



# **City Administrator Report: October 2021**

**Administrative & Legislative Services Department**  
**October 2021**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- October 2:
  - Discover White House Expo and Safety Day
- October 4:
  - Bid Opening: Sage and McCurdy Turn Lanes project
- October 5:
  - Sumner County Growth Boundary Committee
- October 6:
  - Ribbon Cutting: Grace and Faith Ladies Consignment
- October 11:
  - Community Breakfast at Fire Station #2
  - Cemetery Board
  - Robertson County Economic Development Board
  - Planning Commission
- October 14:
  - Vol State Springfield's 10<sup>th</sup> Anniversary
- October 15:
  - TDEC Grant Check Presentation
- October 19:
  - GNRC Project Delivery Task Force
- October 20:
  - Community Event Center Water Line
- October 21:
  - Municipal Center Demo and Recreation Center Design
  - Legacy Farms and Robertson County
  - Pre-Bid: Southern Force Main
  - Board of Mayor and Aldermen
- October 26:
  - White House Area Chamber of Commerce Power Hour
- October 27:
  - Christmas Parade and Christmas on Main Street
  - Forward Sumner Board of Directors
  - Local Government Planning Advisory Committee
  - Cigna – Paid Claims Quarterly Review
- October 28:
  - Community Event Center Walkthrough
  - Community Event Center Progress Meeting
  - Wastewater Treatment Plant Progress Meeting
  - Robertson County Joint Economic Development Board

**Administrative & Legislative Services Department  
October 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 2021-2022.

<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	\$ 8,010,608	↑4.56
Industrial Development	\$77,000	\$ 23,419	↓2.90
State Street Aid	\$550,000	\$ 31,005	↓27.68
Parks Sales Tax	\$2,105,361	\$ 997,449	↑14.05
Solid Waste	\$1,175,418	\$ 523,853	↑11.24
Fire Impact Fees	\$125,000	\$ 19,282	↓17.89
Parks Impact Fees	\$16,000	\$ 6,698	↑8.54
Police Impact Fees	\$42,500	\$ 40,494	↑61.96
Road Impact Fees	\$235,000	\$ -	↓33.32
Police Drug Fund	\$4,500	\$ -	↓33.32
Debt Services	\$1,293,500	\$ 54,667	↓29.09
Wastewater	\$16,874,057	\$ 7,776,951	↑12.76
Dental Care	\$70,000	\$ 23,058	↓0.37
Stormwater Fund	\$1,491,663	\$ 592,535	↑6.40
Cemetery Fund	\$78,890	\$ 12,766	↓17.13

\*Expended/Encumbered amounts reflect charges from July 1, 2021 – June 30, 2022.

**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	132	128	106	151	166
September	98	106	98	126	119
October	98	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>653</b>	<b>1355</b>	<b>1199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>Oct 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	93	616	1281	1132	\$773,644.00	\$1,482,989.65	\$1,275,419.16
Purchase Orders \$10,000-\$24,999	2	11	29	34	\$187,466.16	\$417,161.17	\$551,938.89
Purchase Orders over \$25,000	3	26	45	33	\$5,188,724.33	\$5,951,224.30	\$4,035,346.92
<b>Total</b>	<b>98</b>	<b>457</b>	<b>1355</b>	<b>1199</b>	<b>\$5,188,724.33</b>	<b>\$7,851,375.12</b>	<b>\$5,862,704.97</b>

**Administrative & Legislative Services Department  
October 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	32,401	11,536	1,164,517	1,080,668
<b>August</b>	66	20	126	133	25,635	9,145	752,932	835,519
<b>September</b>	48	17	43	22	24,833	8,335	679,248	214,406
<b>October</b>	52	10	78	86	23,816	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>220</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>106,685</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>	9	44	21
<b>September</b>	13	19	21
<b>October</b>	6	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>36</b>	<b>258</b>	<b>369</b>

	FY22 # of Request	FY21 # of Request	FY20 # of Request
<b>July</b>	38	20	36
<b>August</b>	54	27	39
<b>September</b>	46	16	18
<b>October</b>	64	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>202</b>	<b>383</b>	<b>356</b>

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

**Administrative & Legislative Services Department  
October 2021**

**White House Farmers Market**

The market is closed for the season. The reopening of the market will be in May 2022.

	<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>	0	0
<b>August</b>	0	0
<b>September</b>	0	0
<b>October</b>	0	0
<b>November</b>		
<b>December</b>		
<b>Total</b>	<b>15</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*

- Backflow preventer maintenance and repairs
- Repairing and winterized irrigation system at Library

	<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>	8	27	10	26	24	28
<b>September</b>	12	9	13	19	22	13
<b>October</b>	10	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>49</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
October 2021**

**Finance Section**

During October the Finance Office continued working on the FYE 6/30/2021 audit fieldwork, scanning thousands of documents to reduce physical document storage space, continued working on the SAM.gov (System for Award Management) accounts for the City, and completed the current tax year Sumner County property tax data file conversion. While there have been delays with the third-party company used by the City for printing and mailing the paper property tax bills, the data is loaded into the City's software, the bills can be viewed and printed through the City website, and taxpayers can make payments even before their bill is mailed. At this time the bill printer cannot give a definitive estimate as to when the bills will be mailed. Currently the most confident estimate is to have bills mailed is before the end of December and likely to be mailed before the end of November. More definitive estimates should be available before November 11<sup>th</sup>. Updates regarding this situation are being provided via the City Administration social media accounts. Members of the Finance Office participated in the following events during the month:

- October 12: Cemetery Board meeting
- October 19: GFOA Certificate of Achievement planning
- October 26: Trick or treating – Growing Tree
- October 28: Trick or treating – Small Wonders

**Performance Measures**

**Utility Billing**

	<b>October 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>	20	69	357	171	62	102
<b>Move Ins (#)</b>	86	321	737	649	534	553
<b>Move Outs (#)</b>	81	321	743	602	534	576
<b>New customer signup via email (#)</b>	32	130	300	127	104	163
<b>New customer signup via email (%)</b>	30%	33%	27%	15%	17%	25%

**Business License Activity**

	<b>October 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>	8	29	76	69	75	72
<b>Closed (notified by business)</b>	0	1	6	10	9	18
<b>Closed (uncollectable)</b>	0	0	0	0	0	199

**Accounts Payable**

	<b>October 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>	367	1390	4079	4003	3940	4437

**Finance Department  
October 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	1,641,970	16%
Cemetery Fund	45,261	13,578	269,697	596%
Debt Services	1,217,528	365,258	945,654	78%
Dental Care Fund	39,361	11,808	218,022	554%
Roads Impact Fees	105,396	31,619	389,795	370%
Parks Impact Fees	109,476	32,843	294,201	269%
Police Impact Fees	77,976	23,393	296,705	381%
Fire Impact Fees	26,904	8,071	202,753	754%
Industrial Development	76,063	22,819	93,335	123%
Parks Sales Tax	988,260	296,478	1,163,806	118%
Police Drug Fund	5,048	1,514	33,591	665%
Solid Waste	1,065,400	319,620	491,516	46%
State Street Aid	418,172	125,452	318,943	76%
Stormwater Fund	964,600	289,380	1,250,611	130%
Wastewater	5,579,100	1,673,730	4,773,239	86%

*Balances do **not** reflect encumbrances not yet expended.*

The Finance Department's goal is to meet or exceed each fund's total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 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	1,898,901	↓ 15.09%
Cemetery Fund	45,261	23,230	↑ 17.99%
Debt Services	1,217,528	453,704	↑ 3.93%
Dental Care	39,361	13,069	↓ 0.13%
Roads Impact Fees	105,396	41,763	↑ 6.29%
Parks Impact Fees	109,476	27,755	↓ 7.98%
Police Impact Fees	77,976	34,924	↑ 11.45%
Fire Impact Fees	26,904	23,049	↑ 52.34%
Industrial Development	76,063	60,755	↑ 46.54%
Parks Sales Tax	988,260	295,457	↓ 3.44%
Police Drug Fund	5,048	2,598	↑ 18.13%
Solid Waste	1,065,400	360,408	↑ 0.50%
State Street Aid	418,172	155,244	↑ 3.79%
Stormwater Fund	964,600	333,429	↑ 1.23%
Wastewater	5,579,100	1,765,322	↓ 1.69%

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

**Human Resources Department  
October 2021**

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

- October 02: Discover White House
- October 04: Chamber of Commerce Board Meeting
- October 06: Community Outreach Coordinator New Hire Orientation
- October 12: Community Breakfast with the Fire Department
- October 13: Municipal Management Academy Level I Class  
Police Officer Testing
- October 14: Volunteer State Community College Springfield Campus 10th Anniversary Celebration
- October 19: Monthly Chamber of Commerce Luncheon
- October 26: Oral Board for Police Officer  
Flu Clinic
- October 27: Ribbon Cutting for Chamberlain Realty

**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	0
September	0	1	1	0
October	1	0	0	0
November		1	0	0
December		0	0	0

Three-year average: 6.67

	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>1</b>	<b>9</b>	<b>8</b>	<b>3</b>

**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	1	0	0
September	0	1	0	0
October	1	1	1	1
November		3	1	0
December		0	0	0

Three-year average: 5.67

	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>2</b>	<b>7</b>	<b>4</b>	<b>6</b>



**Human Resources Department  
October 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	1
September	2	0	2	2
October	0	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>4</b>	<b>12</b>	<b>18</b>	<b>11</b>
<b>Percentage</b>	<b>3.88%</b>	<b>11.65%</b>	<b>17.48%</b>	<b>11.34%</b>

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

Three-year average: 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	0	2 (S)	0
September	0	0	0	1 (T)
October	0	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: 4.6667

**Police Department  
October 2021**

**Meetings/Civic Organizations**

➤ **Chief Brady attended the following meetings in October:** Discover White House Expo & Safety Day (Oct. 2), Department Head Staff Meeting (Oct. 4 & 18), White House Rotary Club (Oct. 7, 14, 21 & 28), Planning Commission (Oct. 11), Robertson County Chief's Meeting (Oct. 12), Municipal Management Academy (Oct. 13), Police Officer Panel Interview (Oct. 13), Command Staff Meeting (Oct. 21), Board of Mayor & Alderman (Oct. 21), Sumner County Drug Task Force Meeting (Oct. 27) and Trail of Treats (Oct. 28).

➤ **Police Department Administration Performance Measurements**

***Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2023.***

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 47 proofs of the 164 for this year.

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
August	30	141	0	171
September	46	190	0	236
October	0	208	0	208
<b>Total</b>	<b>100</b>	<b>2,057</b>	<b>72</b>	<b>2,229</b>

**Patrol Division Performance Measurements**

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 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	October 2021	FY 2021-22
Three (3) Officers per Shift	46	181
Four (4) Officers per Shift	16	67

2. ***Acquire and place into service three 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.

**Police Department  
October 2021**

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

We are unable to provide the above stats at the present time due to working thru the obstacles of the new Tyler Technology Software. We have a Zoom meeting with Tyler Technologies on November 8<sup>th</sup> in regards to pulling stats.

Group A Offenses	October 2021	Per 1,000 Pop.	Total 2021	Per 1,000 Pop.
<b>Serious Crime Reported</b>				
Crimes Against Persons			80	
Crimes Against Property			100	
Crimes Against Society			255	
<b>Total</b>			435	
<b>Arrests</b>			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 the above stats at the present time due to working thru the obstacles of the new Tyler Technology Software. We have a Zoom meeting with Tyler Technologies on November 8<sup>th</sup> in regards to pulling stats.

	October 2021	TOTAL 2021
<b>Traffic Crashes Reported</b>	48	350
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>		826
<b>Written Warnings</b>		417
<b>Verbal Warnings</b>	348	3,242

**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.**

COLLISION RATIO				
<u>2021</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>October</b>	48	6 YTD 45	13%	13% YTD 350

**Traffic School:** Sgt. Jeremy Sisk instructed Traffic School in October.

**Staffing:**

- Ofc. Perry Gerome and Ofc. Caleb Railey are currently at the Tennessee Law Enforcement Training Academy. They will graduate in December.
- We interviewed 2 potential hires on October 13<sup>th</sup>.
- We currently have 2 positions open.

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

**Police Department  
October 2021**

**Sumner County Emergency Response Team:**

- ERT had a three-day training on October 13 – 15<sup>th</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 the above stats at the present time due to working thru the obstacles of the new Tyler Technology Software. We have a Zoom meeting with Tyler Technologies on November 8<sup>th</sup> in regards to pulling stats.

<b>2021 CLEARANCE RATE</b>		
<b>Month</b>	<b>Group A Offenses</b>	<b>Year to Date</b>
<i>October</i>		

**Communications Section**

	<b>October</b>	<b>Total 2021</b>
Calls for Service	1,175	11,112
Alarm Calls	34	328

**Request for Reports**

	<b>October</b>	<b>FY 2021-22</b>
Requests for Reports	27	54
Amount taken in	\$22.05	\$40.65
Tow Bills	\$0.00	\$0.00
Emailed at no charge	26	75
Storage Fees	\$0.00	\$0.00

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

- THSO- Sgt. Joel Brisson is attending train the trainer Autism and law enforcement in Franklin TN, Nov 1-3.
- THSO- Network Coordinator training in Franklin TN, Nov 4-5.

**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 has been cancelled due to Covid.
2. **Plan and coordinate Public Safety Awareness Day as an annual event.** Discover White House Expo & Safety Day presented by The Farmers Bank took place on October 2<sup>nd</sup>, 2021. **Complete**
3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.**  
Citizen's Police Academy has been cancelled in 2021 due to COVID-19.

**Police Department  
October 2021**

4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
- October 5<sup>th</sup> – Sgt. Enck instructed Portland Police Department on Defensive Tactics.
  - October 21<sup>st</sup> – Wheels in Motion Bike and Helmet give away at H.B. Williams.
  - October 21<sup>st</sup> – Wheels in Motion Bike and Helmet give away at Heritage Elementary.
  - October 23<sup>rd</sup> – DEA Drug take back at Kroger – 117 lbs collected.
  - October 25<sup>th</sup> – Sgt. Enck instructed 4.5 hours of defensive tactics at Tennessee Law Enforcement Academy.
  - October 25<sup>th</sup> – Pedal it Forward Program - Sgt Enck presented a bike to a Wendy's employee who walks to work and has 2 jobs.
  - October 26<sup>th</sup> – Sgt. Enck instructed 4.5 hours of defensive tactics at Tennessee Law Enforcement Academy.
  - October 27<sup>th</sup> – Wheels in Motion Bike and Helmet give away at CCS.

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

- White House High School Homecoming Parade (10/1)
- Pumpkin Run (10/2)
- Discover White House (Safety Day) (10/2)
- Trick or Treating Growing Tree (10/26)
- Trick or Treating Small Wonders (10/28)
- Trail of Treats (10/28)
- Do Wa Ditty Fun Run at the City Park (10/30)

**Upcoming Events:**

- Christmas Parade (12/4)
- Shop w/a Cop/Fireman (12/11)

<b><i>2021 Participation in Joint Community Events</i></b>		
	<b><u>October</u></b>	<b><u>Year to Date</u></b>
<b>Community Activities</b>	15	75

**Fire Department  
October 2021**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 165 requests for service during the month with 134 responses being medical emergencies, 2 building fires and 1 vehicle fire. The Department also responded to 19 vehicle accidents; 9 accidents reported patients being treated for injuries, and 10 accidents reported with no injuries. Of the 165 responses in the month of October there were 35 calls that overlapped another call for service which is 21.21% 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 September from dispatch to on scene time averaged was five minutes and fifty-seven seconds (5:57). The average time a fire unit spent on the scene of an emergency call was twenty minutes and three seconds (20:03).

**Department Event**

- October 1<sup>st</sup> – White House HS Homecoming Parade
- October 2<sup>nd</sup> – Discover White House and Safety Day
- October 6<sup>th</sup> – Visited Mrs. Elaine's Kidz World
- October 12<sup>th</sup> – Annual Community Breakfast
- October 15<sup>th</sup> – Visited Summit Preparatory Academy
- October 22<sup>nd</sup> – Fall Family Block Party
- October 25<sup>th</sup> – Visited Elevate Enrichment Center
- October 28<sup>th</sup> – Trail of Treats

**Fire Administration**

- October 13<sup>th</sup> – Municipal Management Course
- October 19<sup>th</sup> – Chamber of Commerce Luncheon
- October 27<sup>th</sup> – Christmas on Main Street meeting
- October 28<sup>th</sup> – Walkthrough of Community events Center

**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	12
Rescue & Emergency Services	487
Hazardous Conditions (No Fire)	8
Service Calls	27
Good Intent Call	33
False Alarms & False Call	61
Calls for The Month	165
Total Responses FY to Date	629

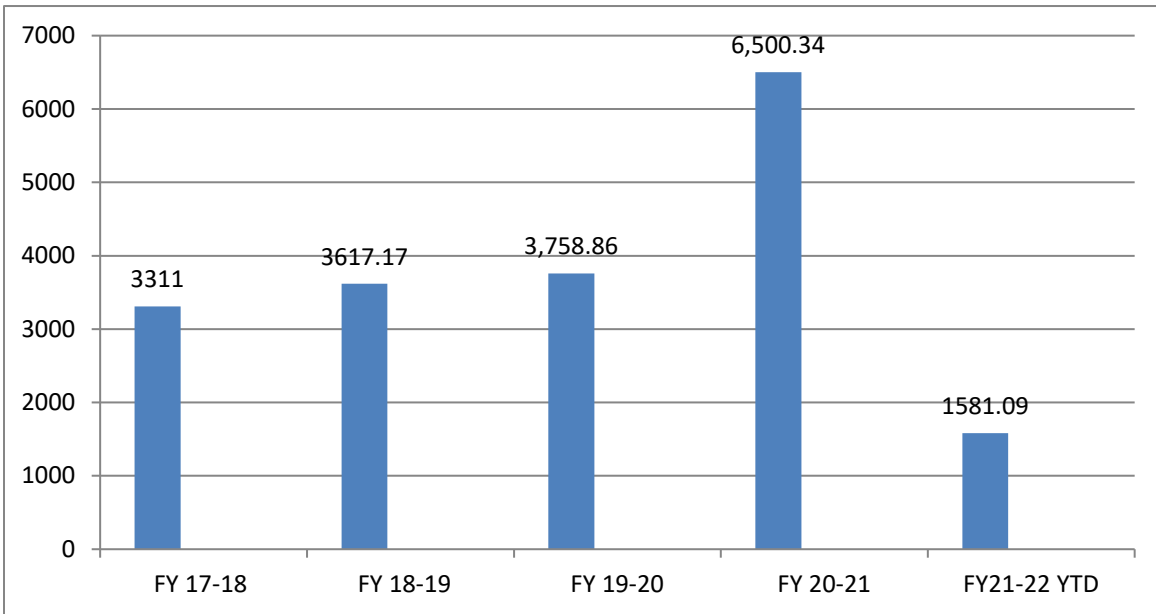
**Fire Department  
October 2021**

**Response by Station**

	<b>Month</b>	<b>FY to Date</b>	<b>%</b>
<b>Station #1 (City Park)</b>	<b>109</b>	<b>426</b>	<b>67.72%</b>
<b>Station #2 (Business Park Dr)</b>	<b>56</b>	<b>203</b>	<b>32.27%</b>

**Fire Fighter Training**

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



	<b>Month</b>	<b>YTD</b>
<b>Firefighter Training Hours</b>	472.5	<b>1581.09</b>

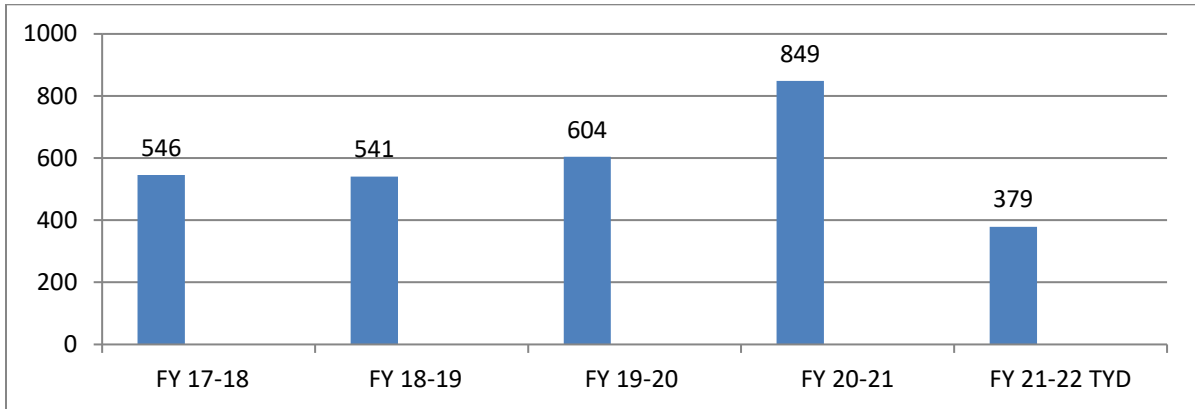
**Training breakdown for ISO and NFPA**

	<b>Fire Officer</b>	<b>Company</b>	<b>Facilities</b>	<b>NFPA</b>
<b>Month</b>	<b>35</b>	<b>215.5</b>	<b>28</b>	<b>157</b>
<b>Total for FY</b>	<b>134.5</b>	<b>506.5</b>	<b>97</b>	<b>950.59</b>

**Fire Department  
October 2021**

**Fire Inspection**

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



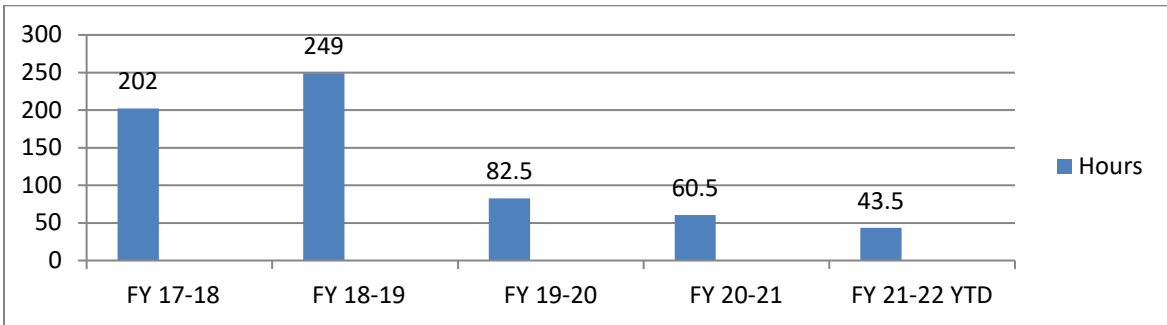
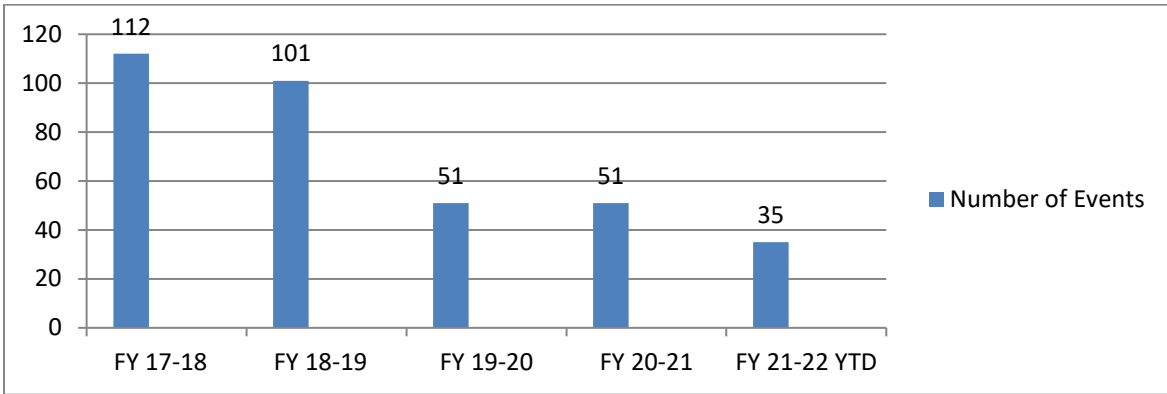
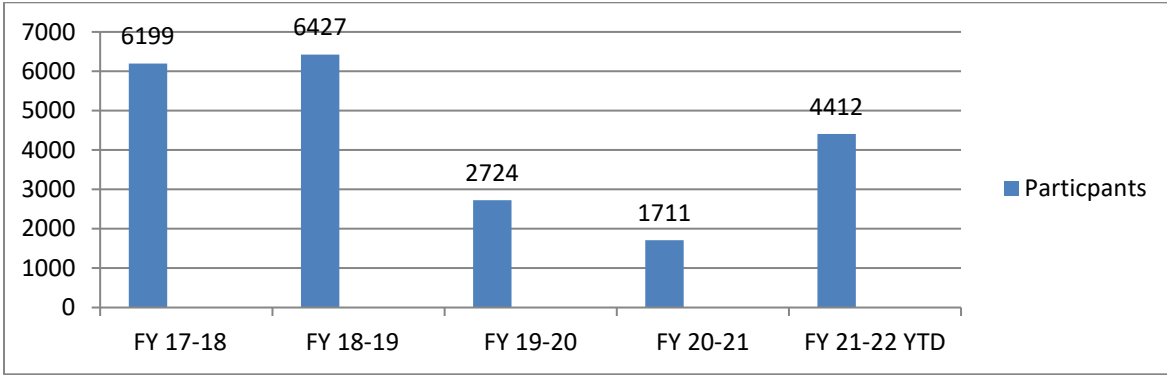
	Month	YTD
<b>October Fire Inspection</b>	<b>118</b>	<b>379</b>
<b>Reinspection</b>	<b>22</b>	<b>80</b>
<b>Code Violation Complaint</b>	<b>0</b>	<b>5</b>
<b>Violations Cleared</b>	<b>12</b>	<b>53</b>
<b>Annual Inspection</b>	<b>31</b>	<b>48</b>
<b>Commercial Burn Pile</b>	<b>0</b>	<b>5</b>
<b>Knox Box</b>	<b>2</b>	<b>12</b>
<b>Fire Alarms</b>	<b>1</b>	<b>8</b>
<b>Measure Fire Hydrant</b>	<b>1</b>	<b>3</b>
<b>Plans Review</b>	<b>4</b>	<b>24</b>
<b>Pre-C/O</b>	<b>4</b>	<b>9</b>
<b>Pre-incident Survey</b>	<b>39</b>	<b>81</b>
<b>Sprinkler Final</b>	<b>0</b>	<b>1</b>
<b>Final/Occupancy</b>	<b>0</b>	<b>11</b>

**Public Fire Education**

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



**Fire Department  
October 2021**



	Month	YTD
<b>Participants</b>	<b>3516</b>	<b>4412</b>
<b>Number of Events</b>	<b>13</b>	<b>35</b>
<b>Education Hrs.</b>	<b>18.5</b>	<b>43.5</b>

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

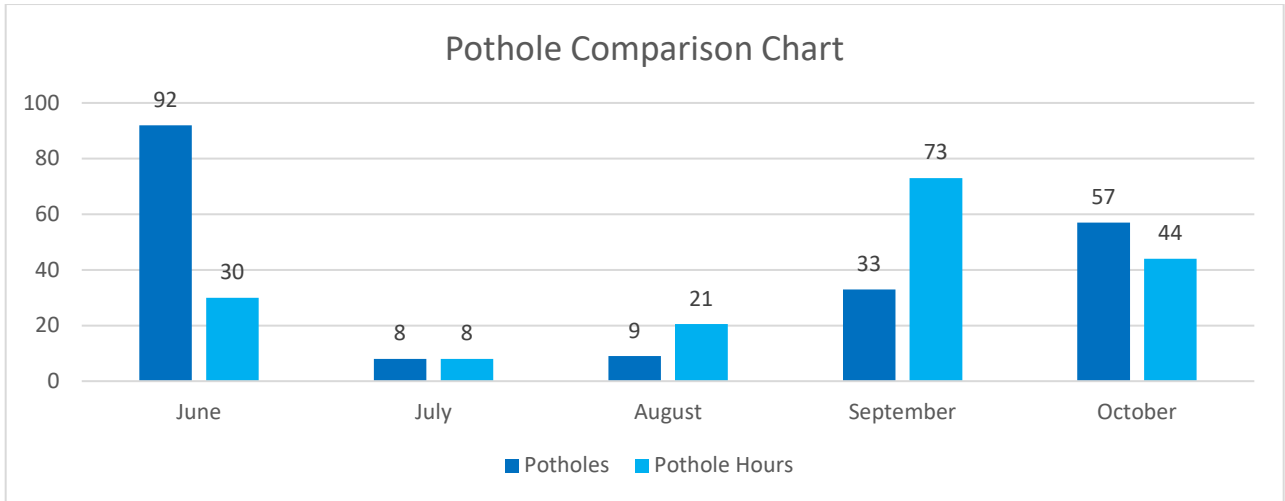
**Social Media Statistics**

<b>Page Views</b>	<b>421</b>
<b>Page Likes</b>	<b>59</b>
<b>Post Reach</b>	<b>10,276</b>

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

**Pothole Comparison**

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



-The goal for this particular job task is 50 potholes per month. When this chart is completed each month, consideration will be given to the size of the potholes that have been repaired that month.

NOTE: A total of 55 potholes were repaired in the month of October in various location throughout the City of White House. Continued repairs will be completed until asphalt plants shut down for the winter.

**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.

<b>STREET ADDRESS OF COMPLAINT</b>	<b>DATE COMPLAINT LOGGED</b>	<b>DATE COMPLAINT RESOLVED</b>	<b>ELAPSED TIME BEFORE REPAIR MADE</b>
308, 309, and 311 Cardinal Drive	Sunday October 3 <sup>rd</sup> , 2021 1:10PM	Monday October 4 <sup>th</sup> 2021 8:30 AM	19 hours 20 minutes
Intersection of Dawn Court and Tyree Springs	Date of complaint unavailable. Logged verbally to PW Manager	Monday October 11 <sup>th</sup> 2021 9:30 AM	NA
All other pothole repair to place throughout the City of White House periodically			NA

NOTE: A total of 55 potholes were repaired in the month of October in various location throughout the City of White House. Continued repairs will be completed until asphalt plants shut down for the winter.

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

**Monthly Work Log**

Friday 10-1-2021

- Discover White House preparation

Saturday 10-2-2021

- Discover White House Event

Monday 10-04-2021

- Started fence installation on Apache Trail to close sidewalk / Helped clean up car accident on SR-76 / Built concrete forms for sidewalk on Apache Trail / Removed forms from Radar sign bases on Calista Road / Repaired potholes on Cardinal Drive.

Tuesday 10-05-2021

- Continued work on fence to close Apache Trail sidewalk / Repaired potholes Orchard Park Drive

Wednesday 10-06-2021

- Removed trash cart from residence on Blueberry Drive / Safety Initiative / Fence installation on Apache Trail to close sidewalk

Thursday 10-07-2021

- Poured concrete to repair sidewalk on Apache Trail / Finished installing fence on Apache Trail / Safety Initiative and Facility Maintenance.

Monday 10-11-2021

- Holiday

Tuesday 10-12-2021

- Apache Trail fence punch list and yard repair / Repaired Stop Sign on Sage Road / Repaired pothole on Pleasant Grove Road

Wednesday 10-13-2021

- ADA Compliance sign installation / Repaired potholes on Dawn Court, NPC and SPC / Facility maintenance

Thursday 10-14-2021

- Changed street name sign on Villages Park (Villages of Indian Ridge) / RoW Mowing

Monday 10-18-2021

- Weekly vehicle inspection / Troubleshooting LaneLight System at WHHS / Troubleshooting light on Morgan Trace / Prepared for emissions testing / Re-installed speed limit sign on McCurdy Road.

Tuesday 10-19-2021

- Troubleshooting LaneLight System at WHHS

Wednesday 10-20-2021

- Meeting with Public Services Director Andy Cieslak / Removed steel road plates from Cambria lift station / Repaired potholes

Thursday 10-21-2021

- Dropped trucks off to get new tires / Purchased equipment for plows and salt boxes / Worked on repairing plows and salt boxes.

Monday 10-25-2021

- Plow and salt equipment preparation

Tuesday 10-26-2021

- Plow and salt equipment preparation / Safety Meeting / Installed millings in shoulder on McCurdy Road

Wednesday 10-27-2021

- Plow and salt equipment preparation / LaneLight repair at Tyree Springs near the WHHS / Troubleshoot Brigham Court Decorative Street Light.

Thursday 10-28-2021

- Facility Maintenance / Installed pole for WHPD to hang digital speed sign on to control speeding in Parks Subdivision.

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

**On October 2<sup>nd</sup>** the Public Works Department participated in the Discover White House Event. The Public Works Department displayed many of the tools, signs, and technologies that are used daily to help provide service to our citizens. It was a great event and many citizens stopped by and received some giveaway items as well as asked questions concerning growth, development and traffic flows.



**On October 4<sup>th</sup>** Fire Chief Patrick McLaughlin contacted the Public Works Department and asked for assistance in cleaning up various fluids that were present on the road surface at the intersection of SR-76 and the I-65 SB On/Off Ramps. There was much debris and fluid that needed clean up. The Public Works Crew and members of the Stormwater and Wasterwater Collections crews were also present to aid in the cleanup of this accident. Manufactured Sand was ordered from the quarry as a drying agent for the fluid that was present on the road. The box-broom sweeper attachment and sweeper truck were used to clean up the fluid and sand from the road surface.



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

<u>Subdivision Decorative Light LED Retrofit Project</u>			
<u>UPDATED September 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	6	0
Bridle Creek Subdivision	7	7	0
Business Park Drive	7	7	0
Hampton Village Subdivision	24	24	0
Heritage Trace Subdivision	5	5	0
Holly Tree Subdivision	44	44	0
Madeline Way	7	7	0
Magnolia Village Subdivision	27	27	0
Sumner Crossing Subdivision	21	21	0
Villages of Indian Ridge	10	10	0
Spring Brook Blvd	2	2	0
Baylee Ct	2	2	0
Totals:	167	167	0

**NOTE: Recently it was brought to the attention of the Public Works Department that none of the solar powered lights in Settlers Ridge Subdivision were working. After many discussions with the inventor of these lights as well as the Nashville distributor of these lights it was determined that the batteries had failed. These batteries are a style of Lead Acid Battery that is essentially obsolete and rarely used anymore. However, because these batteries failed for the second time in 4 years since their original installation the manufacturer of these batteries has graciously decided to provide, at no charge, another set of Lead Acid Batteries as a temporary solution until the Public Works Department can properly budget to purchase the more expensive Lithium-Ion Batteries. The Lithium-Ion Batteries are the most current and most widely used batteries used for these particular light heads. The Public Works Department will budget approximately \$7,000.00 in FYE 2023 to purchase these batteries as they provide a longer life of 8-10 years.**

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

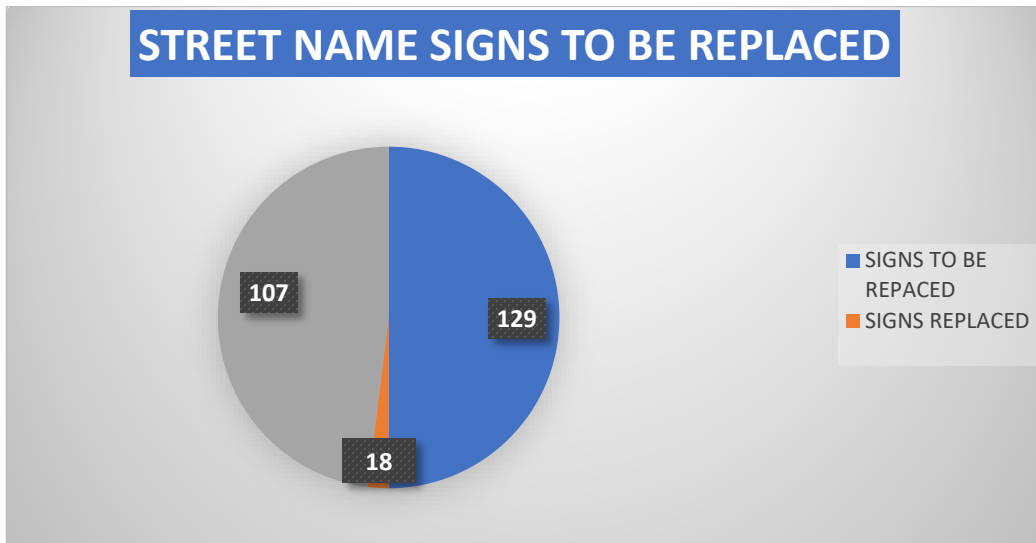
**Street Name Sign MUTCD Compliance List**

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.

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

In the month of November, the process of changing the Road Name signs has officially begun and the November BMA Report will reflect the signs that have been changed.

During the month of October only damaged/missing Speed Limit and Stop Signs were repaired/replaced.



**Public Services Department – Public Works Division  
October 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-Sep	21-Oct	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	934	848	11,136
Facility Maintenance	3494	2187	1,227	1,137	887.25	158	101	1193.5
Fleet Maintenance	1034	514	282	380	422.5	16	125	538
Meeting/Training	502	510	517	400	457	72	23	429
Leave	1,253	576	613	810	823	105	70	1380.9
Holiday	795	470	385	555	545	50	50	550
Overtime	508.5	488	414	311	152.75	20	34	298
Administrative	385	698	803	867	1153.25	181	162	2,315
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	44	27	609
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	33	57	406
Pothole Hours	0	759	734	1,181	831.5	73	44	448.75
R-O-W Hours	0	2835	2416	4,027	3044.5	133	202	2,918
Sign/Repaired	0	120	91	84	63	7	10	92
Sign Work Hours	0	289	179	234	109	92	28	239
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	15	70
Traffic Light Hours	0	0	65	20	158	11	0	77

Sanitation Division

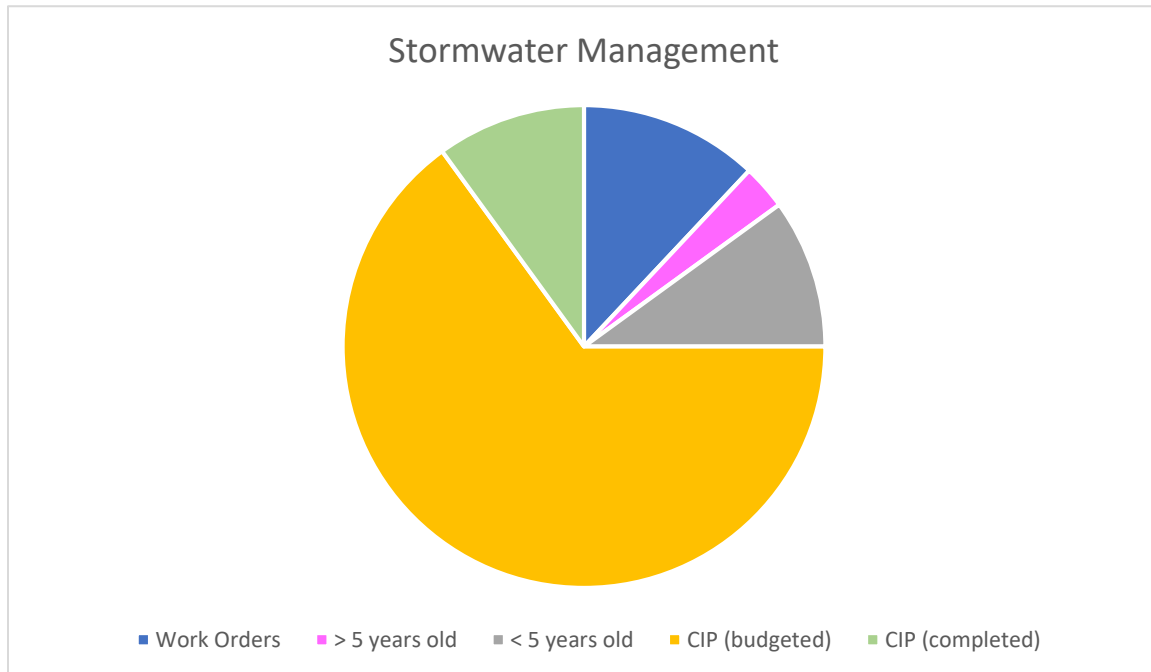
Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Sep	21-Oct	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	360	320	4,888
Facility Maintenance	3494	723	446	574	394.5	75	53	576
Fleet Maintenance	1034	488	445	331	294.5	29	8	246
Meeting/Training	502	265	130	135	127.5	17	8	153
Leave	1,253	428	700	476	336	20	30	600
Holiday	795	270	230	230	230	20	20	250
Overtime	508.5	119	4	12	39.5	0	0	8
Administrative	385	167	1	0	72.5	0	1	47
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	42	50	484
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-Sep	21-Oct	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	586	511	7,556
Brush Truck Loads	459	551	522	578	584	41	41	679
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	198	283	5,223
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	105	96	1,566
Litter Pickup Bags	334	507	546	511	456	26	21	497
Litter Pickup Hours	1147	1132	985	957	892	52	44	890

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

**Administrative Notes**

- Two (2) complaints reported regarding flooding during rain event on October 27<sup>th</sup>. 135 Villages Ct and 311 Hobbs Dr. This is an ongoing issue. Upgrades to box culvert are scheduled on 6-year CIP for the department.
- Materials for Springbrook CIP are backordered. ETA for delivery is 4th week of November or 1st week in December. Residents updated of standby via letter/email. Pre-con meeting is scheduled for December 6<sup>th</sup>.
- Request for civil plans and bid package through CSR for Wilkinson has been submitted.
- Stormwater facility location approved by Planning Commission. Building design is underway. 3<sup>rd</sup> capital improvement intended for fiscal year 21-22.
- Completed work orders include:
  - o 112 Tison Lane – mowing and excavation of debris in wet weather conveyance
  - o Stephanie Dr – installed concrete headwall at intersection of Meadowlark Lane
- One (1) employee incident reported: employee was exposed to poison ivy, with an extreme side effect of excessive skin irritation. No work missed.
- Three fence permits were issued at 140 Crabourne, 317 Hwy 76 and 3378 Brokeshire Drive during this reporting period.
- The City of White House was nominated for the National Municipal Stormwater and Green Infrastructure Award for Phase 2 Innovation.
- The city received one complaint of flooding through the app at 113 Whitehaven Circle behind WH Heritage Elementary School. Hydraulic analysis proposed.
- Upcoming work orders include: 106 – 112 Beechbrook Ct., and 403 Rolling Acres Dr.





**Public Services Department – Stormwater Division  
October 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>
<b><i>135 Villages Ct.</i></b>	Remove accumulated debris from channel to reduce flooding impact	Work Order: 102821008  <b>Complete</b>	
<b><i>725 Industrial Drive</i></b>	Bi-Monthly Safety Inspection	Work Order: 102821003  <b>Complete</b>	
<b><i>427 Industrial Drive</i></b>	Fleet Maintenance	Work Order: 102721008  <b>Complete</b>	

Public Services Department – Stormwater Division  
October 2021

*Stephanie Drive*

Headwall repair

Work Order:  
102521003

Complete

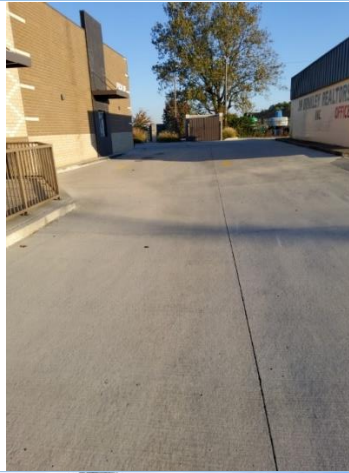


*640 TN-76*

ERU review

Work Order:  
102121003

Complete



*112 Tison Lane*

R-O-W mowing

Work Order:  
101921001

Complete



*211 Kiowa Ct*

Preventative Maintenance

Work Order:  
101421003

Complete



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

<u>Stormwater Division</u>					
<b>Total Hours Worked</b>	<b>FY 15/16</b>	<b>FY 19/20</b>	<b>30 – Sept</b>	<b>31 – Oct</b>	<b>YTD 20/21</b>
<b>Stormwater</b>	5,744	7,204	933	915	14,767
<b>Work Orders</b>	0	69	8	11	197
<b>Overtime</b>	508.5	262	0	19	204
<b>Facility Maintenance</b>	3,494	638	99	72	889
<b>Fleet Maintenance</b>	1,034	314	106	92	1,190
<b>Administrative</b>	385	1,138	176	219	2,614
<b>Drainage Work (feet)</b>	0	3,988	175	283	8,321
<b>Drainage Man Hours</b>	0	1,371	162	94	4,125
<b>Debris Removed Load</b>	0	188	5	8	232
<b>Sweeping Man Hours</b>	0	309	55	58	586
<b>Mowing Hours</b>	0	102	24	36	496
<b>R-O-W Hours</b>	0	1,506	0	0	45
<b>Shoulder/Curb Hours</b>	0	0	0	0	40

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

**RIGHT-OF-WAY MOWING**

Monthly

<b>Work Order #</b>	<b>Type of SCM</b>	<b>Location:</b>	<b>Date:</b>
<a href="#"><u>101921001</u></a>	Detention Pond	Shady Lane	10/19/2021
<a href="#"><u>101321001</u></a>	Retention Pond	Calista Road	10/13/2021

**SWEEPER LOGS**

Monthly

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

<b>Date</b>	<b>Time</b>	<b>Mileage</b>	<b>Tons</b>	<b>Subdivision / Street</b>
10/05/2021	7	23	3	Highway 76 and 31W
10/07/2021	5	18	4	Briarwood, Cliff Garrett, Garland Ct., 31W
10/12/2021	8	35	3	Holly Tree, Hillwood, Longview, Northwoods
10/21/21	10	22	3	Calista Rd, Bill Moss Rd
<b>Totals:</b>	<b>30</b>	<b>138</b>	<b>13</b>	

# STORMWATER PROJECT LIST

Project Start  Totals Budget \$ 732,414 Actual 1,063,984 Act.Hours 645.25

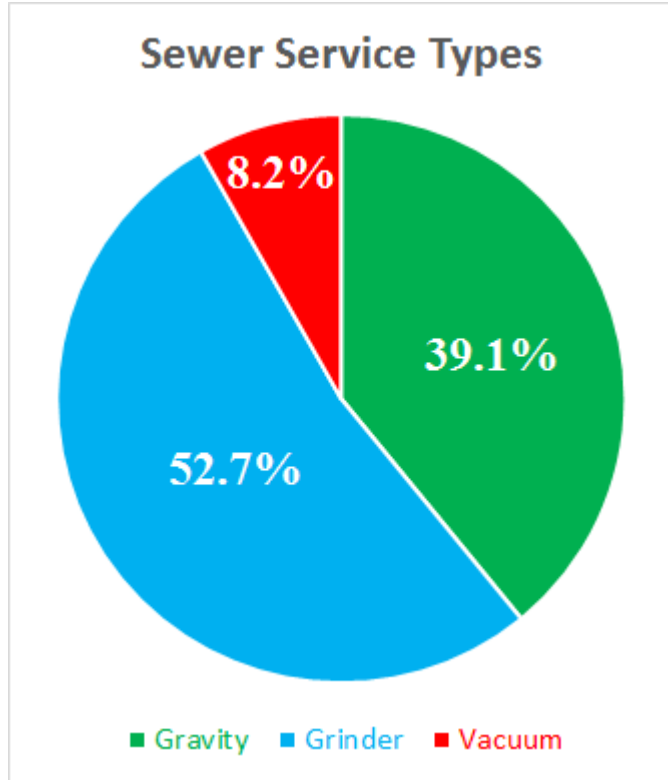
TASK	OWNER	PRIORITY	START	END	% COMPLETE	DONE	BUDGET	Work Order	ACTUAL HOURS	NOTES
<b>PROJECT TITLE</b>						<input type="radio"/>	\$9,167.97			
408 Hunterwood Drive	Dorothy Montao	HIGH	7/27/2021	8/17/2021	100%	<input checked="" type="checkbox"/>	\$6,621.70	72721002	323.75	installed french drain system to mitigate flooding
1015 Picadilly Drive	Mildred Burton	MEDIUM	8/19/2021	8/23/2021	100%	<input checked="" type="checkbox"/>	\$1,127.03	81221005	30	retrofit existing coveyance with infrastructure
114 Cranor Drive	Amanda Dunnagun	LOW	7/6/2021	8/18/2021	100%	<input checked="" type="checkbox"/>	\$1,227.12	70121009	88	installed driveway culvert and rehabilitated coveyance along right-of-way
725 Industrial Drive	COWH	MEDIUM	8/20/2021	8/22/2021	100%	<input checked="" type="checkbox"/>	\$192.12	81921004	6	mow wastewater ponds at treatment facility
2760 US 31W	Soccer Complex	LOW	8/3/2021	8/26/2021	100%	<input checked="" type="checkbox"/>	\$1,489.80	80321001	1	hydro excavate curb inlet to remove blockage of sediment
300 Autumnwood Drive	Brad Hill	MEDIUM	7/6/2021	7/20/2021	100%	<input checked="" type="checkbox"/>	\$1,561.94	70121012	24	excavate excessive buildup in swale to allow positive drainage
Villas at Honey Run Springs	Brad Edwards	HIGH	8/23/2021	8/23/2021	100%	<input checked="" type="checkbox"/>	\$969.03	82321005	3	emergency response to trackout at construction site
Springbrook Drainage Improvement (Copperfield Ct)	John Mechler	HIGH	9/13/2021	#####	5%	<input type="radio"/>	\$298,056.00	CIP		upgrade existing 24" pipe to 30" infrastructure to mitigate localized flooding
210 Beechbrook Court	Alex Benefield	LOW	11/1/2021		25%	<input type="radio"/>	\$18,398.80	082321003	80	outfit infrastructure (30", 18", and 15") to discharge to creek; repair scour and erosion along channel
209 Cardinal Drive	George Tharpe	LOW	9/23/2021	9/29/2021	100%	<input checked="" type="checkbox"/>	\$1,221.61	92321003	48.5	remove overgrown vegetation and expose outfall for drainage
City Limits	COWH	MEDIUM	9/1/2021	9/30/2021	100%	<input checked="" type="checkbox"/>	\$704.84	9221006	41	monthly street sweeping log
						<input type="radio"/>				
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**Public Services Department - Wastewater Division  
October 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 October 31<sup>st</sup>, 2021, City personnel count a total of **5,657** sewer system connections, with **20 new** applications for service in October 2021. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,211</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,981</b>
<b>Vacuum Connections</b>	<b>465</b>



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>October 2021</u>	<u>YTD</u>
Tennessee 811	1,670	1849	2315	2680	2933		505	2080

**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. **We are having Grundfos upgrade the V-cards at four of the stations to make them more compatible with the 5G signal. This should be completed by the end of October.**

**Public Services Department - Wastewater Division  
October 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>Oct 2021</u>	<u>YTD</u>
North Palmers Chapel	22	23	8	3	1		2	3
Calista Road	55	13	4	2	1		2	3
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		2	3
Union Road	8	17	6	6	9		0	0
Meadowlark Drive	11	6	4	2	1		0	1
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		1	2
Concord Springs	n/a	n/a	n/a	0	0		0	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:**

Alarms at Copes Crossing station were caused by electrical issues. A phase fault disrupted pump-1's operation on 10-11, while contactor feedback tripped pump-2 on 10-28.

Alarms at North Palmers Chapel station were relatively minor. On 10-13 power failures caused the vacuum pumps to require a manual reset. High-water alarm on 10-28 was caused by a clogged vacuum equalization which was cleaned/cleared, and the station returned to normal operation.

Alarm at Loves station on 10-01 was caused by a pump getting jammed again by an article of clothing, and the station entering high-water. The pump was cleared and the station returned to normal operation.

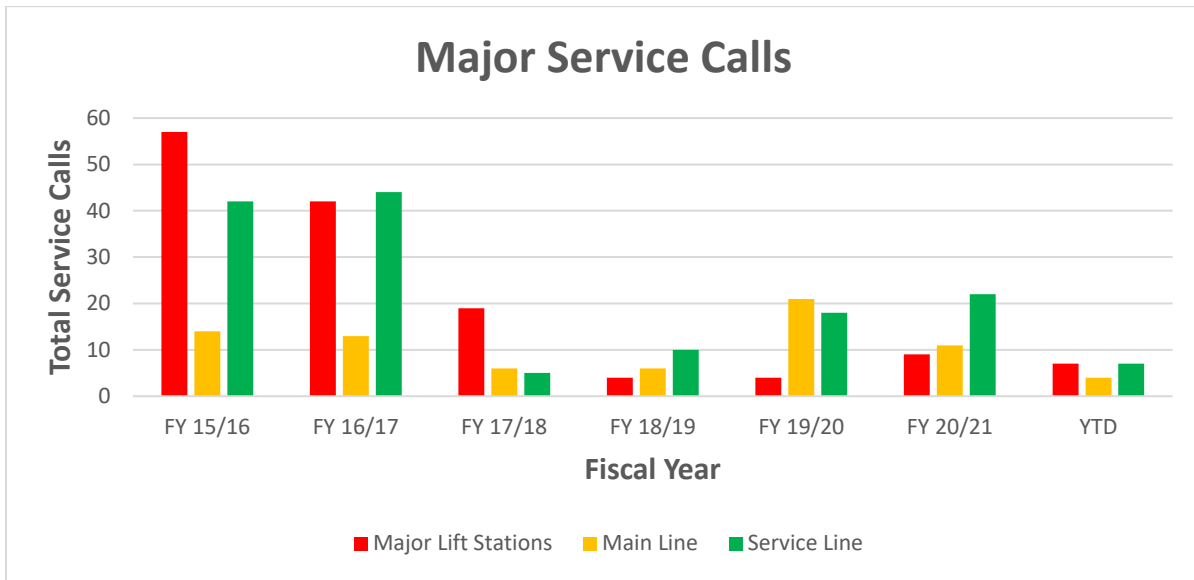
Alarm at Calista on 10-28 was caused by vacuum pump #2 jamming, and was cleaned and returned to operation. On 10-30 the soft-start controller on pump #1 was replaced.

**Public Services Department - Wastewater Division  
October 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>Oct 2021</u>	<u>YTD</u>
Major Lift Stations	42	19	4	4	9		2	7
Main Line	13	6	6	21	11		1	4
Service Line	44	5	10	18	22		2	7



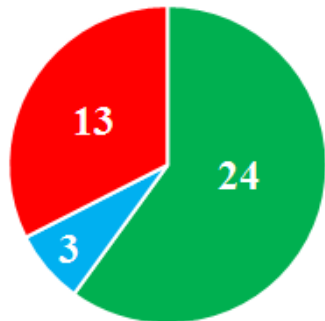
- Line Breaks** – One main-line break occurred in October 2021. A vacuum main within the Calista vacuum network was exposed in the City Park by erosion and damaged by falling debris. The leak was located and repaired quickly. No sewer materials were spilled during this incident.
- Settler’s Ridge** – 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** – A number of small-diameter inflatable ball plugs have been found in the Concord Springs station wet well. These are 4” plugs used by plumbers when working on the private service laterals on the individual lot service lines. One of these plugs lodged in a suction pump at this station, causing damage to the pump clutch. **The City has received a quote to repair the damages and intends to back-charge the plumbers for the cost of the repairs.**
- The Parks** – The lift station at the Parks subdivision was also started successfully. **The 10” sewer line has been completed and tested. The station has been set in place and came online as of September 7<sup>th</sup>.**



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

5. **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.
6. **Sewer Model Update and Master Plan Update** – The Sewer Model and Master Plan Updates being conducted by Jacobs Engineering are complete. 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. Bids will be opened for Phase-1 of the 18” line on Monday, November 8<sup>th</sup>. Phase-1 will connect to the existing 12” Southern Force-Main on Hester Dr, bore underneath I-65 towards Loves Truck Stop, cross Hwy 76 at the Loves Ln intersection, and manifold to an existing 12” line at the intersection of DeeCee Ct and SCT Dr.
7. **Vacuum-to-Gravity Conversion Projects:** The North Palmers Chapel vacuum-to-gravity conversion project has begun for the remaining vacuum service customers on North Palmers Chapel Rd and College St Extension from the greenway to Tyree Springs Rd. This project will remove 22 vacuum services from the North Palmers vacuum station, and reroute them to the Copes Crossing station via a new gravity line. A pre-construction meeting was held with L&G Construction on September 2<sup>nd</sup>. L&G installed their erosion control and began mobilizing materials to the site on September 3<sup>rd</sup>. The existing terminal manhole was re-surveyed on September 7<sup>th</sup>, and L&G crews began stripping soil and setting pipe. As of October 31<sup>st</sup>, the new gravity main has been installed up to the intersection of North Palmers Chapel Rd and College St Extension.
8. **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 sewer tap has been installed for the storage units. The sewer conversion for 2966 Union Rd has also been completed. A total of 24 projects have now been completed on the list of 40.
9. **Plant Repairs** – A bearing failed on one of the disc aerator assemblies in the oxidation ditch at the Wastewater Treatment Plant. Repairing and replacing the bearing required that the aerator be taken out of service, and the entire shaft assembly removed by crane. Impacts on treatment quality were negligible, and no effluent violations occurred due to the equipment failure.

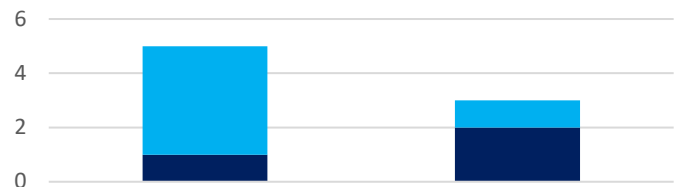
**Septic-to-Sewer Conversions:**



■ Completed: ■ Tap Installed ■ Remaining:

**Septic-to-Sewer Conversion Goals**

**July 2021 - June 2022**



Conversion Goal: Tap Installations:

■ Completed: ■ Remaining:

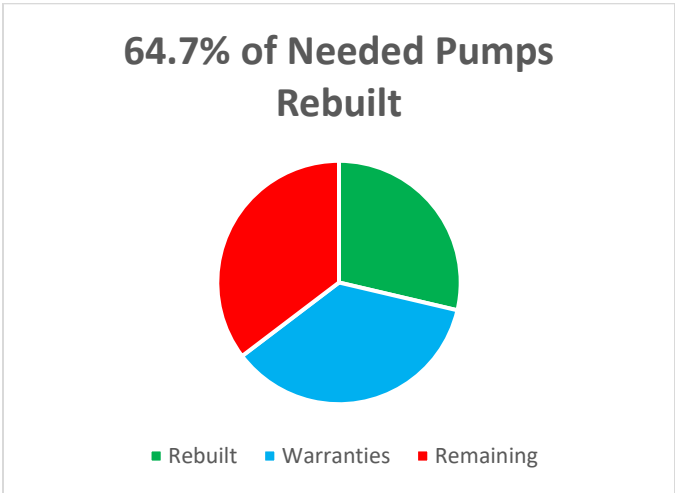
**Public Services Department - Wastewater Division  
October 2021**

<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>Oct 2021</u>	<u>YTD</u>
<b>Vacuum System Service Request</b>	172	143	112	82	78		<b>20</b>	<b>41</b>
<b>Gravity Service Request</b>	12	0	10	13	20		<b>5</b>	<b>28</b>
<b>Low Pressure Service Request</b>	716	621	728	770	702		<b>53</b>	<b>263</b>
<b>Total Pumps Replaced</b>	338	401	361	449	492		<b>38</b>	<b>180</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	n/a	n/a	135		<b>8</b>	<b>43</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	n/a	n/a		<b>14</b>	<b>54</b>
<b>Grinder Tank PM Program</b>	58	63	358	267	219		<b>10</b>	<b>35</b>
<b>Open Trench Inspections</b>	23	54	103	226	409		<b>49</b>	<b>284</b>
<b>Final Inspection for New Service</b>	55	56	62	110	248		<b>21</b>	<b>144</b>
<b>Sanitary Sewer Overflow (SSO)</b>	9	1	3	49	19		<b>0</b>	<b>11</b>
<b>Odor Complaints</b>	17	28	43	43	35		<b>3</b>	<b>7</b>

**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  
October 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.

<b>Parameter</b>	<b>July - 21</b>	<b>Aug - 21</b>	<b>Sep - 21</b>	<b>Oct - 21</b>	
<b>Flow – To Creek</b>	0.516 MGD	0.459 MGD	0.621 MGD	0.563 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.147 MGD	0.232 MGD	0.115 MGD	0.047 MGD	
<b>Total Flow Through Plant</b>	0.663 MGD	0.691 MGD	0.736 MGD	0.610 MGD	
<b>Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
<b>% of Plant Throughput</b>	45.2%	49.3%	52.6%	43.6%	(0.610 MGD) / (1.40 MGD)
<b>Actual Capacity</b>	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.4 MGD x 80%)
<b>% of Allocated Capacity</b>	56.5%	57.5%	65.7%	54.5%	(0.610 MGD) / (1.12 MGD)
<b>Rainfall</b>	5.95”	4.51”	5.98”	5.99”	

<b>Effluent</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>		<b>Oct 2021</b>	<b>YTD</b>
<b>Violations</b>	7	7	13	7	12	7		<b>1</b>	<b>4</b>

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:** We have moved away from the Ferric Sulfate feed. The City will be employing air scrubbers that pull the H2S through a series of filters. These units will be installed at Cope’s Crossing and Wilkinson Lane stations.

**Public Services Department - Wastewater Division**  
**October 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 **0.04** PPM with a max residual of **0.13** PPM. *Last month the feed rate was 2.50 ppm.*

Our TDEC permit states in part that, “The concentration of the E. Coli group after disinfection shall not exceed **126 CFU’s** (colony forming units) per 100 ml.” Additionally, our *daily maximum* concentration limit is **941/1000ml**. Our E Coli testing for the month was an average of **7.6 CFU’s** which is well below the limit. *Last month the average was 15.2.*

**Public Services Department - Wastewater Division  
October 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  
October 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.
- **08-03-2021:** TN Hydrovac on-site at approximately 07:15am to hydroexcavate and spot existing 8" Western Force-Main. Reeves Young completed construction entrance. 10 loads of stone delivered. Dumpster delivered. Additional check-dams installed and silt fence reinforced with stone.
- **08-04-2021:** TN Hydrovac returned to site to hydroexcavate and spot existing water line, and continue to spot-locate existing 8" line. Bioreactor locations staked out.
- **08-05-2021:** Installed additional hydrant on water line at Pump House.
- **08-09-2021:** Fuel tank delivered to construction site, along with fire cabinets.
- **08-10-2021:** Reeves Young management crew on-site, but no laborers. Fuel tank pad completed. Lull delivered. Fire cabinets delivered. Fuel tank delivered.
- **08-11-2021:** On-site GPS receiver positioned. Battery box and solar charger installed for fuel tank. Reeves Young mowed jobsite.
- **08-12-2021:** Conex trailer delivered. Jacobs Engineering continued mowing jobsite.
- **08-13-2021:** No work being done. Management crews on-site.
- **08-16-2021:** Slight shower overnight, but did not disrupt activities on-site. Reeves Young crew on-site at approximately 10:00am, cleaning out Conex trailer. Received 8" C900 pipe and fittings for 8" Western Force-Main relocation. City personnel discussed line stop needs with Reeves Young. A laborer broke a guy-wire for EMS tower while driving a lull. No damaged noted to the tower itself, and no injuries from the incident. Fire Chief came out to inspect. Reeves Young is willing to pay to have it fixed and is filling out a report on their end.
- **08-17-2021:** 0.01" rain yesterday did not impact work. Reeves Young personnel on-site at approximately 10:30; began spotting 8" Western Force-Main at approximately 13:30 at the valve, and left T uncovered/fenced-off for the night.
- **08-18-2021:** Reeves Young crews beginning to lay out Western Force-Main; both connection points exposed. Backfilling and compacting fine stone in trench with roller. Heavy down-pour of 0.09" from 11:30-11:36, during which time Reeves Young personnel broke for lunch. Light rain resumed at 12:20, but did not impact ditch integrity; Reeves Young crew begins assembling 8" line. Heavier rain begins at 16:15 with Reeves Young personnel already off-site.
- **08-19-2021:** Reeves Young continuing to lay 8" force-main. Both hot-taps completed. Reeves Young instructed to backfill under and around valves with #57 stone, mega-lugs and formed kickers being used at bends.
- **08-20-2021:** Reeves Young continuing to lay 8" force-main, and trucking in loads of stone. One water truck delivered.
- **08-23-2021:** Reeves Young continuing to lay 8" force-main.
- **08-24-2021:** Reeves Young continuing to lay 8" force-main, and clearing soil behind Oxidation Ditch.
- **08-25-2021:** Reeves Young continuing to clear soil. One of two test caps installed on new section of 8" line. Line-stop installation delayed due to Consolidated Pipe crew being reassigned to respond to an emergency. Line will be pressure-tested for 2 hours at 100 psi. Bulldozer delivered.
- **08-26-2021:** New 8" line filled and flushed. Second water truck delivered to site, along with track-hoe and sheeps-foot roller. Reeves Young continuing to clear soil for aeration basins. 8" line failed pressure test.
- **08-27-2021:** Reeves Young continuing to clear soil. 8" line retested and passed.
- **08-30-2021:** 8" line-stops installed. New line now live (663.4 linear feet of new line) and backfilled. Reeves Young continuing to move soil, and has begun compacting in previously cleared areas. Heavy rains anticipated overnight.

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

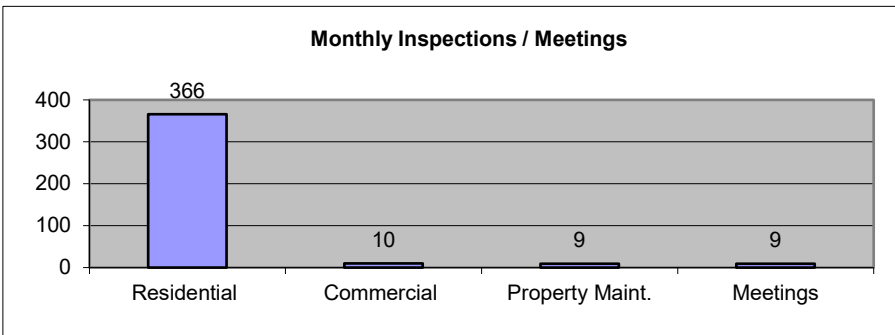
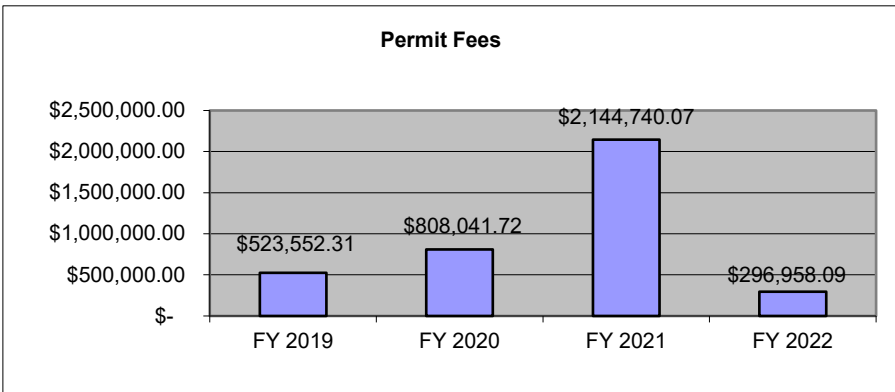
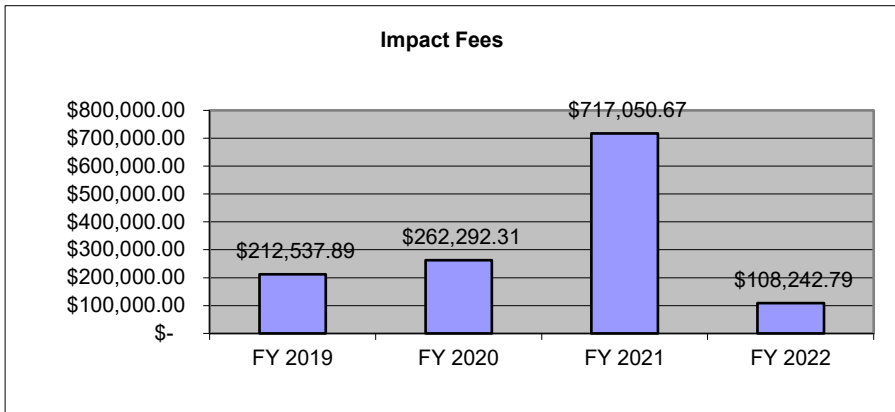
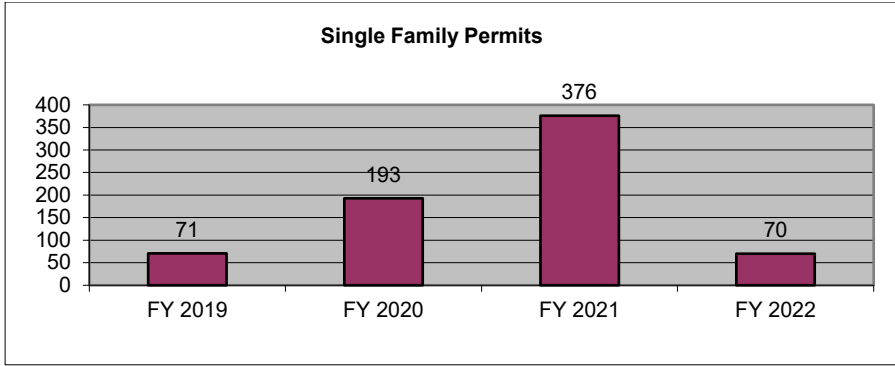
- **08-31-2021:** 0.61” of rain received prior to midnight, another 1.11” recorded as of 06:50am. Reeves Young crew not on-site today due to rains.
- **09-01-2021:** Total of 3.33” of rain from 08-30 to 09-01. Reeves Young crew worked on surveying site.
- **09-02-2021:** TN Hydrovac on-site to recover water from old 8” Western Force-Main as it is cut, capped, and removed. 2-headed pole light at drive entrance to Pump House will have to be removed as pole is in conflict with planned screen/filter pad.
- **09-03-2021:** Reeves Young continuing to clear and shape soil, and backfilling trench of removed old Western Force-Main.
- **09-07-2021:** Reeves Young continuing to backfill trench of removed old Western Force-Main. Clearing soil for new bioreactor pad, and for new lab building.
- **09-08-2021:** Reeves Young continuing to backfill trench of removed old Western Force-Main, clear soil for new bioreactor pad and for new lab building. Moved trash materials out of work area.
- **09-09-2021:** Reeves Young continuing to move trash materials out of work area. Unsuitable soils discovered at depth underneath where lab building will be constructed. Unsuitable soils were identified in this area by the Geotech survey, and communicated in Addendum-1 of the bid package.
- **09-10-2021:** Reeves Young continuing to excavate unsuitable soils.
- **09-13-2021:** Reeves Young continuing to excavate unsuitable soils, and backfill/compact area with stable soils.
- **09-14-2021:** Reeves Young continuing to excavate unsuitable soils, and backfill/compact area with stable soils. Mid-Tenn extended silt fence perimeter to accommodate UV disinfection area. Geo Services arrives to perform soil compaction testing.
- **09-15-2021:** Total of 1.6” rain. Reeves Young crew rained out.
- **09-16-2021:** Reeves Young crew rained out from previous day and attempting to dewater site. Trimmed around silt fences and conducted silt fence inspection.
- **09-17-2021:** Reeves Young crew rained out at 11:00am. Total of 0.28” rain.
- **09-20-2021:** Total of 0.61” rain. Reeves Young crew rained out. Reinspected silt fence.
- **09-21-2021:** Total of 0.09” rain. Reeves Young crew rained out from previous day, inspected silt fence and reviewed plans.
- **09-23-2021:** Reeves Young crew begins dewatering saturated areas, exposed abandoned 8” irrigation line.
- **09-25-2021:** Reeves Young crew excavating bioreactor pad.
- **09-26-2021:** Reeves Young crew continuing excavating bioreactor pad.
- **09-27-2021:** Reeves Young crew continuing excavating bioreactor pad. Additional unsuitable fill materials encountered during excavation, as noted in Addendum-1 of the bid package.
- **09-28-2021:** Reeves Young crew excavating clarifier pad. Additional unsuitable fill materials and debris encountered during excavation, as noted in Addendum-1 of the bid package. Buried debris also encountered during excavation.
- **09-29-2021:** Reeves Young crew continuing excavating clarifier pad and unsuitable soils, and Geo Services testing backfill compactions.
- **09-30-2021:** Monthly progress meeting held between Reeves Young, Jacobs Engineering, and the City. Reeves Young crew continuing excavating clarifier pad and unsuitable soils, and Geo Services testing backfill compactions. Abandoned old Western Force-Main capped off. Hydrovac on-site to pothole existing underground utilities.
- **10-01-2021:** Continued excavation of unsuitable soils, with backfilling and compacting of soils in Lab Building, Bioreactor, and parking areas. Existing drainage ditch on-site redirected away from clarifier area.
- **10-04-2021:** 1 and 3/8 inches rain in rain gauge from Sunday and Monday. Silt fence inspected with no issues found. Additional silt fence installed at construction parking area. Defunct 8” line removed underneath grit removal area. Conducted dewatering of excavated areas.
- **10-05-2021:** Site still muddy from rain on previous day, with more rain in forecast for the day. Existing light pole removed from effluent area by White Electric. Additional stone applied to parking area. Additional dewatering of site conducted. Conflicting irrigation line to sprinkler head removed.
- **10-06-2021:** Additional 0.40” of rain received overnight. Site still muddy from rain on previous day. Demoed light pole foundation excavated and removed. Safety fence installed around excavation pits on site.
- **10-07-2021:** Additional 3/8 inch of rain received overnight. Additional dewatering performed. Began sub-grade excavation of grit removal and UV areas.
- **10-08-2021:** Site still muddy from rain on previous day. New construction roadway cut in. Continued to excavate UV area.
- **10-09-2021:** Site still muddy, but workable. Conducted backfilling/compacting in bioreactor area. Continued to excavate UV area.
- **10-10-2021:** Continued backfilling/compacting bioreactor area. Continued excavating UV area.
- **10-11-2021:** Keller on-site to begin augering and installing vibropiers. Continued backfilling and compacting bioreactor area. Excavated lab building area.
- **10-12-2021:** Keller continues augering for vibro-pier installation. Began excavating effluent structure area.
- **10-13-2021:** Keller continues augering for vibro-pier installation. Performed lawn maintenance and graded area for conex box.

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

- **10-14-2021:** Keller continues vibro-pier installation. Began excavating electrical building area. Continued yard work. Applied stone to new construction entrance road.
- **10-15-2021:** Work delayed due to heavy rains beginning at approximately 8:30am. Proof-roll test conducted in bioreactor area. Additional drain pipe installed to assist with dewatering site.
- **10-18-2021:** Keller continues vibro-pier installation. Conducted site dewatering. Continued yard work and safety fence installation.
- **10-19-2021:** Keller continues vibro-pier installation. Extended construction road around jobsite.
- **10-20-2021:** Keller continues vibro-pier installation. Stone applied to extended construction road. Soil stockpiles turned for drying. Began building concrete wash-out area. Site prepped for additional rain tomorrow.
- **10-21-2021:** Keller continues vibro-pier installation. Dirt work performed to protect against incoming rain in forecast.
- **10-22-2021:** Keller continues vibro-pier installation. Backfilled lab building area, and performed dirt work around parking area. Began building break area/conex roof for Reeves Young crew.
- **10-23-2021:** Keller continues vibro-pier installation. Performed heavy equipment maintenance.
- **10-25-2021:** 1.4" rain overnight, with rain still falling. Keller unable to continue vibro-pier installation due to rain. Performed silt fence inspection and site dewatering.
- **10-26-2021:** Keller continues vibro-pier installation. Continued working on Reeves Young break area, and conducted site dewatering.
- **10-27-2021:** Keller continues vibro-pier installation. Continued working on Reeves Young break area. Performed dirt work to protect against incoming rain in forecast.
- **10-28-2021:** Keller completed vibro-pier installation and demobilized. Additional safety fence installed on-site. Continued working on Reeves Young break area.
- **11-01-2021:** Reeves Young dewatering site due to heavy rains over the weekend. Tafolla on site receiving rebar and prepping for concrete work. Gravel spread in bioreactor area to prep for mud-mat pour. Performed maintenance on construction road.



**Planning and Codes Department  
OCTOBER 2021**



**Planning and Codes Department  
OCTOBER 2021**

	Month	FY2022	FY2021	FY2020	FY2019
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	7	26	74	69	66
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	1	4	5	6
Tech. Review/Study Session	0	2	2	0	1
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	21	70	376	193	71
Multi-Family Residential	0	0	22	0	13
Other Residential	7	31	83	91	93
New Commercial	1	1	6	6	3
New Industrial	0	0	2	0	1
Other Com/Ind	2	9	23	23	33
Sign	3	5	17	14	25
Occupancy Permits	27	172	21	14	25
Other	0	0	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	366	1645	2621	2858	2411
Hours	100	470	533	699.58	414.98
Commercial /Industrial	10	52	92	110	179
Hours	5	26	36.93	12.83	165
<b>CODE ENFORCEMENT</b>					
Total Cases	9	21	98	330	179
Hours	4	13	35.75	70.24	86.75
Complaints Received	9	42	41	116	98
<b>MEETINGS</b>					
Administration	7	52	72	58	68
Hours	6	38	99	38.26	103.67
Planning	2	39	53	76	135
Hours	3	80	96.58	155.5	86.82
Codes	0	4	11	28	35
Hours	0	4	9	37.85	40.16
<b>FEES</b>					
Permit Fees	\$49,459.00	\$ 296,958.09	\$2,144,740.07	\$ 808,041.72	\$523,552.31
Board Review Fees	\$800.00	\$ 2,375.00	\$ 84,775.00	\$ 11,000.00	\$3,750.00
City Impact Fee	<b>\$26,145.00</b>	<b>\$ 108,242.79</b>	<b>\$ 717,050.67</b>	<b>\$ 262,292.31</b>	<b>\$212,537.89</b>
Roads	\$8,001.00	\$ 35,853.22	\$ 301,769.60	\$ 77,860.90	\$98,885.80
Parks	\$8,316.00	\$ 27,720.00	\$ 150,326.00	\$ 74,646.00	\$ 23,140.00
Police	\$5,922.00	\$ 34,873.91	\$ 191,431.41	\$ 59,096.30	\$ 11,704.30
Fire	\$3,906.00	\$ 23,014.86	\$ 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: 16	\$ 3,448,579.45	\$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	15		17	16	15

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

**Summary of Month's Activities**

This was another busy October for us with several events taking place. We still have a little bit going on before winter really kicks in. We have two more soccer tournaments over the first two weekends in November and football is still in their playoffs, so they are still practicing and using our field to host a playoff game in the first weekend of November at least. After those are done, we will be done with fall activities and move into winter mode.

October activities in 2021:

- Discover White House **10/2**
- The Gathering **10/9**
- Dog Day at the Splash Pad **10/10**
- Fall Family Block Party **10/22**
- Halloween Softball Tournament **10/23**
- Trail of Treats **10/28**

**Update on ongoing projects:**

*Greenway Trailhead Clock Repair*

- Ordered parts in August
- Production on the parts should be complete next month and then it should be shipped by the end of the month.

*Northwoods Park Sidewalk*

- Completed 10/22



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

*Soccer Complex Renovation*

- Poles have been installed on each field we are adding them to.
- The grading work has been slow-go but is ongoing.
- Hopefully irrigation will be installed sometime soon and then the turf will be installed.
- At this point, we don't anticipate being able to use the field in the spring, as the turf will not have enough time to root in over the winter.



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

*Soccer Complex Renovation Phase II – New Parking Lot, pavilion, sidewalks, etc. – Received \$500,000 grant for this phase*

- Before Executing Your Grant Virtual Workshop November 1<sup>st</sup>
- Workshops for executing grant will be sometime later.
- Grant Check presentation on 10/15



*Design Work*

- We are working with HFR to design a concession stand renovation/addition for baseball as well as a Splash Pad maintenance building
- Trying to get a price to take to Board for approval before work can begin
- Need design to start to get estimated price for each project to be put in next year's budget proposal

*Fencing – starting to get specs for the following areas for fencing:*

- Maintenance Shop
- Field 5 at Municipal Park
- Cemetery

*Cut down trees at the following areas:*

- Field 8
- Workout Area
- Back of park behind citizens' house
- We will be cutting some down in the cemetery soon

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

**Upcoming Projects:**

*Grading*

- We are going to add dirt to Field 7 infield and grade it in lieu of laser grading fields this winter per baseball and softball league request.
- Will possibly add sand to soccer fields or other areas but that will be in the summer

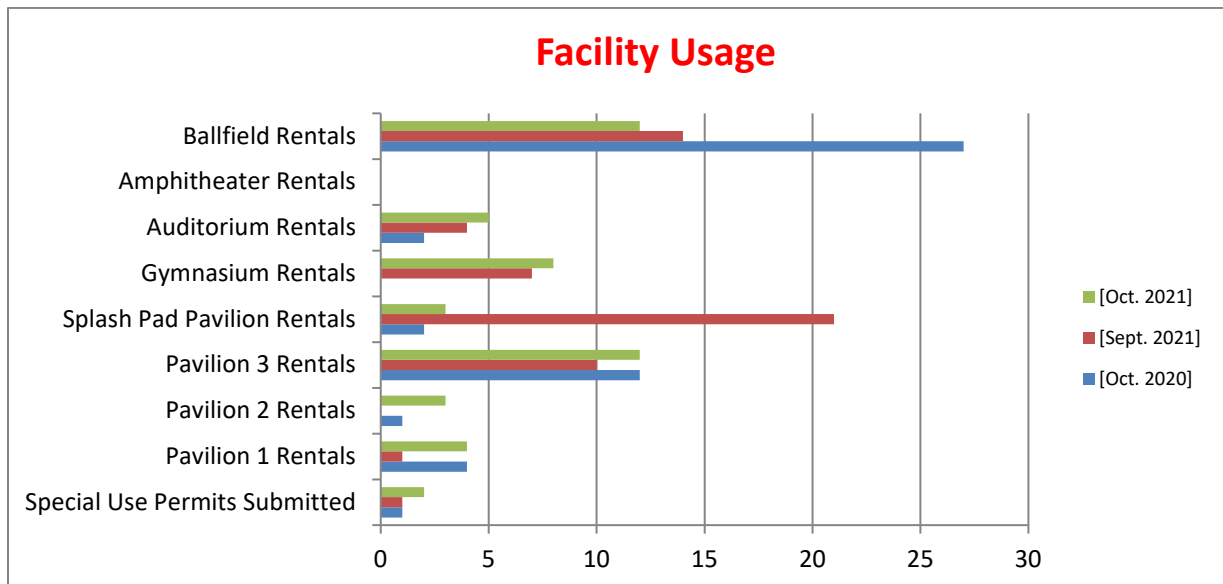
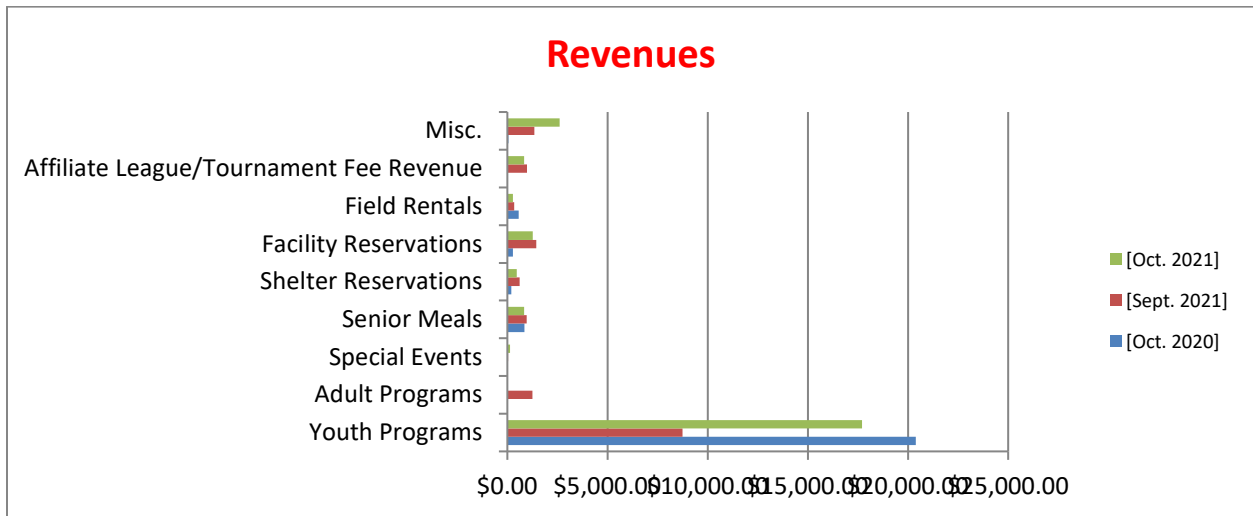
*Tennis Courts*

- Design ongoing

*Dog Park parking lot paving*

- Waiting until spring to see if Greenway paving is possible first

Finally, Billie, our Senior Center Coordinator, will be returning to work next week after being off for around 5 months. We have held it down as best we can in her absence but she will be a welcome sight to the Seniors and that program. So, hopefully that program will start being more active over the coming months. We are very excited to have her back.





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

**Recreation**

**Youth Basketball**

- 308 players
- Practices will begin in November
- Will need to use White House Middle for additional practices on Saturdays.

**Girls' Volleyball**

- Games ended on 10/2
- Profit of \$1153.17 with the addition of picture sales

**Fall Ball**

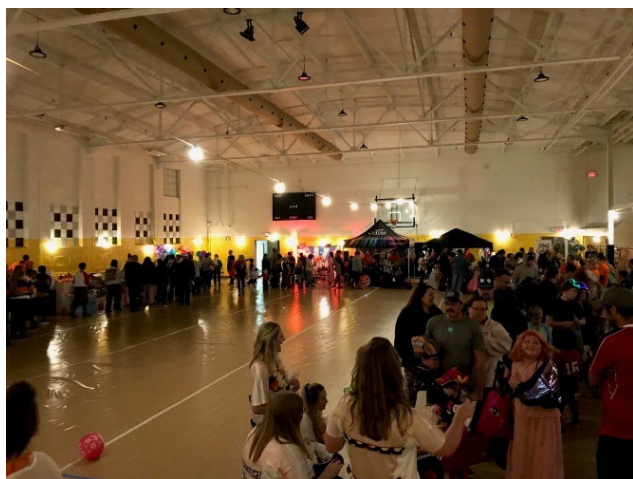
- Games ended on 10/9
- Profit of \$2805.48 with the addition of picture sales

**Adult Softball**

- Games will go until November 18<sup>th</sup>
- Championship Plaque will be given to winning team
- 4 teams in the league

**Trail of Treats**

- Event changed to City Hall because of weather
- 1,081 people passed through our booth
- Purchased \$400 of candy to pass out
- Stuffed 1,200 Ziploc bags of candy
- Inside event worked out really well for everyone
- White House Youth Baseball & Softball won best decorated booth



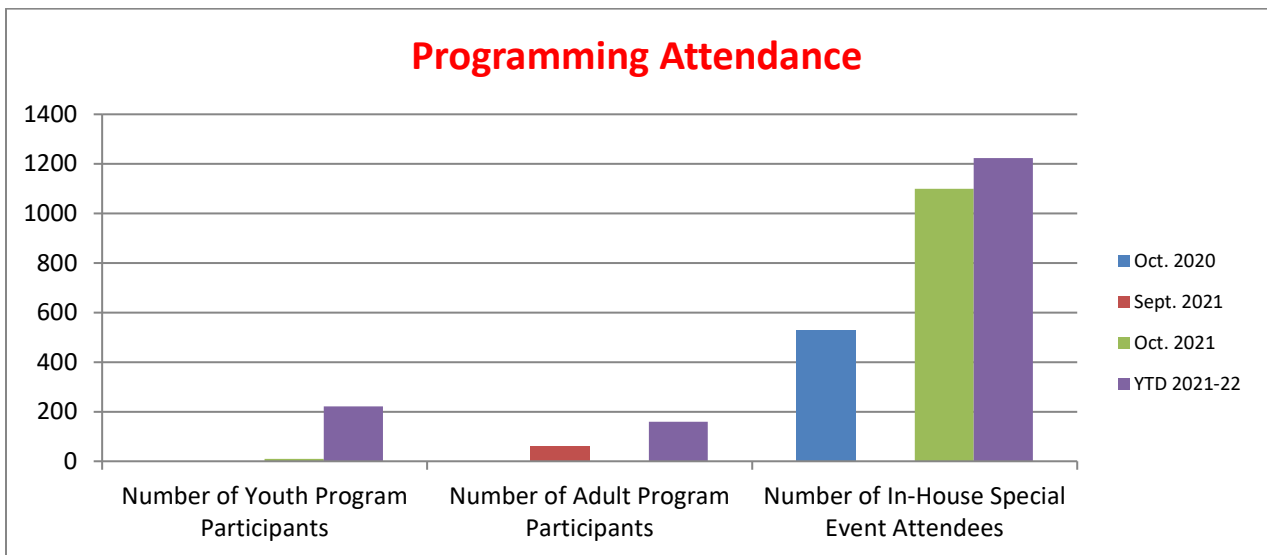
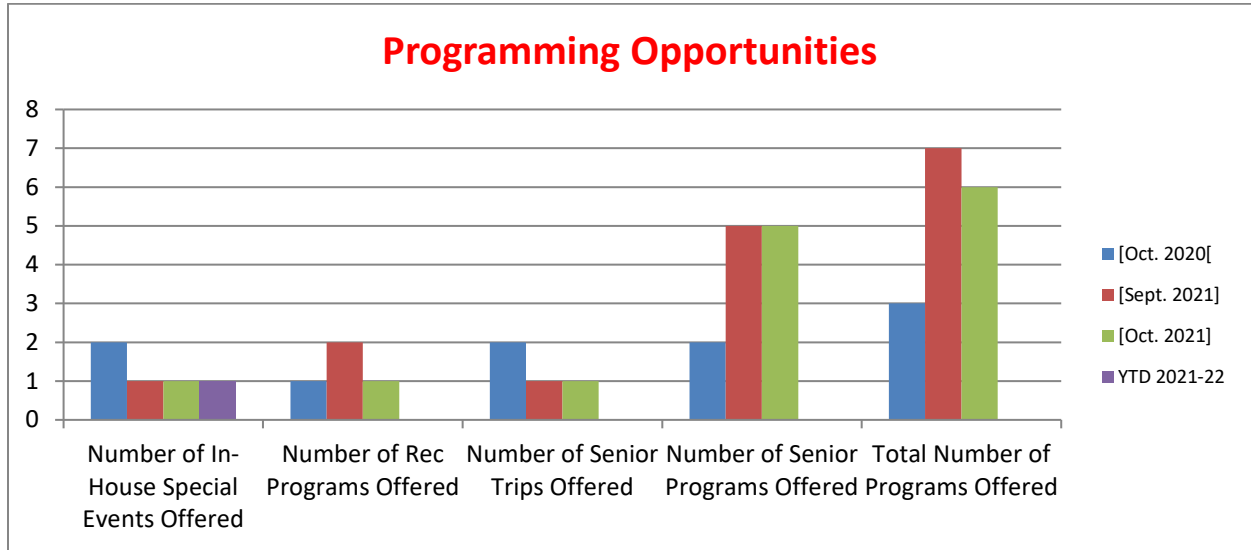
**Parks, Recreation, & Cultural Arts Department  
October 2021**

Christmas Parade

- Forms are on our website for people to sign up

Safety

- Fire extinguishers were checked in the parks
- Need to replace 2 fire extinguishers
- AED at soccer complex needs new battery and pads
- Need AED at Municipal Park

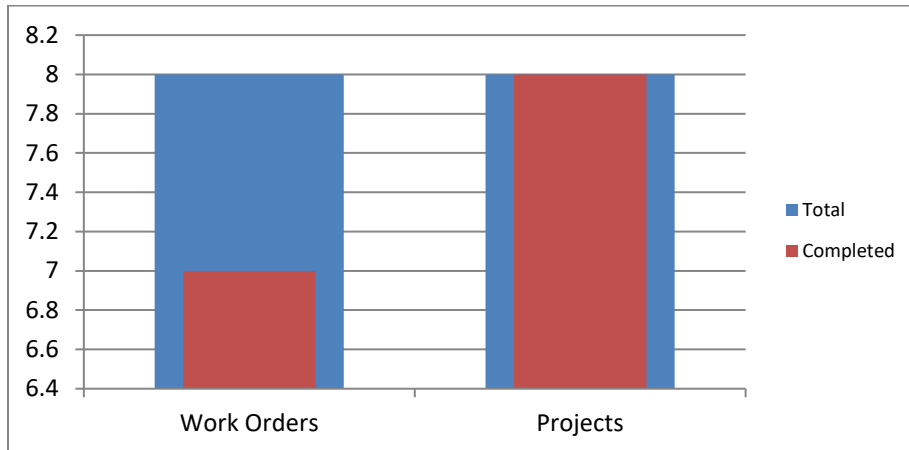
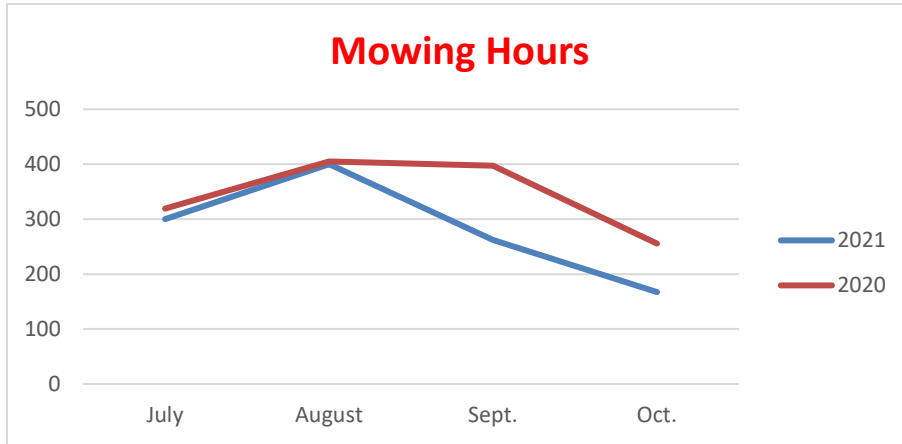




**Parks, Recreation, & Cultural Arts Department  
October 2021**

**Maintenance**

- We put down 3200 pounds of fertilizer on the sports fields at the park and soccer complex.
- We moved a foot stone at the cemetery that was installed years ago in the wrong area. We had to pour a new footer and put it in the correct location once we were able to get it up from its original location.
- We used topsoil and filled in holes that were between soccer fields and around drains at the soccer complex
- We cleaned out the beds at the Wayside area on the Greenway. We plan to put landscape stone in the beds from now on and plan to put that in next month.
- We were involved in several events this month including:
  - Discover White House 10/2
  - The Gathering 10/9
  - Dog Day at the Splash Pad 10/10
  - Fall Family Block Party 10/22
  - Halloween Softball Tournament 10/23
  - Trail of Treats 10/28



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

**Museum**

**Volunteers**

The volunteers have helped collect new items. Several of those items have already been put on display.

**Exhibits**

50<sup>th</sup> Celebration Exhibit continues.

**Social Media Promotion**

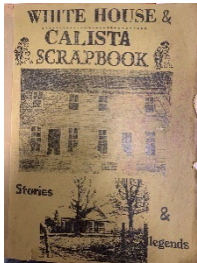


White House History Wednesday's monthly edition was posted on Wednesday, October 27, 2021, with a new episode on the split of the schools in 2002.

**Building Maintenance**

Reviewing estimates from roofers concerning roof leak. Also, getting estimates for chimney repair.

**Donated Artifacts**



A local history book was donated by Jerry and Barbara Meadows.

**Discover White House & Safety Day**



The museum had demonstrators at Discover White House & Safety Day to promote the museum and the upcoming event, The Gathering at the White House Inn.

**Tours at Museum**

Tours were given to walk ins. The Gathering at the White House Inn gave attendees the opportunity to visit the inside of the museum.

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

**The Gathering at the White House Inn**

This event was the museum's first living history event since reopening in 2018. The attendance at the event was 750 people. The attendees had the opportunity to see demonstrations in blacksmithing, wool dyeing, sheep shearing, spinning, cooking on an open fire, hearing and seeing firearms of the era, seeing a Civil War diorama, playing period music, storytelling of a stage coach driver and touring the museum. All demonstrators were dressed in period dress.

**The Gathering at the White Inn Museum Photos**



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

**Fall Family Block Party**

The museum had a pumpkin patch at the Fall Family Block Party. We gave away 250 pumpkins in the first 1.5 hours of the event.



Picking a pumpkin at the museum’s pumpkin patch.

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

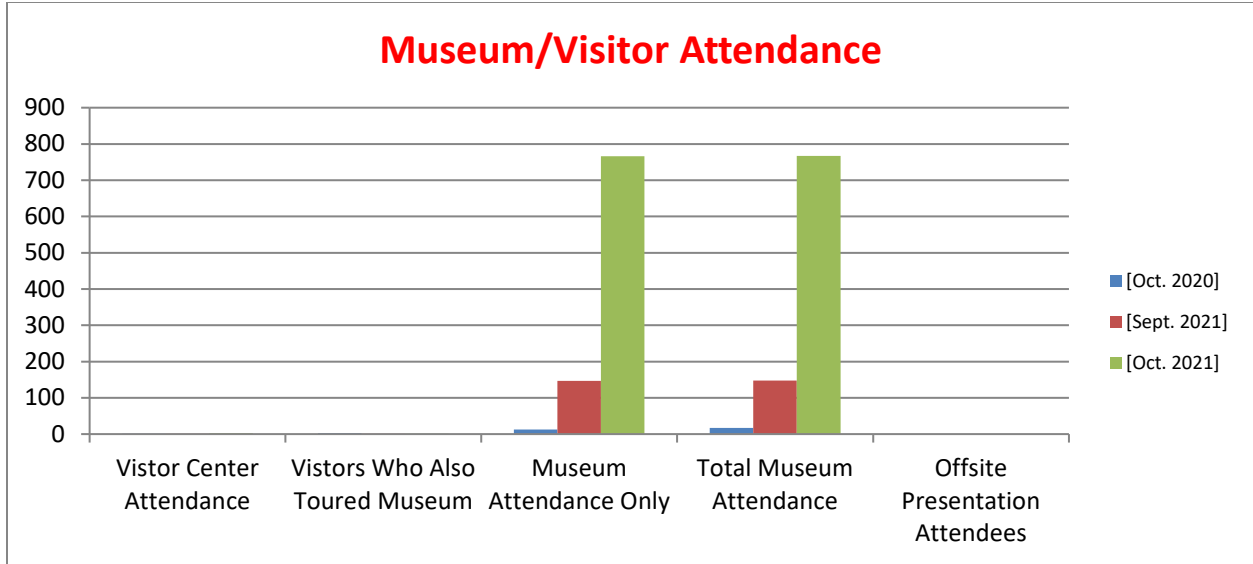
- October 2 – Discover White House & Safety Day
- October 6 – Ribbon Cutting at Grace & Faith
- October 7 – Parks Intern shadowing
- October 9 – The Gathering at the White House Inn
- October 19 – State of the City Luncheon
- October 22 – Fall Family Block Party
- October 28 – Leadership Robertson County Education Tour



**Visitors’ Center and Museum Attendance**

Visitors’ Center Only	Visitors’ Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
3	1	766	767	0

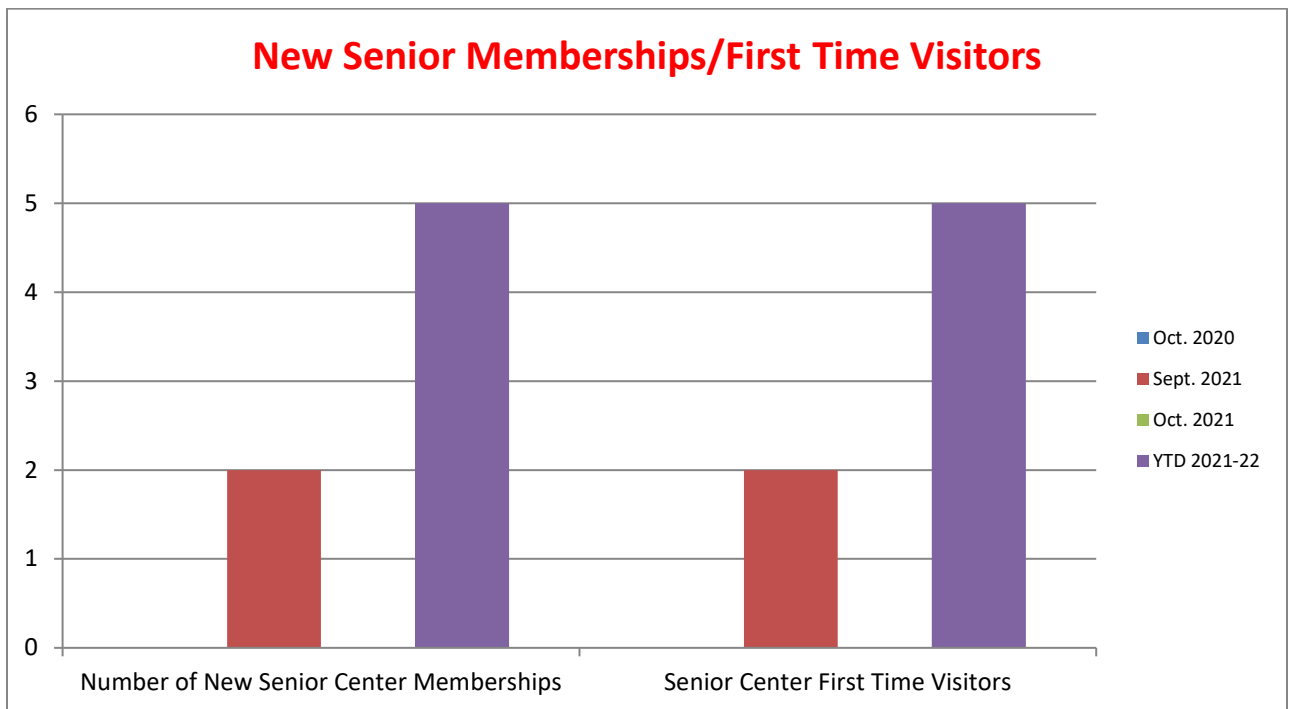
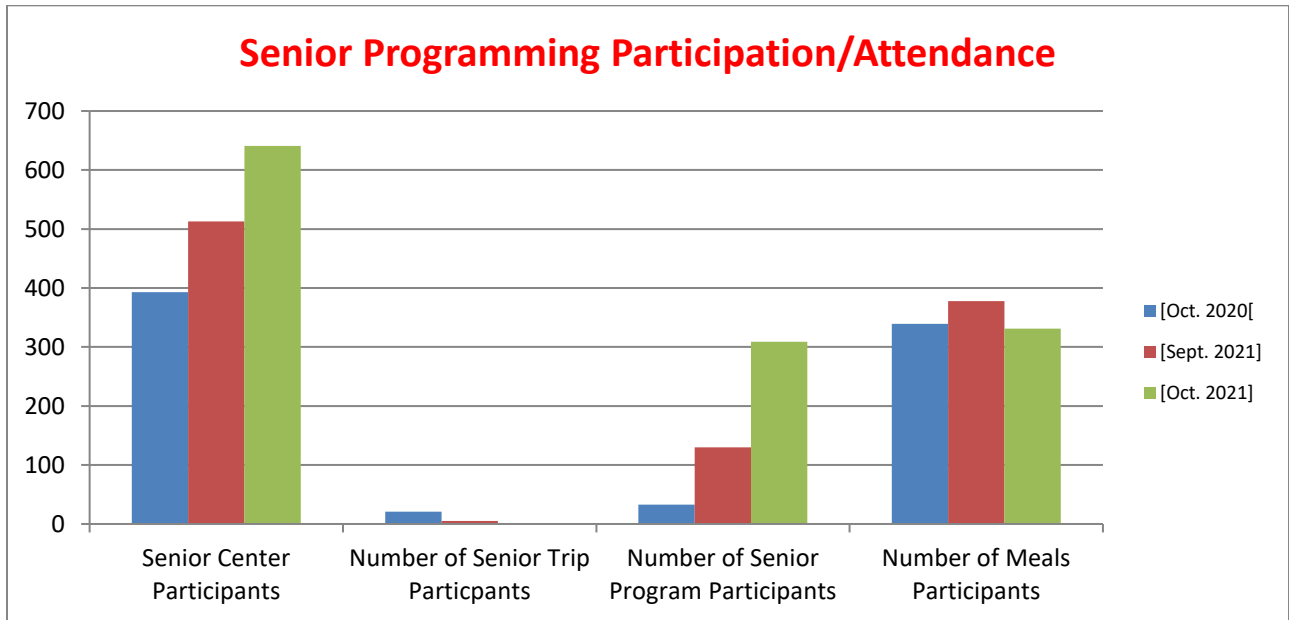
**Parks, Recreation, & Cultural Arts Department  
October 2021**



**Senior Center**

<b>Senior Center Participation - October 2021</b>			
<b><u>Outings/Events:</u></b>			
Crafts	6		
Halloween Party	15		
Bowling	1		
Bingo	19		
<b>Total</b>	<b>41</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		84	
		93	
		70	
		84	
		<b>331</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Fittercise	86		
Walk			
Yoga	183		
<b>TOTAL</b>	<b>269</b>		
<b>NEW MEMBERS</b>	<b>0</b>		
<b>FIRST TIME ATTENDEE</b>	<b>0</b>		
<b>TOTAL Sr Center Participants:</b>	<b>641</b>		

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



Parks, Recreation, Cultural Arts Department  
October 2021

	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
Cafteria 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

<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		

<b>Revenues</b>		
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	\$10,814.00	\$16,017.00
Misc.	\$25,030.00	\$31,411.74

<b>Workflow</b>		
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

Oct. 2020	Sept. 21	Oct. 2021	YTD 21-22
1	1	2	5
4	1	4	7
1	0	3	4
12	10	12	30
2	21	3	90
19	32	22	131
0	7	8	26
0	0	0	0
2	4	5	20
0	0	0	0
2	11	13	46
27	14	12	54
1	1	3	6
3	1	1	9
13	147	766	944
17	148	767	953

			0
0	0	10	222
0	60	0	160
2	1	1	3
530	0	1,100	1223
1	2	1	8
200	205	205	814
0	2	0	5
393	513	641	2647
0	2	0	5
2	1	1	6
21	5	1	24
2	5	5	20
33	130	309	1229
4	4	4	16
339	378	331	1394
0	0	0	0
3	7	6	28

\$20,388.00	\$8,748.00	\$17,708.00	\$39,552.00
\$0.00	\$1,250.00	\$0.00	\$2,500.00
\$0.00	\$40.00	\$130.00	\$765.00
\$850.50	\$957.00	\$834.00	\$3,521.50
\$195.00	\$610.00	\$470.00	\$4,105.00
\$275.00	\$1,437.50	\$1,268.75	\$5,625.50
\$570.00	\$340.00	\$285.00	\$1,785.00
\$0.00	\$975.00	\$834.00	\$7,670.50
\$55.46	\$1,349.46	\$2,607.23	\$19,081.87

255.5	262	167.25	1129.25
1	3	1	8
1	2	1	7
4	2	3	8
2	1	2	8



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

### **Summary of Activities**

The library had a booth at Discover White House. Staff gave out library calendar of events, bookmarks and pencils. In addition, the library had plinko game for kids to play, a book author selling books, and a therapy dog for kids to read.

The friends of the library met on October 5<sup>th</sup>. The group discussed the paver sale, voted to purchase the library a veiled chameleon named Larry to be the library mascot, to sponsor a booth at the city's 50<sup>th</sup> celebration Christmas event, and to donate to the city for the library building at this event.

The director and library supervisor attended their third session of the Municipal Management Academy which covered Planning and Organizing.

A few staff members attended the community breakfast with a firefighter event on October 12. The library director also attended a ribbon cutting for Grace and Faith Consignment shop and the state of the city address by the Mayor.

The White House Library, Stokes Brown Library and TLC had a meeting to discuss the move from Sumner County to the cloud. The move went well with only a few issues that TLC was able to resolve. At the end of the month, TLC deleted the two library's data from the Sumner County Server. Thus, there is no issue of unauthorized data use by Sumner County.

The library director attended a virtual director's check-in with the region. The region discussed grants, databases, the helpdesk and things that have been happening around the region. In addition to the regional director's meeting, Cecilie also came to the White House Public Library to meet with Cherry Richardson for her Trustee orientation.

The children's librarian and circulation clerk attended the online summer reading conference. The two heard ideas for this year's summer reading theme: Oceans of Possibilities. In addition to the summer reading conference, the catalog librarian and library assistant attended TLCU, a conference that is put on by TLC to discuss the system, updates, etc. The catalog librarian actually presented during one of the catalog sessions. The two did learn some useful tips that they will be able to implement at our library.

The library participated in giving out candy to Growing Tree and Small Wonder daycares. The library also had a booth at the trail of treats. The event was held inside city hall and it provided a means for the library to give away all of small trinkets it had.

The library director attended another meeting to discuss the city's 50<sup>th</sup> celebration Christmas event. The group has a tentative schedule of events and knows that there is already a large amount of interest for it.

The library was nominated by Senator Blackburn's office for the National Medal for Museum and Library Services which is an award a library can receive from the Institute of Museum and Library Services. The director submitted the application for this award and is now waiting to hear the results.

### **Department Highlights**

The highlights for the month were being nominated for the award, getting successfully off the Sumner County Server, the booth at Discover White House, and the number of training session's staff attended.



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

**Official Service Area Populations**

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

**Membership**

October	2017	2018	2019	2020	2021
New Members	73	92	94	81	64
Updated Members	575	270	267	295	298
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,407
% of population with membership	86	51	59	66	51

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:** 38,945

**Estimated Value of Total Materials:** \$973,625

**Total Materials Available Per Capita:** 2.69

**State Minimum Standard:** 2.00

**Last Month:** \$973,325

**Last Month:** 2.69

**Materials Added in October**

2017	2018	2019	2020	2021
501	263	480	233	126

**Yearly Material Added**

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	2,413

**Physical Items Checked Out in October**

2017	2018	2019	2020	2021
5,737	6,360	5,499	5,001	5,618

**Cumulative Physical Items Check Out**

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	50,127

**Miscellaneous item checkouts**

October	2017	2018	2019	2020	2021
Technology Devices	65	56	46	35	82
Study Rooms	67	106	86	17	51
Games and Puzzles	58	65	55	110	97
Seeds	10	0	10	10	16
STEAM Packs	*	46	36	0	23
Cake Pans	*	*	1	17	1

**Yearly Totals**

2017	2018	2019	2020	2021
585	644	137	381	614
828	1,082	253	305	292
528	743	222	955	1,016
1,197	586	112	302	813
*	148	61	25	123
*	6	1	28	21

**Library Services Usage**

October	2017	2018	2019	2020	2021
Lego Table	146	52	165	0	0
Test Proctoring	1	2	7	1	2
Charging Station	5	6	6	7	6
Notary Services	*	*	5	8	12
Library Visits	*	4,627	4,735	3,283	3,522
Website Usage	*	1,054	1,630	1,452	2,996
Reference Questions	7	3	11	8	7

**Yearly Totals**

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	101
86	90	19	47	34
*	*	16	88	119
*	52,565	55,728	30,007	32,304
*	2,517	16,935	17,977	23,846
115	59	77	60	56

**Library Volunteers**

October	2018	2019	2020	2021
Library Volunteers	14	16	6	11
Volunteer Hours	115	149	91.5	145

**Yearly Totals**

18-19	19-20	20-21	21-22
82	36	20	15
809	1,286	1,204	550

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

**Computer Users**

October	2017	2018	2019	2020	2021
Wireless	1005	780	633	416	512
Adult Users	365	412	385	256	237
Kids Users	199	148	171	11	93

**Yearly Computer Users**

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	3,149
4,413	4,642	1,103	2,138	1,918
2,209	2,088	556	427	767

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

**Universal Class Counts**

October	
Sign ups	3
Courses started	3
Lessons viewed	323
Class Submissions	142

**Yearly Totals**

2017	2018	2019	2020	2021
27	24	9	10	12
39	52	16	53	35
273	661	194	1,771	700
258	445	105	800	338

**Programs**

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	3	1
total Sign-ups	29	60	81	92

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	20
500 Mark	2	2	0	2
Completion	0	1	2	4

**Face-to-face Kids Programs**

October	2017	2018	2019	2020	2021
Programs	17	17	13	3	11
Attendees	359	404	334	127	244
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	73
Attendees	4,268	4,260	4,201	1,185	1,820

**Virtual Kids Programs**

October	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	24	19
Views	4,182	230

**Grab & Go Kits**

October	2020	2021
Kits	9	0
Taken	265	0
Yearly	2020	2021
Kits	38	37
Taken	1094	1401

We did not put out as any grab & go kits as we are now having regular face-to-face movie and craft days. However, we will put out grab and go kits during our winter reading challenge for people to use while off/traveling for the holidays.

**Face-to-face Teen Programs**

October	2017	2018	2019	2020	2021
Programs	7	6	7	0	0
Attendees	59	22	33	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**

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

**Combined Face-to-Face**

October	2020	2021
Programs	4	8
Attendees	29	44
Yearly	2020	2021
Programs	11	31
Attendees	77	285

**Virtual Teen & Tweens**

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

**Grab & Go**

October	2020	2021
Kits	0	0
Taken	0	0
Yearly	2020	2021
Kits	13	17
Taken	152	188

Since we are having inside face-to-face programs, we have not been putting out grab & go kits. We will put out grab & go kits during our winter reading challenge for people to use while off/traveling for the holidays.

**Face-to-face Adult Programs**

October	2017	2018	2019	2020	2021
Programs	13	12	8	2	9
Attendees	35	51	47	17	23
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	48
Attendees	689	1,009	1,343	214	293

**Virtual**

October	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	18	1
Views	4,972	20

**Device Advice**

Sessions	2019	2020	2021
October	*	0	5
Yearly	125	51	56
Grab & Go			
October	*	*	12
Yearly	*	*	12

We had a special brush pen lettering class for Adults as well as a special guest speaker in October. The library also put out one grab & Go kits for adults, of which 12 were picked up.

**Interlibrary Loan Services**

October	2017	2018	2019	2020	2021
Borrowed	50	48	74	65	55
Loaned	31	17	35	23	20

**Yearly Interlibrary Loan Services**

2017	2018	2019	2020	2021
562	690	690	534	581
305	410	410	151	183

October	R.E.A.D.S
Adults	1,818
Juvenile	204

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	7,303
Juvenile	725	1,430	1,189	1,032	830

The READS statistics come from the state.

**CITY COURT REPORT**

**October 2021**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$9,216.00
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$33,105.46</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$2,388.29
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$8,618.01</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$11,604.29</u>
<b>TOTAL REVENUE YTD</b>	<b>\$41,723.47</b>

**DISBURSEMENTS**

LITIGATION TAX	\$725.47
DOS/DOH FINES & FEES	\$726.75
DOS TITLE & REGISTRATION	\$399.00
RESTITUTION/REFUNDS	\$0.00
ON-LINE CC FEES	\$0.00
CREDIT CARD FEES	\$0.00
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$1,851.22</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$5,813.55</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$9,753.07</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$35,909.92</b>

**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH	\$1,377.50
<b>DRUG FUND DONATIONS YTD</b>	<b>\$2,517.50</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Careless Driving	1	\$80.00
Financial Responsibility Law	24	\$555.00
Registration Law	30	\$2,145.00
Improper Equipment	1	\$0.00
Texting/Hands Free Law	8	\$468.00
Open Container	4	\$482.50
DL Exhibited		
Red Light	4	\$350.00
General-Miscellaneous		
Stop Sign	2	\$172.50
Speeding	48	\$4,362.50
Seat Belt-Child Restraint	8	\$505.00
Failure To Yield	1	\$117.50
Exercise Due Care	4	\$280.00
Improper Passing	1	\$55.00
Total	136	\$9,573.00