

**Administrative & Legislative Services Department**  
**February 2021**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- February 01: Staff Plans Reviews
- February 02:
  - Loves Lane Water Main Extension
  - Potential Development Discussion
  - COVID-19 Leadership Discussion
  - Industrial Development Board Meeting
- February 04:
  - Pre-Renewal Strategy Meeting
  - Collections Supervisor Interviews
  - GNRC Regional Transportation Plan
  - Regional Transportation Plan Workshop
- February 08:
  - GNRC Infrastructure Inventory Survey
  - Joint BMA and Planning Commission Study Session
- February 09:
  - TCMA Regional Meeting
  - COVID-19 Leadership Discussion
- February 10: 8<sup>th</sup> Grade Career Exploration Fair Video
- February 16:
  - Initial Client Meeting
  - COVID-19 Leadership Discussion
- February 17:
  - GNRC Transportation Policy Board
  - GNRC Executive Board Meeting
  - WH Gymnasium Addition Review
  - Economic Development Team Meeting
- February 18:
  - Sumner County Joint Economic Development Meeting
  - Fire Projects Discussion
  - Library Projects Discussion
- February 22:
  - Planning Projects Discussion
  - Police Projects Discussion
- February 23: COVID-19 Leadership Discussion
- February 24:
  - Finance Projects Discussion
  - Parks Projects Discussion
  - Human Resources Projects Discussion
  - Public Services Projects Discussion
- February 25:
  - Community Event Center Progress Meeting
  - 50<sup>th</sup> Anniversary Committee Meeting

**Administrative & Legislative Services Department  
February 2021  
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	\$ 7,471,615	↓24.10
Industrial Development	\$177,000	\$ 138,076	↑11.32
State Street Aid	\$530,000	\$ 430,838	↑14.61
Parks Sales Tax	\$4,005,125	\$ 2,970,889	↑7.49
Solid Waste	\$1,050,026	\$ 785,194	↑8.09
Fire Impact Fees	\$74,500	\$ 67,741	↑24.24
Parks Impact Fees	\$15,000	\$ 11,517	↑10.10
Police Impact Fees	\$65,000	\$ 65,000	↑33.32
Road Impact Fees	\$60,000	\$ 60,000	↑33.32
Police Drug Fund	\$4,500	\$ 329	↓59.34
Debt Services	\$1,137,400	\$ 466,751	↓25.64
Wastewater	\$15,108,083	\$ 3,748,499	↓41.86
Dental Care	\$70,656	\$ 42,459	↓6.58
Stormwater Fund	\$1,063,984	\$ 556,942	↓14.33
Cemetery Fund	\$43,890	\$ 30,621	↑3.08

\*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	123	81	122	177	178
February	75	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>915</b>	<b>1199</b>	<b>1,595</b>	<b>1,813</b>	<b>1,750</b>

<b>Purchase Orders by Dollars</b>	<b>Feb. 2021</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	74	851	1132	1529	\$1,047,304.79	\$1,275,419.16	\$1,349,159.92
Purchase Orders \$10,000-\$24,999	0	24	34	26	\$352,187.57	\$551,938.89	\$381,155.50
Purchase Orders over \$25,000	1	40	33	40	\$3,442,519.04	\$4,035,346.92	\$7,678,174.40
<b>Total</b>	<b>75</b>	<b>915</b>	<b>1199</b>	<b>1595</b>	<b>\$4,842,011.40</b>	<b>\$5,862,704.97</b>	<b>\$9,408,489.82</b>

**Administrative & Legislative Services Department  
February 2021**

**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>	108	67	68	44	17,123	720,531	934,562	747,155
<b>February</b>	135	22	40	41	19,796	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>492</b>	<b>901</b>	<b>801</b>	<b>688</b>	<b>99,395</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>	11	23	17
<b>February</b>	20	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>218</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>	18	24	22
<b>February</b>	72	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>215</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  
February 2021**

**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*

- Replace ceiling tiles in Senior Room
- Assist with HVAC at the Museum
- Assist with sprinkler inspections and testing

	<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>	11	16	14	16	23	28
<b>February</b>	16	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>115</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  
February 2021**

**Finance Section**

During February the Finance Office continued collecting 2020 tax year property taxes, continued FYE 6/30/2022 budgeting tasks, scanning thousands of documents to reduce physical document storage space, and operating with COVID-19 precautions. The cumulative total of real estate and personal property taxes for the 2020 tax year billed is approximately \$3.8 million. As of February 28<sup>th</sup>, approximately \$3.35 million (88%) of the 2020 property taxes were paid. Any remaining unpaid property taxes after February 28<sup>th</sup> are delinquent and accrue 1.5% interest per month (18% per year) on the 1<sup>st</sup> of every month (as required by T.C.A § 67-5-2010, T.C.A § 67-1-801, and Municipal Code § 5-202). The current property tax bills were mailed in October 2020 and have been available for payment since then. The City accepts several forms of payment in addition to in-person office payments during office hours (mail, online payment website, online bank bill pay, and the drop box in the circle drive at 105 College St.) The property tax due date is printed on the bills, published in the Word on White House, and has annually been the last day of February for decades. Members of the Finance Office participated in the following events during the month:

- February 11: GFOA (Government Finance Officers Association) COA (Certificate of Achievement) for Excellence in Financial Reporting planning call with KraftCPAs
- February 16: GFOA Fundamentals of Preparing a CAFR (Comprehensive Annual Financial Report) training #1
- February 18: GFOA Fundamentals of Preparing a CAFR training #2
- February 23: GFOA Fundamentals of Preparing a CAFR training #3
- February 25: FYE 6/30/2022 budget meeting with City Administrator
- February 25: GFOA Fundamentals of Preparing a CAFR training #4

**Performance Measures**

**Utility Billing**

	<b>February 2021</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>	22	189	171	62	102	111
<b>Move Ins (#)</b>	32	454	649	534	553	536
<b>Move Outs (#)</b>	36	461	602	534	576	546
<b>New customer signup via email (#)</b>	15	190	127	104	163	119
<b>New customer signup via email (%)</b>	28%	30%	15%	17%	25%	18%

**Business License Activity**

	<b>February 2021</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>	6	39	69	75	72	93
<b>Closed (notified by business)</b>	0	6	10	9	18	1
<b>Closed (uncollectable)</b>	0	0	0	0	199	14

**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	0 checks, 283 direct deposits	0 Retro adjustments	0 Voids

**Accounts Payable**

	<b>January 2021</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>	296	2287	4003	3940	4437	4797

**Finance Department  
February 2021**

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

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	7,912,190	2,373,657	6,192,796	78%
Cemetery Fund	34,700	10,410	262,487	756%
Debt Services	1,167,400	350,220	683,918	59%
Dental Care Fund	25,200	7,560	238,299	946%
Roads Impact Fees	79,320	23,796	244,599	308%
Parks Impact Fees	69,364	20,809	165,158	238%
Police Impact Fees	55,804	16,741	159,860	286%
Fire Impact Fees	38,000	11,400	108,060	284%
Industrial Development	112,800	33,840	67,041	59%
Parks Sales Tax	695,285	208,586	1,277,321	184%
Police Drug Fund	4,100	1,230	28,403	693%
Solid Waste	936,800	281,040	495,014	53%
State Street Aid	405,200	121,560	98,694	24%
Stormwater Fund	889,000	266,700	959,779	108%
Wastewater	4,350,550	1,305,165	3,940,872	91%

*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.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	7,912,190	6,795,775	↑ 19.22%
Cemetery Fund	34,700	55,975	↑ 94.64%
Debt Services	1,167,400	877,701	↑ 8.52%
Dental Care	25,200	26,877	↑ 39.99%
Roads Impact Fees	79,320	154,752	↑ 128.43%
Parks Impact Fees	69,364	81,160	↑ 50.34%
Police Impact Fees	55,804	101,647	↑ 115.48%
Fire Impact Fees	38,000	67,060	↑ 109.81%
Industrial Development	112,800	59,703	↓ 13.74%
Parks Sales Tax	695,285	535,252	↑ 10.32%
Police Drug Fund	4,100	4,853	↑ 51.70%
Solid Waste	936,800	653,411	↑ 3.08%
State Street Aid	405,200	278,829	↑ 2.15%
Stormwater Fund	889,000	620,030	↑ 3.08%
Wastewater	4,350,550	3,354,980	↑ 10.45%

\*Realized amounts reflect revenues realized from July 1, 2020—February 28, 2021

**Human Resources Department  
February 2021**

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

February 02: Chamber of Commerce Board Meeting

February 04: Wastewater Collections Supervisor Interviews

February 18: Board of Mayor and Aldermen Meeting

**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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	0	1	1	1
February	0	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>

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

**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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	0	1	0	2
February	0	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>

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

**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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	2	2	1	0
February	0	1	0	1
March		1	0	1
April		0	0	1
May		2	5	1
June		2	1	1
<b>Total</b>	<b>7</b>	<b>18</b>	<b>11</b>	<b>14</b>
<b>Percentage</b>	<b>6.80%</b>	<b>17.48%</b>	<b>10.68%</b>	<b>14.43%</b>

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

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

**Human Resources Department  
February 2021**

**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	1 (T)	0	1 (T)	0
February	0	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>3</b>	<b>4</b>	<b>7</b>	<b>7</b>

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



**Police Department  
February 2021**

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in February:** Department Head Staff Meeting (Feb. 1st), White House Rotary Club (Feb. 4st, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>), Planning Commission (Feb. 8<sup>th</sup>), Robertson County Chief's Meeting (Feb. 9<sup>th</sup>), Board of Mayor and Alderman Meeting (Feb. 18<sup>th</sup>) and Command Staff Meeting (Feb. 25<sup>th</sup>).

- **Police Department Administration Performance Measurements**

***Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by April 2021.***

All Accreditation files are complete. Accreditation Manager, Susan Johnson, has advised the TLEA Program Manager all files are finished. She will be finding an assessor to check the PowerDMS file and completing the onsite visit. She will be getting back with Susan the first week of March to schedule the visit.

On March 3 & 4, Susan will be attending the free of charge Entrust Virtual 2021 Conference she won through the LEACT training conference last fall. Entrust Virtual will give Susan the opportunity to learn valuable information from PowerDMS experts. It will also allow her to virtually connect with other PowerDMS peers to share industry experiences and best practices. It will allow her to grow professional by taking our organization to the next level in increasing trust and efficiency.

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

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	171	0	171
February	0	216	40	256
<b>Total</b>	<b>0</b>	<b>387</b>	<b>40</b>	<b>427</b>

**Patrol Division Performance Measurements**

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 474 shifts during the Fiscal Year 2020-21. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	February 2021	FY 2020-21
Three (3) Officers per Shift	30	289
Four (4) Officers per Shift	26	197

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. We have 2 cars complete and added to fleet.
3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2020-2021.*** Fall Compliance checks were cancelled due to Covid 19. We will be doing Spring Compliance Checks.

**Police Department  
February 2021**

4. *Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1,000 population during the calendar year of 2021.*

Group A Offenses	February 2021	Per 1,000 Pop.	Total 2021	Per 1,000 Pop.
<b>Serious Crime Reported</b>				
Crimes Against Persons	9	1	20	2
Crimes Against Property	9	1	24	2
Crimes Against Society	26	2	78	6
<b>Total</b>	44	3	122	10
<b>Arrests</b>	46		124	

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

5. *Maintain a traffic collision rate at or below the three-year average of 426 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2021.*

	February 2021	TOTAL 2021
<b>Traffic Crashes Reported</b>	25	71
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	80	185
<b>Written Warnings</b>	31	90
<b>Verbal Warnings</b>	288	836

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 2021.*

<b>COLLISION RATIO</b>				
<u>2021</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>February</b>	25	2 YTD 5	8%	7% YTD 71

**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.
- We are currently taking applications for two Police Officer positions.

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

**Police Department  
February 2021**

**Sumner County Emergency Response Team:**

- February 4- Search Warrant
- February 16- ERT search warrant (canceled for weather)
- February 19- ERT training
- February 26- rescheduled search warrant

**Support Services Performance Measurements**

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2021.*

2021 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
<i>February</i>	91%	92%

**Communications Section**

	February	Total 2021
Calls for Service	775	2,032
Alarm Calls	24	62

**Request for Reports**

	February	FY 2020-21
Requests for Reports	3	129
Amount taken in	\$2.25	\$93.25
Tow Bills	0	\$525.00
Emailed at no charge	29	200
Storage Fees	0	\$0.00

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

- THSO – February 1, 2 and 3, White House Police Department hosted a three-day SFST (DUI) class. We had four officers (Trombley, Carlson, Loveday and Parker) attend the class.
- THSO – February 17<sup>th</sup> and 22<sup>nd</sup>, Sgt. Joel Brisson was the special guest for a recorded webinar on Pedestrian Safety. The video will be released sometime in March.

***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.***  
D.A.R.E. has been cancelled for Spring due to COVID-19.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Safety Day is in conjunction with Discover White House. At the present time, a date has not been set.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***  
Citizen's Police Academy has been cancelled in 2021 due to COVID-19.

**Police Department**  
**February 2021**

4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
- Sgt. Enck attended and assisted with a 40-hour Defensive Tactics Instructor school at Tennessee Law Enforcement Academy.
  - Wheels in Motion bike and helmet giveaway at CCS on February 24<sup>th</sup>.
  - Wheels in Motion bike and helmet giveaway at HB Williams on February 25<sup>th</sup>.
  - On February 27<sup>th</sup>, we partnered with Speedway for a food drive and collected approximately 620 pounds of food. The food will be distributed throughout our community.

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

Nothing at this time.

**Upcoming Events:**

Nothing at this time.

<b><i>2021 Participation in Joint Community Events</i></b>		
	<b><u>February</u></b>	<b><u>Year to Date</u></b>
<b>Community Activities</b>	4	5

**Fire Department  
February 2021**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 112 requests for service during the month with 89 responses being medical emergencies. The Department responded to 4 vehicle accidents; 1 accident reported patients being treated for injuries and 3 accidents reported with no injuries. Of the 112 responses in month of February there were 13 calls that overlapped another call for service that is 11.5% of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in January from dispatch to on scene time averaged was, six minutes and nineteen seconds (6:19). The average time a fire unit spent on the scene of an emergency call was sixteen minutes and twenty-nine seconds (16:29).

**Department Event**

- February 17<sup>th</sup> – Visited Small Wonders Daycare
- February 25<sup>th</sup> – Rotary Banquet for Firefighter of the Year – Justin Whitaker

**Fire Administration**

- February – Numerous Conference and Zoom calls with Robertson and Sumner and the State concerning COVID-19 cases and vaccine distribution
- February 2<sup>nd</sup>- 5<sup>th</sup> – TN Fire Inspectors Conference

**Emergency Calls Breakdown**

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

**Incident Responses FY to Date**

Fires	21
Rescue & Emergency Services	738
Hazardous Conditions (No Fire)	31
Service Calls	59
Good Intent Call	68
False Alarms & False Call	84
Calls for The Month	112
Total Responses FY to Date	1001

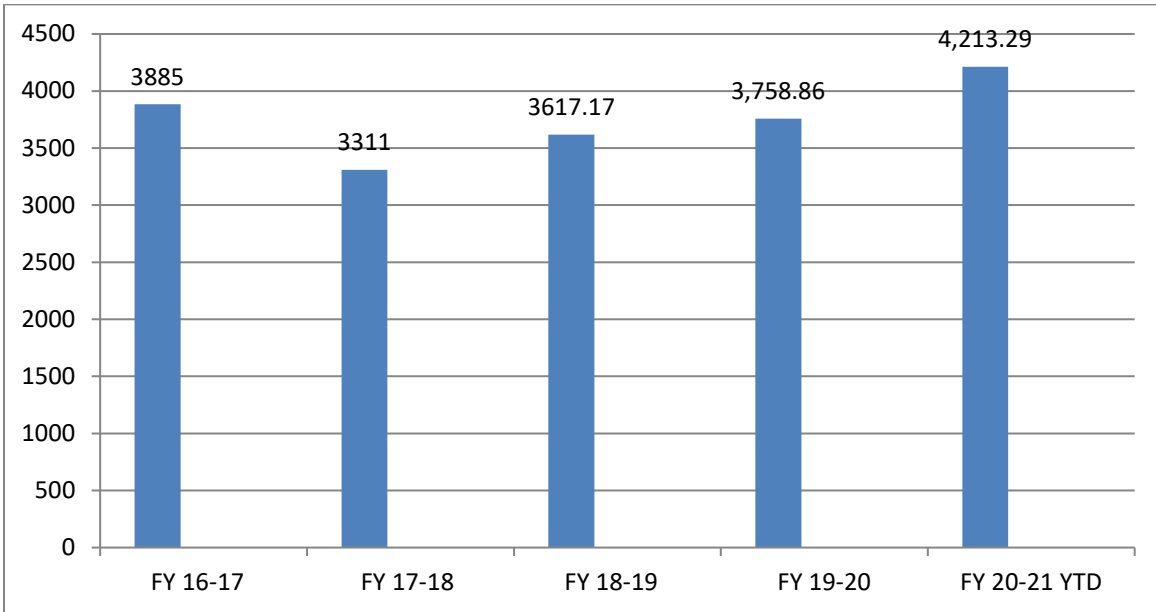
**Fire Department  
February 2021**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City park)</b>	<b>77</b>	<b>682</b>	<b>68.54%</b>
<b>Station #2 (Business Park Dr)</b>	<b>35</b>	<b>313</b>	<b>31.45%</b>

**Fire Fighter Training**

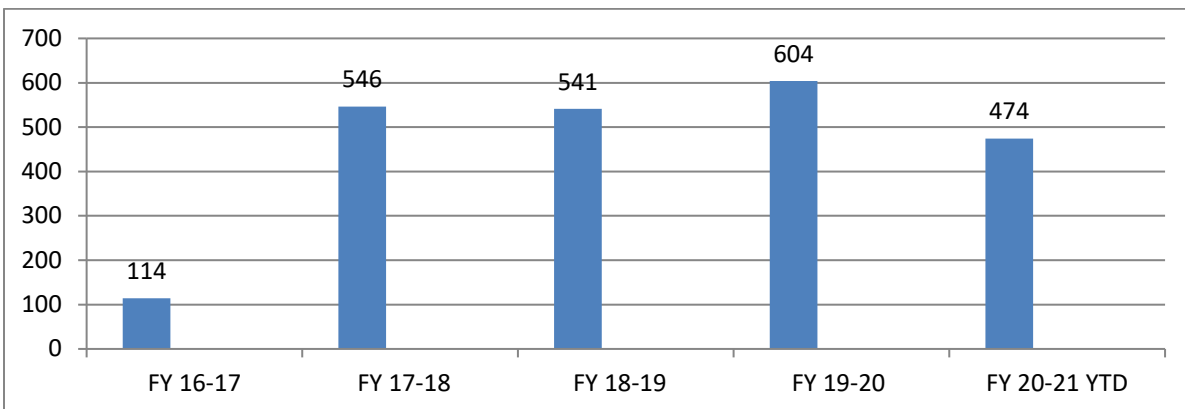
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
<b>Firefighter Training Hours</b>	519.5	<b>4213.29</b>

**Fire Inspection**

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

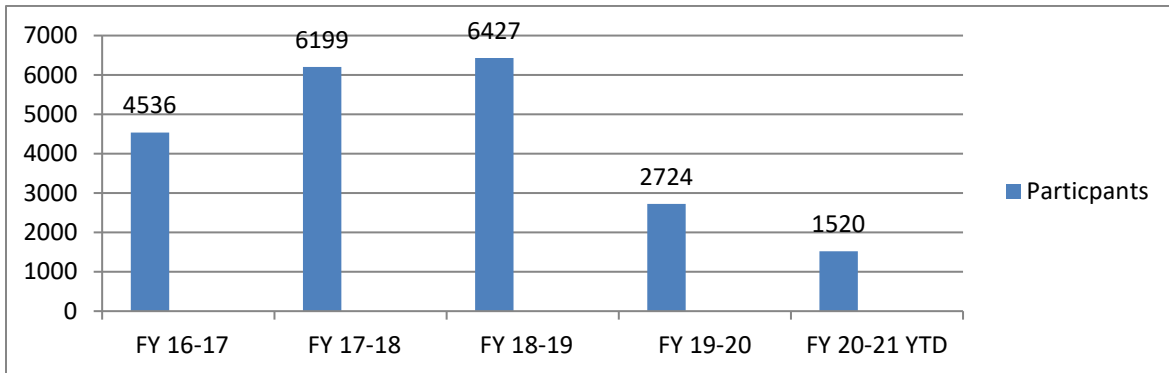


**Fire Department  
February 2021**

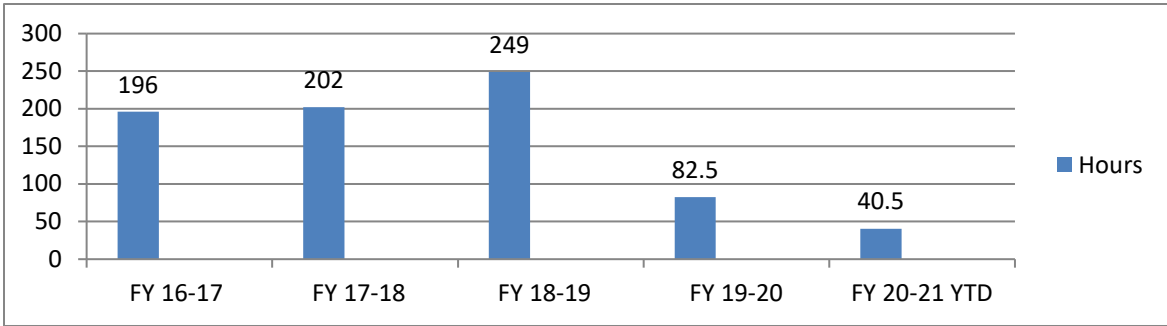
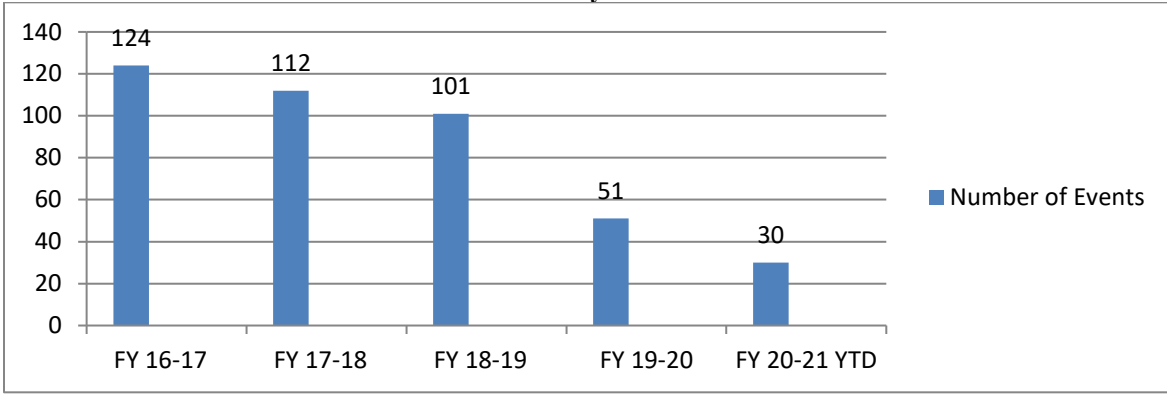
	<b>Month</b>	<b>YTD</b>
<b>February Fire Inspection</b>	<b>70</b>	<b>474</b>
<b>Reinspection</b>	<b>17</b>	<b>98</b>
<b>Code Violation Complaint</b>	<b>2</b>	<b>3</b>
<b>Violations Cleared</b>	<b>16</b>	<b>112</b>
<b>Annual Inspection</b>	<b>17</b>	<b>105</b>
<b>Commercial Burn Pile</b>	<b>1</b>	<b>11</b>
<b>Knox Box</b>	<b>2</b>	<b>11</b>
<b>Fire Alarms</b>	<b>2</b>	<b>8</b>
<b>Measure Fire Hydrant</b>	<b>0</b>	<b>2</b>
<b>Plans Review</b>	<b>1</b>	<b>19</b>
<b>Pre-C/O</b>	<b>0</b>	<b>1</b>
<b>Pre-incident Survey</b>	<b>20</b>	<b>167</b>
<b>Sprinkler Final</b>	<b>2</b>	<b>2</b>
<b>Final/Occupancy</b>	<b>1</b>	<b>12</b>

**Public Fire Education**

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



**Fire Department  
February 2021**



	<b>Month</b>	<b>YTD</b>
<b>Participants</b>	<b>0</b>	<b>1520</b>
<b>Number of Events</b>	<b>0</b>	<b>30</b>
<b>Education Hrs.</b>	<b>0</b>	<b>40.5</b>

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

**Social Media Statistics**

<b>Page Views</b>	<b>1,470</b>
<b>Page Likes</b>	<b>380</b>
<b>Post Reach</b>	<b>23,551</b>



**Public Services Department – Public Works Division**  
February 2021

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Jan	21-Feb	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	761	1,033	5,915
Facility Maintenance	3494	2187	1,227	1,137	887.25	131	178	605
Fleet Maintenance	1034	514	282	380	422.5	78	63	300
Meeting/Training	502	510	517	400	457	37	41	150
Leave	1,253	576	613	810	823	16	193	782.4
Holiday	795	470	385	555	545	50	40	400
Overtime	508.5	488	414	311	152.75	33	156	318
Administrative	385	698	803	867	1153.25	130	108	986
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	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	20	27	90
Pothole Hours	0	759	734	1,181	831.5	12	10	236.25
R-O-W Hours	0	2835	2416	4,027	3044.5	187	78	1,257
Sign/Repaired	0	120	91	84	63	2	7	40
Sign Work Hours	0	289	179	234	109	14	19	60
Salt Hours	0	10	143	24	76.5	3	289	288.5
Salt Tons	0	12	20	23	18	1	59	59
Decorative Street Light Hours	0	57	46	125	133.5	83	6	31
Traffic Light Hours	0	0	65	20	158	0	7	51

Sanitation Division

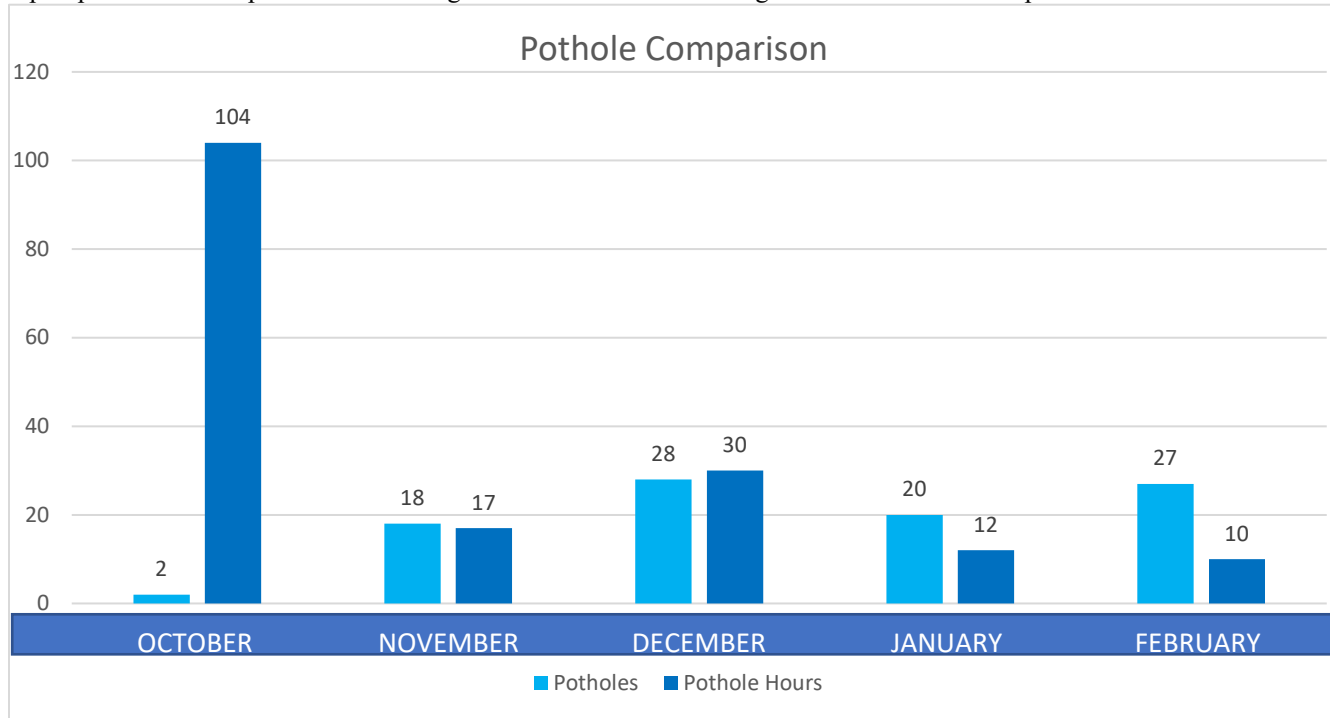
Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Jan	21-Feb	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	320	320	2,387
Facility Maintenance	3494	723	446	574	394.5	60	53	227
Fleet Maintenance	1034	488	445	331	294.5	13	22	161
Meeting/Training	502	265	130	135	127.5	2	5	38
Leave	1,253	428	700	476	336	20	110	410
Holiday	795	270	230	230	230	20	20	190
Overtime	508.5	119	4	12	39.5	0	0	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	41	26	167
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	21-Jan	21-Feb	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	420	204	3,324
Brush Truck Loads	459	551	522	578	584	46	28	317
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	334	80	3,021
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	105	60	726
Litter Pickup Bags	334	507	546	511	456	27	15	215
Litter Pickup Hours	1147	1132	985	957	892	37	24	403

**Public Services Department – Public Works Division  
February 2021**

**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 that have been repaired that month.

**Pothole Complaint Response Time**

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: Cold patch asphalt was used to make the repairs reported below.

<b>STREET ADDRESS OF COMPLAINT</b>	<b>DATE COMPLAINT LOGGED</b>	<b>DATE COMPLAINT RESOLVED</b>	<b>ELAPSED TIME BEFORE REPAIR MADE</b>
Citywide pothole repairs (19 potholes repaired)	February 25, 2021 7:00 AM	February 25, 2021 4:30 PM	9 hours 30 minutes
Marlin Road	February 27, 2021 9:51 AM	February 27, 2021 1:00 PM	3 hours 9 minutes

**Public Services Department – Public Works Division  
February 2021**

**Monthly Work Log**

Monday 02-01-2021

- Salted Roads City wide / Installed pug mill on Union Road / Installed downed Stop Signs

Tuesday 02-02-2021

- Made adjustments to WaveTronix detection system / made repairs to decorative street lights / finished building boxes for library signs

Wednesday 02-03-2021

- Dug up broken concrete around area drain on Dee Cee Road to pour new concrete / poured new concrete for Library sign bases.

Thursday 02-04-2021

- Evaluated and tested infrared machine before taking machine to 118 Cobblestone Drive to make repair to keep water from continuing to pond in citizens driveway.

Monday 02-08-2021

- Set-up emission testing / Assisted in cleaning up lumber and other misc. items at C of C. / Added topsoil around sign bases at Library.

Tuesday 02-09-2021

- Installed ADA Detectable Warning Mats at splash pad as part of ADA Transition Plan / Performed maintenance on salt equipment.

Wednesday 02-10-2021

- Performed maintenance on salt boxes and plows / Installed fence on WHPD obstacle course / salted roads

Thursday 02-11-2021

- Salted Roads / Target Solutions

Friday 02-12-2021

- Salted Patana, Renee Court and Cassandra Drive

Sunday 02-14-2021

- Salted Pleasant Grove Road, Renee Court and Cassandra Drive

Monday 02-15-2021

- Salted and plowed roads citywide

Tuesday 02-16-2021

- Salted and plowed roads citywide

Wednesday 02-17-2021

- Salted and plowed roads citywide / Evaluated and attempted repair to 76 and Wilkinson Gridsmart Camera

Friday 02-19-2021

- Salted and plowed roads citywide

Sunday 02-21-2021

- Salted and plowed roads citywide

Monday 02-22-2021

- Facility and Fleet Maintenance on backhoe, trucks and plows

Tuesday 02-23-2021

- Restocked road salt into salt bin when shipment arrived / Traffic control for necessary areas on brush collection route / Began building forms to repair curb on Strassel Drive / Installed pug milled base stone on Union Road

Wednesday 02-24-2021

- Cleared off fence line for sewer line construction / Picked up construction signs from Cardinal Drive / Provided traffic control for striping crew on McCurdy Road.

Thursday 02-25-2021

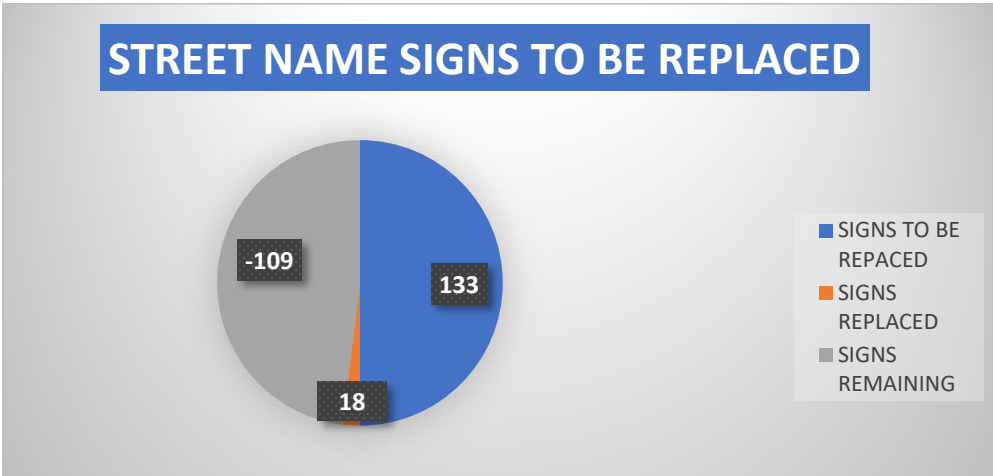
- Flagger training facility and fleet maintenance

**Public Services Department – Public Works Division  
February 2021**

<u>Subdivision Decorative Light LED Retrofit Project</u>			
<u>UPDATED January 26,2021</u>	<u>TOTAL LAMPS</u>	<u>TOTAL RETROFIT COMPLETED</u>	<u>TOTAL RETROFIT TO BE COMPLETED</u>
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	5	1	1
Bridle Creek Subdivision	7	3	4
Business Park Drive	7	7	0
Hampton Village Subdivision	24	17	7
Heritage Trace Subdivision	5	5	0
Holly Tree Subdivision	44	44	0
Madeline Way	7	7	0
Magnolia Village Subdivision	27	16	9
Sumner Crossing Subdivision	21	12	9
Villages of Indian Ridge	10	10	0
Spring Brook Blvd	2	2	0
Baylee Ct	2	2	0
<b>Totals:</b>	<b>167</b>	<b>137</b>	<b>30</b>

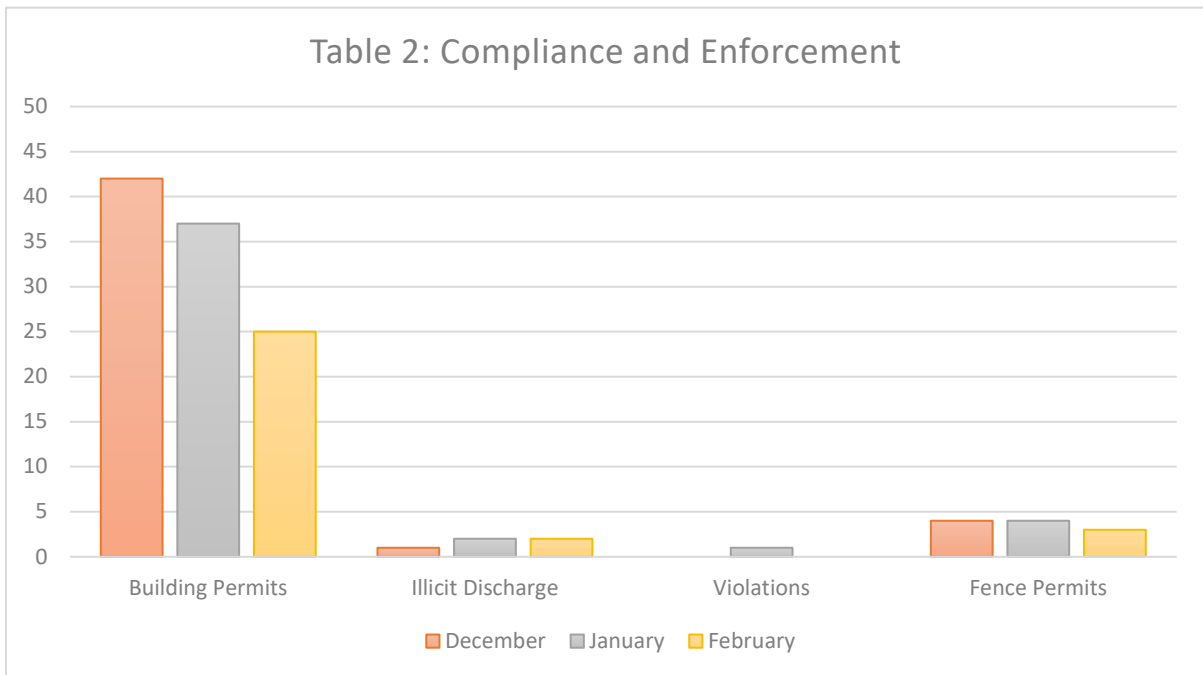
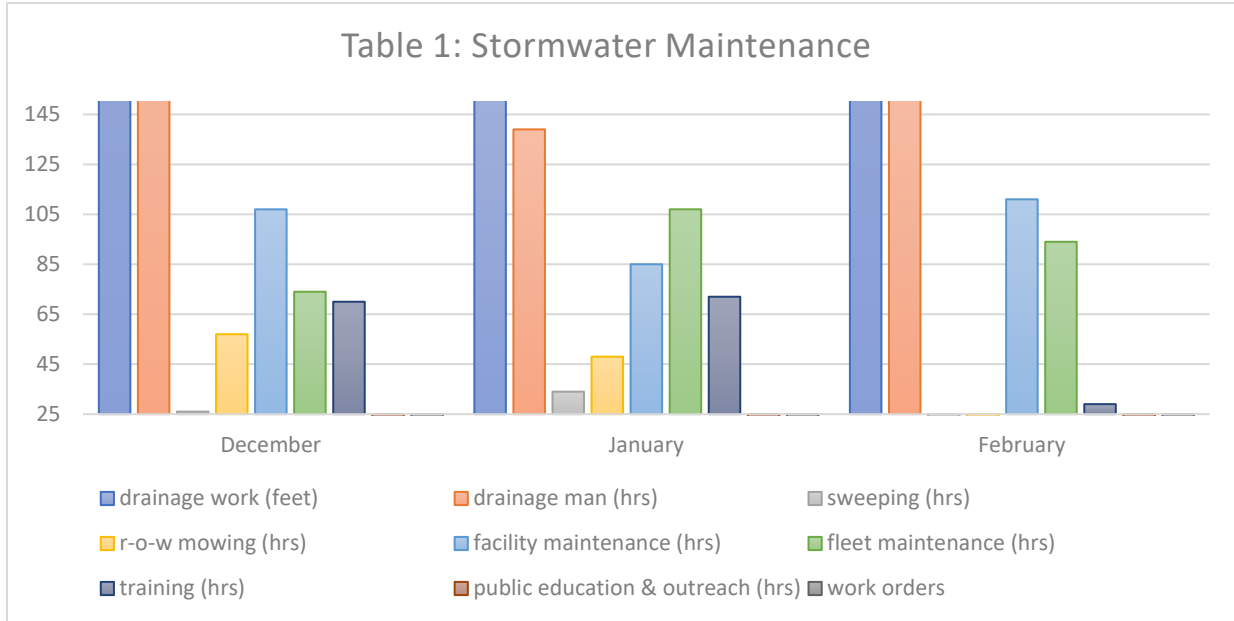
NOTE: Only Decorative Street Lights needing repairs were completed in the month of February. No retrofits were completed during this month.

**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. Street name signs can no longer have all letters capitalized on the sign.



**NOTE: In the month of February 9 more signs were replaced.**

**Public Services Department – Stormwater Division  
February 2021**



**Public Services Department – Stormwater Division  
February 2021**

**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>
<i>Fields at Oakwood</i>	Erosion Inspection	Work Order: 022521009  <b>Complete</b>	
<i>676 North Palmers Chapel</i>	Single family residential? inspection of driveway culvert	W/O # 022521006  <b>Complete</b>	

**Public Services Department – Stormwater Division  
February 2021**

**212  
Hobbs  
Drive**

Driveway replacement; extend culvert 14ft using corrugated metal pipe in ROW; replace headwall

WO#- 021021007  
**Complete**



**103  
Spicer  
Court**

Increased infrastructure elevation and excavated material from conveyance in ROW; redressed with seed & straw

WO# - 020921001  
**Complete**



**Rainfall**

Most recent rain event occurred on weekend of February 26<sup>th</sup>-28<sup>th</sup>. The City received approximately **5.41** inches of rain.

7 complaints received. 2 determined for residential flooding. Calista pond is undergoing dewatering and Villages is scheduled for CIP.



**Public Services Department – Stormwater Division  
February 2021**

***100 Oak  
Park Ct.***

Replace  
headwall and  
culvert

WO# -  
020221001

**Complete**



***North  
Palmer's  
Chapel***

Open trench  
inspection for  
new drainage  
system at the  
Reserve at  
Palmer's  
Crossings for  
phase 2.

WO# -  
020321001

**Complete**



**SWEEPER LOG**

Monthly Report

4 cu.yd hopper/ actual usage- 3.0 cu.yd=4.5 tons

Date	Time	Mileage	Tons	Streets
02/24/21	8	30	9	Hwy 76, Raymond Hirsch, College St, 31W South
02/25/21	4	21	4	31W North and South
<b>Totals:</b>	12	54	13	<i>(detailed listing of all streets on file)</i>



**Public Services Department – Stormwater Division  
February 2021**

Stormwater Division

Total Hours Worked	FY 15/16	FY 19/20	31-Dec	31-Jan	28-Feb	YTD 20/21
Stormwater	5,744	7,204	982	832	853	7531
Work Orders	0	69	11	4	13	96
Overtime	508.5	262	26	6	23	137
Facility Maintenance	3,494	638	107	85	112	464
Fleet Maintenance	1,034	314	74	107	94	473
Administrative	385	1,138	116	145	128	1127
Drainage Work (feet)	0	3,988	545	116	510	2576
Drainage Man Hours	0	1,371	228	139	163	2002
Debris Removed Load	0	188	6	6	6	164
Sweeping Man Hours	0	309	26	34	21	207
Mowing Hours	0	102	0	0	0	3
R-O-W Hours	0	1,506	57	48	10	166
Shoulder/Curb Hrs	0	0	0	0	0	40

The Stormwater crew assisted Public Work salting and plowing the roadway between February 15<sup>th</sup>-21<sup>st</sup>. There was a total of **79 salt hours worked**.

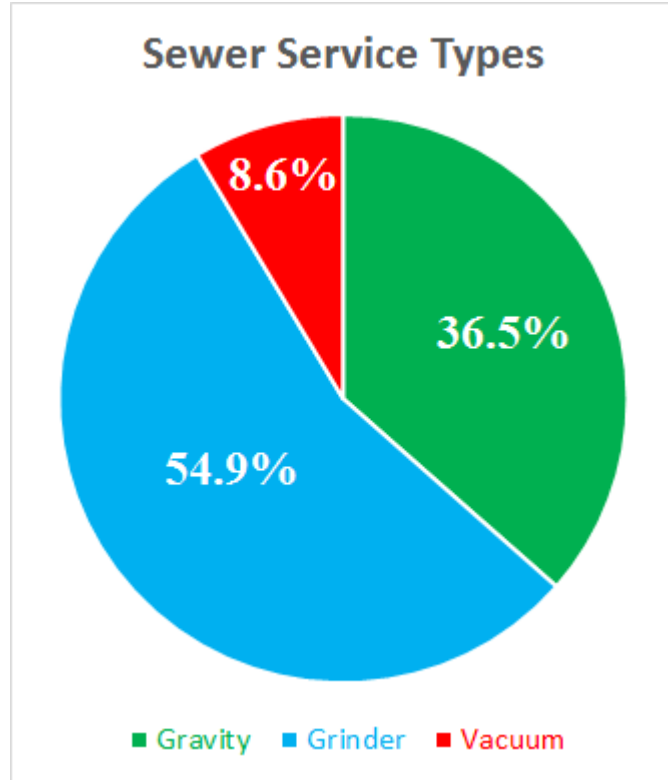
<b>Catch Basin: Object ID:</b>	<b>Neighborhood</b>	<b>Location:</b>	<b>Date:</b>
<b>456/457</b>	Northwoods	Pinewood	02/24/21
<b>146</b>	Northwoods	Magnolia	02/24/21
<b>147</b>	Northwoods	Magnolia	02/24/21
<b>58</b>	Northwoods	Hunterwood	02/24/21
<b>465/466</b>	Northwoods	Hunterwood	02/24/21
<b>450</b>	Northwoods	Hunterwood	02/24/21
<b>136</b>	Northwoods	Pembroke	02/24/21
<b>135</b>	Northwoods	Pembroke	02/24/21
<b>120</b>	Northwoods	Highland	02/24/21
<b>122</b>	Northwoods	Highland	02/24/21
<b>123</b>	Northwoods	Highland	02/24/21
<b>121</b>	Northwoods	Timberwood	02/24/21
<b>118</b>	Northwoods	Hunterwood Ct.	02/24/21

**Public Services Department - Wastewater Division  
February 2021**

**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 February 28<sup>th</sup>, 2021, City personnel count a total of **5,420** sewer system connections. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>1,978</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,977</b>
<b>Vacuum Connections</b>	<b>465</b>



The City counts **186** commercial grinder stations, **2,791** 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>February 2021</u>	<u>YTD</u>
Tennessee 811	1,691	1,670	1849	2315	2680	247	1,286

**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  
February 2021**

<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>		<u>Feb 2021</u>	<u>YTD</u>
North Palmers Chapel	35	22	23	8	3		0	0
Calista Road	24	55	13	4	2		0	1
Wilkinson Lane	0	8	4	1	3		0	0
Portland Road	1	1	4	1	0		1	1
Cope's Crossing	4	17	15	7	8		1	5
Union Road	91	8	17	6	6		1	6
Meadowlark Drive	1	11	6	4	2		0	1
Highway 76 (Springfield)	0	1	0	1	1		0	0
Cambria Drive	1	0	0	1	4		1	3
Sage Road (Hester)	0	7	2	0	1		0	0
Kensington Green	n/a	n/a	n/a	n/a	1		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		0	n/a
Settler's Ridge	0	0	1	1	1		0	1
Summerlin	0	0	0	2	5		1	22
Heritage High School	0	22	0	2	1		0	0
Loves Truck Stop	n/a	n/a	n/a	n/a	0		0	0
Concord Springs	n/a	n/a	n/a	n/a	0		0	0
Parks Temporary	n/a	n/a	n/a	n/a	0		0	0
Treatment Plant	0	1	6	4	6		0	3

**Alarms:**

All significant lift station alarms were on the same day (02-28-2021). Alarms stemmed from flash flooding. We lost approximately 5,000 gallons of sewerage at the Union Rd station, and approximately 50,000 gallons at the Copes Crossing station. Due to heavy rains at the time, there were no visible effects on the environment.

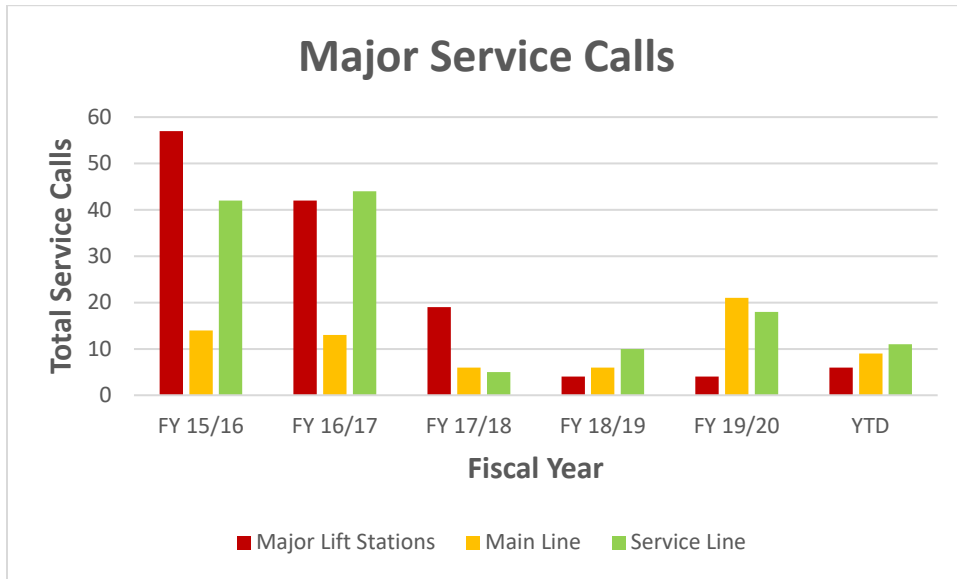
**System Repair Goals:**

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  
February 2021**

<u>Repairs</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>Feb 2021</u>	<u>YTD</u>
Major Lift Stations	57	42	19	4	4		2	6
Main Line	14	13	6	6	21		0	9
Service Line	42	44	5	10	18		3	11



- 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 (initial repairs were evaluated on 12-03-2020 and deemed inadequate). We are also 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. Additionally, the access road still has not been repaired to acceptable standards.**
- 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. This 10” force main has been installed to the point where it will cross under the intersection of Pinson Lane and Pleasant Grove Road.**
- 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  
February 2021**

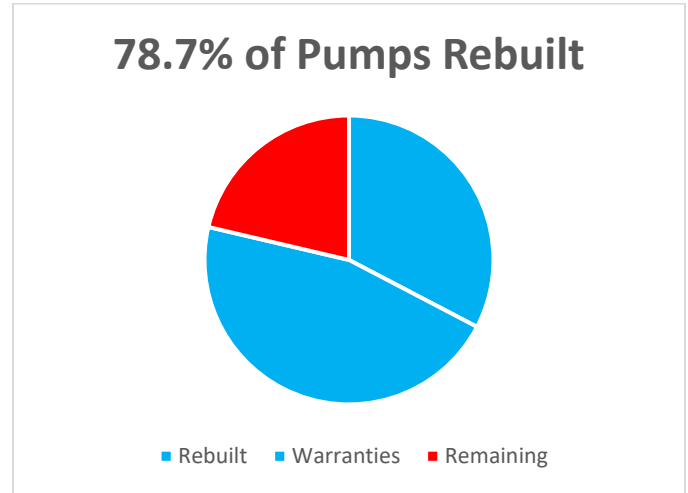
- 5. Sewer Model Update** – The Sewer Model Update being conducted by Jacobs Engineering remains underway. The model has been completed on the Southern Force-Main, with Jacobs shifting to final data acquisition and testing of the Northern Force-Main and Western Force-Main. Jacobs has also expressed that 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. Jacobs Engineering is compiling the final combined report for both the Sewer Model Update and 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>		<u>Feb 2021</u>	<u>YTD</u>
<b>Vacuum System Service Request</b>	87	172	143	112	82		<b>4</b>	<b>32</b>
<b>Gravity Service Request</b>	5	12	0	10	13		<b>2</b>	<b>9</b>
<b>Low Pressure Service Request</b>	530	716	621	728	770		<b>24</b>	<b>409</b>
<b>Total Pumps Replaced</b>	313	338	401	361	449		<b>18</b>	<b>250</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	n/a	n/a	n/a		<b>13</b>	<b>49</b>
<b>Grinder Tank PM Program</b>	n/a	58	63	358	267		<b>5</b>	<b>185</b>
<b>Inspection for New Service</b>	36	23	54	103	226		<b>10</b>	<b>218</b>
<b>Final Inspection for New Service</b>	37	55	56	62	110		<b>9</b>	<b>107</b>
<b>Sanitary Sewer Overflow (SSO)</b>	6	9	1	3	49		<b>5</b>	<b>13</b>
<b>Odor Complaints</b>	16	17	28	43	43		<b>2</b>	<b>26</b>

**Public Services Department - Wastewater Division  
February 2021**

**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 average 3 rebuilds per week, for a total of 150 extra pumps throughout the year. **Thus far in the 2020-2021 fiscal year, we have rebuilt 49 pumps in-house, and received a total of 69 warranty pumps rebuilt/returned from our supplier.**



**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>Nov - 20</u>	<u>Dec - 20</u>	<u>Jan - 21</u>	<u>Feb - 21</u>	
<b>Flow – To Creek</b>	0.645 MGD	0.703 MGD	0.625 MGD	0.725 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.0 MGD	0.00 MGD	0.00 MGD	0.00 MGD	
<b>Total Flow Through Plant</b>	0.645 MDG	0.703 MGD	.625 MGD	0.725 MGD	
<b>Capacity</b>	1.4 MGD	1.4 MDG	1.4 MDG	1.4 MGD	
<b>% of Plant Throughput</b>	46.1%	50.2%	44.6%	51.8%	(0.725 MGD) / (1.40 MGD)
<b>Actual Capacity</b>	1.12 MGD	1.12 MDG	1.12 MDG	1.12 MDG	(1.4 MGD x 80%)
<b>% of Allocated Capacity</b>	57.6%	58.6%	52.1%	64.7%	(0.725 MGD) / (1.12 MGD)
<b>Rainfall</b>	3.48”	4.69”	3.68”	7.29”	

<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>February 2021</u>	<u>YTD</u>
<b>Violations</b>	1	7	7	13	7	12		2	3

**Public Services Department - Wastewater Division  
February 2021**

1. **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. **We have had Aulic Chemicals come in and jar test to see if their product can help us lower TP. We have yet to receive a quote and information on their proposed solution. The second violation was the C. Dubia reproduction. We have run the required "TIE/TRE", which uses three different treatments (Carbon Filtration, Ferric Chloride and Sodium Thiosulfate) to give operators an idea where to start looking for the problem. The carbon and ferric seemed to give the best results, however, after a 10-day holding time, the plant effluent was able to support reproduction with no treatment. We have tested for every known toxin that can cause reproductive issues with C. Dubia and have been below documented toxicity levels on all accounts. Robert Allen is continuing to research potential causes of this permit violation.**
  
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 (mid-January).**
  - **TLDA releases City to begin advertisement period for bids (complete)**
  - **City begins 6-week advertisement period for Construction Bids for WWTP (IN PROGRESS).**
  - **City submits completed Fiscal Sustainability Plan to TDEC (anticipated late-March).**
  - **City begins review process for Construction Bids for WWTP (early-April).**
  - **City selects winning bid following review process (anticipated early-May).**
  - **City begins advertisement of winning bid for City Board Meeting agenda (anticipated early-May).**
  - **City Board of Mayor and Aldermen vote to approve winning bid (anticipated mid-March).**
  - **City submits winning bid to TLDA for approval (anticipated mid-May).**
  - **TLDA approves winning bid (anticipated early-June).**
  - **City notifies bid winner, contract executed (anticipated early-June).**
  - **City issues Notice To Proceed (anticipated early-June).**

**Public Services Department - Wastewater Division  
February 2021**

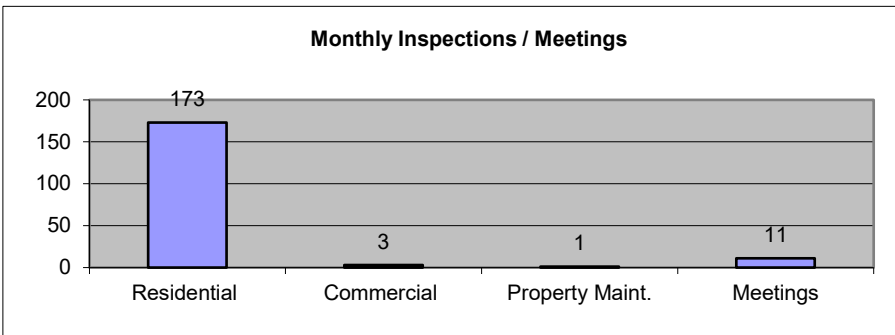
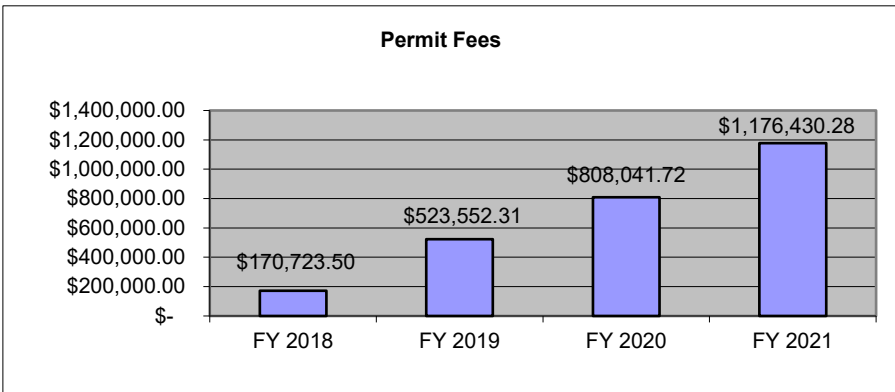
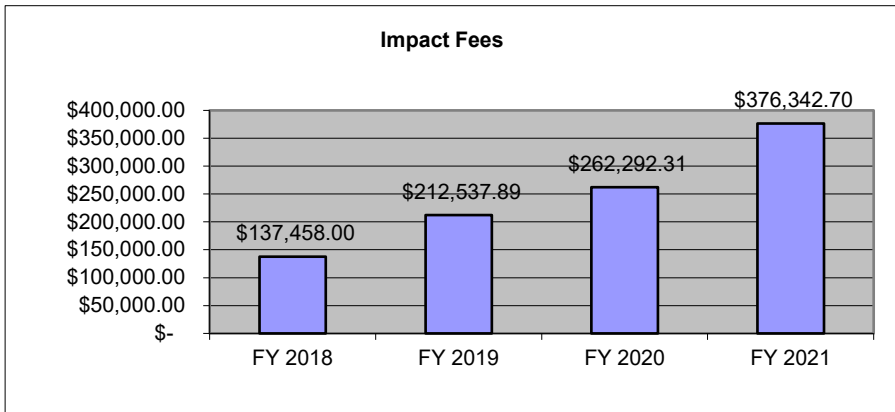
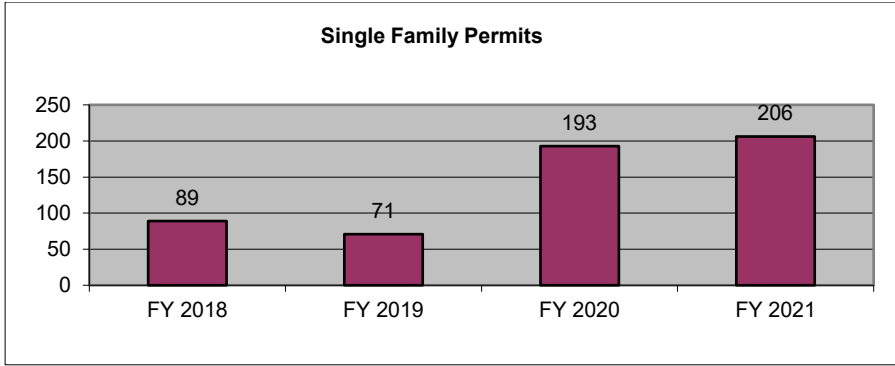
3. **H2S & Ferric Sulfate:** Staff continues to monitor the carbonaceous biochemical oxygen demand (**CBOD**) and the total suspended solids (**TSS**) which will indicate any settling effects of Ferric Sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. **The feed rate is 19 gallons per day at the Union Road lift station and 19 gallons per day at the Old Tyree lift station. We are currently looking at alternative processes for H2S control in this area. With all of the additional flows that have 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 **0.33** PPM with a max residual of **0.37** 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 **20.6 CFU's** which is well below the limit. *Last month the average was 28.6.*



**Planning and Codes Department  
FEBRUARY 2021**



**Planning and Codes Department  
FEBRUARY 2021**

	Month	FY2021	FY2020	FY2019	FY2018
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	6	51	69	66	69
Construction Appeals	0	0	0	0	1
Zoning Appeals	0	4	5	6	7
Tech. Review/Study Session	1	2	2	0	1
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	24	206	193	71	89
Multi-Family Residential	0	0	0	13	5
Other Residential	6	49	91	93	238
New Commercial	1	3	6	3	3
New Industrial	0	2	0	1	0
Other Com/Ind	1	16	23	33	31
Sign	1	7	14	25	24
Occupancy Permits		21	14	25	24
Commercial Certificate of Occupancy-					
<b>City Museum-707 Hwy 76</b>					
<b>Luxe Nails-707 Hwy 76</b>					
Other	3	4	12	3	14
<b>BUILDING INSPECTIONS</b>					
Residential	173	1425	2858	2411	1112
Hours	12	428	699.58	414.98	383.59
Commercial /Industrial	3	59	110	179	165
Hours	2	24.93	12.83	179	165
<b>CODE ENFORCEMENT</b>					
Total Cases	1	72	330	179	165
Hours	0.5	28.75	70.24	86.75	75.17
Complaints Received	1	23	116	98	132
<b>MEETINGS</b>					
Administration	6	43	58	68	51
Hours	8	70	38.26	103.67	101
Planning	5	36	76	135	73
Hours	4	44.75	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	\$262,002.98	\$ 1,176,430.28	\$ 808,041.72	\$ 523,552.31	\$170,723.50
Board Review Fees	\$0.00	\$ 78,900.00	\$ 11,000.00	\$ 3,750.00	\$4,683.00
City Impact Fee	<b>\$80,000.00</b>	<b>\$ 376,342.70</b>	<b>\$ 262,292.31</b>	<b>\$ 212,537.89</b>	<b>\$137,458.00</b>
Roads	\$35,114.00	\$ 172,290.00	\$ 77,860.90	\$ 98,885.80	\$112,424.58
Parks	\$9,504.00	\$ 77,616.00	\$ 74,646.00	\$ 23,140.00	\$ 10,163.90
Police	\$21,308.00	\$ 107,981.90	\$ 59,096.30	\$ 11,704.30	\$ 8,971.20
Fire	\$14,074.00	\$ 24,831.80	\$ 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	\$ 3,746,925.30	\$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  
February 2021**

**Summary of Month's Activities**

This month we continued sign-ups for several sports, had some sports start practicing at our facilities and got quite a bit accomplished project-wise.

We were finally able to get back to work on the Dog Park this month and began preparing to install the shade structure. We finally got it completed in the final week of the month. All of the guys that worked on it did a tremendous job as it was a very large project that we could have easily had someone else install for us but they rose to the task and got it done. Now we just have to do some dressing up of the area and then install a bench and dress up a couple of other areas and seed and straw the tunnels and we will be complete with Phase II of the Dog Park. Here are some pictures of the shade structure work and final product:



**Parks, Recreation, & Cultural Arts Department  
February 2021**

The Maintenance Building has essentially been completed. There won't be much else that we will do this year on it with the busy season coming up. We will probably install a breezeway between the two buildings sometime next budget year and continue to add small things here and there but the main objective has been achieved. We are very pleased with the way it turned out and the fact that we were able to do it ourselves while also coming well under budget was the cherry on top. Check out some photos of the final product:



**Parks, Recreation, & Cultural Arts Department  
February 2021**



Design work on the Soccer Complex renovation project has continued and is nearly complete. We are looking at going out for bid in April, possibly. So, maybe by summer they can be started on construction, which means this project will carry over to next year's budget. 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. \*Just a note that we still have not heard about the grant we applied for which involved Phase II of this project.\*

We also received a Property Conservation Grant again this year. This has been awarded to us two other times as well and we installed cameras at the Splash Pad and Dog Park with those grants. This time we decided to install them at the restroom facility at the Municipal Park. We had a string of burglaries there a couple years ago and the parents have been clamoring for some surveillance up there ever since. Those cameras were installed this month. So, we now have the entire parking lot for the quad, the concession stand area, and part of the fields covered by surveillance. Hopefully this will make those parents and coaches feel a little safer while attending games. Here is a picture where a few of them are located:



As far as the barn at the Byrum Park location: we have taken it down to the ground and we are trying to see if the Fire Department will be able to burn the rest of it or if we will need to haul the rest away. Either way, it should be taken care of by next month, hopefully.

Another small project that we got completed this month was to outfit our new ABI infield groomer to be able to laser grade. A couple of the guys went to South Bend, Indiana (where the company is headquartered) to get the work done on it and get trained on how to use it. We will still need to purchase a couple pieces of equipment (which will be purchased out of next year's budget) to actually be able to perform the laser grading ourselves but the machine we have is now setup to be able to do it once we have that additional equipment.

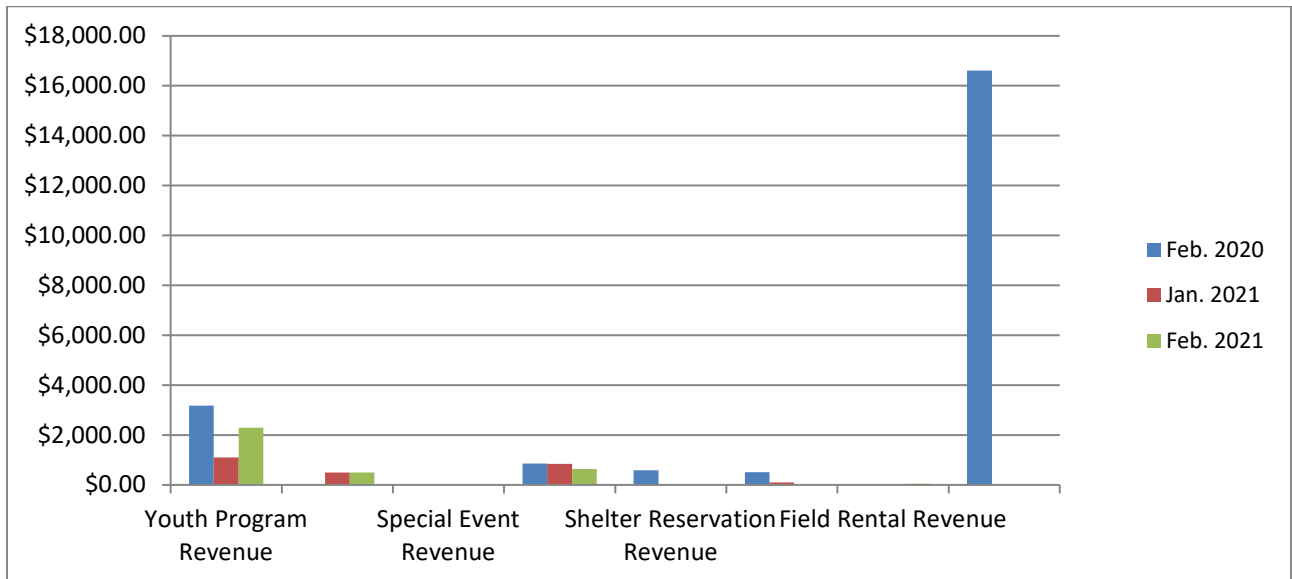
**Parks, Recreation, & Cultural Arts Department  
February 2021**

The final project we have for the year is the Greenway paving. That should be going out for bid here soon, which means we may be able to get that done in late spring. We are aiming to get Wayside paved this time around but it will require a company that has smaller equipment that can go over a wooden bridge to access that area.

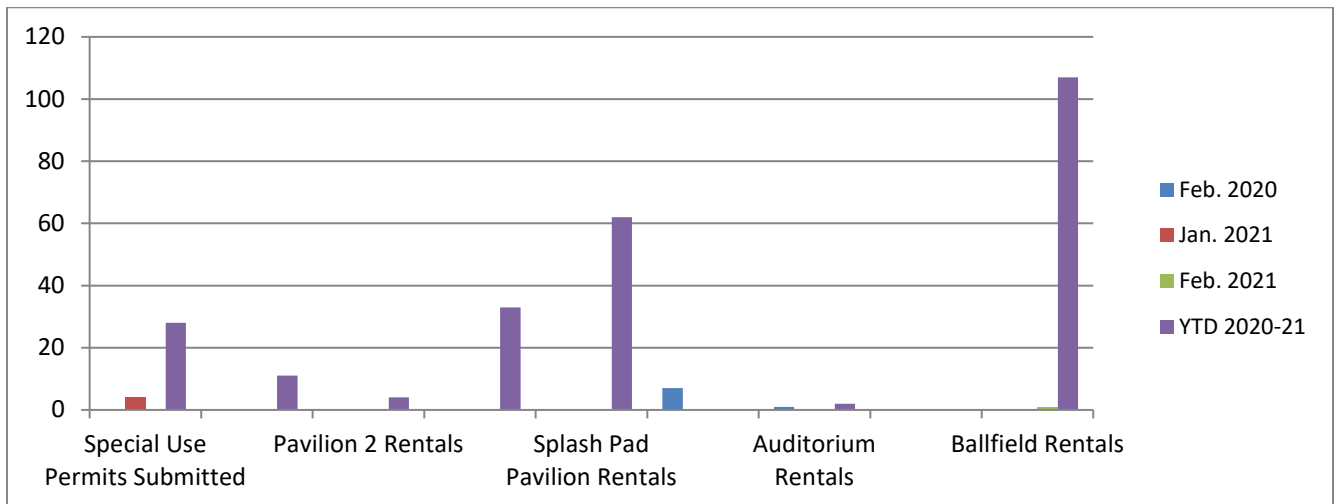
Finally, we are still waiting on the Columbarium to arrive from China but Scott Kelly has told us he expects it in the next month or so and he has already done the base for it. So, hopefully once it arrives it will be a short turnaround for getting it installed.

The Senior Center has continued to offer their drive-thru meals and it has continued to go really well. Next month we are going to start integrating a couple more activities back into the Senior Program as things have started settling down a little more but we still require masks and practice social distancing. We still aren't ready to take trips with the Senior Van yet but maybe once we get into the summer or something we can start doing some things like that again.

*Revenues*

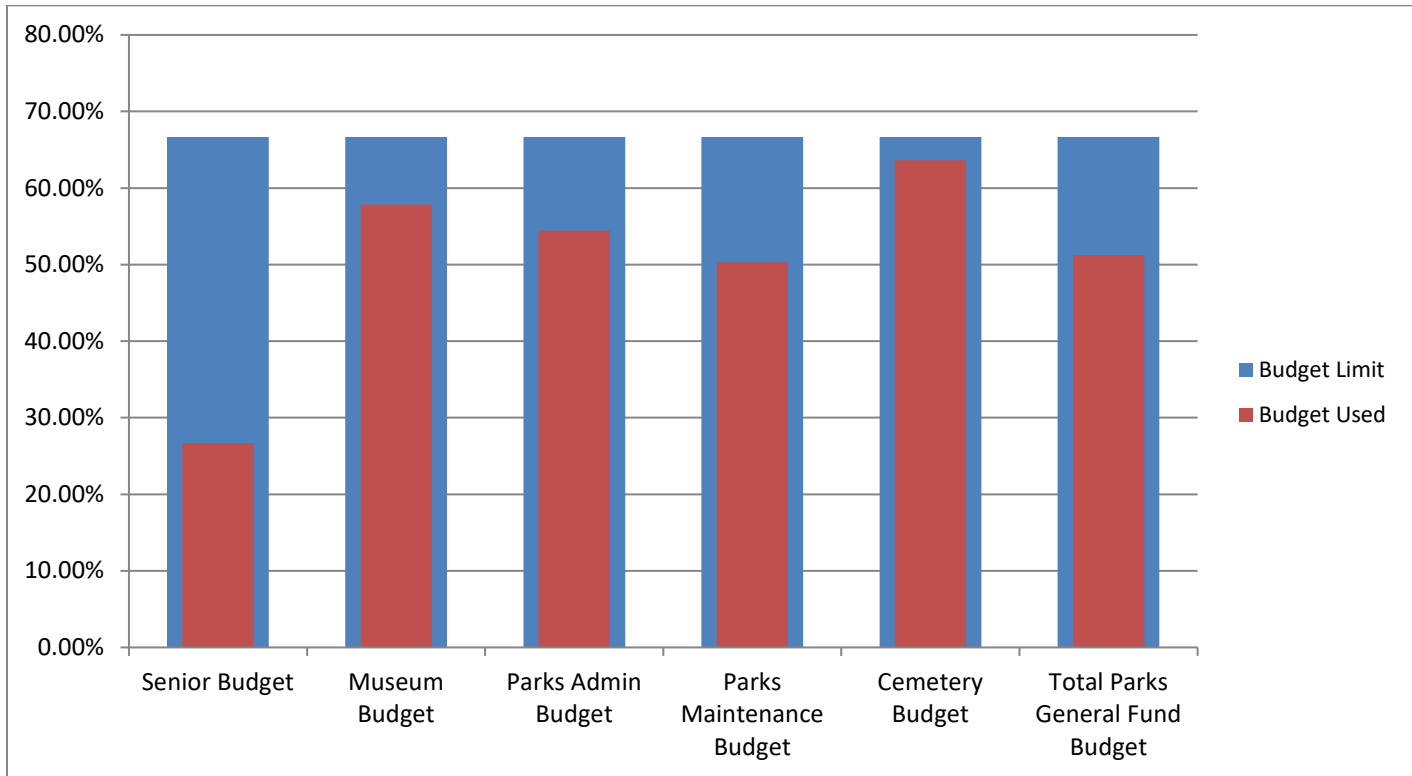


*Facility Usage*



**Parks, Recreation, & Cultural Arts Department  
February 2021**

*Over/Under Budget*



**Recreation**

Basketball continued playing their games for the month of February. Trophies for all grades were ordered on February 2<sup>nd</sup> and handed out on February 27<sup>th</sup>. First place medals for each division will be handed out when the season ends on March 13<sup>th</sup>. Basketball was shut down for the week of February 15<sup>th</sup> due to the snow that we had. Tate Ornamental was gracious enough to weld our broken basketball rack back together for us and make it usable for years to come.

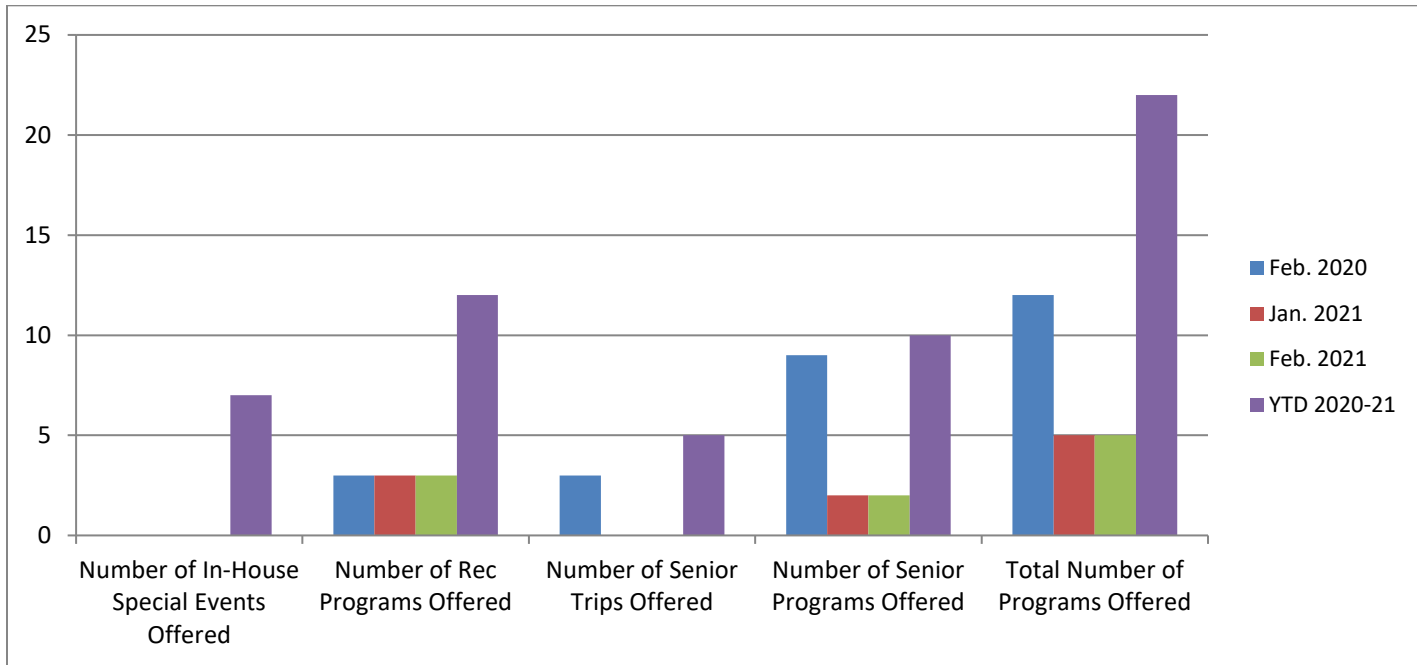
Spring Volleyball signups ended on February 21<sup>st</sup> online. We had 45 signups and have continued to put others on a waiting list in hopes of creating two additional teams. Our breakdown of signups were 32 Residents and 13 Non-Residents at the end of February. New Volleyballs, uniforms, and trophies will be bought during this upcoming season.

Challenger Baseball signups ended on February 28<sup>th</sup>. We had 11 players sign up for our league this year and will have a new coach helping us this year. We will continue to offer practices on Tuesday nights and Saturday mornings with scrimmages happening with White House Youth Baseball throughout the season. The hope is to have 6 games for the kids and an end of the year party at the Park Pavilion in May. Baseballs, bats, uniforms, and trophies will be purchased for the upcoming season.

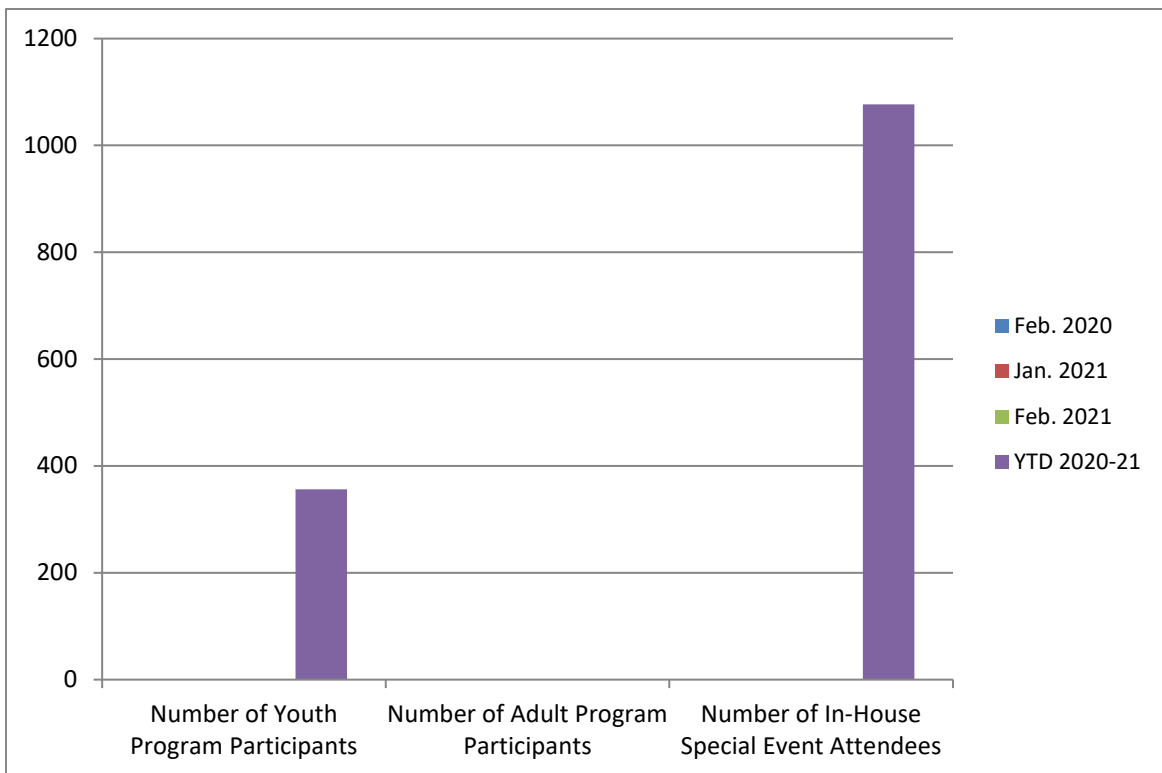
Adult Softball signups also ended on February 28<sup>th</sup>. At the end of February, we had 2 full teams and 2 free agents signed up. Due to late interest, we have extended the deadline until March 11<sup>th</sup> to try to fill the league to have a season. Practices and games will be on Tuesdays, Thursdays, and Saturdays from March until May if the league fills.

**Parks, Recreation, & Cultural Arts Department  
February 2021**

*Programming Opportunities*



*Programming Attendance*



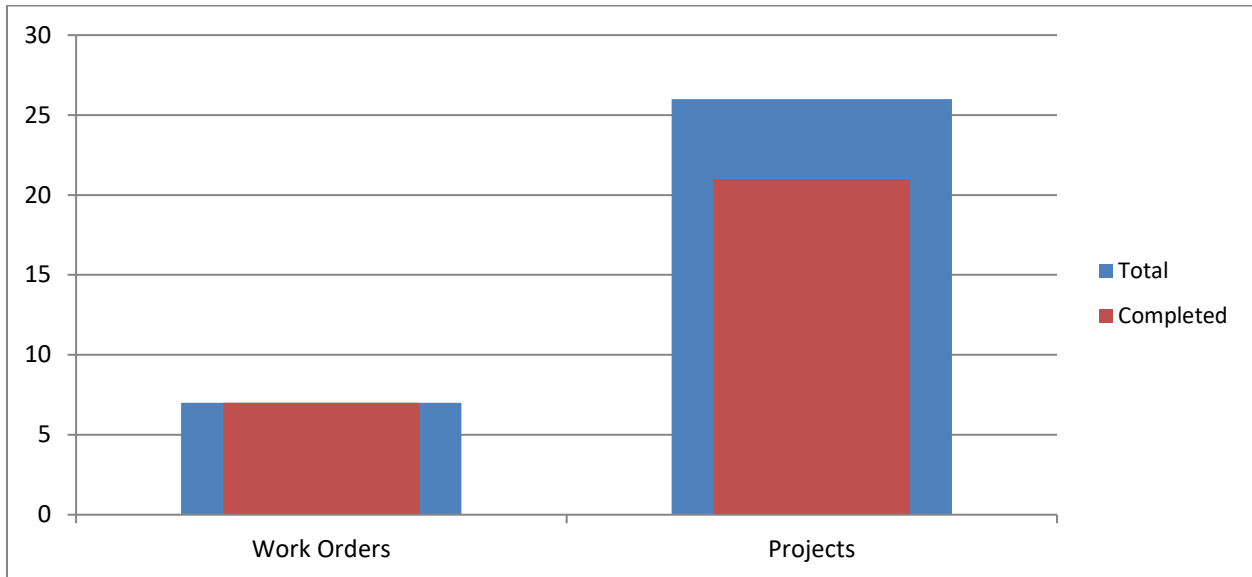
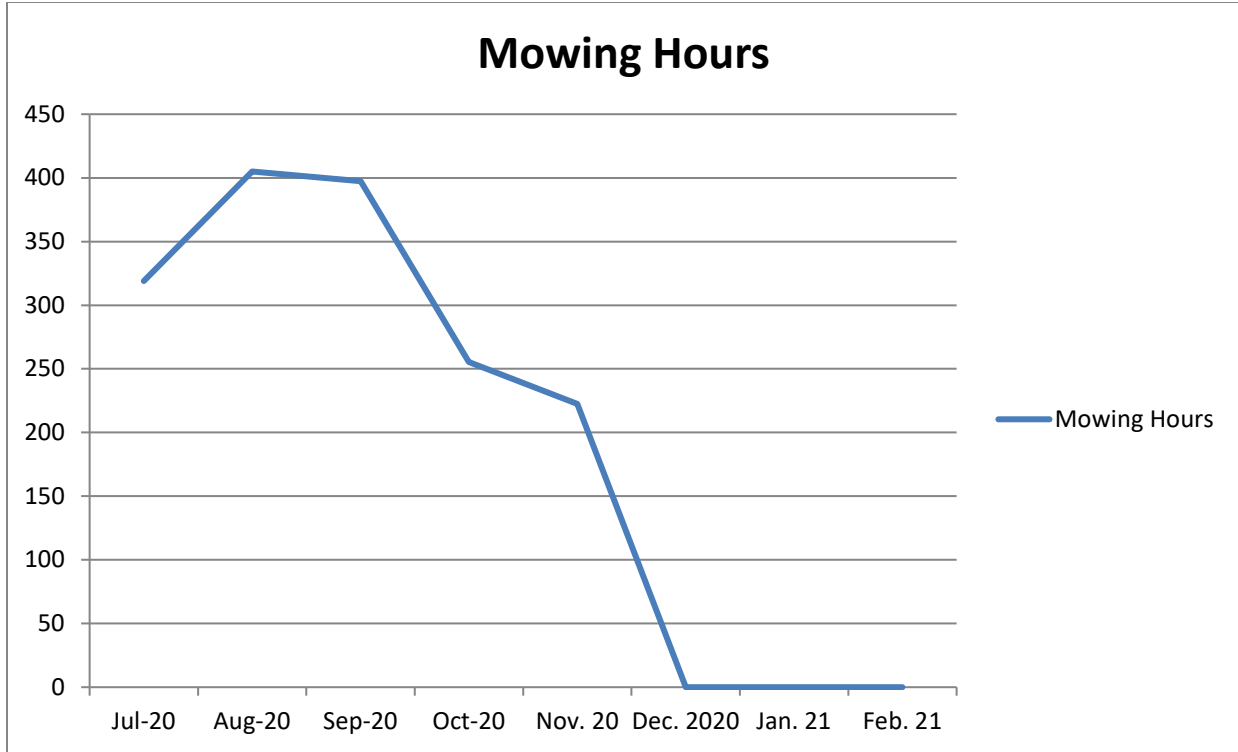


**Parks, Recreation, & Cultural Arts Department**  
**February 2021**

**Maintenance**

- Prepped all of the equipment for the spring mowing season: Blades, belts, batteries, filters, oil changes, tires, thorough greasing, etc.
- Performed final touch-up painting to the office and the restrooms @ the new shop
- Performed dirt work around the new shop... Still need to haul LOTS more dirt in so that we can bring the elevation up to grade around the new shop
- Constructed and installed new wall-board to hold all of our Dewalt-battery-powered tools---We will add to thi wall as our tool collection grows
- Widened wheels and tires on the back of our big Kubota tractor
- Checked over the trailer prior to oru trip to south Bend, IN---Air pressure, bearings new battery for electronic break control
- Painted hand rails and all railing upstairs (multiple coats)
- Painted floor upstairs and the steps leading up
- Painted 3 main signs in the main park/cleaned the roofs as well
- Painted metal posts along road and throughout the park (high-gloss black)
- Erected shade curtain structure and hung the curtain to complete project at the dog Park
- Mixed and poured two bags of mortar around the beginning nut and bolt connection for the Dog Park
- Poured 15 bags of concrete to finish encasing the nuts and bolts connection of the main beam for the shade curtain
- Did rough-in dirt work @ the Dog Park, around the curtain
- Filled in (length of the water line)divot @ the Dog Park
- Removed stakes and straps from the pine trees down @ the Dog Park after 2 years of stabilizing all of the tree in the field/Between Dog Park and row of houses
- Raked main road through the park during/after the snow storm that we had this month
- Installed two new Home Plates and all new base anchors of field's 2 and 3 after new dirt work and conditioner had been installed/We create and build our own base anchors/It's the same ones used in the major leagues/Same design/Field 2 had a 60ft. base line installed and Field 3 had 60ft. and 70ft. installed on it
- Removed and installed new hygiene boxes in the women's restroom at the soccer complex
- Prepped the sprayer rig for spraying all of the sport fields @ the beginning of March/Trained a new employee on how to make ready the sprayer and how to perform the calculations for spraying each, individual sport field
- Dug, poured, and installed 3 different head stones at the cemetery
- Performed normal monthly PM service on all equipment

Parks, Recreation, & Cultural Arts Department  
February 2021



Museum

**Parks, Recreation, & Cultural Arts Department  
February 2021**

**Volunteers**

Volunteer helped with unloading display case to fix lighting issue, adding new donated items to displays and checking labeling of museum items then adding new labels to those display items that needed them. For the month of February, the museum volunteer worked for a total of 3 hours.

**Exhibits**



An addition was made to the Women's Suffrage display. Gary Owen, a local artist, loaned one of his paintings of Susan B. Anthony. Owen had loaned the painting to the Marnie Sheridan Gallery at Harpeth Hall in the school's celebration of the 19<sup>th</sup> Amendment and wanted to share it with the museum for the duration of the exhibit. The 19<sup>th</sup> Amendment/Women's Suffrage display will run until the end of March 2021.

**Tours at Museum**

A few walk-through tours have been provided.

**Social Media Promotion**



White House History Wednesday's monthly edition was posted on Wednesday, February 24, 2021 with a new episode on The Ice Storm of 1994. This timely selection was chosen since just the week before the City of White House was snowed in for about 4 days. White House History Wednesday will continue through 2021 with an episode every 4<sup>th</sup> Wednesday of the month.



**Gifted Donations**



February 22, 2021/Donation – Terry Palmer donated a sauerkraut knife, whiskey jug and butter paddle. The knife and paddle have been in the Palmer family for 3 generations. These items are excellent additions to the museums home living area as seen in picture.



February 24, 2021/Donation – Tommy B. Mayes donated 10 school bells that had been used in the White House Schools, 4

**Parks, Recreation, & Cultural Arts Department  
February 2021**

White House High School Annuals and 3 brochures to the museum in memory of his wife Delores Jones Weidemann.

**Ongoing Tasks**

Continued work on collecting and scanning and sorting of pictures for the 50<sup>th</sup> Celebration for 2021.

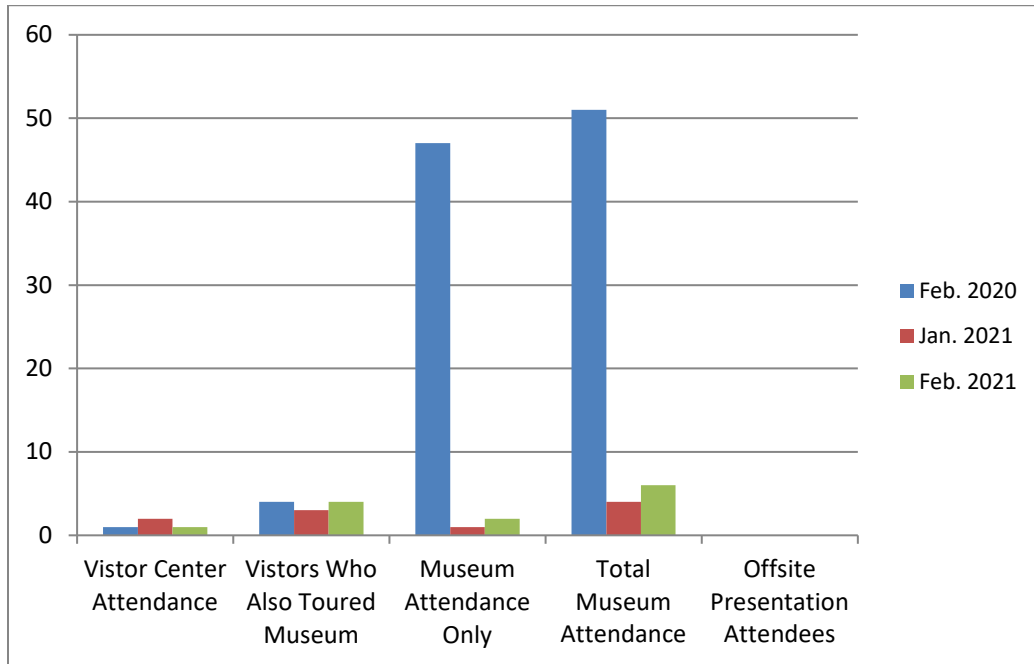
**Facility Usage**

White House Youth Soccer (WHYS) used the training room for 4 nights in the month of February for select soccer meetings and recreational soccer meetings and draft. The cumulative total for attendance for all 4 nights was 94.

**Visitors' Center and Museum Attendance**

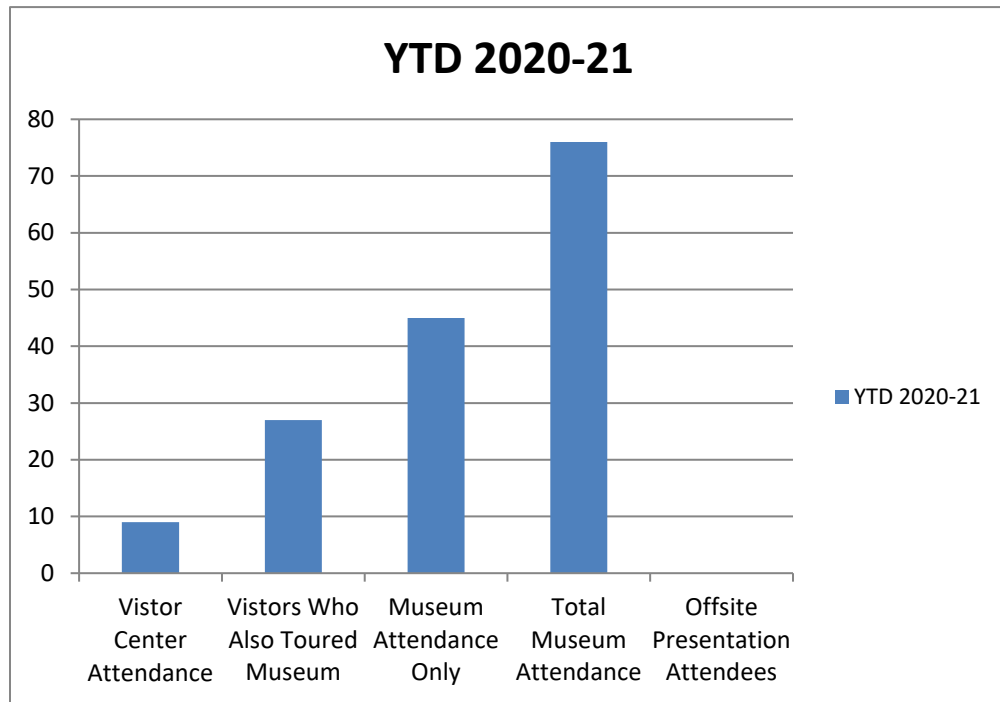
Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
1	4	2	6	0

*Museum/Visitor Center Usage*



**Parks, Recreation, & Cultural Arts Department  
February 2021**

*Museum/Visitor Center Usage YTD*

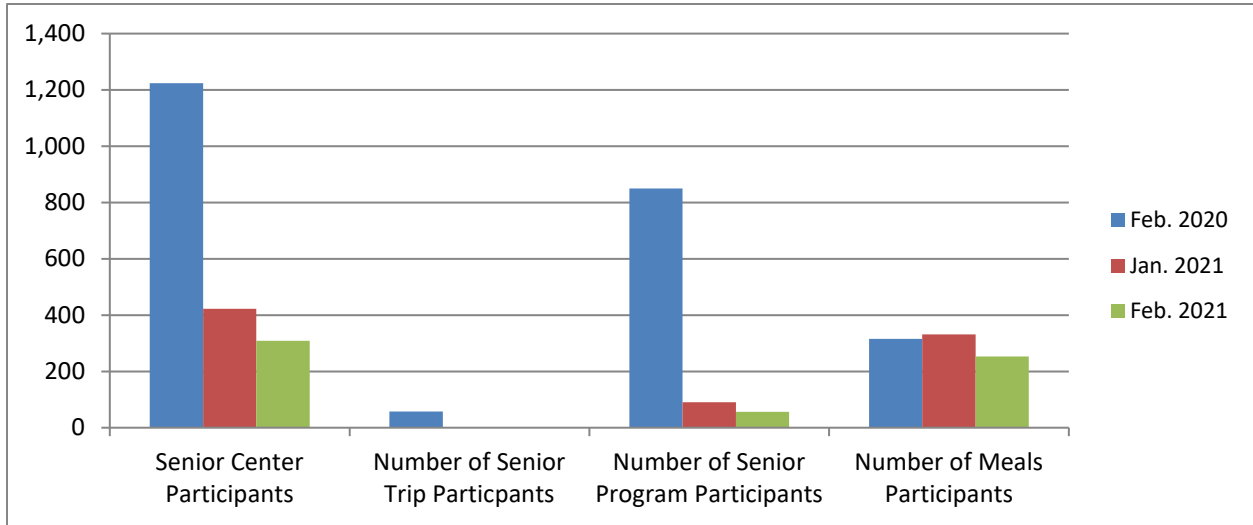


**Senior Center**

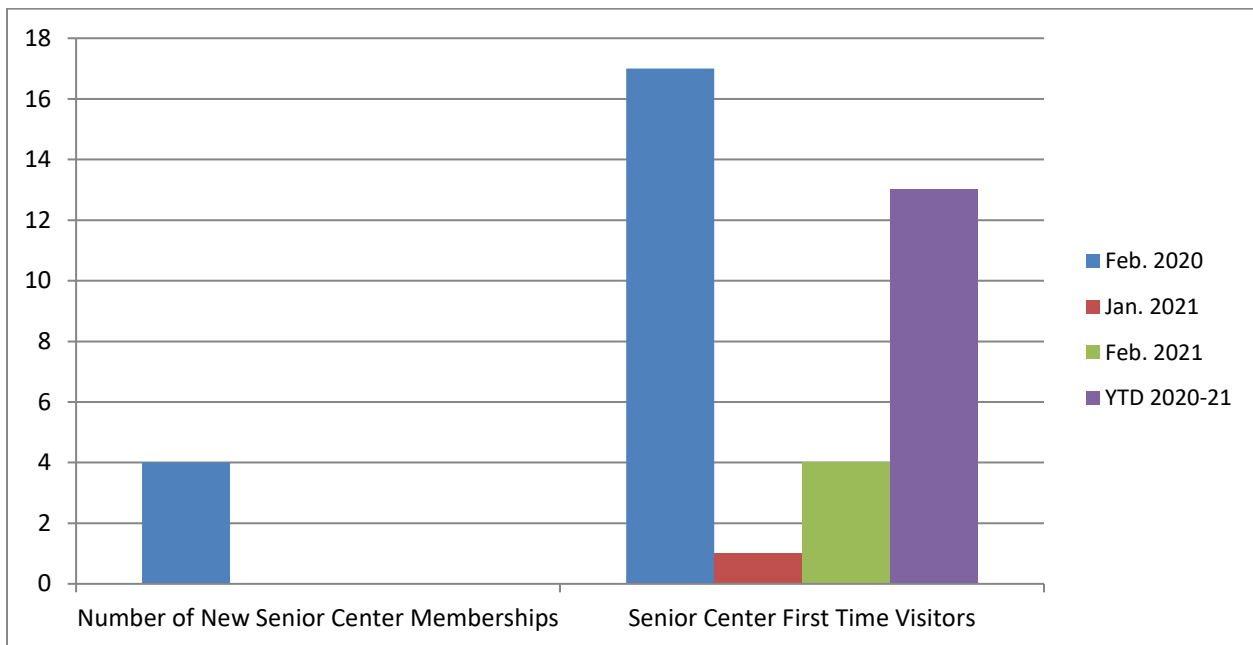
<b>Senior Center Participation - February 2021</b>			
<b>Outings/Events:</b>			
<b>Total</b>	<b>0</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		80	
		83	
		90	
		<b>253</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Sittercise	40		
Walk			
Yoga	16		
<b>TOTAL</b>	<b>56</b>		
<b>NEW MEMBERS</b>	<b>0</b>		
<b>FIRST TIME ATTENDEE</b>	<b>4</b>	Coleen, Anita Watts, Mr. & Mrs. Spotts	
<b>TOTAL Sr Center Participants:</b>	<b>309</b>		

**Parks, Recreation, & Cultural Arts Department  
February 2021**

*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
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	Feb. 20	Jan. 21	Feb. 21	YTD 20-21
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**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
Caferia 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

0	4	0	28
0	0	0	11
0	0	0	4
0	0	0	33
0	0	0	62
0	0	0	110
7	0	0	0
0	0	0	0
1	0	0	2
0	0	0	0
8	0	0	2
0	0	1	107
1	2	1	9
4	3	4	27
47	1	2	45
51	4	6	76

**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
Number of Rec 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
Total Number of Programs Offered		

0	0	0	356
0	0	0	0
0	0	0	7
0	0	0	1077
3	3	3	12
203	200	200	1200
4	0	0	0
1,224	422	309	2044
17	1	4	13
3	0	0	5
58	0	0	40
9	2	2	10
850	90	56	292
4	4	3	20
316	332	253	1712
0	0	0	0
12	5	5	22

**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

\$3,176.00	\$1,100.00	\$2,289.00	\$31,006.00
\$0.00	\$500.00	\$500.00	\$1,650.00
\$0.00	\$0.00	\$0.00	\$605.00
\$855.50	\$842.00	\$632.50	\$4,295.00
\$590.00	\$0.00	\$0.00	\$3,530.00
\$512.50	\$100.00	\$0.00	\$575.00
\$0.00	\$0.00	\$50.00	\$4,940.00
\$16,607.00	\$0.00	\$0.00	\$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	0	0	1599.5
0	0	0	7
0	0	0	7
4	5	2	28
2	4	5	21



	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Feb. 20
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	7
Auditorium Rentals			4	10	1
Amphitheater Rentals			3	0	0
Ballfield Rentals			7	45	0

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Feb. 20
Total Number of Pavilion Rentals			297	156	0
Total Number of Facility Rentals			196	89	8
Ballfield Rentals			7	45	0

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Feb. 20
Vistor Center Attendance			6	21	1
Vistors Who Also Toured Museum			14	84	4
Museum Attendance Only			85	668	47
Total Museum Attendance			99	752	51
Offsite Presentation Attendees			0	15	0

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Feb. 20
Number of In-House Special Events Offered			8	7	0
Number of Rec Programs Offered			34	18	3
Number of Senior Trips Offered			54	37	3
Number of Senior Programs Offered			117	76	9
Total Number of Programs Offered					12

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Feb. 20
Number of New Senior Center Memberships			16	16	4
Senior Center First Time Visitors			32	59	17

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Feb. 20
Number of Youth Program Participants			679	578	0
Number of Adult Program Participants			240	76	0
Number of In-House Special Event Attendees			2987	2964	0

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Feb. 20
Senior Center Participants			14,966	9594	1,224
Number of Senior Trip Participants			896	613	58
Number of Senior Program Participants			9,989	6798	850
Number of Meals Participants			4052	2235	316

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	Feb. 20
Youth Program Revenue			#####	#####	\$3,176.00
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	\$855.50
Shelter Reservation Revenue			#####	\$ 4,780.00	\$590.00
Facility Reservation Revenue			#####	\$ 8,046.88	\$512.50
Field Rental Revenue			\$ 2,521.00	\$ 1,203.34	\$0.00

Misc. Revenue			#####	#####
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#####
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Jan. 21	Feb. 21	YTD 20-21
4	0	28
0	0	11
0	0	4
0	0	33
0	0	62
0	0	0
0	0	2
0	0	0
0	1	107

Jan. 21	Feb. 21	YTD 20-21
0	0	110
0	0	2
0	1	107

Jan. 21	Feb. 21	YTD 20-21
2	1	9
3	4	27
1	2	45
4	6	76
0	0	0

Jan. 21	Feb. 21	YTD 20-21
0	0	7
3	3	12
0	0	5
2	2	10
5	5	22

Jan. 21	Feb. 21	YTD 20-21
0	0	0
1	4	13

Jan. 21	Feb. 21	YTD 20-21
0	0	356
0	0	0
0	0	1077

Jan. 21	Feb. 21	YTD 20-21
422	309	2044
0	0	40
90	56	292
332	253	1712

Jan. 21	Feb. 21	YTD 20-21
\$1,100.00	\$2,289.00	\$31,006.00
\$500.00	\$500.00	\$1,650.00
\$0.00	\$0.00	\$605.00
\$842.00	\$632.50	\$4,295.00
\$0.00	\$0.00	\$3,530.00
\$100.00	\$0.00	\$575.00
\$0.00	\$50.00	\$4,940.00

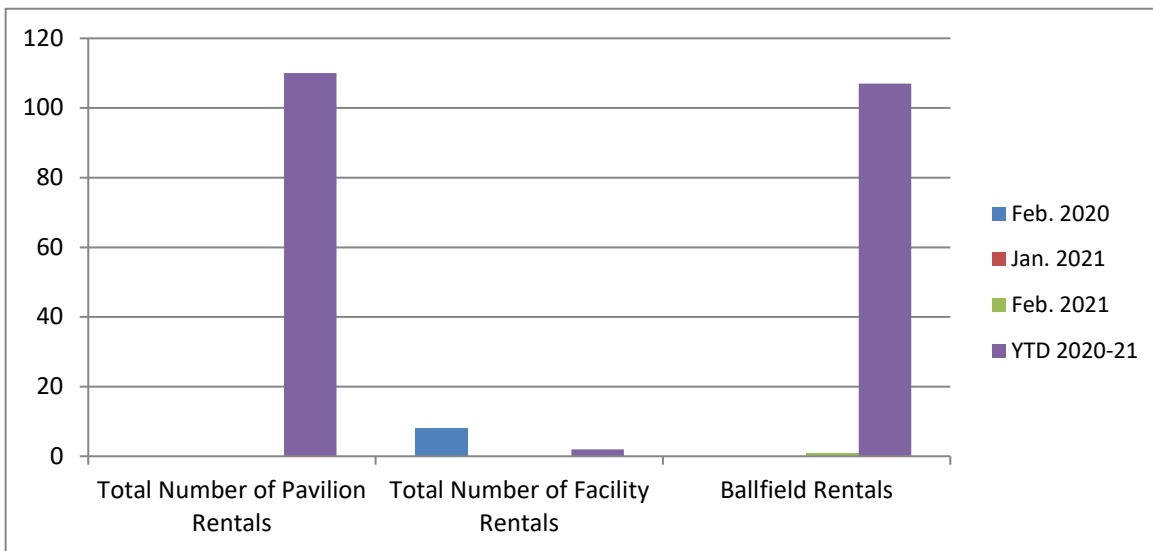
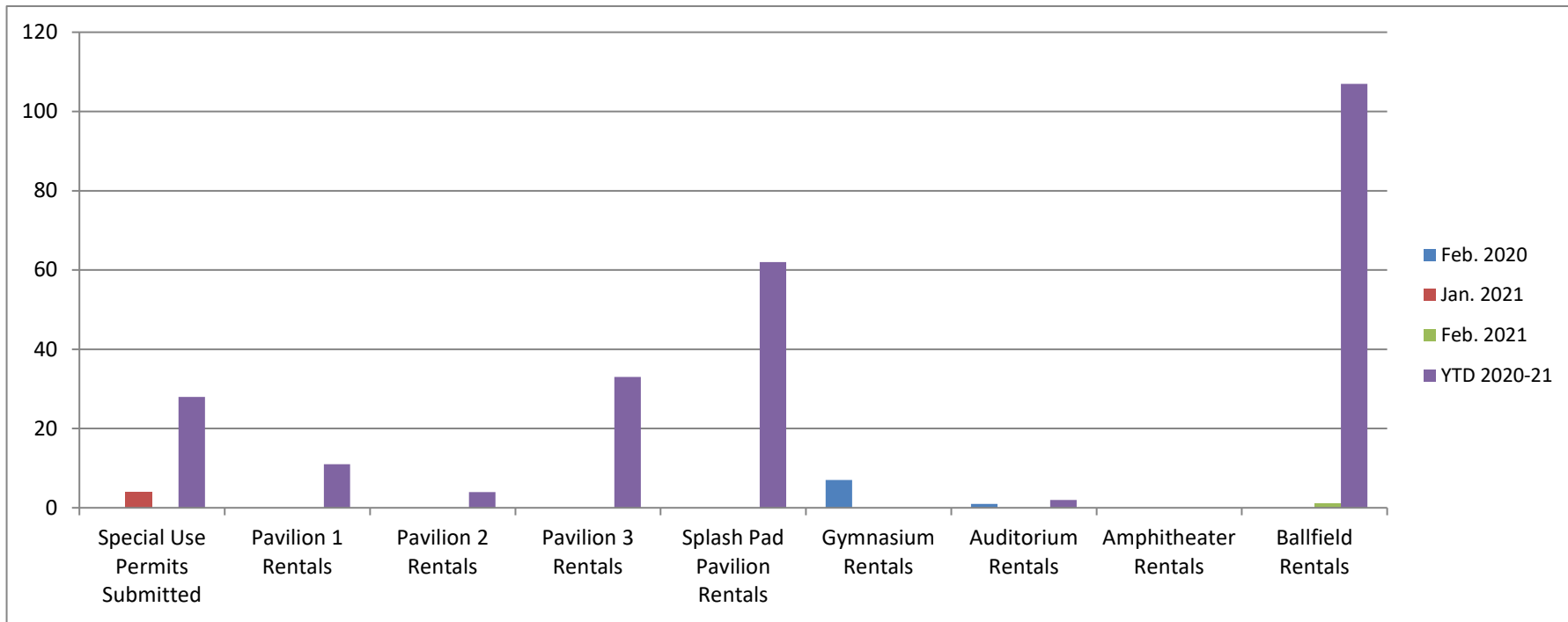
\$0.00	\$0.00	\$676.46
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	Target	Actual
Senior Budget	66.67%	26.69%
Museum Budget	66.67%	57.85%
Parks Admin Budget	66.67%	54.43%
Parks Maintenance Budget	66.67%	50.28%
Cemetery Budget	66.67%	63.62%
Total Parks General Fund Bu	66.67%	51.27%

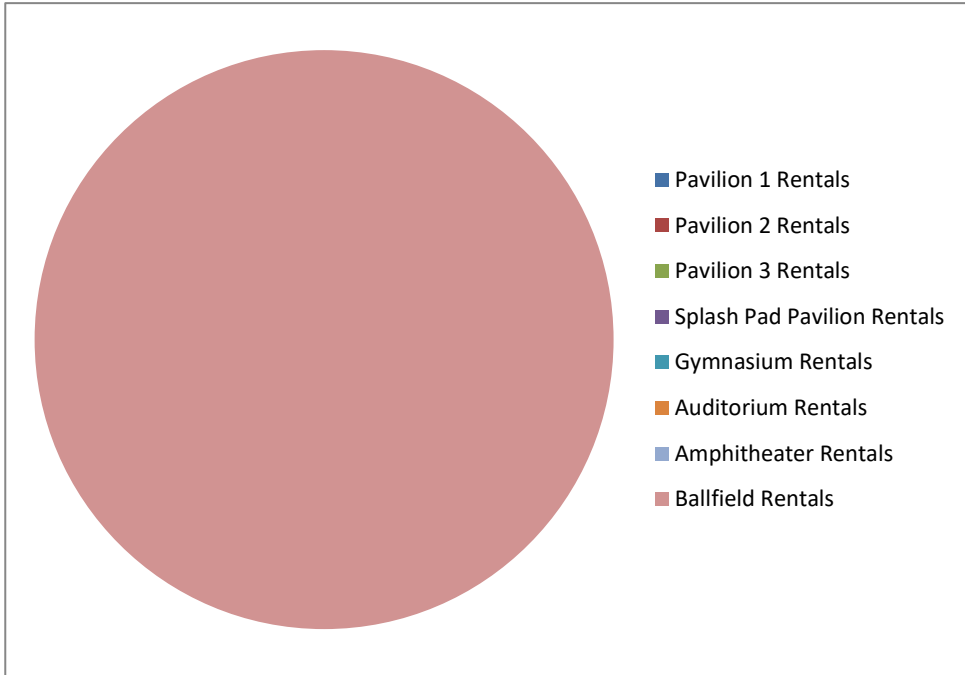
	Total	Completed
Work Orders	7	7
Projects	26	21

<b>Jul-20</b>	<b>Aug-20</b>	<b>Sep-20</b>	<b>Oct-20</b>	<b>Nov. 20</b>	<b>Dec. 2020</b>	<b>Jan. 21</b>	<b>Feb. 21</b>	<b>YTD 20-21</b>
319	405	397.5	255.5	222.5	0	0	0	1599.5

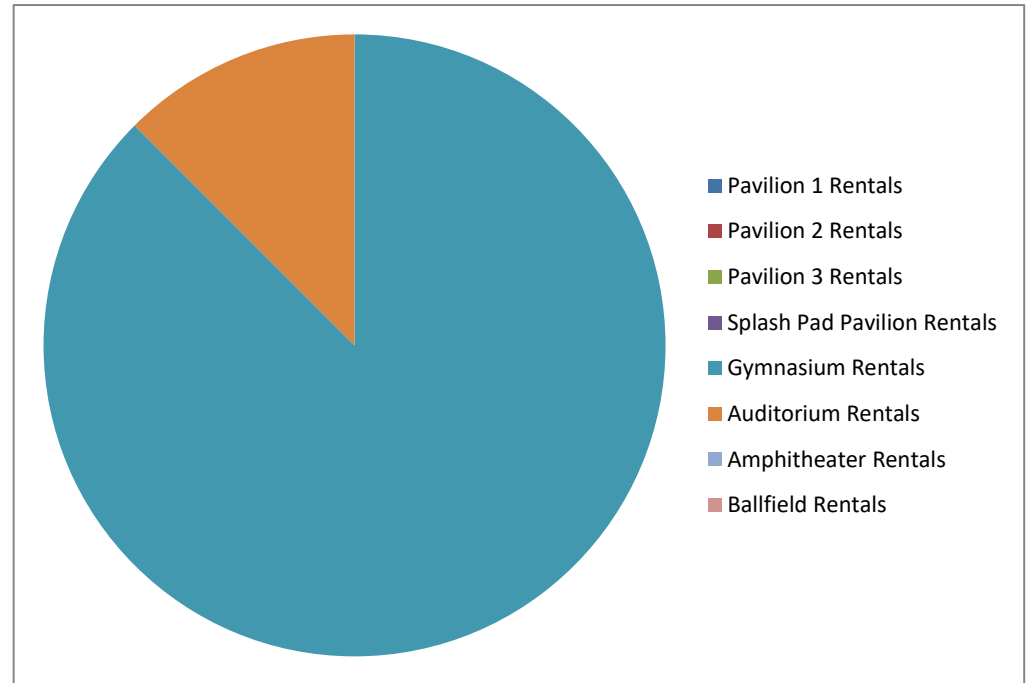
# Facility Usage



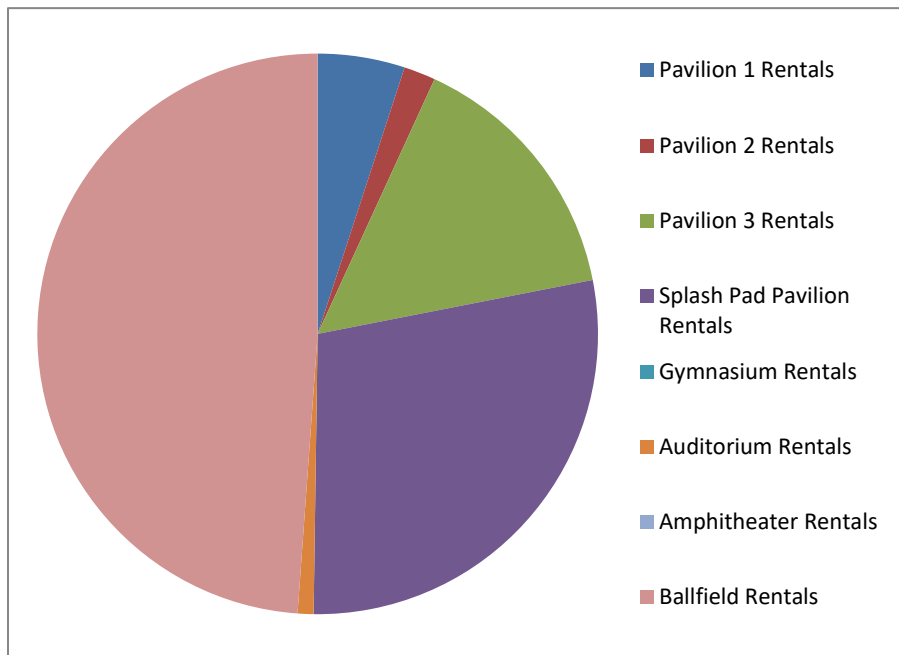
**Facility Usage This Month**



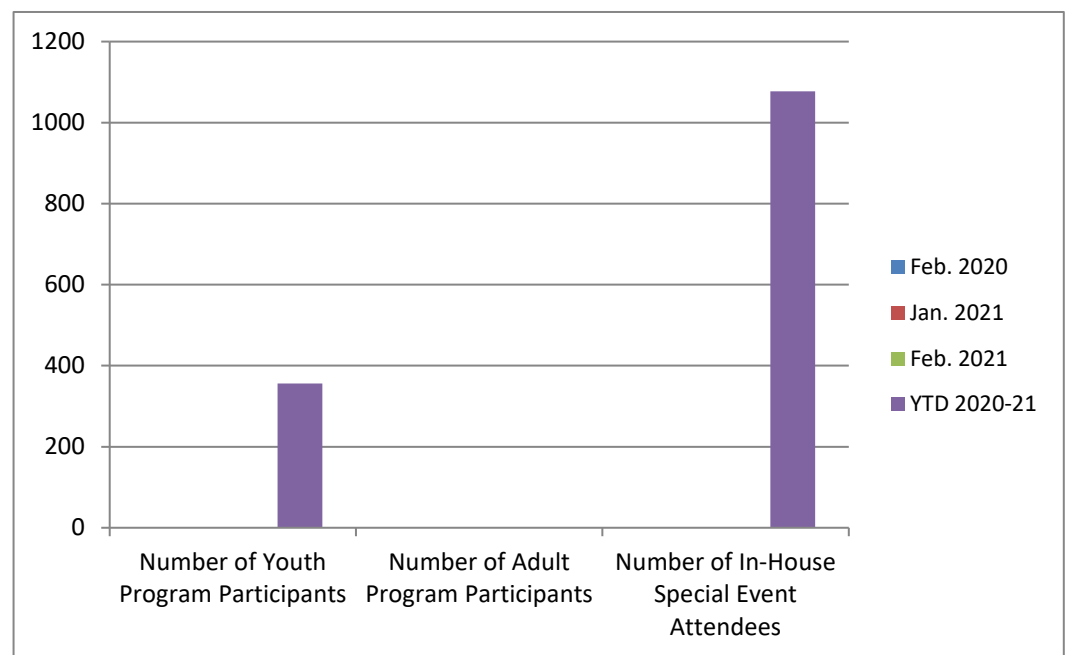
**Facility Usage February 2020**



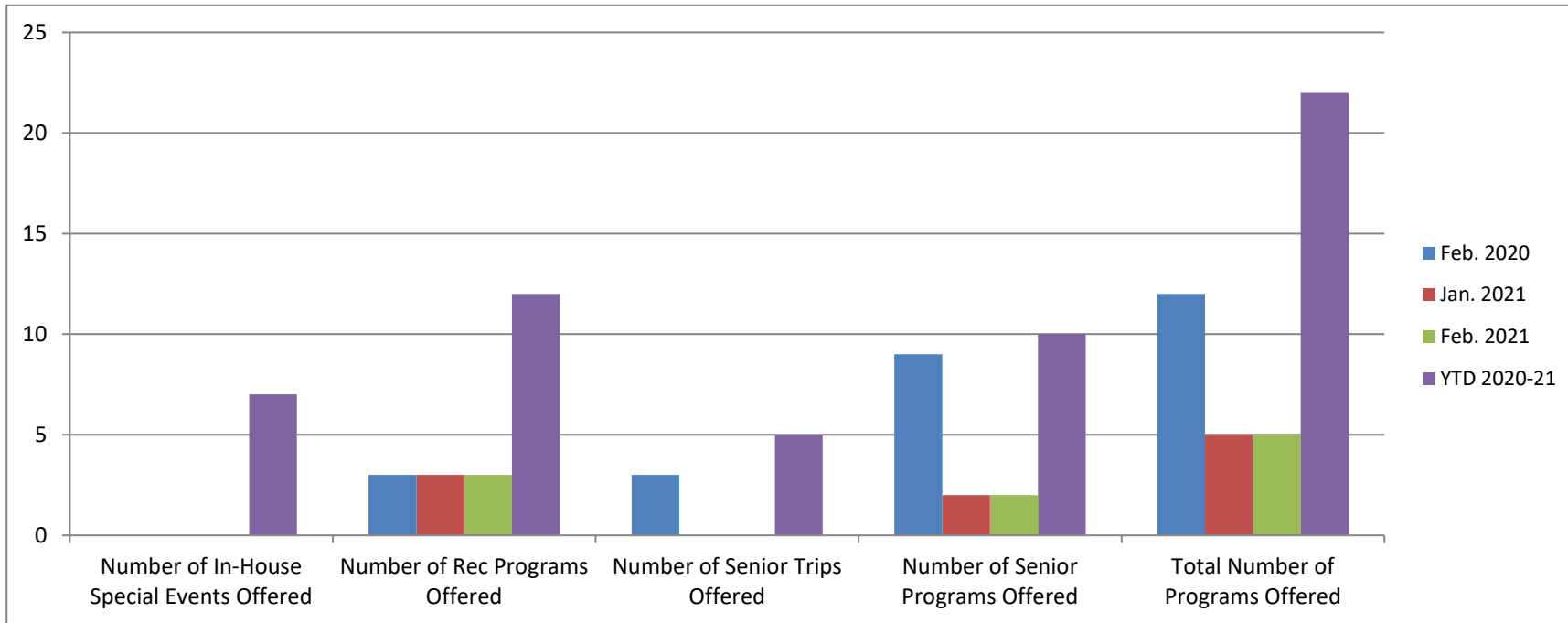
**Facility Usage YTD 2020-21**



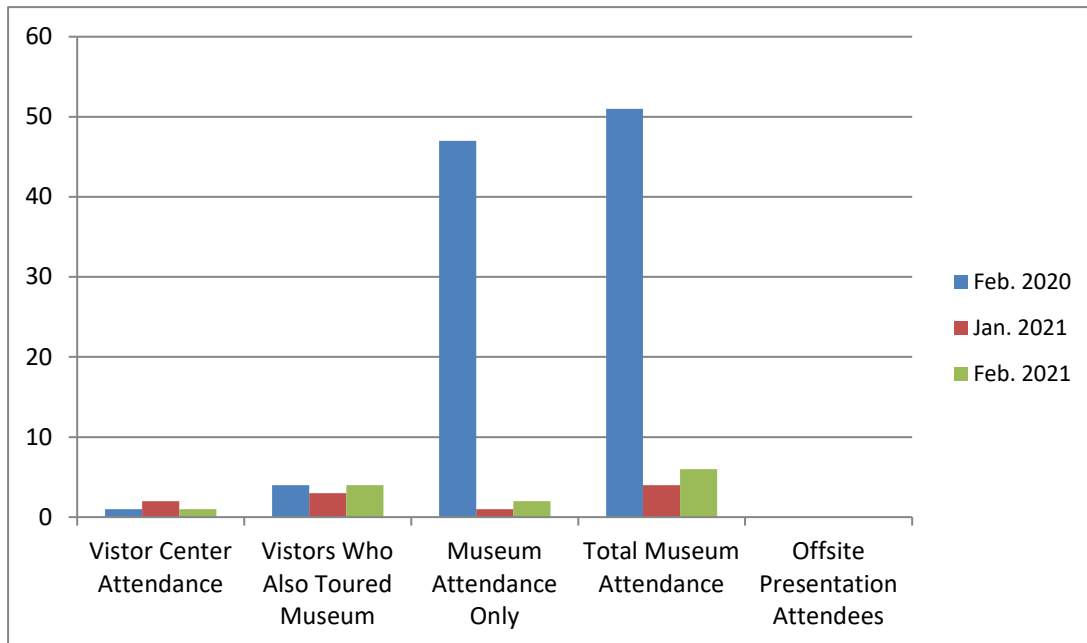
**Rec Programming/Events Participation/Attendance**



## Programming Opportunities

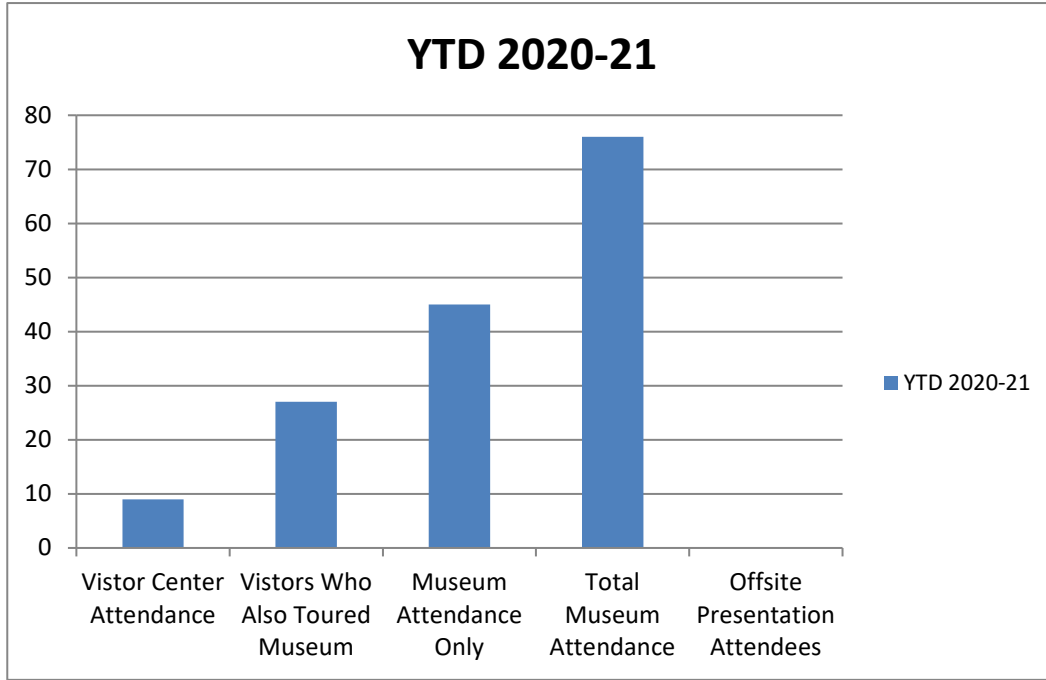


## Museum/Visitor Center Usage

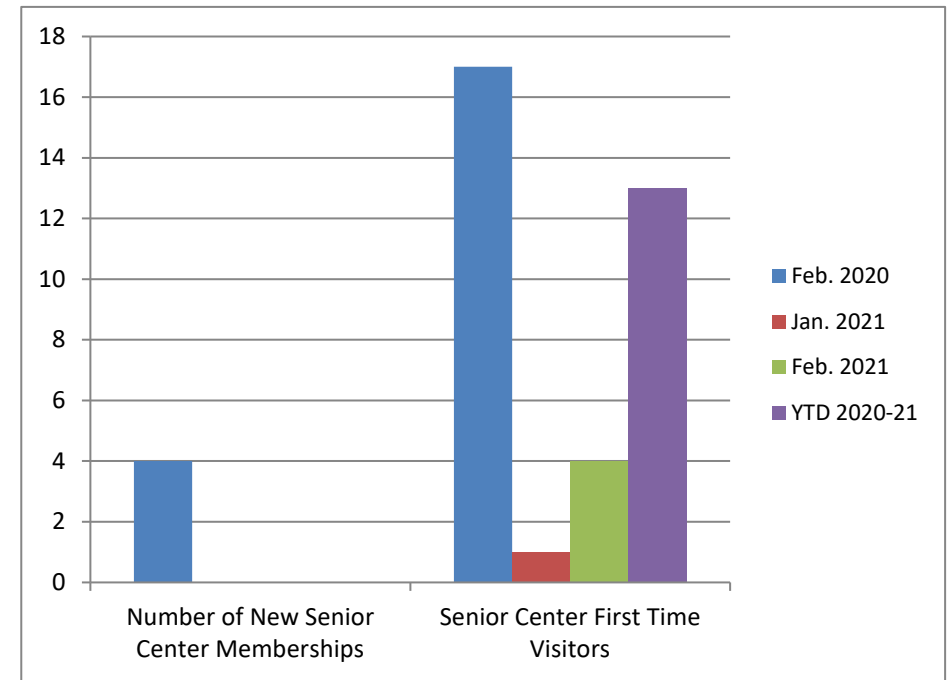




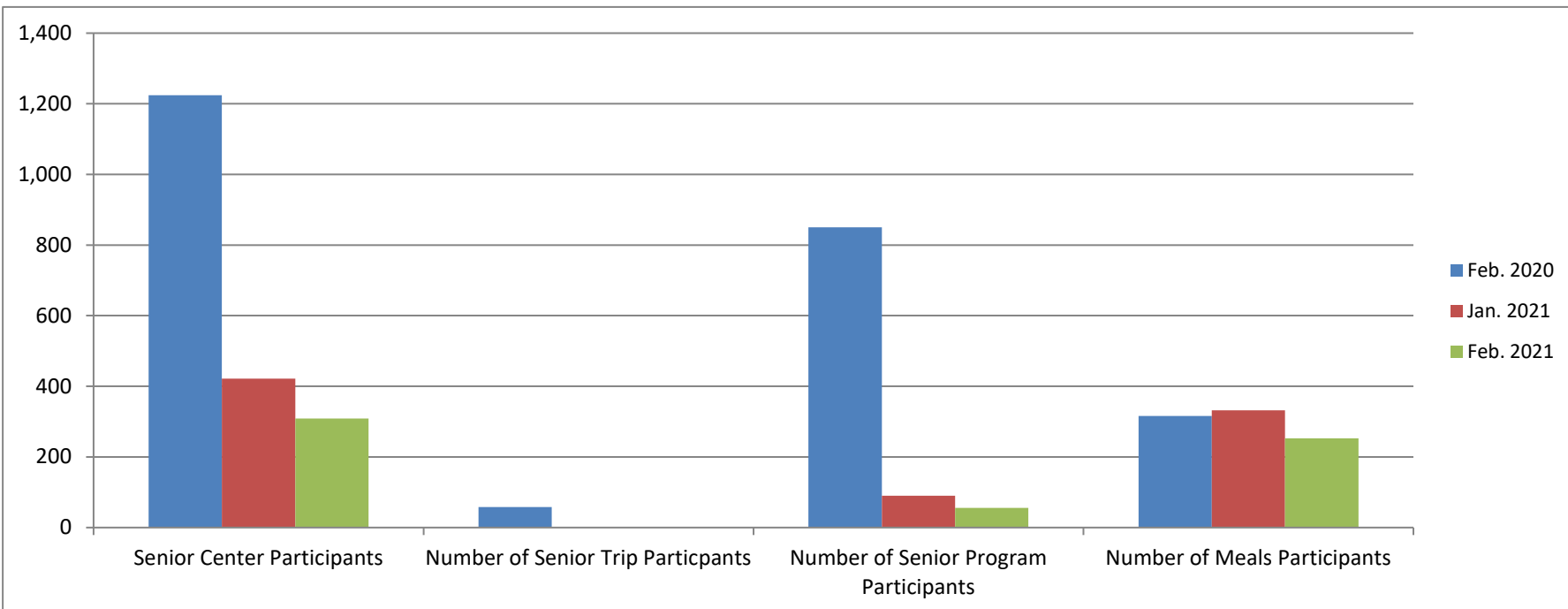
## Museum/Visitor Center Usage YTD



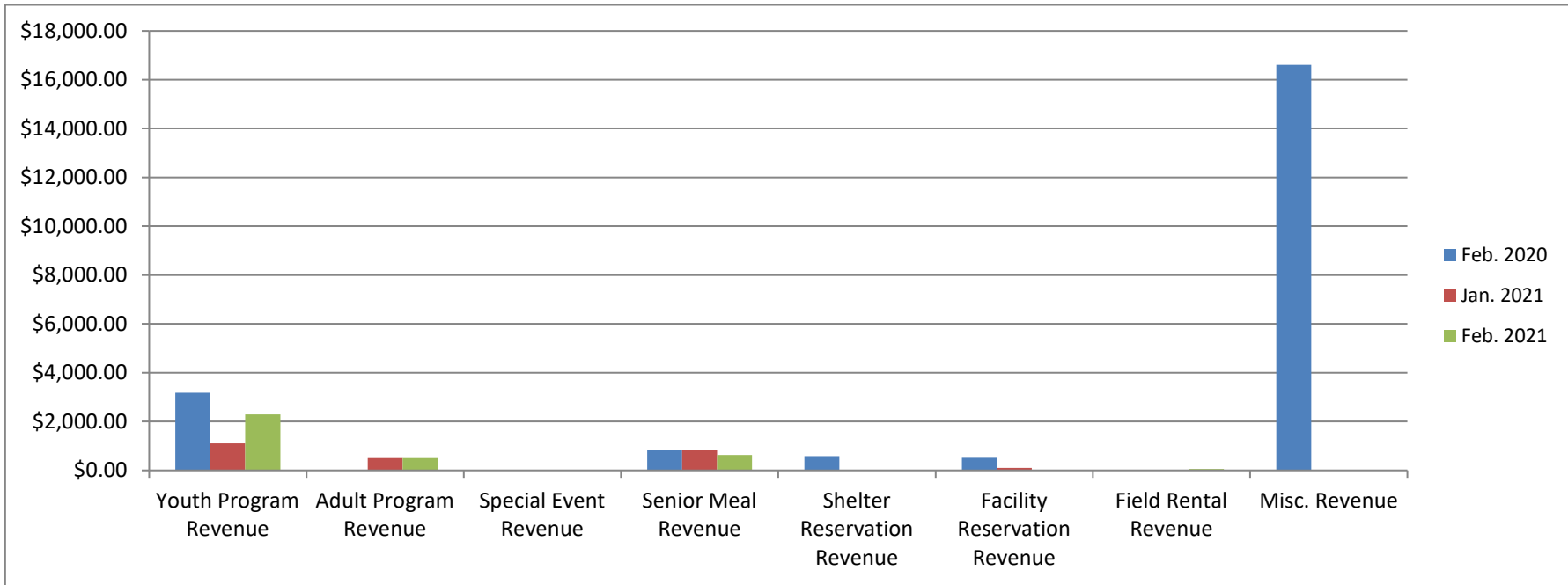
## New Senior Memberships/First Time Visitors



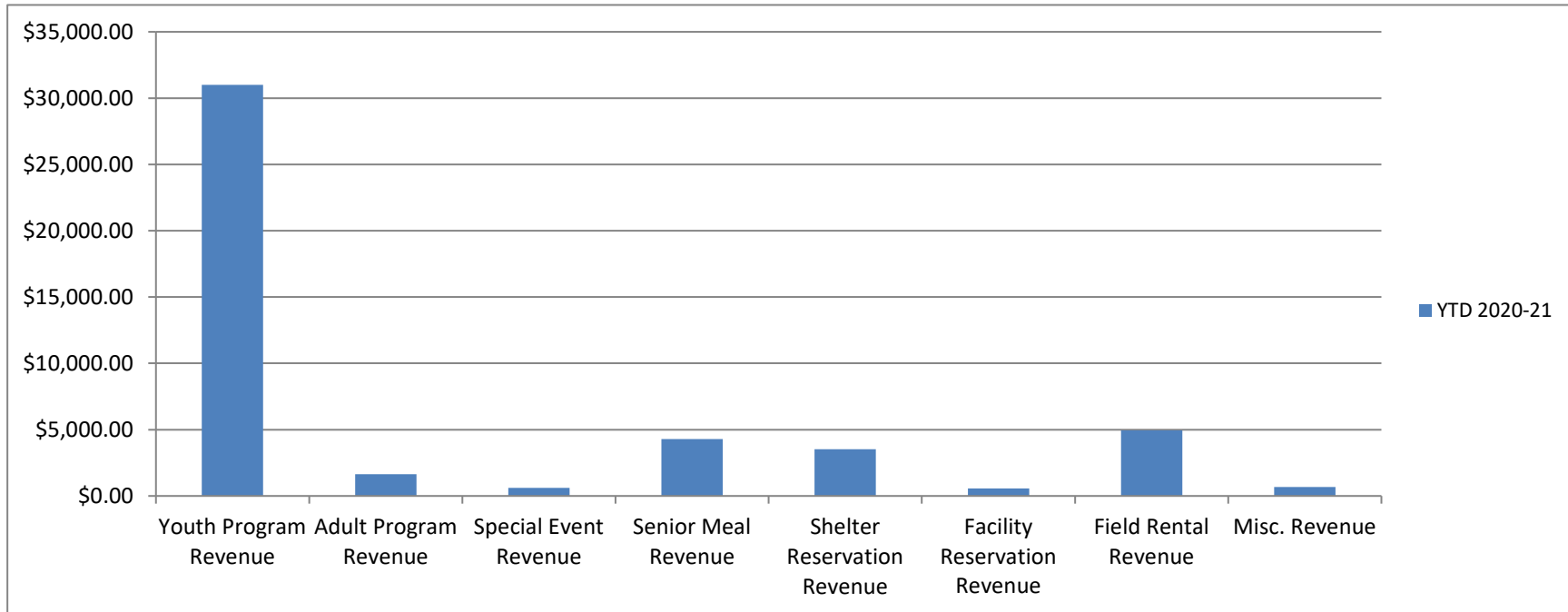
## Senior Programming Participation/Attendance



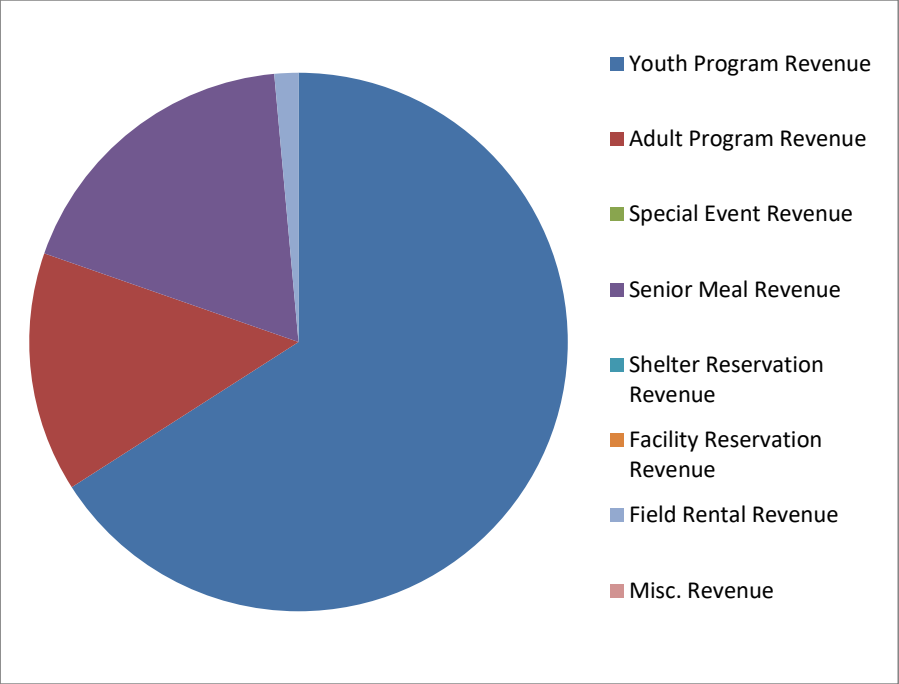
## Revenues



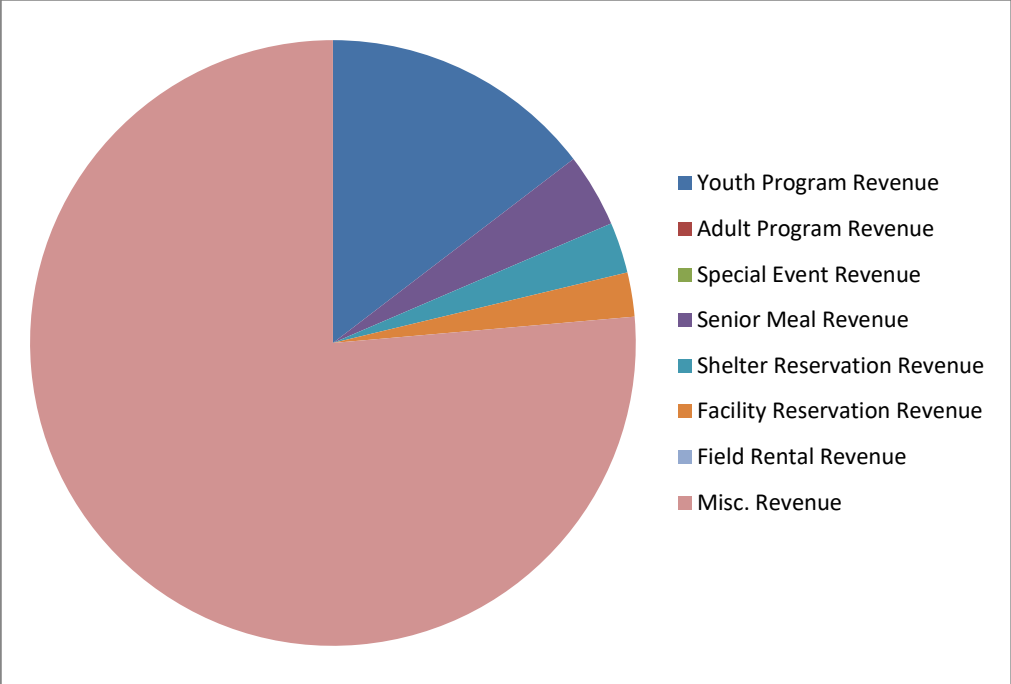
## Revenues YTD



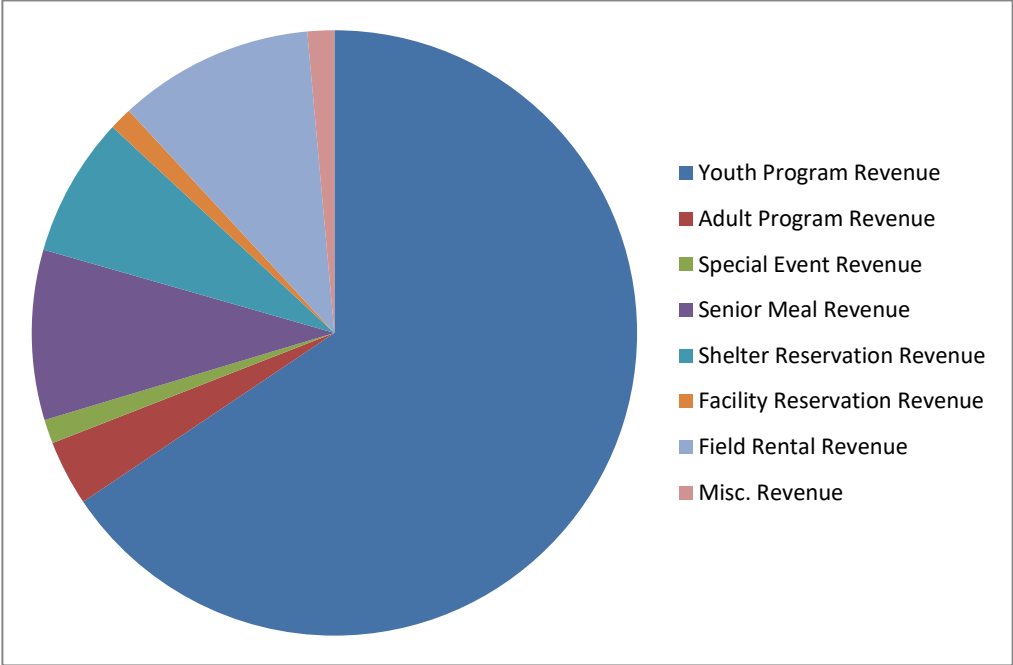
### Where Revenues Came From This Month



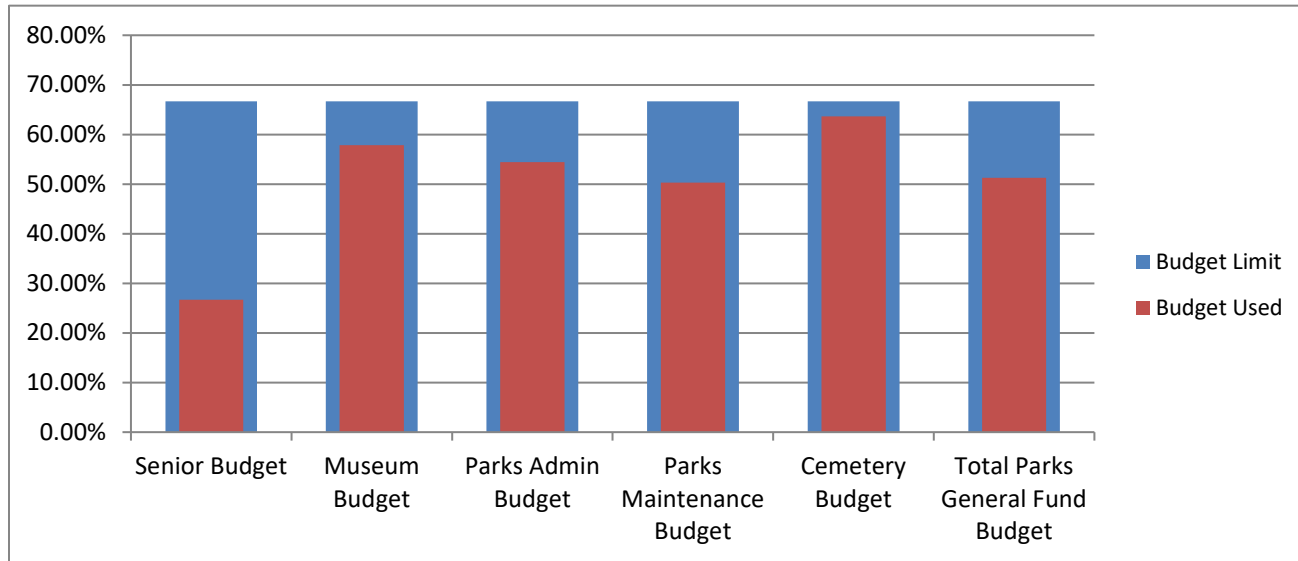
### Where Revenues Came From February 2020



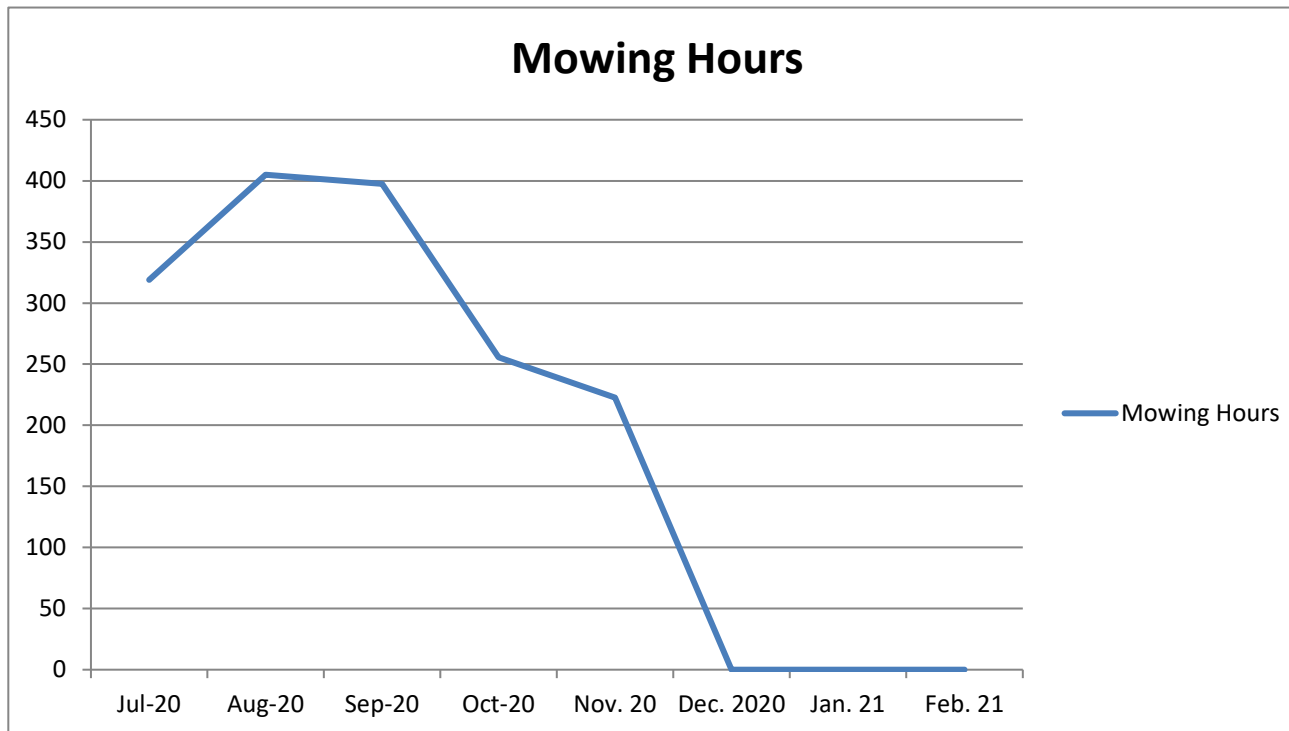
### Where Revenues Come From YTD

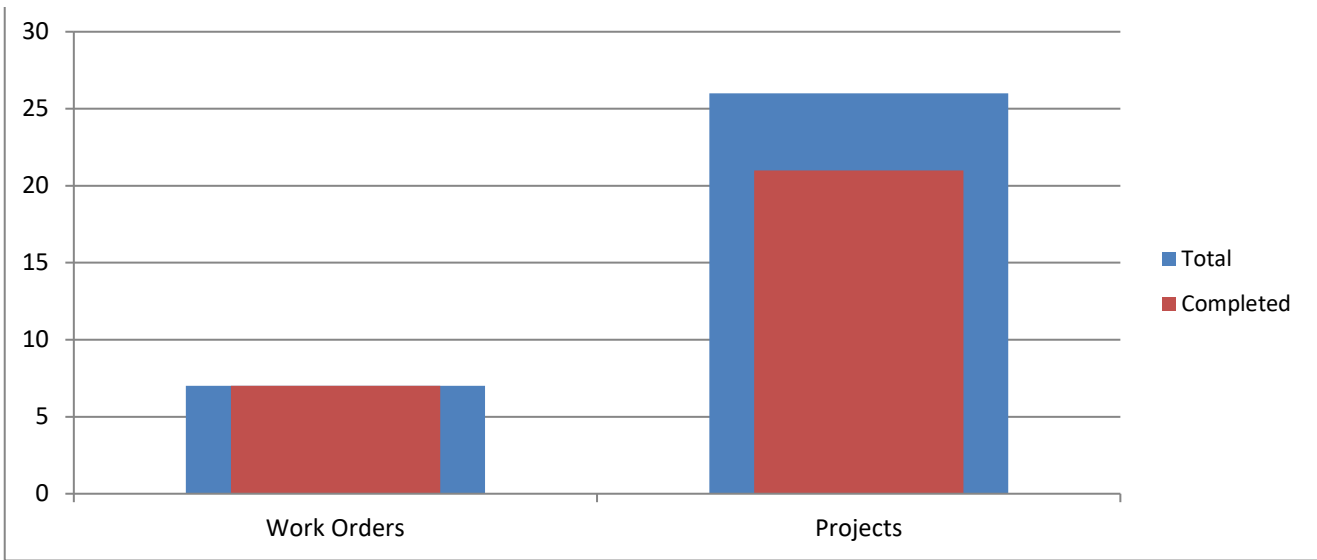


## Over/Under Budget



## Mowing Hours





	<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>Jan. 21</b>	<b>Feb. 21</b>	<b>YTD 20-21</b>
255.5	222.5	0	0	0	1599.5

## **White House Library Monthly Report February 2021**

### **Summary of Activities**

The library had its fire sprinkler system tested on February 4<sup>th</sup>. The entire system was checked and cleared and should be good for another year.

The library director did yearly evaluations of all library staff during the month of February. Despite COVID, the staff were able to accomplish a number of tasks and actually did more this year than previous months since staff now know how to plan virtual programs, grab and go kits, and outdoor events.

The library director attended a director's check-in at the region. One of the main discussions was if libraries were receiving their requested amount for the next budget year. Many expressed concerns over the possible \$15 minimum wage and how that would affect budgeting.

The library director attended a marketing committee meeting on February 9<sup>th</sup>. The group discussed different options for having the fandomcon. It was decided that the event will be held outside. If it rains, the event will be moved inside, but some items will still have to be cancelled due to their size. The group decided to hold the event on June 5 from 10am to 3pm. The library director is now working on securing different activities and presenters.

The regional library's coding class that a number of library staff signed up to take was cancelled due to the weather. It will be rescheduled at a later date.

The library was closed for a week due to the snow and ice. The director also found that during that time, the library had no water pressure because of a frozen pipe. The city maintenance man was able to fix the problem and will look at better protecting that area in the spring.

The library director met with the city administrator to review the library board's proposed budget. The proposed budget will go forward to the Board of Mayor and Aldermen for review. The director is also planning on moving the children's librarian's budget into the main library budget. The library will not lose any funds, but this will mean there are less lines to review.

The public works department poured concrete for the new library sign. This sign will sit at the bottom of the stairs and will have the library hours on it. The sign is part of the outside CIP project. Once it is complete, it will allow the library to meet the state requirement of having a sign visible from the street.

The library director, staff and friends of the library submitted an application for the Dollar General Summer Reading Grant. The grant open date was shorter this year and there was more planning involved when writing the grant due to the changes there will be this summer.

### **Department Highlights**

The highlights for the month was the progress made on the new sign, coming up with a plan for the fandomcon, and submitting the Dollar General Grant.

**White House Library Monthly Report  
February 2021  
Performance Measures**

**Official Service Area Populations**

2017	2018	2019	2020	2021
13,833	14,035	14,202	14,363	

**Membership**

February	2017	2018	2019	2020	2021
New Members	104	95	91	100	46
Updated Members	379	288	214	259	339
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	6,940
% of population with membership	86	51	59	66	48

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.

**Total Material Available:** 37,542

**Estimated Value of Total Materials:** \$938,550

**Last Month:** \$933,075

**Total Materials Available Per Capita:** 2.61

**Last Month:** 2.60

**State Minimum Standard:** 2.00

**Materials Added in February**

2017	2018	2019	2020	2021
144	60	181	140	218

**Yearly Material Added**

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	338

**Physical Items Checked Out in February**

2017	2018	2019	2020	2021
5,504	5,058	4,992	5,320	3,782

**Cumulative Physical Items Check Out**

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	7,971

We were closed for a week in February due to snow, which is one reason our checkout counts were low.

**Miscellaneous item checkouts**

February	2017	2018	2019	2020	2021
Technology Devices	34	42	41	33	54
Study Rooms	78	89	74	66	19
Games and Puzzles	38	64	67	127	109
Seeds	428	172	28	115	135
STEAM Packs	*	*	19	32	0
Cake Pans	*	*	0	2	5

**Yearly Totals**

2017	2018	2019	2020	2021
585	644	137	381	108
828	1,082	253	305	40
528	743	222	955	229
1,197	586	112	302	185
*	148	61	25	0
*	6	1	28	7

**Library Services Usage**

February	2017	2018	2019	2020	2021
Lego Table	186	215	153	143	0
Test Proctoring	5	10	11	10	0
Charging Station	8	6	5	4	3
Notary Services	*	*	*	10	1
Library Visits	*	4,590	4,445	4,242	2,305
Website Usage	*	*	1,079	1,559	1,859
Reference Questions	5	7	4	3	5

**Yearly Totals**

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	0
86	90	19	47	6
*	*	16	88	5
*	52,565	55,728	30,007	4,824
*	2,517	16,935	17,977	4,112
115	59	77	60	9

**Library Volunteers**

Library	2018	2019	2020	2021
Library Volunteers	22	16	12	9
Volunteer Hours	103	88	143	82.5

**Yearly Totals**

18-19	19-20	20-21
82	36	16
809	1,286	703

We have not been allowing as many volunteers in the building at a time due to COVID.

**Computer Users**

February	2017	2018	2019	2020	2021
Wireless	705	1107	636	532	186
Adult Users	387	346	354	399	160
Kids Users	174	174	176	123	5

**Yearly Computer Users**

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	424
4,413	4,642	1,103	2,138	380
2,209	2,088	556	427	7

**White House Library Monthly Report  
February 2021  
Performance Measures**

**Universal Class Counts**

February	
Sign ups	2
Courses started	17
Lessons viewed	197
Class Submissions	131

**Yearly Totals**

2017	2018	2019	2020	2021
27	24	9	10	3
39	52	16	53	23
273	661	194	1,771	250
258	445	105	800	141

**Programs**

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	0	2	1
Yearly Sign-ups	29	60	83	84

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	3
500 Mark	2	2	0	1
Completion	0	1	2	0

**Face-to-face Kids Programs**

February	2017	2018	2019	2020	2021
Programs	17	11	15	11	0
Attendees	244	220	216	272	0
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	0
Attendees	4,268	4,260	4,201	1,185	0

**Virtual Kids Programs**

February	2020	2021
Videos	0	4
Views	0	45
Yearly	2020	2021
Videos	24	8
Views	4,182	45

**Grab & Go Kits**

February	2020	2021
Kits	0	5
Taken	0	204
Yearly	2020	2021
Kits	38	11
Taken	1094	455

The staff is doing pre-recorded virtual story times. The staff is putting out separate grab & go kits for children ages 0-5 & 6-9.

**Face-to-face Teen Programs**

February	2017	2018	2019	2020	2021
Programs	2	6	6	5	0
Attendees	11	24	18	38	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

**Tween Face-to-Face Programs**

February	2020	2021
Programs	2	0
Attendees	8	0
Yearly	2020	2021
Programs	5	0
Attendees	18	0

The library is not having face-to-face programs right now because it is too cold to meet outside.

**Combined Face-to-Face**

February	2020	2021
Programs	0	0
Attendees	0	0
Yearly	2020	2021
Programs	11	0
Attendees	77	0

**Virtual Teen & Tweens**

February	2020	2021
Videos	0	1
Views	0	18
Yearly	2020	2021
Videos	12	3
Views	1,591	44

**Grab & Go**

February	2020	2021
Kits	0	2
Taken	0	15
Yearly	2020	2021
Kits	13	6
Taken	152	51

Not as many grab and go kits were offered because we were closed due to snow.

**Face-to-face Adult Programs**

February	2017	2018	2019	2020	2021
Programs	13	13	13	11	2
Attendees	63	46	77	58	12
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	3
Attendees	689	1,009	1,343	214	17

**Virtual**

February	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	18	0
Views	4,972	0

**Device Advice**

Sessions	2019	2020	2021
February	*	*	2
Yearly	125	51	2

A box was added for adult virtual programs in case we have to start offering those types of programs again.

**Interlibrary Loan Services**

February	2017	2018	2019	2020	2021
Borrowed	75	57	53	69	41
Loaned	41	46	45	16	10

**Yearly Interlibrary Loan Services**

2017	2018	2019	2020	2021
562	690	690	534	100
305	410	410	151	22

February	R.E.A.D.S
Adults	1615
Juvenile	81

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021
Adults	15,773	21,138	23,138	12,526
Juvenile	725	1,430	1,189	651

The READS statistics come from the state.

**CITY COURT REPORT**

**February 2021**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$1,913.57
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$28,755.63</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$1,264.92
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$11,857.00</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$3,178.49</u>
<b>TOTAL REVENUE YTD</b>	<b>\$40,612.63</b>

**DISBURSEMENTS**

LITIGATION TAX	\$192.30
DOS/DOH FINES & FEES	\$142.50
DOS TITLE & REGISTRATION	\$85.50
RESTITUTION/REFUNDS	\$0.00
ONLINE CC FEES	\$23.88
CARD FEES	\$6.19
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$450.37</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$5,004.58</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$2,728.12</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$35,608.05</b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$603.24</u>
<b>DRUG FUND DONATIONS YTD</b>	<b>\$4,618.66</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Abandoned Vehicle	1	\$0.00
Financial Responsibility Law	4	\$342.50
Registration Law	4	\$456.19
Improper Equipment		
Parking Prohibited	1	\$51.00
One Way Road		
DL Exhibited		
Red Light	2	\$235.00
Careless Driving		
Stop Sign		
Speeding	8	\$810.00
Seat Belt		
Failure To Yield		
Exercise Due Care		
Open Container		
Total	20	\$1,894.69