

**Administrative & Legislative Services Department  
December 2020**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- December 01:
  - Soundbite Recording for Anniversary Video
  - COVID-19 Local Communication Update
  - Filming for Virtual Christmas Tree Lighting
- December 02: FSEP Board Meeting
- December 03:
  - Christmas on Main Street Viewing
  - TML District 5 Meeting
  - Project Advantage Utility Infrastructure Estimates
- December 07:
  - Sewer Discussion
  - Staff Plan Reviews
- December 08:
  - White House Community Center Furniture Review
  - COVID-19 Local Communication Update
- December 09:
  - Sumner County COVID Call
  - Byrum Park Site Visit
- December 10:
  - Purchasing Interviews
  - Leisure Services Study Session
- December 14:
  - Governor Lee COVID Call
  - Stormwater Advisory Board Meeting
  - Joint BMA and Planning Commission Study Session
- December 15:
  - White House Community Center Soils Meeting
  - Potential Development Meeting
  - COVID-19 Local Communication Update
- December 16:
  - RTA/GNRC/MPO Meeting
  - Economic Development Team Meeting
- December 17: BMA Study Session
- December 22:
  - Sumner County COVID Call
  - Community Event Center Progress Meeting
  - Statewide Call with Governor Lee
  - COVID-19 Local Communication Update
- December 29: COVID-19 Local Communication Update

**Administrative & Legislative Services Department  
December 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 2020-2021.

<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	\$17,548,414	\$ 5,659,548	↓17.74
Industrial Development	\$177,000	\$ 156,113	↑38.20
State Street Aid	\$530,000	\$ 427,216	↑30.60
Parks Sales Tax	\$4,005,125	\$ 2,957,762	↑23.84
Solid Waste	\$1,050,026	\$ 604,398	↑7.56
Fire Impact Fees	\$74,500	\$ 67,741	↑40.92
Parks Impact Fees	\$15,000	\$ 11,517	↑26.78
Police Impact Fees	\$65,000	\$ 65,000	↑50.00
Road Impact Fees	\$60,000	\$ 60,000	↑50.00
Police Drug Fund	\$4,500	\$ 329	↓42.66
Debt Services	\$1,137,400	\$ 466,751	↓8.96
Wastewater	\$15,108,083	\$ 2,944,263	↓30.51
Dental Care	\$70,656	\$ 30,502	↓6.82
Stormwater Fund	\$1,063,984	\$ 467,071	↓6.10
Cemetery Fund	\$43,890	\$ 30,436	↑19.37

\*Expended/Encumbered amounts reflect charges from July 1, 2020 – June 30, 2021.

**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 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>	<b>FY 2017</b>
July	261	269	346	362	327
August	128	106	151	166	175
September	106	98	126	119	120
October	79	97	91	147	91
November	72	78	120	125	135
December	71	58	72	104	83
January		81	122	177	178
February		93	119	113	140
March		107	131	142	136
April		85	138	185	120
May		82	129	121	153
June		45	50	52	92
<b>Total</b>	<b>717</b>	<b>1199</b>	<b>1,595</b>	<b>1,813</b>	<b>1,750</b>

<b>Purchase Orders by Dollars</b>	<b>Dec. 2020</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>Total for FY21</b>	<b>Total for FY20</b>	<b>Total for FY19</b>
Purchase Orders \$0-\$9,999	67	660	1132	1529	\$875,286.76	\$1,275,419.16	\$1,349,159.92
Purchase Orders \$10,000-\$24,999	1	21	34	26	\$306,807.14	\$551,938.89	\$381,155.50
Purchase Orders over \$25,000	3	36	33	40	\$3,075,290.04	\$4,035,346.92	\$7,678,174.40
<b>Total</b>	<b>71</b>	<b>717</b>	<b>1199</b>	<b>1595</b>	<b>\$4,257,383.94</b>	<b>\$5,862,704.97</b>	<b>\$9,408,489.82</b>

**Administrative & Legislative Services Department  
December 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.

	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2017-2018 Update Requests	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits	2017-2018 Page Visits
<b>July</b>	15	152	61	60	11,536	1,164,517	1,080,668	825,614
<b>August</b>	20	126	133	56	9,145	752,932	835,519	717,462
<b>September</b>	17	43	22	90	8,335	679,248	214,406	739,867
<b>October</b>	10	78	86	43	8,390	386,735	864,091	876,346
<b>November</b>	174	56	40	80	7,587	695,971	812,527	808,551
<b>December</b>	13	156	82	50	17,483	847,724	1,055,111	842,265
<b>January</b>		67	68	44		720,531	934,562	747,155
<b>February</b>		22	40	41		N/A	762,985	631,612
<b>March</b>		85	61	71		N/A	879,671	1,165,275
<b>April</b>		43	56	77		N/A	820,505	959,769
<b>May</b>		27	29	49		5,998	946,897	1,063,568
<b>June</b>		48	123	27		10,251	901,328	483,003
<b>Total</b>	<b>249</b>	<b>901</b>	<b>801</b>	<b>688</b>	<b>62,476</b>	<b>5,263,907</b>	<b>9,053,159</b>	<b>9,860,532</b>

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

	FY21 New Downloads	FY20 New Downloads	FY19 New Downloads
<b>July</b>	45	19	28
<b>August</b>	44	21	18
<b>September</b>	19	21	15
<b>October</b>	40	12	22
<b>November</b>	29	13	11
<b>December</b>	10	15	10
<b>January</b>		23	17
<b>February</b>		70	13
<b>March</b>		69	11
<b>April</b>		41	10
<b>May</b>		29	11
<b>June</b>		36	25
<b>Total</b>	<b>187</b>	<b>369</b>	<b>191</b>

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

	FY21 # of Request	FY20 # of Request	FY19 # of Request
<b>July</b>	20	36	32
<b>August</b>	27	39	26
<b>September</b>	16	18	18
<b>October</b>	15	40	32
<b>November</b>	20	27	12
<b>December</b>	27	20	27
<b>January</b>		24	22
<b>February</b>		41	30
<b>March</b>		34	24
<b>April</b>		35	32
<b>May</b>		26	27
<b>June</b>		28	29
<b>FY Total</b>	<b>125</b>	<b>356</b>	<b>311</b>

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

**Administrative & Legislative Services Department  
December 2020**

**White House Farmers Market**

The market is closed for the season. Plans to reopen and move forward with the next season will begin in May.

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	0	0
<b>February</b>	0	0
<b>March</b>	0	0
<b>April</b>	2	150
<b>May</b>	5	870
<b>June</b>	3	384
<b>July</b>	0	0
<b>August</b>	0	45
<b>September</b>	-	-
<b>October</b>	-	-
<b>November</b>	-	-
<b>December</b>	-	-
<b>Total</b>	<b>7</b>	<b>\$1449</b>

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Assist with Chamber/Museum storage unit clean-out
- Finish ceiling tile project at Police Department
- Assist with setting up and tearing down from Holiday Employee Lunch

	<b>2020-2021 Work Order Requests</b>	<b>2019 – 2020 Work Order Requests</b>	<b>2018 – 2019 Work Order Requests</b>	<b>2017 – 2018 Work Order Requests</b>	<b>2016 – 2017 Work Order Requests</b>	<b>2015 - 2016 Work Order Requests</b>
<b>July</b>	11	10	22	21	27	22
<b>August</b>	27	10	26	24	28	33
<b>September</b>	9	13	19	22	13	31
<b>October</b>	6	7	14	18	12	30
<b>November</b>	16	7	18	34	12	27
<b>December</b>	19	3	8	19	9	17
<b>January</b>		16	14	16	23	28
<b>February</b>		18	7	21	6	19
<b>March</b>		11	7	17	16	25
<b>April</b>		2	12	25	14	20
<b>May</b>		11	6	26	27	33
<b>June</b>		10	9	23	14	17
<b>Total</b>	<b>88</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>	<b>302</b>

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

**Finance Department  
December 2020**

**Finance Section**

During December the Finance Department continued collecting 2020 tax year property taxes, finished the FYE 6/30/2020 audit tasks, scanning thousands of documents to reduce physical document storage space, and operating with COVID-19 precautions. Members of the Finance Office participated in the following events during the month:

- December 8: Community Event Center Furniture Review
- December 14: Stormwater Advisory Board
- December 16: Cyber Security Awareness online training
- December 17: Online Payment training
- December 17: Annual Audit Report review study session
- December 17: Monthly BMA meeting
- December 22: Armored car / courier call

**Performance Measures**

**Utility Billing**

	<b>December 2020</b>	<b>FY 2021 YTD</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>	<b>FY 2017 Total</b>
<b>New Builds (#)</b>	20	134	171	62	102	111
<b>Move Ins (#)</b>	54	370	649	534	553	536
<b>Move Outs (#)</b>	64	377	602	534	576	546
<b>New customer signup via email (#)</b>	26	146	127	104	163	119
<b>New customer signup via email (%)</b>	35%	29%	15%	17%	25%	18%

**Business License Activity**

	<b>December 2020</b>	<b>FY 2021 YTD*</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>	<b>FY 2017 Total</b>
<b>Opened</b>	2	29	69	75	72	93
<b>Closed (notified by business)</b>	1	5	10	9	18	1
<b>Closed (uncollectable)</b>	0	0	0	0	199	14

\* Corrected from November 2020 (4 open, 1 closed). Originally reported 7 open, 0 closed.

**Payroll Activity**

<b>Number of Payrolls</b>	<b>Number of Checks and Direct Deposits</b>	<b>Number of adjustments or errors</b>	<b>Number of Voided Checks</b>
2 Regulars 1 Longevity	63 checks, 288 direct deposits	0 Retro adjustments	0 Voids

**Accounts Payable**

	<b>December 2020</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>	<b>FY 2017 Total</b>
<b>Total # of Invoices Processed</b>	363	1991	4003	3940	4437	4797

**Finance Department  
December 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	7,912,190	2,373,657	5,105,275	65%
Cemetery Fund	34,700	10,410	260,537	751%
Debt Services	1,167,400	350,220	440,165	38%
Dental Care Fund	25,200	7,560	241,193	957%
Roads Impact Fees	79,320	23,796	198,507	250%
Parks Impact Fees	69,364	20,809	144,161	208%
Police Impact Fees	55,804	16,741	130,361	234%
Fire Impact Fees	38,000	11,400	88,585	233%
Industrial Development	112,800	33,840	49,479	44%
Parks Sales Tax	695,285	208,586	1,190,274	171%
Police Drug Fund	4,100	1,230	27,515	671%
Solid Waste	936,800	281,040	501,968	54%
State Street Aid	405,200	121,560	30,414	8%
Stormwater Fund	889,000	266,700	898,059	101%
Wastewater	4,350,550	1,305,165	3,751,526	86%

*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 2020-2021.

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>YTD Realized* (\$)</b>	<b>% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)</b>
General Fund	7,912,190	3,967,464	↑ 0.14%
Cemetery Fund	34,700	50,693	↑ 96.09%
Debt Services	1,167,400	633,948	↑ 4.30%
Dental Care	25,200	18,097	↑ 21.81%
Roads Impact Fees	79,320	108,660	↑ 86.99%
Parks Impact Fees	69,364	60,327	↑ 36.97%
Police Impact Fees	55,804	72,148	↑ 79.29%
Fire Impact Fees	38,000	47,584	↑ 75.22%
Industrial Development	112,800	42,141	↓ 12.64%
Parks Sales Tax	695,285	377,687	↑ 4.32%
Police Drug Fund	4,100	3,810	↑ 42.93%
Solid Waste	936,800	487,126	↑ 2.00%
State Street Aid	405,200	210,550	↑ 1.96%
Stormwater Fund	889,000	458,782	↑ 1.61%
Wastewater	4,350,550	2,527,005	↑ 8.08%

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

**Human Resources Department  
December 2020**

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

December 03: TML District 5 Meeting

December 10: Purchasing Coordinator/Risk Management Specialist Interviews

December 14: Wastewater Tech I Interviews

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	0	0	0	0
August	0	0	0	0
September	0	1	0	0
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0

Three-year average as of June 30, 2019: 4.00

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January		1	1	1
February		3	0	0
March		0	0	0
April		2	0	0
May		1	0	0
June		0	2	0
<b>Total</b>	<b>0</b>	<b>8</b>	<b>3</b>	<b>1</b>

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	1	1	3	0
August	1	0	0	0
September	1	0	0	0
October	1	1	1	0
November	3	1	0	1
December	0	0	0	0

Three-year average as of June 30, 2019: 5

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January		1	0	2
February		0	0	1
March		0	0	0
April		0	1	0
May		0	1	0
June		0	0	1
<b>Total</b>	<b>7</b>	<b>4</b>	<b>6</b>	<b>5</b>

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	1	1	0	0
August	1	1	1	3
September	0	2	2	1
October	0	3	0	2
November	1	2	1	2
December	2	1	0	1

Current year turnovers that occurred within 90 day probationary period: 1

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January		2	1	0
February		1	0	1
March		1	0	1
April		0	0	1
May		2	5	1
June		2	1	1
<b>Total</b>	<b>5</b>	<b>18</b>	<b>11</b>	<b>14</b>
<b>Percentage</b>	<b>4.85%</b>	<b>17.48%</b>	<b>10.68%</b>	<b>14.43%</b>

Three-year average as of June 30, 2019: 14.20%

**Human Resources Department  
December 2020**

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

	<b>FYE 2021</b>	<b>FYE 2020</b>	<b>FYE 2019</b>	<b>FYE 2018</b>
July	1 (T)	0	0	0
August	0	2 (S)	0	1 (T)
September	0	0	1 (T)	0
October	0	0	0	1 (T)
November	0	1 (S)	0	2 (T)
December	1 (T)	0	0	0

	<b>FYE 2021</b>	<b>FYE 2020</b>	<b>FYE 2019</b>	<b>FYE 2018</b>
January		0	1 (T)	0
February		0	0	1 (T)
March		0	1 (S)	0
April		0	0	0
May		0	1 (T)	0
June		1 (T)	0	1 (T) 1 (S)
<b>Total</b>	<b>2</b>	<b>4</b>	<b>7</b>	<b>7</b>

Three-year average as of June 30, 2019: 6.00



**Police Department**  
*December 2020*

**Highlights**

**Shop with a Cop/Fireman 2020**



December 12, 2020 was our annual SHOP WITH A COP/FIREFIGHTER event. This event is the most gratifying event that we hold each year. The White House Police Department would like to thank the WHITE HOUSE ROTARY CLUB for sponsoring this event. We'd also like to extend our gratitude to White House Wal-Mart, who was once again gracious enough to roll out the red carpet for these kids. We were able to provide Christmas to 22 kids.

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in November:** Rotary Club Meeting (Dec. 3, &10), Department Head Staff Meeting (Dec. 7 and 21), Robertson County Chief's Meeting (Dec. 8), Shop with a Cop/Fireman (Dec. 12), Planning Commission Meeting (Dec. 14), Command Staff Meeting (Dec. 17), and Board of Mayor and Alderman Meeting (Dec. 17).

- **Police Department Administration Performance Measurements**

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

We received our 90-day extension on our 3-year accreditation cycle, due to Mrs. Johnson being on FMLA for several weeks. The extension was approved by the Professional Standards Committee and is good until March 1, 2021. Accreditation Manager, Susan Johnson, is still gathering proofs to finish up our 2020 assessment. In March, we will be ready for our formal file review and onsite visit. In April, we should be able to get our 3<sup>rd</sup> Accreditation Award.

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.

<b>Month</b>	<b>Admin Training Hours</b>	<b>Patrol Training Hours</b>	<b>Support Services Training Hours</b>	<b>Total Training Hours</b>
<b>January</b>	<b>0</b>	<b>174</b>	<b>0</b>	<b>174</b>
<b>February</b>	<b>8</b>	<b>212.5</b>	<b>0</b>	<b>220.5</b>
<b>March</b>	<b>0</b>	<b>160</b>	<b>0</b>	<b>160</b>
<b>April</b>	<b>0</b>	<b>68</b>	<b>0</b>	<b>68</b>
<b>May</b>	<b>0</b>	<b>248</b>	<b>0</b>	<b>248</b>
<b>June</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>July</b>	<b>0</b>	<b>80</b>	<b>0</b>	<b>80</b>
<b>August</b>	<b>0</b>	<b>344</b>	<b>0</b>	<b>344</b>
<b>September</b>	<b>20</b>	<b>128</b>	<b>16</b>	<b>164</b>
<b>October</b>	<b>32</b>	<b>140</b>	<b>0</b>	<b>172</b>
<b>November</b>	<b>16</b>	<b>8</b>	<b>38</b>	<b>62</b>
<b>December</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>Total</b>	<b>98</b>	<b>1,562.5</b>	<b>54</b>	<b>1,714.5</b>

**Police Department  
December 2020**

**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.**

<b>Number of Officers on Shift</b>	<b>December 2020</b>	<b>FY 2020-21</b>
<b>Three (3) Officers per Shift</b>	25	234
<b>Four (4) Officers per Shift</b>	37	134

- 2. Acquire and place into service two Police Patrol Vehicles.** We have received seven new vehicles from the 2019 and 2020 Budget years. One Administration vehicle is currently in the fleet, but is still needing equipment installed. We have three patrol vehicles at Truckers Lighthouse waiting for equipment to be installed. We have one vehicle at Sun Cool waiting to be striped. One vehicle is at the Police Department waiting to go to Sun Cool and we also have one patrol vehicle waiting to go to Truckers Lighthouse to get equipment installed.
- 3. Conduct two underage alcohol compliance checks during the Fiscal Year 2020-2021.** Fall Compliance checks were cancelled due to Covid 19.
- 4. Maintain or reduce TBI Group A offenses at the three-year average of 73 per 1,000 population during the calendar year of 2020.**

<b>Group A Offenses</b>	<b>December 2020</b>	<b>Per 1,000 Pop.</b>	<b>Total 2020</b>	<b>Per 1,000 Pop.</b>
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons	10	1	123	2
Crimes Against Property	23	2	282	22
Crimes Against Society	45	4	385	30
<b>Total</b>	78	6	868	69
<b>Arrests</b>	75		867	

*\*U.S. Census Estimate 7/1/2019 – 12,638*

- 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>December 2020</b>	<b>TOTAL 2020</b>
<b>Traffic Crashes Reported</b>	39	365
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	113	990
<b>Written Warnings</b>	37	637
<b>Verbal Warnings</b>	424	2,808

**Police Department  
December 2020**

- 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>				
<b>2020</b>	<b>COLLISIONS</b>	<b>INJURIES</b>	<b>MONTHLY RATIO</b>	<b>YEAR TO DATE</b>
<b>December</b>	39	4 YTD 50	10%	14% YTD 365

**Traffic School:** Nothing to report at this time.

**Staffing:**

- Officer Larry Meadors is currently at the Tennessee Law Enforcement Academy. He will graduate in March.
- Officer Seth Goodcourage is in FTO and he will be attending Tennessee Law Enforcement in later March.
- Detective Danny Ward submitted his resignation letter on December 31<sup>st</sup>. His last day of employment is January 15<sup>th</sup>.
- We are currently taking letters of interest for the Detective position.
- We are taking applications for Police Officer positions.

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

**Sumner County Emergency Response Team:**

In the month of December, ERT had two call outs, December 12<sup>th</sup> and December 13<sup>th</sup> regarding a search for a murder suspect. The yearly ERT breakfast which normally occurs in December was cancelled due to COVID. On December 30<sup>th</sup>, ERT was called out for a riot at the Sumner County Jail. Order in the jail was restored and the team was subsequently cancelled prior to team members arrival.

**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>
<b>December</b>	78%	84%

**Communications Section**

	<b>December</b>	<b>Total 2020</b>
Calls for Service	1,144	11,767
Alarm Calls	25	371

**Police Department  
December 2020**

**Request for Reports**

	<b>December</b>	<b>FY 2020-21</b>
Requests for Reports	10	98
Amount taken in	\$6.60	\$67.80
Tow Bills	\$175.00	\$175.00
Emailed at no charge	19	140
Storage Fees	0.00	\$0.00

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

- Nothing to report at this time.

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

***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.***  
Robertson County School system advised in December they do want D.A.R.E. to be taught in the Spring. The school has now gone virtual and Sgt. Enck has not heard if he will be teaching or no.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Safety Day in conjunction with Discover White House took place October 3<sup>rd</sup>. We gave away two bikes. **Complete.**
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***  
Citizen's Police Academy was cancelled in 2020 due to Covid. It is undecided if CPA will be held in 2021.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
  - Sgt. Enck instructed Taser class for Portland PD on December 10<sup>th</sup>.

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

- White House Officers worked the Christmas Parade on December 5, 2020
- Shop with a Cop/Fireman on December 12, 2020

**Upcoming Events:**

Nothing at this time.

<b><i>2020 Participation in Joint Community Events</i></b>		
	<b><u>October</u></b>	<b><u>Year to Date</u></b>
<b>Community Activities</b>	3	43

**Fire Department  
December 2020**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 141 requests for service during the month with 103 responses being medical emergencies. The Department responded to 6 vehicle accidents; 1 accident reported patients being treated for injuries and 5 accidents reported no injuries. Of the 141 responses in month of December there were 20 calls that overlapped another call for service that is 14.18% 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 December from dispatch to on scene time averaged was, five minutes and forty-one seconds (5:41). The average time a fire unit spent on the scene of an emergency call was fourteen minutes and forty-two seconds (14:42).

**Department Event**

- December 5<sup>th</sup> – Annual Christmas Parade
- December 8<sup>th</sup> – Walkthrough of new Tate building
- December 11<sup>th</sup> – Fill the Truck Event w/ Cash Express
- December 12<sup>th</sup> – Birthday Parade North Palmers Chapel
- December 23<sup>rd</sup> – Annual Employee Luncheon

**Fire Administration**

- December – Numerous Conference and Zoom calls with Robertson and Sumner Concerning COVID-19
- December 2<sup>nd</sup> – Fire Extinguisher training at Pro Am Pack
- December 9<sup>th</sup> – Fire Extinguisher training at Pro Am Pack
- December 14<sup>th</sup> – Monthly Officer meeting

**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	18
Rescue & Emergency Services	555
Hazardous Conditions (No Fire)	25
Service Calls	45
Good Intent Call	47
False Alarms & False Call	75
Calls for The Month	141
Total Responses FY to Date	767

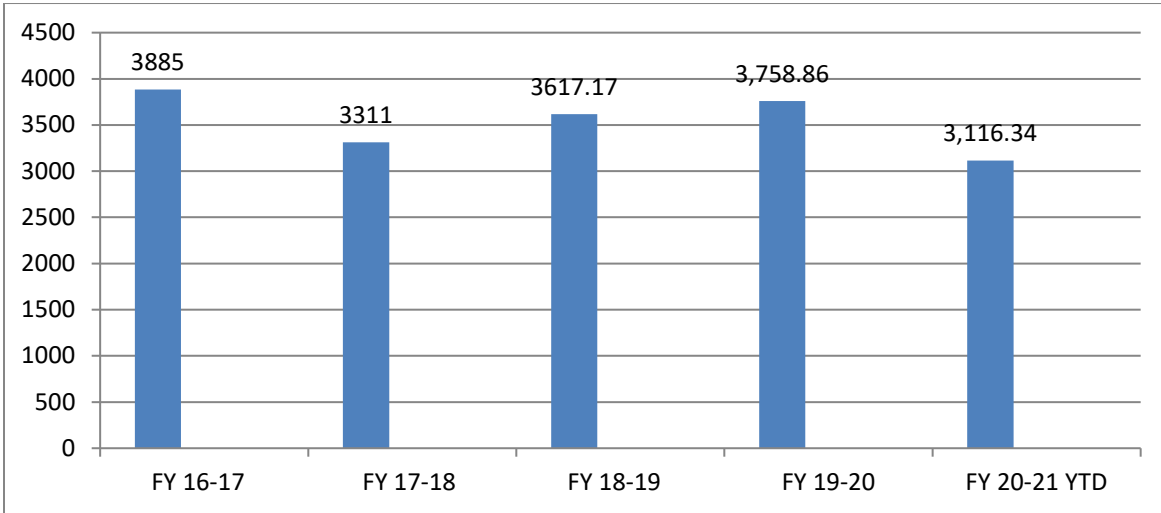
**Fire Department  
December 2020**

**Response by Station**

	<b>Month</b>	<b>FY to Date</b>	<b>%</b>
<b>Station #1 (City park)</b>	<b>90</b>	<b>530</b>	<b>69.1%</b>
<b>Station #2 (Business Park Dr)</b>	<b>48</b>	<b>233</b>	<b>30.37%</b>

**Fire Fighter Training**

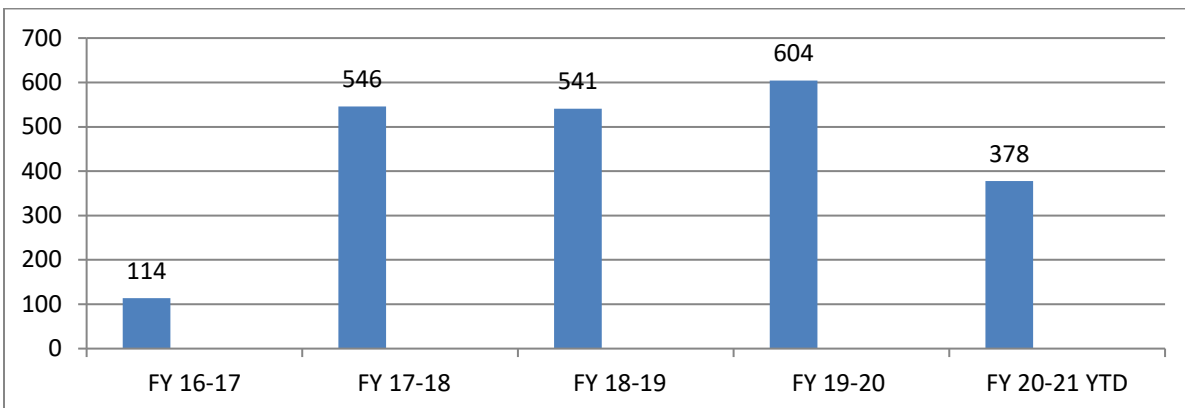
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	<b>Month</b>	<b>YTD</b>
<b>Firefighter Training Hours</b>	374.75	<b>3116.34</b>

**Fire Inspection**

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

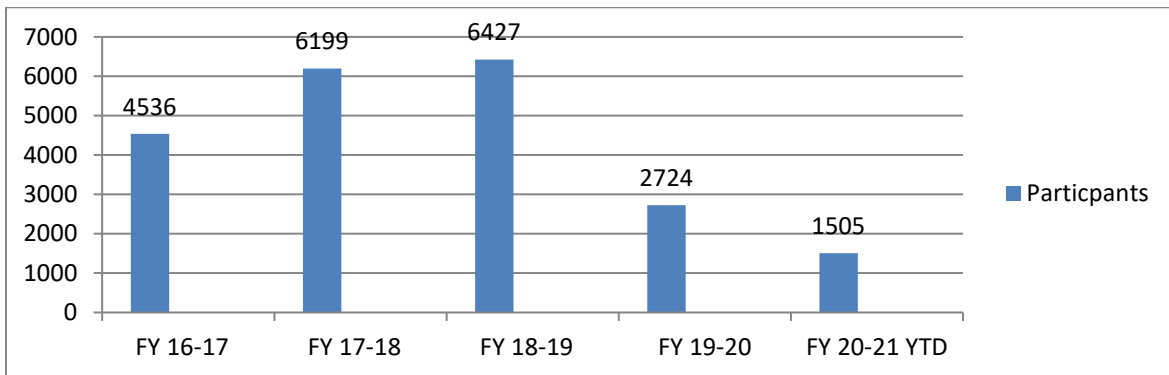


**Fire Department  
December 2020**

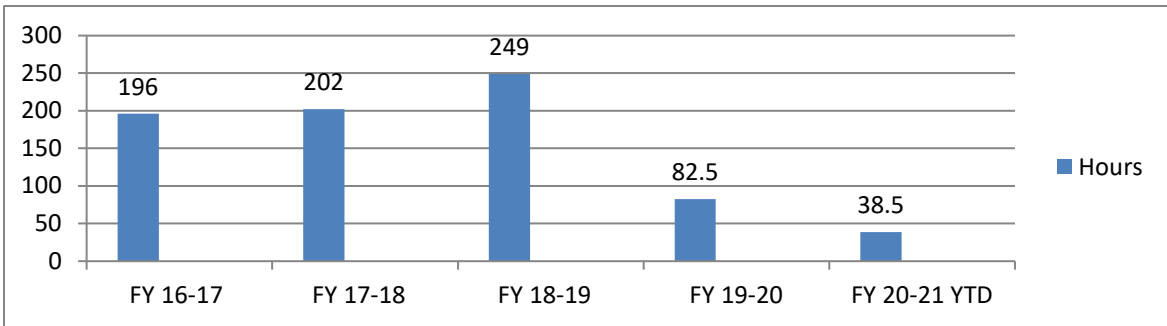
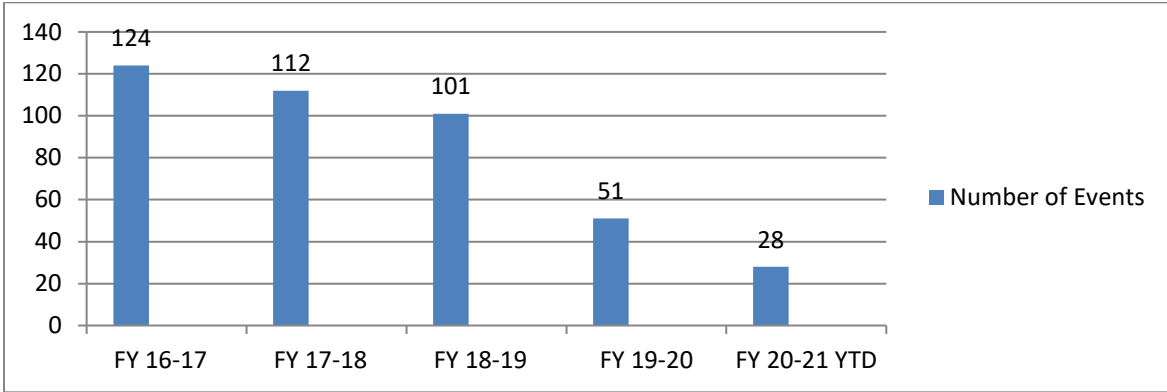
	<b>Month</b>	<b>YTD</b>
<b>December Fire Inspection</b>	<b>74</b>	<b>378</b>
<b>Reinspection</b>	<b>2</b>	<b>67</b>
<b>Code Violation Complaint</b>	<b>0</b>	<b>1</b>
<b>Violations Cleared</b>	<b>3</b>	<b>82</b>
<b>Annual Inspection</b>	<b>24</b>	<b>88</b>
<b>Commercial Burn Pile</b>	<b>2</b>	<b>8</b>
<b>Knox Box</b>	<b>3</b>	<b>9</b>
<b>Fire Alarms</b>	<b>1</b>	<b>6</b>
<b>Measure Fire Hydrant</b>	<b>0</b>	<b>2</b>
<b>Plans Review</b>	<b>1</b>	<b>13</b>
<b>Pre-C/O</b>	<b>0</b>	<b>1</b>
<b>Pre-incident Survey</b>	<b>38</b>	<b>147</b>
<b>Sprinkler Final</b>	<b>0</b>	<b>0</b>
<b>Final/Occupancy</b>	<b>1</b>	<b>11</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  
December 2020**



	Month	YTD
<b>Participants</b>	<b>126</b>	<b>1505</b>
<b>Number of Events</b>	<b>7</b>	<b>28</b>
<b>Education Hrs.</b>	<b>6.5</b>	<b>38.5</b>

\*Most public education programs have been suspended due to COVID-19

**Social Media Statistics**

<b>Page Views</b>	<b>923</b>
<b>Page Likes</b>	<b>245</b>
<b>Post Reach</b>	<b>10,452</b>



**Public Works/Streets & Roads Division**

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Nov	20-Dec	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	850	887	4,883
Facility Maintenance	3494	2187	1,227	1,137	887.25	95	163	427
Fleet Maintenance	1034	514	282	380	422.5	36	43	237
Meeting/Training	502	510	517	400	457	25	15	109
Leave	1,253	576	613	810	823	138	115	589.4
Holiday	795	470	385	555	545	100	140	360
Overtime	508.5	488	414	311	152.75	12	10	162
Administrative	385	698	803	867	1153.25	134	203	879
Drainage Work (feet)	0	906	2749	10	0	0	0	546
Drainage Man Hours	0	1470	1045	170	14	0	0	587.28
Debris Removed Load	0	100	35	44	0	0	0	0
Sweeping Man Hours	0	18	13	0	0	0	0	0
Mowing Hours	0	22	175	219	221	0	0	259.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640		0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	18	28	63
Pothole Hours	0	759	734	1,181	831.5	17	30	226.25
R-O-W Hours	0	2835	2416	4,027	3044.5	302	195	1,180
Sign/Repaired	0	120	91	84	63	2	20	33
Sign Work Hours	0	289	179	234	109	8	11	41.5
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	7	25
Traffic Light Hours	0	0	65	20	158	0	0	44

**Sanitation Division**

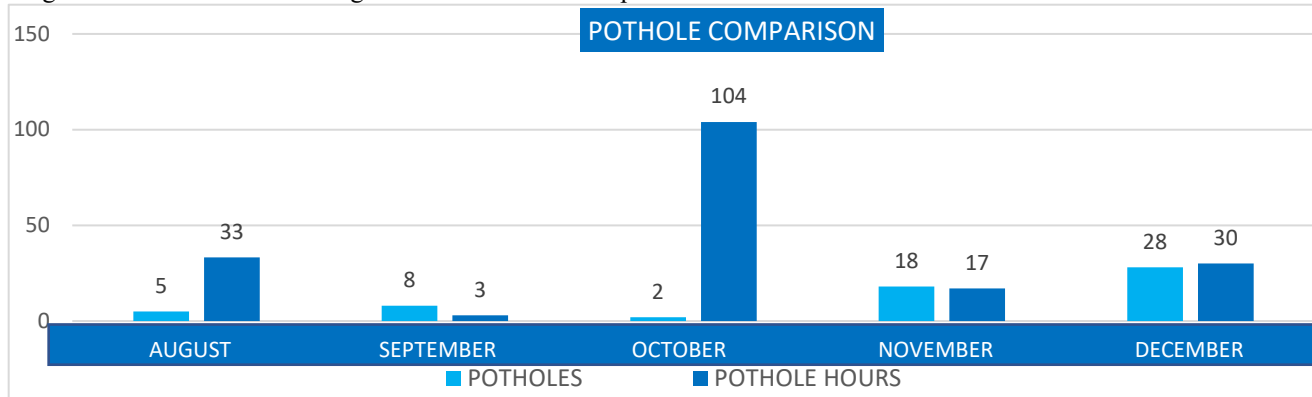
Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Nov	20-Dec	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	339	378.5	2,067
Facility Maintenance	3494	723	446	574	394.5	25	70.5	174
Fleet Maintenance	1034	488	445	331	294.5	19	35	139
Meeting/Training	502	265	130	135	127.5	7	1	33
Leave	1,253	428	700	476	336	50	20	300
Holiday	795	270	230	230	230	40	70	170
Overtime	508.5	119	4	12	39.5	2	6.5	8
Administrative	385	167	1	0	72.5	0	0	27
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	47	37	141
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	0

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Nov	20-Dec	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	453	372	3,120
Brush Truck Loads	459	551	522	578	584	46	45	289
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	912	944	2,941
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	90	105	666
Litter Pickup Bags	334	507	546	511	456	29	8	200
Litter Pickup Hours	1147	1132	985	957	892	45	16	379

**Public Services Department – Public Works Division  
November 2020**

**Pothole Comparison**

The purpose of this chart is to gauge the amount of time spent repairing potholes and the number of potholes repaired in that time frame. It is also going to be used to show how long it currently takes to repair potholes in comparison to how long it will take when the milling head is used to make repairs.



-The goal for this particular job task is 50 potholes per month. When this chart is completed each month consideration will be given to the size of the potholes i.e. a larger patch will count as one pothole but an additional chart will be constructed when larger patches are more prevalent. The prevalence of these “patch repairs” will be evident when the milling machine is used for repairs.

NOTE: As evident in the month of December, many more potholes have emerged and were in need of repair. The number of potholes in need of repair this month were 30, as these potholes were smaller and did not require much work it’s evident that the crew is spending just under 1 hour, on average per pothole. This is a direct reflection of being pro-active or immediately reactive in that many potholes are being repaired in an efficient and timely manner before they become larger and begin to negatively impact motorists.

**Pothole Complaint Response Time**

December 2020

According to Ordinance the Streets and Roads Department is required to respond to a pothole complaint within 24 business hours from the time the complaint is made until time a satisfactory repair is made.

NOTE: According to the Pothole Comparison bar graph, 28 potholes were repaired in the month of December, these potholes were repaired also within the 24 hour time frame, according to ordinance, by the Public Works Crew but not because it was reported to the department. These other potholes were repaired by the Public Works Crew performing “Pothole Patrol”, this means as they navigated throughout our streets they discovered the potholes and made repairs as necessary.

<b>STREET ADDRESS OF COMPLAINT</b>	<b>DATE COMPLAINT LOGGED</b>	<b>DATE COMPLAINT RESOLVED</b>	<b>ELAPSED TIME BEFORE REPAIR MADE</b>
7709 and 7728 Boyles Road	Thursday August 20, 2020 7:05AM	Monday August 24, 2020 2:30 PM	31 hours 25 minutes
101 Larkspur Court	Tuesday September 7, 2020 2:00PM	Wednesday September 8, 2020 8:30AM	17 hours 30 minutes
Near Bill Moss and Calista Road Intersection	Monday October 5, 2020 7:00 AM (internally logged by Isaiah Manfredi)	Wednesday October 13, 2020 4:30 PM	8 days and 10.5 hour
Citywide pothole response and repair.	Monday November 9, 2020 8:00AM (internally reported by Bobby Tidwell)	Monday November 9, 2020 12:30 PM	3 hours and 30 minutes
Springbrook Blvd. Intersection of Springbrook and SPC	Tuesday December 29, 2020 11:15AM (reported by local resident)	Tuesday December 29, 2020 2:30 PM	3 hours and 15 minutes

**Public Services Department – Public Works Division  
November 2020**

**December 2020 Monthly Work Log**

Tuesday 12-01-2020

- Installation of Christmas Lights / Target Solutions / Unloaded and delivered floor mats to gym.

Wednesday 12-02-2020

- Christmas Parade briefing / installed sign posts for parade signs / pothole repair

Thursday 12-03-2020

- Christmas Parade preparation (collected barricades and staged in appropriate locations).

Saturday 12-05-2020

- Traffic control and parade participation.

Monday 12-07-2020

- Collected barricades and cones from parade route / Joseph Ellis CDL Test / topsoil installation on Pleasant Grove Road.

Tuesday 12-08-2020

- Took down parade event signs / uninstalled salt boxes from trucks / retrieved sidearm mower after repairs completed / pre-cut Louise Drive in preparation for road repair

Wednesday 12-09-2020

- Proof-roll and sidewalk inspections at Parks Subdivision and Summerlin / Facility maintenance / pothole repair (Citywide).

Thursday 12-10-2020

- Repaired damaged area of roadway on Union Road. (Cut and removed bad areas and installed pug-milled base stone to create a more solid sub-base for the road.

Monday 12-14-2020

- Repaired a second damaged area of roadway on Union Road. (Cut and removed bad areas and installed pug-milled base stone to create a more solid sub-base for the road.

Tuesday 12-15-2020

- Provided traffic control for Wastewater on Sage Road and Cardinal Intersection / removed old sign box on 31 W near Millersville and began to add topsoil for new paver enclosure.

Wednesday 12-16-2020

- Provided traffic control for Wastewater on Sage Road and Cardinal Intersection / used bucket truck for decorative street lights in Villages of Indian Ridge.

Thursday 12-17-2020

- Cut and removed asphalt and inadequate sub-base on Louise Drive and replaced with pug-milled base stone.

Monday 12-21-2020

- Repaired low spots in pug-milled base stone on Union Road / Picked up LED light heads for Madeline Way and Flasher Load Switches for Hester Drive and SR 76 Intersection and stock.

Tuesday 12-22-2020

- Installed Neighborhood Watch Signs on Christian Drive and Speed Limit Signs on Highland Drive / Fleet maintenance and oil change in unit #200 and unit #1326 / Proof-roll at Parks Subdivision.

Wednesday 12-23-2020

- 5 hours troubleshooting Decorative Street Lights on Madeline Way / 5 hours Holiday

Thursday 12-24-2020

- Holiday

Monday 12-28-2020

- Holiday

Tuesday 12-29-2020

- Facility maintenance / picked up CAT equipment keys / pothole repair / installed 5 signs (Bump ahead signs at Cranor Drive).

Wednesday 12-30-2020

- Facility maintenance / Re-installed side-arm mowing attachment to tractor / picked part for chainsaw

Thursday 12-31-2020

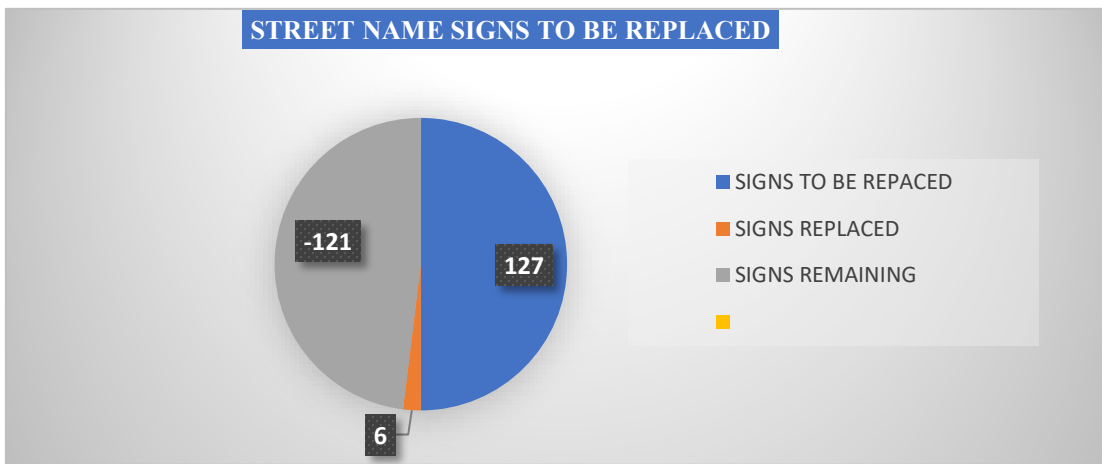
- Holiday

**Public Services Department – Public Works Division  
November 2020**

<b>Subdivision Decorative Light LED Retrofit Project</b>			
<b>UPDATED SEPTEMBER 8, 2020</b>	<b>TOTAL LAMPS</b>	<b>TOTAL RETROFIT COMPLETED</b>	<b>TOTAL RETROFIT TO BE COMPLETED</b>
<b>High Mast Lights – I-65 Ramps</b>	<b>6</b>	<b>6</b>	<b>0</b>
<b>Briarwood Subdivision</b>	<b>5</b>	<b>1</b>	<b>1</b>
<b>Bridle Creek Subdivision</b>	<b>7</b>	<b>3</b>	<b>4</b>
<b>Business Park Drive</b>	<b>7</b>	<b>7</b>	<b>0</b>
<b>Hampton Village Subdivision</b>	<b>24</b>	<b>17</b>	<b>7</b>
<b>Heritage Trace Subdivision</b>	<b>5</b>	<b>5</b>	<b>0</b>
<b>Holly Tree Subdivision</b>	<b>44</b>	<b>44</b>	<b>0</b>
<b>Madeline Way</b>	<b>7</b>	<b>7</b>	<b>0</b>
<b>Magnolia Village Subdivision</b>	<b>27</b>	<b>16</b>	<b>9</b>
<b>Sumner Crossing Subdivision</b>	<b>21</b>	<b>12</b>	<b>9</b>
<b>Villages of Indian Ridge</b>	<b>11</b>	<b>0</b>	<b>11</b>
<b>Spring Brook Blvd</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Baylee Ct</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Totals:</b>	<b>166</b>	<b>125</b>	<b>41</b>

NOTE: No retrofits completed as we await arrival of new style heads for Villages of Indian Ridge.

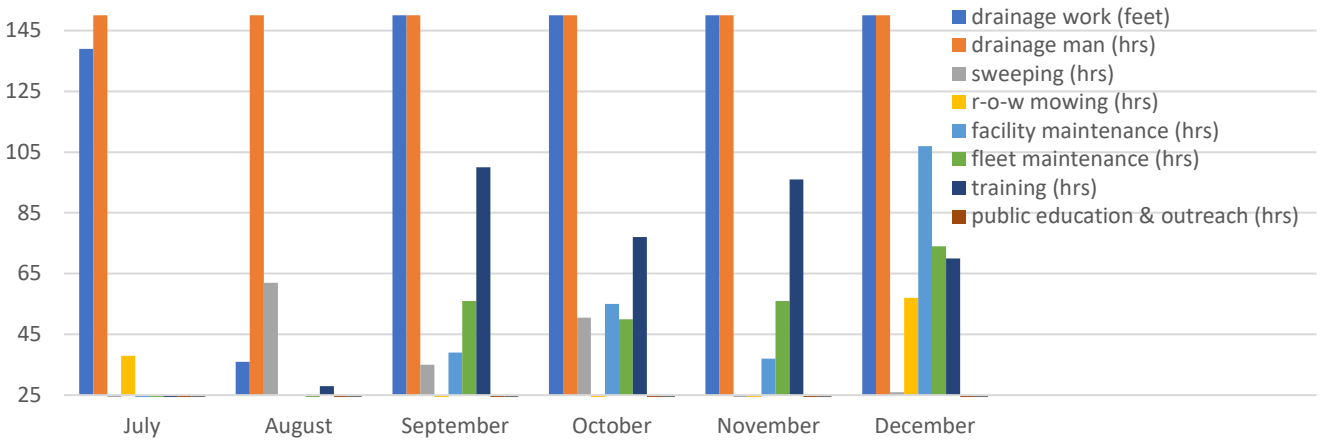
**Street Name Sign MUTCD Compliance List**  
 The purpose of this list is to track the updating and bringing into compliance The City of White House’s street name signs with the current requirements the Manual on Uniform Traffic Control Devices (MUTCD) Standards.



NOTE: Signs that were replaced in the month of December were due to damage and not associated with the application of this particular job task. January will reflect the replacement of these signs.

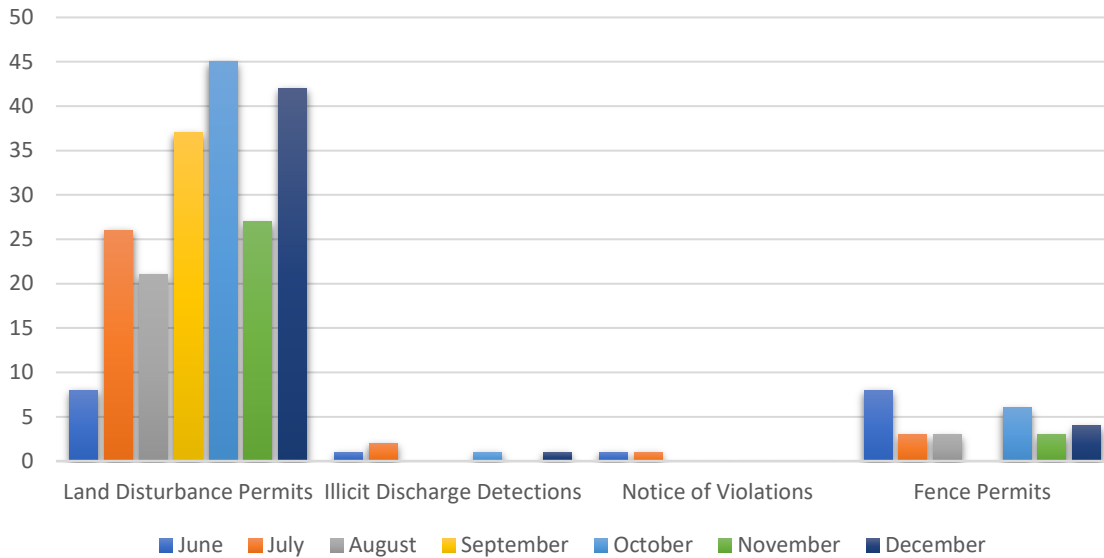
**Public Services Department – Stormwater Division  
December 2020**

**Table 1: Stormwater Maintenance**



**Table 1:** Adequate stormwater management can result in a reduction in flooding, property damage, excessive soil erosion, degraded open space, and unacceptable water quality. 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: Compliance and Enforcement**



**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 and/or industrial facilities.

**Public Services Department – Stormwater Division  
December 2020**

**Stormwater Project List**

Our objective is to establish and maintain a proactive approach to minimize any potential for localized flooding within City limits. This includes but is not limited to ditch maintenance. In addition, a large part of this objective is to respond to citizen complaints in a timely manner.

Below are the departments top priorities and work summaries:

<i>Address</i>	<i>Scope of Work</i>	<i>Status</i>	<i>Notes</i>
<b>318 Walnut Ct.</b>	Work Order: 113020006 The pipe downstream from the culvert was undersized and restricting the flow rate causing the back flow. A swale was cut in on the left of the property from the driveway culvert to the wet weather conveyance, operating in the designated easement associated with this parcel. Soil was excavated and used to backfill depressions in the homeowner's yard. Site was stabilized with 4 rolls of double net straw matting and 1 bale of straw.	Work Order: 113020006  Complete	
<b>120 Strassle Dr.</b>	Failing Infrastructure (concrete box and a 20' section of the 24" pipe) was replaced and tightly sealed with sections of 6 oz geotextile fabric around the joints to ensure that soil could not enter and undermine the new system. The pipe and structures were bedded with 3/4"stone and backfilled for support with soil to existing grade. The site was stabilized with contractor blend seed and mulched with 5 bales of straw and 1 roll of straw matting.	W/O # 072820006:  Complete	
<b>212 Hillwood Dr.</b>	8ft of concrete was installed to extend driveway culvert to convey runoff away from residence along designated pathway.	WO#-113020008  Complete	

**STREET SWEEPER**

Monthly Time Log

<b>Date</b>	<b>Time (Hrs)</b>	<b>Mileage</b>	<b>Tons</b>	<b>Streets</b>
12/02/20	4	10	7	Highway 31W & Raymond Hirsch
12/03/20	7	23	11	Highway 76 & Parade Route, Industrial Dr.
12/22/20	4	12	9	Northwoods Subdivision, City Hall
<b>Totals:</b>	15	45	27	

**Public Services Department – Stormwater Division  
December 2020**

Stormwater Division

<b>Total Hours Worked</b>	<b>FY 15/16</b>	<b>FY 19/20</b>	<b>31- Oct</b>	<b>30- Nov</b>	<b>31- Dec</b>	<b>YTD 20/21</b>
<b>Stormwater</b>	5,744	7,204	848	819	982	5,846
<b>Work Orders</b>	0	69	15	13	11	79
<b>Overtime</b>	508.5	262	0	0	26	108
<b>Facility Maintenance</b>	3,494	638	55	37	107	267
<b>Fleet Maintenance</b>	1,034	314	50	56	74	272
<b>Administrative</b>	385	1,138	108	96	116	854
<b>Drainage Work (feet)</b>	0	3,988	367	413	545	1,950
<b>Drainage Man Hours</b>	0	1,371	178	192	228	1,700
<b>Debris Removed Load</b>	0	188	9	10	6	152
<b>Sweeping Man Hours</b>	0	309	51	24	26	152
<b>Mowing Hours</b>	0	102	0	0	0	3
<b>R-O-W Hours</b>	0	1,506	12	1	57	108
<b>Shoulder/Curb Hrs</b>	0	0	1	0	0	40

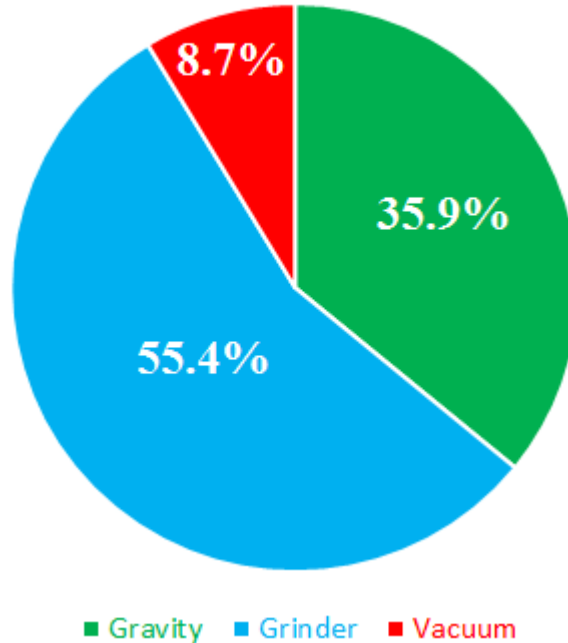
**Public Services Department - Wastewater Division  
December 2020**

**Collections System Activities:**

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, and vacuum services. As of December 31<sup>st</sup>, 2020, City personnel count a total of **5,363** sewer system connections. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>1,926</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,972</b>
<b>Vacuum Connections</b>	<b>465</b>

**Sewer Service Types**



The City counts **109** commercial grinder stations, **2,863** residential grinder stations, and 26 major lift stations integrated into our system.

**811 Utility Locate Service:**

**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.

<u>Line Marking</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>December 2020</u>	<u>YTD</u>
Tennessee 811	1,691	1,670	1849	2315	2680		220	1,039

**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.



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

<u>Lift Station Location</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<b>Dec 2020</b>	<b>YTD</b>
North Palmers Chapel	35	22	23	8	3		<b>0</b>	<b>0</b>
Calista Road	24	55	13	4	2		<b>0</b>	<b>1</b>
Wilkinson Lane	0	8	4	1	3		<b>0</b>	<b>0</b>
Portland Road	1	1	4	1	0		<b>0</b>	<b>0</b>
Cope's Crossing	4	17	15	7	8		<b>0</b>	<b>4</b>
Union Road	91	8	17	6	6		<b>0</b>	<b>4</b>
Meadowlark Drive	1	11	6	4	2		<b>0</b>	<b>0</b>
Highway 76 (Springfield)	0	1	0	1	1		<b>0</b>	<b>0</b>
Cambria Drive	1	0	0	1	4		<b>0</b>	<b>1</b>
Sage Road (Hester)	0	7	2	0	1		<b>0</b>	<b>0</b>
Kensington Green	n/a	n/a	n/a	n/a	1		<b>0</b>	<b>0</b>
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		<b>n/a</b>	<b>n/a</b>
Settler's Ridge	0	0	1	1	1		<b>0</b>	<b>0</b>
Summerlin	0	0	0	2	5		<b>0</b>	<b>20</b>
Heritage High School	0	22	0	2	1		<b>0</b>	<b>0</b>
Loves Truck Stop	n/a	n/a	n/a	n/a	0		<b>0</b>	<b>0</b>
Concord Springs	n/a	n/a	n/a	n/a	0		<b>0</b>	<b>0</b>
Parks Temporary	n/a	n/a	n/a	n/a	0		<b>0</b>	<b>0</b>
Treatment Plant	0	1	6	4	6		<b>0</b>	<b>3</b>

**Alarms** –

We had no lift station or plant alarms in the month of December.

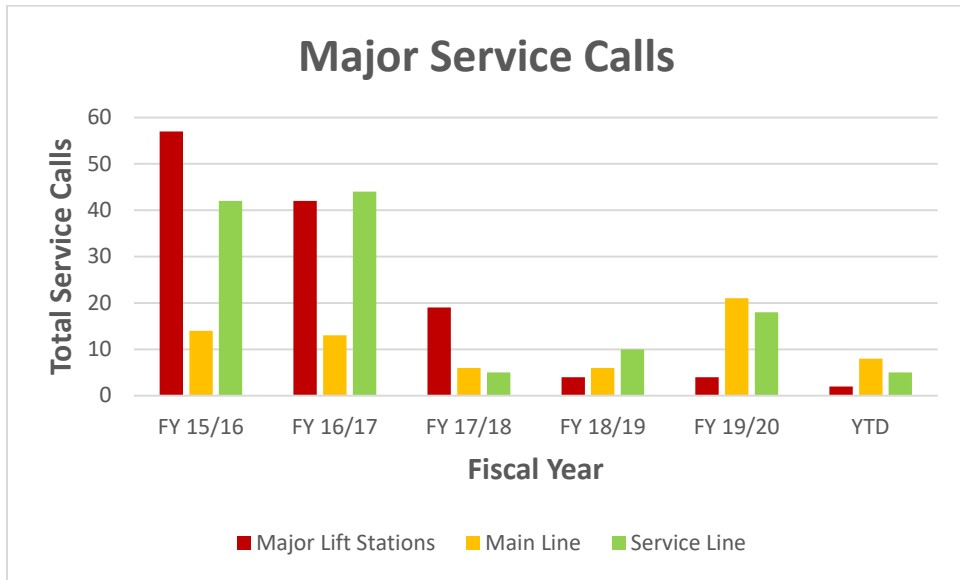
**System Repair Goals:**

The goal is to minimize failures with the major lift stations and the mainline gravity, low-pressure and high-pressure force-mains and the air-vacuum systems. Key personnel have been trained over the last three (3) 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 the lift stations are either at or near their anticipated 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. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

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

<b>Repairs</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>		<b>Dec 2020</b>	<b>YTD</b>
Major Lift Stations	57	42	19	4	4		0	2
Main Line	14	13	6	6	21		2	8
Service Line	42	44	5	10	18		2	5



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 corrective action requirements for 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, which has not yet been completed.**
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. **The Concord Springs Lift Station was conditionally accepted by the City on 07-24-2020, with the agreement that the Contractor/Developer would complete installation of the privacy slats in the station fence, as well make satisfactory repairs to the station’s access road by or before January 24<sup>th</sup>, 2021 (initial repairs were evaluated on 12-03-2020 and deemed inadequate). We are waiting on the drive to be repaired. There is an issue with the pressure gauge sending an alarm every time the pumps run. This is not causing any issues with performance, and the gauge is being replaced under warranty. Replacement of the pressure sensor has not taken place at this time. Southern Sales is having difficulties acquiring the part from Gorman Rupp.**
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 permanent station is ready for shipment to the site, and awaiting installation of the new 10” force-main before delivery. Caleb Fuqua has agreed to hold the installation of the new station until the 10” force main is operational, due to force-main pressure/flow concerns. According to Mr. Fuqua, this force-main is planned for completion in February-March 2021.**
4. **Wilkinson Lane Station** – Station is running on both pumps. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails again. This will be the 4<sup>th</sup> time this station has had to be re-piped, so we have chosen a ridged, yet flexible pipe.

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

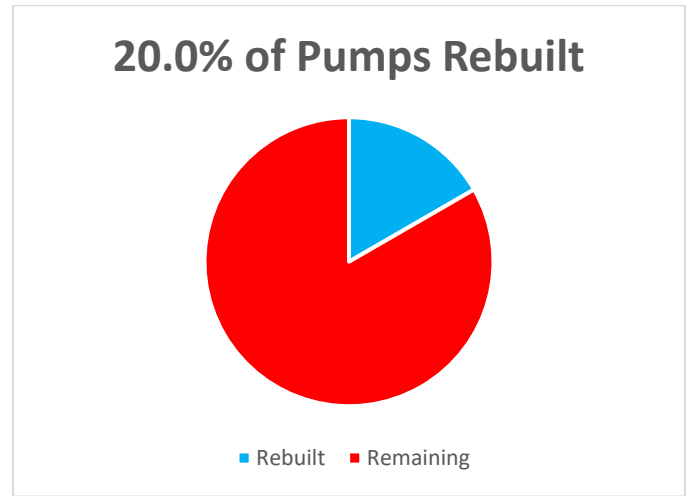
5. **Sewer Model Update** – The Sewer Model Update being conducted by Jacobs Engineering remains underway. The model has been completed on the Southern Force-Main, with Jacobs shifting to final data acquisition and testing of the Northern Force-Main and Western Force-Main. Jacobs has also expressed that they are ready to move into the Master Plan Update stage of the project, which can begin concurrently with the Model Updates to the Northern and Western mains. **Completed Model Update for the Southern Force-Main and Copes Crossing lift-station has revealed that they have exceeded their designed capacity, and will need to be upsized (or have existing flow removed) to accommodate further development on the southern and eastern sides of town. Additionally, the Meadowlark and Union lift stations have reached their wet-weather capacities. Crews have identified sources of infiltration and inflow (“I&I”) and are working to resolve, beginning with Meadowlark station. We are working with Jacobs on final data acquisition for the Northern and Western force-mains for the Model Update, and Jacobs has been given the notice to proceed for the Master Plan Update.**
6. **Septic to Sewer Conversions** – The City continues to make progress on septic to sewer conversions. Two (2) conversions on Calista Rd have been completed in 2020. An additional eight (8) addresses have been approved by the Board to be added to the approved list of septic-to-sewer conversion projects. **In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target six (6) projects on Union Rd and one (1) project near the intersection of 31W and Magnolia Blvd for the 2020/2021 fiscal year.**

<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>FY 19/20</u>		<b>Dec 2020</b>	<b>YTD</b>
<b>Vacuum System Service Request</b>	87	172	143	112	82		<b>2</b>	<b>24</b>
<b>Gravity Service Request</b>	5	12	0	10	13		<b>1</b>	<b>4</b>
<b>Low Pressure Service Request</b>	530	716	621	728	770		<b>73</b>	<b>329</b>
<b>Total Pumps Replaced</b>	313	338	401	361	449		<b>37</b>	<b>215</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	n/a	n/a	n/a		<b>0</b>	<b>25</b>
<b>Grinder Tank PM Program</b>	n/a	58	63	358	267		<b>18</b>	<b>146</b>
<b>Inspection for New Service</b>	36	23	54	103	226		<b>43</b>	<b>188</b>
<b>Final Inspection for New Service</b>	37	55	56	62	110		<b>22</b>	<b>89</b>
<b>Sanitary Sewer Overflow (SSO)</b>	6	9	1	3	49		<b>2</b>	<b>6</b>
<b>Odor Complaints</b>	16	17	28	43	43		<b>3</b>	<b>23</b>

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

**Pump Rebuilds:**

The capital outlay budget was designed for a total purchase of 275 new E-One grinder pumps for the 2020/2021 Fiscal Year. However, the City estimates that a minimum of 425 pumps will be needed to meet all the service call requests for the year. To supplement the amount of pumps on-hand, the department will focus on steady rebuilding throughout the year. The goal is to rebuild 3 pumps per week, on average, for a total of 150 extra pumps throughout the year.



**Treatment System Activities:**

**Wastewater Treatment Plant Goals:**

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>Sept - 20</u>	<u>Oct - 20</u>	<u>Nov - 20</u>	<u>Dec - 20</u>	
<b>Flow – To Creek</b>	0.427 MGD	0.563 MGD	0.645 MGD	0.703 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.102 MGD	0.077 MGD	0.0 MGD	0.00 MGD	
<b>Total Flow Through Plant</b>	0.529 MGD	0.640 MGD	0.645 MDG	0.703 MGD	
<b>Capacity</b>	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MDG	
<b>% of Plant Throughput</b>	37.8%	45.7%	46.1%	50.2%	(0.703 MGD) / (1.40 MGD)
<b>Actual Capacity</b>	1.12 MGD	1.12 MGD	1.12 MGD	1.12 MDG	(1.4 MGD x 80%)
<b>% of Allocated Capacity</b>	47.2%	57.1%	57.6%	58.6%	(0.703 MGD) / (1.12 MGD)
<b>Rainfall</b>	2.60”	4.16”	3.48”	4.69”	

<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>FY 19/20</u>	<u>December 2020</u>	<u>YTD</u>
<b>Violations</b>	1	7	7	13	7	12	2	20

- Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility. The City has consulted with vendors to discuss potential chemical treatment options for phosphorous, and have completed jar-testing of potential options. The next step will be determining a feasible injection point for the chemical additive. The retest of C. Dubia (water flea) portion of the Whole Effluent Toxicity (WET) failed. We are currently under a TIE/TRE test as dictated by our NPDES permit. This test is designed to determine what substance, or combination of substances, is interfering with the C. Dubia’s ability to reproduce.

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

2. **TDEC Order and Assessment:** On July 15<sup>th</sup> TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29<sup>th</sup>, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>.**

- **City submitted Fiscal Sustainability Plan Certification Letter to TLDA (05-06-2020).**
- **Financial Sufficiency Review completed for SRF Loan to fund WWTP expansion project (05-26-2020).**
- **City advertised for SRF Loan Public Meeting (began 08-03-2020).**
- **City hosted SRF Loan Public Meeting (08-19-2020).**
- **City submitted minutes of SRF Loan Public Meeting to TLDA for approval following Public Meeting.**
- **TLDA has released Finding of No Significant Impact (FNSI) to City (received 09-17-2020).**
- **City BMA to approved resolution to apply for SRF Loan.**
- **City triggered to begin 2-week period to address FNSI Public Comments (comment period has expired with no comments submitted).**
- **TLDA triggered to approve the Facilities Plan (approval has been issued).**
- **City submitted SRF Loan Application packet (11-11-2020).**
- **TLDA has approved SRF Loan Application (late December).**
- **City submits Performance Standards Summary to TDEC for final approval (early-January).**
- **TDEC provides final approval of Performance Standards Summary (anticipated mid-January).**
- **City begins 6-week advertisement period for Construction Bids for WWTP (anticipated mid-January).**
- **City submits completed Fiscal Sustainability Plan to TDEC (anticipated mid-January).**
- **City begins review process for Construction Bids for WWTP (anticipated late-February).**
- **City selects winning bid following review process (anticipated early-March).**
- **City begins advertisement of winning bid for City Board Meeting agenda (anticipated early-March).**
- **City Board of Mayor and Aldermen vote to approve winning bid (anticipated late-March).**
- **City submits winning bid to TLDA for approval (anticipated late-March).**
- **TLDA approves winning bid (anticipated mid-April).**
- **City notifies bid winner, contract executed (anticipated late-April to early-May).**
- **City issues Notice To Proceed (anticipated mid-May).**

3. **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 25 gallons per day at the Old Tyree lift station.**

**We are currently looking at alternative processes for H2S control in this area. With all that has been added to the Copes Crossing lift station, ferric sulfate is no longer working as well for odor control.**

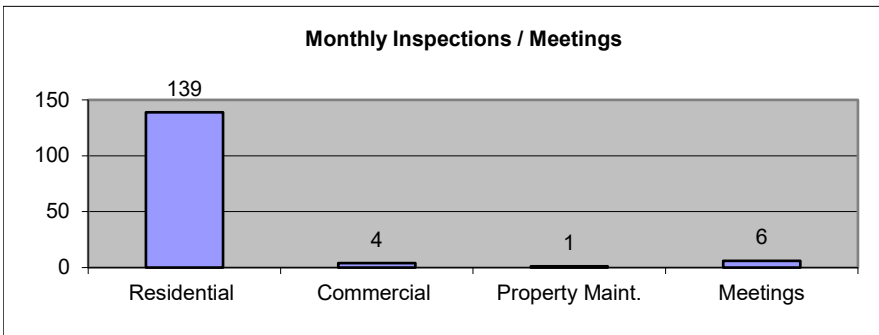
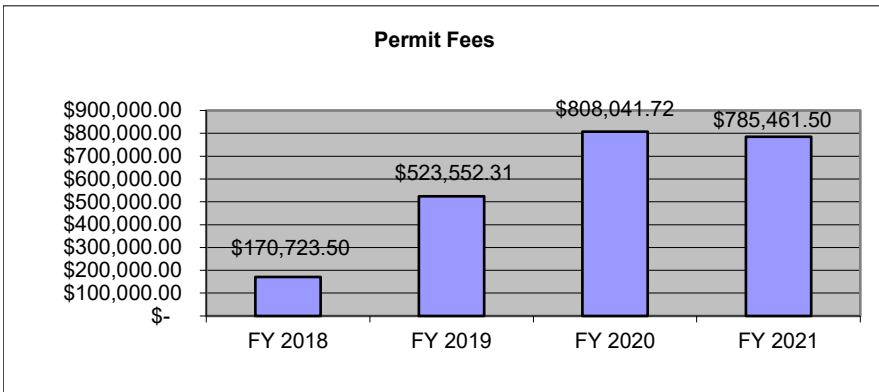
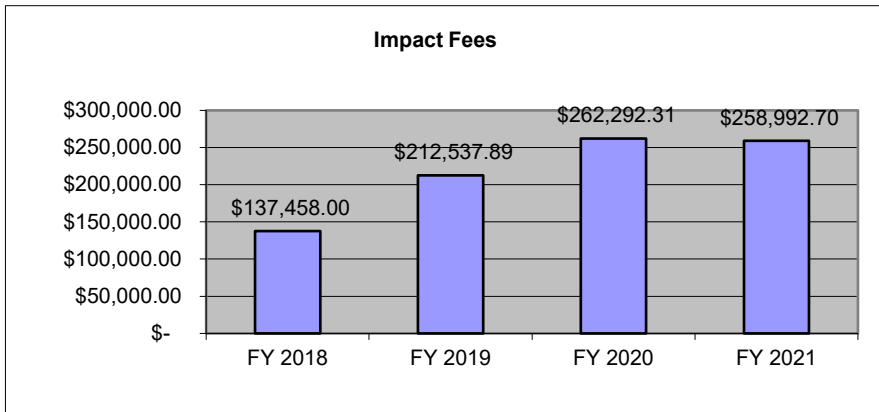
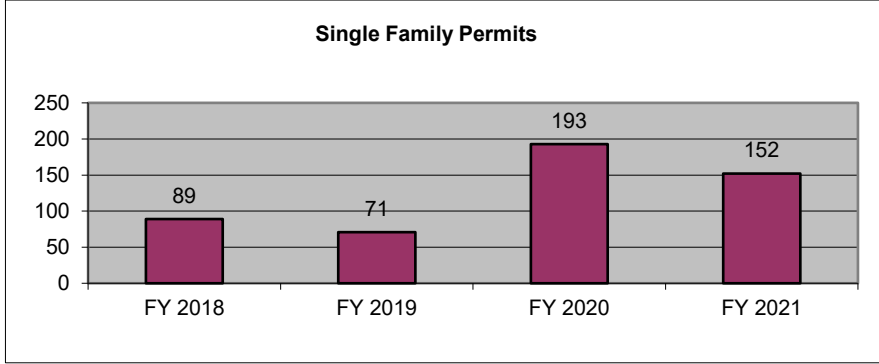
4. **Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly.

The PAA feed rate is operating at a constant **3.00** parts per million (ppm). The average residual was **0.23** PPM with a max residual of **0.31** PPM. **Last month the feed rate was 3.00 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 **29.8 CFU’s** which is well below the limit. **Last month the average was 33.2.**

**Planning and Codes Department  
DECEMBER 2020**



**Planning and Codes Department  
DECEMBER 2020**

	Month	FY2021	FY2020	FY2019	FY2018
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	6	39	69	66	69
Construction Appeals	0	0	0	0	1
Zoning Appeals	0	4	5	6	7
Tech. Review/Study Session	1	1	2	0	1
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	23	152	193	71	89
Multi-Family Residential	0	0	0	13	5
Other Residential	4	40	91	93	238
New Commercial	0	2	6	3	3
New Industrial	0	2	0	1	0
Other Com/Ind	1	12	23	33	31
Sign	1	6	14	25	24
Occupancy Permits		21	14	25	24
Commercial Certificate of Occupancy-					
Other	1	1	12	3	14
<b>BUILDING INSPECTIONS</b>					
Residential	139	1010	2858	2411	1112
Hours	5	406	699.58	414.98	383.59
Commercial /Industrial	4	56	110	179	165
Hours	2.5	22.93	12.83	179	165
<b>CODE ENFORCEMENT</b>					
Total Cases	1	68	330	179	165
Hours	0.5	27.75	70.24	86.75	75.17
Complaints Received	1	21	116	98	132
<b>MEETINGS</b>					
Administration	4	32	58	68	51
Hours	6	55	38.26	103.67	101
Planning	2	29	76	135	73
Hours	3	37.75	96.58	155.5	86.82
Codes	0	5	28	35	27
Hours	0	3	37.85	40.16	18.67
<b>FEES</b>					
Permit Fees	\$210,706.10	\$ 785,461.50	\$ 808,041.72	\$ 523,552.31	\$170,723.50
Board Review Fees	\$2,150.00	\$ 77,700.00	\$ 11,000.00	\$ 3,750.00	\$4,683.00
City Impact Fee	<b>\$127,613.70</b>	<b>\$ 258,992.70</b>	<b>\$ 262,292.31</b>	<b>\$ 212,537.89</b>	<b>\$137,458.00</b>
Roads	\$59,373.00	\$ 125,746.00	\$ 77,860.90	\$ 98,885.80	\$112,424.58
Parks	\$9,108.00	\$ 56,232.00	\$ 74,646.00	\$ 23,140.00	\$ 10,163.90
Police	\$35,622.90	\$ 78,213.90	\$ 59,096.30	\$ 11,704.30	\$ 8,971.20
Fire	\$23,509.80	\$ 51,577.80	\$ 36,749.61	\$ 23,344.29	\$ 5,963.72
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 15	\$ 3,790,398.24	\$3,374,092.67	\$1,633,984.00	\$922,141.63	\$573,840.00
Builders Bonds	0.00	\$ -	\$ 18,000.00	\$ 69,366.43	\$45,366.43
Workings Days in Month	15	17	17	16	15

## Parks, Recreation, & Cultural Arts Department Monthly Report December 2020

### Summary of Month's Activities

December is always one of the slower months with the holidays and everyone starting to do everything indoors but we were still able to accomplish quite a bit this month.

We were able to get back going on the maintenance shop this month. They have started preparing for painting and flooring. They've also started moving equipment and furniture and everything in preparation to move into the building soon and even created a break area already. Additionally, they removed the old office out of the old building, which created more space in there for extra storage of our equipment. The building is really starting to take shape now that we have been able to get back on it. Pictures of the progress are below:



Design work on the Soccer Complex renovation project has continued. Again, the current plan is to try and get a brand new soccer field for the complex and have it lit. We would also like to include adding lighting to the remaining fields that aren't completely lit yet (Fields 1, 3 and 4) and possibly change them to LED, if the money is there.

The LPRF Grant application process has been completed. Now we will just await word on that. Again, this is for the second phase of this project which includes installing a large parking lot on the front of the property and extending the parking lot on the backside as well as sidewalks and lighting.

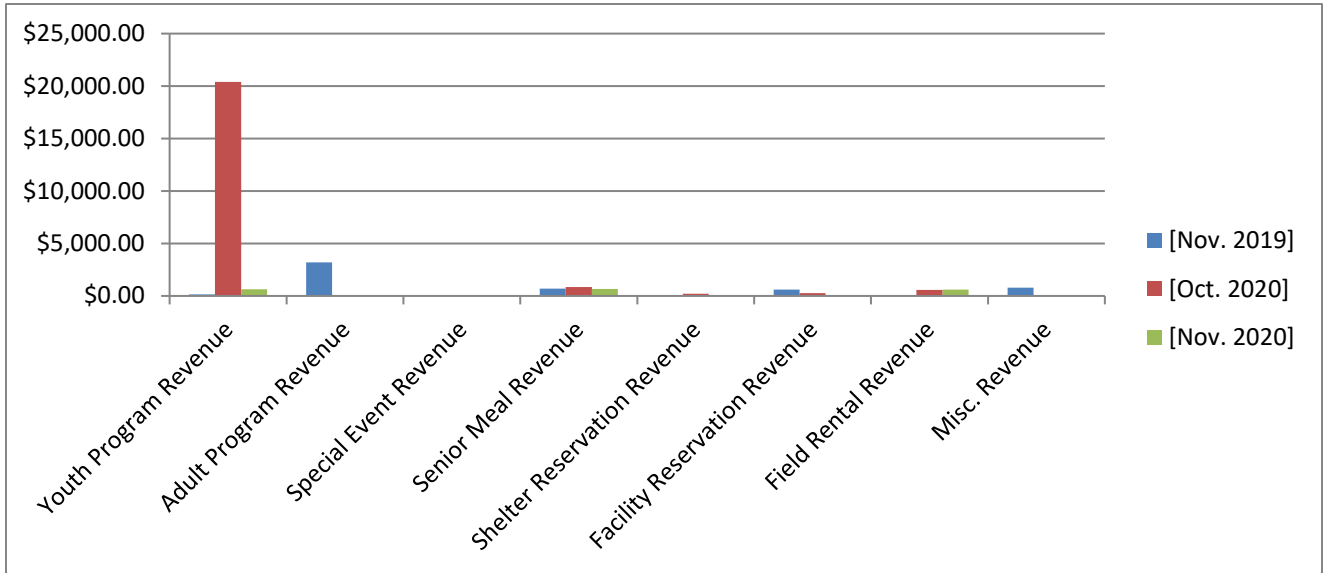
Not much was accomplished at the Dog Park this month. We are still in the process of trying to get a hole dug for the foundation for the shade structure. Once that is done we will begin the installation process and then we will almost be wrapped up with the second phase of the Dog Park project. We still lack some dirt work to be done and to finish up the tubes.

Other CIP projects this year include: paving the Greenway, buying a new Skid Loader (will be ordered next month), and a new Columbarium for the Cemetery (currently on order).

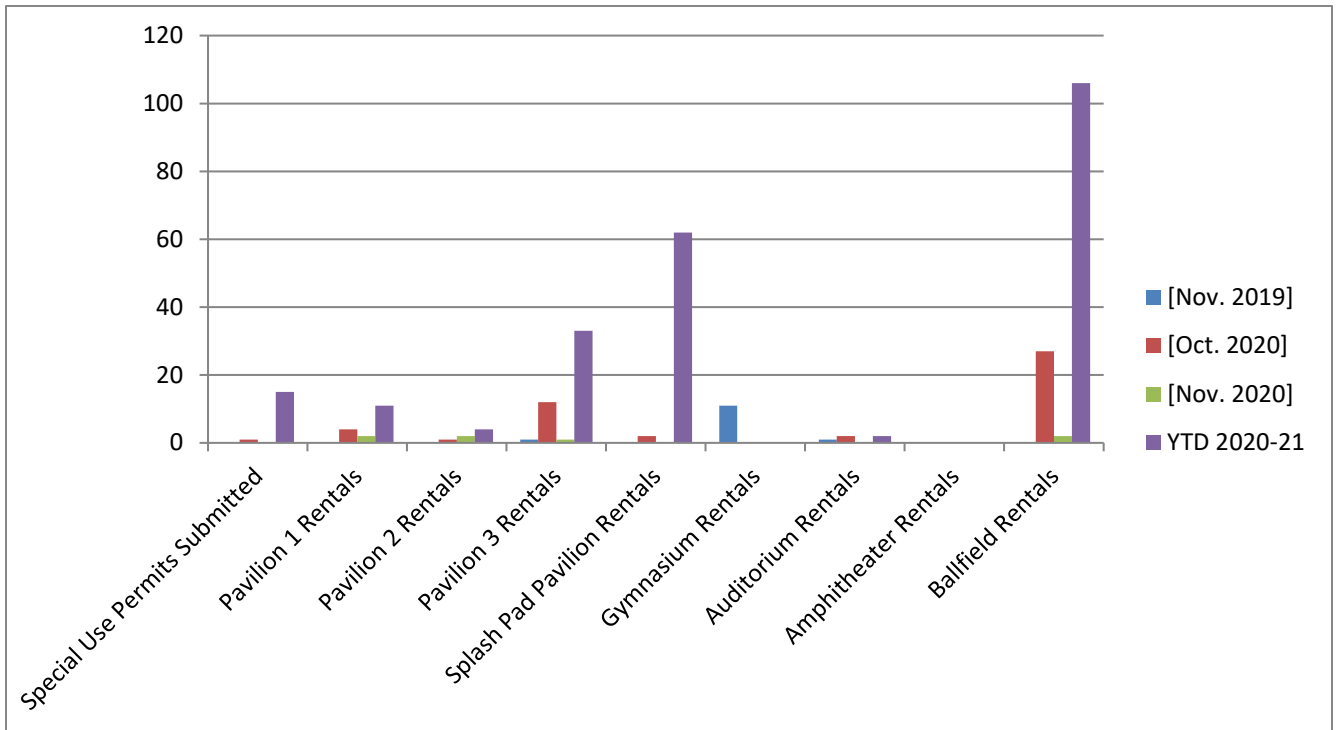


**Parks, Recreation, & Cultural Arts Department  
Monthly Report December 2020**

*Revenues*



*Facility Usage*



**Parks, Recreation, & Cultural Arts Department  
Monthly Report December 2020**

**Recreation**

Unfortunately, the Assistant Director came in contact with a family member who had the coronavirus and got sick themselves. They were out of the office for two weeks and missed some of our December events.

The White House Christmas Parade happened on December 5<sup>th</sup> at 1pm. Dr. Kumar was unable to attend as our Grand Marshall. Plaques were given out to Long Hollow Baptist Church for first place, Temple Church for second place, and Northridge Church for third place.



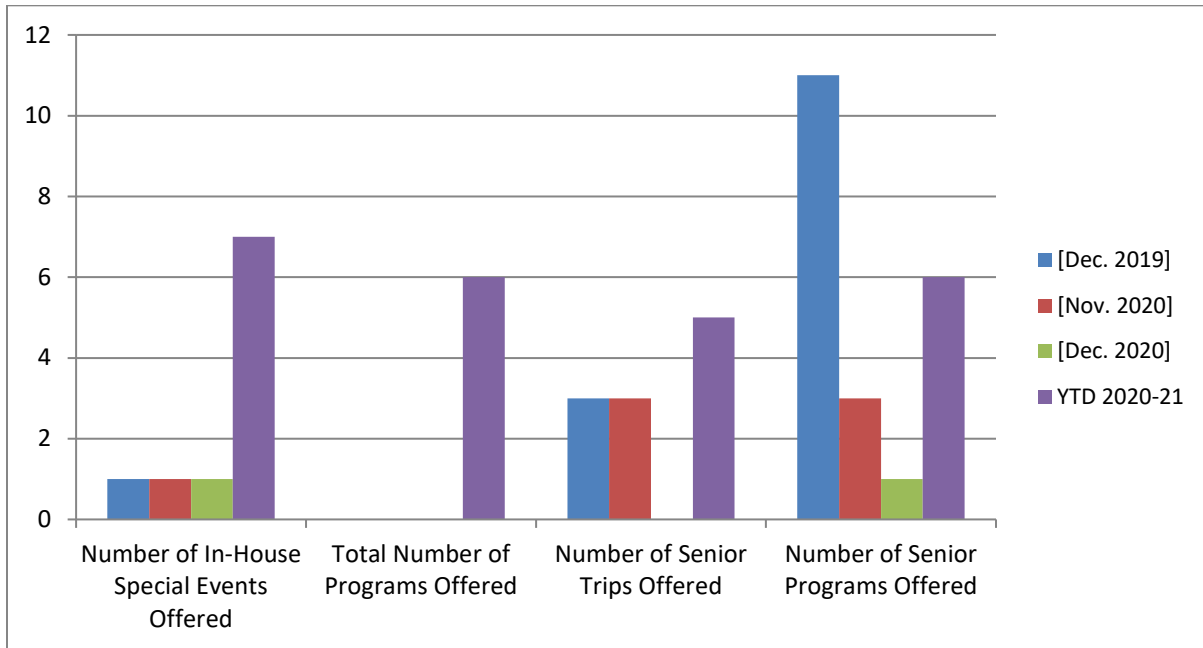
Basketball practiced during the month of December in preparation for games to begin on December 14. The decision was made to postpone basketball until after the new year with Robertson/Sumner County schools choosing to go to remote learning before Winter Break. We will resume the season when it is deemed acceptable to return to sports. All uniforms have been ordered and picked up for the season and equipment has been ordered and awaiting pickup. Background checks for coaches have been completed in our league with no issues to report.

The floor covering for the gym was delivered and put down for our annual Christmas lunch this year. Members of the Park's staff were able to get it unrolled and taped down prior to the meal.

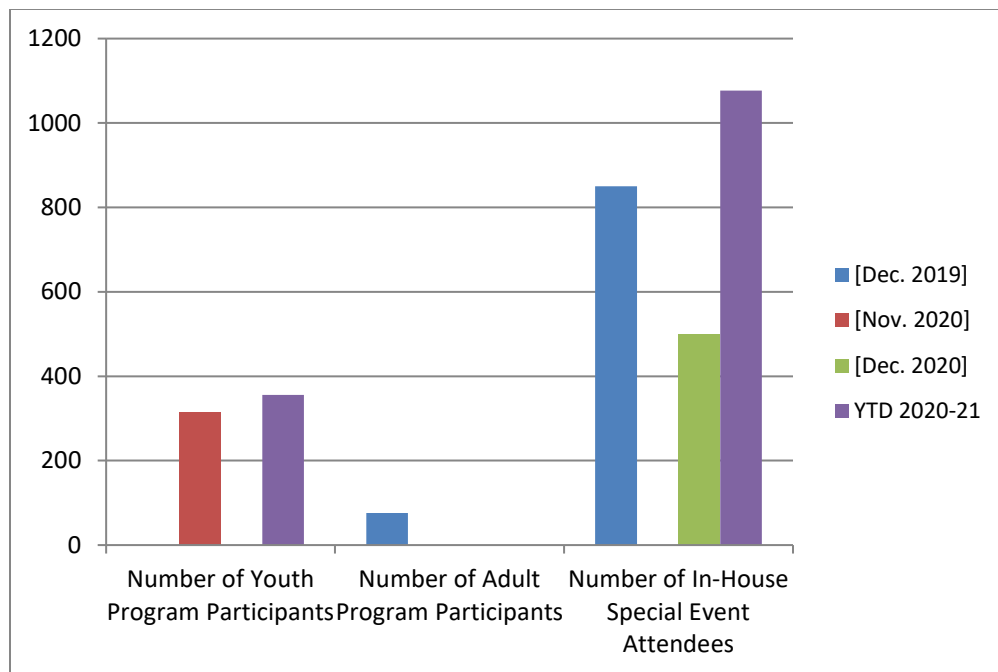
Upcoming sports such as Baseball, Challenger Baseball, Softball, and Girls' Volleyball will be decided once it is safe to resume sports.

**Parks, Recreation, & Cultural Arts Department  
Monthly Report December 2020**

*Programming Opportunities*



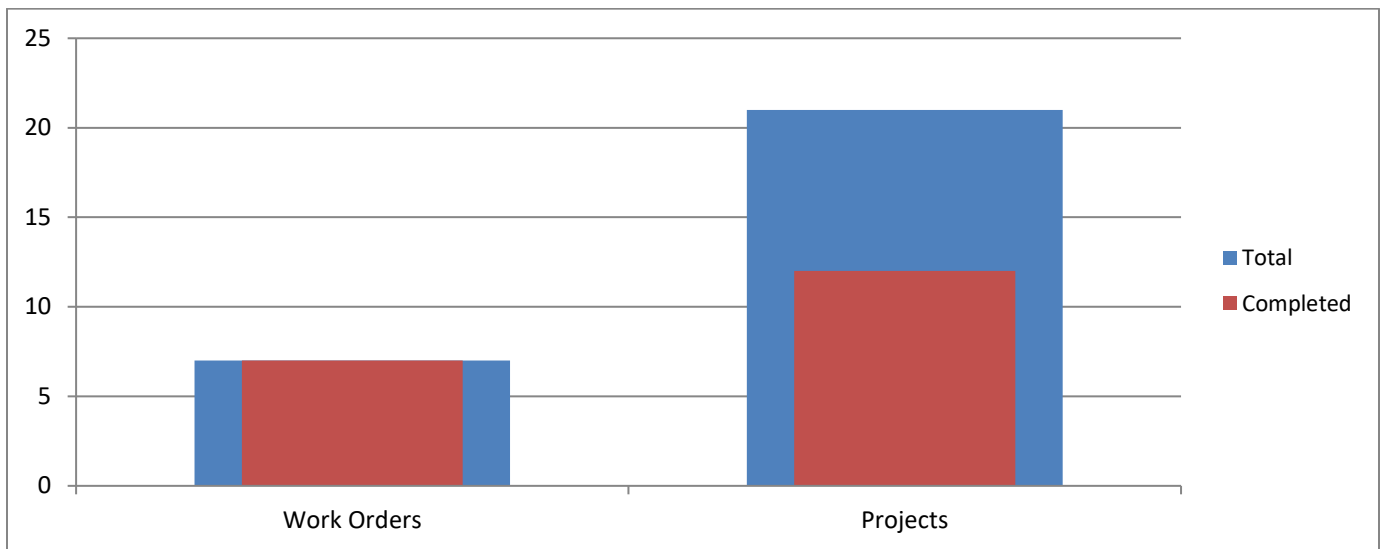
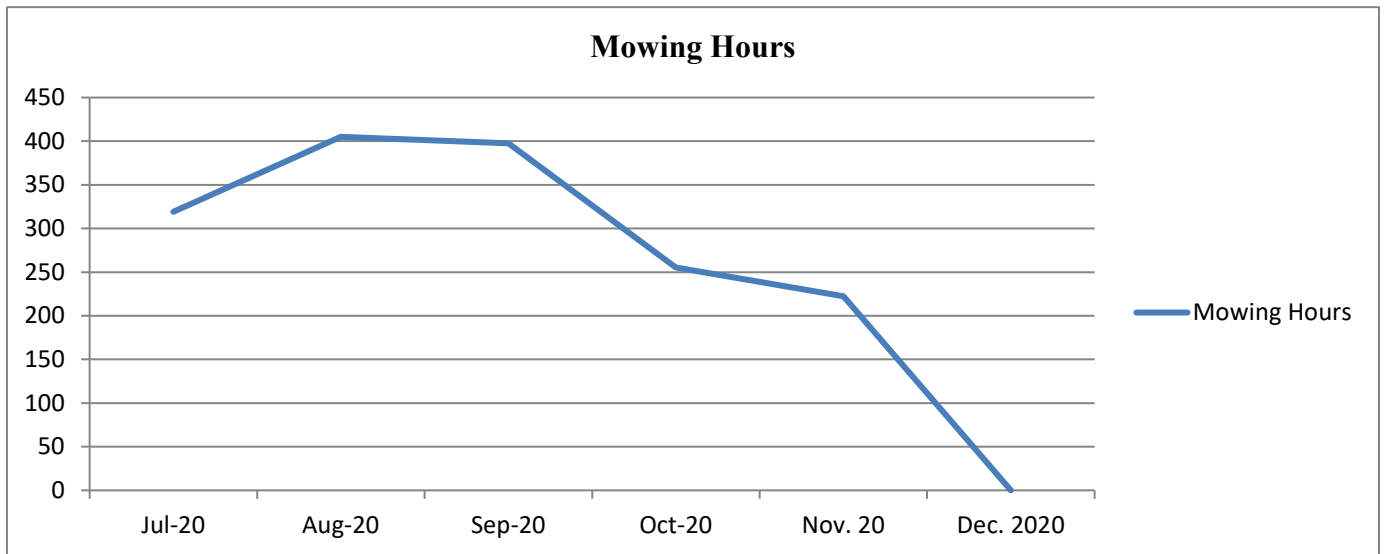
*Programming Attendance*



**Parks, Recreation, & Cultural Arts Department  
Monthly Report December 2020**

**Maintenance**

- Began taping and mudding the new shop
- Began moving into the new shop
- Wired up the new water heater
- Did extensive cleaning/purging of the outside area around the shop/prepping for the move
- Tore out the office in the old shop
- Purged the old shop of all the junk that we could find
- Rewired the light switch and the lights in the old shop
- Mended graves
- Dug and poured foundations at the cemetery



**Parks, Recreation, & Cultural Arts Department  
Monthly Report December 2020**

**Museum**

**Volunteers**

Volunteers helped add some new items to tool and Civil War displays. Also, volunteers participated in the Christmas parade. For the month of December, the Museum volunteers worked for a total of 16 hours.

**Exhibits**

The 19<sup>th</sup> Amendment/Women's Suffrage display will run until the end of March 2020.

**Tours at Museum**

A few walk-through tours have been provided.

**Christmas Parade**

The Museum's float represented essential workers of the past with costumes from fire department, EMT, sheriff and nurse.



**Gifted Donations**

December 1 – Terry Palmer gifted items for the general store display. 3 empty boxes of cartridges, 1 empty box Williams Shave Soap, 1 obsolete jump suit from Volunteer Ambulance Service 1970-80's.

December 10 – Gretchen Mofield and her sister gifted framed picture of WHHS Marching Band in Washington DC from April 1978 in honor of her brother Ben Albert.



**Washington DC, April 1978**

**Parks, Recreation, & Cultural Arts Department  
Monthly Report December 2020**

**Loaned Items**

December 1 – Terry Palmer loaned an antique milking stool.

December 7 – Terry Palmer loaned a butter churn which served three generations of his family.

December 14 – Terry Palmer loaned a M. 1860 Calvary Saber.

December 21- Terry Palmer loaned a Model 1904 Calvary saddlebags.



**Model 1904 Calvary Saddlebags**

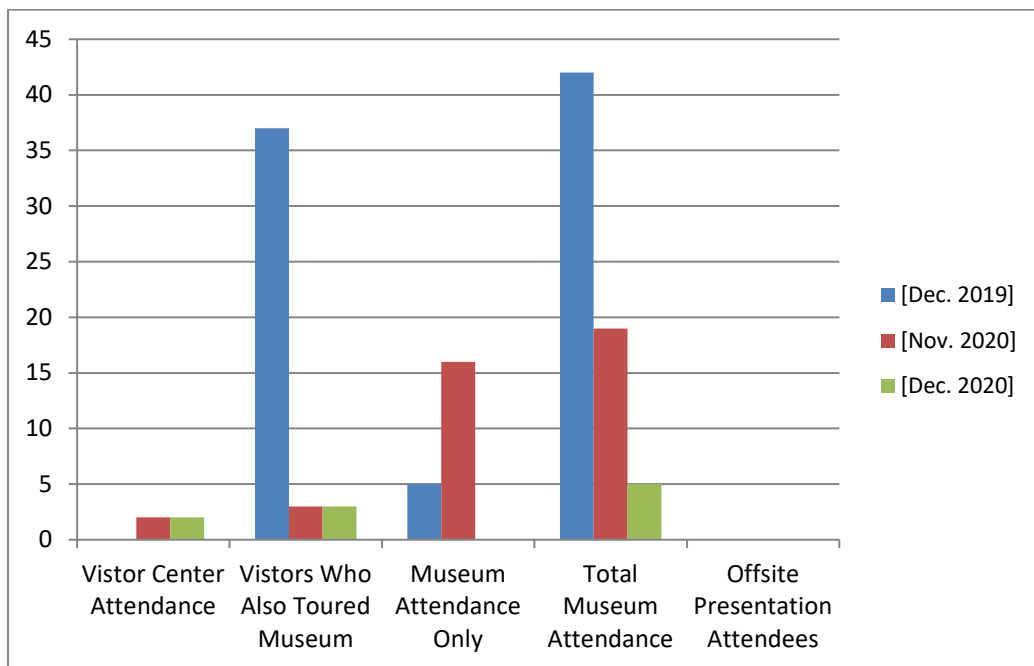
**Ongoing Tasks**

Continued work on collecting and scanning and sorting of pictures for the 50<sup>th</sup> Celebration for 2021. Researched and requested quote for display to be used with 50<sup>th</sup> Celebration pictures.

**Visitors' Center and Museum Attendance**

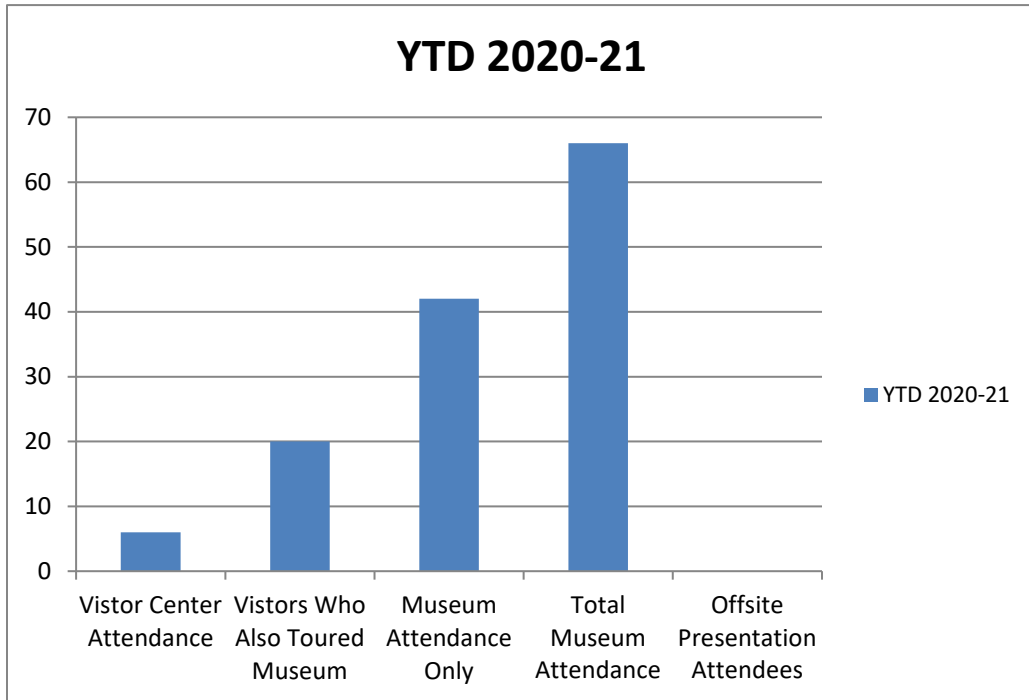
Visitors' Center	Visitors Who Also Toured Museum	Museum	Total Museum Visitors	Off Site Presentations Attendees
2	3	0	5	0

*Museum/Visitor Center Usage*



**Parks, Recreation, & Cultural Arts Department  
Monthly Report December 2020**

*Museum/Visitor Center Usage YTD*

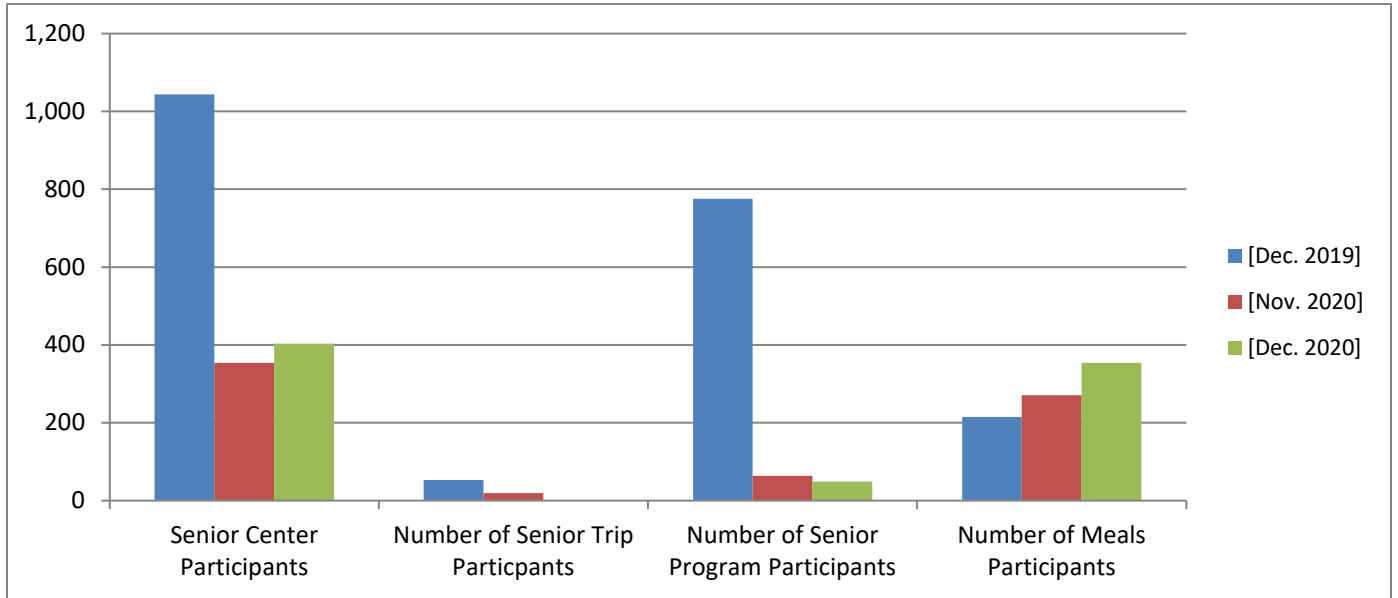


**Senior Center**

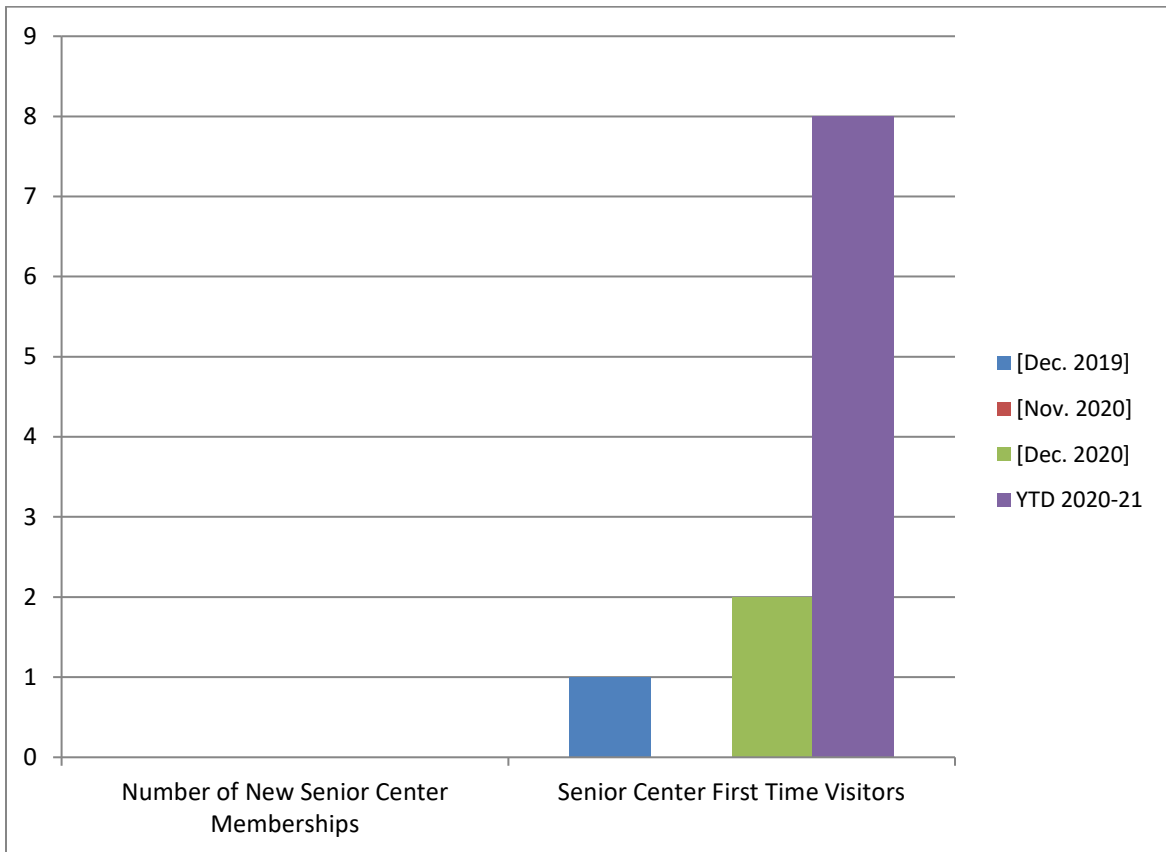
<b>Senior Center Participation - December 2020</b>			
<b><u>Outings/Events:</u></b>			
<b>Total</b>	<b>0</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		95	
		84	
		106	
		69	
		<b>354</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Sittercise	49		
Walk			
<b>TOTAL</b>	<b>49</b>		
<b>NEW MEMBERS</b>	<b>0</b>		
<b>FIRST TIME ATTENDEE</b>	<b>2</b>	Kim S & Dorothy	
<b>TOTAL Sr Center Participants:</b>	<b>403</b>		

**Parks, Recreation, & Cultural Arts Department  
Monthly Report December 2020**

*Senior Programming/Attendance*



*New Senior Memberships/First Time Visitors*





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 2019	FYE 2020
--	----------	----------

**Facility Usage**

Special Use Permits Submitted	13	15
Pavilion 1 Rentals	3	7
Pavilion 2 Rentals	11	5
Pavilion 3 Rentals	106	38
Splash Pad Pavilion Rentals	177	106
Total Number of Pavilion Rentals	297	156
Gymnasium Rentals	130	79
Cafeteria Rentals	54	0
Auditorium Rentals	4	10
Amphitheater Rentals	3	0
Total Number of Facility Rentals	196	89
Ballfield Rentals	7	45
Vistor Center Attendance	6	21
Vistors Who Also Toured Museum	14	84
Museum Attendance Only	85	668
Total Museum Attendance	99	752

	Dec. 19	Nov. 20	Dec. 2020	YTD 20-21
--	---------	---------	-----------	-----------

0	0	9	24
0	2	0	11
0	2	0	4
0	1	0	33
0	0	0	62
0	5	0	110
10	0	0	0
0	0	0	0
1	0	0	2
0	0	0	0
11	0	0	2
0	2	0	106
0	2	2	6
37	3	3	20
5	16	0	42
42	19	5	66

**Programming**

Number of Youth Program Participants	679	578
Number of Adult Program Participants	240	76
Number of In-House Special Events Offered	8	7
Number of In-House Special Event Attendees	2987	2964
Total Number of Programs Offered	34	18
Number of Senior Center Memberships	319	1768
Number of New Senior Center Memberships	16	16
Senior Center Participants	14,966	9594
Senior Center First Time Visitors	32	59
Number of Senior Trips Offered	54	37
Number of Senior Trip Participants	896	613
Number of Senior Programs Offered	117	76
Number of Senior Program Participants	9,989	6798
Number of Senior Meals Served	54	34
Number of Meals Participants	4052	2235
Offsite Presentation Attendees	0	15

0	315	0	356
76	0	0	0
1	1	1	7
850	0	500	1077
0	0	0	6
201	200	200	800
0	0	0	0
1,044	354	403	1313
1	0	2	8
3	3	0	5
53	19	0	40
11	3	1	6
776	64	49	146
3	3	4	13
215	271	354	1127
0	0	0	0

**Revenues**

Youth Program Revenue	\$55,825.00	\$41,183.00
Adult Program Revenue	\$ 8,460.00	\$ 3,580.00
Special Event Revenue	\$ 4,355.00	\$ 2,009.00
Senior Meal Revenue	\$10,875.00	\$ 5,961.50
Shelter Reservation Revenue	\$12,135.00	\$ 4,780.00
Facility Reservation Revenue	\$19,305.00	\$ 8,046.88
Field Rental Revenue	\$ 2,521.00	\$ 1,203.34
Misc. Revenue	\$25,030.00	\$31,411.74

\$0.00	\$648.00	\$0.00	\$27,617.00
\$0.00	\$0.00	\$0.00	\$650.00
\$0.00	\$0.00	\$0.00	\$605.00
\$572.00	\$677.50	\$885.00	\$2,820.50
\$0.00	\$85.00	\$0.00	\$3,530.00
\$712.50	\$0.00	\$100.00	\$475.00
\$0.00	\$590.00	\$0.00	\$4,890.00
\$237.00	\$0.00	\$176.00	\$676.46

**Workflow**

Mowing Hours	1,554	2,601
Work Orders Received	N/A	8
Work Orders Completed	N/A	8
Number of Projects Started	27	40
Number of Projects Completed	18	35

0	222.5	0	1599.5
0	2	0	7
0	1	1	7
2	3	4	21
2	2	4	12

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Dec. 19
Special Use Permits Submitted			13	15	0
Pavilion 1 Rentals			3	7	0
Pavilion 2 Rentals			11	5	0
Pavilion 3 Rentals			106	38	0
Splash Pad Pavilion Rentals			177	106	0
Gymnasium Rentals			130	79	10
Auditorium Rentals			4	10	1
Amphitheater Rentals			3	0	0
Ballfield Rentals			7	45	0

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Dec. 19
Total Number of Pavilion Rentals			297	156	0
Total Number of Facility Rentals			196	89	11
Ballfield Rentals			7	45	0

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Dec. 19
Vistor Center Attendance			6	21	0
Vistors Who Also Toured Museum			14	84	37
Museum Attendance Only			85	668	5
Total Museum Attendance			99	752	42
Offsite Presentation Attendees			0	15	0

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Dec. 19
Number of In-House Special Events Offered			8	7	1
Total Number of Programs Offered			34	18	0
Number of Senior Trips Offered			54	37	3
Number of Senior Programs Offered			117	76	11

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Dec. 19
Number of New Senior Center Memberships			16	16	0
Senior Center First Time Visitors			32	59	1

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Dec. 19
Number of Youth Program Participants			679	578	0
Number of Adult Program Participants			240	76	76
Number of In-House Special Event Attendees			2987	2964	850

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Dec. 19
Senior Center Participants			14,966	9594	1,044
Number of Senior Trip Participants			896	613	53
Number of Senior Program Participants			9,989	6798	776
Number of Meals Participants			4052	2235	215

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Dec. 19
Youth Program Revenue			#####	#####	\$0.00
Adult Program Revenue			\$ 8,460.00	\$ 3,580.00	\$0.00
Special Event Revenue			\$ 4,355.00	\$ 2,009.00	\$0.00
Senior Meal Revenue			#####	\$ 5,961.50	\$572.00
Shelter Reservation Revenue			#####	\$ 4,780.00	\$0.00
Facility Reservation Revenue			#####	\$ 8,046.88	\$712.50
Field Rental Revenue			\$ 2,521.00	\$ 1,203.34	\$0.00
Misc. Revenue			#####	#####	\$237.00

--	--	--	--	--	--	--

	<b>Jul-20</b>	<b>Aug-20</b>	<b>Sep-20</b>	<b>Oct-20</b>	<b>Nov. 20</b>	<b>Dec. 2020</b>
Mowing Hours	319	405	397.5	255.5	222.5	0

Nov. 20	Dec. 2020	YTD 20-21
0	9	24
2	0	11
2	0	4
1	0	33
0	0	62
0	0	0
0	0	2
0	0	0
2	0	106

Nov. 20	Dec. 2020	YTD 20-21
5	0	110
0	0	2
2	0	106

Nov. 20	Dec. 2020	YTD 20-21
2	2	6
3	3	20
16	0	42
19	5	66
0	0	0

Nov. 20	Dec. 2020	YTD 20-21
1	1	7
0	0	6
3	0	5
3	1	6

Nov. 20	Dec. 2020	YTD 20-21
0	0	0
0	2	8

Nov. 20	Dec. 2020	YTD 20-21
315	0	356
0	0	0
0	500	1077

Nov. 20	Dec. 2020	YTD 20-21
354	403	1313
19	0	40
64	49	146
271	354	1127

Nov. 20	Dec. 2020	YTD 20-21
\$648.00	\$0.00	\$27,617.00
\$0.00	\$0.00	\$650.00
\$0.00	\$0.00	\$605.00
\$677.50	\$885.00	\$2,820.50
\$85.00	\$0.00	\$3,530.00
\$0.00	\$100.00	\$475.00
\$590.00	\$0.00	\$4,890.00
\$0.00	\$176.00	\$676.46

Target

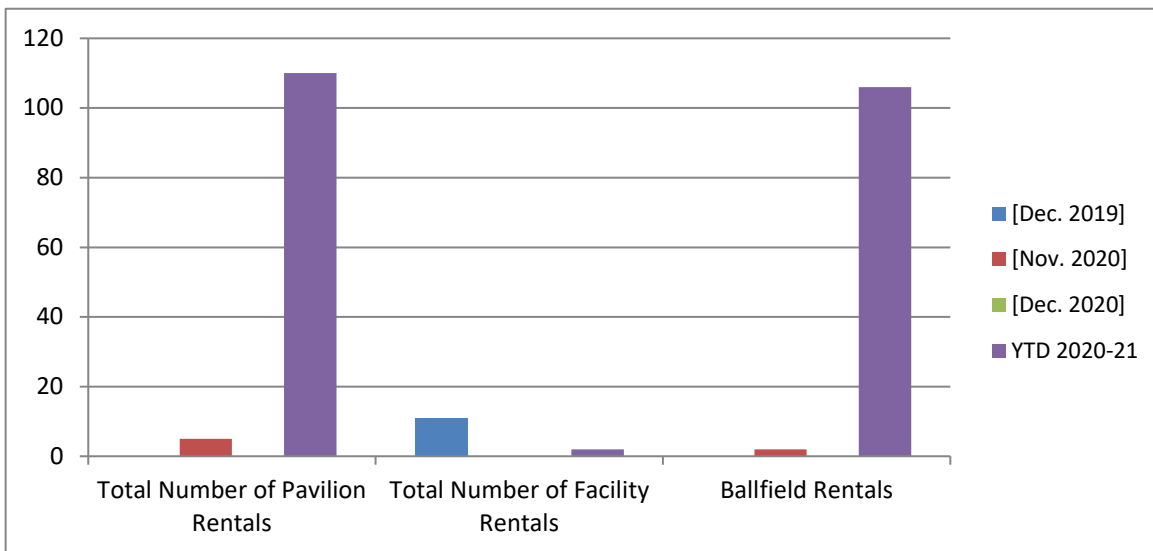
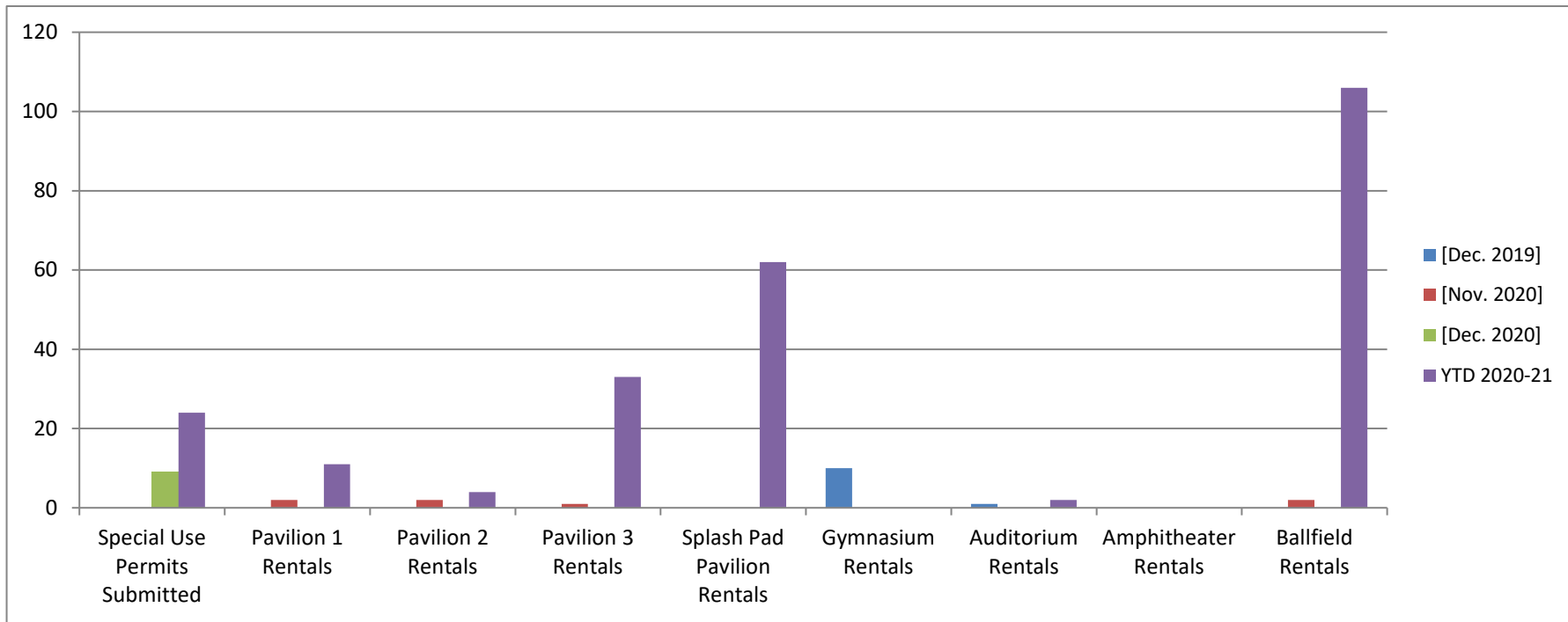
Actual

Senior Budget	50.00%	14.08%
Museum Budget	50.00%	36.08%
Parks Admin Budget	50.00%	31.52%
Parks Maintenance Budget	50.00%	29.80%
Cemetery Budget	50.00%	15.74%
Total Parks General Fund Bu	50.00%	30.19%

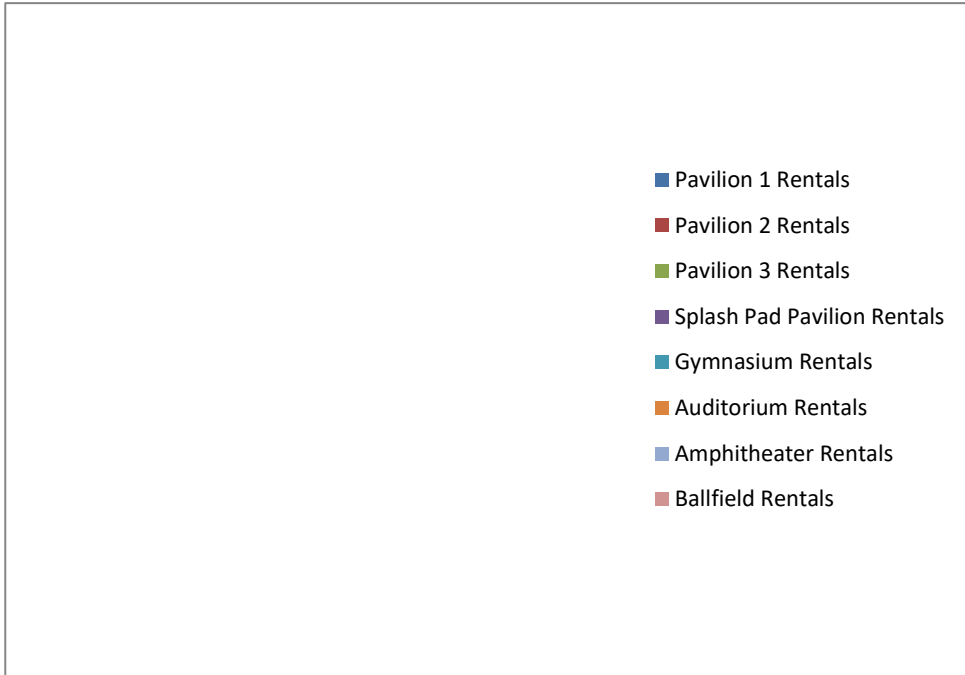
<b>YTD 20-21</b>
1599.5

	Total	Completed
Work Orders	7	7
Projects	21	12

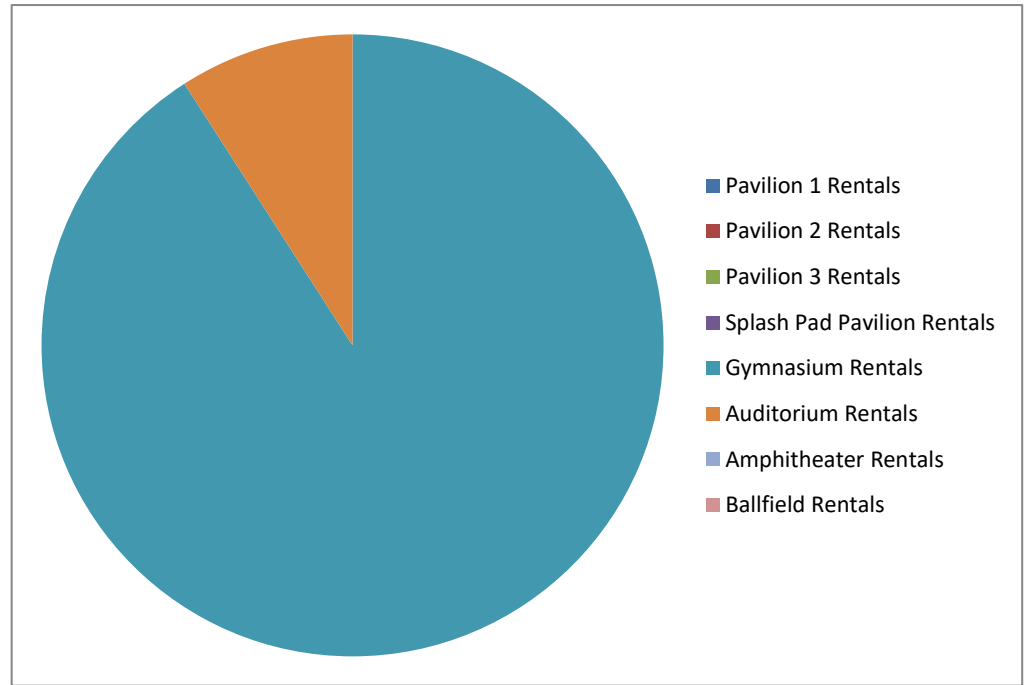
# Facility Usage



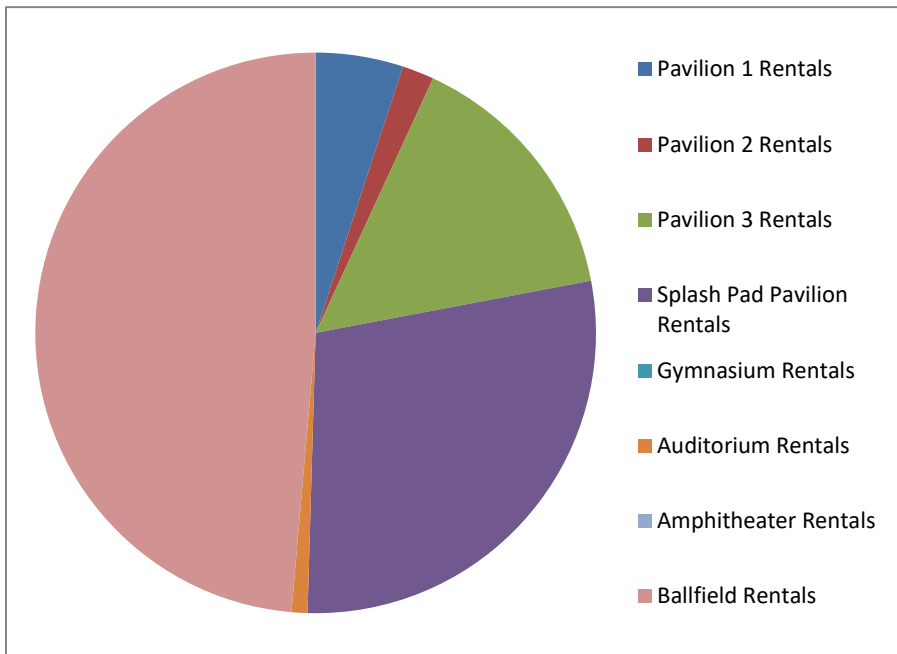
### Facilty Usage This Month



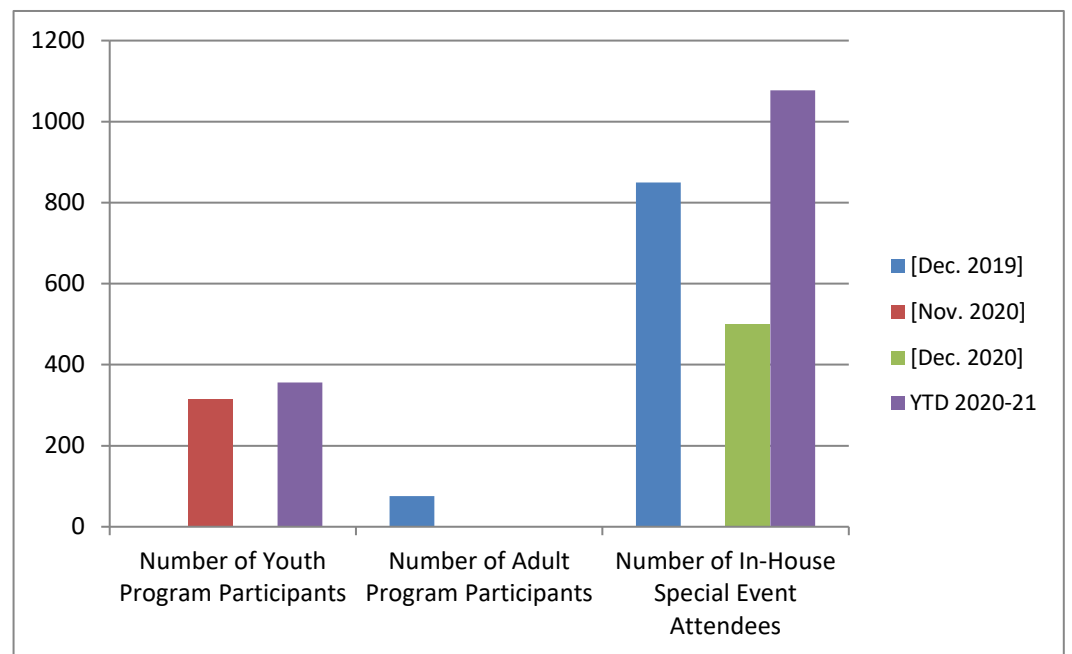
### Facilty Usage December 2019



### Facilty Usage YTD 2020-21

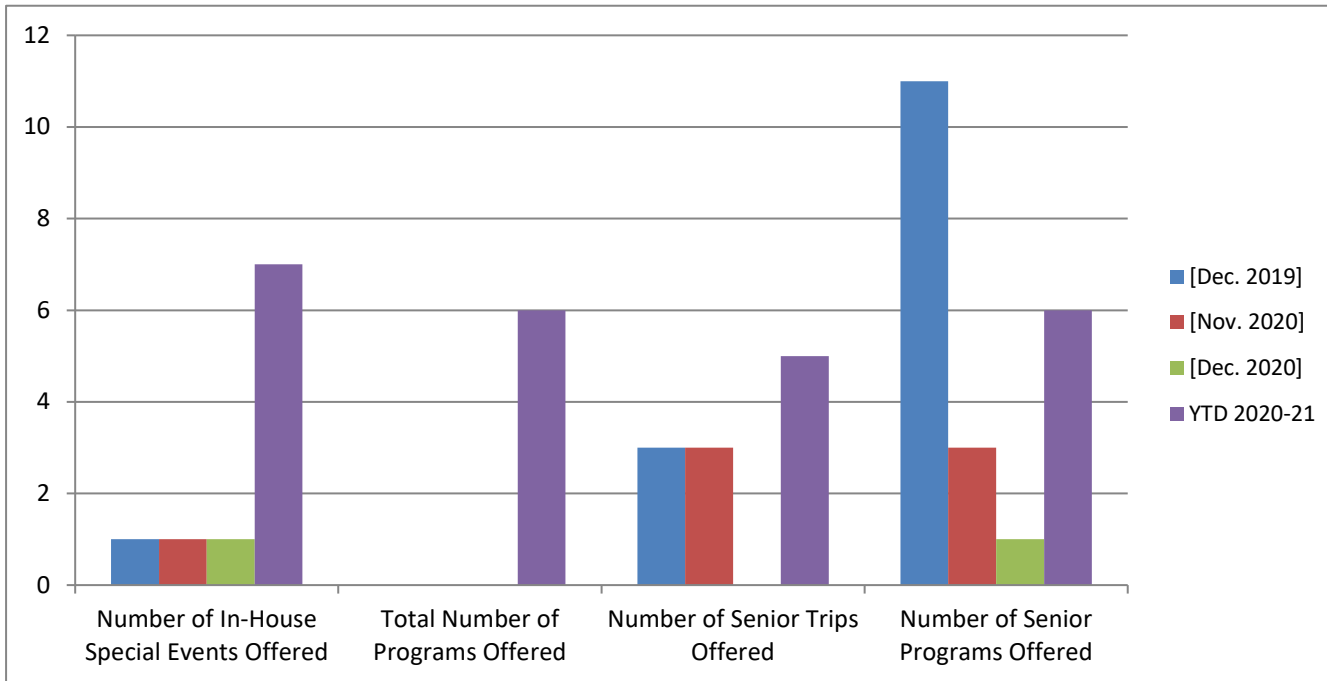


### Rec Programming/Events Participation/Attendance

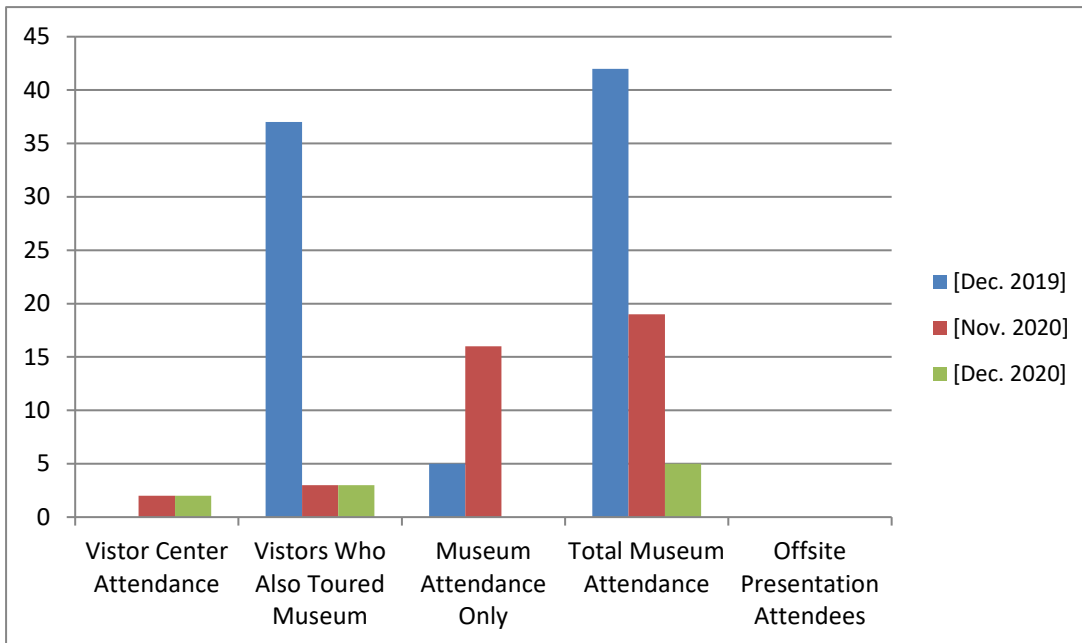




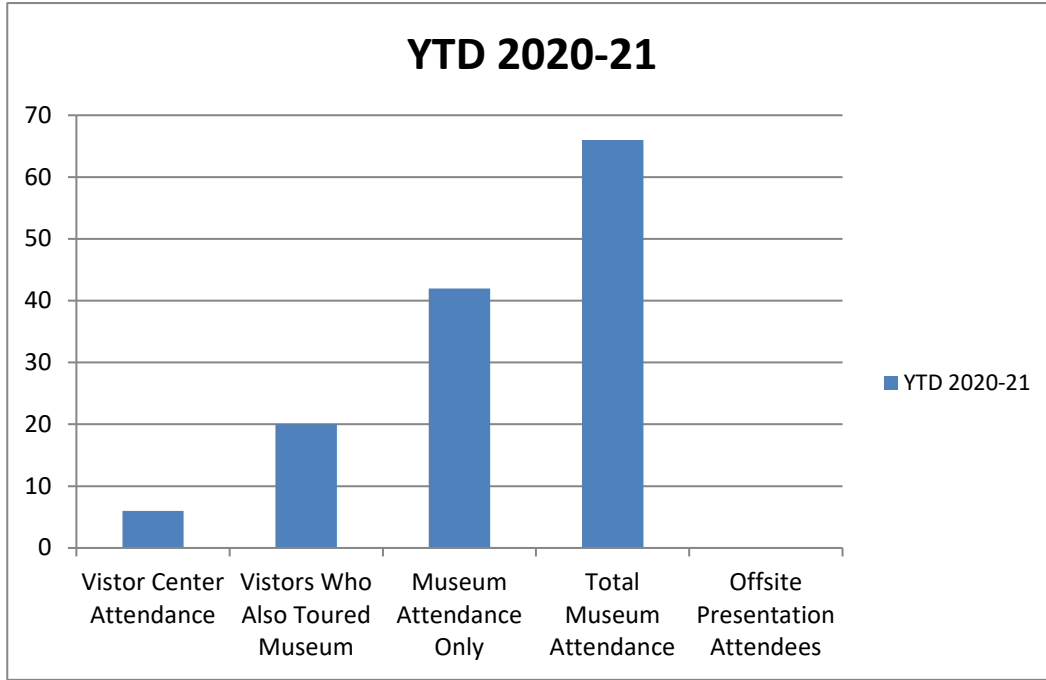
## Programming Opportunities



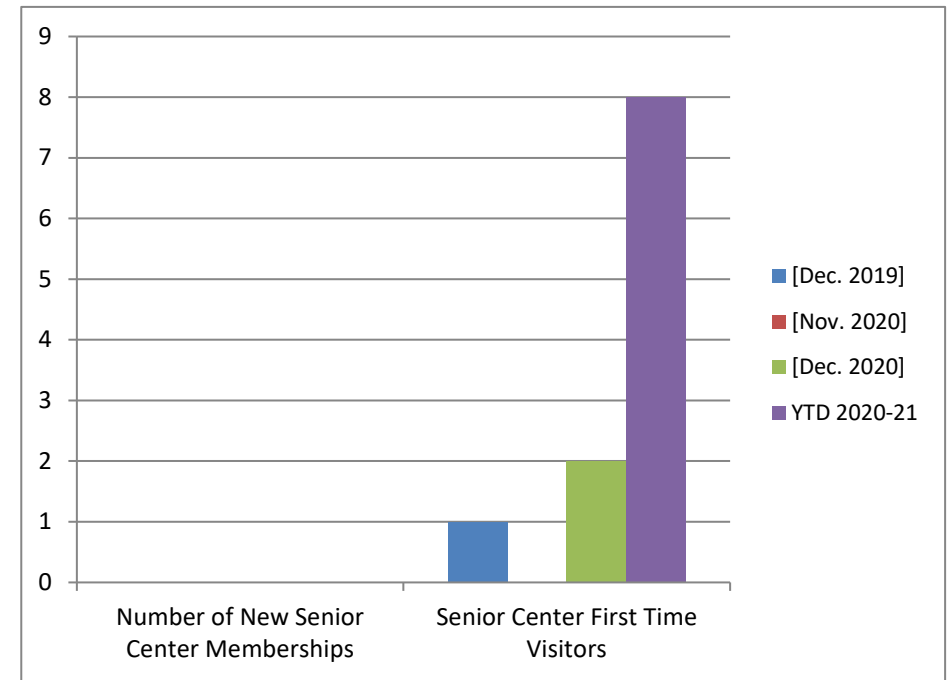
## Museum/Visitor Center Usage



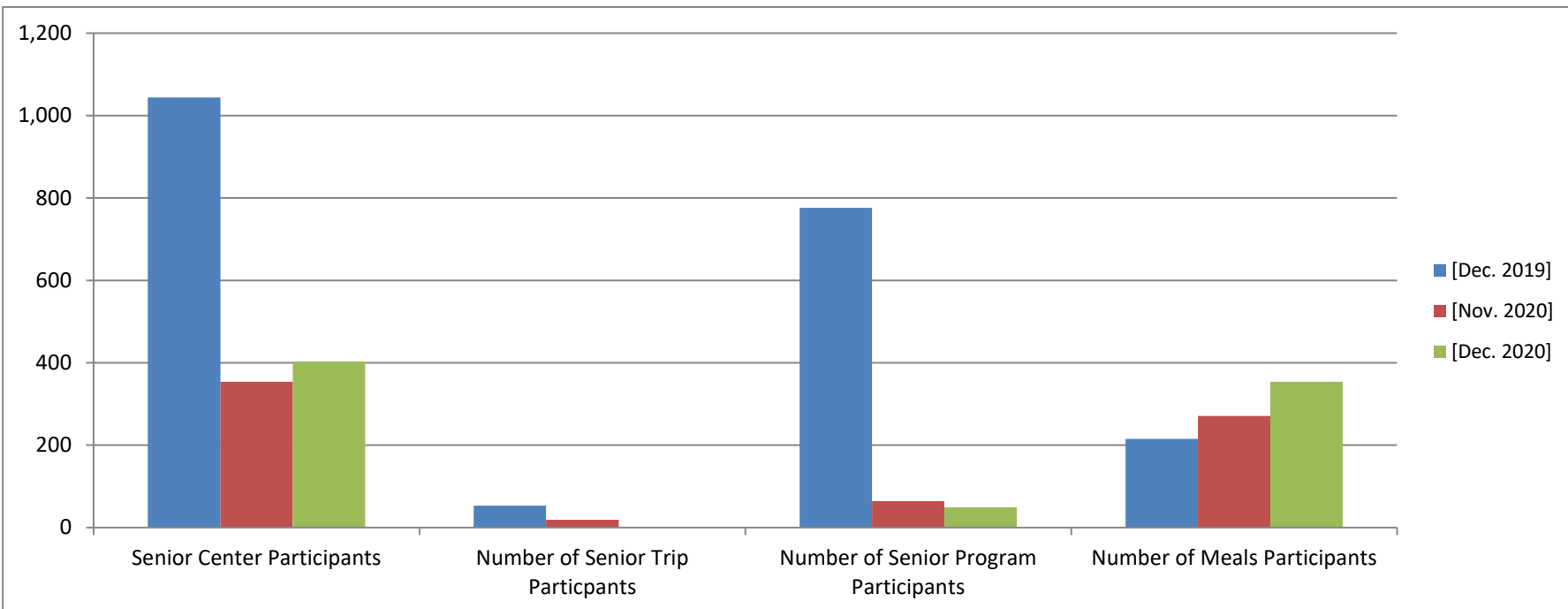
## Museum/Visitor Center Usage YTD



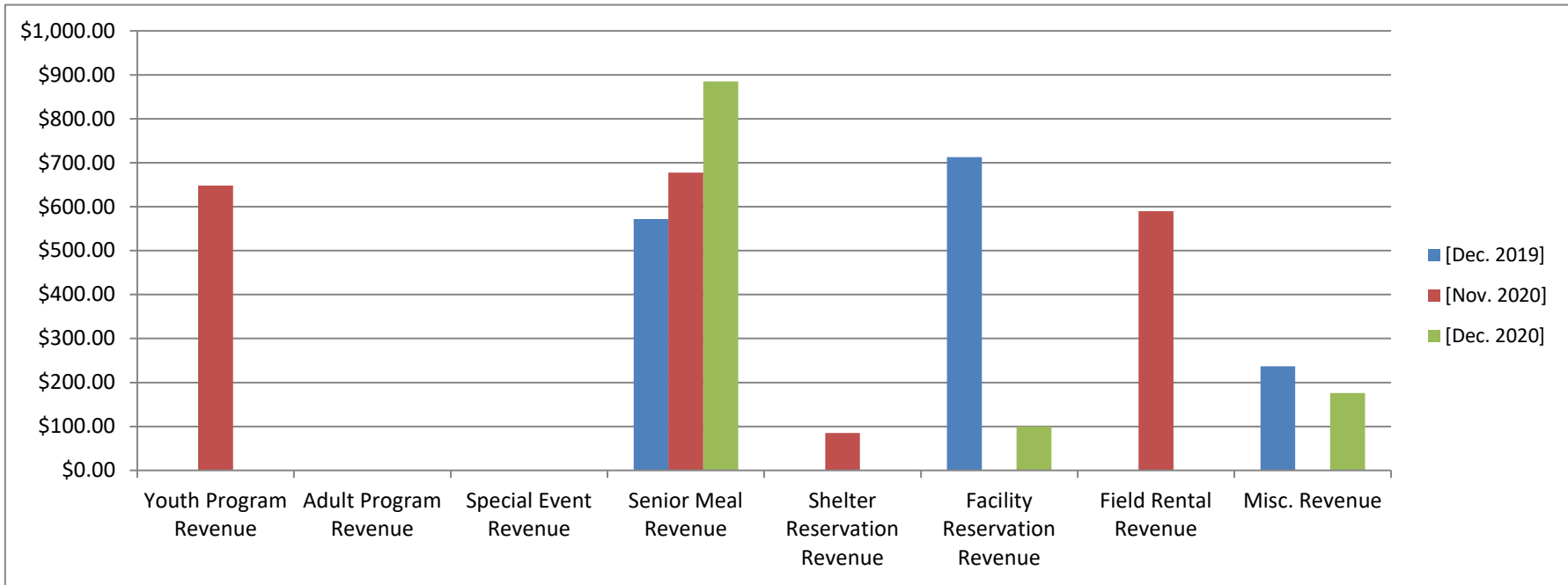
## New Senior Memberships/First Time Visitors



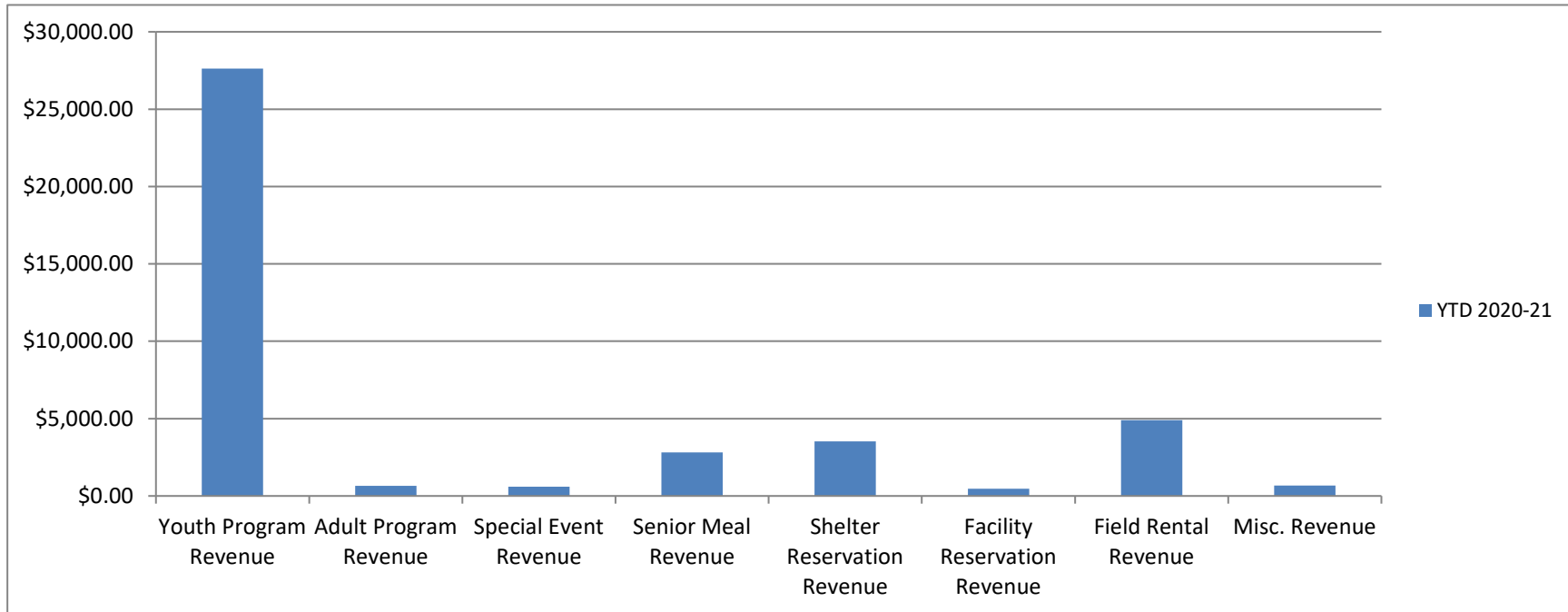
## Senior Programming Participation/Attendance



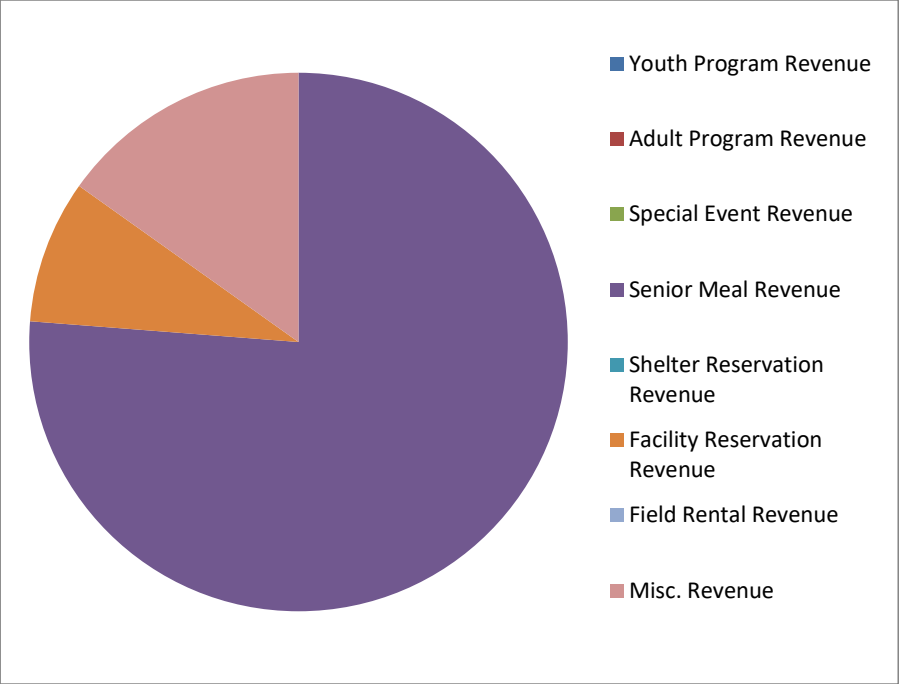
## Revenues



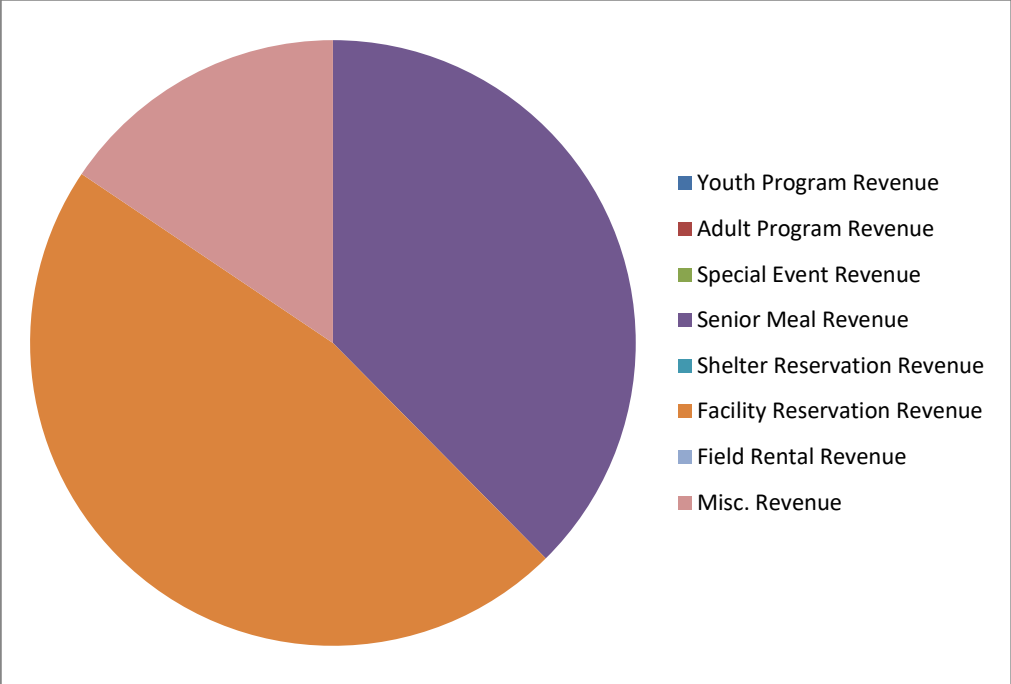
## Revenues YTD



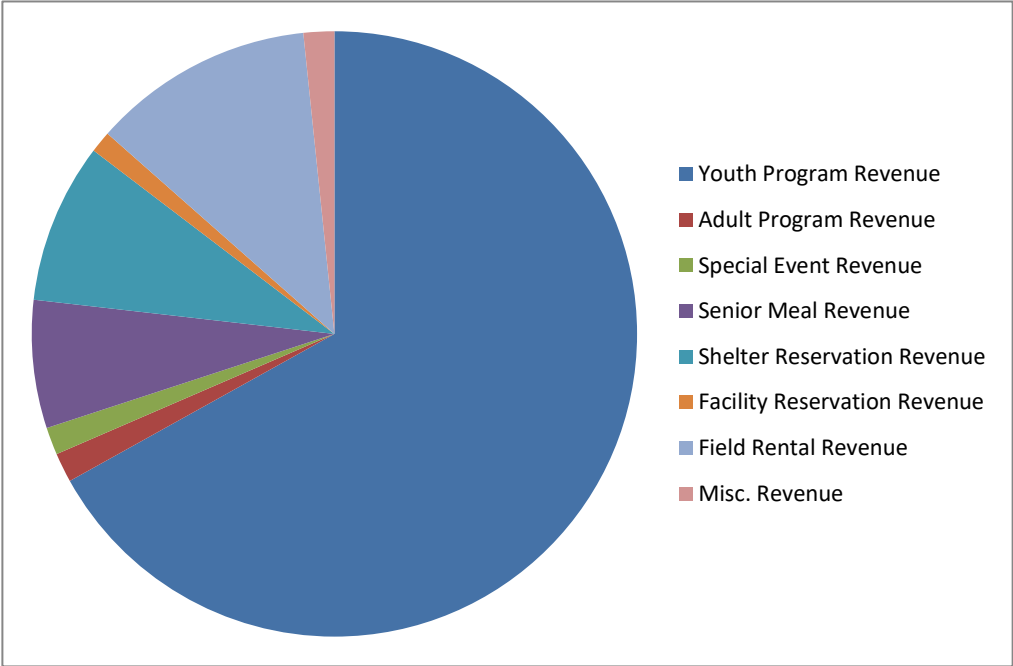
### Where Revenues Came From This Month



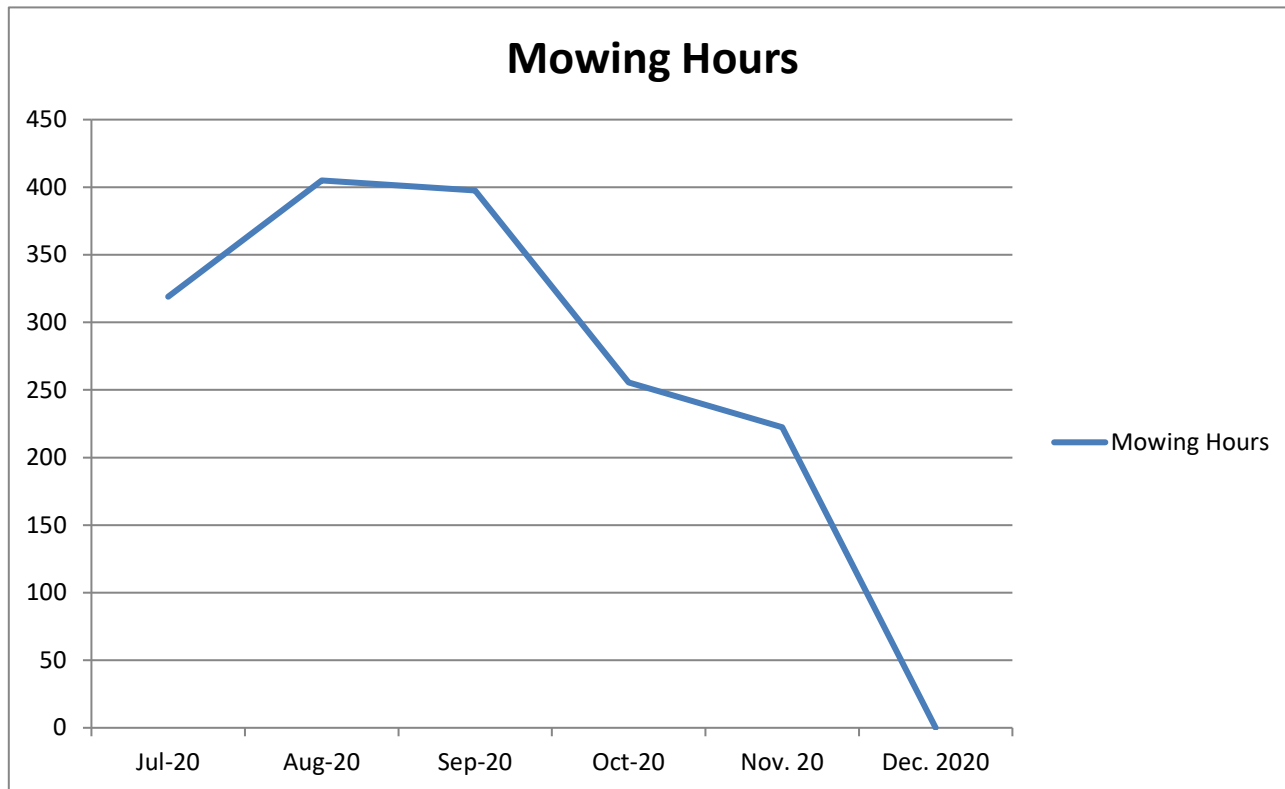
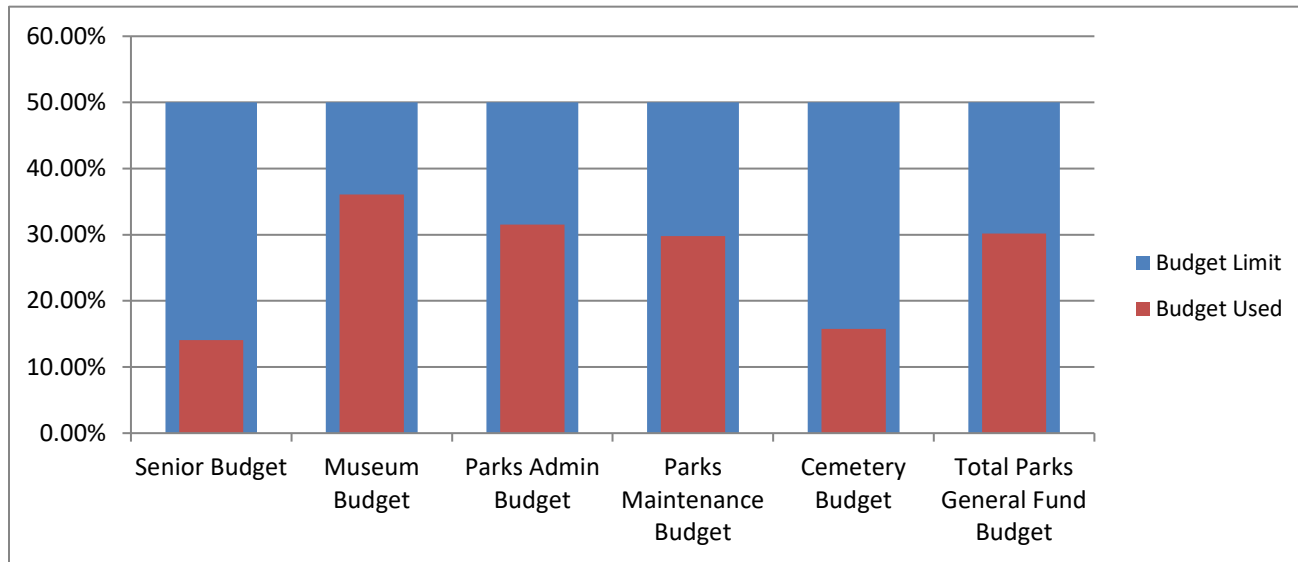
### Where Revenues Came From December 2019

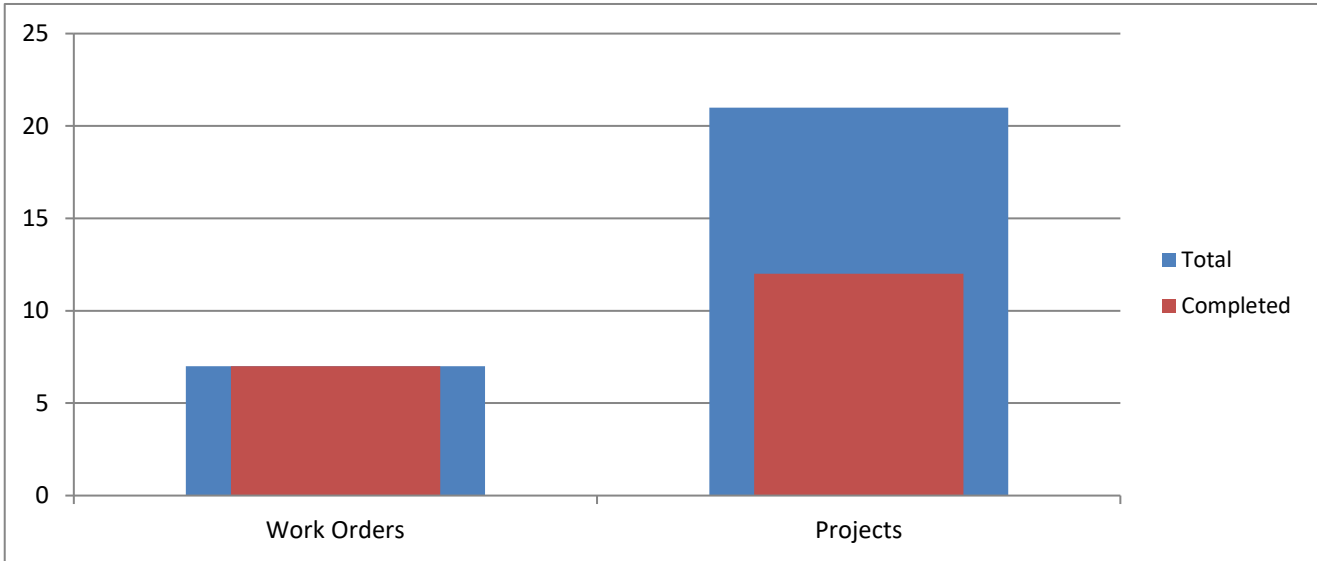


### Where Revenues Come From YTD



**Over/Under Budget** \*not yet updated due to no draft reports before due date\*





	<b>FY 2011-12</b>	<b>FY 2012-13</b>		<b>FYE 2016</b>
Mowing Hours				

<b>FYE 2017</b>	<b>FYE 2018</b>	<b>FYE 2019</b>	<b>FYE 2020</b>
		1,554	2,601

<b>18-Jun</b>	<b>Dec. 19</b>	<b>Aug. 18</b>	<b>Sept. 18</b>	<b>Oct. 18</b>
90	0	75	75	40



<b>Nov. 18</b>	<b>Dec. 18</b>	<b>19-Jan</b>	<b>19-Feb</b>	<b>19-Mar</b>	<b>Jul-12</b>	<b>Aug-12</b>	<b>Sep-11</b>	<b>Oct-11</b>	<b>Nov-11</b>
40	0	0	0	40					



















<b>Dec. 18</b>	<b>Jan. 19</b>	<b>Apr. 19</b>	<b>May-19</b>	<b>Jun-19</b>	<b>Jul. 19</b>	<b>Aug. 19</b>	<b>Sep-19</b>	<b>Oct-19</b>	<b>Nov-19</b>
		75	237	817	782	318	321	120	96

<b>Dec-19</b>	<b>Jan-20</b>	<b>Feb-20</b>	<b>Mar. 20</b>	<b>Apr. 20</b>	<b>May-20</b>	<b>Jun-20</b>	<b>Jul-20</b>	<b>Aug-20</b>	<b>Sep-20</b>
0	0	0	37	303	338	286	319	405	397.5

<b>Oct-20</b>	<b>Nov. 20</b>	<b>Dec. 2020</b>	<b>YTD 20-21</b>
255.5	222.5	0	1599.5

**White House Public Library**  
**December 2020**

**Summary of Activities**

The library director attended a number of different training sessions in December. She attended four different Tennessee Electronic Library related sessions. Some of the topics covered in the TEL trainings included: testing resources, resume building, learning languages, and research and homework resources.

Aside from the TEL training, the director attended the regional library's tech audit session. During this training, the teacher discussed ways librarians can meet different tech related state standards. The director will use some of these tips, specifically adding free editing programs to computers for patron use e.g. photo, video, audio.

The director attended a young adult check-in. At this meeting, the group discussed different things librarians have been doing for teens as well as some summer reading updates. At our library, we have started setting out the teen & tween grab & go kits in two different areas in the library. As a result, the kits are getting picked up even more and we ran out of December kits.

The director received the quote for adding security cameras outside in the patio area. She will go forward with this quote and it should be installed sometime in February. In addition, the director met with the electrician to go over a few more details for lighting in the patio area. The electrician also replaced the plug on the library's sump pump. However, it did not fix the issue and so the city's public works department is going to help get that replaced.

The quote for the new library sign did come in. However, before the director moves forward with this, she is waiting for the quote on the lights to see if both projects can be done this fiscal year.

The friends of the library purchased the library staff a catered meal and t-shirts. This was a nice gift to receive after a trying year.

The library director met with the budget committee on December 15<sup>th</sup>. The group looked at adding more to the hot spot fund, summer reading performers, small items of equipment, receipt printer software, and funds for a virtual tour. The budget did pass the committee. The director will now bring it to the library board to vote on before taking it to the city.

The library had two different people who were confirmed to have COVID come into the library to fax their COVID test results to their employer. The library director was going to work on a solution to keep positive COVID cases from coming in to use the fax machine. However, the library's fax line is currently down due to the AT&T building damage, which should keep those individuals out of the library.

The library director started working on updating expired library cardholders, which is one of our goals on the long-range plan. The director sent out an email to all those with an email address letting them know their cards were expired. We had a good response of individuals then call and renew their card. We then started calling those patrons who do not have an email on their account. This goal will take time to complete, but we have already made good progress.

**Department Highlights**

The highlight for the month was that we were able work on several projects such as attending more virtual trainings, starting the card update project, getting quotes and work started, and moving around the grab & go kits so that they are being picked up more.

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

**Official Service Area Populations**

2016	2017	2018	2019	2020
13,714	13,833	14,035	14,202	14,363

**December Membership**

Year	Cumulative Members			
	New Members	Updated Members	Total Members	% of Population with Membership
2016	53	236	11,788	85
2017	44	320	6,986	50
2018	62	219	8,262	58
2019	41	211	9,392	67
2020	38	528	7,078	49

The library staff is activity working on updating their expired cardholders since so many people did not come into the building due to COVID. We are renewing cards over the phone so that way people can still use universal class, READS, etc.

**Total Material Available:** 37,298

**Estimated Value of Total Materials:** \$932,450

**Last Month:** \$929,700

**Total Materials Available Per Capita:** 2.60

**Last Month:** 2.59

**State Minimum Standard:** 2.00

**Materials Added in December**

2016	2017	2018	2019	2020
335	154	119	247	120

**Yearly Material Added**

2016	2017	2018	2019	2020
3,674	3,602	3,123	3,004	3,025

**Physical Items Checked Out in December**

2016	2017	2018	2019	2020
3,676	3,512	3,512	4,464	4,133

**Cumulative Physical Items Check Out**

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	50,042

We are still have a good amount of checkouts even with a limit of 5 items per person and COVID cases rising.

**December**

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	33	59	47	26	52
Study Rooms	54	69	82	81	16
Lego Table	247	120	83	103	0
Games and Puzzles	41	43	53	87	140
Seeds	20	1	0	1	4
Test Proctoring	0	4	3	8	0
Charging Station	20	10	6	27	6
STEAM Packs	*	*	15	25	0
Cake Pans	*	*	6	8	0
Notary Services	*	*	*	2	8
Library Visits	*	*	3,911	4,252	2,395
Website Usage	*	*	836	1,358	1,920
Reference Questions	14	7	2	6	10

**Yearly Totals**

2016	2017	2018	2019	2020
299	585	644	137	381
821	828	1,082	253	305
2,094	2,643	1,891	553	459
510	528	743	222	955
82	1,197	586	112	302
9	56	152	27	74
26	86	90	19	47
*	*	148	61	25
*	*	6	1	28
*	*	*	16	88
*	*	52,565	55,728	30,007
*	*	2,517	16,935	17,977
80	115	59	77	60

**December**

Library Use	2018	2019	2020
Library Volunteers	17	19	7
Volunteer Hours	98	146	99.5

**Yearly Totals**

18-19	19-20	20-21
82	36	11
809	1,286	506.5

We do not have as much work for our volunteers, so we have only been allowing so many to volunteer at a time.

**Computer Users**

December	2016	2017	2018	2019	2020
Wireless	691	705	511	423	441
Adult Computers	282	225	328	270	232
Kids	137	88	118	114	0

**Yearly Computer Users**

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	3,829
4,640	4,413	4,642	1,103	2,138
2,136	2,209	2,088	556	427

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

**Universal Class December Counts**

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
0	4	42	52	21

**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	10	53	1,771	800

**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	2	83	0	1	2

**Monthly**

Dec. Kids	Kids Sessions	Kids Attendance
2016	10	98
2017	8	121
2018	12	177
2019	9	445
2020	0	17

**Yearly Totals**

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
43	1,185

**Grab & Go Kits**

Kits Offered	Picked Up
6	245
<b>Yearly</b>	
38	1,094

**Virtual Programs**

Videos	Views
2	35
<b>Yearly</b>	
24	4,182

In December, we offered two virtual story times and six different grab and go kits. Almost all of it kits we put out were picked up.

**Monthly**

Dec.	Teen Events	Teens Present
2016	1	2
2017	2	16
2018	2	2
2019	3	115
2020	0	0

**Yearly**

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

**Monthly**

Dec.	Tween Events	Tweens Present
2019	1	107
2020	0	0
<b>Yearly</b>		
2019	10	150
2020	5	18

**Combined Programs**

Teen/tweens	Dec	Yearly
<b>In-person Session Attendees</b>	0	0
<b>Grab &amp; Go Kits Taken</b>	3	13
<b>Virtual videos Views</b>	45	152
	2	12
	40	1,591

In December, we offered three different grab and go kits for teen/tweens. Forty-five teen/tween kits were put out and all were picked up. More kits for this group will be put out in January. In addition to the kits, staff made tutorial videos showing how to make each kit.

**Monthly**

Dec Adults	Adult Sessions	Adult Attendance
2016	8	399
2017	9	41
2018	9	284
2019	11	532
2020	1	17

**Yearly**

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
42	214

Device Advices	Dec	Yearly
2019	*	125
2020	0	51

**Interlibrary Loan Services**

December	2016	2017	2018	2019	2020
<b>Borrowed</b>	44	27	47	66	28
<b>Loaned</b>	20	23	35	15	10

**Yearly Interlibrary Loan Services**

2016	2017	2018	2019	2020
668	562	690	690	534
249	305	410	410	151

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

Adults	Juvenile
1387	79

**2020-2021 totals**

Adults	Juvenile
9,016	497

**19-20 Yearly Totals**

Adult	Juvenile
23,138	1,430

**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**

**December 2020**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$3,562.53
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$24,779.48</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$564.85
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$9,134.74</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$4,127.38</u>
<b>TOTAL REVENUE YTD</b>	<b>\$33,914.22</b>

**DISBURSEMENTS**

LITIGATION TAX	\$316.22
DOS/DOH FINES & FEES	\$147.25
DOS TITLE & REGISTRATION	\$114.00
RESTITUTION/REFUNDS	\$0.00
ONLINE CC FEES	\$40.03
CARD FEES	\$24.00
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$641.50</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$4,128.43</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$3,485.88</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$29,785.79</b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$1,961.06</u>
<b>DRUG FUND DONATIONS YTD</b>	<b>\$3,706.67</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Animal Control/Misc	2	\$95.00
Financial Responsibility Law	13	\$542.61
Registration Law	11	\$733.02
Improper Equipment	1	\$10.00
Child Restraint		
Improper Passing		
DL Exhibited	1	\$0.00
Red Light	3	\$240.00
Careless Driving	2	\$132.50
Stop Sign	3	\$310.00
Speeding	13	\$1,328.37
Seat Belt	2	\$40.00
Failure To Yield	1	\$55.00
Exercise Due Care		
Texting/Hands Free Law	1	\$36.00
Total	53	\$3,522.50