

**Administrative & Legislative Services Department  
May 2020**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- May 04: Staff Plan Reviews
- May 05:
  - Stormwater Project Discussion
  - Robertson County COVID-19 Discussion
- May 06: FSEP Board Meeting
- May 07:
  - Insurance Broker RFP Score Review
  - IT Services RFP Score Review
  - Robertson County COVID-19 Discussion
  - BMA Study Session
- May 11:
  - CA Steering Committee Meeting
  - Planning Commission and BMA Study Session
- May 12:
  - Willis Towers Watson Meeting
  - The Farmstead Discussion
  - Robertson County COVID-19 Discussion
- May 13: Utility Billing Discussion
- May 14:
  - Sumner County JECD
  - Meeting with Tim Poston and Sam Lamberth
  - Robertson County COVID-19 Discussion
- May 18:
  - White House FIDP Preconstruction Meeting
  - Town Center Water Line Discussion
- May 19:
  - Tennessee Recreation and Parks Administration Grant Discussion
  - Robertson County COVID-19 Discussion
- May 20:
  - RTA/GNRC/MPO
  - Memorial Day Video Discussion
  - Economic Development Team Meeting
- May 21:
  - Senior Center Discussion
  - White House Visitors Center Preconstruction Meeting
  - Memorial Day Video Discussion
  - Robertson County COVID-19 Discussion
- May 26:
  - Mr. Brinkley Discussion
  - Robertson County COVID-19 Discussion
- May 27: Town Center Water Line Discussion
- May 28: Robertson County COVID-19 Discussion

**Administrative & Legislative Services Department**

**May 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	\$ 9,193,544	↓27.89
Industrial Development	\$277,000	\$ 273,681	↑7.13
State Street Aid	\$461,000	\$ 456,177	↑7.28
Parks Sales Tax	\$731,550	\$ 407,701	↓35.93
Solid Waste	\$1,028,270	\$ 842,094	↓9.77
Fire Impact Fees	\$42,500	\$ 42,500	↑8.33
Parks Impact Fees	\$18,000	\$ 17,999	↑8.32
Police Impact Fees	\$35,000	\$ 33,845	↑5.03
Road Impact Fees	\$80,000	\$ 80,000	↑8.33
Police Drug Fund	\$6,000	\$ 2,309	↓53.17
Debt Services	\$832,000	\$ 782,142	↓2.33
Wastewater	\$12,330,274	\$ 6,398,797	↓39.77
Dental Care	\$90,000	\$ 49,810	↓36.32
Stormwater Fund	\$1,064,511	\$ 622,474	↓33.19
Cemetery Fund	\$37,682	\$ 31,920	↓6.95

\*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	107	131	142	136	181
April	85	138	185	120	134
May	82	129	121	153	175
June		50	52	92	103
<b>Total</b>	<b>1154</b>	<b>1,595</b>	<b>1,813</b>	<b>1,750</b>	<b>1,903</b>

<b>Purchase Orders by Dollars</b>	<b>May 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	78	1088	1529	1716	\$1,211,535.52	\$1,349,159.92	\$1,541,282.47
Purchase Orders \$10,000-\$24,999	4	33	26	49	\$540,688.89	\$381,155.50	\$706,041.30
Purchase Orders over \$25,000	0	33	40	48	\$4,035,346.92	\$7,678,174.40	\$4,080,335.79
<b>Total</b>	<b>82</b>	<b>1154</b>	<b>1595</b>	<b>1813</b>	<b>\$5,787,571.33</b>	<b>\$9,408,489.82</b>	<b>\$6,327,659.56</b>
<b>Total</b>	<b>82</b>	<b>1154</b>	<b>1595</b>	<b>1813</b>	<b>\$5,787,571.33</b>	<b>\$9,408,489.82</b>	<b>\$6,327,659.56</b>

**Administrative & Legislative Services Department  
May 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>	85	61	71	76	N/A	879,671	1,165,275	658,974
<b>April</b>	43	56	77	38	N/A	820,505	959,769	784,204
<b>May</b>	27	29	49	86	5,998	946,897	1,063,568	658,468
<b>June</b>		123	27	64		901,328	483,003	739,264
<b>Total</b>	<b>853</b>	<b>801</b>	<b>688</b>	<b>808</b>	<b>5,253,656</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>	112	31	23	16	38	18	10	12
<b>April</b>	73	60	70	48	58	26	17	22
<b>May</b>	62	161	116	252	30	33	23	30
<b>June</b>		103	59	119		30	33	37
<b>Total</b>	<b>610</b>	<b>702</b>	<b>772</b>	<b>853</b>	<b>305</b>	<b>239</b>	<b>282</b>	<b>265</b>

**Administrative & Legislative Services Department  
May 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>	902	830	795	24	16	12
<b>April</b>	907	830	799	14	14	7
<b>May</b>	903	832	801	14	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>162</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>	69	11	20
<b>April</b>	41	10	9
<b>May</b>	29	11	10
<b>June</b>		25	16
<b>Total</b>	<b>333</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>	34	24	44
<b>April</b>	35	32	22
<b>May</b>	26	27	31
<b>June</b>		29	24
<b>FY Total</b>	<b>328</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  
May 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	N/A	0	8	5	March	0	0
April	23	1	36	5	April	2	150
May	94	11	131	13	May	5	870
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>125</b>	<b>13</b>	<b>387</b>	<b>73</b>	<b>Total</b>	<b>7</b>	<b>\$1020</b>

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Prepared Library for reopening with CDC guidelines
- Changed lightbulbs and smoke detector around City Hall

	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	11	7	17	16	25	24
April	2	12	25	14	20	22
May	11	6	26	27	33	13
June		9	23	14	17	25
<b>Total</b>	<b>88</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  
May 2020**

**Finance Section**

During May the Finance Department began sending records to Vital Records Control for off-site storage in Nashville, TN, continued scanning thousands of documents to reduce physical document storage space, and continued operations with COVID-19 precautions. Members of the Finance Office participated in the following events during the month:

- May 4: Americana Celebration planning meeting
- May 6: Conference Call with KraftCPAs to review new Government Accounting Standards Board guidance
- May 7: Insurance Broker Evaluation Review
- May 7: IT Service RFP Score Review meeting
- May 7: FYE 6/30/2021 Budget Study Session
- May 12: Insurance Broker Committee follow-up interview
- May 13: Utility Billing Delinquent Disconnections meeting
- May 14: EnerGov procedural meeting
- May 14: Sent 71 boxes of archived records to Vital Records Control for off-site storage in Nashville, TN
- May 18: County Adequate Facilities Tax Collection planning meeting
- May 18: Town Center Water Line Agreement review
- May 21: Monthly BMA meeting

**Performance Measures**

**Utility Billing**

\*Less than 12 months of data available

	May 2020	FY 2020 YTD	FY 2019 Total	FY 2018 Total	FY 2017 Total	FY 2016 Total
<b>New Builds (#)</b>	6	169	62	102	111	96
<b>Move Ins (#)</b>	58	562	534	553	536	539
<b>Move Outs (#)</b>	58	546	534	576	546	543
<b>New customer signup via email (#)</b>	14	98	104	163	119	12*
<b>New customer signup via email (%)</b>	22%	13%	17%	25%	18%	n/a*

**Business License Activity**

	May 2020	FY 2020 YTD	FY 2019 Total	FY 2018 Total	FY 2017 Total	FY 2016 Total
<b>Opened</b>	7	56	75	72	93	97
<b>Closed (notified by business)</b>	1	10	9	18	1	2
<b>Closed (uncollectable)</b>	0	0	0	199	14	0

**Payroll Activity**

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Voided Checks
3 regular	3 checks, 400 direct deposits	0 Retro adjustments	2 Voids

**Accounts Payable**

	May 2020	FY 2020 YTD	FY 2019 Total	FY 2018 Total	FY 2017 Total	FY 2016 Total
<b>Total # of Invoices Processed</b>	309	3624	3940	4437	4797	4544

**Finance Department  
May 2020**

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

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	7,841,950	2,352,585	3,387,612	43%
Cemetery Fund	51,700	15,510	215,096	416%
Debt Services	858,000	257,400	203,812	24%
Dental Care Fund	42,000	12,600	252,976	602%
Roads Impact Fees	60,000	18,000	83,856	140%
Parks Impact Fees	31,200	9,360	92,946	298%
Police Impact Fees	36,000	10,800	120,474	335%
Fire Impact Fees	30,000	9,000	106,926	356%
Industrial Development	122,500	36,750	243,546	199%
Parks Sales Tax	673,000	201,900	1,001,822	149%
Police Drug Fund	3,900	1,170	23,635	606%
Solid Waste	859,800	257,940	524,626	61%
State Street Aid	441,000	132,300	403,038	91%
Stormwater Fund	862,000	258,600	812,228	94%
Wastewater	4,184,950	1,255,485	2,658,494	64%

*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.

Operating Fund	FY2020 Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	7,841,950	8,154,385	↑ 12.32%
Cemetery Fund	51,700	32,630	↓ 28.55%
Debt Services	858,000	799,919	↑ 1.56%
Dental Care	42,000	40,272	↑ 4.22%
Roads Impact Fees	60,000	83,489	↑ 47.48%
Parks Impact Fees	31,200	73,903	↑ 145.20%
Police Impact Fees	36,000	58,881	↑ 71.89%
Fire Impact Fees	30,000	39,236	↑ 39.12%
Industrial Development	122,500	87,727	↓ 20.05%
Parks Sales Tax	673,000	648,135	↑ 4.64%
Police Drug Fund	3,900	10,809	↑ 185.49%
Solid Waste	859,800	815,720	↑ 3.21%
State Street Aid	441,000	395,371	↓ 2.01%
Stormwater Fund	862,000	812,818	↑ 2.63%
Wastewater	4,184,950	3,999,348	↑ 3.90%

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

**Human Resources Department  
May 2020**

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

- May 04: Police Officer Testing
- May 05: Police Officer Testing
- May 06: Police Officer Testing
- May 07: Police Officer Testing  
Board of Mayor and Aldermen Budget Study Session
- May 11: New Hire Orientation for Wastewater Tech I
- May 12: New Hire Orientation for Firefighter  
Police Officer Interview
- May 21: Board of Mayor and Aldermen 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

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

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
January	1	1	1	0
February	3	0	0	1
March	0	0	0	1
April	2	0	0	0
May	1	0	0	0
June		2	0	0
<b>Total</b>	<b>8</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	0	1	0
March	0	0	0	0
April	0	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  
May 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	1	0	1	0
April	0	0	1	0
May	2	5	1	2
June		1	1	0
<b>Total</b>	<b>16</b>	<b>11</b>	<b>14</b>	<b>7</b>
<b>Percentage</b>	<b>15.53%</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	0	1 (S)	0	0
April	0	0	0	0
May	0	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  
May 2020**

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in May:** Department Head Meeting (May 4<sup>th</sup> & 18<sup>th</sup>), Police testing (May 4<sup>th</sup> thru May 7<sup>th</sup>), Board of Mayor and Alderman Study (May 7<sup>th</sup>), Planning Commission Meeting (May 11<sup>th</sup>), Robertson County Chief's Meeting (May 12<sup>th</sup>), Zoom Interview with New Hire (May 12<sup>th</sup>) and Chief's Interview with New Hire (May 21<sup>st</sup>).

➤ **Police Department Administration Performance Measurements**

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

Susan Johnson talked to TLEA Program Manager, Janessa Edwards about our June file review. She said we can hold off until August for our file review since we are not quite ready. Our actual on-site will be in December. Ms. Edwards said the delay is fine because they have been behind with assessments due to Covid19. As long as it is all complete by December, we will be fine. The have not rescheduled the 2020 LEACT conference as of yet.

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
March	0	160	0	160
April	0	68	0	68
May	0	248	0	248
Grand Total	8	862.5	0	870.5

**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	May 2020	FY 2019-2020
Three (3) Officers per Shift	62	525
Four (4) Officers per Shift	0	159

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 are cancelled due to COVID-19.

**Police Department  
May 2020**

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	May 2020	Per 1,000 Pop.	Total 2020	Per 1,000 Pop.
<b>Serious Crime Reported</b>				
Crimes Against Persons	16	1	52	4
Crimes Against Property	33	3	126	10
Crimes Against Society	26	2	140	11
<b>Total</b>	76	6	319	26
<b>Arrests</b>	60		280	

*\*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.*

	May 2020	TOTAL 2020
<b>Traffic Crashes Reported</b>	21	142
<b>Enforce Traffic Laws:</b>		
Written Citations	22	334
Written Warnings	1	164
Verbal Warnings	28	946

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.*

COLLISION RATIO				
2020	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
May	21	4	19%	17%
		YTD 24		YTD 142

**Traffic School:** There was no Traffic School in the month of April.

**Staffing:**

- Officer White's last day was May 1<sup>st</sup>.
- Officer Lars Carlson and Officer Zackary Parker started at Walter's State Law Enforcement College May 10<sup>th</sup>, 2020. Their graduation date is July 10<sup>th</sup>.
- On May 21<sup>st</sup>, we hired Thomas Brent Loveday as a new Police Officer. He will start Mid-June.
- We still have three openings. Applications are being taken. No testing has been scheduled as of yet.

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

**Sumner County Emergency Response Team:** ERT did have training and two call outs in the month of May.

**Police Department  
May 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>May</i>	75%	80%

**Communications Section**

	<b>May</b>	<b>Total 2020</b>
Calls for Service	642	4,82
Alarm Calls	18	157

**Request for Reports**

	<b>May</b>	<b>FY 2019-2020</b>
Requests for Reports	8	180
Amount taken in	\$5.70	\$132.15
Tow Bills	\$0.00	\$0.00
Emailed at no charge	18	345
Storage Fees	\$0.00	\$0.00

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

Sgt. Brisson attended two Zoom Meetings (May 8<sup>th</sup> & May 27<sup>th</sup>) during the month of May to discuss upcoming events and traffic safety issues.

***Volunteer Police Explorers:*** Nothing to report for May.

***Item(s) sold on Govdeals:*** Nothing sold in May.

**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.***  
D.A.R.E. has been cancelled due to COVID-19.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Safety Day in conjunction with Discover White House scheduled for April 18<sup>th</sup>, 2020 has been cancelled due to COVID-19. They are hoping to reschedule for the fall.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***  
Citizen's Police Academy has been cancelled due to COVID-19.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
  - On May 7<sup>th</sup>, several of our staff participated in National Day of Prayer for the City of White House. (Asst. Chief Ring, Sgt. Enck and Ofc. Sisk).
  - On May 28<sup>th</sup>, the White House Police Department gave away 2 bikes to two deserving kids who were recommended by their Counselor at White House Middle School.

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

- Nothing to report at this time.

**Police Department  
May 2020**

**Upcoming Events:**

Nothing to report at this time.

<b>2020 Participation in Joint Community Events</b>		
	<b>May</b>	<b>Year to Date</b>
Community Activities	2	13

**Fire Department  
May 2020**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 96 requests for service during the month with 69 responses being medical emergencies. The Department responded to 5 vehicle accidents; 4 accidents reported patients being treated for injuries and 1 accident reported no injuries. Of the 96 responses in month of May there were 8 calls that overlapped another call for service that is 8.33 % 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 May from dispatch to on scene time averaged was, six minutes and fifty-six seconds (6:56). The average time a fire unit spent on the scene of an emergency call was twenty-two minutes and twenty-seven seconds (22:27).

**Department Event**

- May 5<sup>th</sup> – Birthday Drive-by Greystone Subdivision
- May 6<sup>th</sup> – Birthday Drive-by Indian Ridge Subdivision
- May 9<sup>th</sup> – Birthday Drive-by Revolution Church
- May 14<sup>th</sup> – Birthday Drive-by Northwood Subdivision & Drive-by for Heritage HS seniors
- May 17<sup>th</sup> – End of year Drive-by Celebration for R.F. Woodall

**Fire Administration**

- May 4<sup>th</sup> – Americana Meeting and Trash truck fire debriefing
- May 6<sup>th</sup> – Departmental Policy review Committee Meeting
- May 7<sup>th</sup> – BMA Budget Study Session
- Numerous Conference Calls concerning COVID-19

**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	25
Rescue & Emergency Services	662
Hazardous Conditions (No Fire)	22
Service Calls	58
Good Intent Call	54
False Alarms & False Call	83
Calls for The Month	96
Total Responses FY to Date	913

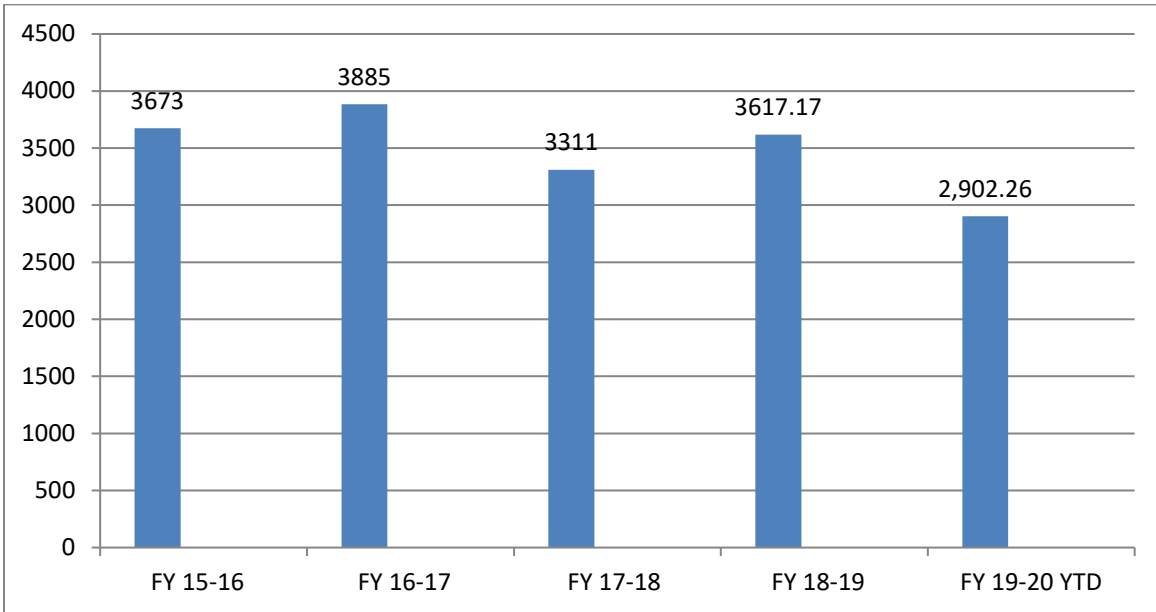
**Fire Department  
May 2020**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City park)</b>	<b>73</b>	<b>563</b>	<b>61.66%</b>
<b>Station #2 (Business Park Dr)</b>	<b>23</b>	<b>350</b>	<b>38.34%</b>

**Fire Fighter Training**

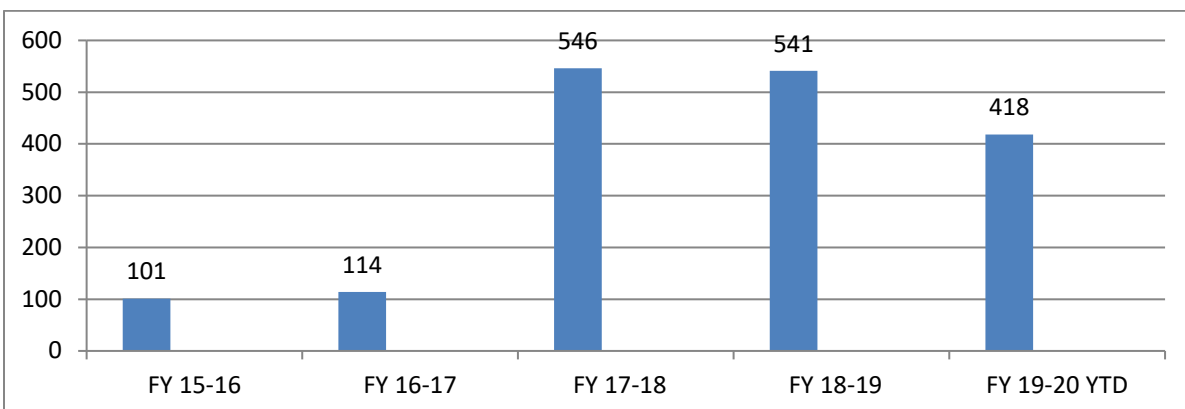
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
<b>Firefighter Training Hours</b>	<b>469.95</b>	<b>2902.26</b>

**Fire Inspection**

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

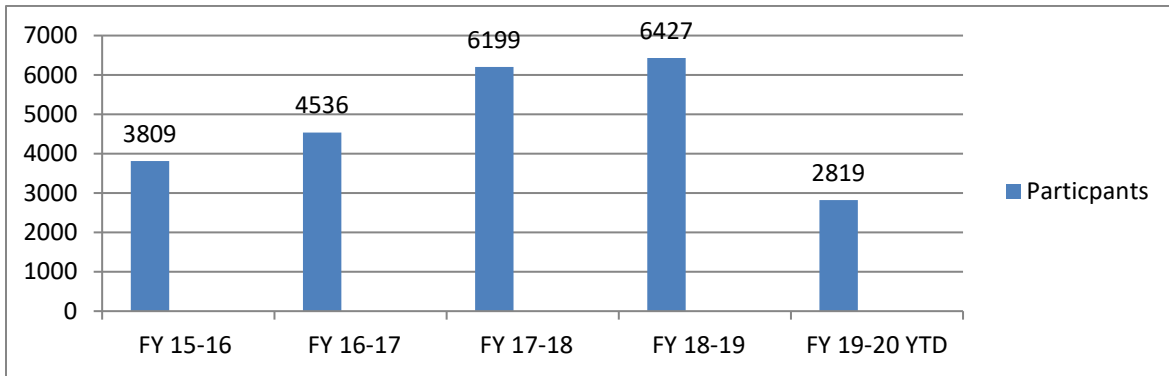


**Fire Department  
May 2020**

	Month	YTD
<b>May Fire Inspection</b>	<b>21</b>	<b>418</b>
<b>Reinspection</b>	<b>0</b>	<b>49</b>
<b>Code Violation Complaint</b>	<b>0</b>	<b>5</b>
<b>Violations Cleared</b>	<b>0</b>	<b>41</b>
<b>Annual Inspection</b>	<b>5</b>	<b>82</b>
<b>Commercial Burn Pile</b>	<b>0</b>	<b>6</b>
<b>Knox Box</b>	<b>1</b>	<b>15</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>1</b>	<b>32</b>
<b>Pre-C/O</b>	<b>1</b>	<b>3</b>
<b>Pre-incident Survey</b>	<b>7</b>	<b>133</b>
<b>Sprinkler Final</b>	<b>0</b>	<b>11</b>
<b>Final C/O</b>	<b>1</b>	<b>21</b>

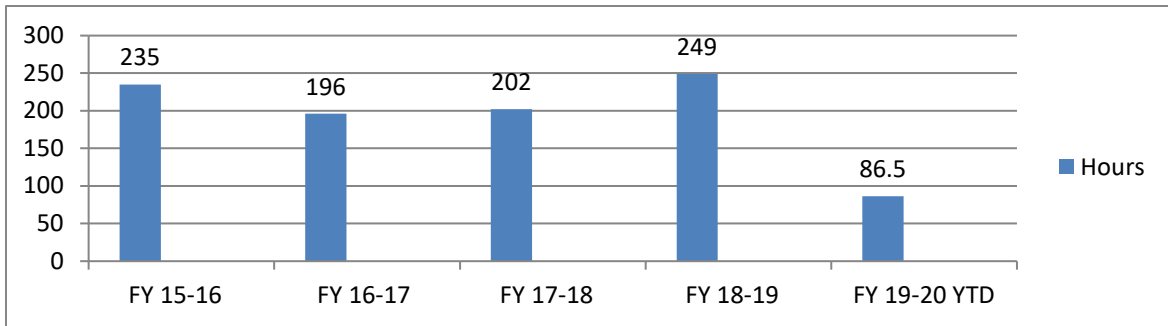
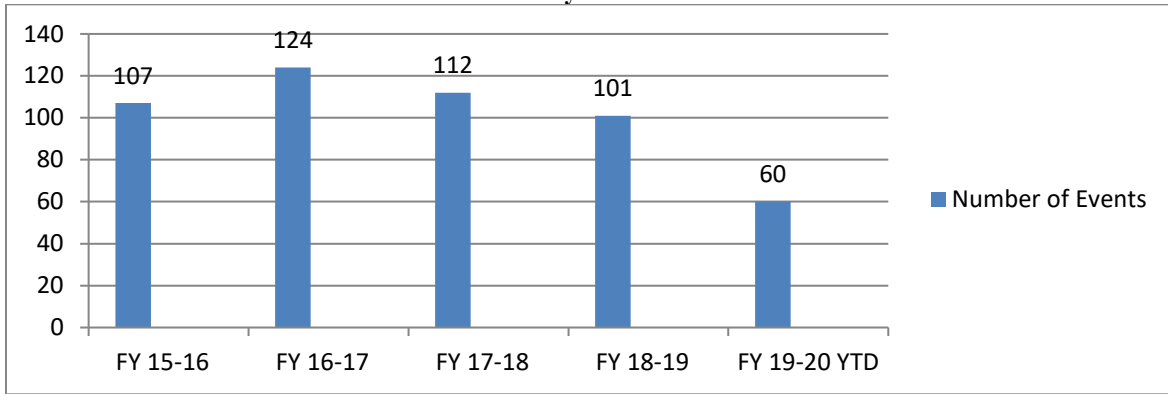
**Public Fire Education**

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  
May 2020**



	Month	YTD
<b>Participants</b>	<b>120</b>	<b>2,819</b>
<b>Number of Events</b>	<b>11</b>	<b>60</b>
<b>Education Hrs.</b>	<b>10.5</b>	<b>86.5</b>

**Social Media Statistics**

<b>Page Views</b>	<b>198</b>
<b>Page Likes</b>	<b>41</b>
<b>Post Reach</b>	<b>8,335</b>

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

Public Works Division/Streets & Roads Division

<b>Total Hours Worked</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>20-Apr</b>	<b>20-May</b>	<b>YTD 19/20</b>
Street	3,765	4,485	4,040	8,134	910	789	9,191
Facility Maintenance	124	839	2,049	3,494	69	139	887.25
Fleet Maintenance	445	857	1,157	1,034	39	56	423
Meeting/Training	332	653	572	502	44	32	457
Leave	1,005	1022	807	1,253	44	80	823
Holiday	650	730	850	795	0	50	545
Overtime	70	166	263	509	0	9	153
Administrative	0	496	781	385	150	126	1,153
Drainage Work (feet)	0	0	0	0	0	0	0
Drainage Man Hours	0	0	0	0	0	0	14
Debris Removed Load	0	0	0	0	0	0	0
Sweeping Man Hours	0	0	0	0	0	0	0
Mowing Hours	0	0	0	0	55	64	221
Curb Repair	0	0	0	0	0	0	0
Shoulder LF	0	0	0	0	0	0	640
Shoulder Hours	0	0	0	0	0	3	176
# of Potholes	0	0	0	0	15	24	385
Pothole Hours	0	0	0	0	54	66	831.5
R-O-W Hours	0	0	0	0	368	184	3,045
Sign/Repaired	0	0	0	0	5	6	63
Sign Work Hours	0	0	0	0	4	9	109
Salt Hours	0	0	0	0	0	0	76.5
Salt Tons	0	0	0	0	0	0	18
Decorative Street Light Hours	0	0	0	0	0	0	133.5
Traffic Lights	0	0	0	0	4	0	158

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

Sanitation Division

<b>Total Hours Worked</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>20-Apr</b>	<b>20-May</b>	<b>YTD 19/20</b>
Sanitation	5,975	3,138	2,914	2,685	346	320	4,201
Facility Maintenance	124	839	2,049	3,494	15	18	395
Fleet Maintenance	445	857	1,157	1,034	2	23	295
Meeting/Training	332	653	572	502	40	10	128
Leave	1,005	1022	807	1,253	0	0	336
Holiday	650	730	850	795	0	20	230
Overtime	70	166	263	508.5	0	0	40
Administrative	0	496	781	385	0	11	73
Sweeping Man Hours	0	0	0	0	0	0	0
R-O-W Hours	0	0	0	0	0.5	1	170
Salt Hours	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0

<b>Sanitation</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>20-Apr</b>	<b>20-May</b>	<b>YTD 19/20</b>
Brush Collection Stops	2,787	5,394	5,915	5,944	800	642	5,161
Brush Truck Loads	302	644	503	459	81	66	584
Leaves Pickup Bags	519	4,324	4,016	3,741	570	279	2,934
Brush/Leaves Hours	585	2,119	1,634	1,366	155.5	130	1,226
Litter Pickup Bags	168	535	309	334	52	41	456
Litter Pickup Hours	443	829	1,147	1,318	109	87	892

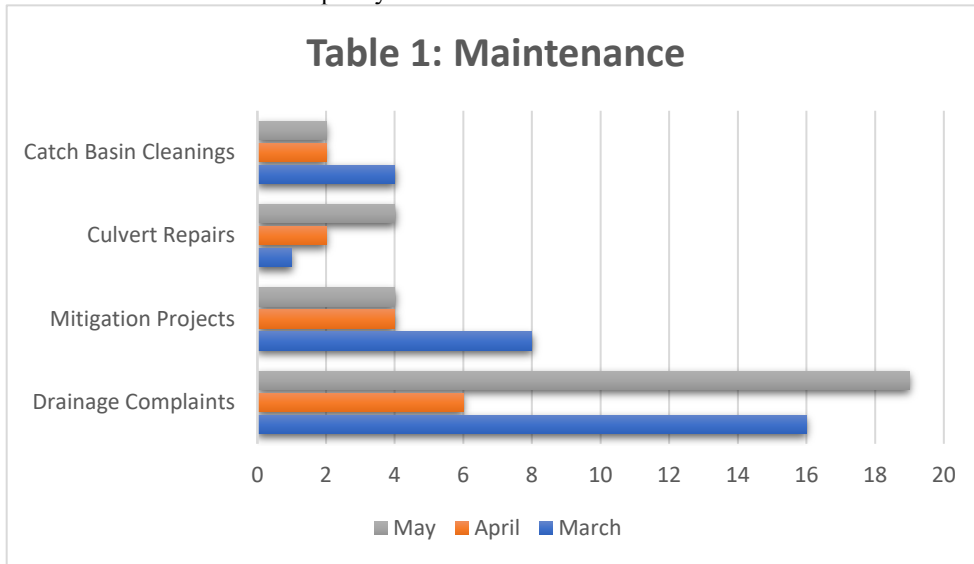
**Public Services Department - Public Works Division  
May 2020**

Stormwater Division

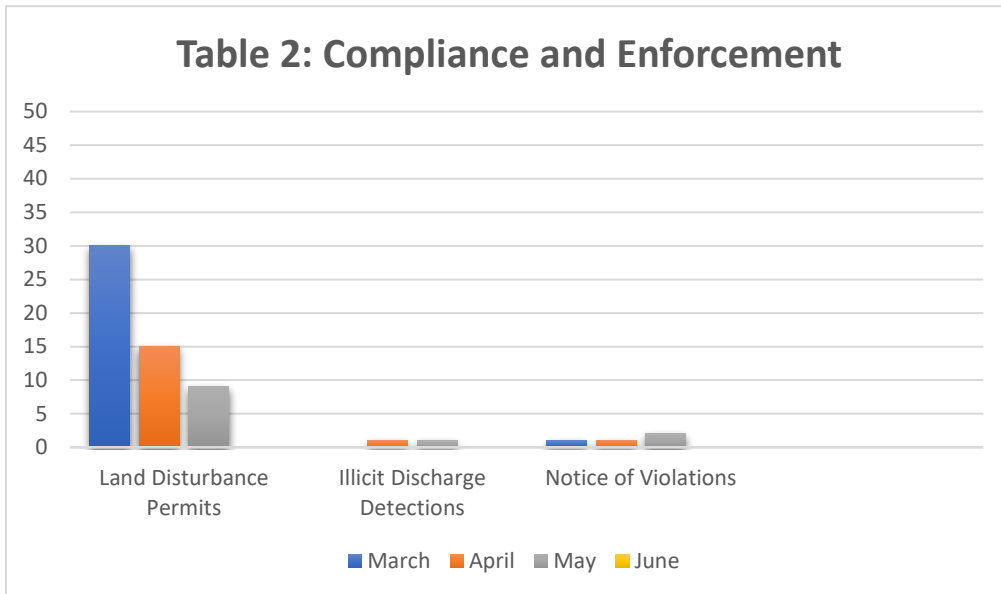
<b>Total Hours Worked</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>19-Dec</b>	<b>20-Jan</b>	<b>YTD 19/20</b>
Stormwater	0	0	0	5,744	486		
Facility Maintenance	124	839	2,049	3,494	24		
Fleet Maintenance	445	857	1,157	1,034	14		
Meeting/Training	332	653	572	502	47		
Leave	1,005	1022	807	1,253	100		
Holiday	650	730	850	795	75		
Overtime	70	166	263	508.5	11		
Administrative	0	496	781	385	66		
Drainage Work (feet)	0	0	0	0	0		
Drainage Man Hours	0	0	0	0	5		
Debris Removed Load	0	0	0	0	8		
Sweeping Man Hours	0	0	0	0	12		
Mowing Hours	0	0	0	0	0		
Curb Repair	0	0	0	0	0		
Shoulder LF	0	0	0	0	0		
Shoulder Hours	0	0	0	0	0		
# of Potholes	0	0	0	0	0		
Pothole Hours	0	0	0	0	3		
R-O-W Hours	0	0	0	0	124.5		

**Public Services Department  
Stormwater Division  
May 2020**

**Objective:** To implement, design, construct and maintain a safe, sustainable, economical and environmentally sound stormwater management system that reduces the potential of flooding, protects natural drainage features, and preserves and enhances desirable water quality conditions.



**Table 1:** Adequate stormwater management can result in a reduction in flooding, property damage, excessive soil erosion, degraded open space, and unacceptable water quality in potable water supply reservoirs. The goal is to maintain the existing drainage infrastructure and provide sufficient infrastructure capacity to meet the future needs of the City through culvert replacements, ditch rehabilitations, catch basin cleanings, dry basin mowing, and stormwater mitigation projects.



**Table 2:** Our goal is to ensure compliance with all applicable federal and local water quality regulations related to stormwater runoff, including and in particular, new development construction permits and the detection and elimination of illicit discharges. The City employs a series of enforcement actions to deter and/or address stormwater violations from residential, commercial or industrial facilities.

**Public Services Department  
Stormwater Division  
May 2020**

**Monthly Measurable Goals**

<b>Catch Basin Cleanings</b>	10
<b>Culvert Repairs</b>	10
<b>Drainage Complaints</b>	20
<b>Illicit Discharges</b>	5
<b>Stormwater Mitigation Projects (completed)</b>	10
<b>Notice of Violations</b>	7

**Objective:** The City shall maintain water quality standards for stormwater quantity and quality that are consistent with the Ordinance, TDEC and EPA standards for stormwater management systems.

**Goal 1&2:** Meet or exceed routine upgrades, replacements or new installations of structures that handle stormwater inflow, where feasible.

**Goal 3:** Meet or fall below the standard for reported drainage complaints by residents through field screening and surveying areas of concerns to initiate necessary repair.

**Goal 4:** The City shall not allow stormwater discharge to cause or contribute to a violation of water quality standards in Waters of the State by minimizing stormwater borne pollutants in new and existing facilities through implementation of Best Management Practices (BMPs) and public education and outreach.

**Goal 5:** Stormwater management facility improvements shall be implemented based on the following ranked priorities: 1. Eliminating existing system deficiencies and deferred maintenance, particularly those that may affect life safety and property protection; 2. Maintaining the existing system through routine preventive maintenance activities; and 3. Expanding the system to accommodate new stormwater management needs. Meet or exceed the goals for completed work orders.

**Goal 6:** The City shall reduce noncompliance by requiring appropriate methods of controlling soil erosion and sedimentation to help minimize the destruction of soil resources used or disturbed during site development as outlined in NPDES Phase II requirements.

**Public Services Department  
Stormwater Division  
May 2020**

**Monday, May 4<sup>th</sup>**

- Weekly staff meeting
- Ditch maintenance at 122 Sycamore Dr

**Tuesday, May 5<sup>th</sup>**

- Ditch maintenance at Rolling Forest Ct.
- Land Disturbance permit requests completed

**Wednesday, May 6<sup>th</sup>**

- Lowered and upsized driveway culvert to open channel and lower slope for conveyance to property line at 403 Rolling Acres Dr
- Certificate of Occupancy requests completed

**Thursday, May 7<sup>th</sup>**

- Ditch maintenance at 301, 305, and 403 Rolling Acres Dr

**Monday-Thursday, May 11<sup>th</sup>- May 14<sup>th</sup>**

- Staff meeting
- Relocated material from Calista pond to parks and shop
- Excavating at parks and shop with imported fill material
- Distributed fill dirt to local residents for personal application

**Friday, May 15<sup>th</sup>**

- Applied final grade to Calista road (OT approved)

**Saturday, May 16<sup>th</sup>**

- Public Involvement and Participation
  - Community Outreach
    - Tree Giveaway
      - 10AM-2PM

**Monday, May 18<sup>th</sup>**

- Stormwater dept. meeting
- Repaired silt fencing at Calista retention pond
- Inventory Management and Purchasing
  - New tools for service truck
  - Meeting with TK containers for storage

**Tuesday, May 19<sup>th</sup>**

- Admin Day:
  - Updated work orders and scheduling
  - Proposal for fence ordinance
  - Proposal for mill creek mitigation
  - Proposal for covered storage at shop

**Public Services Department  
Stormwater Division  
May 2020**

**Wednesday, May 20<sup>th</sup>**

- Facility & Fleet Maintenance
  - Cleaned out straw bin
  - Organized shed area for concrete forms
- Ditch Maintenance: Stabilized and completed 104 S.C.T Dr.
- Assisted with force main break
  - Delivered rip rap at Christiana Dr (to WW)
- Street Sweeping of HWY76 & Hampton Village

**Thursday, May 21<sup>st</sup>**

- Fleet Maintenance
  - AC service for truck #1329 to Tracy Langston
  - Delivered sweeper truck to Stringfellow
- Installed Salt box

**Monday, May 25<sup>th</sup>**

- Memorial Day (HOLIDAY)

**Tuesday, May 26<sup>th</sup>**

- Stormwater Maintenance
  - Repair/fillings ruts at 759 McCurdy Rd & 211 Longview Dr
  - Checked hot spots (no ID's)
- Land Disturbance permit requests completed
- Certificate of Occupancy requests completed

**Wednesday, May 27<sup>th</sup>**

- Ditch Maintenance
  - Marked utilities and prepared to set pipe at 302 Valley View
- Illicit Discharge Investigation
  - 106 Sapphire Dr

**Thursday, May 28<sup>th</sup>**

- Admin Day:
  - BMA Report
  - Inventory Management (count)
  - Job summaries & work orders
- Improvement Projects:
  - Applied temporary stabilization to Calista pond (14 bales of straw)
  - Prepared Valley View Drive for installation of drainage pipe



**Public Services Department**

**Stormwater Division**

**May 2020**

<b>Total Hours Worked</b>	<b>FYE 2013</b>	<b>FYE 2014</b>	<b>FYE 2015</b>	<b>FYE 2016</b>	<b>April 2020</b>	<b>May 2020</b>	<b>YTD 2020</b>
Stormwater	0	0	0	5,744	648	670	6,546
Facility Maintenance	124	839	2,049	3,494	66	37	631
Fleet Maintenance	445	857	1,157	1,034	40	32	303
Meeting/Training	332	653	572	502	50	24	277
Leave	1,005	1022	807	1,253	10	52	427
Holiday	650	730	850	795	0	40	315
Overtime	70	166	263	508.5	2	32	256
Administrative	0	496	781	385	161	150	954
Drainage Work (feet)	0	0	0	0	1,915	100	3,695
Drainage Man Hours	0	0	0	0	253	212	1,135
Debris Removed Load	0	0	0	0	13	80	184
Sweeping Man Hours	0	0	0	0	50	30	309
Mowing Hours	0	0	0	0	10	0	86
Curb Repair	0	0	0	0	0	0	0
Shoulder LF	0	0	0	0	0	0	0

Shoulder Hours	0	0	0	0	0	0	0
# of Potholes	0	0	0	0	0	0	0
Pothole Hours	0	0	0	0	0	0	3
R-O-W Hours	0	0	0	0	8	93	1,497

**Public Services Department - Wastewater Division  
May 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 811 call 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><u>Line Marking</u></b>	<b><u>FY 15/16</u></b>	<b><u>FY 16/17</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>		<b><u>APR - 20</u></b>	<b><u>MAY - 20</u></b>	<b><u>YTD</u></b>
Tennessee 811	1,691	1,670	1849	2315		248	210	2491

**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><u>Lift Station Location</u></b>	<b><u>FY 15/16</u></b>	<b><u>FY 16/17</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>		<b><u>Apr - 20</u></b>	<b><u>May - 20</u></b>	<b><u>YTD</u></b>
North Palmers Chapel	35	22	23	8		0	0	3
Calista Road	24	55	13	4		1	0	2
Wilkinson Lane	0	8	4	1		0	0	3
Portland Road	1	1	4	1		0	0	0
Cope's Crossing	4	17	15	7		1	0	8
Union Road	91	8	17	6		0	0	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	0	4
Sage Road	0	7	2	0		0	0	1

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

Settler's Ridge	0	0	1	1		0	0	1
Summerlin	0	0	0	2		0	0	5
Heritage High School	0	22	0	2		0	0	1
Treatment Plant	0	1	6	4		0	0	6

**Alarms** –

**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.

<b><u>Repairs</u></b>	<b><u>FY 14/15</u></b>	<b><u>FY 15/16</u></b>	<b><u>FY 16/17</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>		<b><u>Apr - 20</u></b>	<b><u>May - 20</u></b>	<b><u>YTD</u></b>
Major Lift Stations	26	57	42	19	4		1	0	4
Mainline	14	14	13	6	6		3	3	19
Service Line	49	42	44	5	10		2	3	14

- 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. There has been no effort by the contractor or developer to address this issue.**
- 2. Concord Springs** – The only remaining issue with the lift station is to have the developer clean the inside of the station and remove mud, trash and other debris prior to final acceptance. Operationally, the station punch list has been completed and the station is working correctly.
- 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. The updated delivery date on the permanent station is early September.
- 4. HWY 76 Force Main Relocation Project** – This project along with the extra 200' of 6" force main along Industrial Drive has been closed out.

**Public Services Department - Wastewater Division  
May 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>Apr - 20</u>	<u>May - 20</u>	<u>YTD</u>
<b>Gravity Sewer Connections</b>	0	0	0	0		0		663
<b>Grinder Sewer Connections</b>	0	0	0	0		0		3,050
<b>Vacuum Connections/Pods</b>	0	0	0	0		0		431 / 312
<b>Grinder Tank PM Program</b>	N/A	58	63	358		21	20	221
PD to Centrifugal Converts	3	8	0	0		0	0	0
2000 to Extreme C/O	53	64	43	64		2	3	40
<b>Extreme to Extreme C/O</b>	137	182	298	250		28	24	271
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		4	3	56
<b>Total Pumps Replaced</b>	313	338	401	361		34	30	377
<b>Low Pressure Service Request</b>	530	716	621	728		55	58	646
<b>Vacuum System Service Request</b>	87	172	143	112		2	4	76
<b>Gravity Service Request</b>	5	12	0	10		1	0	13
Inspection for New Service	36	23	54	103		5	21	226
Final Inspection for New Service	37	55	56	62		18	27	110
Sanitary Sewer Overflow (SSO)	6	9	1	3		6	3	37
Odor Complaints	16	17	28	43		2	4	37

**Public Services Department - Wastewater Division  
May 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>Feb – 20</u>	<u>Mar – 20</u>	<u>Apr - 20</u>	<u>May - 20</u>	
<b>Flow – To Creek</b>	0.829 MGD	0.772 MGD	0.618 MGD	0.657 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.00 MGD	0.00 MGD	0.00 MDG	0.00 MGD	
<b>Total Flow Through Plant</b>	0.829 MGD	0.772 MGD	0.618 MGD	0.657	
<b>Capacity</b>	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MGD	
<b>% of Plant Throughput</b>	59.2%	55.1%	44.1%	46.9%	(0.657 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>	74.0%	64.3%	55.2%	58.7%	(0.657 MGD) / (1.12 MGD)
<b>Rainfall</b>	7.03”	10.27”	5.18”	4.71”	

<u>Effluent</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>Apr - 20</u>	<u>May - 20</u>	<u>YTD</u>
<b>Violations</b>	1	7	7	13	7		1	1	12

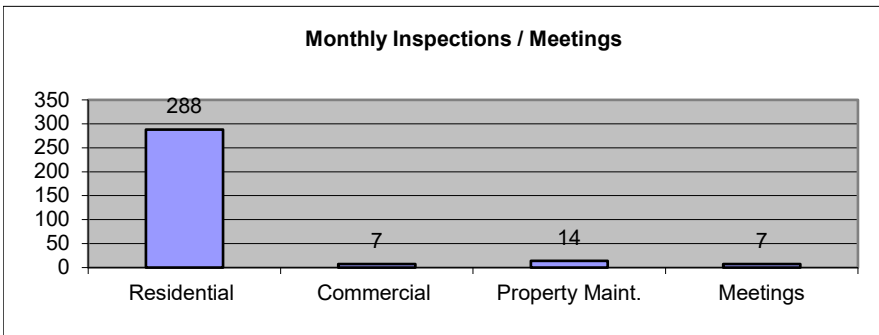
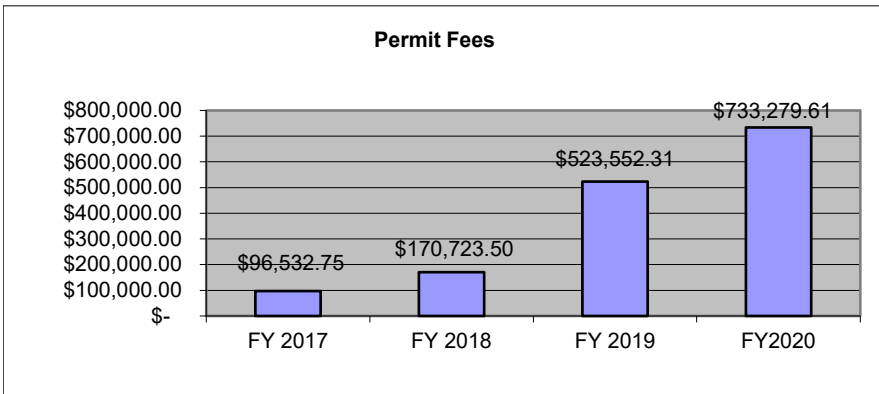
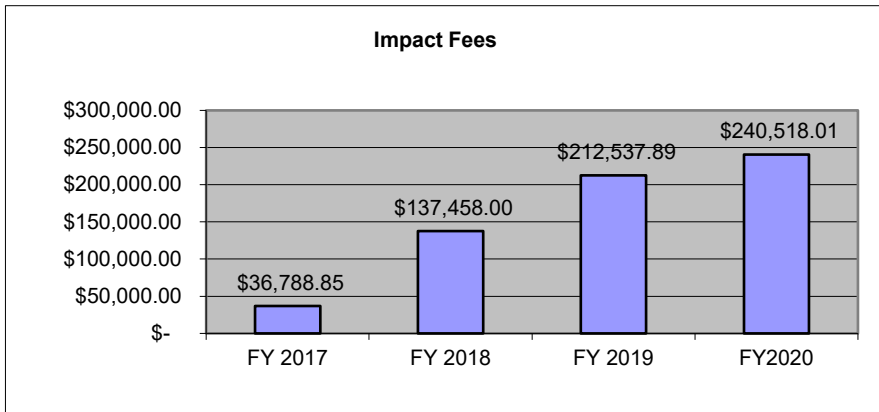
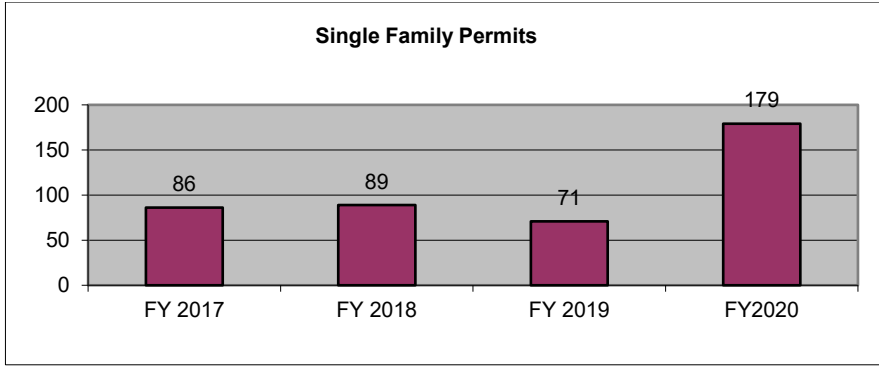
1. **Violations:** One violation is Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational.
2. **H2S & Ferric Sulfate:**  
Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. **The feed rate is 25 gallons per day at the Union Road lift station and 25 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 **3.50** parts per million (ppm). The average residual was **0.19** PPM with a max residual of **0.27** 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 **37.0 CFU’s** which is well below the limit. **Last month the average was 40.6.**

**Planning and Codes Department  
MAY 2020**



**Planning and Codes Department  
MAY 2020**

	Month	FY2020	FY2019	FY2018	FY2017
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	8	59	66	69	56
Construction Appeals	0	0	0	1	0
Zoning Appeals	1	3	6	7	11
Tech. Review/Study Session	1	1	0	1	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	8	187	71	89	86
Multi-Family Residential	0	0	13	5	13
Other Residential	14	72	93	238	244
New Commercial	0	5	3	3	5
New Industrial	0	0	1	0	5
Other Com/Ind	1	23	33	31	22
State Electrical	0	262	875	768	812
Sign	0	12	25	24	14
Occupancy Permits	0	1	29	65	14
Commercial Certificate of Occupancy-					
Other	2	10	3	14	3
<b>BUILDING INSPECTIONS</b>					
Residential	233	2641	2411	1112	1549
Hours	87.42	630.41	414.98	383.59	378.64
Commercial /Industrial	5	97	179	165	191
Hours	4	39.09	179	165	191
<b>CODE ENFORCEMENT</b>					
Total Cases	32	314	179	165	191
Hours	5.66	66.07	86.75	75.17	79.74
Complaints Received	19	102	98	132	117
<b>MEETINGS</b>					
Administration	3	54	68	51	15
Hours	7	30.76	103.67	101	62.43
Planning	3	74	135	73	17
Hours	3	85.58	155.5	86.82	17.33
Codes	0	26	35	27	16
Hours	0	37.1	40.16	18.67	28.25
<b>FEES</b>					
Permit Fees	\$36,014.90	\$ 769,294.51	\$ 523,552.31	\$ 170,723.50	\$96,532.75
Board Review Fees	\$675.00	\$ 10,725.00	\$ 3,750.00	\$ 4,683.00	\$3,599.00
City Impact Fee	<b>\$9,960.00</b>	<b>\$ 250,478.01</b>	<b>\$ 212,537.89</b>	<b>\$ 137,458.00</b>	<b>\$36,788.85</b>
Roads	\$3,048.00	\$ 71,897.50	\$ 98,885.80	\$ 112,424.58	\$13,901.37
Parks	\$3,168.00	\$ 72,270.00	\$ 23,140.00	\$ 10,163.90	\$ 4,459.10
Police	\$2,256.00	\$ 56,394.50	\$ 11,704.30	\$ 8,971.20	\$ 9,241.81
Fire	\$1,488.00	\$ 34,966.71	\$ 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	\$ 3,332,927,399.00	\$1,633,984.00	\$922,141.63	\$573,840.00	\$573,840.00
Builders Bonds	0.00	\$ 18,000.00	\$ 69,366.43	\$ 45,366.43	\$43,866.43
Workings Days in Month	18	17	16	15	15

**Parks, Recreation, Cultural Arts Department  
May 2020**

**Facility Usage**

Number of Special Use Permits Submitted
Pavilion 1 Rentals
Pavilion 2 Rentals
Pavilion 3 Rentals
Splash Pad Pavalion Rentals
Total Number of Pavilion Rentals
Gymnasium Rentals
Caferia Rentals
Auditorium Rentals
Amphitheater Rentals
Total Number of Facility Rentals
Ballfield Rentals
Vistor Center Attendance
Vistors Who Also Toured Museum
Museum Attendance Only
Total Museum Attendance

Apr 2019	Apr 2020	May 2020	YTD 19-20
1	0	0	14
1	0	0	7
2	0	0	5
18	0	0	38
23	0	0	106
44	0	0	156
11	0	0	79
3	0	0	0
0	0	0	10
0	0	0	0
14	0	0	89
1	0	0	39
1	0	0	18
0	0	0	83
30	0	0	663
30	0	0	746

**Programming**

Number of Youth Program Participants
Number of Adult Program Participants
Number of In-House Special Events Offered
Number of In-House Special Event Attendees
Total Number of Programs Offered
Number of Senior Center Memberships
Number of New Senior Center Memberships
Senior Center Participants
Senior Center First Time Visitors
Number of Senior Trips Offered
Number of Senior Trip Participants
Number of Senior Programs Offered
Number of Senior Program Participants
Number of Senior Meals Served
Number of Meals Participants
Number of School Presentation Attendees

0	0	0	578
70	0	0	76
1	0	1	6
0	0	0	2964
5	0	1	16
	0	0	1768
12	0	0	16
1311	0	0	9594
4	0	0	59
4	0	0	37
55	0	0	613
10	0	0	76
921	0	0	6798
5	0	0	34
325	0	0	2235
0	0	0	15

**Revenues**

Youth Program Revenue
Adult Program Revenue
Special Event Revenue
Senior Meal Revenue
Shelter Reservation Revenue
Facility Reservation Revenue
Field Rental Revenue
Misc. Revenue

\$962.00	\$0.00	\$0.00	\$40,266.00
\$0.00	\$0.00	\$0.00	\$3,580.00
\$855.00	\$0.00	\$20.00	\$1,519.00
\$980.00	\$0.00	\$0.00	\$5,961.50
\$2,035.00	\$145.00	\$0.00	\$4,185.00
\$1,237.50	\$0.00	\$0.00	\$8,046.88
\$15.00	\$0.00	\$0.00	\$1,108.34
\$0.00	\$312.10	\$6,650.00	\$28,522.85

**Workflow**

Mowing Hours
Work Orders Received
Work Orders Completed
Number of Projects Started
Number of Projects Completed

237	303	338	2315
	0	0	8
	0	0	8
	4	5	38
	6	5	34



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	

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-May
Number of Special Use Permits Submitted					1
Pavilion 1 Rentals					1
Pavilion 2 Rentals					2
Pavilion 3 Rentals					18
Splash Pad Pavalion Rentals					23
Gymnasium Rentals					11
Auditorium Rentals					0
Amphitheater Rentals					0
Ballfield Rentals					1

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-May
Total Number of Pavilion Rentals					44
Total Number of Facility Rentals					14
Ballfield Rentals					1

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-May
Vistor Center Attendance					1
Vistors Who Also Toured Museum					0
Museum Attendance Only					30
Total Museum Attendance					30
Number of School Presentation Attendees					0

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-May
Number of In-House Special Events Offered					1
Total Number of Programs Offered					5
Number of Senior Trips Offered					4
Number of Senior Programs Offered					10

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-May
Number of New Senior Center Memberships					12
Senior Center First Time Visitors					4

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-May
Number of Youth Program Participants					0
Number of Adult Program Participants					70
Number of In-House Special Event Attendees					0

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-May
Senior Center Participants					1311
Number of Senior Trip Participants					55
Number of Senior Program Participants					921
Number of Meals Participants					325

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	19-May
Youth Program Revenue					\$962.00
Adult Program Revenue					\$0.00
Special Event Revenue					\$855.00
Senior Meal Revenue					\$980.00
Shelter Reservation Revenue					#####
Facility Reservation Revenue					#####
Field Rental Revenue					\$15.00
Misc. Revenue					\$0.00

Apr. 20	May-20	YTD 19-20
0	0	14
0	0	7
0	0	5
0	0	38
0	0	106
0	0	79
0	0	10
0	0	0
0	0	39

Apr. 20	May-20	YTD 19-20
0	0	156
0	0	89
0	0	39

Apr. 20	May-20	YTD 19-20
0	0	18
0	0	83
0	0	663
0	0	746
0	0	15

Apr. 20	May-20	YTD 19-20
0	1	6
0	1	16
0	0	37
0	0	76

Apr. 20	May-20	YTD 19-20
0	0	16
0	0	59

Apr. 20	May-20	YTD 19-20
0	0	578
0	0	76
0	0	2964

Apr. 20	May-20	YTD 19-20
0	0	9594
0	0	613
0	0	6798
0	0	2235

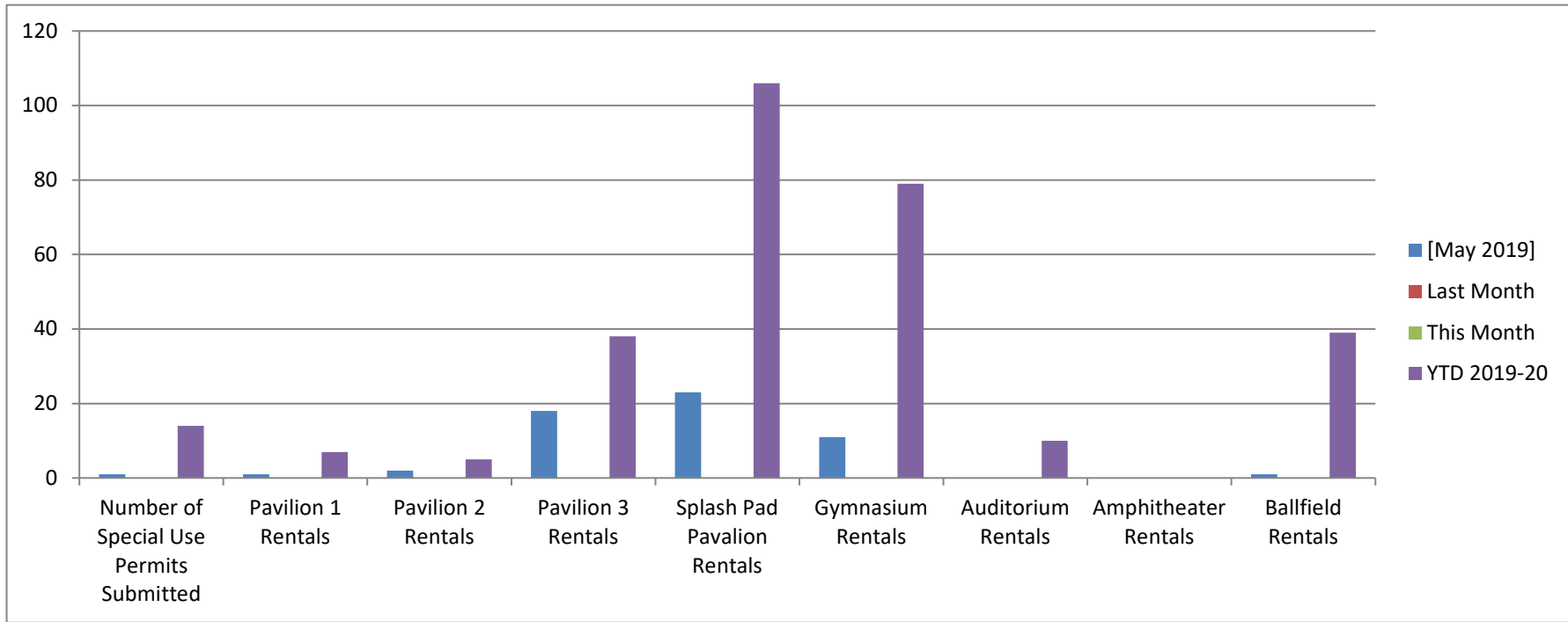
Apr. 20	May-20	YTD 19-20
\$0.00	\$0.00	\$40,266.00
\$0.00	\$0.00	\$3,580.00
\$0.00	\$20.00	\$1,519.00
\$0.00	\$0.00	\$5,961.50
\$145.00	\$0.00	\$4,185.00
\$0.00	\$0.00	\$8,046.88
\$0.00	\$0.00	\$1,108.34
\$312.10	\$6,650.00	\$28,522.85

Target      Actual

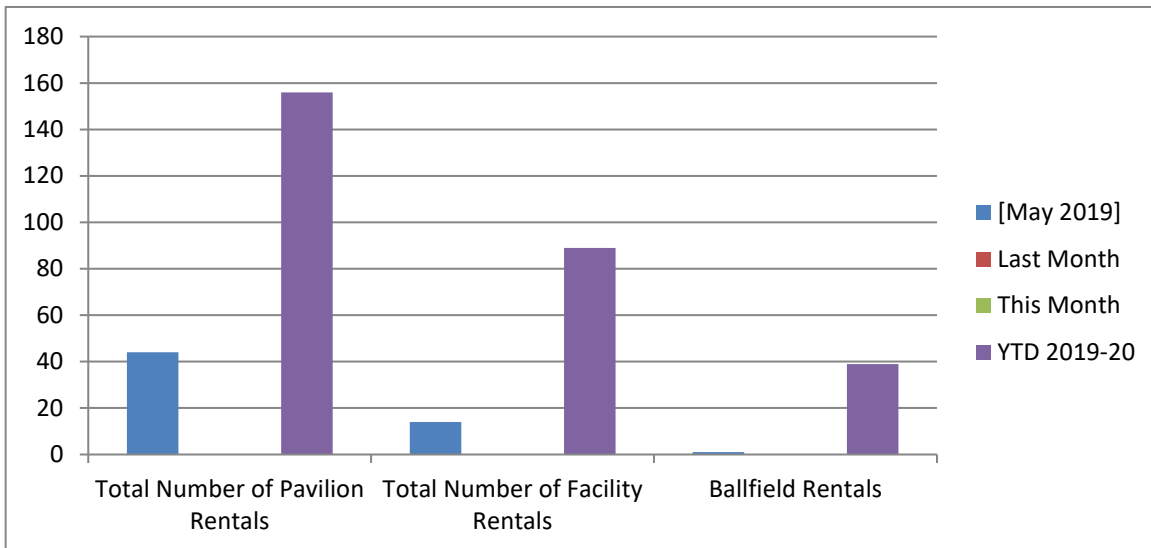
Senior Budget	91.67%	53.68%
Museum Budget	91.67%	71.46%
Parks Admin Budget	91.67%	78.32%
Parks Maintenance Budget	91.67%	74.44%
Cemetery Budget	91.67%	59.06%
Total Parks General Fund Bu	91.67%	74.56%

# Facility Usage

Comparing Facility Usage From Last May to this May and to Last Month



Comparing Total Usage Between Facilities, Ballfields & Pavilions



### Facilty Usage This Month

- Pavilion 1 Rentals
- Pavilion 2 Rentals
- Pavilion 3 Rentals
- Splash Pad Pavalion Rentals
- Gymnasium Rentals
- Auditorium Rentals
- Amphitheater Rentals
- Ballfield Rentals

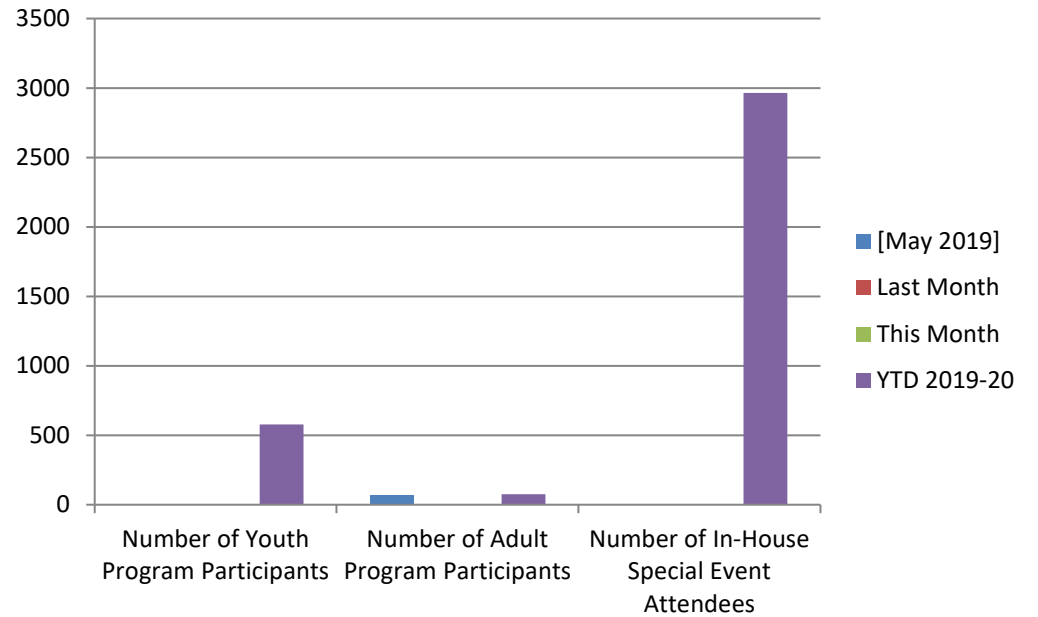
### Facility Usage May 2019

- Pavilion 1 Rentals
- Pavilion 2 Rentals
- Pavilion 3 Rentals
- Splash Pad Pavalion Rentals
- Gymnasium Rentals
- Auditorium Rentals
- Amphitheater Rentals
- Ballfield Rentals

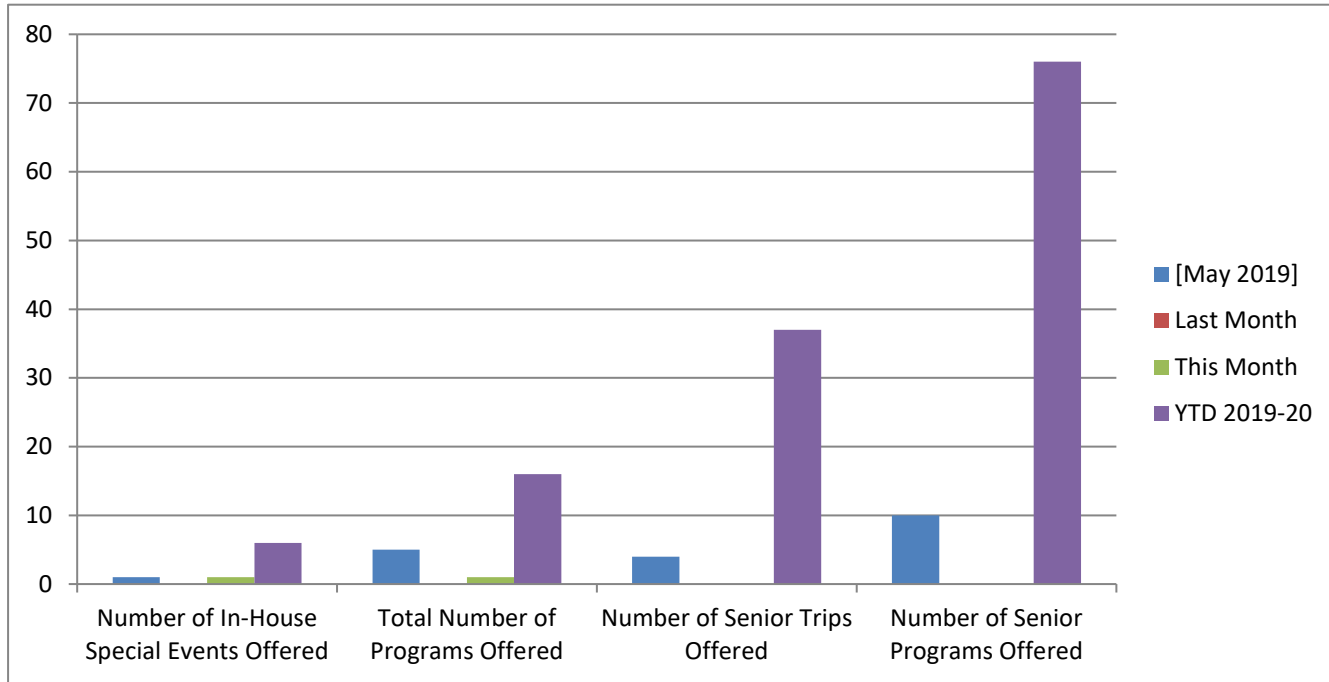
### Facility Usage YTD 2019-20

- Pavilion 1 Rentals
- Pavilion 2 Rentals
- Pavilion 3 Rentals
- Splash Pad Pavalion Rentals
- Gymnasium Rentals
- Auditorium Rentals
- Amphitheater Rentals
- Ballfield Rentals

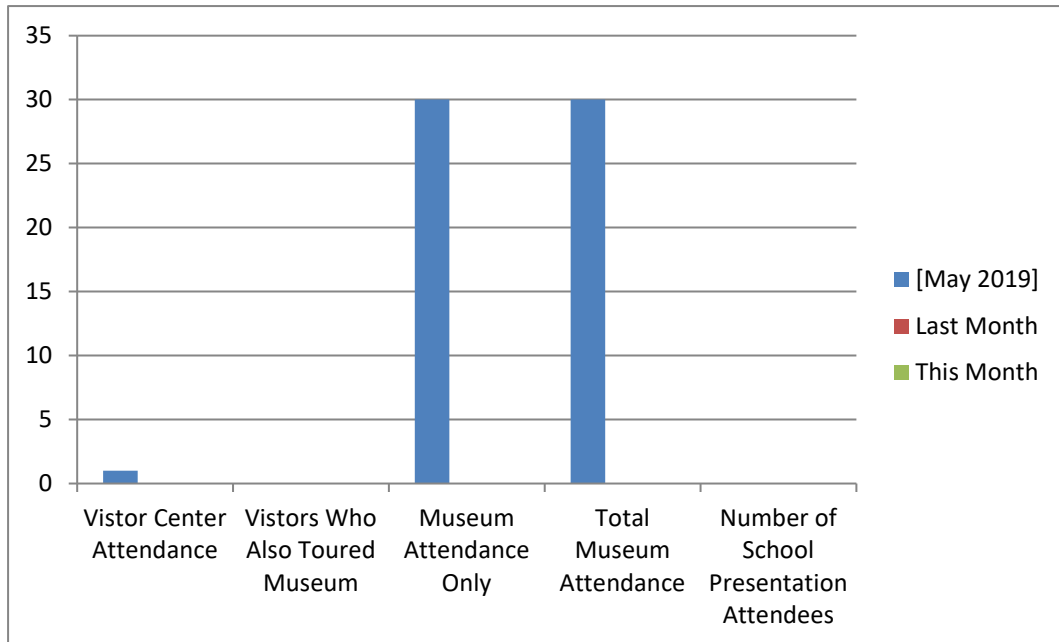
### Rec Programming/Events Participation/Attendance



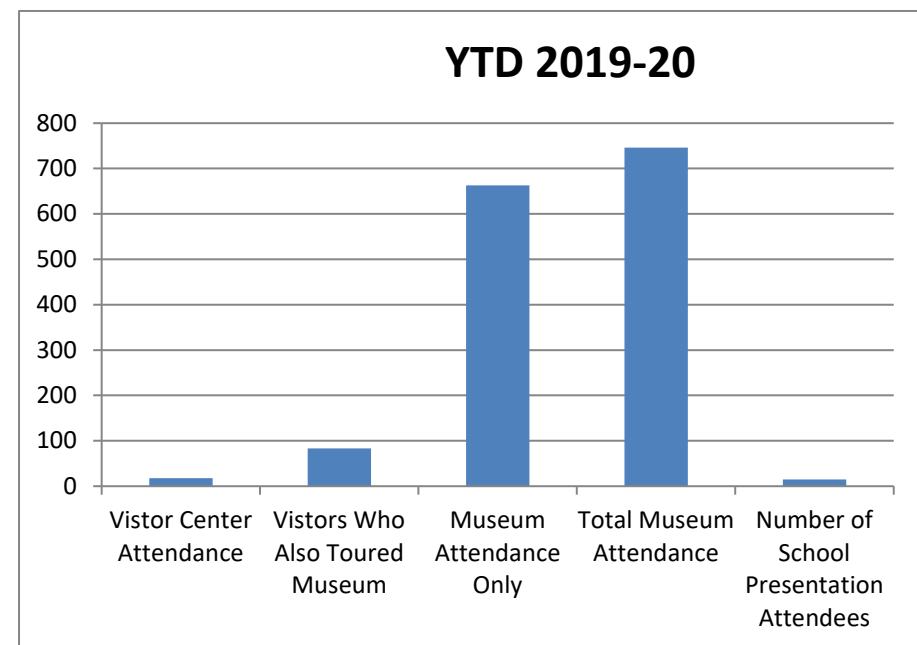
## Programming Opportunities



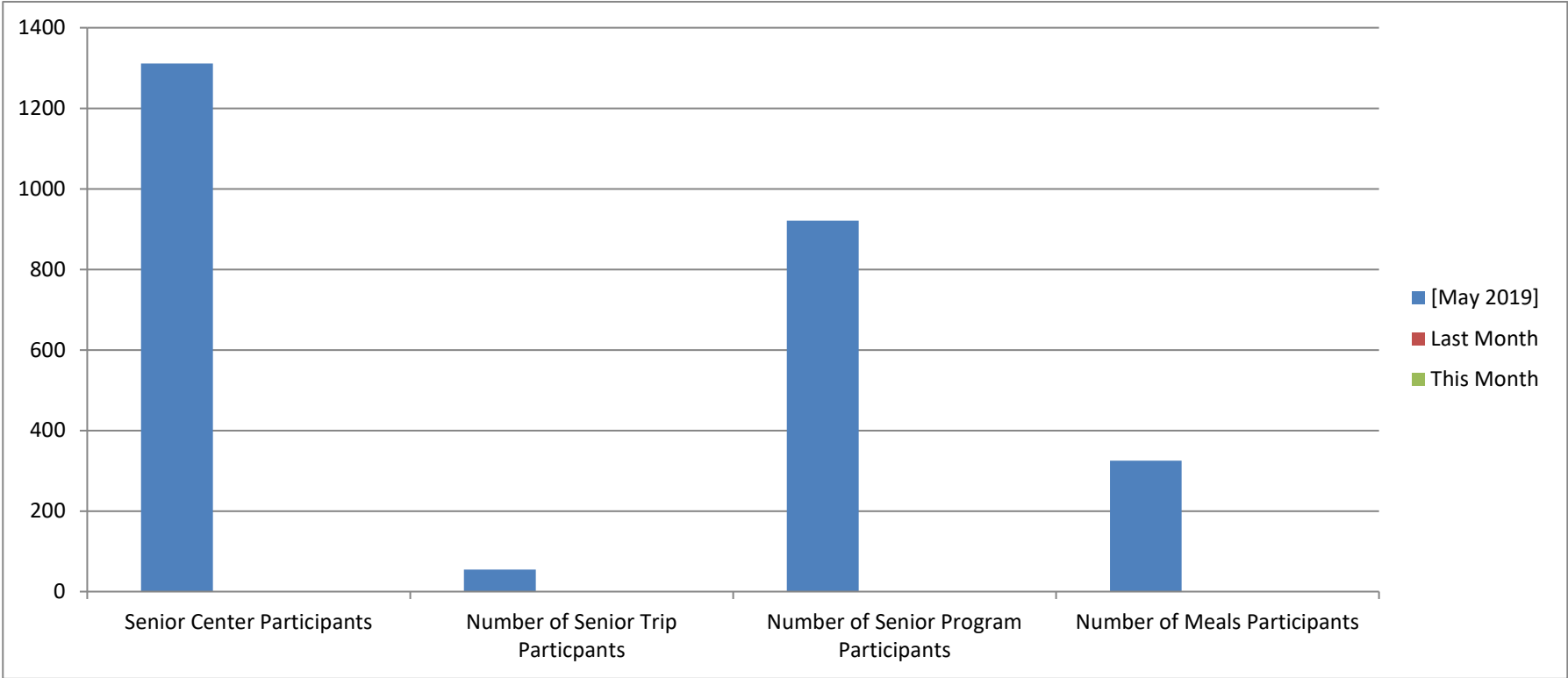
## Museum/Visitor Center Usage



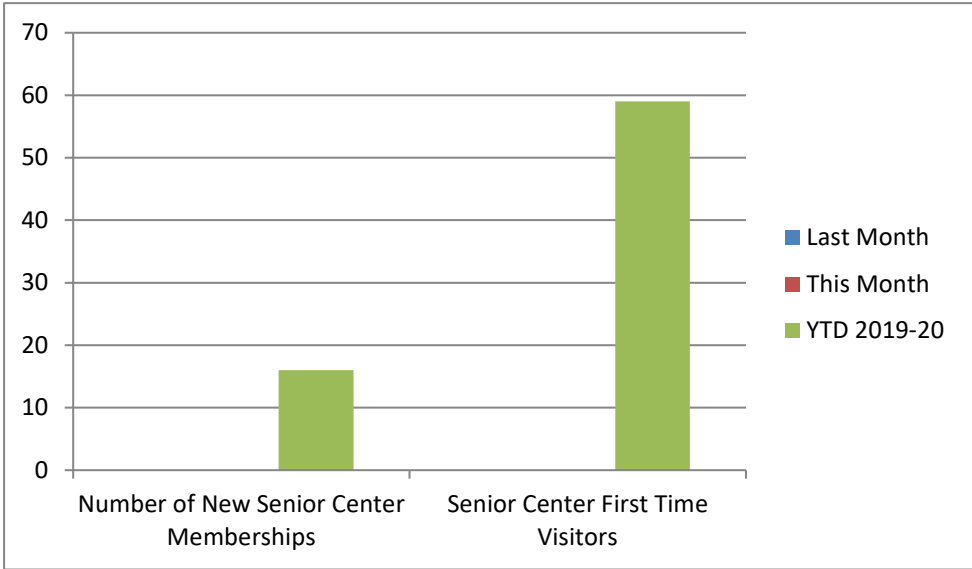
## Museum/Visitor Center Usage YTD



# Senior Programming Participation/Attendance

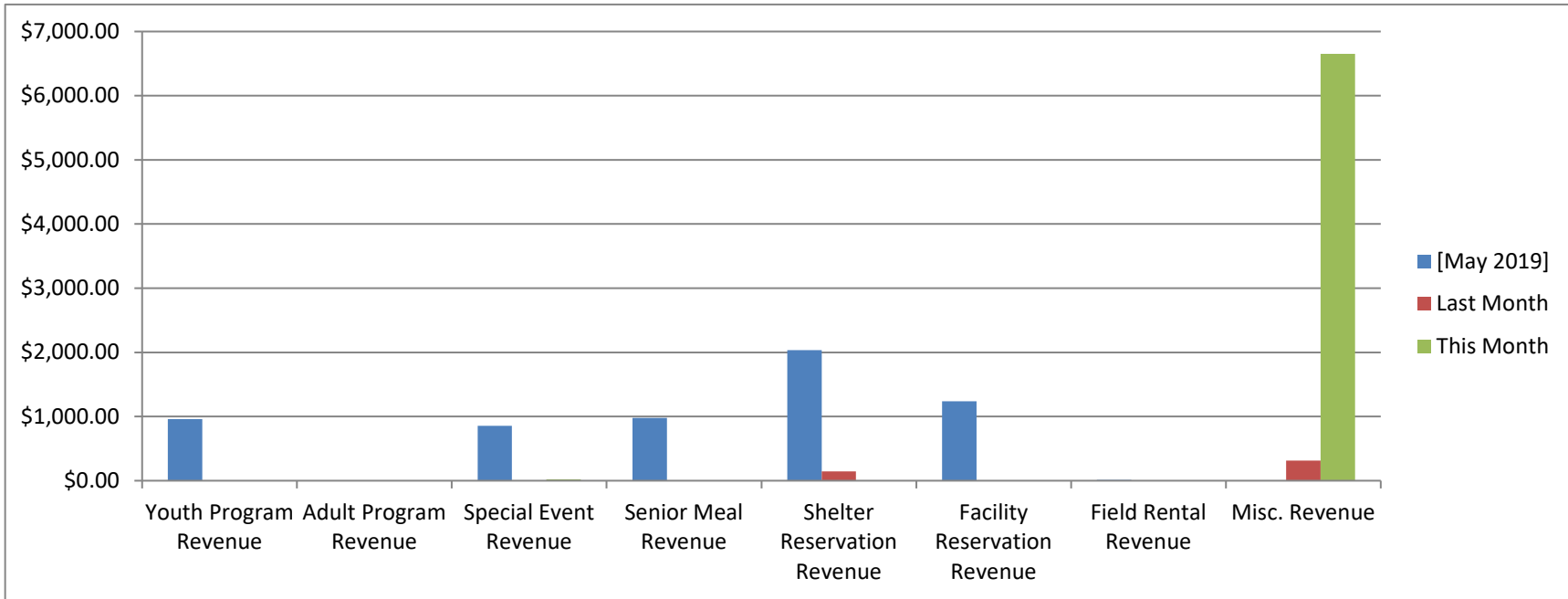


# New Senior Memberships/First Time Visitors

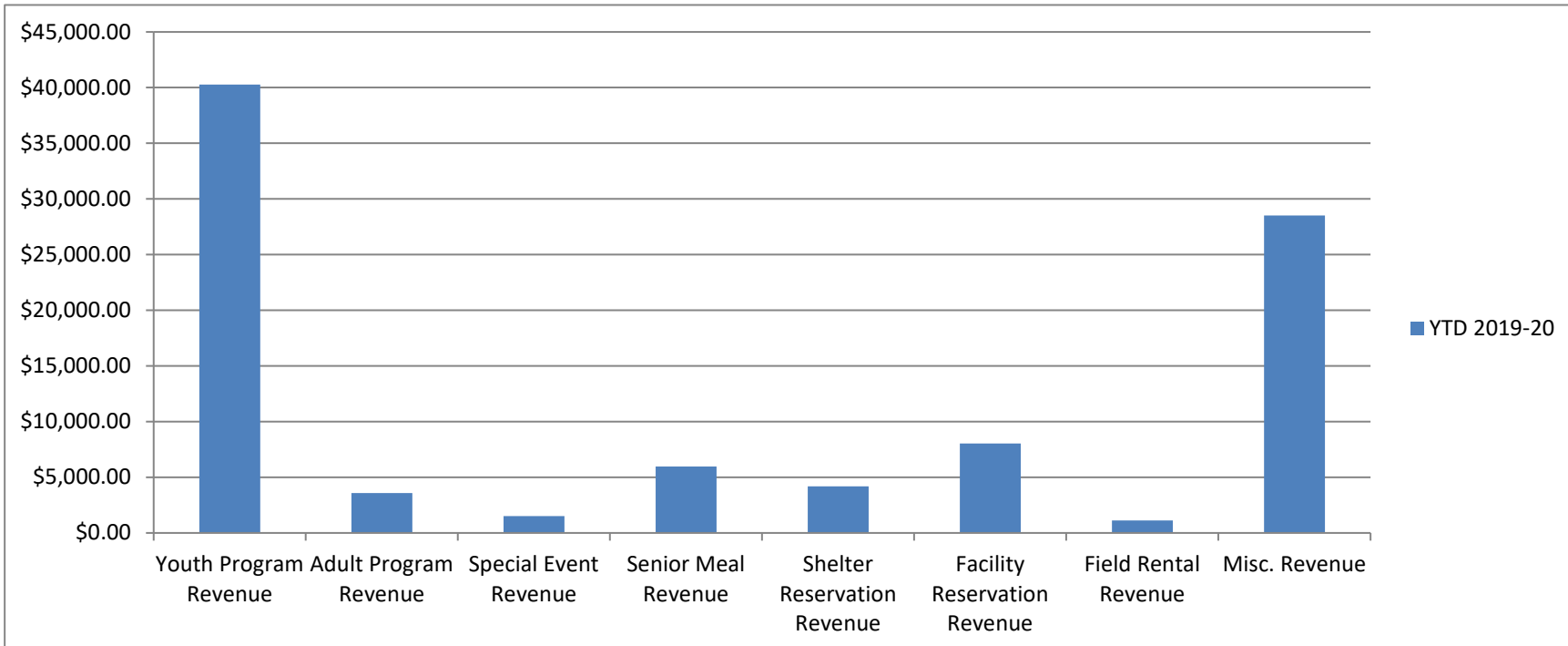




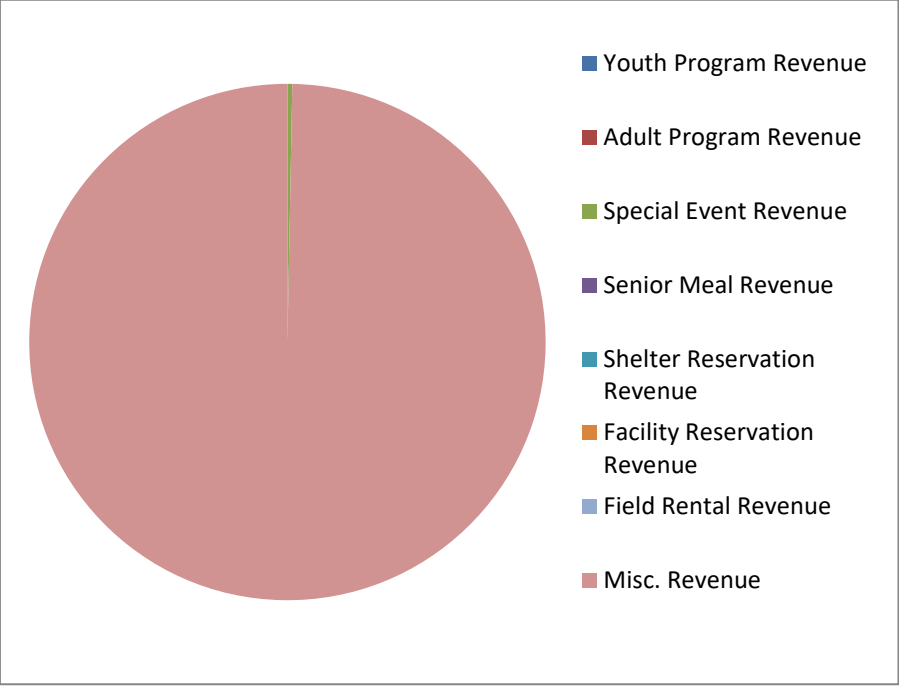
## Revenues



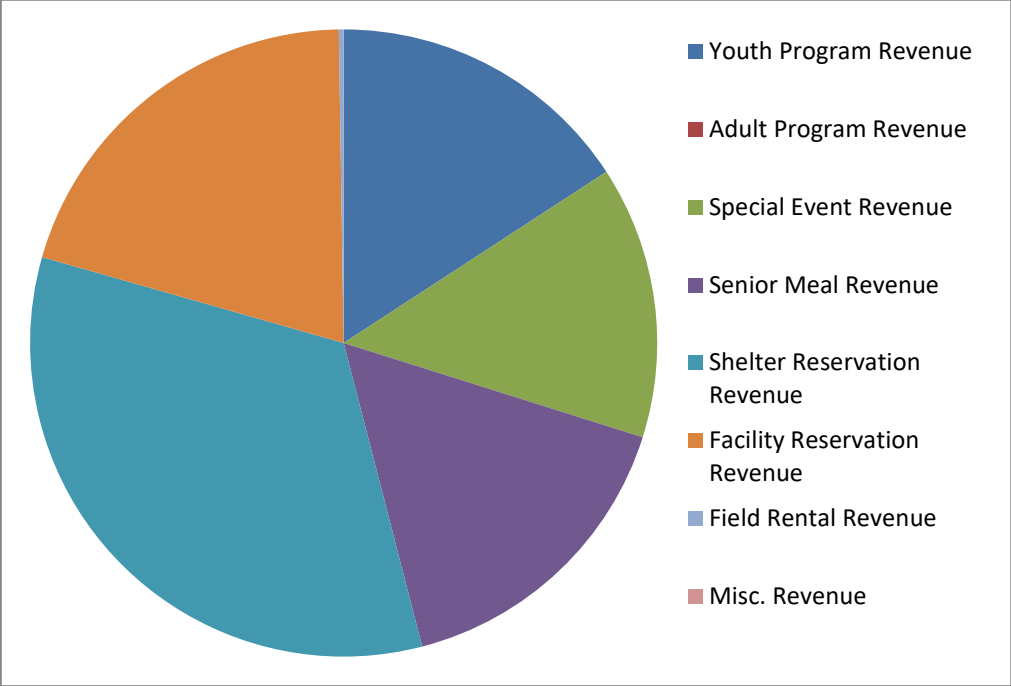
## Revenues YTD 2019-20



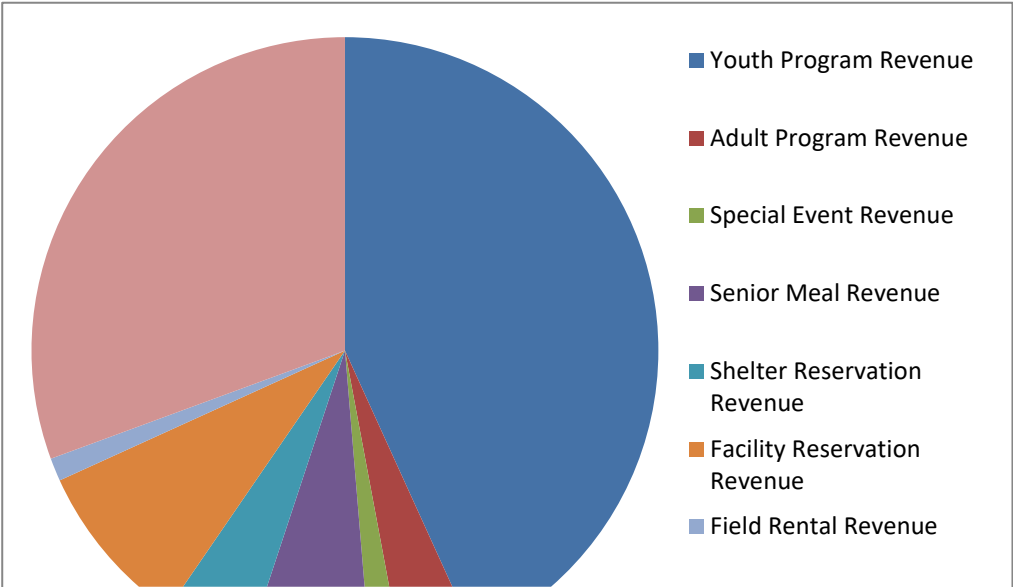
**Where Revenues Came From This Month**



**Where Revenues Came From May 2019**

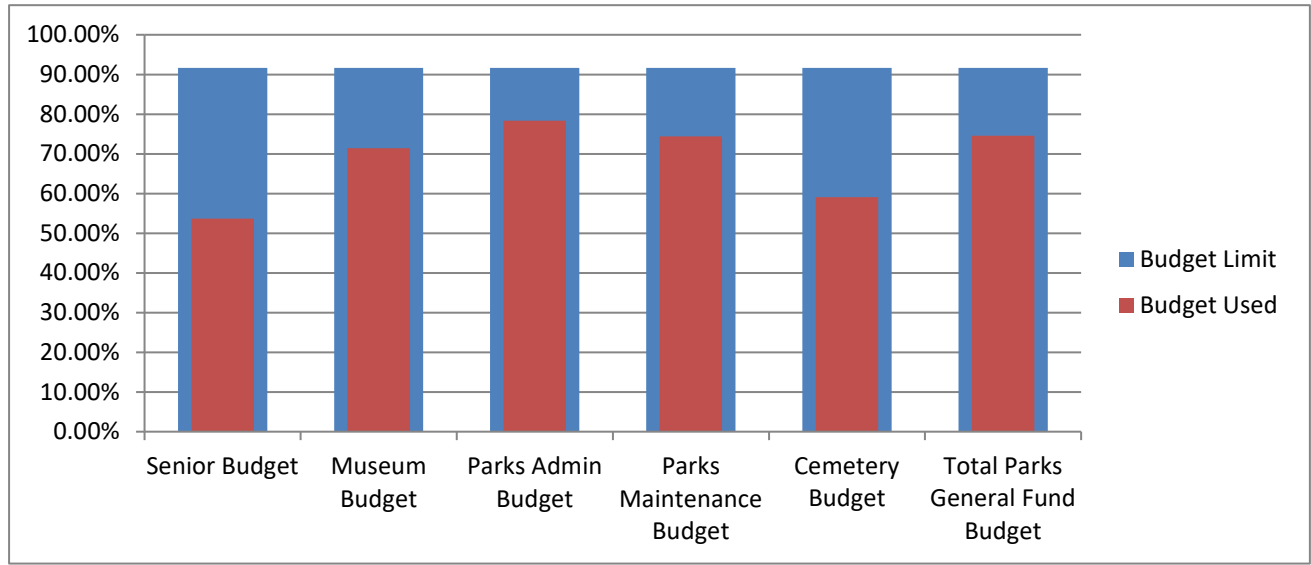


**Where Revenues Come From YTD**





## Over/Under Budget



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

**Summary of Month's Activities**

This month continued to be slow for us as we had no events or organized activities of any kind until the very end of the month. At the end of this month we were able to allow the baseball and softball program to start back up. According to the Governors orders, as long as they can practice social distancing and they are a non-contact sport, they can start again. So, baseball and softball went back to practice May 30<sup>th</sup> and will play out a shortened season ending in August. Next month it is expected that we may open up a few more things but the Splash Pad and Playgrounds will likely remain closed as they are some of the most difficult areas to sanitize and keep children socially distant.

In the meantime, we still have some projects going on. This is where some of them stand currently:

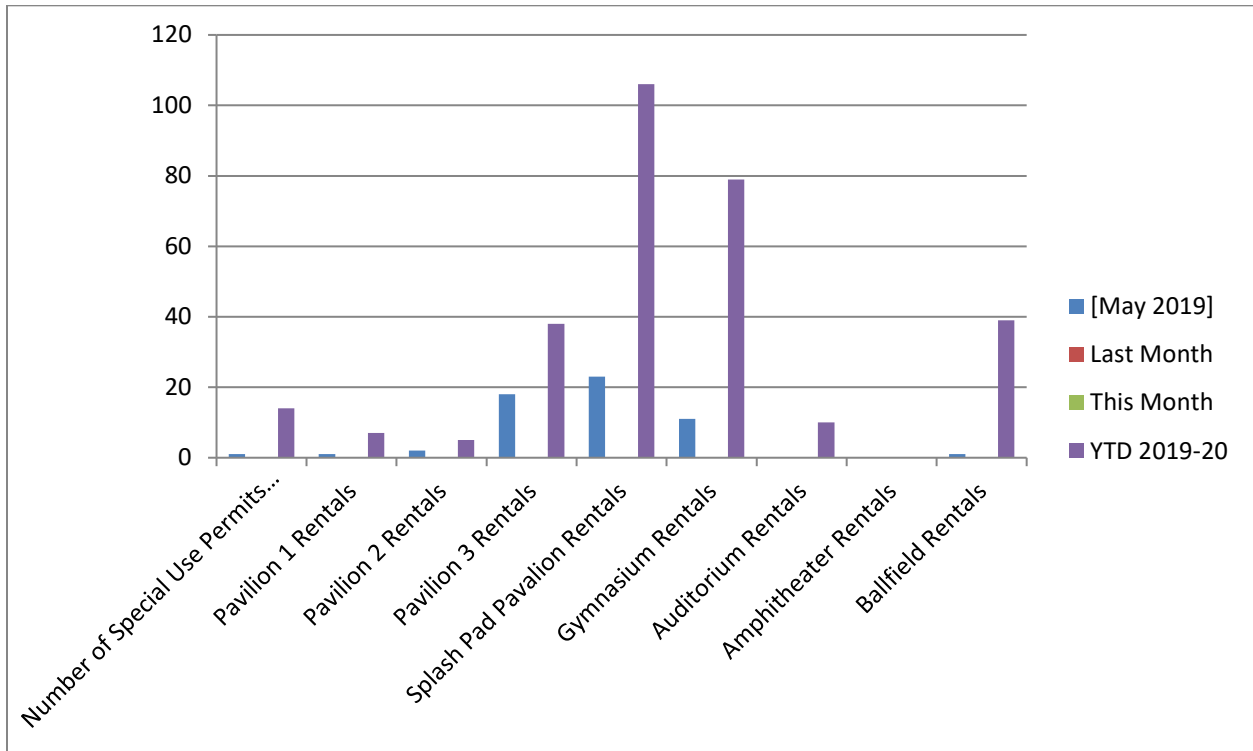
The Museum/Visitor Center renovation was expected to start on May 26<sup>th</sup> but the weather pushed that back to the first week in June. This is expected to take the full 100 days that they were given to complete the project, so it will likely be done in September.

As far as the maintenance building goes, the plumbing and concrete was completed inside the building. There is still some concrete work that has to be done between the new building and old building but that should be done towards the beginning of next month. The oil separator was also installed and the electrical has begun as well. Next month we should have the insulation completed, the framing of the restrooms and office completed, electrical and HVAC completed. We are also hoping to get the paving company for the city to do a parking lot out in front of the building next month as well. When all is said and done we will have done all of this for under \$150,000 which has saved the city roughly \$350,000 if we would have had it done by a company through our bidding process and we ended up with more space and exactly what we wanted so we are quite pleased.

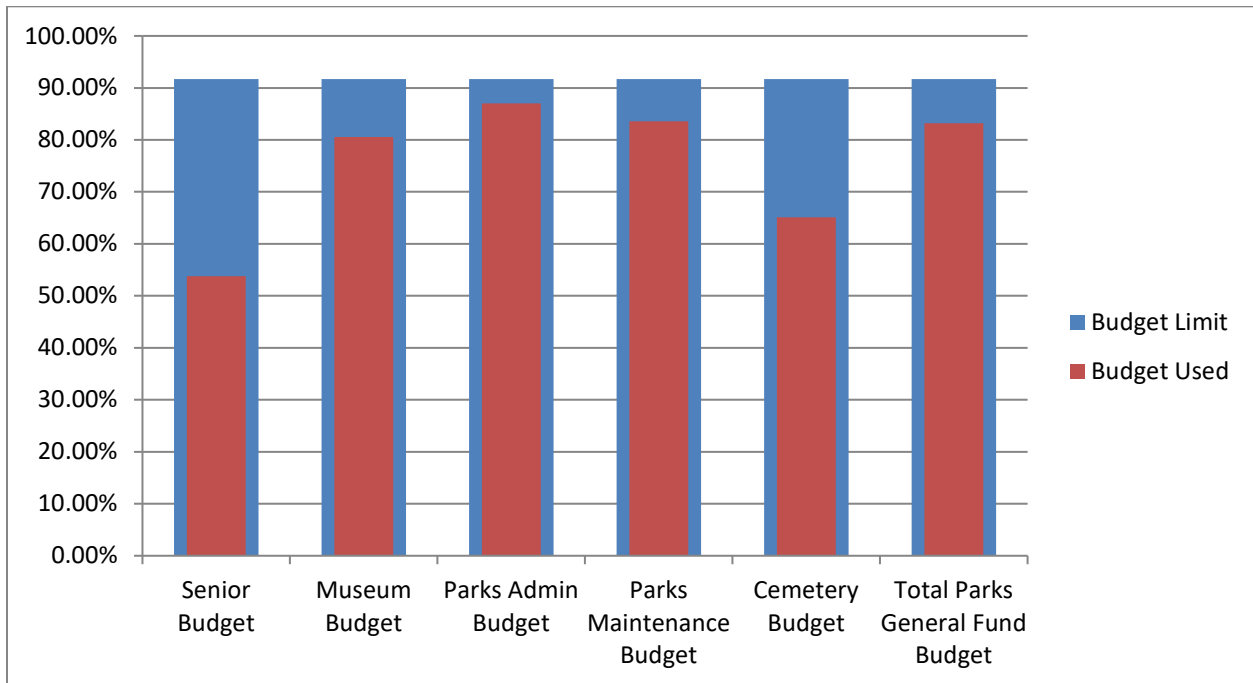
Lastly, installing some of the items we purchased for the dog park this month. Some of this includes: The plumbing was stubbed in for the rinse stations and misting system. We just have to pour the concrete for the pad before we place the rinse station. We started re-doing the tubes that are on both sides of the dog park. Once we are done with that it should look completely different and very nice. We also re-arranged some priorities so that we could be able to purchase on shade structure. That has been ordered but we don't have a delivery date on it yet. Once that is installed we will install one of the benches that we purchased. We haven't installed the new agility items yet as we have been working on the tubes but once those are done and the concrete is installed for the rinse stations, we will transition to that. So, things are really starting to come together for the dog park and hopefully within the next month it will look a lot different.

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

*Facility Usage*

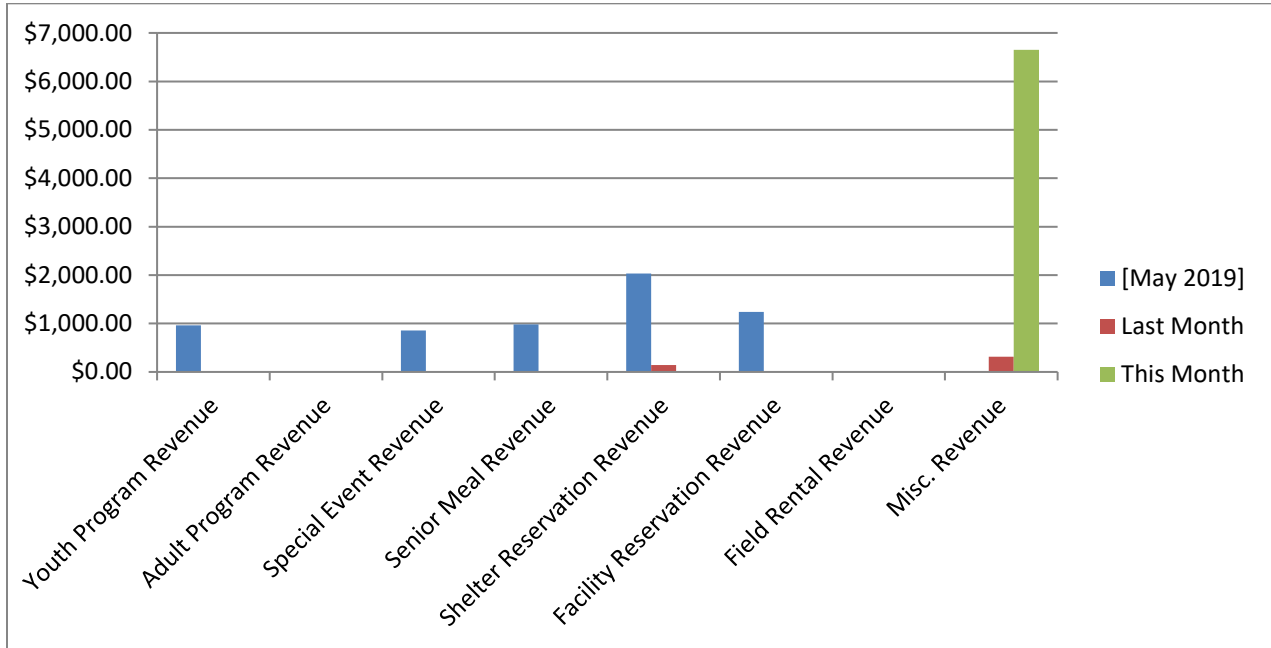


*Over/Under Budget*

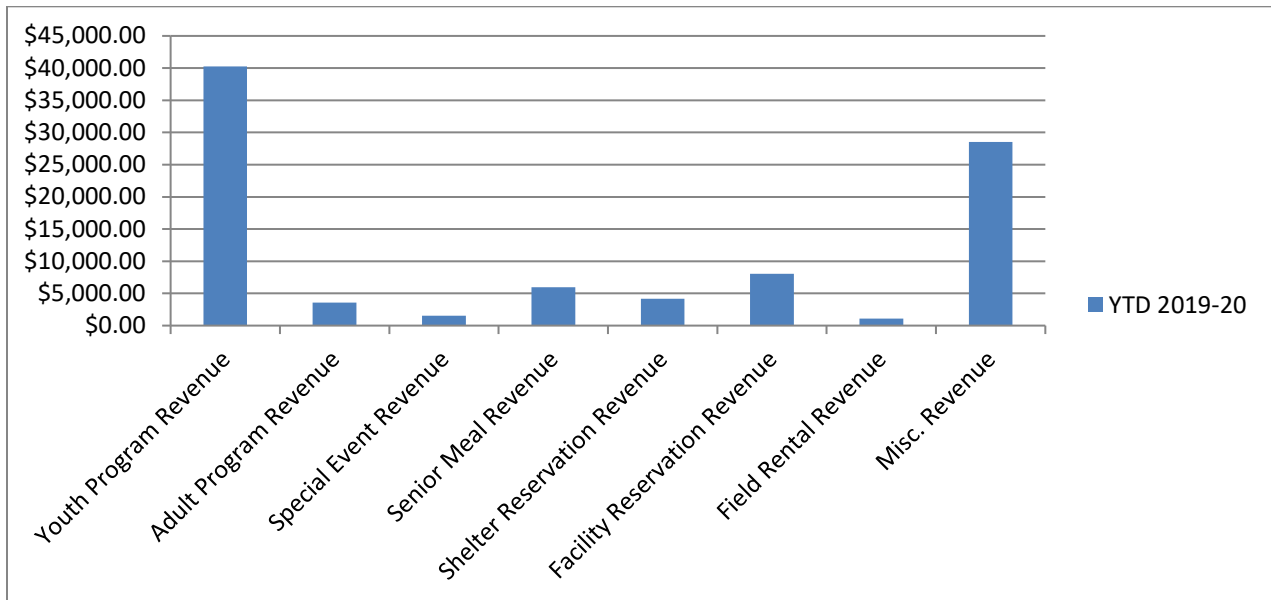


**Parks, Recreation, & Cultural Arts Department  
May 2020**

*Revenues*



*Revenues YTD*



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

**Recreation**

For the month of May, we were still closed due to the ongoing circumstances. I continued to gather new pictures for the website and get trained on the splash pad operations. I did have a part time staff member test positive for COVID-19 so he has been quarantining at home.



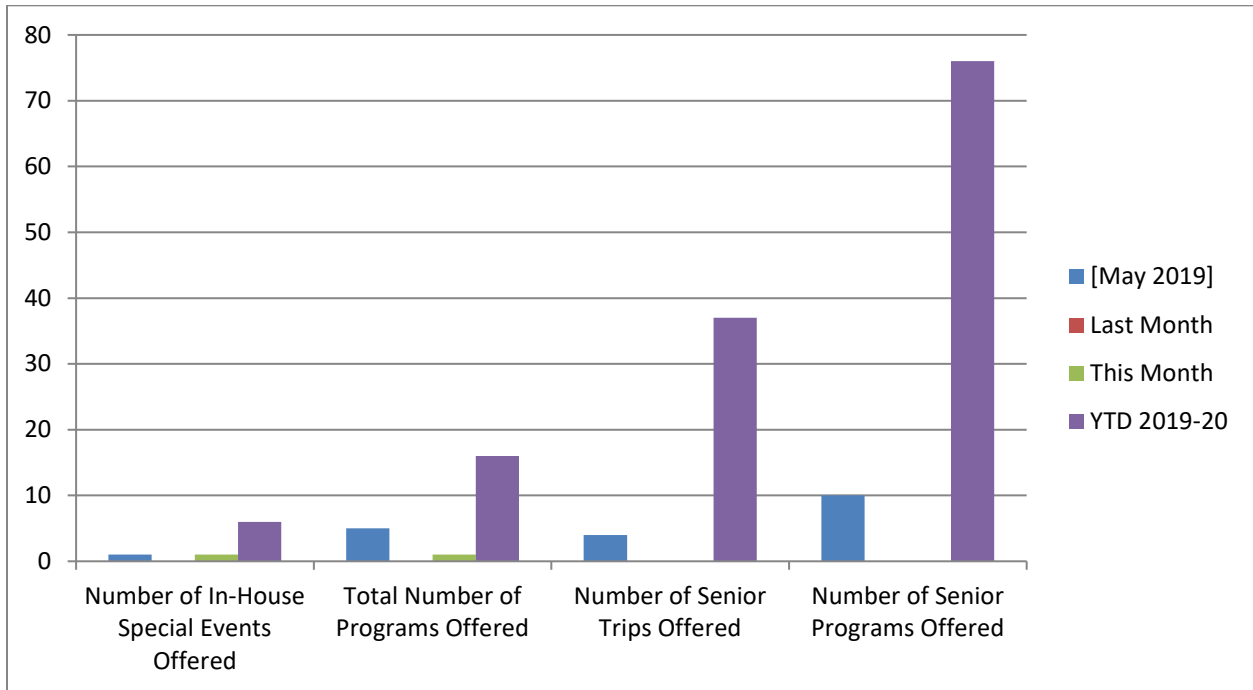
At the end of May, we had one person register for our 4<sup>th</sup> of July 5K race. We are in the process of gathering supplies and materials needed to host our race this year. T-shirts, medals, waters, and banners are being ordered.



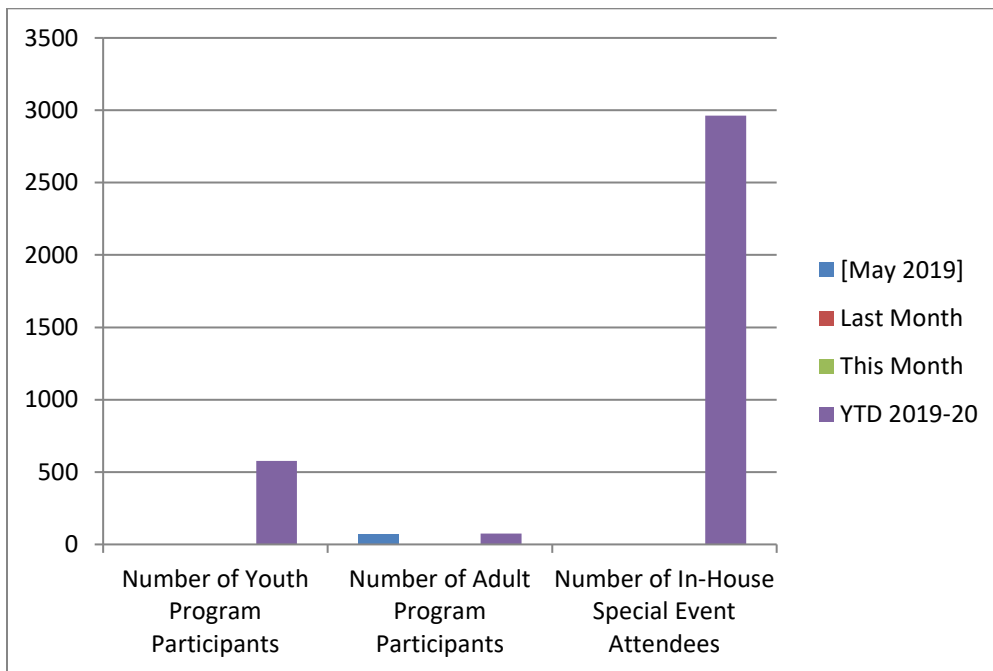
The Farmer's Market has started again with a decent turnout on the first date even with bad weather causing some trouble. We will continue to have this through the end of August. In June we plan to begin baseball activities again and will begin registrations for Girls Volleyball.

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

*Programming Opportunities*



*Programming Attendance*





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

**Park Maintenance**

- Rain was still a major obstacle during the month of May.
- We started the month out by installing approx. 50 “new” irrigation heads, at the soccer complex, on fields one, three, and five.
  - We also took this time to bring all heads up to level with the surface, thereby extending the lifetime of each head.
- We have opened the Splash Pad: making any necessary repairs, as well as installing all of the features that were removed over the winter time.
- Tore out and completely redesigned the landscaping at the main entrance to park.
  - Fresh mulch was added when all was done.
  - Had to move a road sign that was in our way when changing the layout of the flower beds.
- Cut down the trees next to the new shop.
  - Borrowed the bucket truck from Public Works and topped a total of six trees. Then cut each tree into 10ft. lengths.
  - We were able to leave over half of the mature trees.
- Painted more trash cans from North Woods and the main park
  - Painted the cans black and began spraying our park stencil on two sides of each trash can.
- Spread gravel in the new shop
  - Brought in several tri-axle loads of gravel. Spread each load evenly throughout the building in preparation for our concrete pour.
  - We had to make sure all the gravel was “level” throughout the entire building in preparation for the new pad.
- Mowing has been business as usual, other than the extensive rain that we have had to battle through. We have played catchup most of the month due to the heavy amounts of rain fall.

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

**Museum**

**Volunteers**

We have been in contact with some of the museum volunteers in the month of May to check on them as far as their health and safety. On May 28 volunteer, Terry Palmer, presented at a Sons of Confederate Veterans meeting in Lebanon.

**Exhibits**

The “Women in Business in White House” which was supposed to debut March 23 will remain up to undetermined date at this point. Currently working on the completion of the Women’s Suffrage display which will be available through November with a probability of an extension.

**Tours at Museum**

Due to closure the public on March 19 due to CoVid 19, no tours have been provided.

**Social Media**

Four episodes of White House History Wednesday were posted on City’s Facebook page in May.



**Episode 6** Tyree Springs Part 2 received 1.9K Views and 16 Shares



**Episode 7** Pandemic-Spanish Flu and CoVid 19 received 1.2K Views and 9 Shares

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



**Episode 8** Pharmacy received 1.9K Views and 14 Shares



**Episode 9** Bank of White House received 612 Views and 2 Shares

White House History Wednesdays has had another successful month, so we plan to continue with these posts through June then reevaluate based on views and shares.

**Donations to Museum**

On May 13, Terry Palmer donated

- Wash Board from White House
- Small Shovel found and used at Cooper's Shop on Tyree Springs Rd.
- Hammerhead found near Cooper's site
- 3 tine fork found near Cooper's site
- Hand agitator for washing clothes
- Tin Bucket with top
- Cast iron kettle
- Cast iron coal scuttle
- WWI Helmet
- Old Trap
- Candleholder used on Christmas tree
- Wooden block and tackle from Neely Webb home site
- Old glass door knobs from demolished house next to Thomas Drugs in Cross Plains

Even though the doors may be closed for now, work is still being done on archiving, organizing, researching, videoing, planning and more so that we have some new displays and display ideas when we are able to open our doors again.

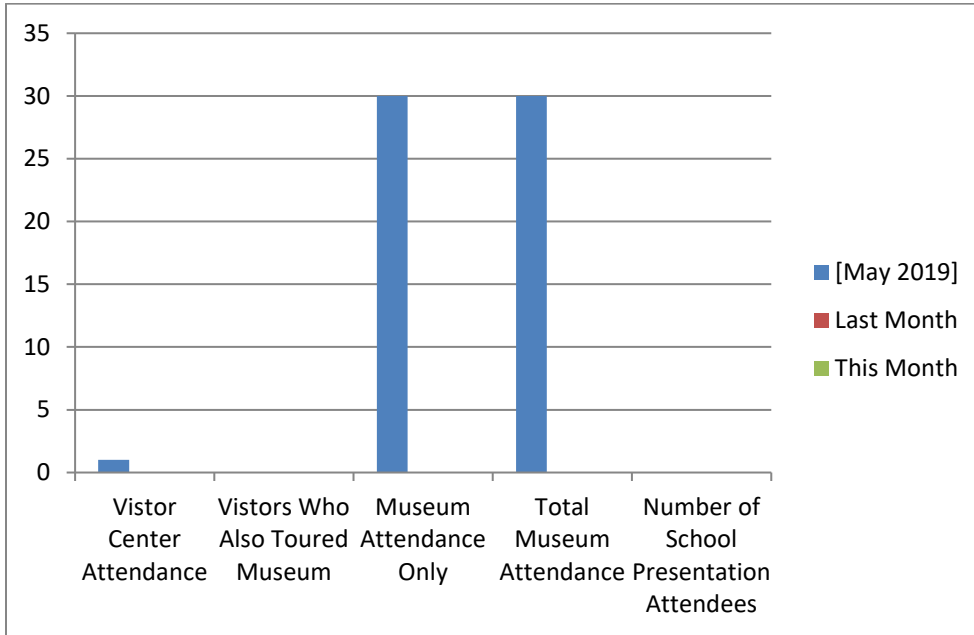
Also, newspaper clippings and date information of all that's occurring at this time in 2020 is being kept.

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

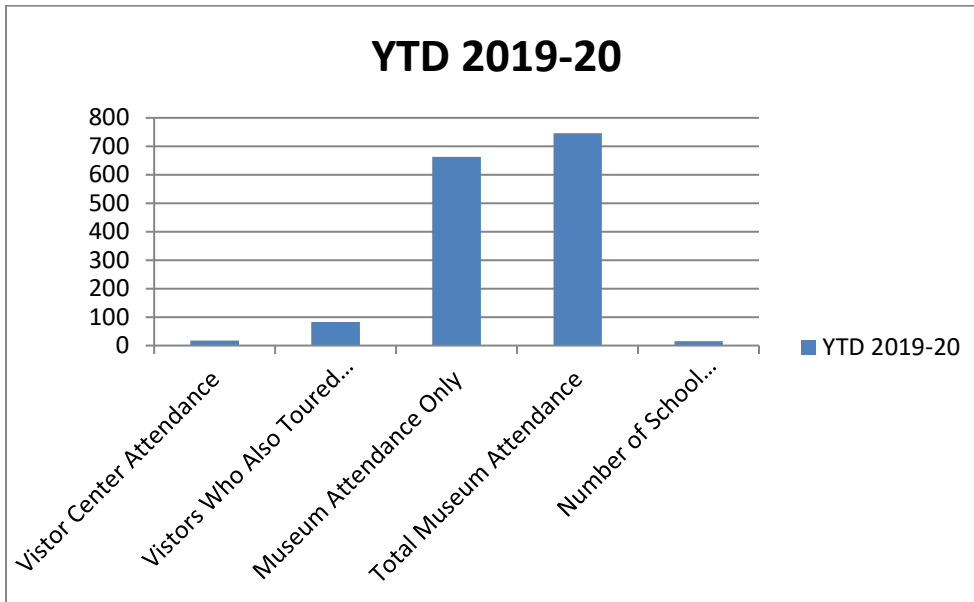
**Visitors' Center and Museum Attendance**

Visitors' Center	Visitors Who Also Toured Museum	Museum	Total Museum Visitors	Off Site Presentations Attendees
0	0	0	0	0

*Museum/Visitor Center Usage*



*Museum/Visitor Center Usage YTD*

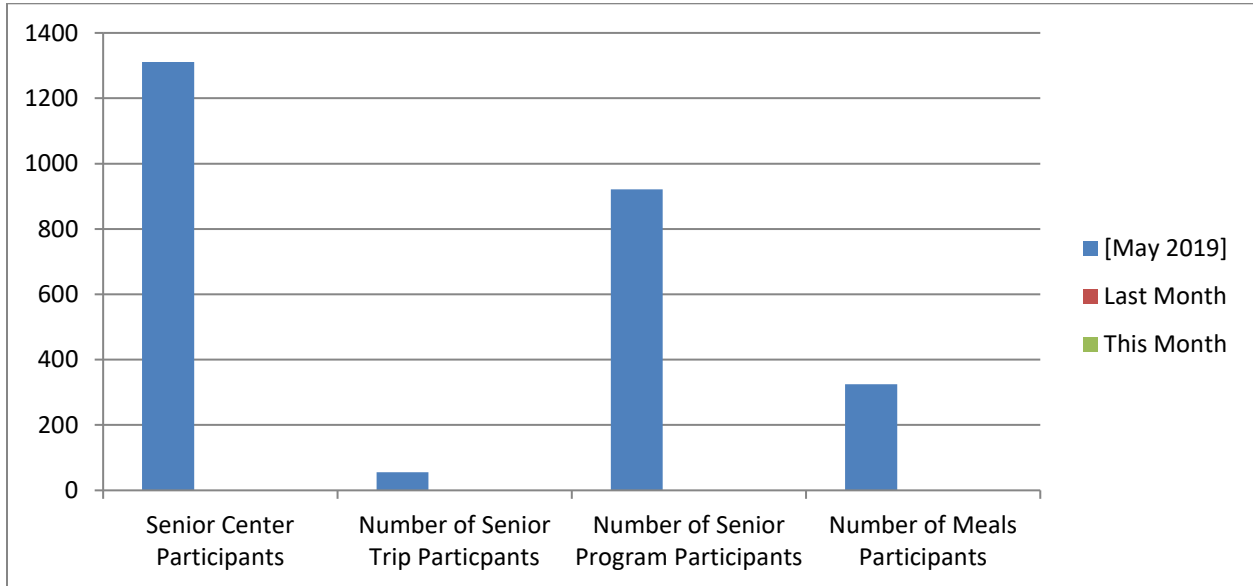


**Parks, Recreation, & Cultural Arts Department  
May 2020**

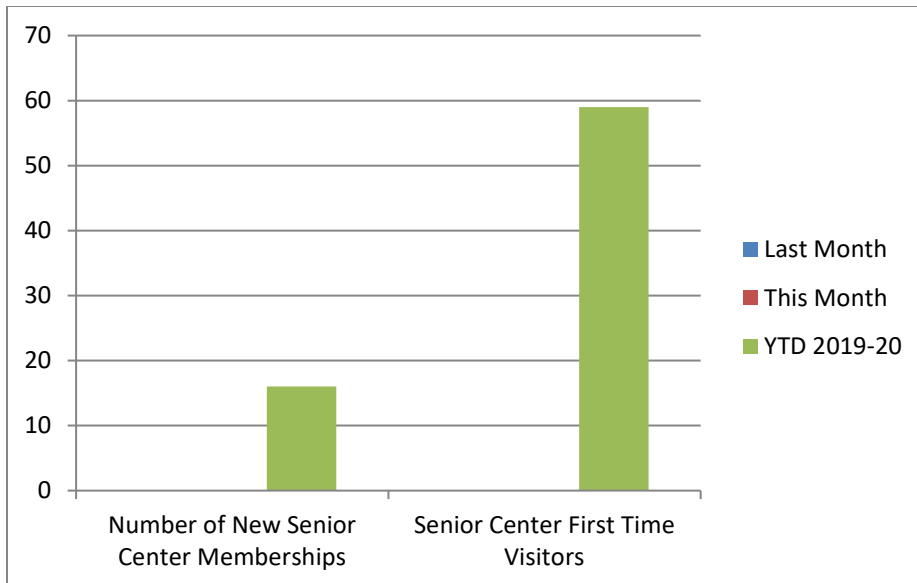
**Seniors**

The Senior Center continued to be shut down this month. This will probably continue to be the case for most of the summer. We are not sure when the Senior Center will re-open at this point.

*Senior Programming/Participation*



*New Senior Memberships/First-Time Visitors*



**White House Library**  
**May 2019**

**Summary of Activities**

The library remained closed to the public for the month of May. Full time staff continued to work 7am to 5:30pm, Monday through Thursday, performing the services they did for the month of April. The staff weeded a large amount of the collection, purchased and cataloged more seeds and prepared for summer reading and re-opening the building.

To be ready for re-opening, staff made cloth masks that they could use and take home to wash. The director purchased shower curtains to hang around the front desk and in a corner for cleaning returned items. The staff also made a sneeze guard at the middle of the desk with a piece of plastic that sits up enough for staff to hand items to patrons. In addition, staff moved and put away most of the library furniture, moved computers so that they are 6 feet apart, created two self-check stations, put tape on the floor 6 feet apart for checkout lines and entrance lines, and made one door entrance only and one door exit only.

For summer reading, the staff knew they would have to make changes. This year summer reading sign-ups will be online and the ReadSquared app will be used to record minutes read. Kids and teens will receive a prize for each step they reach. The steps are in increments of 150 minutes, and they stop at 900 minutes. If kids or teens read past the 900 minutes, they will have their name entered for a random drawing.

Aside from the reading portion of our program, the library staff stuffed grab and go kits, which are bags with a craft for kids and teens to pick up and make at home. Staff also created digital content to post of the library's page each week, a citywide scavenger hunt and have set times for virtual therapy dog readings for children. The staff hopes that in July, they will be able to hold a few face-to-face programs.

**Department Highlights**

The highlight for the month was how staff had to come up with a completely new type of summer reading program in less than a month. The staff worked hard to get the online reading software organized, and up and running. In addition, they had to quickly come up with grab and go kits, digital programs, and figure out how to do virtual programs. It was a lot of work, and the staff is hoping that patrons will still enjoy the program.

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

**Official Service Area Populations**

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

**May Membership**

Year	<b>Cumulative Members</b>			
	New Members	Updated Members	Total Members	% of Population with Membership
2016	130	397	11,141	81
2017	90	344	12,293	89
2018	151	373	7,484	54
2019	102	528	8,740	62
2020	7	58	6,645	47

Although the library closed to the public on March 19, 2020 due to the COVID-19 Pandemic, we have enabled an on-line registration for cards so that the public can still have access to items.

**Total Material Available:** 36,783

**Estimated Value of Total Materials:** \$919,575

**Last Month:** \$920,925

**Total Materials Available Per Capita:** 2.57

**Last Month:** 2.59

**State Minimum Standard:** 2.00

**Materials Added in May**

2016	2017	2018	2019	2020
111	415	222	127	145

**Yearly Material Added**

2016	2017	2018	2019	2020
3,674	3,602	3,123	824	1,074

**Physical Items Checked Out in May**

2016	2017	2018	2019	2020
6,147	5,817	6,043	5,434	1,141

**Cumulative Physical Items Check Out**

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	21,293

Of the 1,141 checkouts for May, 611 were items checking out and 530 were items being renewed.

**May**

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	18	35	53	36	13
Study Rooms	61	78	95	83	0
Lego Table	149	215	246	195	0
Games and Puzzles	38	43	48	82	8
Seeds	0	42	142	96	5
Test Proctoring	0	8	24	29	7
Charging Station	0	9	7	19	0
STEAM Packs	*	*	*	31	0
Cake Pans	*	*	*	3	0
Notary Services	*	*	*	*	1

**Yearly Totals**

2016	2017	2018	2019	2020
299	585	644	137	120
821	828	1,082	253	178
2,094	2,643	1,891	553	459
510	528	743	222	375
82	1,197	586	112	213
9	56	152	27	26
26	86	90	19	16
*	*	148	61	25
*	*	6	1	4
*	*	*	16	28

<b>Quarantine Counts</b>	
Lobby Pickups	191
Reference Questions	11
Tax Forms	4
Faxes	2
Copies	5
Mobile Prints	6

**White House Public Library**

**May 2020**

**Performance Measures**

**May**

Library Use	2016	2017	2018	2019	2020
Library Visits	*	*	5,002	4,255	0
Website Usage	*	*	*	1,148	1,088
Library Volunteers	25	17	11	13	1
Volunteer Hours	146	126	78	82	16

**Yearly Totals**

2016	2017	2018	2019	2020
*	*	52,565	55,728	11,529
*	*	2,517	16,935	7,348
251	214	173	193	27
1,665	1,546	1,337	1,658	311

These numbers are low because we were closed to the public for the entire month of May.

**Universal Class May Counts**

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
0	4	178	392	128

**Cumulative Counts**

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	24	52	661	455
2019	9	16	194	105
2020	7	30	1,100	642

**Computer Users**

May	2016	2017	2018	2019	2020
Wireless	552	596	588	658	41
Adult Computers	415	348	321	384	13
Kids	177	170	141	152	0

**Yearly Computer Users**

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	1646
4,640	4,413	4,642	1,103	973
2,136	2,209	2,088	556	395

**Programs**

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	2	38	2	2	0
2020	1	70	0	1	0

**Monthly**

May Kids	Kids Sessions	Kids Attendance
2016	14	178
2017	16	234
2018	9	233
2019	10	181
2020	0	0

**Yearly Totals**

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
30	677

**May Virtual Programs**

Kids programs	Online views
7	1,352

Since the library was closed in May, we did not have any live programs. The counts above are from pre-recorded programs that were posted on our Facebook and Youtube page.

**Monthly Programs**

May	Teen Events	Teens Present
2016	3	10
2017	2	5
2018	5	10
2019	3	5
2020	0	0

**Yearly**

Teen Events	Teens Present
69	187
47	481
82	432
18	432
13	81

**Monthly**

May	Tween Events	Tweens Present
2019	*	*
2020	0	0

**May Virtual**

Teen & Tweens	Online Views
3	577

**Yearly**

2019	2020
10	150
5	18

We did not have any live teen programs during the month of May, but we had three pre-recorded virtual programs.



**White House Public Library  
May 2020**

**Performance Measures**

**Monthly**

May Adults	Adult Sessions	Adult Attendance
2016	4	18
2017	12	56
2018	17	61
2019	11	50
2020	0	0

**Yearly**

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
30	143

**May Virtual Programs**

Online Programs	Views	Phone Programs
2	20	28

The two online programs were trainings that our cataloger did for other catalogers in the region. The phone programs are device advices.

**Interlibrary Loan Services**

May	2016	2017	2018	2019	2020
Borrowed	47	58	62	58	0
Loaned	5	10	39	56	0

**Yearly Interlibrary Loan Services**

2016	2017	2018	2019	2020
668	562	690	184	185
249	305	410	103	43

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

**Totals**

Adults	Juvenile
1539	94

**19-20 Yearly Totals**

Adult	Juvenile
21,684	1,347

**18-19 Yearly Totals**

Adult	Juvenile
21,899	1,189

**17-18 Yearly**

Adult	Juvenile
15,773	725

The READS statistics come from the state.

**CITY COURT REPORT**

**May 2020**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$1,678.72
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$58,717.52</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$696.82
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$19,162.56</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$2,375.54</u>
<b>TOTAL REVENUE YTD</b>	<b>\$77,880.08</b>

**DISBURSEMENTS**

LITIGATION TAX	\$137.43
DOS/DOH FINES & FEES	\$28.50
DOS TITLE & REGISTRATION	\$85.50
RESTITUTION/REFUNDS	\$0.00
ONLINE CC FEES	\$29.02
CARD FEES	\$2.20
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$282.65</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$9,074.23</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$2,092.89</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$68,805.85</b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$190.00</u>
<b>DRUG FUND DONATIONS YTD</b>	<b>\$5,287.45</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Careless Driving		
Financial Responsibility Law	3	\$195.00
Registration Law	3	\$342.50
Texting/Miscellaneous	1	\$61.00
Improper Turn		
Miscellaneous		
DL Exhibited		
Red Light		
Following Too Closely		
Stop Sign	2	\$235.00
Speeding	8	\$684.70
Seat Belt		
Failure To Yield		
Exercise Due Care	2	\$192.50
Parking Where Prohibited		
Total	19	\$1,710.70