeks ago getting the soccer complex and it's bathrooms up and running. We did a thorough cleaning and de-winterized everything. We are now fully functional and they have just recently started up practices for this year.

In preparation for this planting season, we tore down and completely rebuilt a portable watering tank and watering system that we had lying around. It was nonfunctional but had great bones to it. With around \$1000 we were able to make the unit turn out like new. One of these units would cost approx. \$3,500 brand new. By rebuilding this unit we were able to save the city money, but also build the unit to the exact specifications that we needed. It should serve the city well over the course of the next few years.

We had planted 20 trees back a few months ago. They were in need of being adjusted to maintain their proper stance. We also purchased something called Arbor Cord which is used in the place of rope to help hold newly planted trees in place without damaging them. A couple guys went and redid all the rope on the trees to make sure all the trees were still lined up perfectly straight.

We have started our spring time trimming and still continue to work on it. We go around to all trees and shrubs at trail heads and at the main park to make sure all of them are neatly trimmed to start spring off right. The trimming of some of the trees will carry them all year which is very nice for us. Others, like some of the shrubs will need to be trimmed up to four times this year.

## **Parks, Recreation, & Cultural Arts Department February 2020**

We went around and checked all of the street, building, and post lights throughout all the park facilities. This will insure having fully functioning lights as the baseball and soccer seasons start up.

Also, a couple guys went and cleaned out and repaired the gutters on the building at the soccer complex. There was a lot of debris in them from the past year. Also there were spots that were hanging due to water not being able to drain properly. We were able to remedy all of this in the course of a half-day.

In continuing to renovate three of our baseball fields, we began pouring new concrete base anchors for all of the fields at the quad. It is a new design, same as the pros use, which will improve safety, lower maintenance time for the bases on the fields, and improve the longevity of each of the anchors. They should now last many, many years.

We were able to spend some of the cold rainy days inside to cut and weld up our new set of Arboretum signs that we created. We built approximately 20 new signs to put up along the greenway. This will help to identify certain trees for passers-by. This a very neat program and one that we will continue to add to as the year goes by.

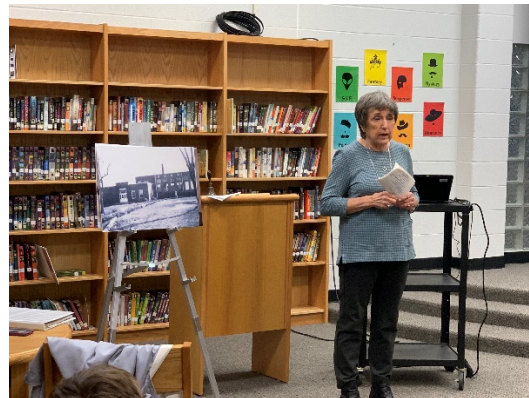
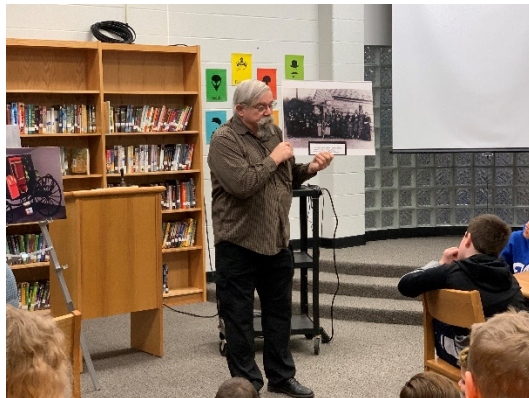
The last thing that we did to cap off the end of our month was to begin making repairs to the brick wall down at the dog park. A lot of the memorial bricks have begun to come up so one of the guys had to begin by removing them all of the way and then repacking them in with sand. This has been a multi-day project but it will look great when done.

There was no mowing during this past month. Also, we did do our normal workload of mending graves and digging and pouring foundations for headstones.

### **Museum**

#### **Volunteers**

This month, the volunteers and I presented to 5<sup>th</sup> grade at White House Middle school on February 3<sup>rd</sup>. The presentation was on the history of the schools in White House and surrounding area. The museum volunteers are such an asset for these presentations. There are usually 2 to 3 volunteers that volunteer to help with these presentations. The volunteers and I meet most every Monday at 8 am to discuss presentations, make changes in museum displays and prepare for upcoming events.



The Museum volunteers worked a total of 23 hours in February.

#### **Exhibits**

Quilt display ended on February 27, 2020.

Preparing new display on the 19<sup>th</sup> Amendment.

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

**Tours at Museum**

Scheduled tours in the month of February included Girl Scout Troop 855 to learn about their city as part of their Citizenship Badge and Seniors from Byrum Porter Senior Center from Orlinda.



**Donations to Museum**

- From Ken Gamble of the Orange Heart Medal Foundation, one Army Field Jacket.

**Loans to Museum**

- From Gene Taylor, a pair of replica dueling pistols.

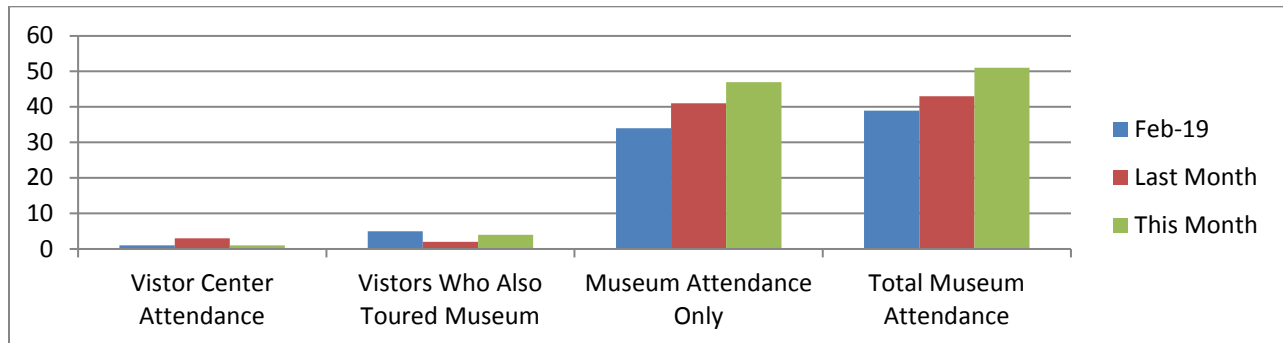
**Events Attended**

- February 6 Attended Sumner County Tourism Ambassadors Meeting
- February 19 Handshakes and High Fives White House Middle School
- February 18 White House Area Chamber of Commerce Monthly Luncheon, guest speaker, Congressman John Rose
- February 20 Met with Kevin concerning Museum's budget for 2020/2021
- February 24 Women of White House Dancing with the Stars event

**Visitors' Center and Museum Attendance**

Visitors' Center	Visitors Who Also Toured Museum	Museum	Total Museum Visitors
1	4	47	51

*Museum/Visitor Center Usage*



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

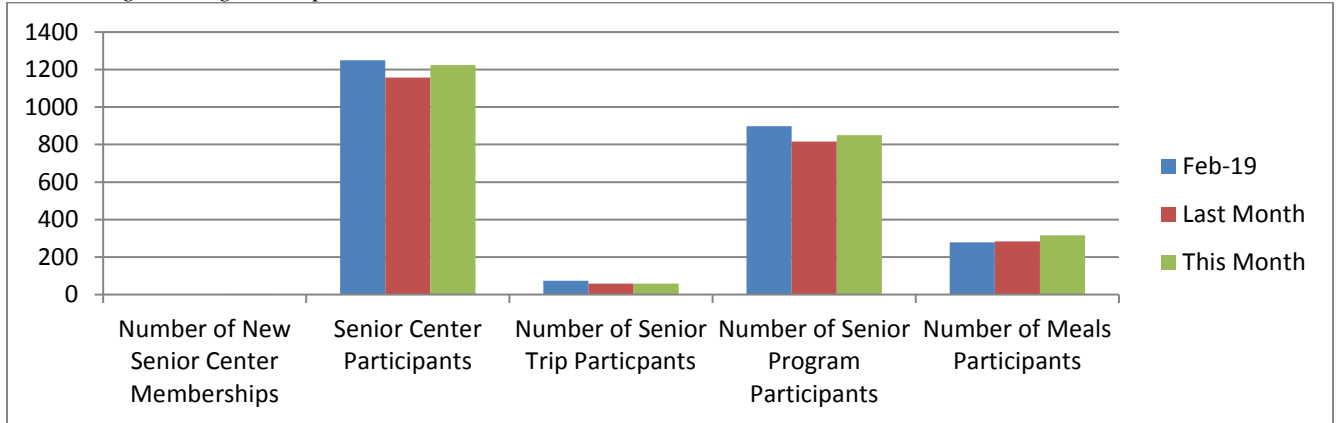
**Seniors**

<b>Outings/Events</b>	
Bowling	10
SitnStitch	9
Breakfast at EJ's	23
Valentine Party w/ DJ Gary	62
Eddie K at Goodlettsville Community	25
Bunco	12
Bible Study	15
Farmers Rummy	0
Movie at Center	18
<b>TOTAL</b>	<b>174</b>

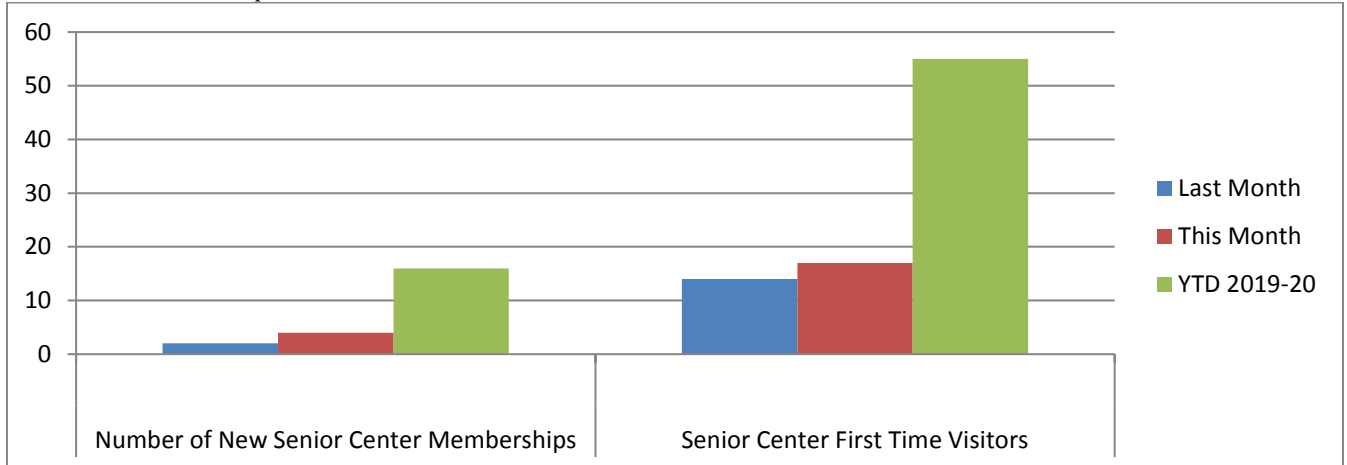
<b>Programs</b>	
Walkers	203
Sittercise	278
Bingo/Cards/Billards	211
BD Pot Luck/Lunch Pot Luck	42
<b>TOTAL</b>	<b>734</b>

<b>Current Members</b>	<b>New Members</b>	<b>First Time Visitors</b>
203	4	17

*Senior Programming/Participation*



*New Senior Memberships/First -Time Visitors*



**White House Public Library**  
**February 2020**

**Summary of Activities**

The Friends of the Library met on February 4<sup>th</sup>. They discussed the copier agreement with the city, financials, and giving \$2,000 to fund the library's summer reading program.

The Circulation Clerk attended a regional training on social services.

The library director did an interview on the radio station WBDL about the library, what we offer, and the importance of reading.

All three of the new part time library workers started in February. The library director is happy to have all of her positions now filled.

The library director attended an OCSC meeting on February 12. The group discussed the Professional Development day they want to plan. The event will have to be held on July 30<sup>th</sup> to meet the school librarians' training requirements. The group then discussed what type of training they would like at this event. Each library type is going to create a survey for staff to complete to help determine what type of presenters we should reach out to.

The library director attended a REdi education foundation meeting on February 14<sup>th</sup>. The group looked at what they still needed to complete for the Hall of Fame dinner event.

The library director attended a Chamber luncheon on February 18<sup>th</sup>. The chamber had U.S. Representative John Rose as the speaker.

The library director, children's librarian, library assistant, and library supervisor met to look at where they were for the Summer Reading Internship program and the Tween Library Challenge. The group has made some progress, but they still have more to complete.

The library director attended the Board of Mayor and Alderman meeting on February 20<sup>th</sup>. The board voted to accept the 5 year agreement between the city and the friends of the library. The city will now pay for the library's copier services and the Friends will collect and maintain the revenue from the machines. The library director went ahead and got the state contract signed and has the copiers on order. They should arrive in 3 weeks.

The library director had her individual meeting with the city administrator to discuss non-CIP budget requests. The biggest requests are more part time and overtime hours for employees.

The library director attended the Public Library Association's (PLA) conference at Nashville from February 26 through the 29<sup>th</sup>. The director got to listen to some great presenters and got ideas for programs at her library. She also met with a number of vendors to see the products they offer. She will be following up with some of them to see about the possibility of getting these products at the library. In addition, the director was able to bring back 6 bags of free items for the library and staff.

**Department Highlights**

The highlights for this month really was the PLA conference. The director got some great ideas, possible products to look at purchasing and a large amount of great free items.

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

**Official Service Area Populations**

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

**February Membership**

**Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	96	335	10,749	78
2017	104	379	11,997	87
2018	95	288	7,165	51
2019	91	214	8,479	60
2020	100	259	6,558	46

The library board voted to do a purge of inactive users in January 2020. This purge was to deleted inactive users, which gives the library a better reflection of the number of people that are actually using the library.

**Total Material Available:** 36,603

**Estimated Value of Total Materials:** \$915,075

**Last Month:** \$912,075

**Total Materials Available Per Capita:** 2.57

**Last Month:** 2.56

**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 February**

2016	2017	2018	2019	2020
220	144	60	181	140

**Yearly Material Added**

2016	2017	2018	2019	2020
3,674	3,602	3,004	3,947	316

**Physical Items Checked Out in February**

2016	2017	2018	2019	2020
5,399	5,504	5,058	4,992	5,320

**Cumulative Physical Items Check Out**

2016	2017	2018	2019	2020
63,252	63,421	59,017	65,522	10,129

**February**

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	18	34	42	41	33
Study Rooms	80	78	89	74	66
Lego Table	165	186	215	153	143
Games and Puzzles	0	38	64	67	127
Seeds	0	428	172	28	115
Test Proctoring	0	5	10	11	10
Charging Station	0	8	6	5	4
STEAM Packs	*	*	*	19	32
Cake Pans	*	*	*	0	2
Notary Services	*	*	*	*	10

**Yearly Totals**

2016	2017	2018	2019	2020
299	585	597	514	61
821	828	1,000	1,238	143
2,094	2,643	1,808	2,189	389
510	528	690	906	223
82	1,197	586	333	131
9	56	149	158	12
26	86	84	155	15
*	*	133	308	62
*	*	6	25	3
*	*	*	16	23

**February**

Library Use	2016	2017	2018	2019	2020
Library Visits	*	*	4,590	4,445	4,242
Website Usage	*	*	*	1,079	1,559
Library Volunteers	22	25	22	16	12
Volunteer Hours	146	127	103	88	140

**Yearly Totals**

2016	2017	2018	2019	2020
*	*	52,565	55,728	8,397
*	*	2,517	16,935	3,277
251	214	173	193	26
1,665	1,546	1,337	1,658	295

**Universal Class February Counts**

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
3	14	68	60	23

**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	4	17	82	42



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

**Computer Users**

February	2016	2017	2018	2019	2020
<b>Wireless</b>	533	705	1107	636	532
<b>Adult Computers</b>	350	387	346	354	399
<b>Kids</b>	180	174	174	176	123

**Yearly Computer Users**

2016	2017	2018	2019	2020
8,367	8,725	9,024	7,428	1,124
4,640	4,135	4,314	4,228	774
2,136	2,209	1,970	2,019	317

**Programs**

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
<b>2018</b>	7	29	2	0	0
<b>2019</b>	0	60	7	5	2
<b>2020</b>	2	69	2	0	2

**Monthly**

February Kids	Kids Sessions	Kids Attendance
<b>2016</b>	18	189
<b>2017</b>	17	244
<b>2018</b>	11	220
<b>2019</b>	15	216
<b>2020</b>	11	272

**Yearly Totals**

Kids Sessions	Kids Attendance
178	2,988
181	4,268
146	4,260
154	4,201
23	532

In February, the library held 4 toddler story times, 4 preschool story times, and 3 crafternoon/movie programs.

**Monthly**

Feb	Teen Events	Teens Present
<b>2016</b>	4	10
<b>2017</b>	2	11
<b>2018</b>	6	24
<b>2019</b>	6	18
<b>2020</b>	5	38

**Yearly**

Teen Events	Teens Present
69	187
47	481
82	432
68	518
10	70

**Monthly**

Feb	Tween Events	Tweens Present
<b>2019</b>	*	*
<b>2020</b>	2	8

**Yearly**

Tween Events	Tweens Present
10	150
4	17

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

**Monthly**

February Adults	Adult Sessions	Adult Attendance
<b>2016</b>	4	22
<b>2017</b>	13	63
<b>2018</b>	13	46
<b>2019</b>	13	77
<b>2020</b>	11	58

**Yearly**

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
157	1,343
22	112

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

**Interlibrary Loan Services**

February	2016	2017	2018	2019	2020
<b>Borrowed</b>	45	75	57	53	69
<b>Loaned</b>	30	41	46	45	16

**Yearly Interlibrary Loan Services**

2016	2017	2018	2019	2020
668	562	643	866	122
249	305	375	888	36

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

Adults	Juvenile
1788	100

**19-20 Yearly Totals**

Adult	Juvenile
15,358	936

**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**

**February 2020**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$4,546.27
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$49,850.00</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$2,189.42
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$14,443.60</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$6,735.69</u>
<b><u>TOTAL REVENUE YTD</u></b>	<b><u>\$64,293.60</u></b>

**DISBURSEMENTS**

LITIGATION TAX	\$317.95
DOS/DOH FINES & FEES	\$299.25
DOS TITLE & REGISTRATION	\$190.00
RESTITUTION/REFUNDS	\$0.00
ONLINE CC FEES	\$34.16
CARD FEES	\$21.11
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$862.47</u>
<b><u>TOTAL DISBURSEMENTS YTD</u></b>	<b><u>\$7,505.68</u></b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$5,873.22</u>
<b><u>TOTAL ADJUSTED REVENUE YTD</u></b>	<b><u>\$56,787.92</u></b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$546.25</u>
<b><u>DRUG FUND DONATIONS YTD</u></b>	<b><u>\$3,957.21</u></b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Careless Driving	2	\$55.00
Financial Responsibility Law	20	\$589.54
Registration Law	20	\$1,367.70
Texting/Miscellaneous	1	\$46.00
Improper Turn	1	\$75.00
Child Restraint	1	\$132.50
DL Exhibited	1	\$0.00
Red Light	1	\$73.44
Following Too Closely	0	\$0.00
Stop Sign	3	\$194.01
Speeding	14	\$1,298.92
Seat Belt	5	\$190.00
Failure To Yield	2	\$55.00
Exercise Due Care	6	\$382.50
Parking Where Prohibited	1	\$132.50
Total	78	\$4,592.11