

**Administrative & Legislative Services Department**  
**July 2021**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- July 01:
  - State of the City Meeting
  - Community Event Center Progress Meeting
  - Cumberland Connect and Perdue Discussion
- July 06:
  - North Palmers Chapel Bid Opening
  - Staff Plan Reviews
- July 08:
  - Corporal Interviews
  - Robertson County Joint Economic Development Meeting
- July 10: Americana Celebration
- July 13:
  - Public Services New Building Meeting
  - IT Planning Meeting for Community Event Center
- July 15:
  - Meeting with ReTool
  - White House Chamber Area of Commerce Ribbon Cutting with Live Life Oily
  - Planning Discussion with Ceagus
- July 19:
  - Wilkinson Lane Sidewalks Discussion
  - Americana Celebration Debrief
  - Meeting about Engineering Due Diligence
- July 21:
  - Residential Traffic Control Discussion
  - Holly Tree Pre-Bid Meeting
  - Economic Development Team Meeting
- July 22:
  - Christmas in July Library Event
  - Community Event Walkthrough
  - Community Event Center Progress Meeting

**Administrative & Legislative Services Department**

**July 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	\$21,144,050	\$ 2,109,999	↑1.64
Industrial Development	\$77,000	\$ 2,900	↓4.56
State Street Aid	\$550,000	\$ 13,585	↓5.86
Parks Sales Tax	\$2,105,361	\$ 860,600	↑32.54
Solid Waste	\$1,175,418	\$ 264,769	↑14.19
Fire Impact Fees	\$125,000	\$ 19,282	↑7.09
Parks Impact Fees	\$16,000	\$ -	↓8.33
Police Impact Fees	\$42,500	\$ 33,337	↑70.11
Road Impact Fees	\$235,000	\$ -	↓8.33
Police Drug Fund	\$4,500	\$ -	↓8.33
Debt Services	\$1,293,500	\$ -	↓8.33
Wastewater	\$16,874,057	\$ 1,623,760	↑1.29
Dental Care	\$70,000	\$ 8,878	↑4.35
Stormwater Fund	\$1,491,663	\$ 144,903	↑1.38
Cemetery Fund	\$78,890	\$ 4,130	↓3.09

\*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 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	325	261	269	346	362
August		128	106	151	166
September		106	98	126	119
October		79	97	91	147
November		72	78	120	125
December		71	58	72	104
January		123	81	122	177
February		75	93	119	113
March		106	107	131	142
April		154	85	138	185
May		133	82	129	121
June		47	45	50	52
<b>Total</b>	<b>325</b>	<b>1355</b>	<b>1199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>July 2021</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>Total for FY22</b>	<b>Total for FY21</b>	<b>Total for FY20</b>
Purchase Orders \$0-\$9,999	299	299	1281	1132	\$446,190.22	\$1,482,989.65	\$1,275,419.16
Purchase Orders \$10,000-\$24,999	6	6	29	34	\$103,940.78	\$417,161.17	\$551,938.89
Purchase Orders over \$25,000	20	20	45	33	\$3,543,862.17	\$5,951,224.30	\$4,035,346.92
<b>Total</b>	<b>325</b>	<b>325</b>	<b>1355</b>	<b>1199</b>	<b>\$4,093,993.17</b>	<b>\$7,851,375.12</b>	<b>\$5,862,704.97</b>

**Administrative & Legislative Services Department  
July 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.

	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits
<b>July</b>	54	15	152	61	11,536	11,536	1,164,517	1,080,668
<b>August</b>		20	126	133		9,145	752,932	835,519
<b>September</b>		17	43	22		8,335	679,248	214,406
<b>October</b>		10	78	86		8,390	386,735	864,091
<b>November</b>		174	56	40		7,587	695,971	812,527
<b>December</b>		13	156	82		17,483	847,724	1,055,111
<b>January</b>		108	67	68		17,123	720,531	934,562
<b>February</b>		135	22	40		19,796	N/A	762,985
<b>March</b>		39	85	61		22,930	N/A	879,671
<b>April</b>		101	43	56		20,881	N/A	820,505
<b>May</b>		38	27	29		23,514	5,998	946,897
<b>June</b>		214	48	123		30,909	10,251	901,328
<b>Total</b>	<b>54</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>11,536</b>	<b>197,629</b>	<b>5,263,907</b>	<b>9,053,159</b>

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

	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
<b>July</b>	8	45	19
<b>August</b>		44	21
<b>September</b>		19	21
<b>October</b>		40	12
<b>November</b>		29	13
<b>December</b>		10	15
<b>January</b>		11	23
<b>February</b>		20	70
<b>March</b>		11	69
<b>April</b>		7	41
<b>May</b>		11	29
<b>June</b>		11	36
<b>Total</b>	<b>8</b>	<b>258</b>	<b>369</b>

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

	FY22 # of Request	FY21 # of Request	FY20 # of Request
<b>July</b>	38	20	36
<b>August</b>		27	39
<b>September</b>		16	18
<b>October</b>		15	40
<b>November</b>		20	27
<b>December</b>		27	20
<b>January</b>		18	24
<b>February</b>		72	41
<b>March</b>		36	34
<b>April</b>		26	35
<b>May</b>		48	26
<b>June</b>		58	28
<b>FY Total</b>	<b>38</b>	<b>383</b>	<b>356</b>

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

**Administrative & Legislative Services Department  
July 2021**

**White House Farmers Market**

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

	<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>	4	\$810
<b>May</b>	8	\$1,280
<b>June</b>	3	\$275
<b>July</b>		
<b>August</b>		
<b>September</b>		
<b>October</b>		
<b>November</b>		
<b>December</b>		
<b>Total</b>		<b>\$2,365</b>

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Assist with Senior Center HVAC issues
- Install Ring doorbell and transformer at Museum
- Replace light bulbs in HR, Library and Museum

	<b>2021-2022 Work Order Requests</b>	<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>July</b>	19	11	10	22	21	27
<b>August</b>		27	10	26	24	28
<b>September</b>		9	13	19	22	13
<b>October</b>		6	7	14	18	12
<b>November</b>		16	7	18	34	12
<b>December</b>		19	3	8	19	9
<b>January</b>		11	16	14	16	23
<b>February</b>		16	18	7	21	6
<b>March</b>		12	11	7	17	16
<b>April</b>		17	2	12	25	14
<b>May</b>		25	11	6	26	27
<b>June</b>		31	10	9	23	14
<b>Total</b>	<b>19</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

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

**Finance Department  
July 2021**

**Finance Section**

During July the Finance Office interviewed candidates for the Customer Service Representative position, began working on card payment changes, continued working on FYE 6/30/2021 audit task, and scanning thousands of documents to reduce physical document storage space. Members of the Finance Office participated in the following events during the month:

- July 1: State of the City meeting
- July 1: Excel budgeting assistance with Public Services
- July 20: Shredded 48 boxes of expired documents from the archives
- July 20: Interviews for Customer Service Representative opening
- July 22: Community Event Center walkthrough

**Performance Measures**

**Utility Billing**

	<b>July 2021</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>New Builds (#)</b>	23	23	357	171	62	102
<b>Move Ins (#)</b>	90	90	737	649	534	553
<b>Move Outs (#)</b>	90	90	743	602	534	576
<b>New customer signup via email (#)</b>	40	40	300	127	104	163
<b>New customer signup via email (%)</b>	35%	35%	27%	15%	17%	25%

**Business License Activity**

	<b>July 2021</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>Opened</b>	6	6	76	69	75	72
<b>Closed (notified by business)</b>	0	0	6	10	9	18
<b>Closed (uncollectable)</b>	0	0	0	0	0	199

**Accounts Payable**

	<b>July 2021</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>Total # of Invoices Processed</b>	298	298	4079	4003	3940	4437

**Finance Department  
July 2021**

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

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>General Fund Cash Reserves Goal (\$)</b>	<b>Current Month Fund Cash Balance (\$)</b>	<b>G.F. Cash Reserves Goal Performance</b>
General Fund	10,409,165	3,122,750	2,402,786	23%
Cemetery Fund	45,261	13,578	258,513	571%
Debt Services	1,217,528	365,258	662,010	54%
Dental Care Fund	39,361	11,808	224,230	570%
Roads Impact Fees	105,396	31,619	356,444	338%
Parks Impact Fees	109,476	32,843	281,852	257%
Police Impact Fees	77,976	23,393	274,654	352%
Fire Impact Fees	26,904	8,071	183,804	683%
Industrial Development	76,063	22,819	74,959	99%
Parks Sales Tax	988,260	296,478	1,260,157	128%
Police Drug Fund	5,048	1,514	31,615	626%
Solid Waste	1,065,400	319,620	515,770	48%
State Street Aid	418,172	125,452	202,112	48%
Stormwater Fund	964,600	289,380	1,140,204	118%
Wastewater	5,579,100	1,673,730	5,182,322	93%

*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 2021-2022.

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>YTD Realized* (\$)</b>	<b>% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)</b>
General Fund	10,409,165	442,112	↓ 4.09%
Cemetery Fund	45,261	3,606	↓ 0.37%
Debt Services	1,217,528	115,393	↑ 1.14%
Dental Care	39,361	3,225	↓ 0.14%
Roads Impact Fees	105,396	8,412	↓ 0.35%
Parks Impact Fees	109,476	8,709	↓ 0.38%
Police Impact Fees	77,976	6,215	↓ 0.36%
Fire Impact Fees	26,904	4,100	↑ 6.91%
Industrial Development	76,063	21,859	↑ 20.40%
Parks Sales Tax	988,260	74,739	↓ 0.77%
Police Drug Fund	5,048	623	↑ 4.01%
Solid Waste	1,065,400	89,598	↑ 0.08%
State Street Aid	418,172	38,119	↑ 0.78%
Stormwater Fund	964,600	82,444	↑ 0.21%
Wastewater	5,579,100	433,490	↓ 0.56%

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

**Human Resources Department  
July 2021**

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

- July 01: State of the City Meeting
- July 08: Police Corporal Interviews
- July 10: Americana Celebration
- July 13: Firefighter Interviews
- July 20: Customer Service Representative Interviews
- July 21: New Hire Orientation for Firefighter

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	0	0	0	0
August		0	0	0
September		1	1	0
October		0	0	0
November		1	0	0
December		0	0	0

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January		1	1	1
February		0	3	0
March		2	0	0
April		1	2	0
May		0	1	0
June		3	0	2
<b>Total</b>	<b>0</b>	<b>9</b>	<b>8</b>	<b>3</b>

Three-year average as of June 30, 202 6.67

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	0	1	1	3
August		1	0	0
September		1	0	0
October		1	1	1
November		3	1	0
December		0	0	0

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January		0	1	0
February		0	0	0
March		0	0	0
April		0	0	1
May		0	0	1
June		0	0	0
<b>Total</b>	<b>0</b>	<b>7</b>	<b>4</b>	<b>6</b>

Three-year average as of June 30, 202 5.67

**Human Resources Department  
July 2021**

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	1	1	1	0
August		1	1	1
September		0	2	2
October		0	3	0
November		1	2	1
December		2	1	0

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January		2	2	1
February		0	1	0
March		0	1	0
April		2	0	0
May		0	2	5
June		3	2	1
<b>Total</b>	<b>1</b>	<b>12</b>	<b>18</b>	<b>11</b>
<b>Percentage</b>	<b>0.97%</b>	<b>11.65%</b>	<b>17.48%</b>	<b>11.34%</b>

Current year turnovers that occurred within 90 day probationary period: 0

Three-year average as of June 30, 2021: 13.49%

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	0	1 (T)	0	0
August		0	2 (S)	0
September		0	0	1 (T)
October		0	0	0
November		0	1 (S)	0
December		1 (T)	0	0

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January		1 (T)	0	1 (T)
February		0	0	0
March		0	0	1 (S)
April		0	0	0
May		0	0	1 (T)
June		0	1 (T)	0
<b>Total</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>7</b>

Three-year average as of June 30, 2021: 4.67



**Police Department  
JULY 2021**

**Meetings/Civic Organizations**

➤ *Chief Brady attended the following meetings in July:* White House Rotary (July 1, 8, 15 & 22), Cool Off with a Cop (July 7), Department Head Staff Meeting (July 12), Planning Commission Meeting (July 12), Robertson County Chief's Meeting (July 13), Command Staff Meeting (July 15), Board of Mayor & Alderman (July 15), and Sumner County Drug Task Force Meeting (July 21).

➤ **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 4<sup>th</sup> edition of our TLEA program into PowerDMS which includes 164 standards. She has completed 32 proofs of the 164 for this year. LEACT Conference will be held August 31 – September 2 in Chattanooga.

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
March	0	343	24	367
April	0	232	8	240
May	0	352	0	352
June	0	156	0	156
July	24	48	0	72
Total	24	1,518	72	1,614

**Patrol Division Performance Measurements**

1. Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 676 shifts during the Fiscal Year 2021-2022. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.

Number of Officers on Shift	July 2021	FY 2021-22
Three (3) Officers per Shift	52	52
Four (4) Officers per Shift	10	10

2. Acquire and place into service two Police Patrol Vehicles. We have ordered three 2021 Police Interceptors from Lonnie Cobb Ford.
3. Conduct two underage alcohol compliance checks during the Fiscal Year 2021-2022. Compliance Checks will be conducted in the fall.
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. We are unable to provide July information at this present time due to working thru the obstacles of the new Tyler Technology Software.

Group A Offenses	July 2021	Per 1,000 Pop.	Total 2021	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons			80	
Crimes Against Property			100	
Crimes Against Society			255	
<i>Total</i>			435	
Arrests			402	

*\*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. We are unable to provide July information at this present time due to working thru the obstacles of the new Tyler Technology Software.

	July 2021	TOTAL 2021
Traffic Crashes Reported		212
Enforce Traffic Laws:		
Written Citations		826
Written Warnings		417
Verbal Warnings	271	2,442

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. We are unable to provide July information at this present time due to working thru the obstacles of the new Tyler Technology Software.

COLLISION RATIO				
2021	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
June		YTD 27		YTD 212

Traffic School: There was no Traffic School in July.

Staffing:

- Officer Seth Goodcourage graduated from the Tennessee Law Enforcement Training Academy on June 25<sup>th</sup>. He will remain on FTO until released on the road.
- Ofc. Perry Gerome started on June 3<sup>rd</sup> and Ofc. Caleb Railey started on June 22<sup>nd</sup>. They will hopefully start the Academy in October.
- We are currently taking applications for 2 open positions.
- Four Officers tested and completed an interview process for Four Corporal positions. The four officers were promoted on a staggering schedule based on seniority: Cpl. David Segerson (7/18), Cpl. Ethan Hoffman (7/19), Cpl. Brandon Waller (8/1), And Cpl. J.C. White (8/15).

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

Sumner County Emergency Response Team:

- Cpl. David Segerson attended a SWAT Conference on July 21<sup>st</sup> to 23<sup>rd</sup>.

**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.

We are unable to provide July information at this present time due to working thru the obstacles of the new Tyler Technology Software.

2021 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
July		

**Communications Section**

	<i>July</i>	<i>Total 2021</i>
<i>Calls for Service</i>	<i>1,043</i>	<i>7,633</i>
<i>Alarm Calls</i>	<i>43</i>	<i>233</i>

**Request for Reports**

We are unable to provide July information at this present time due to working thru the obstacles of the new Tyler Technology Software.

	July	FY 2021-22
Requests for Reports		
Amount taken in		
Tow Bills		
Emailed at no charge		
Storage Fees		

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. for the Fall is still being discussed.
2. Plan and coordinate Public Safety Awareness Day as an annual event. Safety Day is in conjunction with Discover White House. The Discover White House Expo & Safety Day presented by The Farmers Bank has been scheduled for October 2, 2021.
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.
  - July 1<sup>st</sup>- Sgt. Enck and Ofc. Jason Ghee did a K9 demonstration at the library.
  - July 3<sup>rd</sup> – Sgt. Enck and Sgt. Hunter instructed a bike safety class at Northridge Church.
  - July 7<sup>th</sup> – Cool off with a Cop was at the Farmers Market. Popsicles and Badges were handed out.
  - July 8<sup>th</sup> – Sgt. Enck and Ofc. Sisk instructed a bike safety class at the library.
  - July 15<sup>th</sup> – We had a Patrol Vehicle at the White House Library for the “Touch a Truck” event.
  - July 21<sup>st</sup> – Sgt. Enck gave out badges at the Farmers Market.
  - July 28<sup>th</sup> – Sgt. Enck gave out badges at the Farmers Market.
  - July 30<sup>th</sup> – Sgt. Enck instructed a session at the #NoFilter event where approximately 175 girls attended. Sgt. Erinn Martin was a helper for this event.

**Special Events:** WHPD Officers participated in the following events during the month of July:

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

**Upcoming Events:**

- Pumpkin Run (10/2)
- Discover White House (Safety Day) 10/2
- Harvest Moon Festival 10/9

<i>2021 Participation in Joint Community Events</i>		
	<u>July</u>	<u>Year to Date</u>
<b>Community Activities</b>	10	40

**Fire Department  
July 2021**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 135 requests for service during the month with 101 responses being medical emergencies, 1 house fire, and 1 commercial building fire. The Department also responded to 8 vehicle accidents; 1 accident reported patients being treated for injuries, and 7 accidents reported with no injuries. Of the 135 responses in the month of July there were 22 calls that overlapped another call for service that is 16.3% 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 July from dispatch to on scene time averaged was, five minutes and forty-three seconds (5:43). The average time a fire unit spent on the scene of an emergency call was sixteen minutes and fifty seconds (16:50).

**Department Event**

- July 10<sup>th</sup> – Americana Celebration
- July 15<sup>th</sup> – Truck 'n Touch White House Library
- July 16<sup>th</sup> – Water Day at Revolution Church
- July 17<sup>th</sup> – Rotary Cornhole Tournament
- July 22<sup>nd</sup> – Water Party at White House Library
- July 23<sup>rd</sup> – Water Day White House High School Band Camp
- July 28<sup>th</sup> – Water Day for Small Wonders Daycare
- July 28<sup>th</sup> – Water Day at Farmers Market

**Fire Administration**

- July 9<sup>th</sup> – Pre-visit meeting for Blood Drive
- July 13<sup>th</sup> – Firefighter interviews
- July 19<sup>th</sup> – Americana Celebration Debriefing

**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	3
Rescue & Emergency Services	101
Hazardous Conditions (No Fire)	3
Service Calls	7
Good Intent Call	8
False Alarms & False Call	13
Calls for The Month	135

**Fire Department  
July 2021**

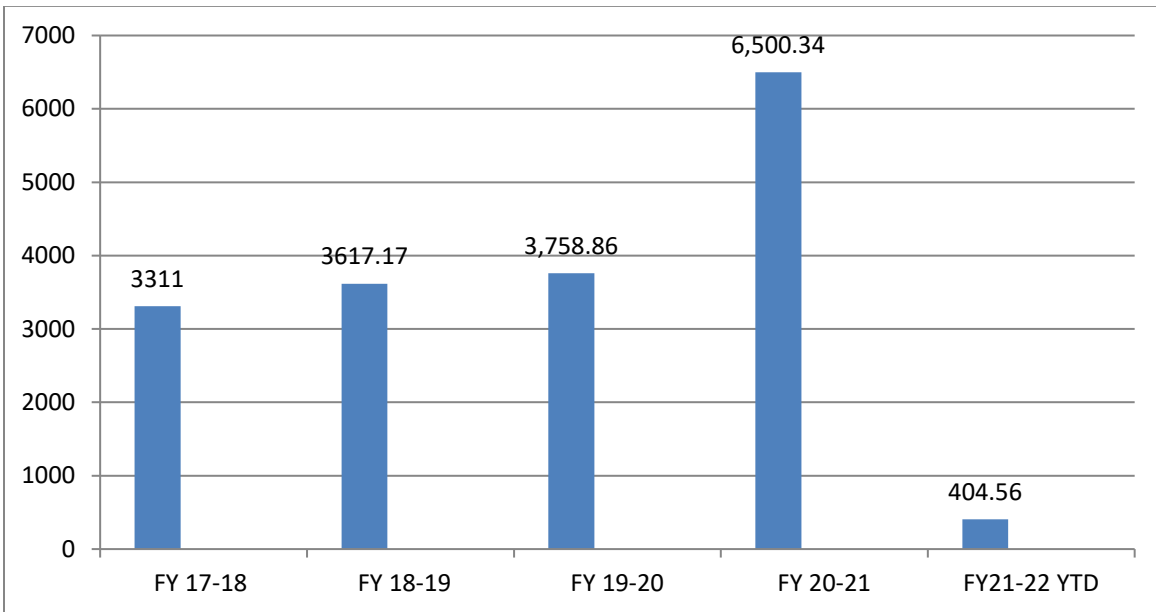
Total Responses FY to Date	135
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**Response by Station**

	Month	FY to Date	%
Station #1 (City park)	96	96	71.11%
Station #2 (Business Park Dr)	40	40	29.63%

**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.



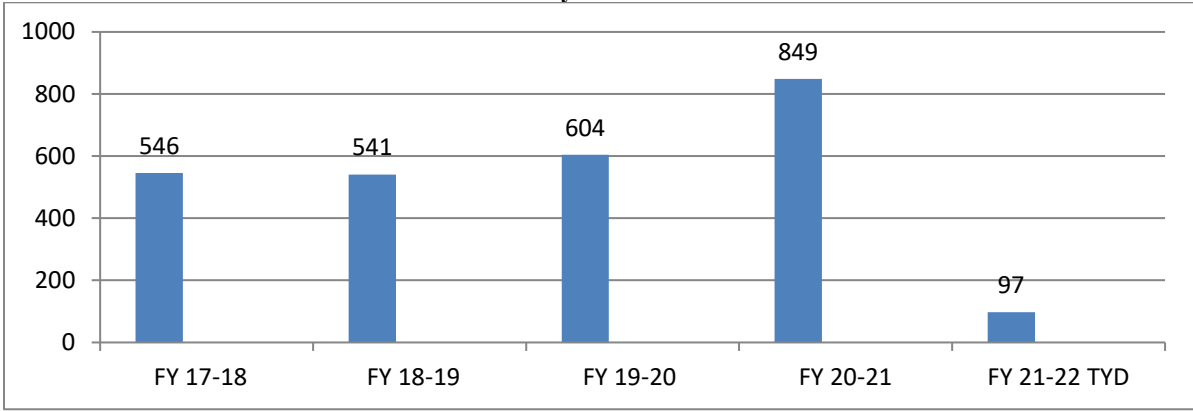
	Month	YTD
Firefighter Training Hours	404.56	404.56

\*Training hours were significantly higher due to COVID-19 postponing several training events from FY 19-20 into FY 20-21.

**Fire Inspection**

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

**Fire Department  
July 2021**

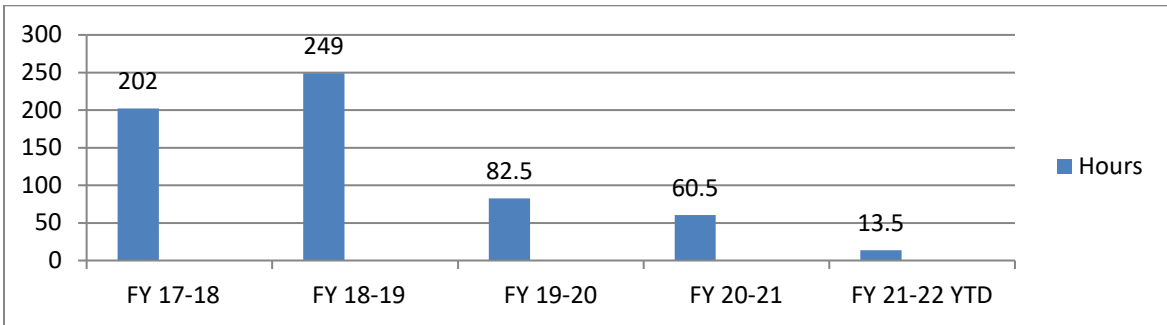
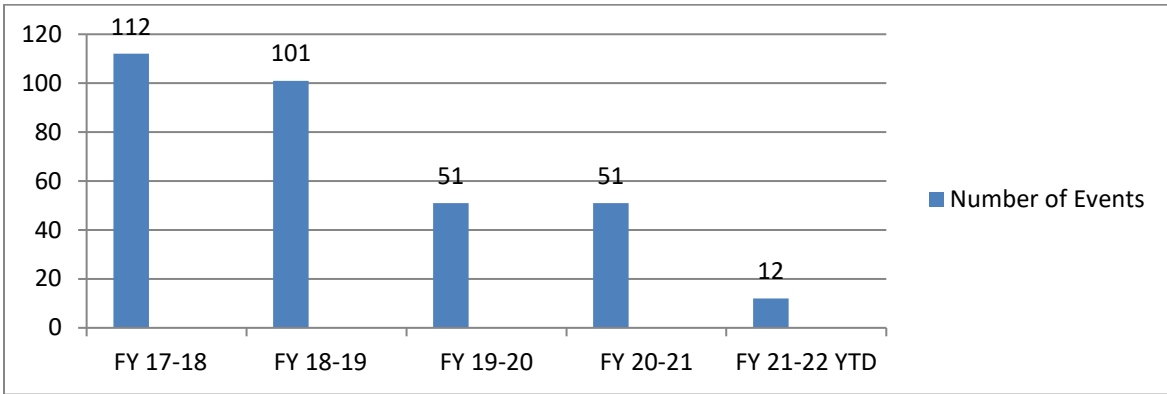
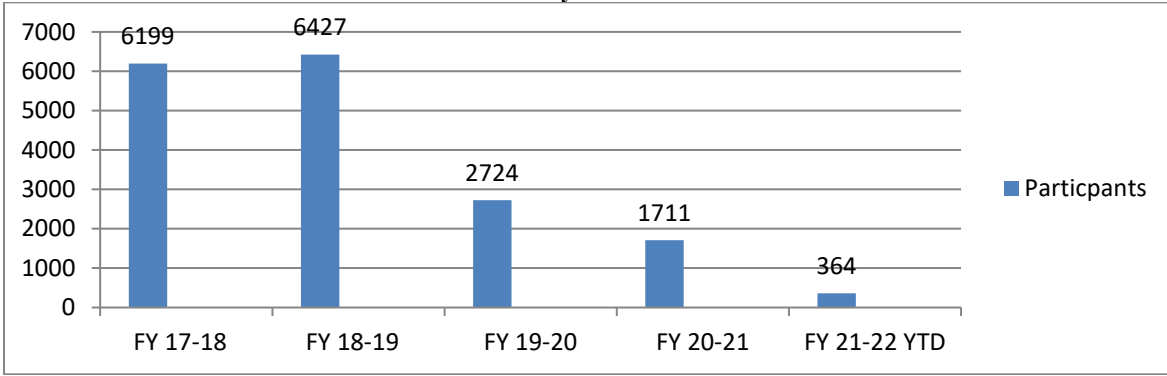


	Month	YTD
July Fire Inspection	97	97
Reinspection	17	17
Code Violation Complaint	1	1
Violations Cleared	5	5
Annual Inspection	11	11
Commercial Burn Pile	0	0
Knox Box	7	7
Fire Alarms	5	5
Measure Fire Hydrant	1	1
Plans Review	4	4
Pre-C/O	1	1
Pre-incident Survey	16	16
Sprinkler Final	0	0
Final/Occupancy	9	9

**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  
July 2021**



	Month	YTD
Participants	364	364
Number of Events	12	12
Education Hrs.	13.5	13.5

\*Public education numbers were lower than normal due to COVID-19

**Social Media Statistics**

Page Views	199
Page Likes	24
Post Reach	1,290

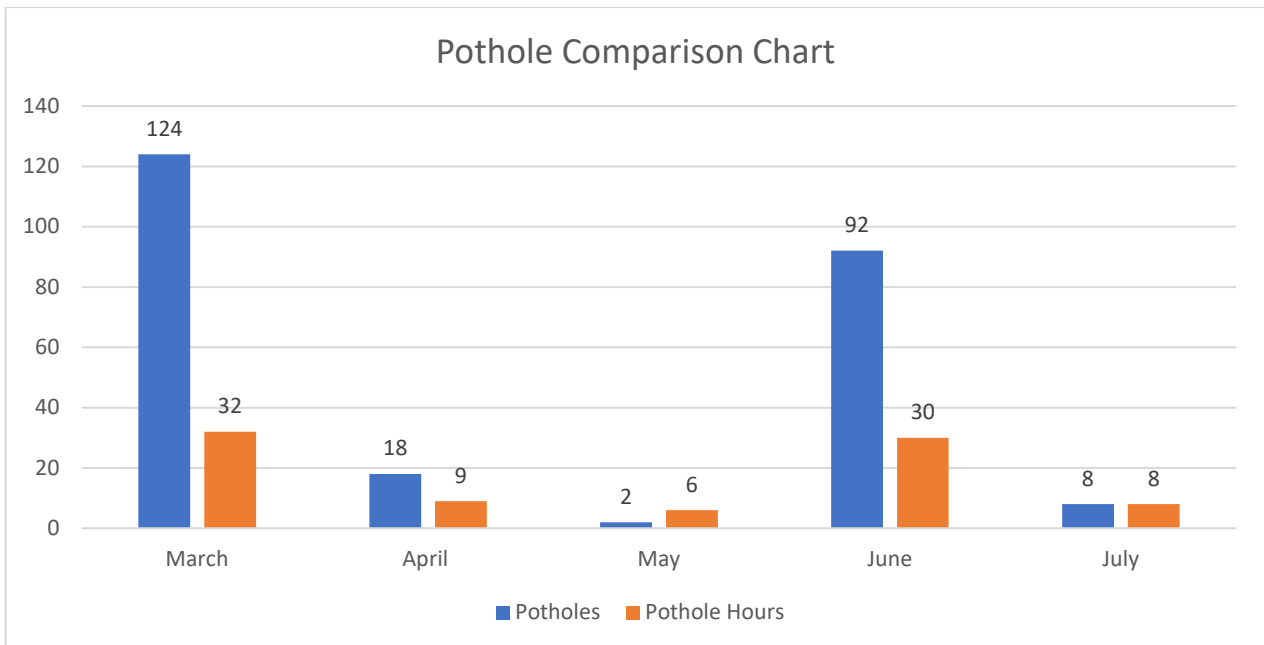


**Public Services Department – Public Works Division  
July 2021**

**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 Summer 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. Additionally, it does not appear as though many potholes were filled this month, however this is because The Public Works Crew is making a concerted effort to use the Milling Head to repair larger patches which means potholes are not going to be filled as frequently rather, larger and more permanent patches will become more prevalent as we move forward. Currently, The Public Works Crew is working on patching large areas on Larkspur Court but the pictures and statistics will follow in the August BMA Report.



-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.

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

**Pothole Complaint Response Time**

<b>STREET ADDRESS OF COMPLAINT</b>	<b>DATE COMPLAINT LOGGED</b>	<b>DATE COMPLAINT RESOLVED</b>	<b>ELAPSED TIME BEFORE REPAIR MADE</b>

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: Potholes completed during the month of July were repaired during the “Pothole Patrol” completed by the Public Works Crew.

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

**Monthly Work Log**

Thursday 07-01-2021

- Repaired potholes / Side mount mowed Calista Road / Repaired sign on Wilkinson Lane / Sidewalk Inspections to fill in for Isaiah

Monday 07-05-2021

- Holiday

Tuesday 07-06-2021

- Delivered trash cans and barricades to Soccer Complex for Americana Fest / Meeting for Americana Fest assignments of duties

Wednesday 07-07-2021

- Sprayed weed killer and RoW mowing in preparation of Americana Fest

Thursday 07-08-2021

- Side mount mowing and RoW mowing in preparation of Americana Fest

Friday 07-09-2021

- RoW Mowing on Boyles and Pleasant Grove Road

Saturday 07-10-2021

- Americana Fest Celebration

Monday 07-12-2021

- Removed tree at Honey Run near Briarwood Subdivision / Facility maintenance / Set up for Emissions Testing / Picked up barricades from Americana Fest

Tuesday 07-13-2021

- Facility Maintenance / Picked up additional cones, signs and barricades from Americana Fest

Wednesday 07-14-2021

- Cut and removed trees from Wastewater Treatment Ponds / Facility Maintenance / Cleaned clarifiers / Mowed with zero turn around the ponds at the WWTP.

Thursday 07-15-2021

- Repaired potholes and blocked of College Street for Truck n' Touch Event.

Monday 07-19-2021

- Facility and fleet maintenance / Bush hogged NPC (Byrum Property)

Tuesday 07-20-2021

- RoW Mowing on Union Road and Tyree Springs / Delivered Barricades to City Hall

Wednesday 07-21-2021

- Fleet maintenance / Formed up curb at Slate Court

Thursday 07-22-2021

- Delivered truck to D-signz to get quote on getting it wrapped from red to white / cut trees on Raymond Hirsch and Tyree Springs

Monday 07-26-2021

- Removed forms and installed dirt at Slate Court / Meeting with Stormwater Crew / Went to Redwing to purchase boots / Northern Tool to purchase equipment / Picked up rental plate compactor

Tuesday 07-27-2021

- Traffic Control for Wastewater on Union Road

Wednesday 07-28-2021

- Installed ADA Compliant Mats for ADA Transition Plan / Returned rental Plate Compactor

Thursday 07-29-2021

- Busted out concrete at Morgan Trace in preparation of new light to be installed / Removed trash cans from White House Housing apartments.

**Public Services Department – Public Works Division  
July 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
Totals:	167	137	30

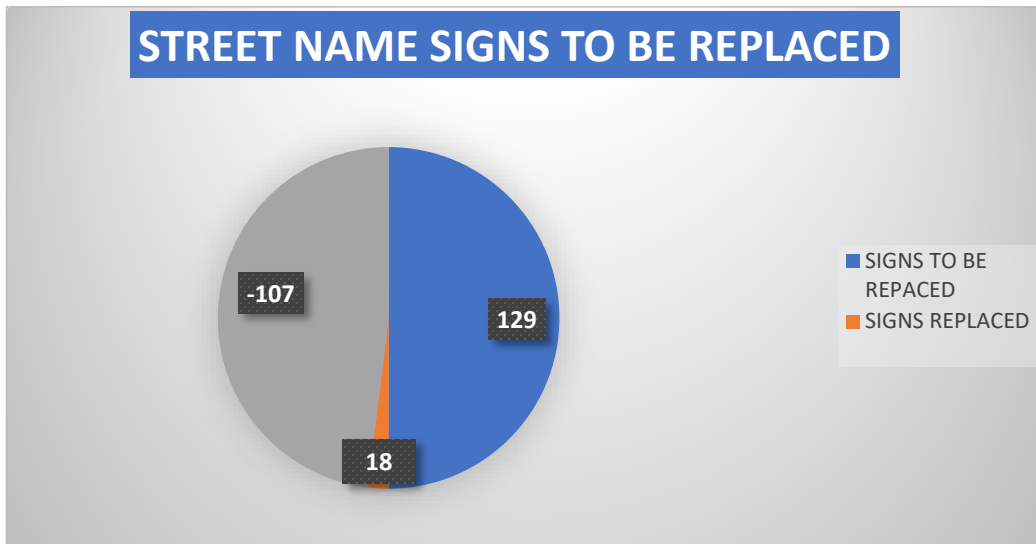
NOTE: No retrofits were completed during this month only minor repairs were completed to already retrofit lights.

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

**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 – Public Works Division  
January 2021**

Public Works/Streets & Roads Division

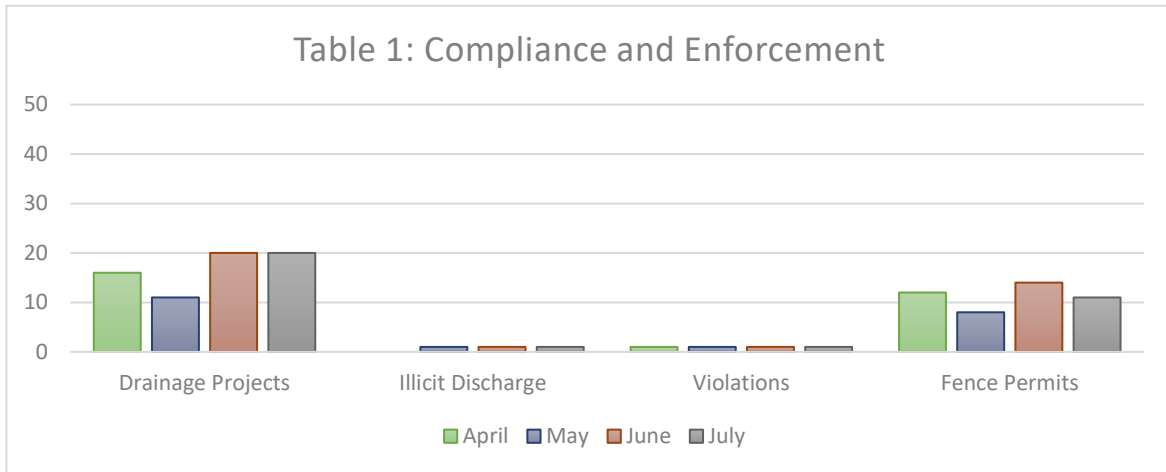
Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Jun	21-Jul	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	725	609	8,700
Facility Maintenance	3494	2187	1,227	1,137	887.25	57	159	874
Fleet Maintenance	1034	514	282	380	422.5	59	18	354
Meeting/Training	502	510	517	400	457	34	8	305
Leave	1,253	576	613	810	823	101	29	1133.4
Holiday	795	470	385	555	545	0	40	450
Overtime	508.5	488	414	311	152.75	5	33	239
Administrative	385	698	803	867	1153.25	144	192	1,776
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	21	53	500
Curb Repair	0	0	0	15	0	0	0	15
Shoulder LF	0	4485	630	5	640	0	0	30
Shoulder Hours	0	155	160	49	176	0	0	10
# of Potholes	0	250	473	346	385	92	8	307
Pothole Hours	0	759	734	1,181	831.5	30	8	311.25
R-O-W Hours	0	2835	2416	4,027	3044.5	266	109	2,503
Sign/Repaired	0	120	91	84	63	2	2	55
Sign Work Hours	0	289	179	234	109	13	2	87.5
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	0	31
Traffic Light Hours	0	0	65	20	158	0	0	64

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Jun	21-Jul	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	360	360	3,848
Facility Maintenance	3494	723	446	574	394.5	48	44	375
Fleet Maintenance	1034	488	445	331	294.5	9	19	199
Meeting/Training	502	265	130	135	127.5	14	9	111
Leave	1,253	428	700	476	336	18	98	510
Holiday	795	270	230	230	230	0	20	210
Overtime	508.5	119	4	12	39.5	0	0	8
Administrative	385	167	1	0	72.5	1	5	44
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	38	11	379
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-Jun	21-Jul	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	750	529	5,941
Brush Truck Loads	459	551	522	578	584	62	40	548
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	313	180	4,393
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	143	107	1,247
Litter Pickup Bags	334	507	546	511	456	49	20	398
Litter Pickup Hours	1147	1132	985	957	892	83	47	707

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



**Directors Notes**

- The city received 2 complaints through the online portal. One was related to a clogged storm drain and the other to a wet ditch due to a leaking fire hydrant. Both requests have been addressed and completed.
- No workplace incidents or accidents sustained or reported this month.
- Eleven (11) fence permits were reviewed and granted approval.
- Springbrook Drainage Improvement project opening bid is August 9<sup>th</sup> at 2pm. The Department mailed notice of construction letters to the neighborhood two weeks ago.
- Capital improvement planning and projections meeting was held with CSR to determine the best management practice to pre-existing and outstanding drainage issues to include Hobbs Dr, Villages Ct and Apache Trail.
- For youth engagement and public education and outreach, the stormwater department has adopted a mascot. Sonny the Salamander will make his debut at Discover White House. The species is unique to our community.
- The Stormwater Prevention Plan and Notice of Intent has been reviewed and recommended for submission to TDEC to begin construction activity for the wastewater treatment plant upgrades.
- Upcoming work orders are 110-116 Beechbrook Drive and 1015 Piccadilly Drive which will include installing infrastructure to route runoff to creek. Once completed, the fiscal year 2020-2021 project list will be 100% completed.
- Potential land acquisition along 412 S Aztec Drive. Lot is not viable for development. Stormwater is proposing purchasing the land and maintaining for retention pond. Retention ponds can provide both stormwater attenuation and treatment because they have high potential for ecological, aesthetic and amenity benefits. This can also be used as a tool for public education and outreach.
- Completed work orders include: 114 Cranor Drive and 300 Autumnwood Drive and 300 Orchard Park Drive. Homeowner at 300 Orchard Park called and expressed his gratitude to the City and the stormwater crew for their hard work, positive attitude and quick response time.
- Two mass grading land disturbance permits were issued to Summerlin for phase 8 and Temple Baptist Church.
- The City of White House will be featured at the 17<sup>th</sup> Annual Water Professionals Conference. A talk on effective stormwater management will be presented by Ajuuah Jackson.

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

**Stormwater Work Orders**





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:

<i>Address</i>	<i>Scope of Work</i>	<i>Status</i>	<i>Notes</i>
114 Cranor Drive	Install driveway culvert	Work Order: <u>070121009</u>  Complete	
300 Autumnwood Drive	Repair drainage conveyance	Work Order: <u>070121012</u>  Complete	



Public Services Department – Stormwater Division  
July 2021

<p>300 Orchard Park Dr</p>	<p>Extend infrastructure to divert runoff to creek; prevent flooding</p>	<p>Work Order: <u>050421008</u>  Complete</p>	
<p>211 Westchester Dr</p>	<p>Install drainage swale</p>	<p>Work Order: <u>050420021</u>  Complete</p>	
<p>Street Sweeping</p>	<p>Debris removed from roadway</p>	<p>Work Order: ID <u>072921003</u> Complete</p>	
<p>Willow Grove</p>	<p>Illicit Discharge – Sanitary Sewer Overflow</p>	<p>Work Order: <u>072821004</u> Complete</p>	

Public Services Department – Stormwater Division  
July 2021

Byrum Drive	Open trench – Kroger Expansion	Work Order: <u>072221002</u>  Complete	
123 Calista Rd	Public Education – No Dumping	Work Order: <u>072021006</u>  Complete	
725 Industrial Drive	Wastewater Treatment Plant - Expansion	Work Order: <u>080221006</u>  Complete	

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

<u>Stormwater Division</u>					
Total Hours Worked	FY 15/16	FY 19/20	30-Jun	31-Jul	YTD 20/21
Stormwater	5,744	7,204	944	865	12,067
Work Orders	0	69	20	20	178
Overtime	508.5	262	0	5	167
Facility Maintenance	3,494	638	72	49	724
Fleet Maintenance	1,034	314	81	121	880
Administrative	385	1,138	133	190	1,969
Drainage Work (feet)	0	3,988	200	1,093	6,560
Drainage Man Hours	0	1,371	162	301	3,439
Debris Removed Load	0	188	1	11	201
Sweeping Man Hours	0	309	25	17	419
Mowing Hours	0	102	40	3	68
R-O-W Hours	0	1,506	17	0	254
Shoulder/Curb Hrs	0	0	0	0	40

Public Services Department – Stormwater Division  
July 2021

**RIGHT-OF-WAY MOWING**

Monthly

Work Order #	Type of SCM	Location:	Date:
<u>072921003</u>	Swale	Tyree Springs Rd	07/26/2021
<u>072921003</u>	Detention Pond	S. Palmers Chapel Rd.	07/29/2021

**SWEEPER LOGS**

Monthly

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

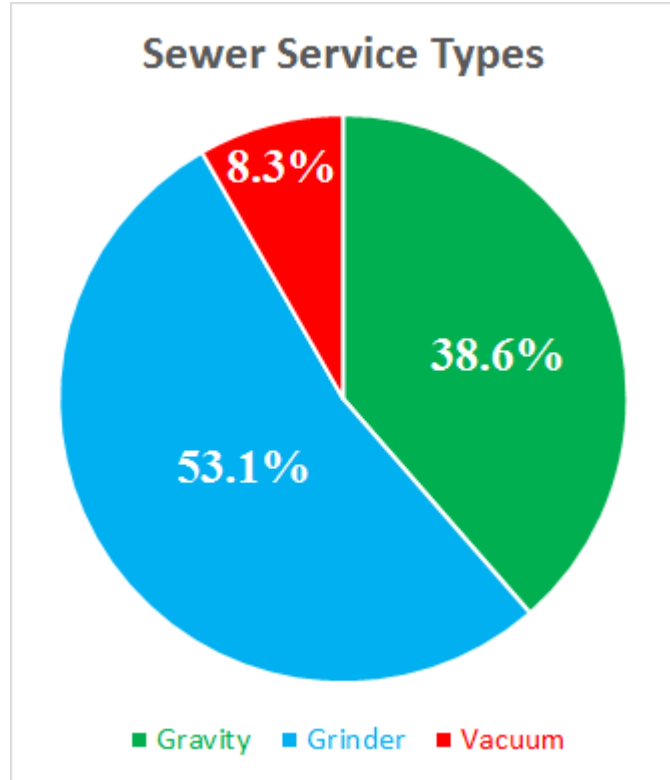
Date	Time	Mileage	Tons	Subdivision / Street
07/10/2021	4.75	20	2	31W North and South “Americana Fest”
07/19/2021	12	32	3	Walnut, Kennedy, Sumner Crossing, 31W
Totals:	16.75	52	5	

**Public Services Department - Wastewater Division  
July 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 June 30<sup>th</sup>, 2021, City personnel count a total of 5,611 sewer system connections, with 23 new applications for service in July, 2021. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	2,165
Low-Pressure Grinder Sewer Connections	2,981
Vacuum Connections	465



The City counts 187 commercial grinder stations, 2,794 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 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>July 2021</u>	<u>YTD</u>
Tennessee 811	1,670	1849	2315	2680	2933		611	611

**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  
July 2021**

<u>Lift Station Location</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>July 2021</u>	<u>YTD</u>
North Palmers Chapel	22	23	8	3	1		0	0
Calista Road	55	13	4	2	1		1	1
Wilkinson Lane	8	4	1	3	1		0	0
Portland Road	1	4	1	0	1		0	0
Cope's Crossing	17	15	7	8	6		0	0
Union Road	8	17	6	6	9		0	0
Meadowlark Drive	11	6	4	2	1		0	0
Highway 76 (Springfield)	1	0	1	1	0		0	0
Cambria Drive	0	0	1	4	3		0	0
Sage Road (Hester)	7	2	0	1	0		0	0
Kensington Green	n/a	n/a	n/a	1	0		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		0	0
Settler's Ridge	0	1	1	1	1		0	0
Summerlin	0	0	2	5	22		0	0
Heritage High School	22	0	2	1	0		0	0
Loves Truck Stop	n/a	n/a	n/a	0	0		0	0
Concord Springs	n/a	n/a	n/a	0	0		1	1
Parks Temporary	n/a	n/a	n/a	0	0		0	0
Fields at Oakwood	n/a	n/a	n/a	n/a	2		0	0
Treatment Plant	1	6	4	6	3		0	0

**Alarms:**

Alarm at Concord seems to have been caused by faults with the PLC program. This station is still under warranty and Southern Sales is working with Gorman & Rupp to solve the issues.

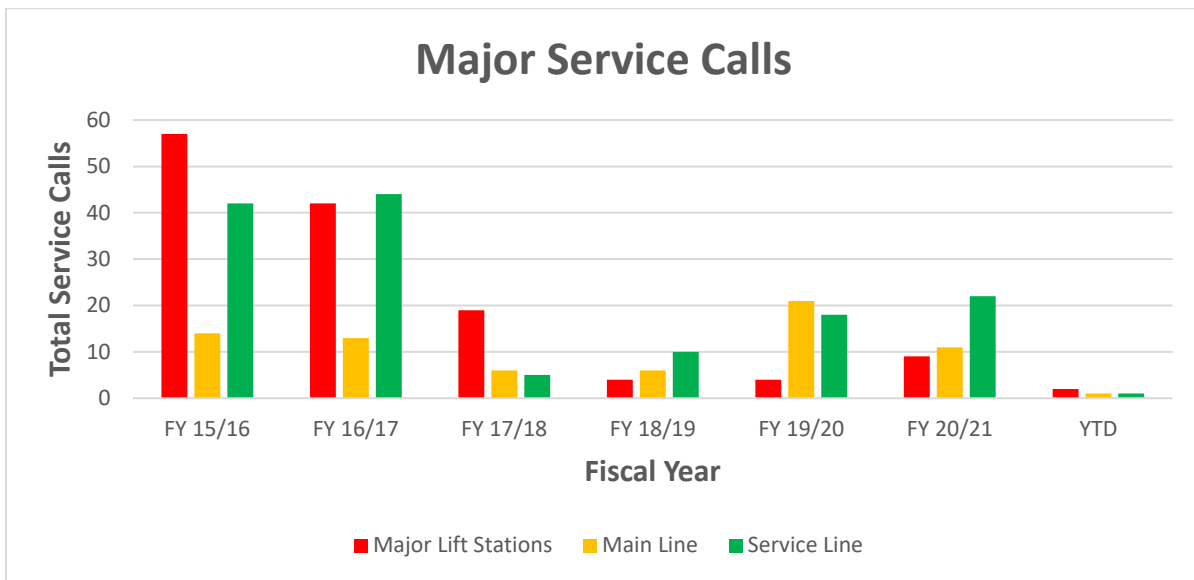
Alarm at Calista was caused by a catastrophic failure of one of the sewerage pumps. It appears that something either came through the chopper pumps or back flushed through the line and hit the impeller. There was damage to the seals, the impeller was cracked, a piece missing, and the wear ring had broken loose and knocked a hole in the volute. We have a repair cost of just over \$18,000 for this pump and are getting a quote on a new pump for comparison

**Public Services Department - Wastewater Division  
July 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.

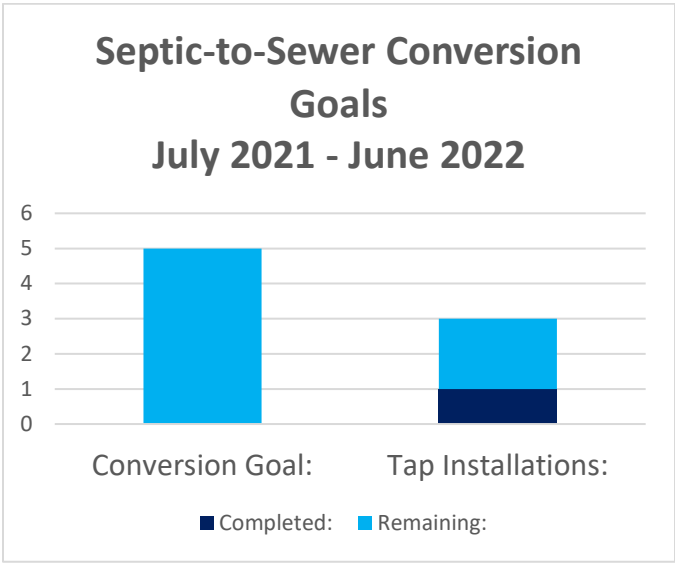
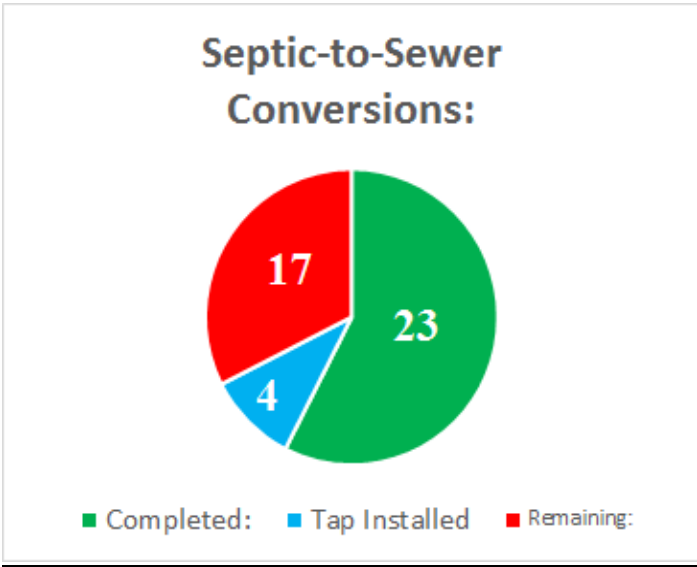
<u>Repairs</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>July 2021</u>	<u>YTD</u>
Major Lift Stations	42	19	4	4	9		2	2
Main Line	13	6	6	21	11		1	1
Service Line	44	5	10	18	22		1	1



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 – 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. Repairs to the station and access drive have been completed and deemed adequate by City personnel.
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 being installed. 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.

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

4. Wilkinson Lane Station – Station is again 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 rigid, yet flexible pipe.
5. Sewer Model Update and Master Plan Update – The Sewer Model and Master Plan Updates being conducted by Jacobs Engineering are complete and in final review. 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 has compiled 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. The City has completed their review of the Phase-1 plans of the new 18” Southern Force-Main, which is anticipated to go to bid this summer.
6. 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. Four (4) conversions were completed in the 2020/2021 budget year, and three (3) additional taps were pre-emptively installed in anticipation of additional projects. In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target five (5) conversion projects on Union Rd (requiring three (3) additional taps) in mid to late 2021. The department is evaluating bidding out the remaining conversions as a single project. An additional tap on Union Rd was installed in July. A total of 23 projects have now been completed on the list of 40.





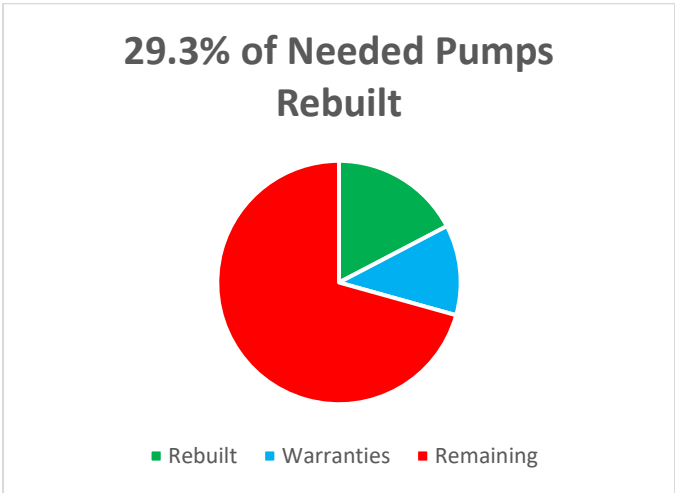
**Public Services Department - Wastewater Division  
July 2021**

<u>Work Orders</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Jul 2021</u>	<u>YTD</u>
Vacuum System Service Request	172	143	112	82	78		9	9
Gravity Service Request	12	0	10	13	20		8	8
Low Pressure Service Request	716	621	728	770	702		73	73
Total Pumps Replaced	338	401	361	449	492		41	41
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	135		26	26
Total Warranty Pumps Returned	n/a	n/a	n/a	n/a	n/a		18	18
Grinder Tank PM Program	58	63	358	267	219		12	12
Inspection for New Service	23	54	103	226	409		56	56
Final Inspection for New Service	55	56	62	110	248		31	31
Sanitary Sewer Overflow (SSO)	9	1	3	49	19		1	1
Odor Complaints	17	28	43	43	35		1	1

**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, 492 grinder pumps were needed to meet all the service call requests for the year. To supplement the amount of pumps on-hand, the department rebuilt 135 pumps throughout the year, in addition to all warranty-return pumps received.

For the 2021/2022 budget year, the department has budgeted for the purchase of approximately 350 new pumps, and anticipates that 500 pumps will be required throughout the year. To further supplement the number of pumps on-hand, personnel will rebuild an estimated 100 E-One pumps throughout the year, and anticipates 50 warranty-returns. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period.



**Public Services Department - Wastewater Division  
July 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>Apr - 21</u>	<u>May - 21</u>	<u>Jun - 21</u>	<u>July - 21</u>	
Flow – To Creek	0.642 MGD	0.688 MGD	0.486 MGD	0.516 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.00 MGD	0.000 MGD	0.083 MGD	0.147 MGD	
Total Flow Through Plant	0.642 MGD	0.688 MGD	0.569 MGD	0.663 MGD	
Capacity	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MGD	
% of Plant Throughput	45.8%	49.1%	40.6%	45.2%	(0.633 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	57.3%	61.4%	50.8%	56.5%	(0.633 MGD) / (1.12 MGD)
Rainfall	3.69”	5.34”	3.86”	5.95”	

<u>Effluent</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>FY 20/21</u>		<u>July 2021</u>	<u>YTD</u>
Violations	7	7	13	7	12	7		1	1

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.
2. **TDEC Order and Assessment:** On July 15<sup>th</sup>, 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 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>, 2020.
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 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 Copes Crossing station, ferric sulfate is no longer working as well for odor control.

**Public Services Department - Wastewater Division**  
**July 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 0.09 PPM with a max residual of 0.20 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 *32.7 CFU's* which is well below the limit. *Last month the average was 19.4.*

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

**WWTP Expansion Project:**

**Pre-Construction Timeline:**

- **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.
- **06-23-2021:** Pre-Construction Meeting held at 105 College St for City of White House WWTP Expansion Project.
- **06-24-2021:** SRF Loan application for additional \$8,000,000 SRF loan submitted to TDEC/SRF.
- **06-28-2021:** City Resolution and additional documentation submitted to TDEC/SRF for additional \$8,000,000 SRF loan to help fund the WWTP Expansion Project.
- **07-02-2021:** City submitted completed Fiscal Sustainability Plan to TDEC.
- **07-06-2021:** Executed Notice to Proceed given to Reeves Young by Jacobs Engineering on behalf of the City of White House.

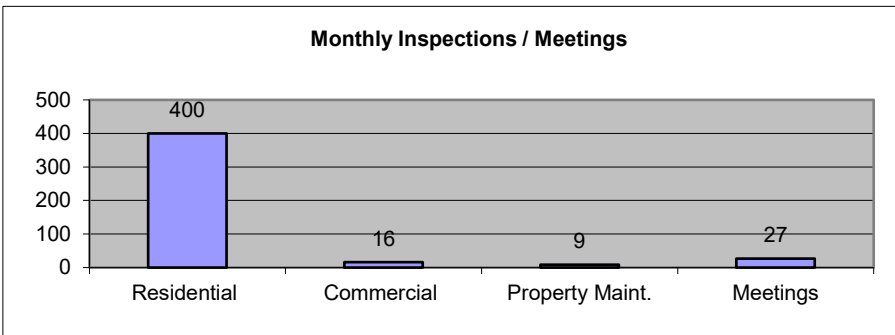
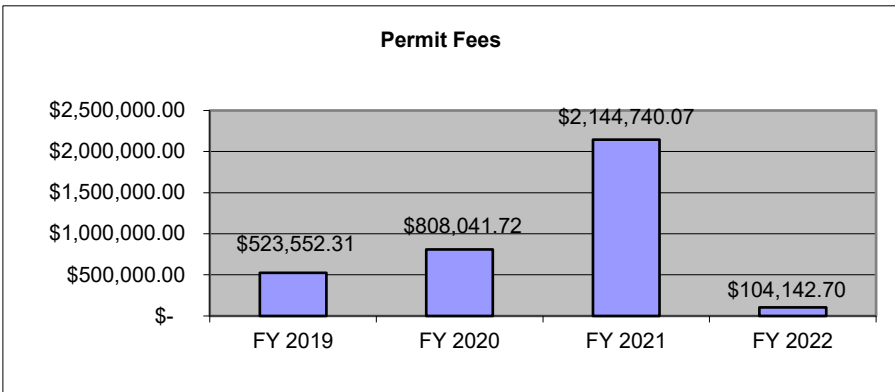
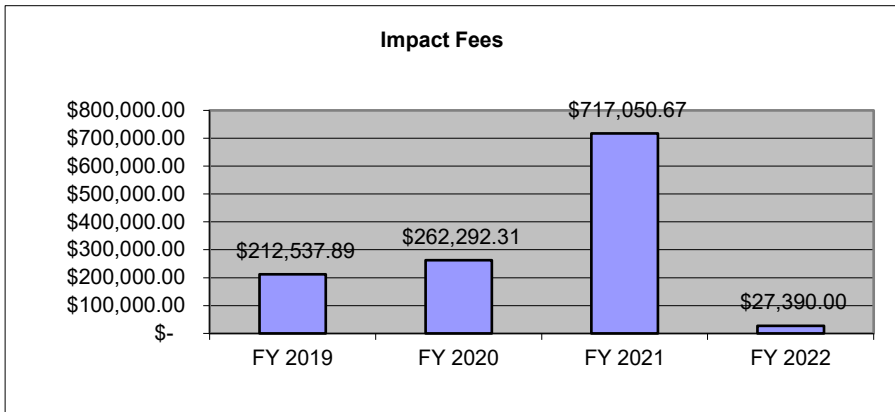
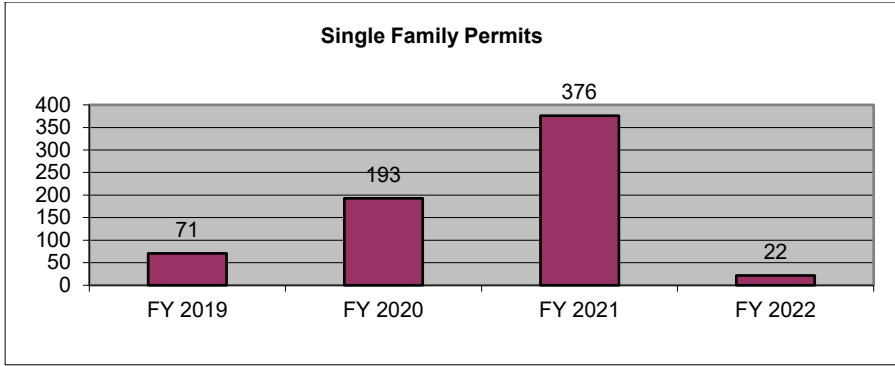
**Public Services Department - Wastewater Division  
July 2021**

**WWTP Expansion Project:**

**Construction Timeline:**

- **07-06-2021:** Executed Notice to Proceed given to Reeves Young by Jacobs Engineering on behalf of the City of White House.
- **07-22-2021:** Construction Trailer and Inspectors Trailer delivered and set in place.
- **07-26-2021:** Power installed for both trailers.
- **07-27-2021:** Water and sewer installed for both trailers. Construction entrance relocated to avoid existing guy-wires and radio tower. Mid-TN began installing silt fence.
- **07-28-2021:** Kickoff meeting held between City of White House, Reeves Young, and Jacobs Engineering. Discussed on-site safety. Discussed subsurface structure supports being changed from mortar/concrete to vibro-compacted stone (this is both a time and cost saving process). Discussed contacting Terracon to see if they do more than concrete testing. Reeves Young to take photos/videos throughout construction process. Mid-TN completes silt fence installation.
- **07-29-2021:** Reeves Young submits City Land Disturbance Permit application to Stormwater Division. Reeves Young working on backfilling around silt fence.
- **07-30-2021:** Reeves Young crew working on installation of Safety/Sign Station, and second set of steps for office trailer.
- **08-02-2021:** Reeves Young completes steps for office trailer. City of White House Stormwater Division inspects and approves silt fence. Waiting for TDEC approval of submitted SWPPP, NOI, and ARAP applications.

**Planning and Codes Department  
JULY 2021**



**Planning and Codes Department  
JULY 2021**

	Month	FY2022	FY2021	FY2020	FY2019
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	10	10	74	69	66
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	0	4	5	6
Tech. Review/Study Session	1	1	2	0	1
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	22	22	376	193	71
Multi-Family Residential	0	0	22	0	13
Other Residential	8	8	83	91	93
New Commercial	0	0	6	6	3
New Industrial	0	0	2	0	1
Other Com/Ind	3	3	23	23	33
Sign	1	1	17	14	25
Occupancy Permits	83	83	21	14	25
Commercial Certificate of Occupancy-					
Other	0	0	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	400	400	2621	2858	2411
Hours	120	120	533	699.58	414.98
Commercial /Industrial	16	16	92	110	179
Hours	8	8	36.93	12.83	165
<b>CODE ENFORCEMENT</b>					
Total Cases	9	9	98	330	179
Hours	2	2	35.75	70.24	86.75
Complaints Received	9	9	41	116	98
<b>MEETINGS</b>					
Administration	17	17	72	58	68
Hours	14	14	99	38.26	103.67
Planning	6	6	53	76	135
Hours	5	59.75	96.58	155.5	86.82
Codes	4	4	11	28	35
Hours	4	4	9	37.85	40.16
<b>FEES</b>					
Permit Fees	\$104,142.70	\$ 104,142.70	\$2,144,740.07	\$ 808,041.72	\$523,552.31
Board Review Fees	\$475.00	\$ 475.00	\$ 84,775.00	\$ 11,000.00	\$3,750.00
City Impact Fee	<b>\$27,390.00</b>	<b>\$ 27,390.00</b>	<b>\$ 717,050.67</b>	<b>\$ 262,292.31</b>	<b>\$212,537.89</b>
Roads	\$8,382.00	\$ 8,382.00	\$ 301,769.60	\$ 77,860.90	\$98,885.80
Parks	\$8,712.00	\$ 8,712.00	\$ 150,326.00	\$ 74,646.00	\$ 23,140.00
Police	\$6,204.00	\$ 6,204.00	\$ 191,431.41	\$ 59,096.30	\$ 11,704.30
Fire	\$4,092.00	\$ 4,092.00	\$ 79,900.66	\$ 36,749.61	\$ 23,344.29
<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	\$ 3,791,061.30	\$3,791,061.30	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Builders Bonds	0.00	\$ -	\$ 18,000.00	\$ 69,366.43	\$45,366.43
Workings Days in Month	17	17	17	16	15

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

**Summary of Month's Activities**

This month was probably the most eventful we have had since the pandemic began. We had our annual Independence 5K, a 10U Baseball State Tournament, the Americana event, and 3v3 Soccer Tournament all in this one month. It was a challenging few weeks for us but everyone stepped up and did a fantastic job. Some fall sports have already begun practicing and more will start in the coming weeks, so it doesn't slow down much at all for us. In fact, the fall is our busiest time with all sports facilities in our parks being used as well as many special events taking place. So, we will remain busy until the winter.

An update on some projects:

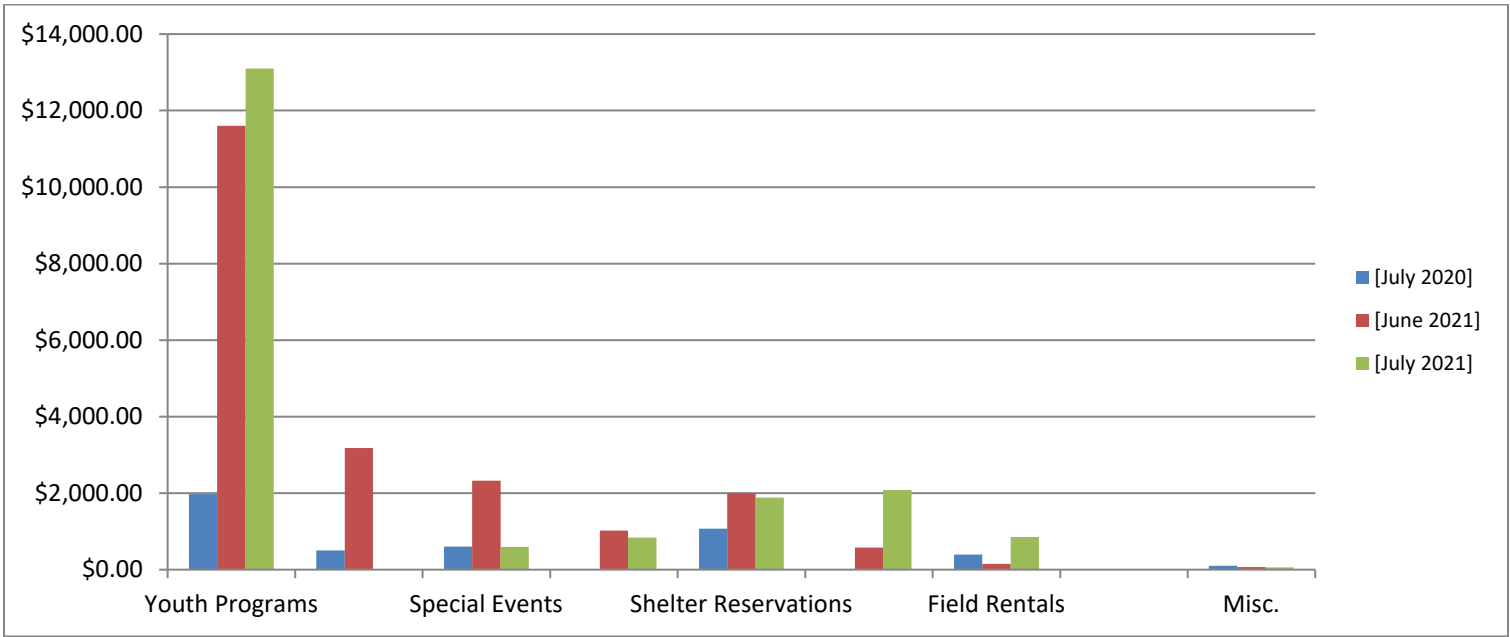
The Soccer Complex Renovation project began construction this month after the 3v3 tournament concluded. They have 100 days to complete the project, which would take it until around the end of October or early November. We haven't done much yet for the grant we received for the second phase of this project. Some workshops are going to be scheduled before anything can take place with it, so it may be a little while until we start that whole process.

We have ordered the parts needed to repair the Greenway trailhead clock. It will take several weeks to receive them as they have to be made but we are going to attempt to fix it ourselves when we get them. It should make the clock look a little more updated and improve the lighting of it and of course it should make it function properly.

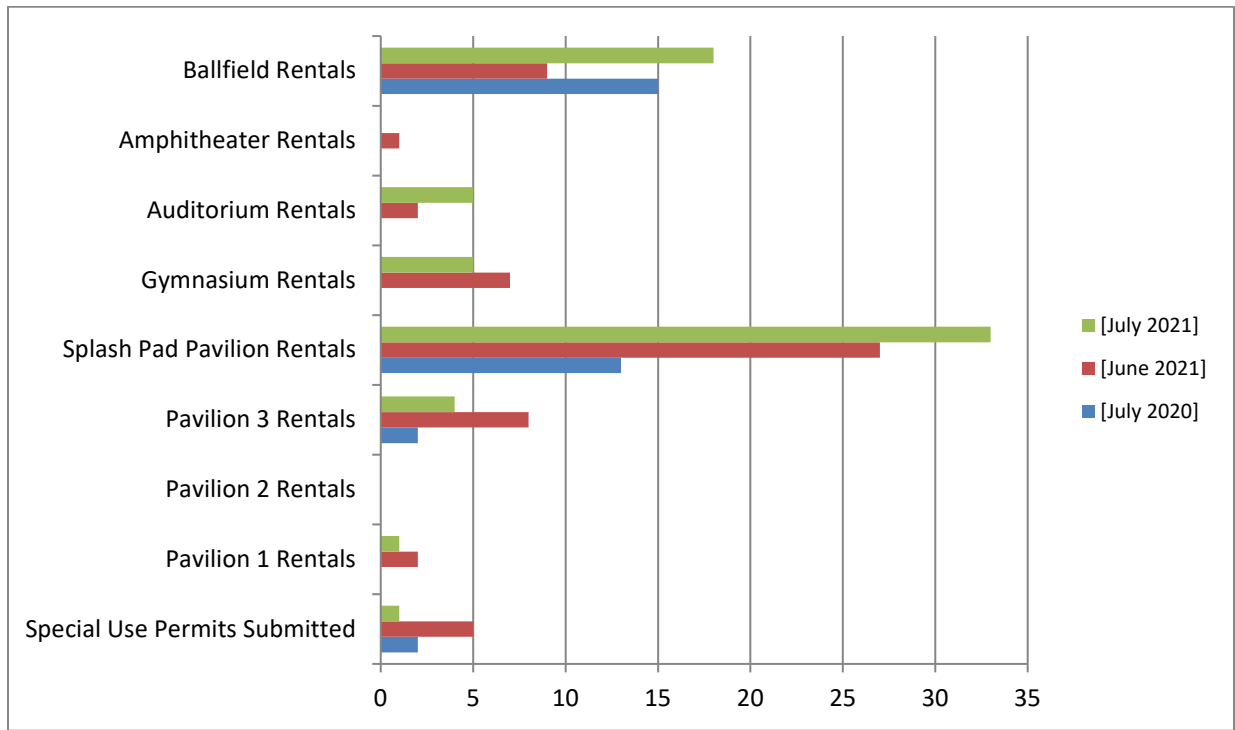
Some projects that will be coming up soon are: design for the splash pad maintenance building and municipal park concession stand, expanding the sidewalk at Northwoods Park and purchasing the last bit of equipment we need to outfit our infield groomer to be able to laser grade.



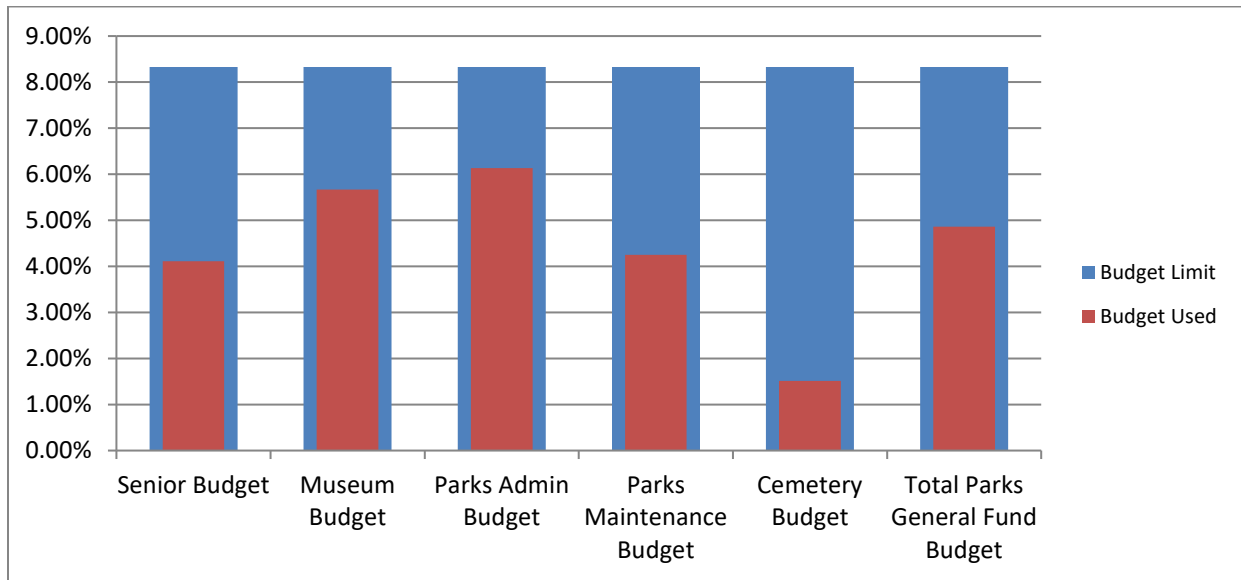
Revenues



Facility Usage



### Over/Under Budget



### Recreation

#### Independence 5K

- 123 registered runners
- Net Profit of \$225
- Updates for next year include new mile marker signs/ timing clock

#### Fall Ball

- Baseball had 165 players register
- Softball had 15 registered but wasn't enough to make a league
- 8 teams in 6U, 3 teams in 8U, 4 teams in 10U
- Baseballs, Helmets, tees, and uniforms all ordered

#### Adult Basketball

- Teams began games and practices in July
- 10 teams total
- Ends on September 14

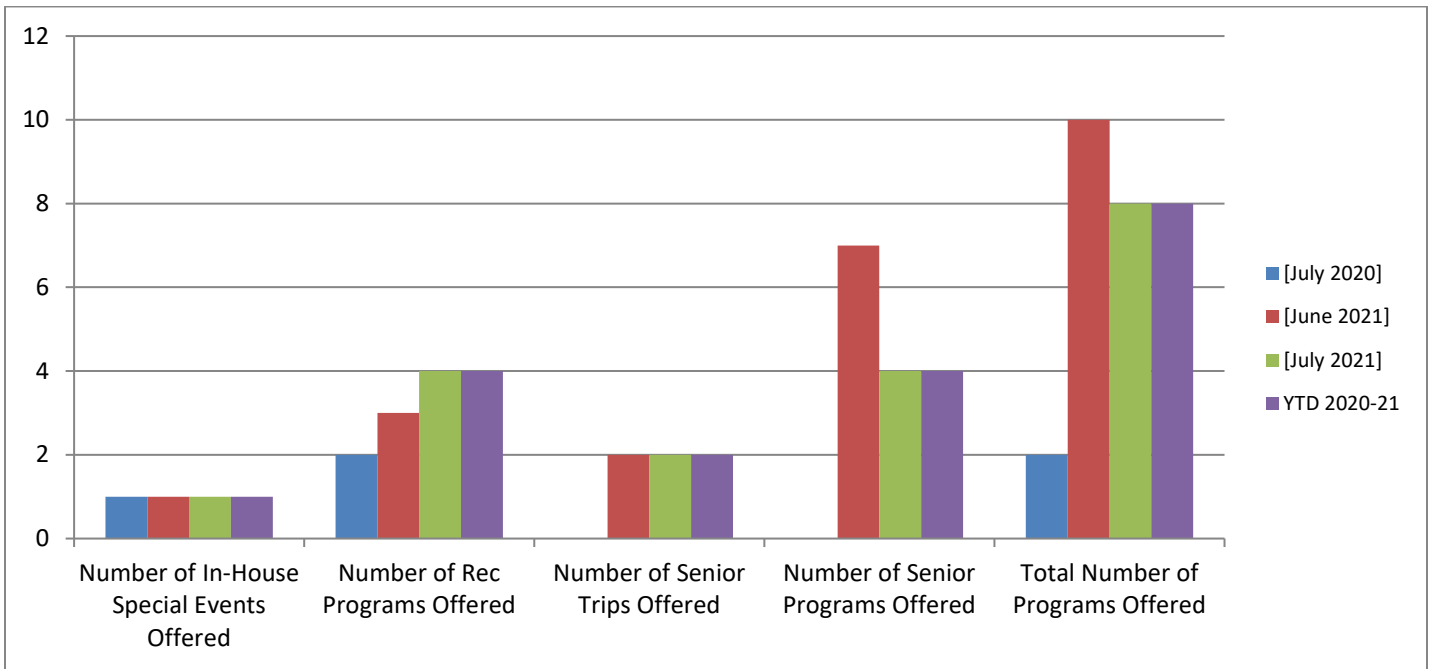
#### Girls' Volleyball

- Ended registration on 7/18
- 53 players registered
- 4 teams in 3<sup>rd</sup>-5<sup>th</sup> grade, 3 teams in 6<sup>th</sup>-8<sup>th</sup> grade
- Practices begin in August

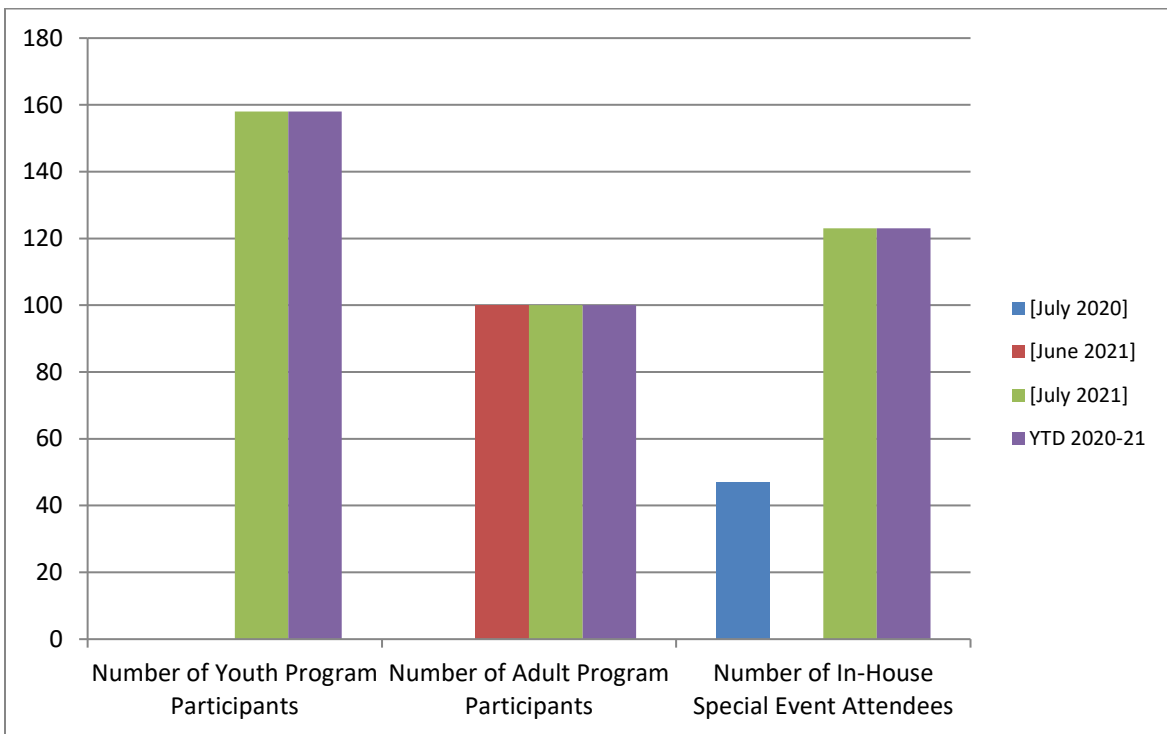
#### Miscellaneous

- Sponsorship plaques for 5k and Challenger Baseball ordered and picked up
- Playground inspections done at the parks
- Looking into ordering new yard signs to advertise upcoming rec programs
- Continuing to update television with latest news in gym lobby

*Programming Opportunities*



*Programming Attendance*



## Maintenance

We cut down some trees along the Greenway that were damaged during the tornadoes earlier this summer. They were in behind a citizen's home, so we had to repair their fence that was damaged as well.

We also cut back trees along Tyree Springs Road to help cars being able to see people on the bridge before they cross the road.

We also cut back some trees at the Dog Park that had gotten overgrown.

We did a large foundation for a headstone in the cemetery this month as well. It is the largest headstone we have in the cemetery and turned out very nice.



## Museum

### Volunteers

The volunteers and I interviewed Lanny and Gale Wilkinson in July. The interview was recorded for future reference. Volunteer helped with staying up on newspaper clippings and better organizing current clippings for quicker access. Volunteers also picked up a donation of a cider mill. Volunteers worked a total of 10.5 hours for the month of June.

### Exhibits



Box displays for the 50<sup>th</sup> Celebration were rotated between the museum, city hall and the library. The 2 new event box displays were included in this rotation.

### Social Media Promotion



White House History Wednesday's monthly edition was posted on Wednesday, July 28, 2021, with a new episode discussing the beginning of the Business Expo. As of today (8/5), this month's episode had 242 views and 5 shares.

### Marketing



Met with American Marketing & Publishing about adding photos and panoramic photos to the museum's Google listing.

### Loaned Artifacts

Joyce Whitson Beard loaned several photos and newspaper articles to be scanned and archived.

### **Donated Artifacts**



Jerry and Barbara Meadows donated a cider mill that was once owned by Winford Camplin.

### **Tours at Museum**

Tours were given to walk ins.

### **Events Assisted with and/or Attended**

July 7 – Cool Off With a Cop at Farmer’s Market

July 10 – Americana, attendance this year was best yet!



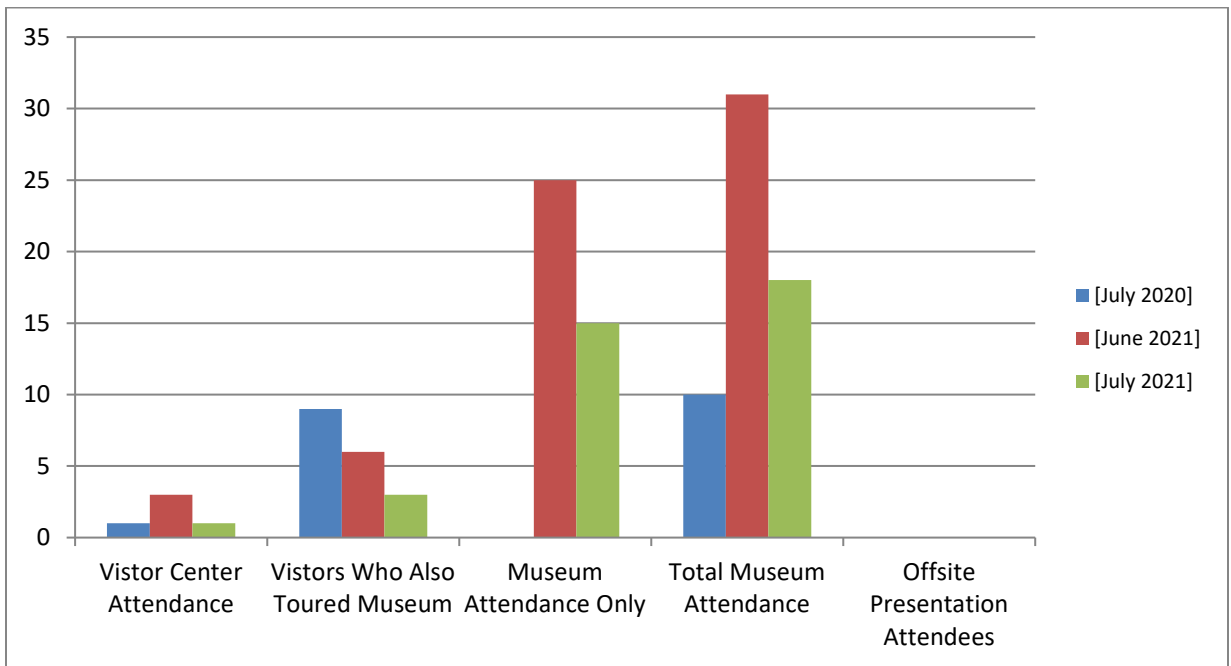
July 15 – Ribbon Cutting Living Oily

July 22 – Music Under the Stars

July 30 - #NoFilter



*Museum/Visitor Center Usage*



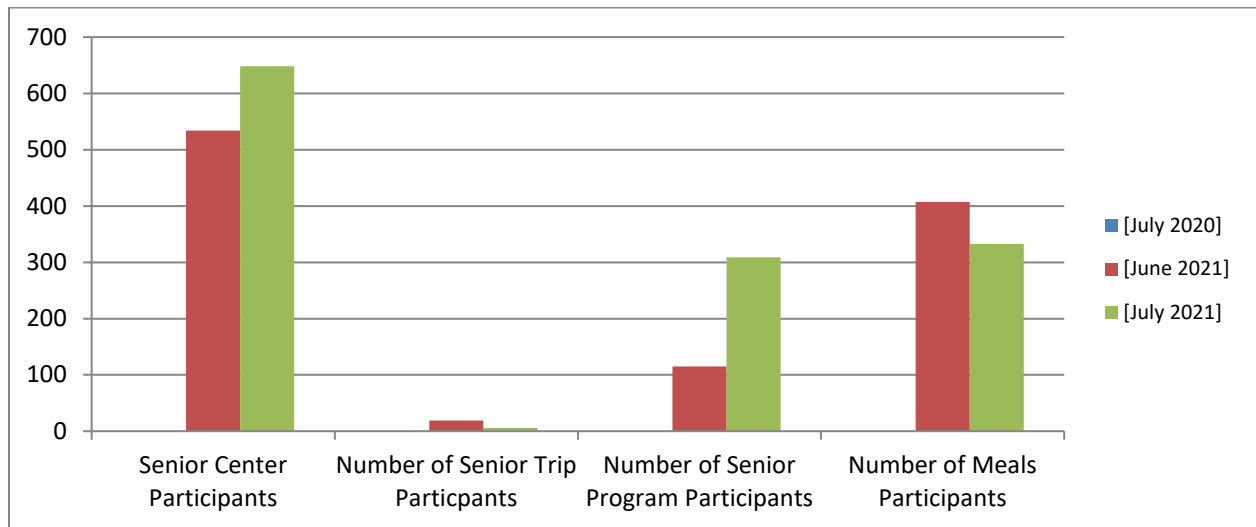
Senior Center

Senior Center Participation - July 2021			
<b><u>Outings/Events:</u></b>			
Crafts	3		
Dance	50		
Bowling	3		
Lunch	3		
<b>Total</b>	<b>59</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		81	
		88	
		91	
		73	
		<b>333</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Fittercise	230		
Walk			
Yoga	26		



	<b>TOTAL</b>	<b>256</b>		
	<b>NEW MEMBERS</b>	<b>1</b>		
	<b>FIRST TIME ATTENDEE</b>	<b>1</b>		
	<b>TOTAL Sr Center Participants:</b>	<b>648</b>		

*Senior Programming/Attendance*



	FYE 2017	FYE 2018	FYE 2019	FYE 2020
<b>Facility Usage</b>				
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

20-Jul	Jul-21	Aug,21	YTD 20-21
2	1		1
0	1		1
0	0		0
2	4		4
13	33		33
15	38		38
0	5		5
0	0		0
0	5		5
0	0		0
0	10		10
15	18		18
1	1		1
9	3		3
0	15		15
10	18		18

<b>Programming</b>				
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	158		158
0	100		100
1	1		1
47	123		123
2	4		4
0	201		201
0	1		1
0	648		648
0	1		1
0	2		2
0	6		6
0	4		4
0	309		309
0	4		4
0	333		333
0	0		0
2	8		8

**Revenues**

Youth Programs			\$55,825.00	\$41,183.00
Adult Programs			\$ 8,460.00	\$ 3,580.00
Special Events			\$ 4,355.00	\$ 2,009.00
Senior Meals			\$10,875.00	\$ 5,961.50
Shelter Reservations			\$12,135.00	\$ 4,780.00
Facility Reservations			\$19,305.00	\$ 8,046.88
Field Rentals			\$ 2,521.00	\$ 1,203.34
Affiliate League/Tournament Fee Revenue				
Misc.			\$25,030.00	\$31,411.74

\$1,976.00	\$13,096.00		\$13,096.00
\$500.00	\$0.00		\$0.00
\$605.00	\$595.00		\$595.00
\$0.00	\$838.50		\$838.50
\$1,075.00	\$1,880.00		\$1,880.00
\$0.00	\$2,081.75		\$2,081.75
\$390.00	\$850.00		\$850.00
\$0.00	\$0.00		\$0.00
\$100.00	\$58.95		\$58.95

**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

319	300		300
2	1		1
2	1		1
7	3		10
2	3		3

## White House Library July 2021

### Summary of Activities

The library board did not have enough trustees to form a quorum, so the library board meeting was cancelled. The board will discuss everything that was on the July agenda in September.

The Board of Mayor and Alderman renewed one trustee's board appointment and also appointed a new board member to fill a vacancy. Now the library board is full.

The library held 4 special summer reading programs in July which included: a k-9 demonstration which had 59 people in attendance, a bike safety day in which 15 people attended, a truck and touch event with 112 individuals attending, and a water party with 90 individuals participating. These programs wrapped up our summer reading program and the reading challenge portion. Below are the number of individuals that signed up for the challenge and how many actually participated.

2021	Listeners	Readers	Teens	Adults	Grand Total
<b>Sign-ups</b>	27	43	9	41	120
<b>Participated</b>	21	30	4	35	90

The library staff decided to add 4 "Christmas in July" events that corresponded with the last week of summer reading. These events included: a Christmas craft day, a Christmas movie showing, a scavenger hunt, and pictures with Santa. Alderman Farris Bibb played Santa for the event, which was our most popular Christmas event.

The library director and other staff helped with the Americana event on July 10. The director also attended the Americana debriefing a week after to discuss how the event went.

The library director met with a few different companies to get some work done. Copper Creek Electrical is going to replace some emergency lights that have stopped working. Cintas is going to do a deep cleaning of the bathroom and hallway tiles. Americana Marketing is going to do a virtual tour of the library. The staff have been working on getting the library put back to pre-COVID arrangement for this virtual tour.

The library had a special adult virtual program on home organization using the Marie Kondo technique. The event went well with no issues and seemed to be well received. Even though the library has been holding face-to-face programs during COVID, virtual programs may do better for adults because they can be viewed from home.

The library had a special guest, author, Marcelia Ross, come read her children's book on July 28. This author book reading was well received with 32 individuals in attendance.

### Department Highlights

The highlights for the month was the success with summer reading. There are still some people concerned about COVID, so the library was very pleased with the number despite still having some uncertainty while planning these events. In addition, the non-summer reading events also went over well and the library will look at possibly repeating some of these programs in the future.

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

**Official Service Area Populations**

2017	2018	2019	2020	2021
13,833	14,035	14,202	14,363	14,455

**Membership**

July	2017	2018	2019	2020	2021
<b>New Members</b>	147	126	127	48	91
<b>Updated Members</b>	277	289	343	270	490
Yearly Totals	2017	2018	2019	2020	2021
<b>Total Members</b>	11,893	7,073	8,376	9,496	7,160
<b>% of population with membership</b>	86	51	59	66	50

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:** 38,565

**Estimated Value of Total Materials:** \$964,125

**Last Month:** \$954,575

**Total Materials Available Per Capita:** 2.68

**Last Month:** 2.64

**State Minimum Standard:** 2.00

**Materials Added in July**

2017	2018	2019	2020	2021
416	160	402	325	421

**Yearly Material Added**

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	1,884

**Physical Items Checked Out in July**

2017	2018	2019	2020	2021
6,885	6,952	6,892	3,350	6,240

**Cumulative Physical Items Check Out**

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	32,615

**Miscellaneous item checkouts**

July	2017	2018	2019	2020	2021
<b>Technology Devices</b>	64	89	31	25	50
<b>Study Rooms</b>	66	103	108	0	18
<b>Games and Puzzles</b>	58	80	71	24	62
<b>Seeds</b>	15	36	30	22	23
<b>STEAM Packs</b>	*	*	24	0	25
<b>Cake Pans</b>	*	*	*	3	4

**Yearly Totals**

2017	2018	2019	2020	2021
585	644	137	381	411
828	1,082	253	305	151
528	743	222	955	679
1,197	586	112	302	775
*	148	61	25	59
*	6	1	28	17

**Library Services Usage**

July	2017	2018	2019	2020	2021
<b>Lego Table</b>	325	180	198	0	0
<b>Test Proctoring</b>	4	23	13	11	33
<b>Charging Station</b>	12	9	14	0	6
<b>Notary Services</b>	*	*	*	3	24
<b>Library Visits</b>	*	5,291	5,595	2,193	3,763
<b>Website Usage</b>	*	*	2,182	1,156	2,629
<b>Reference Questions</b>	14	3	3	17	8

**Yearly Totals**

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	85
86	90	19	47	25
*	*	16	88	77
*	52,565	55,728	30,007	21,905
*	2,517	16,935	17,977	16,311
115	59	77	60	37

**Library Volunteers**

July	2018	2019	2020	2021
<b>Library Volunteers</b>	13	14	2	10
<b>Volunteer Hours</b>	140	154	81.5	133.5

**Yearly Totals**

18-19	19-20	20-21
82	36	20
809	1,286	1,337.5

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

**Computer Users**

July	2017	2018	2019	2020	2021
<b>Wireless</b>	502	791	811	154	256
<b>Adult Users</b>	334	427	368	221	227
<b>Kids Users</b>	249	216	207	5	177

**Yearly Computer Users**

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	1,976
4,413	4,642	1,103	2,138	1,262
2,209	2,088	556	427	403

### Universal Class Counts

July	
Sign ups	1
Courses started	2
Lessons viewed	11
Class Submissions	4

### Yearly Totals

2017	2018	2019	2020	2021
27	24	9	10	6
39	52	16	53	30
273	661	194	1,771	338
258	445	105	800	167

### Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	11	2
Yearly Sign-ups	29	60	81	83

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	9
500 Mark	2	2	0	1
Completion	0	1	2	4

### Face-to-face Kids Programs

July	2017	2018	2019	2020	2021
Programs	9	11	9	2	15
Attendees	560	576	395	188	567
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	39
Attendees	4,268	4,260	4,201	1,185	1,259

### Virtual Kids Programs

July	2020	2021
Videos	1	4
Views	168	10
Yearly	2020	2021
Videos	24	19
Views	4,182	230

### Grab & Go Kits

July	2020	2021
Kits	5	3
Taken	112	174
Yearly	2020	2021
Kits	38	36
Taken	1094	1353

In addition to our story times and kids crafternoons, we starting having special Summer Reading performers. The performer days were on Thursday. One had to be moved inside and live streamed because of rain. The children's librarian is holding the same story time on both days instead of having two separate ones. It has been going over well because now parents have more options when working around their personal schedule.

### Face-to-face Teen Programs

July	2017	2018	2019	2020	2021
Programs	2	4	4	0	0
Attendees	4	3	11	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

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

### Combined Face-to-Face

July	2020	2021
Programs	0	3
Attendees	0	17
Yearly	2020	2021
Programs	11	15
Attendees	77	193

### Virtual Teen & Tweens

July	2020	2021
Videos	1	0
Views	186	0
Yearly	2020	2021
Videos	12	6
Views	1,591	95

### Grab & Go

July	2020	2021
Kits	4	0
Taken	50	0
Yearly	2020	2021
Kits	13	17
Taken	152	188

Since we are having inside face-to-face programs, we are now doing sewing projects that take two days to complete. As such, we did not have as many grab and go kits to put out for teens.

### Face-to-face Adult Programs

July	2017	2018	2019	2020	2021
Programs	7	22	13	0	4
Attendees	18	43	73	0	21
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	24
Attendees	689	1,009	1,343	214	200

### Virtual

July	2020	2021
Videos	4	1
Views	1,238	20
Yearly	2020	2021
Videos	18	1
Views	4,972	20

### Device Advice

Sessions	2019	2020	2021
July	*	0	8
Yearly	125	51	33

### Summer Reading Numbers

Sign-ups	2017	2018	2019	2020	2021
Listeners	90	72	84	27	27
Readers	129	149	162	39	43
Teens	40	26	27	7	9
Adults	39	43	53	37	41
Total	298	290	326	110	120

Participated	2017	2018	2019	2020	2021
Listeners	35	32	47	11	21
Readers	62	83	96	14	30
Teens	7	13	16	3	4
Adults	12	18	21	13	35
Total	116	146	180	41	90

**Reading Benchmarks**

Minutes	60	120	180	240	300	360	420	480	540	Grand Prizes
<b>Tots</b>	19	13	13	12	10	9	9	9	8	4
Minutes	100	200	300	400	500	600	700	800	900	Grand Prizes
<b>Kids</b>	24	19	17	17	17	17	15	13	13	6
<b>Teens</b>	4	4	3	2	2	2	2	2	2	1
<b>Adults</b>									13	13

**Interlibrary Loan Services**

July	2017	2018	2019	2020	2021
<b>Borrowed</b>	37	61	75	47	46
<b>Loaned</b>	27	50	42	5	30

**Yearly Interlibrary Loan Services**

2017	2018	2019	2020	2021
562	690	690	534	398
305	410	410	151	125

July	R.E.A.D.S
<b>Adults</b>	1,763
<b>Juvenile</b>	122

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<b>Adults</b>	15,773	21,138	23,138	19,466	1,763
<b>Juvenile</b>	725	1,430	1,189	1,032	122

The READS statistics come from the state.

**CITY COURT REPORT**

**July 2021**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$6,764.87
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$6,764.87</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$2,119.55
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$2,119.55</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$8,884.42</u>
<b>TOTAL REVENUE YTD</b>	<b>\$8,884.42</b>

**DISBURSEMENTS**

LITIGATION TAX	\$577.60
DOS/DOH FINES & FEES	\$403.75
DOS TITLE & REGISTRATION	\$285.00
RESTITUTION/REFUNDS	\$0.00
ON-LINE CC FEES	\$87.73
CREDIT CARD FEES	\$19.64
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$1,373.72</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$1,373.72</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$7,510.70</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$7,510.70</b>

**DRUG FUND**

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

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Parking Prohibited	1	\$0.00
Financial Responsibility Law	9	\$225.00
Registration Law	25	\$1,579.13
Improper Equipment	1	\$0.00
Texting/Hands Free Law	7	\$339.26
Open Container	2	\$265.00
DL Exhibited	2	\$162.50
Red Light	4	\$255.52
Anti-Noise Regulations	1	\$117.50
Stop Sign	0	\$0.00
Speeding	30	\$3,227.40
Seat Belt	0	\$0.00
Failure To Yield	0	\$0.00
Exercise Due Care	4	\$222.50
Following Too Close	5	\$170.83
Total	91	\$6,564.64