

Administrative & Legislative Services Department
May 2021

Administration

City Administrator Gerald Herman attended the following meetings this month:

- May 03:
 - Prebid for Soccer Complex
 - Staff Plan Reviews
- May 04: Caliber Collision Pre-Application Meeting
- May 05:
 - GNRC Growth Management/Impact Fee Workshop
 - Public Works Budget Discussion
- May 06:
 - National Day of Prayer
 - BMA Study Session
- May 10:
 - Advanex Site Meeting
 - American Rescue Plan Discussion
 - Planning Commission Study Session
- May 11:
 - TCMA Regional Meeting
 - Video Presentation with Peter Stratton
- May 17:
 - Soccer Complex Expansion Bid Opening
 - Underclassmen Honors Night at White House High School
- May 18:
 - White House Area Chamber of Commerce Luncheon
 - IDB of Robertson County SDG Presentation
- May 19:
 - GNRC Transportation Policy Board Meeting
 - GNRC Executive Board Meeting
 - EDC-5 Value Capture Strategies Webinar
- May 20:
 - Sumner County Joint Economic Development
 - FSEP Community Development & Infrastructure Committee
 - Brookside Village Development Discussion
- May 24:
 - Seed Deterrent Discussion
 - Americana Celebration Meeting
 - Soccer Complex Discussion
- May 25: Grace Park Wastewater Discussion
- May 26: Dorris Farm at Willow Springs Improvement Plans Meeting
- May 27:
 - Community Event Center Walkthrough
 - WHCC Keying Meeting
- May 31: White House Memorial Day Ceremony

**Administrative & Legislative Services Department
May 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.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$17,548,414	\$ 13,291,582	↓15.92
Industrial Development	\$177,000	\$ 155,612	↓3.75
State Street Aid	\$530,000	\$ 505,588	↑3.72
Parks Sales Tax	\$4,005,125	\$ 3,345,847	↓8.13
Solid Waste	\$1,050,026	\$ 1,014,422	↑4.93
Fire Impact Fees	\$74,500	\$ 67,741	↓0.74
Parks Impact Fees	\$15,000	\$ 11,517	↓14.89
Police Impact Fees	\$65,000	\$ 65,000	↑8.33
Road Impact Fees	\$60,000	\$ 60,000	↑8.33
Police Drug Fund	\$4,500	\$ 2,329	↓39.89
Debt Services	\$1,137,400	\$ 1,082,929	↑3.54
Wastewater	\$15,108,083	\$ 5,238,129	↓56.99
Dental Care	\$70,656	\$ 60,146	↓6.54
Stormwater Fund	\$1,063,984	\$ 714,049	↓24.55
Cemetery Fund	\$43,890	\$ 38,564	↓3.80

*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

	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017
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	106	107	131	142	136
April	154	85	138	185	120
May	133	82	129	121	153
June		45	50	52	92
Total	1308	1199	1,595	1,813	1,750

Purchase Orders by Dollars	May 2021	FY 2021	FY 2020	FY 2019	Total for FY21	Total for FY20	Total for FY19
Purchase Orders \$0-\$9,999	128	1235	1132	1529	\$1,441,714.13	\$1,275,419.16	\$1,349,159.92
Purchase Orders \$10,000-\$24,999	2	28	34	26	\$403,815.97	\$551,938.89	\$381,155.50
Purchase Orders over \$25,000	3	45	33	40	\$5,951,224.30	\$4,035,346.92	\$7,678,174.40
Total	133	1308	1199	1595	\$7,796,754.40	\$5,862,704.97	\$9,408,489.82

**Administrative & Legislative Services Department
May 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
July	15	152	61	60	11,536	1,164,517	1,080,668	825,614
August	20	126	133	56	9,145	752,932	835,519	717,462
September	17	43	22	90	8,335	679,248	214,406	739,867
October	10	78	86	43	8,390	386,735	864,091	876,346
November	174	56	40	80	7,587	695,971	812,527	808,551
December	13	156	82	50	17,483	847,724	1,055,111	842,265
January	108	67	68	44	17,123	720,531	934,562	747,155
February	135	22	40	41	19,796	N/A	762,985	631,612
March	39	85	61	71	22,930	N/A	879,671	1,165,275
April	101	43	56	77	20,881	N/A	820,505	959,769
May	38	27	29	49	23,514	5,998	946,897	1,063,568
June		48	123	27		10,251	901,328	483,003
Total	670	901	801	688	166,720	5,263,907	9,053,159	9,860,532

“City of White House, TN” Mobile App

	FY21 New Downloads	FY20 New Downloads	FY19 New Downloads
July	45	19	28
August	44	21	18
September	19	21	15
October	40	12	22
November	29	13	11
December	10	15	10
January	11	23	17
February	20	70	13
March	11	69	11
April	7	41	10
May	11	29	11
June		36	25
Total	247	369	191

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

	FY21 # of Request	FY20 # of Request	FY19 # of Request
July	20	36	32
August	27	39	26
September	16	18	18
October	15	40	32
November	20	27	12
December	27	20	27
January	18	24	22
February	72	41	30
March	36	34	24
April	26	35	32
May	48	26	27
June		28	29
FY Total	325	356	311

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

**Administrative & Legislative Services Department
May 2021**

White House Farmers Market

The market is closed for the season. The reopening of the market will be Wednesday, May 19th.

	Application Fees # (amount collected)	Booth Payments (\$)
January	0	0
February	0	0
March	0	0
April	4	\$810
May	8	\$1,280
June		
July		
August		
September		
October		
November		
December		
Total		\$2,090

Building Maintenance Projects

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

Special Maintenance Projects

- Work with roofers with damage from weather event.
- Replacement of batteries for generator alarms.
- Assist Museum with Ring doorbell issues.

	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests	2016 – 2017 Work Order Requests	2015 - 2016 Work Order Requests
July	11	10	22	21	27	22
August	27	10	26	24	28	33
September	9	13	19	22	13	31
October	6	7	14	18	12	30
November	16	7	18	34	12	27
December	19	3	8	19	9	17
January	11	16	14	16	23	28
February	16	18	7	21	6	19
March	12	11	7	17	16	25
April	17	2	12	25	14	20
May	25	11	6	26	27	33
June		10	9	23	14	17
Total	169	98	162	266	201	302

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

**Finance Department
May 2021**

Finance Section

During May the Finance Office continued collecting 2020 tax year property taxes, continued FYE 6/30/2022 budgeting tasks, and scanning thousands of documents to reduce physical document storage space. The cumulative total of real estate and personal property taxes for the 2020 tax year billed is approximately \$3.8 million. As of May 31st, approximately \$3.74 million (98%) of the 2020 property taxes were collected. Any remaining unpaid property taxes after February 28th are delinquent and accrue 1.5% interest per month (18% per year) on the 1st of every month (as required by T.C.A § 67-5-2010, T.C.A § 67-1-801, and Municipal Code § 5-202). Members of the Finance Office participated in the following events during the month:

- May 5: Sanitation budget meeting
- May 6: BMA FYE 6/30/2022 study session
- May 20: Monthly BMA meeting
- May 24: Americana Celebration planning meeting
- May 27: Community Event Center walkthrough
- May 27: Credit / Debit Card resolution planning meeting

Performance Measures

Utility Billing

	May 2021	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
New Builds (#)	45	310	171	62	102	111
Move Ins (#)	71	648	649	534	553	536
Move Outs (#)	77	655	602	534	576	546
New customer signup via email (#)	27	267	127	104	163	119
New customer signup via email (%)	23%	28%	15%	17%	25%	18%

Business License Activity

	May 2021	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Opened	7	66	69	75	72	93
Closed (notified by business)	0	6	10	9	18	1
Closed (uncollectable)	0	0	0	0	199	14

Payroll Activity

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Voided Checks
2 Regulars	0 checks, 287 direct deposits	0 Retro adjustments	0 Voids

Accounts Payable

	May 2021	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Total # of Invoices Processed	379	3613	4003	3940	4437	4797

**Finance Department
May 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	3,908,742	49%
Cemetery Fund	34,700	10,410	270,788	780%
Debt Services	1,167,400	350,220	403,560	35%
Dental Care Fund	25,200	7,560	228,958	909%
Roads Impact Fees	79,320	23,796	390,490	492%
Parks Impact Fees	69,364	20,809	254,915	368%
Police Impact Fees	55,804	16,741	255,453	458%
Fire Impact Fees	38,000	11,400	171,140	450%
Industrial Development	112,800	33,840	62,744	56%
Parks Sales Tax	695,285	208,586	1,125,565	162%
Police Drug Fund	4,100	1,230	29,982	731%
Solid Waste	936,800	281,040	500,861	53%
State Street Aid	405,200	121,560	185,101	46%
Stormwater Fund	889,000	266,700	1,053,819	119%
Wastewater	4,350,550	1,305,165	4,798,694	110%

*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	8,618,204	↑ 17.26%
Cemetery Fund	34,700	69,970	↑ 109.98%
Debt Services	1,167,400	1,213,520	↑ 12.28%
Dental Care	25,200	36,746	↑ 54.15%
Roads Impact Fees	79,320	300,643	↑ 287.36%
Parks Impact Fees	69,364	171,081	↑ 154.98%
Police Impact Fees	55,804	197,240	↑ 261.78%
Fire Impact Fees	38,000	130,139	↑ 250.80%
Industrial Development	112,800	71,976	↓ 27.86%
Parks Sales Tax	695,285	738,152	↑ 14.50%
Police Drug Fund	4,100	8,432	↑ 113.99%
Solid Waste	936,800	905,064	↑ 4.95%
State Street Aid	405,200	373,462	↑ 0.50%
Stormwater Fund	889,000	872,287	↑ 6.45%
Wastewater	4,350,550	5,181,486	↑ 27.43%

*Realized amounts reflect revenues realized from July 1, 2020—May 31, 2021

**Human Resources Department
May 2021**

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

- May 04: Chamber of Commerce Board Meeting
- May 05: Part Time Library Clerk Interviews
- May 06: Board of Mayor and Aldermen Budget Study Session
- May 10: Part Time Library Clerk New Hire Orientation
- May 11: Understanding the America Rescue Plan Funding Meeting
- May 13: Leisure Services Board Meeting
- May 18: Chamber of Commerce Luncheon
- May 20: Board of Mayor and Aldermen Meeting
- May 22: Firefighter Testing

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	1	1	0	0
October	0	0	0	0
November	1	0	0	0
December	0	0	0	0

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	1	1	1	1
February	0	3	0	0
March	2	0	0	0
April	1	2	0	0
May	0	1	0	0
June		0	2	0
Total	6	8	3	1

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	0
April	0	0	1	0
May	0	0	1	0
June		0	0	1
Total	7	4	6	5

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

**Human Resources Department
May 2021**

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	0	1	0	1
April	2	0	0	1
May	0	2	5	1
June		2	1	1
Total	9	18	11	14
Percentage	8.74%	17.48%	10.68%	14.43%

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

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

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	1 (T)	0	1 (T)	0
February	0	0	0	1 (T)
March	0	0	1 (S)	0
April	0	0	0	0
May	0	0	1 (T)	0
June		1 (T)	0	1 (T) 1 (S)
Total	3	4	7	7

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

**Police Department
May 2021**

Highlights

May 9th to 15th was National Police Week.

On May 13th, the White House Police Department held their Annual Awards Ceremony at Colorado Grill Banquet Room. We had a wonderful dinner with the awards presentation to follow. Due to Covid last year, we held 2019 and 2020 awards at this ceremony.

The following awards were given:

2019 Awards

Officer of the Year – Ofc. Jeremy Sisk

Police Star

10 Yrs of Service – Sgt. Patrick Bagwell

15 Yrs of Service – Sgt. Eric Enck

20 Yrs of Service – Asst. Chief Jim Ring II

Life Saving

Ofc. Ethan Hoffman & Ofc. Hayley Doty
Sgt. Brad McMurtry, Ofc. Brandon Waller & Ofc.
Jordan Baker

Exceptional Duty

Ofc. Michael Thomas & Ofc. Ryan Spraggins

Ofc. Ethan Hoffman

Sgt. Joel Brisson

Sgt. Erinn Martin, Ofc. Kevin Gillingham, Ofc. Jeremy
Sisk, Ofc. Taylor Trombley

Asst. Chief Jim Ring II, Sgt. Joel Brisson,

Ofc. Jeremy Sisk and Ofc. Kevin Gillingham

Most Criminal Arrest

Ofc. Ryan Spraggins (138)

Most DUI's

Ofc. Ethan Hoffman (12)

Most Citations

Ofc. Jeremy Sisk (249)

Citizen Commendations

Chelsey Hough

Tina Conner

Courtney Dillard

2020 Awards

Officer of the Year – Ofc. Brandon Waller

Police Star

5 Yrs of Service – Sgt. Brad McMurtry

10 Yrs of Service – Sgt. Erinn Martin

15 Yrs of Service – Ofc. Jason Ghee

20 Yrs of Service – Det. Sgt. Dan Hunter

Distinguished Service

15 Yrs of Service – Libby Scannell

Life Saving

Sgt. Joel Brisson & Ryan Spraggins

Exceptional Duty

Ofc. Ryan Spraggins

Ofc. Jeremy Sisk

Sgt. Joel Brisson

Ofc. Keith Anglin

Ofc. Ryan Spraggins

Most Criminal Arrest

Ofc. Ryan Spraggins (176)

Most DUI's

Ofc. Brandon Waller (11)

Most Citations

Ofc. Jeremy Sisk (222)

Citizen Commendations

Mark Shaw

Dr. Chris Givens

Sandra Stanley, Tal Plumlee,

Melvin McLerran

Meetings/Civic Organizations

- Chief Brady attended the following meetings in May: Department Head Meeting (May 3rd & 17th), White House Rotary Club Meeting (May 6th, 13th, 20th, & 27th), Planning Commission Meeting (May 10th), Robertson County Chief's Meeting (May 11th), Sumner County Drug Task Force Meeting (May 19th), Command Staff Meeting (May 20th), Board of Mayor & Alderman Meeting (May 20th) and Americana Meeting (May 24th).

➤ **Police Department Administration Performance Measurements**

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

Susan Johnson, Accreditation Manager, has started our 4th edition of our TLEA program into PowerDMS which includes 164 standards. She has completed 11 of them for 2021.

The Annual Conference for LEACT will hopefully be in the Spring of 2022.

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.

**Police Department
May 2021**

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	171	0	171
February	0	216	40	256
March	0	343	24	367
April	0	232	8	240
May	0	352	0	352
Total	0	1,314	72	1,386

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	May 2021	FY 2020-21
Three (3) Officers per Shift	50	727
Four (4) Officers per Shift	12	243

1. Acquire and place into service two Police Patrol Vehicles. We have received seven new police vehicles from the 2019 and 2020 Budget years. Five vehicles are complete and have been issued in the fleet to Sgt. Brisson, Sgt. Martin, Sgt. Bagwell, Sgt. McMurtry and Officer Segerson. Our last patrol car of the 6 is at Sun Cool getting striped. All equipment is installed with one exception, a radar unit that has been ordered and should be delivered this week (June 7-11). The Administration car is having equipment installed now with a completion date of approximately June 8th.
2. 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 sometime in June.
3. 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	May 2021	Per 1,000 Pop.	Total 2021	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	16	1	63	5
Crimes Against Property	25	2	86	7
Crimes Against Society	41	3	218	17
Total	82	6	367	29
Arrests	74		342	

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

**Police Department
May 2021**

4. 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.

	May 2021	TOTAL 2021
Traffic Crashes Reported	34	168
Enforce Traffic Laws:		
Written Citations	184	658
Written Warnings	105	290
Verbal Warnings	360	2,095

5. 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.

COLLISION RATIO				
<u>2021</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
May	34	6 YTD 21	18%	13% YTD 168

Traffic School: Nothing to report at this time.

Staffing:

- Officer Seth Goodcourage began attending the Tennessee Law Enforcement Training Academy on March 28th. He will graduate June 18th.
- May 13th, we had applicant testing of one individual. An interview with our panel was conducted and the applicant, Perry Gerome, was hired. His start date will be June 3rd.
- We are currently accepting applications for three Police Officer positions.

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

Sumner County Emergency Response Team:

- ERT Training was held on May 19th to May 21st.

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
May	72%	85%

**Police Department
May 2021**

Communications Section

	May	Total 2021
Calls for Service	1,152	5,475
Alarm Calls	36	157

Request for Reports

	May	FY 2020-21
Requests for Reports	18	179
Amount taken in	\$14.70	\$123.70
Tow Bills	\$0.00	\$525.00
Emailed at no charge	27	274
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Nothing to Report at this time.

Volunteer Police Explorers: Nothing to report at this time.

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

Crime Prevention/Community Relations Performance Measurements

1. Teach D.A.R.E. Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.
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.
4. Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.
 - May 11th, a bike and helmet was given away by WHPD at White House Middle School.
 - May 12th, Sgt. Enck met with the American Legion about three upcoming events.
 - May 13th, Sgt. Enck gave a Police Department tour to Day Springs Academy Kindergarten Classes.
 - May 17th – 21st, we hosted a Basic Crime Scene investigation class through the Tennessee Law Enforcement Training Academy.
 - May 25th, Sgt. Enck gave out 25 badges and ice cream coupons at the city park and 18 badges at Deja Moo.

Special Events: WHPD Officers participated in the following events during A:

Nothing to Report at this time.

Upcoming Events:

- Carnival (July 7-9)
- Americana (July 10th)

<i>2021 Participation in Joint Community Events</i>		
	<u>May</u>	<u>Year to Date</u>
Community Activities	5	24

**Fire Department
May 2021**



Summary of Month's Activities

Fire Operations

The Department responded to 146 requests for service during the month with 98 responses being medical emergencies. The Department responded to 8 vehicle accidents; 4 accident reported patients being treated for injuries, 4 accidents reported with no injuries. Of the 146 responses in the month of May there were 17 calls that overlapped another call for service that is 11.64% of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in May from dispatch to on scene time averaged was, six minutes and one second (6:01). The average time a fire unit spent on the scene of an emergency call was fifteen minutes and twenty-five seconds (15:25).

Department Event

- May 15th – Birthday drive-by Greystone Subdivision
- May 17th – Installed a Safe Awake Smoke detector (Smoke alarm for the hearing impaired)
- May 22nd – Firefighter Written and Physical test

Fire Administration

- May 6th – BMA study session
- May 18th – Chamber of Commerce Luncheon
- May 24th – Speed Deterrent meeting
- May 24th – Americana preparation meeting

Emergency Calls Breakdown

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

Incident Responses FY to Date

Fires	30
Rescue & Emergency Services	1032
Hazardous Conditions (No Fire)	41
Service Calls	75
Good Intent Call	92
False Alarms & False Call	112
Calls for The Month	146
Total Responses FY to Date	1390

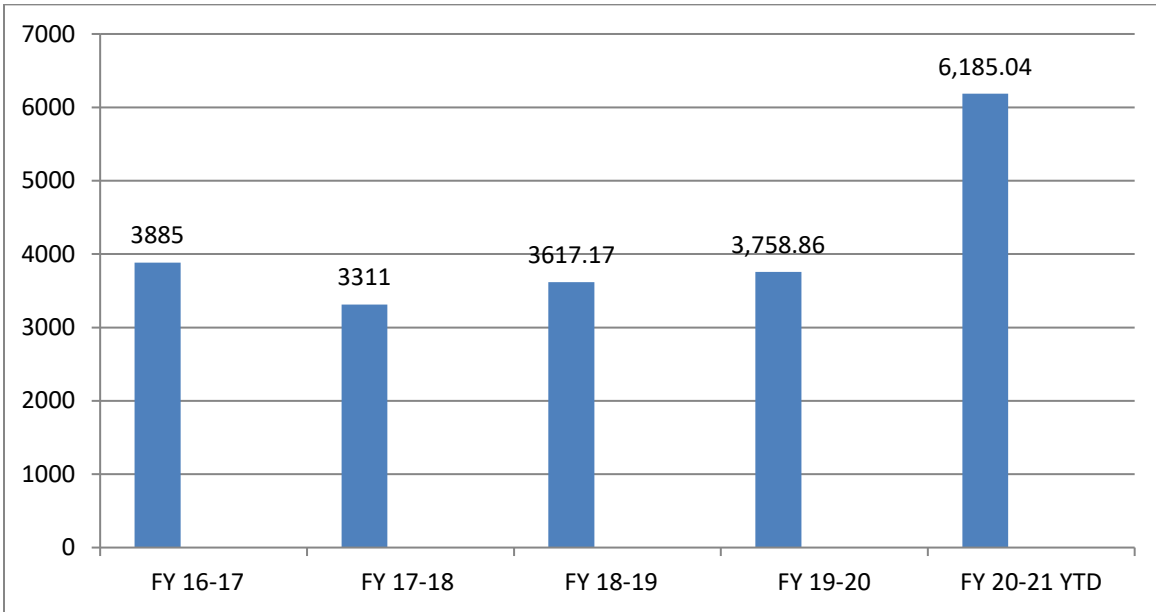
**Fire Department
May 2021**

Response by Station

	Month	FY to Date	%
Station #1 (City park)	103	955	68.70%
Station #2 (Business Park Dr)	43	435	31.29%

Fire Fighter Training

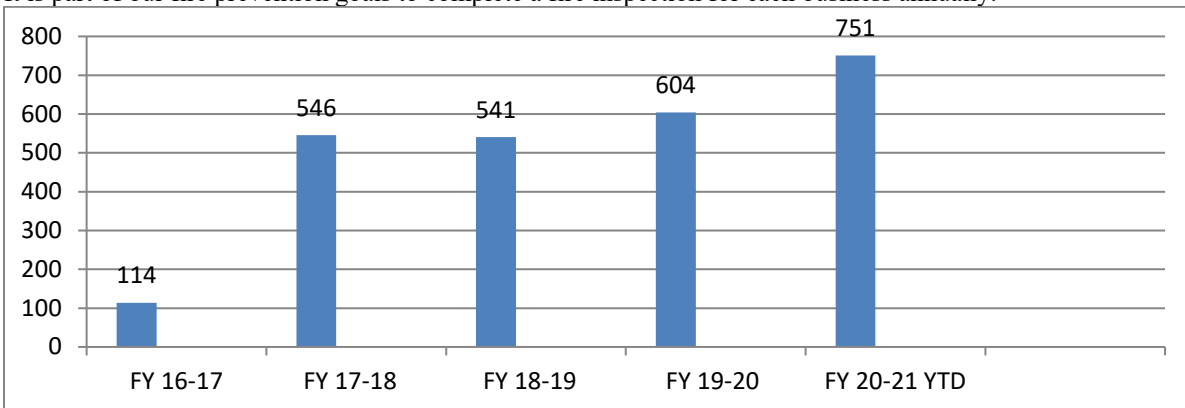
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
Firefighter Training Hours	514.5	6185.04

Fire Inspection

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

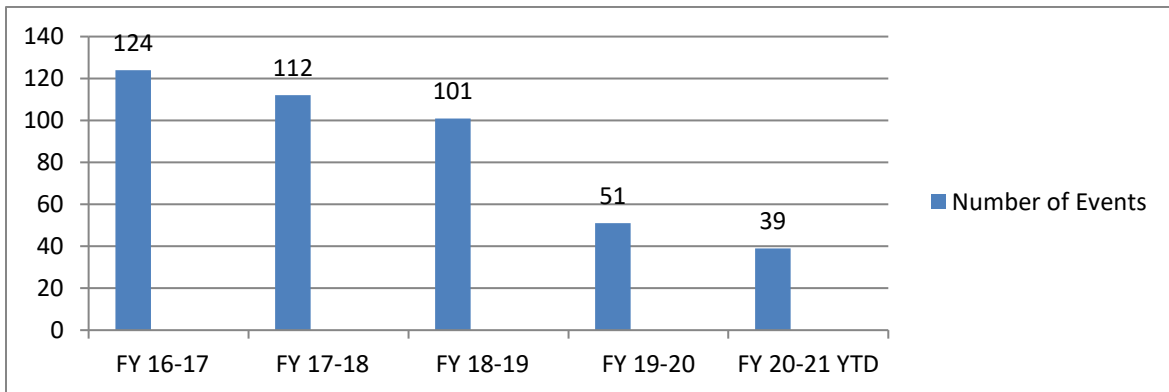
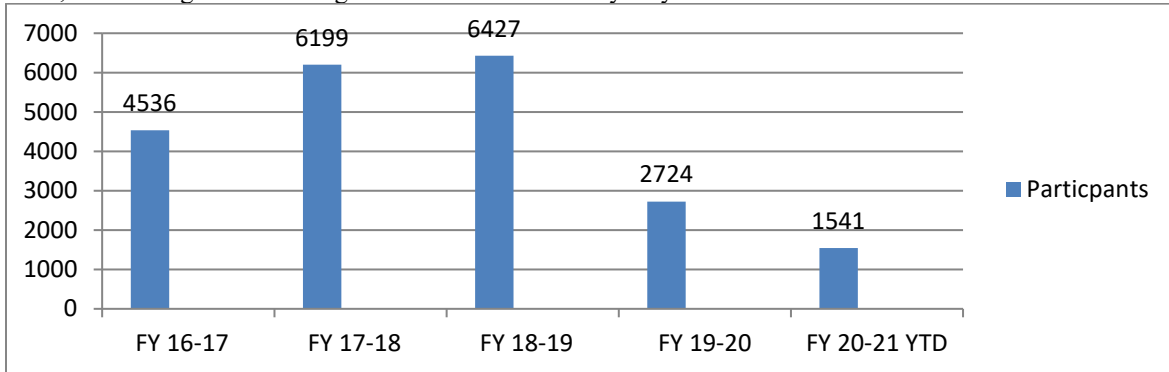


**Fire Department
May 2021**

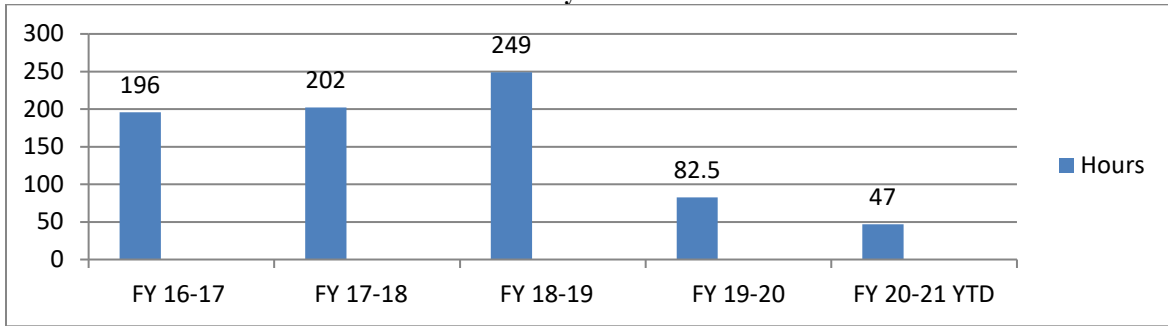
	Month	YTD
May Fire Inspection	86	751
Reinspection	10	160
Code Violation Complaint	1	6
Violations Cleared	6	165
Annual Inspection	16	158
Commercial Burn Pile	6	20
Knox Box	1	16
Fire Alarms	2	11
Measure Fire Hydrant	0	2
Plans Review	3	28
Pre-C/O	2	6
Pre-incident Survey	24	240
Sprinkler Final	0	9
Final/Occupancy	2	15

Public Fire Education

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



**Fire Department
May 2021**



	Month	YTD
Participants	6	1541
Number of Events	2	39
Education Hrs.	1.5	47

Social Media Statistics

Page Views	1,815
Page Likes	458
Post Reach	27,724

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

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Apr	21-May	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	890	854	7,367
Facility Maintenance	3494	2187	1,227	1,137	887.25	136	60	658.5
Fleet Maintenance	1034	514	282	380	422.5	14	0	278
Meeting/Training	502	510	517	400	457	73	24	263
Leave	1,253	576	613	810	823	120	140	1003.4
Holiday	795	470	385	555	545	0	50	410
Overtime	508.5	488	414	311	152.75	27	7	202
Administrative	385	698	803	867	1153.25	190	182	1,441
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	60	107	426.5
Curb Repair	0	0	0	15	0	0	15	15
Shoulder LF	0	4485	630	5	640	0	30	30
Shoulder Hours	0	155	160	49	176	0	10	10
# of Potholes	0	250	473	346	385	18	2	207
Pothole Hours	0	759	734	1,181	831.5	9	6	273.25
R-O-W Hours	0	2835	2416	4,027	3044.5	285	263	2,128
Sign/Repaired	0	120	91	84	63	2	10	51
Sign Work Hours	0	289	179	234	109	2	15	72.5
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	6	31
Traffic Light Hours	0	0	65	20	158	2	10	64

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Apr	21-May	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	340	341	3,128
Facility Maintenance	3494	723	446	574	394.5	34	31	283
Fleet Maintenance	1034	488	445	331	294.5	13	1	171
Meeting/Training	502	265	130	135	127.5	27	6	88
Leave	1,253	428	700	476	336	25	59	394
Holiday	795	270	230	230	230	0	20	190
Overtime	508.5	119	4	12	39.5	0	0	8
Administrative	385	167	1	0	72.5	4	0	38
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	56	41	330
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	0

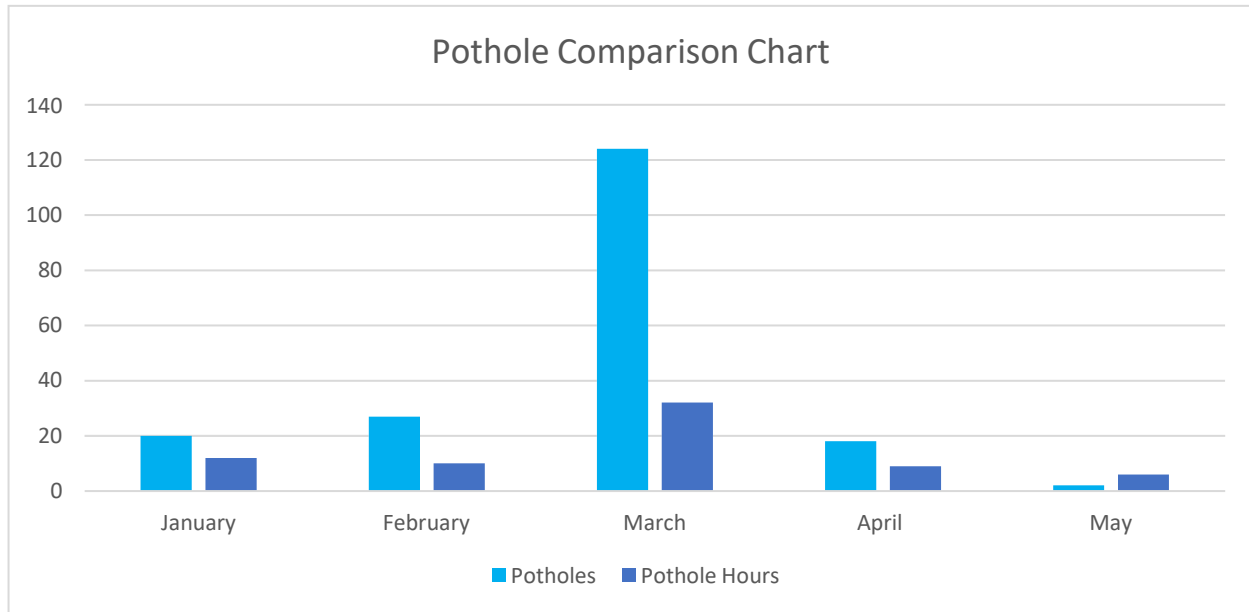
Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Apr	21-May	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	696	462	4,662
Brush Truck Loads	459	551	522	578	584	56	57	446
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	525	253	3,900
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	125	103	997
Litter Pickup Bags	334	507	546	511	456	32	43	329
Litter Pickup Hours	1147	1132	985	957	892	47	75	577

**Public Services Department – Public Works Division
May 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.

NOTE: As evident from the statistics below many more potholes are presenting themselves as we get into the Spring of 2021. The number of potholes repaired this month is very low due vehicle break downs, vacation taken by crew members and weather. The Public Works Crew is working diligently the first weeks of June to catch up with pothole 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: All other asphalt repairs that occurred were on larger patches that required much more asphalt than a singular pothole.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
Union Road (2 Large Potholes)	Monday May 17 th , 2021 8:00AM	Wednesday May 19 th , 2021 8:00AM	2 Days

Public Services Department – Public Works Division
May 2021

Monthly Work Log

Monday 05-03-2021

- Sign installation and compliance checks / ROW Mowing / Removed concrete forms at Firehall 2

Tuesday 05-04-2021

- Emergency Response to trees down and traffic signal power outages.

Wednesday 05-05-2021

- Milled uneven portions of Union Road

Thursday 05/06/2021

- Installed asphalt to milled area on Union Road.

Monday 05-09-2021

- Set-up and took down cones, barricades and signs for Emissions testing / Restoration work at Firehall 2 after concrete was poured / ROW mowing with side-mount mower on Union Road / Mowed Hardees / Installed Speed Limit Signs and Stop Signs on Loves Lane and Harper's Way

Tuesday 05-10-2021

- ROW mowing of guard rails on Union Road and poured concrete on Slate Court, Fieldstone Drive and Union Road

Wednesday 05-11-2021

- ROW mowing side-mount mower on Union Road, Webster Road, and Pleasant Grove Road

Thursday 05-12-2021

- ROW Mowing throughout CoWH / String trimmed all listed areas including City sidewalks and sprayed weed killer

Monday 05-17-2021

- Safety compliance clean-up / ROW Mowing on Calista Road / Closed interstate SB On-Ramp due to fatal crash at the request of Robertson County Dispatch

Tuesday 05-18-2021

- 31W LaneLight repairs

Wednesday 05-19-2021

- 31W LaneLight repairs / Large potholes repaired on Union Road

Thursday 05-20-2021

- Crew meeting / Installed Road signs / Straightened Gridsmart Camera / Picked up parts at CAT

Monday 05-24-2021

- Brush pick-up route to cover for Travis Link on vacation / Replaced Speed Limit Sign

Tuesday 05-25-2021

- Installed new Baptist Church Sign on Pleasant Grove Road / Removed tree at WHPD / Picked up guard rail

Wednesday 05-26-2021

- Cleaned up brush from fallen trees on Greenway Trail near NPC / Evaluated Decorative Street Light at 308 Foster Drive / Bulk pick up made at address in Holly Tree

Thursday 05-27-2021

- Repaired electrical conduit and pulled new wire for Decorative Street Light at 308 Foster Ave

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

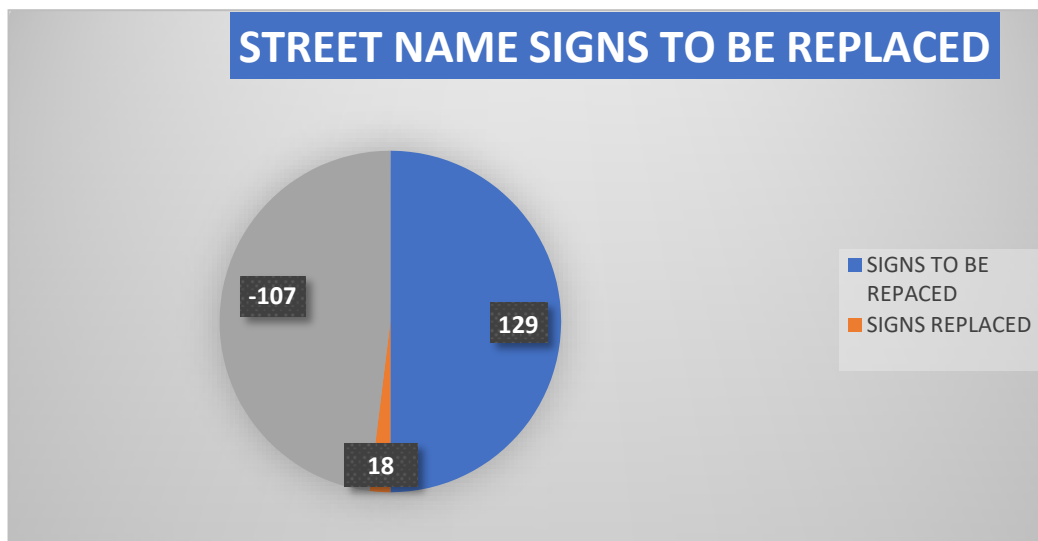
<u>Subdivision Decorative Light LED Retrofit Project</u>			
<u>UPDATED January 26,2021</u>	<u>TOTAL LAMPS</u>	<u>TOTAL RETROFIT COMPLETED</u>	<u>TOTAL RETROFIT TO BE COMPLETED</u>
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	5	1	4
Bridle Creek Subdivision	7	3	4
Business Park Drive	7	7	0
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
Totals:	167	137	30

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

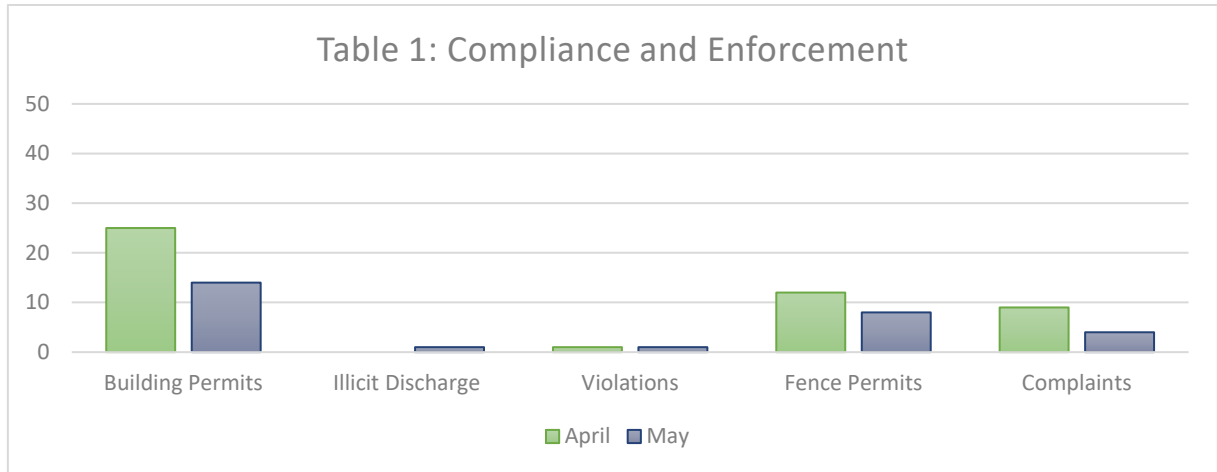
Street Name Sign MUTCD Compliance List

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. (Harpers Way and Loves Lane Road Signs were installed in compliance with current MUTCD Standards).

NOTE: The remaining 129 signs have been ordered and delivered (these signs will be installed periodically from now until completion of project).



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



Directors Notes




- The City received 4 complaints during the month of May. None were related to localized flooding.
- There was 1 workplace related incident with maintenance crew.
- Eight (8) fence permits were reviewed and granted approval.
- The maintenance crew attended the TAUD operator EXPO for on-the-job training and updates on operating supplies.
- A new fee schedule is being proposed for land disturbance/grading. Study session scheduled for August 19th with BMA. Additional resources will support the department in upgrading infrastructure and rectifying pre-existing drainage issues.
- One (1) illicit discharge was reported and inspected. Willow Springs subdivision advised to enhance erosion control measures to prevent discharge into Honey Run Creek. Accela #[10048874](#)
- The Stormwater Department has 2 proposed capital improvement projects for infrastructure along Copperfield Drive and Wilkinson Lane. The Springbrook Drainage Improvement is scheduled for bid for the second week of July. The bid number is 22-1079SW.

**Public Services Department – Stormwater Division
May 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 work order requests and summaries that have been completed for the month of April:

Address	Scope of Work	Status	Notes
125 Brooklawn Drive	Installed earth berm	Work Order: 052421003 Complete	
149 Willowleaf Lane	Installed buffer zone to mitigate runoff from open field	Work Order: 052421001 Complete	
115 Slate Court	Installed check dam and EPSC to filter runoff from established community and into detention system	W/O # 051921005 Complete	

Public Services Department – Stormwater Division
May 2021

<p>Orchard Park</p> <p>Catch basin cleaning; removed debris and aggregates from drainage system</p>	<p>WO#- 051121001</p> <p>Complete</p>	
<p>Union Road</p> <p>Assisted PW with flagging operations</p>	<p>WO# 050621003</p> <p>Complete</p>	

Public Services Department – Stormwater Division
May 2021

Fields of
Oakwood
Ph 2 Section 1.2

Open trench
inspection

WO#-
052621009
Complete



City Limits

Post-storm
clean-up

WO# -
050421001
Complete



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

Stormwater Division

Total Hours Worked	FY 15/16	FY 19/20	30-Apr	31-May	YTD 20/21
Stormwater	5,744	7,204	899	854	10,258
Work Orders	0	69	15	9	138
Overtime	508.5	262	15	0	162
Facility Maintenance	3,494	638	15	82	603
Fleet Maintenance	1,034	314	83	40	678
Administrative	385	1,138	207	138	1,646
Drainage Work (feet)	0	3,988	925	366	5,247
Drainage Man Hours	0	1,371	375	212	2,976
Debris Removed Load	0	188	10	4	189
Sweeping Man Hours	0	309	140	16	377
Mowing Hours	0	102	18	4	25
R-O-W Hours	0	1,506	0	53	237
Shoulder/Curb Hrs.	0	0	0	0	40

SWEEPER LOG

Monthly Report

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

Date	Time	Mileage	Tons	Subdivision / Street
05/19/2021	18	21	4.5	31W North and South
Totals:	18	21	4.5	

RIGHT-OF-WAY MOWING

Monthly

Work Order #	Type of SCM	Location:	Date:
050421001	Swale	Hillwood Drive	05/04/21
050421001	Swale	Pleasant Grove Road, Union Rd	05/05/21

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

CATCH BASIN CLEANING

Monthly

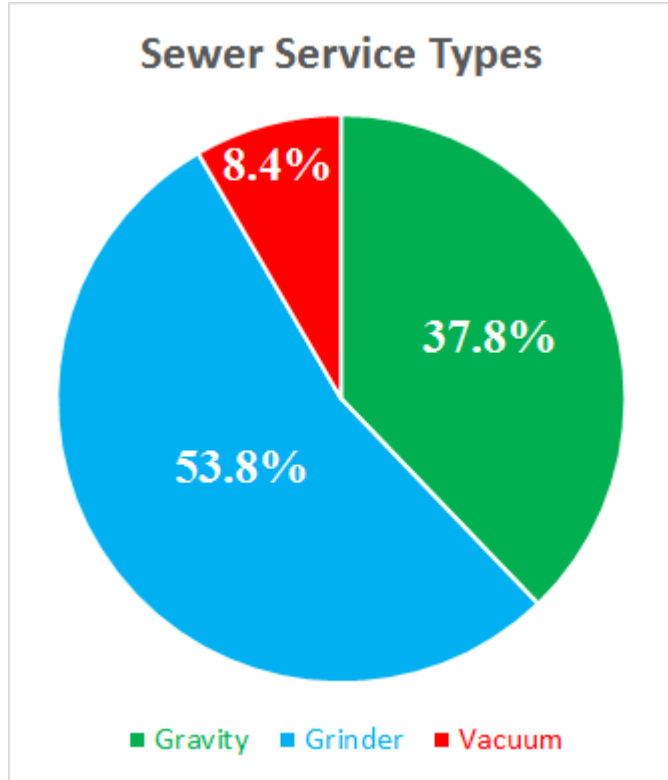
ID:	Neighborhood:	Location:	Date:	Notes:
76	Orchard Park	Orchard Park Dr.	May 11th	Heavy debris/Cleaned
77	Orchard Park	Orchard Park Dr.	May 11th	"
78	Orchard Park	Orchard Park Dr.	May 18th	Inspected-Clean
79	Orchard Park	Orchard Park Dr.	May 18th	Inspected-Clean
80	Orchard Park	Appl Ct.	May 18th	Inspected-Clean
75	Orchard Park	Peachtree Dr.	May 18th	Heavy debris. Cleaned.
74	Orchard Park	Peachtree Dr.	May 18th	Inspected-Clean. Unknown Beginning of system, holes in yard.
73	Orchard Park	Peachtree Dr.	May 18th	Heavy debris. Cleaned. Pipe jetted & Conveyance Cleaned
72	Orchard Park	Peachtree Dr.	May 18th	Inspected-Clean
69	Orchard Park	Blueberry	May 18th	Heavy debris. Cleaned. Pipe will need to be jetted Inspected-Clean. Large Channel
68	Orchard Park	Blueberry	May 18th	
67	Orchard Park	Blueberry	May 18th	
66	Orchard Park	Blueberry	May 18th	
589	Orchard Park	Cider Mill	May 18th	Minor Debris, Cleaned
81	Orchard Park	Applewood Ct.	May 18th	Inspected
82	Orchard Park	Applewood Ct.	May 18th	Inspected
83	Orchard Park	Cherry Lane	May 18th	Inspected
84	Orchard Park	Cherry Lane	May 18th	Inspected
85	Orchard Park	Cherry Lane	May 18th	Inspected
86	Orchard Park	Cherry Lane	May 18th	Apart of the large Channel, holding water
87	Orchard Park	Cherry Lane	May 18th	
88	Orchard Park	Cherry Lane	May 18th	
89	Orchard Park	Cherry Lane	May 18th	Minor Debris

**Public Services Department - Wastewater Division
May 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 May 31st, 2021, City personnel count a total of **5,541** sewer system connections, with **45 new** applications for service in May, 2021. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	2,096
Low-Pressure Grinder Sewer Connections	2,980
Vacuum Connections	465



The City counts **187** commercial grinder stations, **2,793** 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>May 2021</u>	<u>YTD</u>
Tennessee 811	1,691	1,670	1849	2315	2680		405	2,477

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
May 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>May 2021</u>	<u>YTD</u>
North Palmers Chapel	35	22	23	8	3		0	1
Calista Road	24	55	13	4	2		0	1
Wilkinson Lane	0	8	4	1	3		1	1
Portland Road	1	1	4	1	0		0	1
Cope's Crossing	4	17	15	7	8		1	6
Union Road	91	8	17	6	6		3	9
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		0	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		0	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
Fields at Oakwood	n/a	n/a	n/a	n/a	n/a		0	2
Treatment Plant	0	1	6	4	6		0	3

Alarms:

Wilkinson Lane – On the 31st there were power issues along Wilkinson Lane and this caused a failure of the VFD on Pump 1. Robert Allen believes the VFD is bad and will need to be replaced as soon as possible. WASCON was called to verify Robert's concern. A replacement VFD has been ordered. These VFDs are normally an in-stock item and should not take long to replace.

Union Road – The vacuum prime system on pump 2 has burned out. Pump 1 is working sporadically for the same reason. Staff have ordered the necessary parts from Smith & Loveless to rebuild the vacuum prime systems and have installed the bypass pump in case pump 1 fails completely. These parts were ordered 6/1/21 and we have no ETA on their arrival.

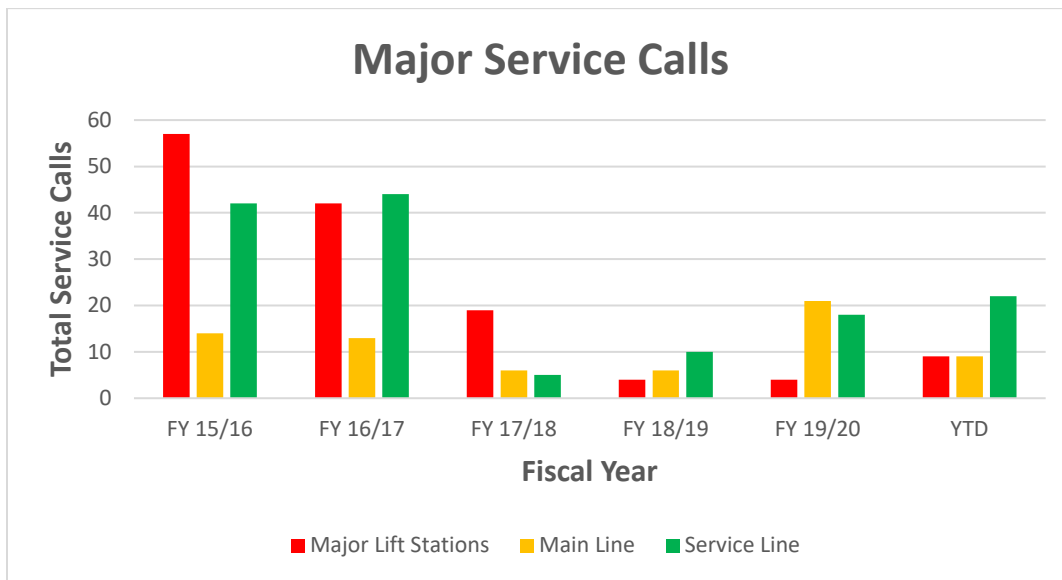
Copes Crossing – High water alarm during heavy rain event.

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

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.

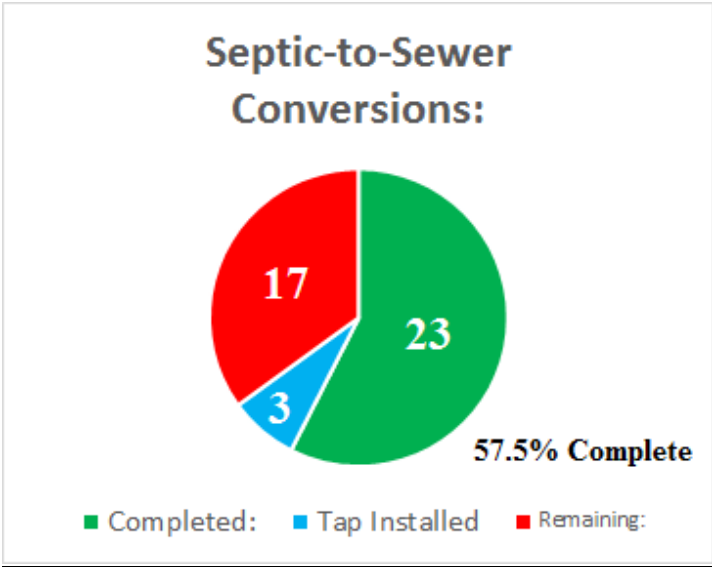
<u>Repairs</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>May 2021</u>	<u>YTD</u>
Major Lift Stations	57	42	19	4	4		2	9
Main Line	14	13	6	6	21		0	9
Service Line	42	44	5	10	18		1	22



- 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.**
- 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. The access drive was proof-rolled on June 1st, and it was determined that the first 100 ft of pavement needs to be ripped out and replaced.**

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

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 on-site and awaiting installation. The 10” FM is installed and testing should begin soon. Last we heard from Mr. Cook, he is waiting until the 12” WHUD line is also installed (they are nearing completion of this as well) so he can have enough water to fill the 10” for testing.**
4. **Wilkinson Lane Station** – Station is running on one pump. 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 4th time this station has had to be re-piped, so we have chosen a ridged, yet flexible pipe. Currently pump 1 is down due to a failure of the VFD. WASCON has verified the issue and a replacement has been ordered.
5. **Major Lift Station** - The only major station issues are described above.
6. **Sewer Model Update** – The Sewer Model and Master Plan Updates being conducted by Jacobs Engineering are nearing completion. **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. Plans are in motion to construct a new 18” Southern Force-Main to ease flow restrictions on the existing main, and to reroute a significant volume of flow off the Copes Crossing station and into the proposed Farmstead station set to begin construction this year.**
7. **Septic-to-Sewer Conversions** – The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. **Two (2) conversions on Calista Rd were completed in late-2020.** 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. The department plans to complete three (3) of the seven (7) Union/Magnolia projects this fiscal year, and install service taps for the remaining four (4). **As of 04-30-2021, the conversion for 2121 Hwy 31W has been completed, and a tap has been installed for 2951 Union Rd, 2961 Union Rd, and 2966 Union Rd. Since 2961 Union Rd currently does not have any running water or septic system installed, we are flagging this project as “complete” as well, along with 2121 Hwy 31W. This marks four out of five (4/5) of the planned projects completed annually, plus three of the six (3/6) remaining Union Rd taps installed. A total of 23 projects have now been completed on the list of 40.**



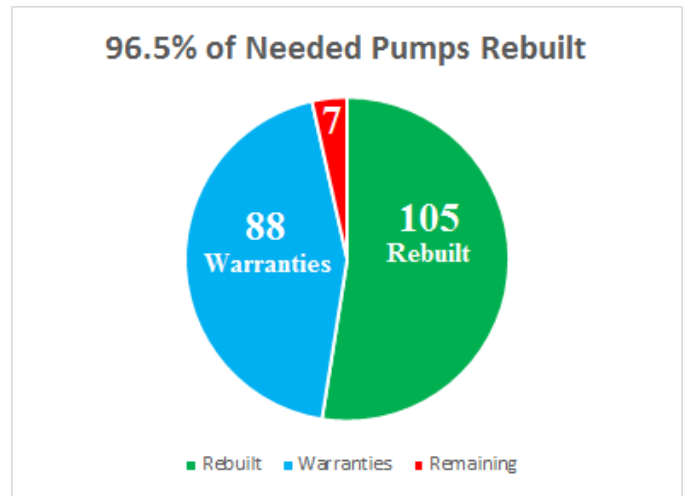
**Public Services Department - Wastewater Division
May 2021**

<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>May 2021</u>	<u>YTD</u>
Vacuum System Service Request	87	172	143	112	82		15	63
Gravity Service Request	5	12	0	10	13		2	17
Low Pressure Service Request	530	716	621	728	770		62	604
Total Pumps Replaced	313	338	401	361	449		39	455
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	n/a		38	105
Grinder Tank PM Program	n/a	58	63	358	267		9	211
Inspection for New Service	36	23	54	103	226		38	345
Final Inspection for New Service	37	55	56	62	110		47	209
Sanitary Sewer Overflow (SSO)	6	9	1	3	49		1	17
Odor Complaints	16	17	28	43	43		3	33

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 475 pumps will be needed to meet all the service call requests for the year. To supplement the amount of pumps on-hand, the department will focus on steady rebuilding throughout the year. The goal is to rebuild a total of 125 extra pumps. To further supplement the number of rebuilds we perform, Wascon also rebuilds all pumps that fail prior to expiration of their warranty period. To-date we have rebuilt **85** pumps in-house, Wascon has rebuilt **20** non-warranty pumps, and we have received **88** warranty-returns.

Last month we identified an error in the total number of pumps replaced YTD, and have since reconciled the total number. Previously, only new pumps and warranty-returns were counted in the total number of pumps replaced. We have now identified the number of rebuilds used as well, so as to better represent the number of pumps needed each fiscal year.



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

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>Feb - 21</u>	<u>Mar - 21</u>	<u>Apr - 21</u>	<u>May - 21</u>	
Flow – To Creek	0.725 MGD	0.784 MGD	0.642 MGD	0.688 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.00 MGD	0.00 MGD	0.00 MGD	0.000 MGD	
Total Flow Through Plant	0.725 MGD	0.784 MGD	0.642 MGD	0.688 MGD	
Capacity	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MGD	
% of Plant Throughput	51.8%	56.0%	45.8%	49.1%	(0.688 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	64.7%	70.0%	57.3%	61.4%	(0.688 MGD) / (1.12 MGD)
Rainfall	7.29"	7.60"	3.69"	5.34"	

<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>May 2021</u>	<u>YTD</u>
Violations	1	7	7	13	7	12		1	6

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 passed all WET testing in the second quarter. Both Robert and Ramboll believe that Nitrate levels are the cause of these failures.**
2. **TDEC Order and Assessment:** On July 15th, 2020, 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 29th, 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 7th, 2020.**

Public Services Department - Wastewater Division
May 2021

- **10-03-2019:** City of White House submitted WWTP Facilities Plan to TDEC.
 - **02-25-2020:** TDEC/SRF issued Facilities Plan Comment Letter to City of White House.
 - **04-23-2020:** Facilities Plan Addendum submitted.
 - **05-06-2020:** City of White House submitted Fiscal Sustainability Plan Certification Letter to TLDA as part of State Revolving Fund (SRF) Loan requirements needed to finance the project (SRF Loan #2021-449)
 - **05-26-2020:** Financial Sufficiency Review submitted for SRF Loan.
 - **08-04-2020:** Public advertisement for SRF Loan Public Meeting began.
 - **08-10-2020:** TDEC/SRF approved the current City of White House Sewer Use Ordinance.
 - **08-19-2020:** City of White House and Jacobs Engineering hosted SRF Loan Public Meeting.
 - **08-20-2020:** Project Performance Standards submitted to TDEC/SRF.
 - **08-31-2020:** SRF Loan Public Meeting minutes from 08-19 meeting, as well as proof of meeting advertisement submitted to TDEC/SRF.
 - **09-03-2020:** WWTP Expansion Project stamped and approved plans submitted to TDEC/SRF for review.
 - **09-04-2020:** TDEC/SRF formally approved the City of White House WWTP Expansion Project Plan of Operation.
 - **09-09-2020:** TDEC/SRF released Environmental Assessment for the WWTP Expansion Project.
 - **09-17-2020:** TLDA released Finding of No Significant Impact (FNSI) package to City of White House.
 - **10-15-2020:** City of White House Board of Mayor and Aldermen voted to approve Resolution #20-24 to apply for SRF Loan #2021-449 in the amount of \$12,448,000 to fund the WWTP Expansion Project.
 - **10-27-2020:** TDEC/SRF issued Facilities Plan Approval for WWTP Expansion Project.
 - **11-11-2020:** SRF Loan Application package submitted for loan #2021-449.
 - **12-14-2020:** TLDA Board approved the City of White House Loan Application Package for SRF Loan #2021-449.
 - **12-17-2020:** City of White House formally approved "100% Final Plans and Addendums" as designed by Jacobs Engineering for WWTP Expansion Project.
 - **12-23-2020:** Justification for Sole Source Equipment Procurement submitted to TDEC/SRF for WWTP Expansion Project.
 - **01-12-2021:** TDEC/SRF granted final Land Approval for the WWTP Expansion Project.
 - **01-22-2021:** TDEC/SRF approved Plans and Specifications for the WWTP Expansion Project, and cleared City to begin advertisement period for bids.
 - **02-16-2021:** WWTP Expansion Project bid advertisement published in multiple sources.
 - **03-09-2021:** Pre-bid conference for WWTP Expansion Project conducted at 725 Industrial Dr, White House, TN.
 - **03-31-2021:** Bids opened for WWTP Expansion Project.
 - **04-01-2021:** City began review process for Construction Bids for WWTP.
 - **04-12-2021:** City submits request to SRF for review of an \$8,000,000 increase to the SRF loan in response to received bids.
 - **04-15-2021:** City of White House Board of Mayor and Aldermen voted to accept bid by Reeves Young in the amount of \$20,990,00 for the Wastewater Treatment Plant Expansion Project.
 - **04-28-2021:** Complete bid package for WWTP Expansion Project submitted to TDEC/SRF for approval.
 - **04-29-2021:** TDEC/SRF completed Financial Sufficiency Review for City's \$8,000,000 SRF loan increase request.
 - **05-14-2021:** TDEC/SRF confirms that the City can award the WWTP Expansion Project bid contract without voiding the request for the additional \$8,000,000 SRF loan.
 - **05-14-2021:** TDEC/SRF issued Authority to Award letter to the City for \$20,990,000 bid contract with Reeves Young.
 - **05-18-2021:** City formally awards WWTP Expansion Project bid to Reeves Young for \$20,990,000.
 - **05-24-2021:** Bid bonds returned to Reeves Young and Adams Robinson for WWTP Expansion Project.
 - **06-01-2021:** Executed bid contract received from Reeves Young for WWTP Expansion Project.
 - City submits completed Fiscal Sustainability Plan to TDEC (anticipated mid-June).
 - City issues Notice to Proceed (anticipated mid-June).
 - Project breaks ground (anticipated early-July).
3. **H₂S & Ferric Sulfate:** Staff continues to monitor the carbonaceous biochemical oxygen demand (**C_{BOD}**) and the total suspended solids (**TSS**) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. **The feed rate is 25 gallons per day at the Union Road lift station and 30 gallons per day at the Old Tyree lift station. We are currently looking at alternative odor scrubber processes for H₂S control in this area. With the increasing flows to the Copps Crossing station, ferric sulfate is no longer working as well for odor control.**

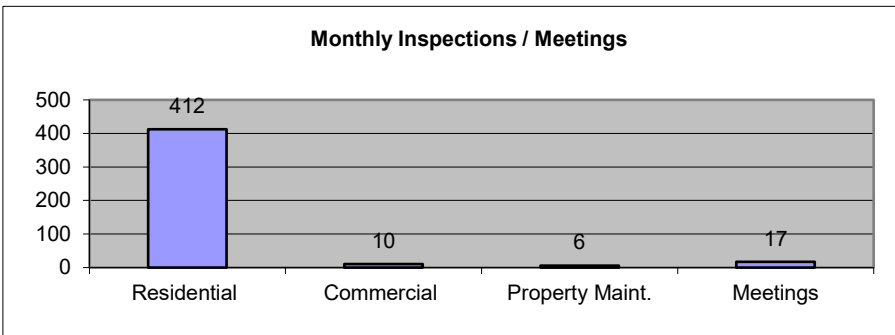
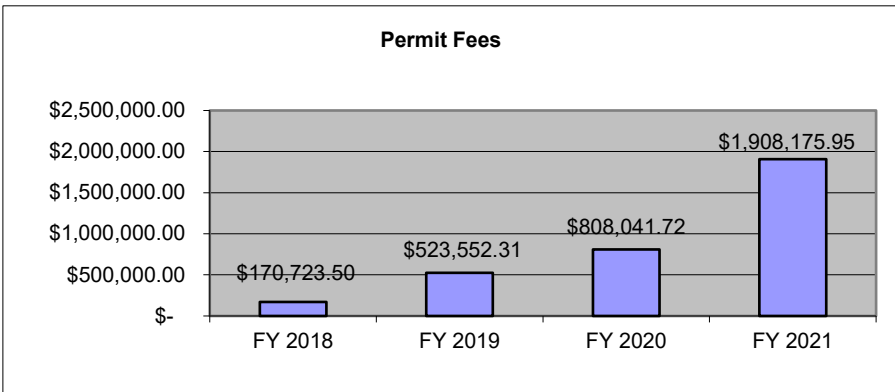
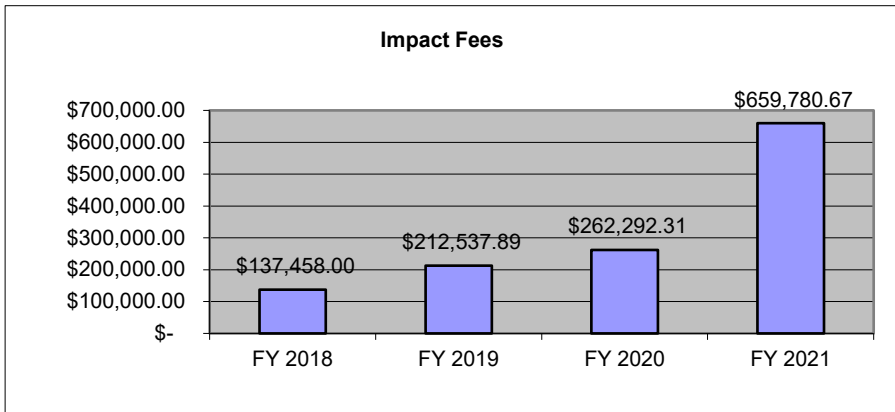
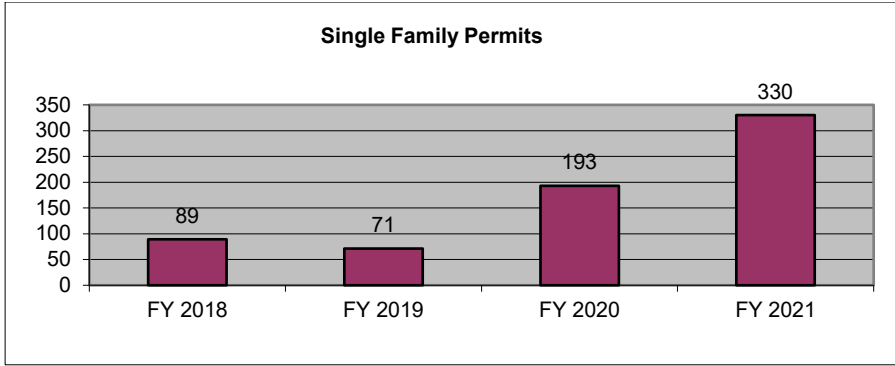
Public Services Department - Wastewater Division
May 2021

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 **2.50** parts per million (ppm). The average residual was **0.17** PPM with a max residual of **0.34** PPM. *Last month the feed rate was 2.5 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 **13.7 CFU's** which is well below the limit. *Last month the average was 18.4.*

**Planning and Codes Department
MAY 2021**



**Planning and Codes Department
MAY 2021**

	Month	FY2021	FY2020	FY2019	FY2018
MEETING AGENDA ITEMS#					
Planning Commission	5	66	69	66	69
Construction Appeals	0	0	0	0	1
Zoning Appeals	0	4	5	6	7
Tech. Review/Study Session	2	4	2	0	1
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	44	330	193	71	89
Multi-Family Residential	0	22	0	13	5
Other Residential	7	76	91	93	238
New Commercial	1	6	6	3	3
New Industrial	0	2	0	1	0
Other Com/Ind	1	23	23	33	31
Sign	4	14	14	25	24
Occupancy Permits		21	14	25	24
Commercial Certificate of Occupancy-					
Other	3	11	12	3	14
BUILDING INSPECTIONS					
Residential	412	2229	2858	2411	1112
Hours	39	491	699.58	414.98	383.59
Commercial /Industrial	10	79	110	179	165
Hours	4	30.93	12.83	179	165
CODE ENFORCEMENT					
Total Cases	6	86	330	179	165
Hours	2	32.75	70.24	86.75	75.17
Complaints Received	5	35	116	98	132
MEETINGS					
Administration	10	60	58	68	51
Hours	10	89	38.26	103.67	101
Planning	5	47	76	135	73
Hours	5	54.75	96.58	155.5	86.82
Codes	2	9	28	35	27
Hours	2	7	37.85	40.16	18.67
FEES					
Permit Fees	\$224,117.20	\$ 1,908,175.95	\$ 808,041.72	\$ 523,552.31	\$170,723.50
Board Review Fees	\$1,800.00	\$ 82,300.00		\$ 3,750.00	\$4,683.00
City Impact Fee	\$80,779.00	\$ 659,780.67	\$ 262,292.31	\$ 212,537.89	\$137,458.00
Roads	\$29,837.00	\$ 284,243.60	\$ 77,860.90	\$ 98,885.80	\$112,424.58
Parks	\$17,424.00	\$ 132,110.00	\$ 74,646.00	\$ 23,140.00	\$ 10,163.90
Police	\$20,190.00	\$ 178,459.41	\$ 59,096.30	\$ 11,704.30	\$ 8,971.20
Fire	\$13,328.00	\$ 71,344.66	\$ 36,749.61	\$ 23,344.29	\$ 5,963.72
OTHER ITEMS					
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	\$ 3,777,069.30	\$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	16	17	17	16	15

Parks, Recreation, & Cultural Arts Department
May 2021

Summary of Month's Activities

This month the spring sports started to wind down as we enter the summer months where things are less focused on organized sports. We have some big events coming up over the next month or two with our Independence 5K, Americana Event and 3v3 Soccer Tournament. We also have Music Under the Stars events happening each month (the first started May 27th). So, this summer will be back to normal for us this year.

Just an update on the Splash Pad: We had the Leak Detection company come back out this month and they tested each individual feature and they did find a leak for the Frog features we have on the pad; however, this did not explain the issue we were having because we had tried running the water without those on and still had a loss of water. Nevertheless, they were able to rule out everything apart from the drains. Ultimately, based on their recommendation, we were able to determine that the main cause of us losing water was actually the cracks on the pad itself. After we filled them all in, the fill line was able to keep the water level up in the tank. We still have a small leak somewhere between the drains and the tank itself, and we will still need to fix the leak for the frog features, but for now it is not enough to affect the operations. So, we opened the Splash Pad on Memorial Day weekend and it will be open 7 days a week until Labor Day with some different hours than past years.

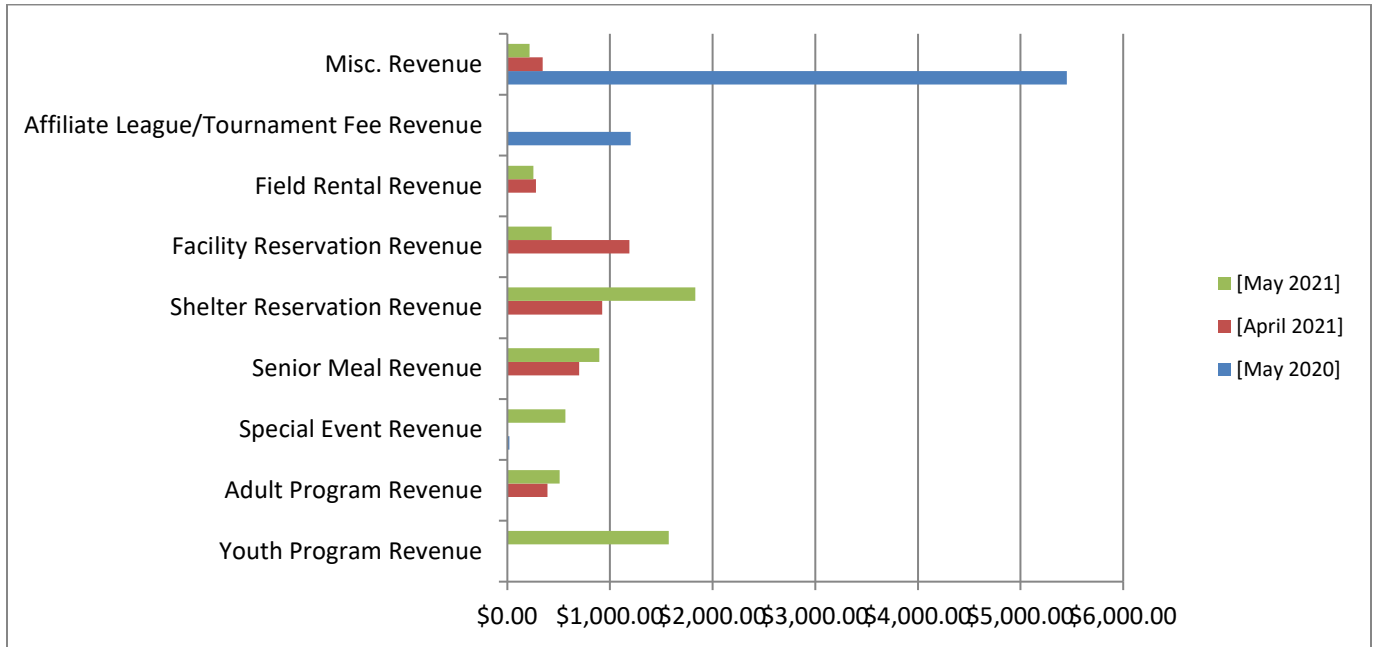
An update on some projects:

The Soccer Complex Renovation project had its bid opening on May 17th. FTM contracting was the only bidder. Their base bid was \$689,000. This includes adding an additional soccer field to the complex and providing it with LED lighting. Additionally, we would like to select Alternate #3 for \$140,000 which involves adding two additional poles with LED lighting to Field #3 and then converting the existing lighting to LED. This will give us 4 fields that are fully lit with the potential to easily expand that to 5 fields once the project gets started.

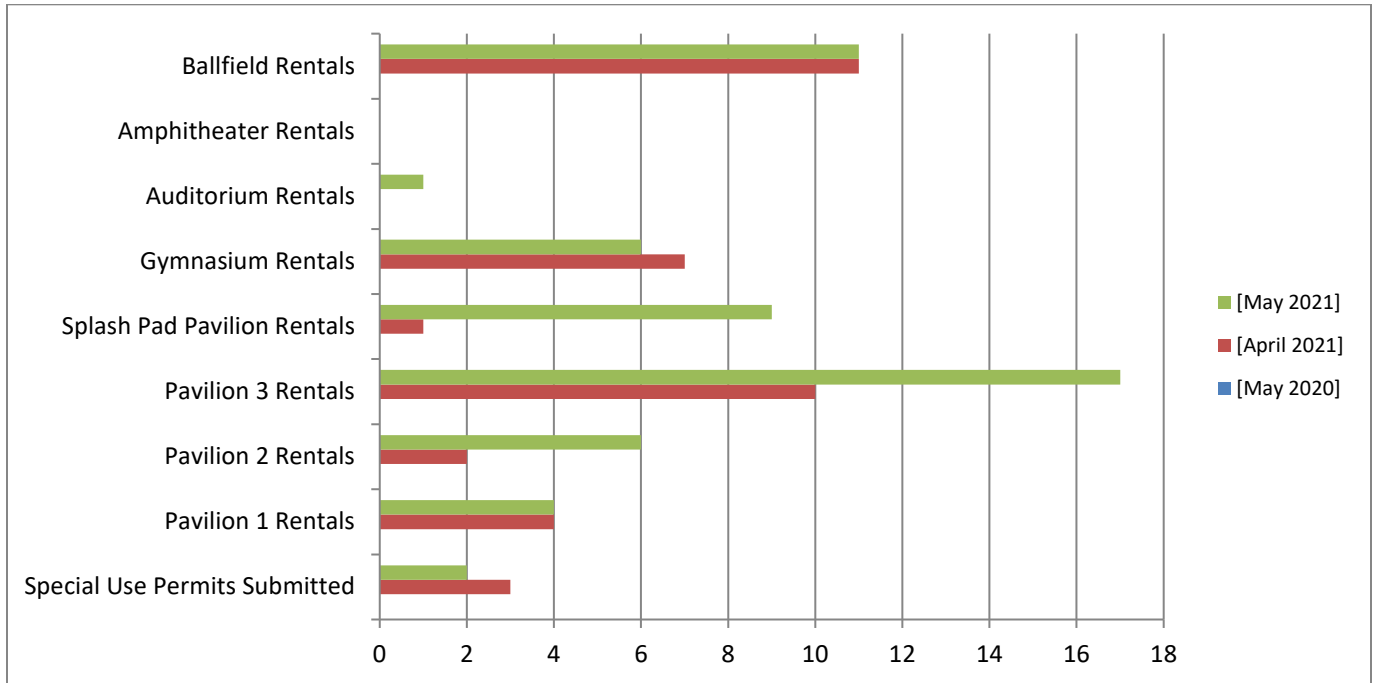
As far as the barn at the Byrum Park location, we still haven't had a chance to complete that. We are still catching up on some other projects but most of those are complete, or close to complete now, so we should be able to get back on this project soon. Additionally, a part of the fence was knocked over during a wreck a while back at Byrum Park and we want to fix that soon as well. We have also had a tree cut down near Mr. Byrum's house and we are looking into having someone cut up some of the damaged trees from the storms as well.

Lastly, we purchased some dog waste receptacles this month and plan on putting them up at each trailhead along the Greenway. This is something that has been lacking at our Greenway for a long time and the hope is to start with our trailheads and expand out to other locations as well so we have options for people to pick up their pet's waste.

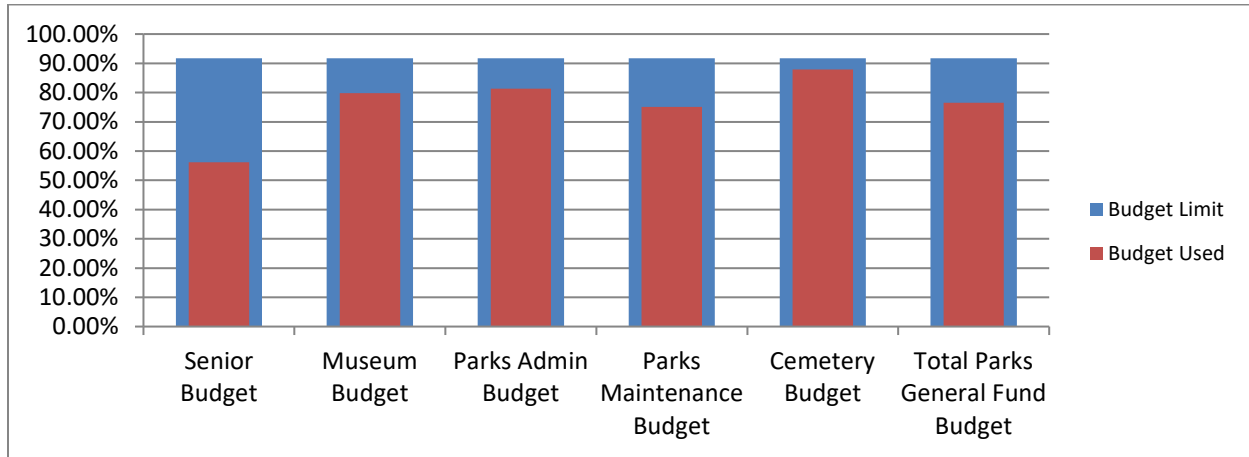
Revenues



Facility Usage



Over/Under Budget



Recreation

Girls' Volleyball ended on May 27th with Team Collins winning the 6th-8th Grade division and Team Pope winning the 3rd-5th Grade division. We had 52 girls that played in the league this spring.



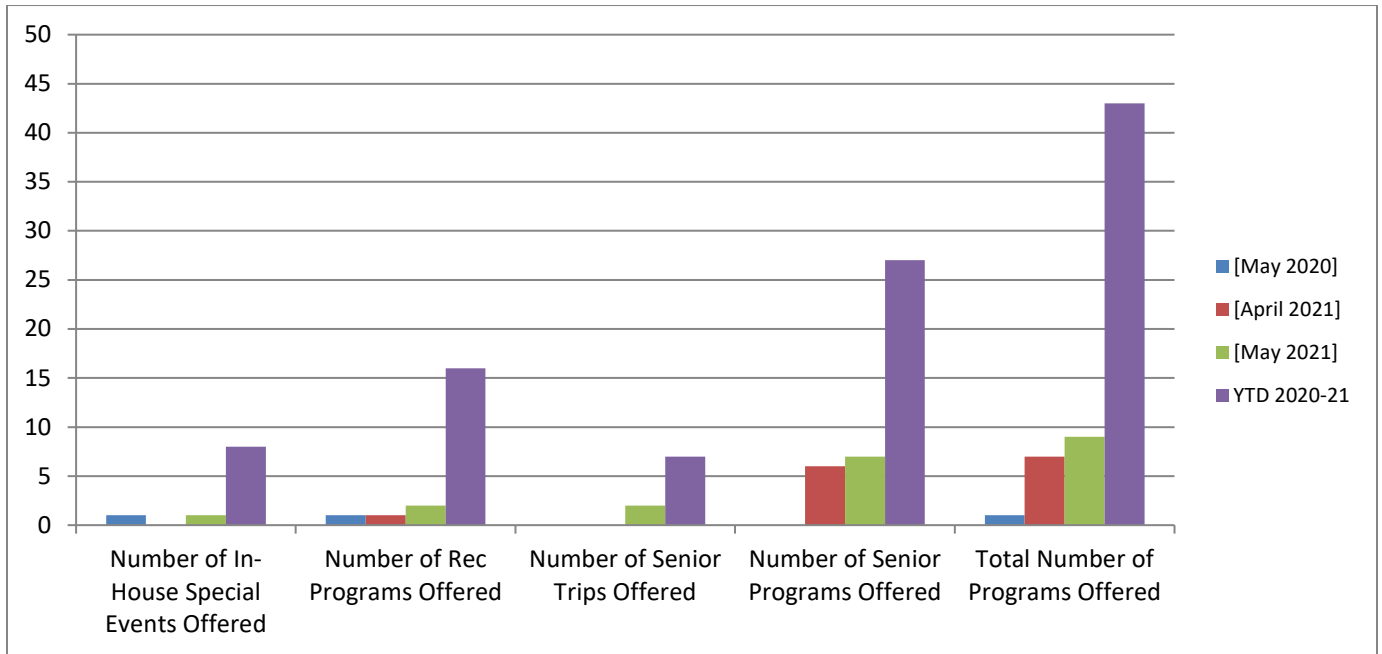
Challenger Baseball wrapped up their season on May 15th and had their end of the year party on May 22nd. End of the year party was at Pavilion 3 at the park with two inflatables and food from The BBQ Place. Adult Basketball continued signups during the month of May and will begin their season in June.

We currently have 5 teams signed up for Adult Basketball this summer and two free agents. The registration ends round the first of June.

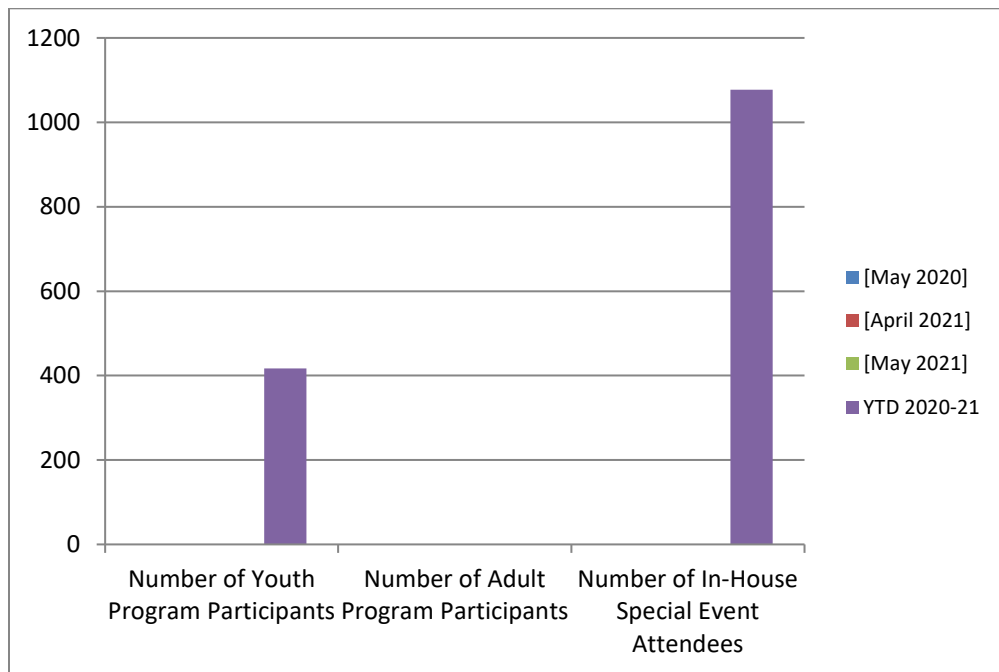
Signups for the Independence Day 5K began in May and will continue on until the event on July 3rd. Currently, there are 31 runners signed up. T-shirts have been bought and three sponsors have submitted their paperwork for the event. Yeti prizes have been purchased and put on the City Facebook page to help promote awareness for the event.

Improvements for our gym/bathrooms at city hall were ordered. We ordered 16 LED high bay lights for the gymnasium to replace busted and inefficient lighting. Two hand dryers were ordered for the men's and women's restroom at City Hall and two for the soccer complex. Additional acoustic foam panels were also added to the gymnasium walls to help with echoing complaints from parents. All of these will be installed next month.

Programming Opportunities

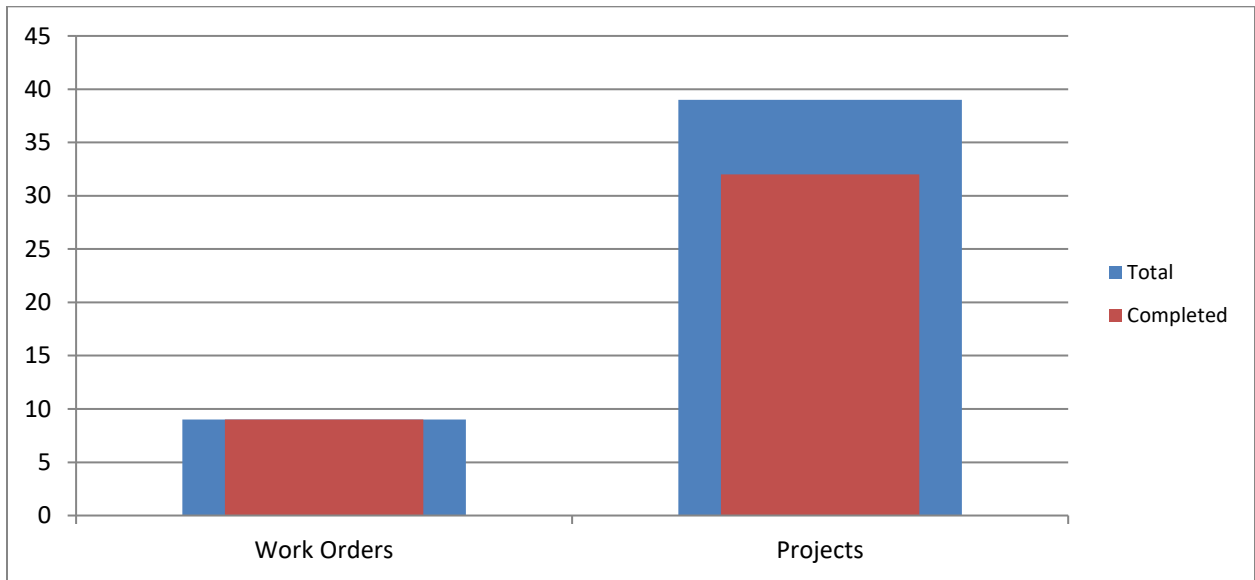
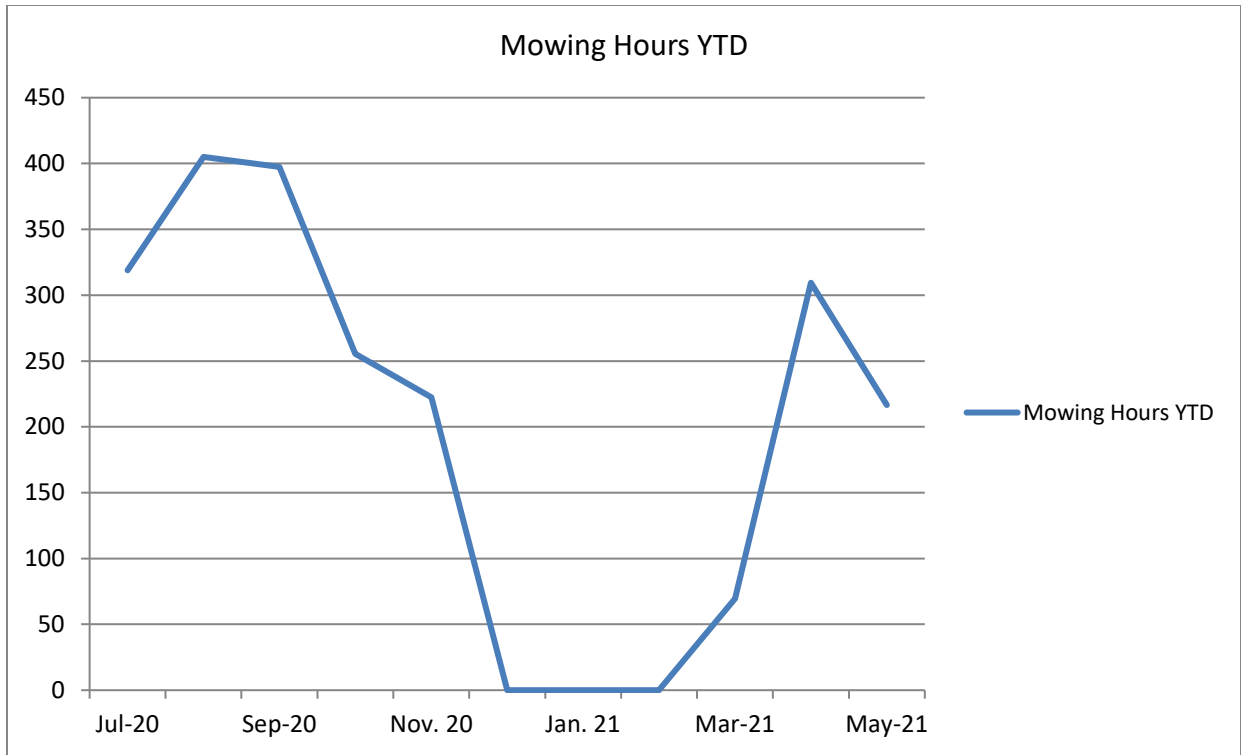


Programming Attendance



Maintenance

- Fertilized all of the sports fields
- Met with company and worked on the Splash Pad/Found a leak
- Filled all cracks in the surface of the Splash Pad
- Fixed two different locations of fence along the Greenway
- Tore out and replaced landscaping at the High School Trailhead
- Planted flowers at the main park and at the splash pad
- Dug out, performed dirt work, and added new top soil to the ditch line between fields 5 & 6
- Built a pitcher's mound on field #6
- Performed dirt work, leveling, new top soil and seed and straw mat at the museum
- Performed dirt work, picked up rocks, new top soil, and seed and straw mat next to the amphitheater
- Performed repairs after the tornado that went through the area
- Cleaned up flood damage and storm damage (mostly along the Greenway) after the tornado went through the area/Several trees that had to be cut down and cut up/also many limbs to pick up and haul away
- Sprayed fields 5, 6, 7, & 8
- Fixed major leak in the irrigation main pipe at the Soccer Complex
- Worked on a leak in the irrigation system at the Quad
- Put out fresh playground mulch at the main park
- Repaired busted corner post, set in concrete at the splash pad/This has been broken for over a year
- Repaired two drinking fountains (one along the Greenway and the other within the main park)
- Performed major deck repair to one of our oldest mowers after one of the guys wrecked and slid all the way down the hill, next to field #7
- Designed, built, and installed a bracket that would hold the new commemorative plaque that went on the sign for field #3 at the Soccer Complex



Museum

Volunteers

Volunteer helped continue to set up and preform interviews with long-time locals. These interviews are being recorded for future reference. Volunteer helped with staying up on newspaper clippings and better organizing current clippings for quicker access. Volunteers helped with putting together three new podium displays. Volunteers worked a total of 17.5 hours for the month of May.

Exhibits



Current exhibit features artifacts and box displays which includes pictures and descriptions from the City's past 50 years.

Updated Slideshow Exhibit



Slides were added to the current slide show in the museum for the Board of Mayor and Aldermen Meeting on January 21, 2021



And for the 50th Birthday Celebration on April 24, 2021

Social Media Promotion



White House History Wednesday’s monthly edition was posted on Wednesday, May 26, 2021 with a new episode featuring Robertson County Commissioner Don Eden. He discussed the beginnings of the White House Area Chamber of Commerce and Tennessee Homecoming ’86. This month’s episode had 672 views and 7 shares.

Donated Artifacts



Coach Deanie Bryant donated a swivel bookstand that had been used at White House High School in the late 60s early 70s.

Tours at Museum

The museum had a several walk-in tours in May.

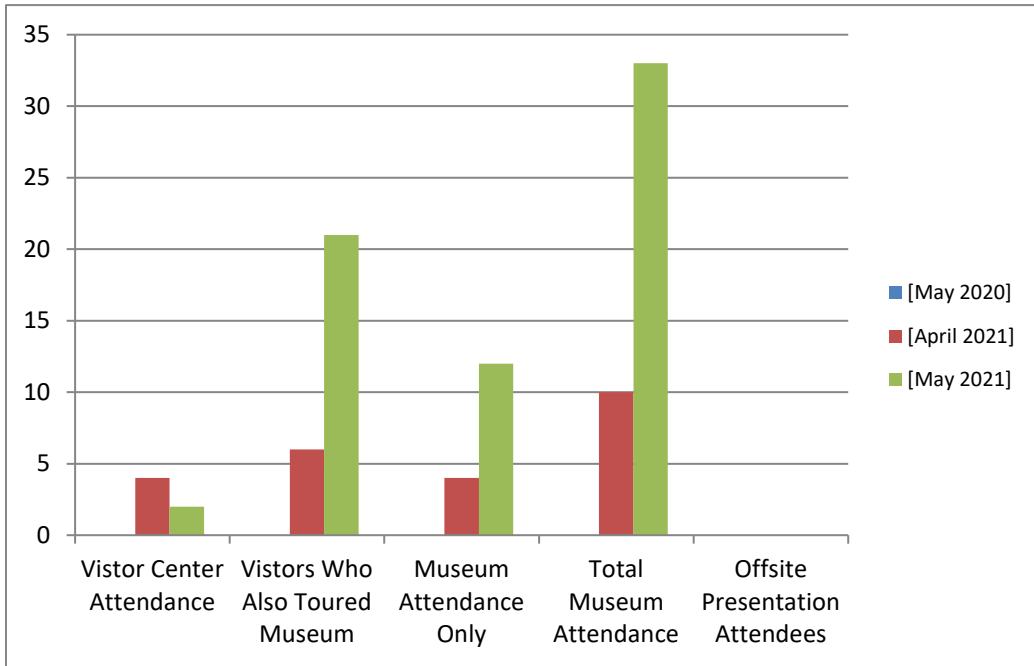
Events Attended

- May 18 – White House Area Chamber of Commerce Monthly Luncheon featuring Gerald Herman
- May 26 – White House Area Chamber of Commerce Monthly Power Hour
- May 27 – Music Under the Stars

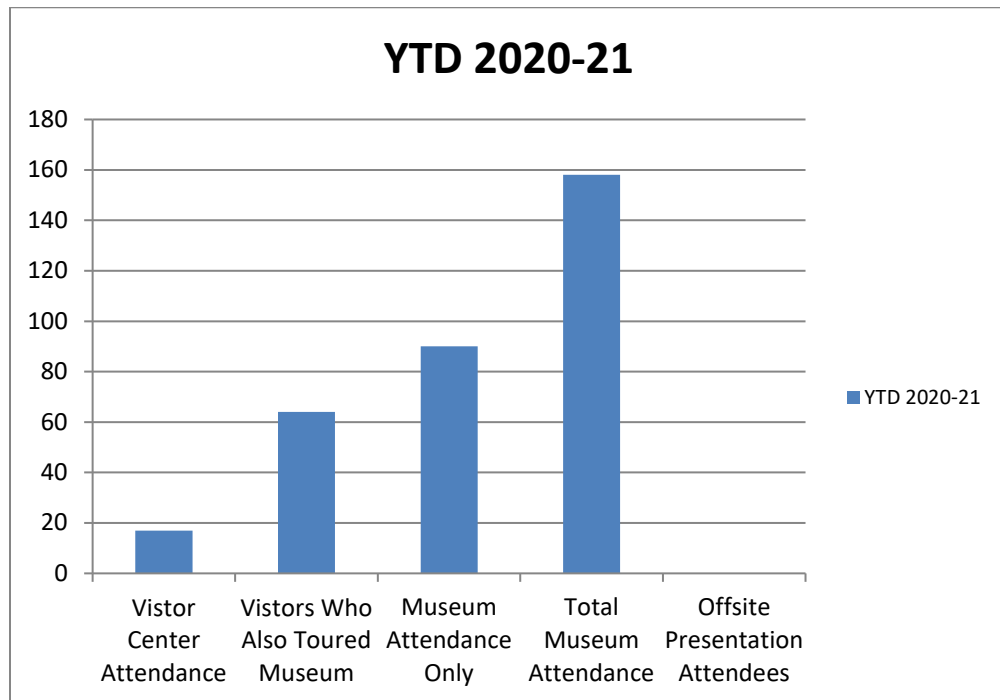
Visitors’ Center and Museum Attendance

Visitors’ Center Only	Visitors’ Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	21	12	33	0

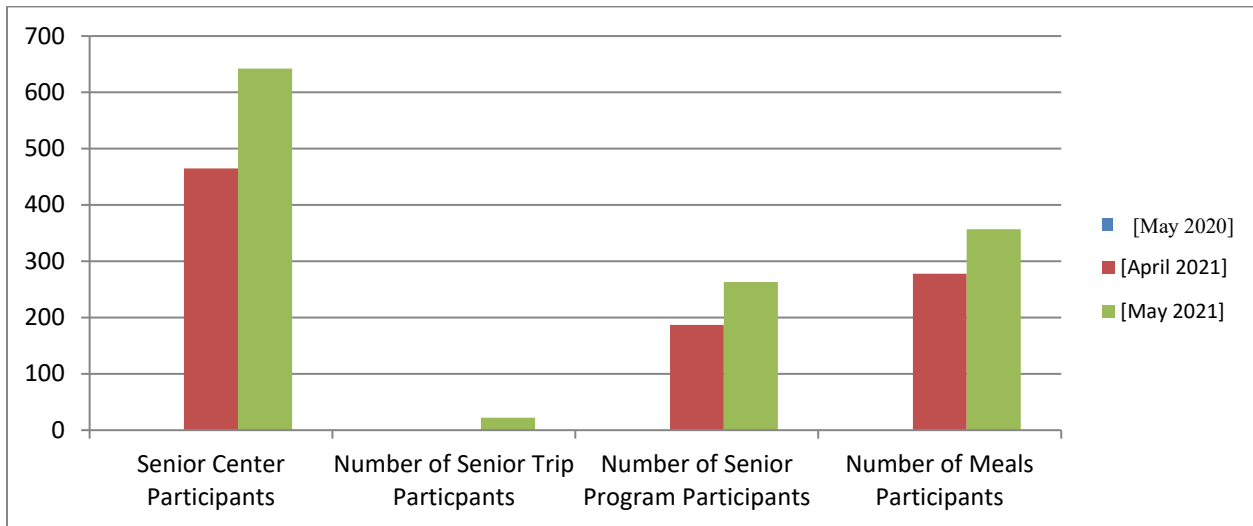
Museum/Visitor Center Usage



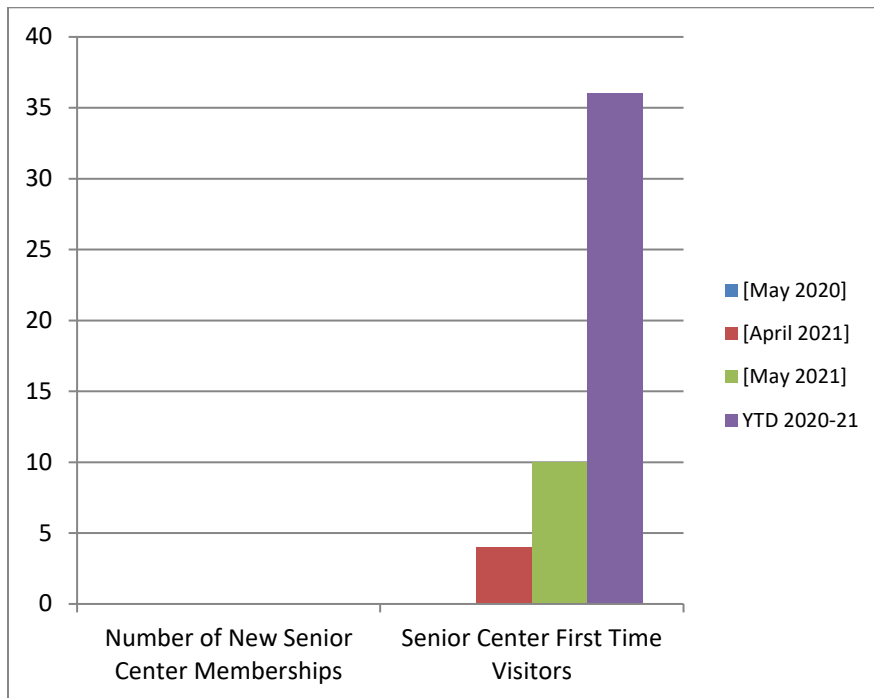
Museum/Visitor Center Usage YTD



Senior Programming/Attendance



New Senior Memberships/First Time Visitors



MAY 2021

Facility Usage

	FYE 2019	FYE 2020
Special Use Permits Submitted	13	15
Pavilion 1 Rentals	3	7
Pavilion 2 Rentals	11	5
Pavilion 3 Rentals	106	38
Splash Pad Pavilion Rentals	177	106
Total Number of Pavilion Rentals	297	156
Gymnasium Rentals	130	79
Cafeteria Rentals	54	0
Auditorium Rentals	4	10
Amphitheater Rentals	3	0
Total Number of Facility Rentals	196	89
Ballfield Rentals	7	45
Vistor Center Attendance	6	21
Vistors Who Also Toured Museum	14	84
Museum Attendance Only	85	668
Total Museum Attendance	99	752

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		

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
Affiliate League/Tournament Fee Revenue		
Misc. Revenue	\$25,030.00	\$31,411.74

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

20-May	Apr. 21	May-21	YTD 20-21
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0	3	2	34
0	4	4	19
0	2	6	13
0	10	17	66
0	1	9	72
0	17	36	170
0	7	6	16
0	0	0	0
0	0	1	4
0	0	0	0
0	7	7	20
0	11	11	137
0	4	2	17
0	6	21	64
0	4	12	90
0	10	33	158

0	0	0	417
0	0	0	0
1	0	1	8
0	0	0	1077
1	1	2	16
0	200	200	1800
0	0	0	0
0	465	642	3878
0	4	10	36
0	0	2	7
0	0	22	62
0	6	7	27
0	187	263	946
0	3	4	32
0	278	357	2870
0	0	0	0
1	7	9	43

\$0.00	\$0.00	\$1,572.00	\$32,655.00
\$0.00	\$390.00	\$510.00	\$3,050.00
\$20.00	\$0.00	\$565.00	\$1,170.00
\$0.00	\$701.00	\$895.50	\$7,200.00
\$0.00	\$925.00	\$1,830.00	\$7,112.50
\$0.00	\$1,187.50	\$431.25	\$2,381.25
\$0.00	\$277.50	\$255.00	\$5,665.50
\$1,200.00	\$0.00	\$0.00	\$5,337.00
\$5,450.00	\$343.93	\$215.54	\$4,279.13

338	309.5	216.5	2195
0	0	1	9
0	0	1	9
0	2	4	39
0	2	4	32

White House Library May 2021

Summary of Activities

The library director met with Victor at B&B signs to discuss the new library hour sign. The director provided Victor with a PDF version of the library logo to put on the front of the sign. She also approved the book panels and sign layout. It should be done before the end of June.

The library director and HR director conducted interviews for two part time library employees. Those positions were filled by Molly Dorris and Lacey Lassiter. Both employees started working in May.

A mold inspection was done at the library on May 6 after black spots were found in the server room. The air inspection came back normal, so the mold is only on the walls in the server room. The library director is now going to pay to have that mold removed.

The library director had a phone call with her mentor Martha from Clarksville Public Library. They talked briefly about different ways they are lifting COVID restrictions.

The library director was one of three librarians that presented on non-traditional lending. The director talked about the Steam Packs, board games, puzzles, and cake pans that circulate at the library. The presentation was well received and she did get a few follow-up emails from attendees asking for more information.

The library director applied for a storybook trail grant which she did receive. The grant will allow for a book panels to be placed at a city trail. Those walking will be able to read a book as they walk. There are many cities that have these types of trails and the library director is happy one will be added to our city.

The friends of the library did receive the Dollar General Summer Reading Grant. A large portion of this grant will be used to help the library pay for the Fandomcon since the cost of that event will be higher due to having performers staying all day.

The library board met on May 13. They discussed and voted on a number of policy updates.

The library director attended the Chamber Luncheon on May 18 to see the city administrator discuss updates to the city.

The friends of the library met on May 18 to discuss the summer reading grant, storybook trail grant, copiers/Princh and shelf plaques and pavers.

The library director attended an HVAC Request for Proposal meeting. The group looked through company proposals to handle the city's HVAC maintenance. During this meeting, it was discovered that three of the library's units were not being included in the regular maintenance. It is believed that these items were not added to the HVAC proposal once their one-year warranty expired. These items will be added to the regular maintenance going forward.

The library director got the two escape rooms for the con set up and invited a number of different city employees and some patrons to test them out beforehand. After the groups went through, some changes were made to the rooms to make them function better. Both are now ready for the fandomcon.

Department Highlights

The highlights for the month were being awarded the storybook trail grant, Dollar General Summer Reading Grant, the success with the library presentation, and the two escape rooms being finished.

White House Public Library

May 2021

Performance Measures

Official Service Area Populations

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

Membership

May	2017	2018	2019	2020	2021
New Members	90	151	102	7	91
Updated Members	344	373	528	58	333
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,027
% of population with membership	86	51	59	66	49

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: 38,005

Estimated Value of Total Materials: \$950,125

Last Month: \$948,100

Total Materials Available Per Capita: 2.64

Last Month: 2.64

State Minimum Standard: 2.00

Materials Added in May

2017	2018	2019	2020	2021
415	222	127	145	339

Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	1,187

Physical Items Checked Out in May

2017	2018	2019	2020	2021
5,817	6,043	5,434	1,141	4,329

Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	20,001

Miscellaneous item checkouts

May	2017	2018	2019	2020	2021
Technology Devices	35	53	36	13	54
Study Rooms	78	95	83	0	25
Games and Puzzles	43	48	82	8	124
Seeds	42	142	96	5	147
STEAM Packs	*	*	31	0	0
Cake Pans	*	*	3	0	1

Yearly Totals

2017	2018	2019	2020	2021
585	644	137	381	295
828	1,082	253	305	115
528	743	222	955	482
1,197	586	112	302	716
*	148	61	25	0
*	6	1	28	8

Library Services Usage

May	2017	2018	2019	2020	2021
Lego Table	149	215	246	195	0
Test Proctoring	0	8	24	29	3
Charging Station	9	7	19	0	6
Notary Services	*	*	*	1	9
Library Visits	*	5,002	4,255	0	2,725
Website Usage	*	*	1,148	1,088	2,238
Reference Questions	5	11	5	11	5

Yearly Totals

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	35
86	90	19	47	16
*	*	16	88	39
*	52,565	55,728	30,007	13,565
*	2,517	16,935	17,977	10,727
115	59	77	60	27

Library Volunteers

May	2018	2019	2020	2021
Library Volunteers	11	13	1	6
Volunteer Hours	78	82	20	127

Yearly Totals

18-19	19-20	20-21
82	36	17
809	1,286	1,069

We have not getting many volunteers as some organizations are not requiring volunteer work at this time due to COVID.

Computer Users

May	2017	2018	2019	2020	2021
Wireless	596	588	658	41	250
Adult Users	348	321	384	13	142
Kids Users	170	141	152	0	72

Yearly Computer Users

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	1,362
4,413	4,642	1,103	2,138	865
2,209	2,088	556	427	166

Universal Class Counts

Yearly Totals

**White House Public Library
May 2021
Performance Measures**

May	
Sign ups	0
Courses started	0
Lessons viewed	13
Class Submissions	3

2017	2018	2019	2020	2021
27	24	9	10	6
39	52	16	53	30
273	661	194	1,771	330
258	445	105	800	166

Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	1	0
Yearly Sign-ups	29	60	81	81

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	5
500 Mark	2	2	0	1
Completion	0	1	2	1

Face-to-face Kids Programs

May	2017	2018	2019	2020	2021
Programs	16	9	10	0	5
Attendees	234	233	181	0	32
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	13
Attendees	4,268	4,260	4,201	1,185	122

Virtual Kids Programs

May	2020	2021
Videos	7	2
Views	1,352	9
Yearly	2020	2021
Videos	24	14
Views	4,182	191

Grab & Go Kits

May	2020	2021
Kits	0	5
Taken	0	147
Yearly	2020	2021
Kits	38	28
Taken	1094	888

We held face-to-face programs when the weather was nice and virtual story times when it was rainy or cold outside.

Face-to-face Teen Programs

May	2017	2018	2019	2020	2021
Programs	2	5	3	0	0
Attendees	5	10	5	0	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

May	2020	2021
Programs	0	0
Attendees	0	0
Yearly	2020	2021
Programs	5	0
Attendees	18	0

Combined Face-to-Face

May	2020	2021
Programs	0	4
Attendees	0	16
Yearly	2020	2021
Programs	11	8
Attendees	77	29

Virtual Teen & Tweens

May	2020	2021
Videos	3	0
Views	577	0
Yearly	2020	2021
Videos	12	6
Views	1,591	95

Grab & Go

May	2020	2021
Kits	0	2
Taken	0	31
Yearly	2020	2021
Kits	13	15
Taken	152	162

The library started holding face-to-face teen programs again as well as putting out grab and go kits.

Face-to-face Adult Programs

May	2017	2018	2019	2020	2021
Programs	12	17	11	0	4
Attendees	56	61	50	0	20
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	15
Attendees	689	1,009	1,343	214	69

Virtual

May	2020	2021
Videos	2	0
Views	48	0
Yearly	2020	2021
Videos	18	0
Views	4,972	0

Device Advice

Sessions	2019	2020	2021
May	*	42	8
Yearly	125	51	21

The library tried to add a chess club in April, but there was not enough interest. So, this program will not be continued in May.

Interlibrary Loan Services

May	2017	2018	2019	2020	2021
Borrowed	55	49	60	0	52
Loaned	18	27	35	0	20

Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	253
305	410	410	151	74

May	R.E.A.D.S
Adults	1601
Juvenile	88

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021
Adults	15,773	21,138	23,138	17,809
Juvenile	725	1,430	1,189	958

The READS statistics come from the state.

CITY COURT REPORT

May 2021

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$6,184.61
TOTAL MONIES COLLECTED YTD	\$44,252.59

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$2,154.30
TOTAL MONIES COLLECTED YTD	\$19,726.01

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$8,338.91</u>
TOTAL REVENUE YTD	\$63,978.60

DISBURSEMENTS

LITIGATION TAX	\$515.15
DOS/DOH FINES & FEES	\$470.25
DOS TITLE & REGISTRATION	\$171.00
RESTITUTION/REFUNDS	\$0.00
ON-LINE CC FEES	\$65.04
CREDIT CARD FEES	\$18.57
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$1,240.01</u>
TOTAL DISBURSEMENTS YTD	\$7,800.55

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$7,098.90</u>
TOTAL ADJUSTED REVENUE YTD	\$56,178.05

DRUG FUND

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$332.26</u>
DRUG FUND DONATIONS YTD	\$8,195.16

Offenses Convicted & Paid For Month	Count	Paid
Codes Violations	1	\$0.00
Financial Responsibility Law	33	\$810.00
Registration Law	20	\$906.51
Improper Equipment	2	\$10.00
Texting/Hands Free Law	1	\$61.00
Right of Way in Crosswalk	1	\$132.50
DL Exhibited	4	\$102.50
Red Light	4	\$227.50
Careless Driving		
Stop Sign	1	\$15.00
Speeding	33	\$3,146.54
Seat Belt	9	\$310.00
Failure To Yield	1	\$117.50
Exercise Due Care	3	\$224.01
Child Restraint	1	\$56.51
Total	114	\$6,119.57