



# **City Administrator Report: December 2021**

**Administrative & Legislative Services Department  
December 2021**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- December 1:
  - FSEP Board of Directors meeting
- December 2:
  - Walkthrough and Progress Meeting: Community Event Center
- December 4:
  - Christmas Parade and Christmas on Main Street
- December 7:
  - GNRC Project Delivery Task Force meeting
- December 8:
  - TML District 5 meeting
- December 11:
  - Fire Department Annual Banquet
- December 13:
  - Stormwater Advisory Board meeting
  - Robertson County Board of Education Study Session
  - Planning Commission meeting
- December 14:
  - Robertson County Economic Development Board meeting
  - White House Area Chamber of Commerce Christmas party
- December 15:
  - GNRC Transportation Policy and Executive Board meetings
- December 16:
  - Forward Sumner meeting
  - Board of Mayor and Aldermen Study Session and regularly scheduled meeting
- December 20:
  - TDEC Town Hall meeting for Coronavirus State and Local Fiscal Recovery Funds
  - Robertson County Commission meeting

**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	\$21,172,626	\$ 12,173,352	↑7.49
Industrial Development	\$77,000	\$ 23,419	↓19.58
State Street Aid	\$550,000	\$ 99,002	↓31.99
Parks Sales Tax	\$2,105,361	\$ 1,032,666	↓0.95
Solid Waste	\$1,175,418	\$ 588,685	↑0.08
Fire Impact Fees	\$125,000	\$ 19,282	↓34.57
Parks Impact Fees	\$16,000	\$ 6,698	↓8.13
Police Impact Fees	\$42,500	\$ 40,494	↑45.28
Road Impact Fees	\$235,000	\$ -	↓50.00
Police Drug Fund	\$4,500	\$ -	↓50.00
Debt Services	\$1,293,500	\$ 98,001	↓42.42
Wastewater	\$16,874,057	\$ 10,046,717	↑9.53
Dental Care	\$70,000	\$ 32,472	↓3.61
Stormwater Fund	\$1,491,663	\$ 662,541	↓5.58
Cemetery Fund	\$78,890	\$ 26,001	↓17.04

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

**Administrative & Legislative Services Department  
December 2021**

**Purchasing**

The main function of purchasing is to aid all departments within the City by securing the best materials, supplies, equipment, and service at the lowest possible cost, while keeping high standards of quality. To have a good purchasing program, all City employees directly or indirectly associated with buying must work as a team to promote the City's best interests in getting the maximum value for each dollar spent.

**Total Purchase Orders**

	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	325	261	269	346	362
August	132	128	106	151	166
September	98	106	98	126	119
October	98	79	97	91	147
November	103	72	78	120	125
December	73	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>829</b>	<b>1355</b>	<b>1199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>Dec 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	70	785	1281	1132	\$941,033.93	\$1,482,989.65	\$1,275,419.16
Purchase Orders \$10,000-\$24,999	2	13	29	34	\$232,815.28	\$417,161.17	\$551,938.89
Purchase Orders over \$25,000	1	31	45	33	\$11,015,035.17	\$5,951,224.30	\$4,035,346.92
<b>Total</b>	<b>73</b>	<b>829</b>	<b>1355</b>	<b>1199</b>	<b>\$12,188,884.38</b>	<b>\$7,851,375.12</b>	<b>\$5,862,704.97</b>

**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.

	<b>2021-2022 Update Requests</b>	<b>2020-2021 Update Requests</b>	<b>2019-2020 Update Requests</b>	<b>2018-2019 Update Requests</b>	<b>2021-2022 Page Visits</b>	<b>2020-2021 Page Visits</b>	<b>2019-2020 Page Visits</b>	<b>2018-2019 Page Visits</b>
<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>	63	174	56	40	23,022	7,587	695,971	812,527
<b>December</b>	39	13	156	82	22,904	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>322</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>152,611</b>	<b>197,629</b>	<b>5,263,907</b>	<b>9,053,159</b>

**Administrative & Legislative Services Department  
December 2021**

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

	<b>FY22 New Downloads</b>	<b>FY21 New Downloads</b>	<b>FY20 New Downloads</b>
<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>	6	29	13
<b>December</b>	10	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>52</b>	<b>258</b>	<b>369</b>

	<b>FY22 # of Request</b>	<b>FY21 # of Request</b>	<b>FY20 # of Request</b>
<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>	19	20	27
<b>December</b>	42	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>263</b>	<b>383</b>	<b>356</b>

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

**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>	0	0
<b>December</b>	0	0
<b>Total</b>	<b>15</b>	<b>\$2,365</b>

**Administrative & Legislative Services Department  
December 2021**

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Decorate City Hall complex for Christmas
- Christmas on Main Street

	<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>	23	16	7	18	34	12
<b>December</b>	17	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>89</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
December 2021**

**Finance Section**

During December the Finance Office finalized the FYE 6/30/2021 audit, continued scanning thousands of documents to reduce physical document storage space, and continued collecting the current year property taxes. The cumulative total of real estate and personal property taxes for the 2021 tax year billed is approximately \$5 million. As of December 31<sup>st</sup>, approximately \$1.81 million (36.2%) of the 2021 property taxes were collected. Accounting Specialist Kara Bryan's last day of employment with the City was December 9<sup>th</sup>. The new Accounting Specialist, Rhys Jordan, was hired on December 20<sup>th</sup>. Members of the Finance Office participated in the following events during the month:

December 2: Community Event Center walkthrough

December 6: Accounting Specialist interviews

December 13: Stormwater Advisory Board meeting

December 16: BMA FYE 6/30/2021 audit study session

December 16: Monthly BMA meeting

December 20: Coronavirus State and Local Fiscal Recovery Funds Non-Entitlement Unit Portal meeting

December 20: TDEC Town Hall virtual meeting

**Performance Measures**

**Utility Billing**

	<b>December 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>	22	122	357	171	62	102
<b>Move Ins (#)</b>	94	494	737	649	534	553
<b>Move Outs (#)</b>	70	457	743	602	534	576
<b>New customer signup via email (#)</b>	32	199	300	127	104	163
<b>New customer signup via email (%)</b>	28%	32%	27%	15%	17%	25%

**Business License Activity**

	<b>December 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>	11	44	76	69	75	72
<b>Closed (notified by business)</b>	1	4	6	10	9	18
<b>Closed (uncollectable)</b>	0	0	0	0	0	199

**Accounts Payable**

	<b>December 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>	387	2099	4079	4003	3940	4437

**Finance Department  
December 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	3,721,900	36%
Cemetery Fund	45,261	13,578	269,837	596%
Debt Services	1,217,528	365,258	1,131,103	93%
Dental Care Fund	39,361	11,808	214,701	545%
Roads Impact Fees	105,396	31,619	410,787	390%
Parks Impact Fees	109,476	32,843	316,010	289%
Police Impact Fees	77,976	23,393	312,243	400%
Fire Impact Fees	26,904	8,071	193,719	720%
Industrial Development	76,063	22,819	93,344	123%
Parks Sales Tax	988,260	296,478	822,962	83%
Police Drug Fund	5,048	1,514	34,500	683%
Solid Waste	1,065,400	319,620	512,310	48%
State Street Aid	418,172	125,452	327,374	78%
Stormwater Fund	964,600	289,380	1,269,798	132%
Wastewater	5,579,100	1,673,730	5,292,033	95%

*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	4,699,110	↓ 4.86%
Cemetery Fund	45,261	32,127	↑ 20.98%
Debt Services	1,217,528	682,487	↑ 6.06%
Dental Care	39,361	18,398	↓ 3.26%
Roads Impact Fees	105,396	62,755	↑ 9.54%
Parks Impact Fees	109,476	49,564	↓ 4.73%
Police Impact Fees	77,976	50,462	↑ 14.71%
Fire Impact Fees	26,904	33,297	↑ 73.76%
Industrial Development	76,063	60,763	↑ 29.89%
Parks Sales Tax	988,260	446,636	↓ 4.81%
Police Drug Fund	5,048	3,507	↑ 19.47%
Solid Waste	1,065,400	543,738	↑ 1.04%
State Street Aid	418,172	231,516	↑ 5.36%
Stormwater Fund	964,600	501,019	↑ 1.94%
Wastewater	5,579,100	2,656,189	↓ 2.39%

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

**Human Resources Department  
November 2021**

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

- December 04: Tractor Supply Ribbon Cutting  
White House Christmas Parade  
Christmas on Main Street
- December 06: Accounting Specialist Interviews
- December 07: Public Services Administrative Assistant Interviews
- December 08: Municipal Management Academy Level I Course  
Wastewater Tech I Interview
- December 15: Public Services Administrative Assistant Interviews
- December 16: Board of Mayor and Aldermen Meeting
- December 20: New Hire Orientation for Wastewater Tech I
- December 21: Part Time Parks Attendant Interview  
New Hire Orientation for Accounting Specialist
- December 29: New Hire Orientation for Part Time Parks Attendant

**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	0	1	0	0
December	0	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	1	3	1	0
December	0	0	0	0

Three-year average: 5.67

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January	0	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>3</b>	<b>7</b>	<b>4</b>	<b>6</b>



**Human Resources Department  
November 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	0	1	2	1
December	1	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>5</b>	<b>12</b>	<b>18</b>	<b>11</b>
<b>Percentage</b>	<b>4.85%</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	0	1 (S)	0
December	0	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  
December 2021**

**Highlights**



December 11, 2021 was our annual SHOP WITH A COP/FIREFIGHTER event. This event is the most gratifying event that we hold each year. The White House Police Department would like to thank the WHITE HOUSE ROTARY CLUB for sponsoring this event. We'd also like to extend our gratitude to White House Wal-Mart, who was once again gracious enough to roll out the red carpet for these kids. We were able to provide Christmas for 22 kids from the White House area.

**Meetings/Civic Organizations**

- ***Chief Brady attended the following meetings in December:*** Rotary Club Meeting (Dec. 2<sup>nd</sup>, 9<sup>th</sup>, & 16<sup>th</sup>), Municipal Management Academy (Dec. 8<sup>th</sup>), Shop with a Cop/Fireman (Dec. 11<sup>th</sup>), Department Head Staff Meeting (Dec. 13<sup>th</sup>), Robertson County Chief's Meeting (Dec. 14<sup>th</sup>), Command Staff Meeting (Dec. 16<sup>th</sup>) and Tennessee Law Enforcement Training Academy Graduation (Dec. 22<sup>nd</sup>).

➤ **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 56 proofs of the 164 for this year. They are scheduling a 2022 LEACT Conference this Spring and Susan will update as soon as she finds out the date.

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
November	0	490	8	498
December	0	208	0	208
<b>Total</b>	<b>100</b>	<b>2,755</b>	<b>80</b>	<b>2,755</b>

**Police Department  
December 2021**

**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.*

<b>Number of Officers on Shift</b>	<b>December 2021</b>	<b>FY 2021-22</b>
<b>Three (3) Officers per Shift</b>	46	266
<b>Four (4) Officers per Shift</b>	16	104

- 1. Acquire and place into service two Police Patrol Vehicles.* We have ordered three 2021 Police Interceptors from Lonnie Cobb Ford.
- 2. Conduct two underage alcohol compliance checks during the Fiscal Year 2021-2022.* Compliance Checks are plan to be conducted in January.
- 3. Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1, 000 population during the calendar year of 2021.*

We are unable to provide the above stats at the present time. We are purchasing a custom software from Tyler Technologies which will help with stats.

	<b>December 2021</b>	<b>Per 1,000 Pop.</b>	<b>Total 2021</b>	<b>Per 1,000 Pop.</b>
Group A Offenses				
<i>Serious Crime Reported</i>				
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

- 4. Maintain a traffic collision rate at or below the three-year average of 426 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2021.* We are unable to provide the above stats at the present time. We are purchasing a custom software from Tyler Technologies which will help with stats.

	<b>December 2021</b>	<b>TOTAL 2021</b>
<b>Traffic Crashes Reported</b>	49	399
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>		826
<b>Written Warnings</b>		417
<b>Verbal Warnings</b>	47	3,692

**Police Department  
December 2021**

5. *Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2021.*

<b>COLLISION RATIO</b>				
<b><u>2021</u></b>	<b>COLLISIONS</b>	<b>INJURIES</b>	<b>MONTHLY RATIO</b>	<b>YEAR TO DATE</b>
<b>December</b>	49	3 YTD 54	6%	12% YTD 437

**Traffic School:** Ofc Sisk instructed Traffic School in December.

**Staffing:**

- Ofc. Perry Gerome and Ofc. Caleb Railey graduated from the Tennessee Law Enforcement Academy on December 22<sup>nd</sup>.
- Ofc. Terry Brown (TJ) is currently in FTO.
- Ofc. Jeremy Sisk last day was December 31st.
- Ofc. Larry Meadors resigned his position. His last day will be January 1<sup>st</sup>.
- We currently have 4 positions open and are accepting applications.

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

***Sumner County Emergency Response Team:***

- ERT had their annual Christmas Breakfast, December 17th.

**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. We are purchasing a custom software from Tyler Technologies which will help with stats.

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

**Communications Section**

	<b>December</b>	<b>Total 2021</b>
Calls for Service	1,001	13,126
Alarm Calls	43	409

**Request for Reports**

	<b>December</b>	<b>FY 2021-22</b>
Requests for Reports	8	74
Amount taken in	\$7.35	\$48.00
Tow Bills	\$0.00	\$0.00
Emailed at no charge	18	105
Storage Fees	\$0.00	\$0.00

**Police Department  
December 2021**

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

- THSO – Sgt. Brisson attended the Middle Tennessee Regional Meeting in Bell Buckle, TN on 12/3/21.
- THSO – Sgt. Brisson attended a mandatory online Grant Class on 12/8/2021.
- THSO – Sgt. Brisson picked up the message board from THSO on 12/9/2021 and placed it on Hwy 76 for the Holiday Season.
- THSO – Sgt. Brisson and Chris Gilmore from the THSO presented the Saved by the Belt award to Walter Whitehurst at the December Mayor and Alderman Meeting.

**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 and Spring 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. **Completed**
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. We are currently taking applications for 2022.
4. **Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.**
  - December 7<sup>th</sup> – Sgt. Enck instructed a Taser Class for the Portland Police Department.
  - December 11<sup>th</sup> – Shop with a Cop/Fireman. (See in Highlights)
  - December 11<sup>th</sup> – Sgt. Enck instructed a Taser class for Portland Police Department.
  - December 18<sup>th</sup> – Sgt. Enck instructed a S.P.E.A.R.E class at the Police Department.

**Special Events:** *WHPD Officers participated in the following events during the month of December:*  
12/4 – Christmas Parade

<b>2021 Participation in Joint Community Events</b>		
	<b><u>October</u></b>	<b><u>Year to Date</u></b>
<b>Community Activities</b>	5	85

**Fire Department  
December 2021**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 152 requests for service during the month with 118 responses being medical emergencies. The Department also responded to 10 vehicle accidents; 6 accidents reported patients being treated for injuries, and 4 accidents reported with no injuries. Of the 152 responses in the month of December there were 23 calls that overlapped another call for service that is 15.13% of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in December from dispatch to on scene time averaged was, five minutes and forty-seven (5:47). The average time a fire unit spent on the scene of an emergency call was twelve minutes and thirteen seconds (12:12).

**Department Event**

- December 4<sup>th</sup> – Christmas Parade
- December 6<sup>th</sup> – Boy Scouts station tour
- December 8<sup>th</sup> – Municipal Management Class
- December 11<sup>th</sup> – Annual Fire Department Banquet
- December 15<sup>th</sup> – Fill a Fire truck toy drive at Cash Express

**Fire Administration**

- December 9<sup>th</sup> – Administrative Luncheon
- December 13-15 – Fire extinguisher training at ProAmPac
- December 15<sup>th</sup> – Inspection of Honey Run Springs

**Emergency Calls Breakdown**

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

**Incident Responses FY to Date**

Fires	18
Rescue & Emergency Services	683
Hazardous Conditions (No Fire)	18
Service Calls	38
Good Intent Call	52
False Alarms & False Call	83
Calls for The Month	152
Total Responses FY to Date	895

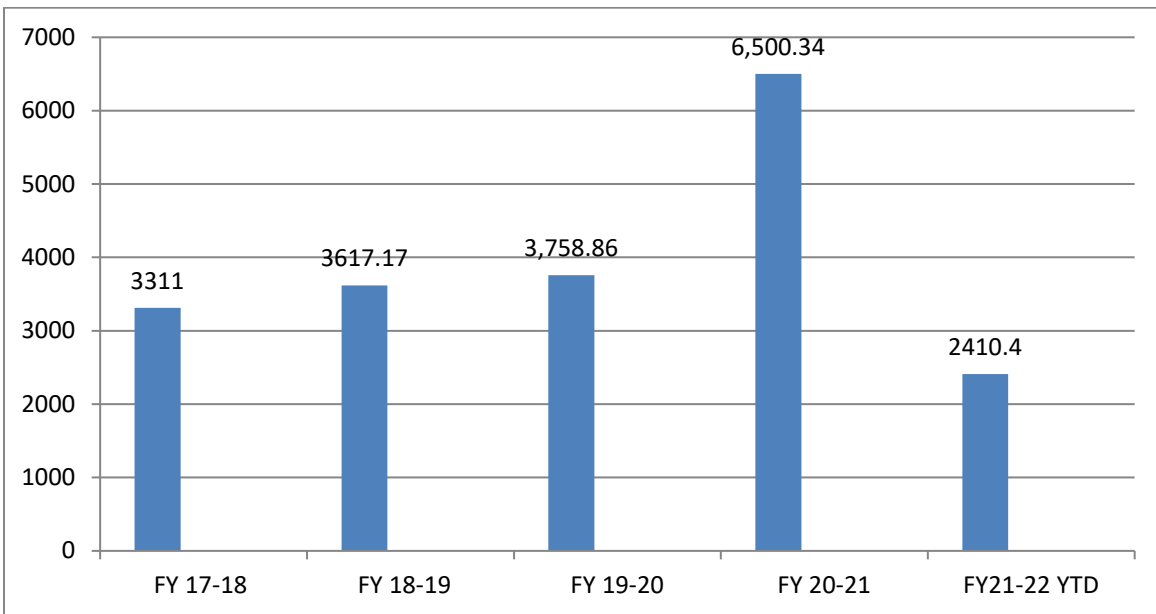
**Fire Department  
December 2021**

**Response by Station**

	<b>Month</b>	<b>FY to Date</b>	<b>%</b>
<b>Station #1 (City Park)</b>	<b>105</b>	<b>610</b>	<b>68.15%</b>
<b>Station #2 (Business Park Dr)</b>	<b>47</b>	<b>285</b>	<b>31.84%</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>	226.38	<b>2410.4</b>

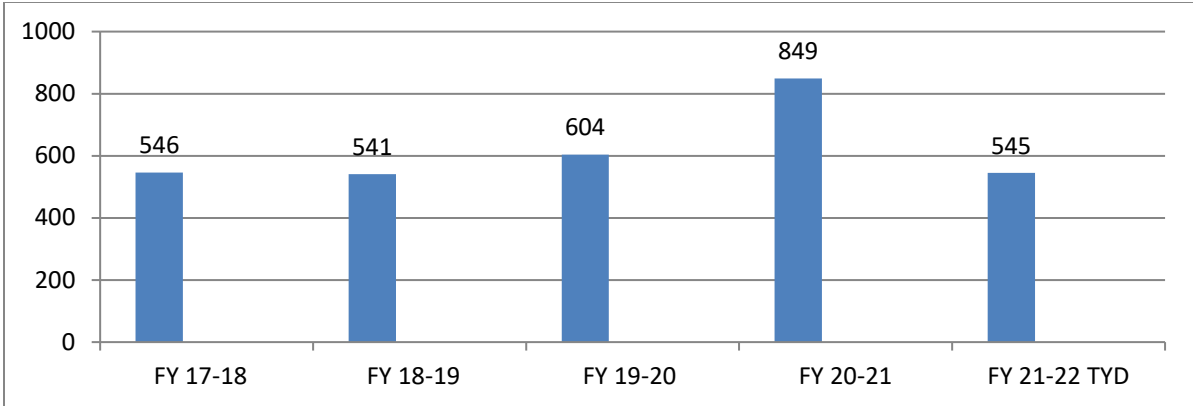
**Training breakdown for ISO and NFPA**

	<b>Fire Officer</b>	<b>Company</b>	<b>Facilities</b>	<b>NFPA</b>
<b>Month</b>	<b>30</b>	<b>59</b>	<b>29</b>	<b>48.38</b>
<b>Total for FY</b>	<b>204</b>	<b>829</b>	<b>193.5</b>	<b>1151.4</b>

**Fire Department  
December 2021**

**Fire Inspection**

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



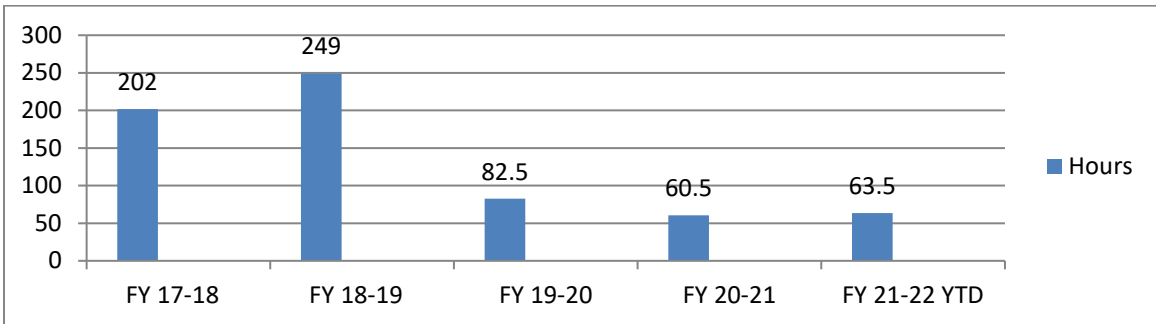
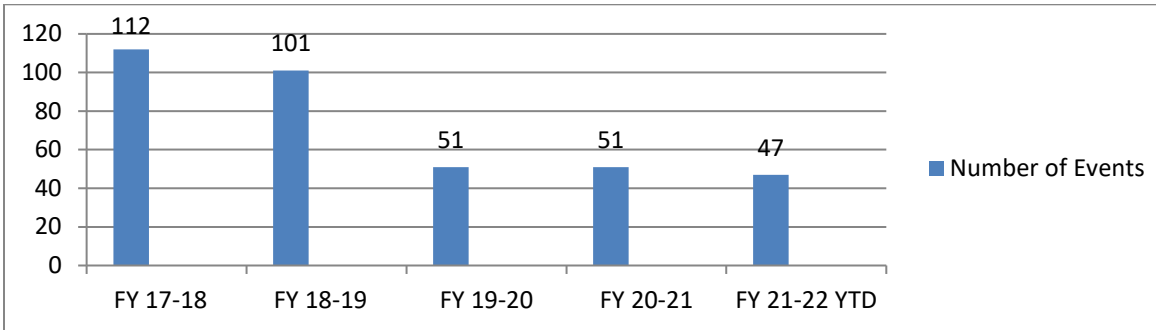
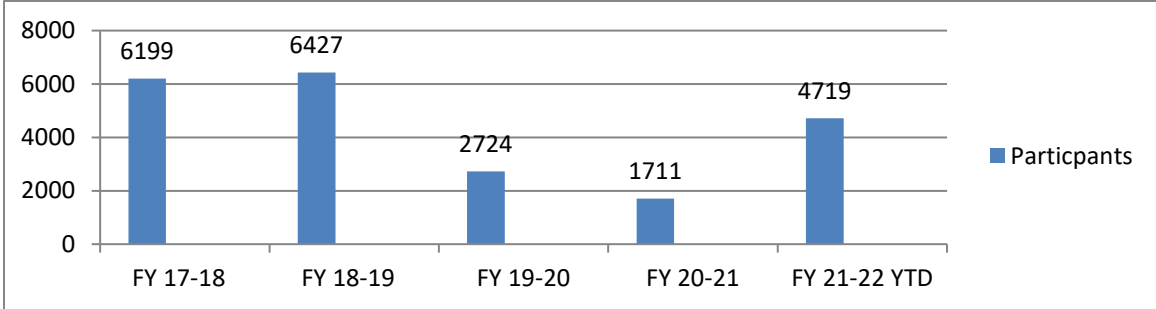
	Month	YTD
<b>December Fire Inspection</b>	<b>74</b>	<b>545</b>
<b>Reinspection</b>	<b>14</b>	<b>115</b>
<b>Code Violation Complaint</b>	<b>0</b>	<b>6</b>
<b>Violations Cleared</b>	<b>12</b>	<b>78</b>
<b>Annual Inspection</b>	<b>11</b>	<b>74</b>
<b>Commercial Burn Pile</b>	<b>0</b>	<b>5</b>
<b>Knox Box</b>	<b>0</b>	<b>14</b>
<b>Fire Alarms</b>	<b>0</b>	<b>10</b>
<b>Measure Fire Hydrant</b>	<b>0</b>	<b>3</b>
<b>Plans Review</b>	<b>1</b>	<b>28</b>
<b>Pre-C/O</b>	<b>4</b>	<b>15</b>
<b>Pre-incident Survey</b>	<b>19</b>	<b>128</b>
<b>Sprinkler Final</b>	<b>6</b>	<b>9</b>
<b>Final/Occupancy</b>	<b>9</b>	



**Fire Department  
December 2021**

**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.



	Month	YTD
<b>Participants</b>	<b>103</b>	<b>4719</b>
<b>Number of Events</b>	<b>5</b>	<b>47</b>
<b>Education Hrs.</b>	<b>8</b>	<b>63.5</b>

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

**Social Media Statistics**

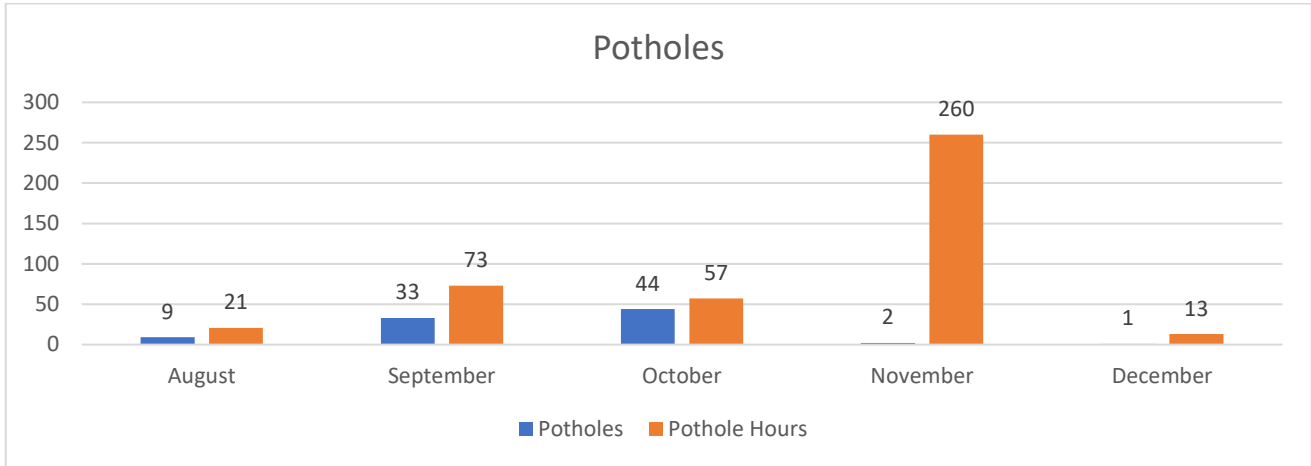
<b>Page Views</b>	<b>537</b>
<b>Page Likes</b>	<b>71</b>
<b>Post Reach</b>	<b>12,553</b>

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

**Pothole Comparison**

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

**NOTE:**



-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: In the month of December the Public Works Crew completed a large patch repair on Overlook Drive. This is why there is only 1 pothole listed for 13 hours. This was the continuation for of the repair on Lone Oak Drive from the month of November.

<b>STREET ADDRESS OF COMPLAINT</b>	<b>DATE COMPLAINT LOGGED</b>	<b>DATE COMPLAINT RESOLVED</b>	<b>ELAPSED TIME BEFORE REPAIR MADE</b>
Overlook Drive	11/18/2021	12/01/2021	NA

**Pothole Complaint Response Time**

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

NOTE: The extended period of time needed to make repairs on Autumnwood Drive is due to low prioritization of the repair to be made as it was a minor inconvenience to the resident that reported the issue, as well as planning and scheduling of the project due to the large area needing to be repaired.

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

**Monthly Work Log**

Wednesday 12-01-2021

- Traffic control for Christmas Light installation at 76 and 31 and Portland Road 31W / Asphalt on Overlook Drive

Thursday 12-02-2021

- Decorated vehicles for Christmas Parade / staged cones barricades and signs / replaced Laurelwood street sign

Saturday 12-04-2021

- Christmas Parade

Monday 12-06-2021

- Target Solutions / Picked up signs, barricades and cones from parade /

Tuesday 12-07-2021

- Evaluated Decorative Street Lights / Assisted Travis with traffic control for brush pick up / Fleet maintenance

Wednesday 12-08-2021

- Fleet maintenance / Changed out batteries in Solar Lights in Settlers Ridge Subdivision

Thursday 12-09-2021

- Continued to change batteries in Solar Lights in Settlers Ridge Subdivision / Target Solutions and NIMS / Facility Maintenance (put down millings in low areas at WWTP)

Monday 12-13-2021

- Finished installation of batteries in Solar Lights in Settlers Ridge Subdivision / Repaired Decorative Street Lights in Sumner Crossing

Tuesday 12-14-2021

- Attempted to run cable at Love's Lane for Gridsmart / Picked up message board from Holly Tree / Facility and Fleet maintenance.

Wednesday 12-15-2021

- Installed street signs / Picked up trash at Fire Hall 1 and Chamber of Commerce / Put up message board to direct motorists to detour route during I-65 shut down.

Thursday 12-16-2021

- Facility and Fleet maintenance / Completed weekly vehicle inspections

Monday 12-20-2021

- Installed Street Signs / Crew meeting

Tuesday 12-21-2021

- Facility Maintenance / Changed filters in traffic signal cabinets and vacuumed them out as well.

Wednesday 12-22-2021

- Fleet maintenance / Christmas Luncheon / Transportation Control Systems upgraded firmware in Traffic Signal Cabinets

Thursday 11-23-2021

- Holiday

Monday 12-27-2021

- Holiday (Thanksgiving)

Tuesday 12-28-2021

- Installation of Christmas Lights at on Portland Road and 31W as well as 76 and 31W Intersection / RoW Mowing / Started installation of new batteries in Decorative Street Lights in Settlers Ridge.

Wednesday 12-29-2021

- Evaluated signal at 76 and Raymond Hirsch / Installed Savannah Court / Facility Maintenance

Thursday 12-30-2021

- Washed and detailed vehicles / Greased backhoes.

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

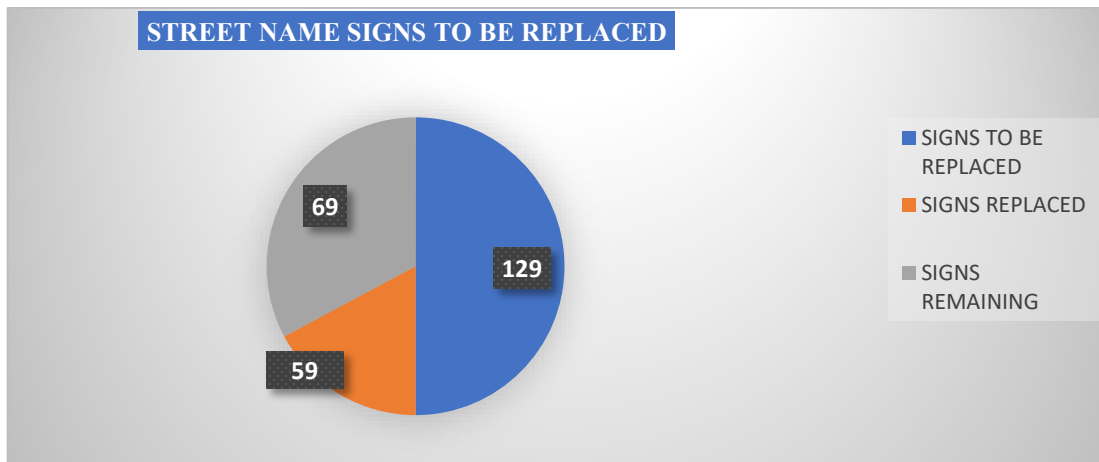
<u>Subdivision Decorative Light LED Retrofit Project</u>			
<u>UPDATED September 2021</u>	<u>TOTAL LAMPS</u>	<u>TOTAL RETROFIT COMPLETED</u>	<u>TOTAL RETROFIT TO BE COMPLETED</u>
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	5	6	0
Bridle Creek Subdivision	7	7	0
Business Park Drive	7	7	0
Hampton 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
<b>Settlers Ridge (Solar lights batteries need replaced)</b>	22	0	22
Totals:	167	167	0

**NOTE: Settlers Ridge Subdivision has recently reported that all lights are out. The manufacturer and supplier of the Lead Acid Batteries provided the City of White House Public Works Department with replacement batteries under warranty until such time the Public Works Department can budget for the most update and best batteries (Lithium Ion).**

**Street Name Sign MUTCD Compliance List**

The purpose of this list is to track the updating and bringing into compliance The City of White House’s Street name signs with the current requirements the Manual on Uniform Traffic Control Devices (MUTCD) Standards. Street name signs can no longer have all letters capitalized on the sign. (Harpers Way and Loves Lane Road Signs were installed in compliance with current MUTCD Standards).

**NOTE: 26 Street Name Signs were replaced in the month of November.**



Public Services Department – Public Works Division  
December 2021

Public Works/Streets & Roads Division

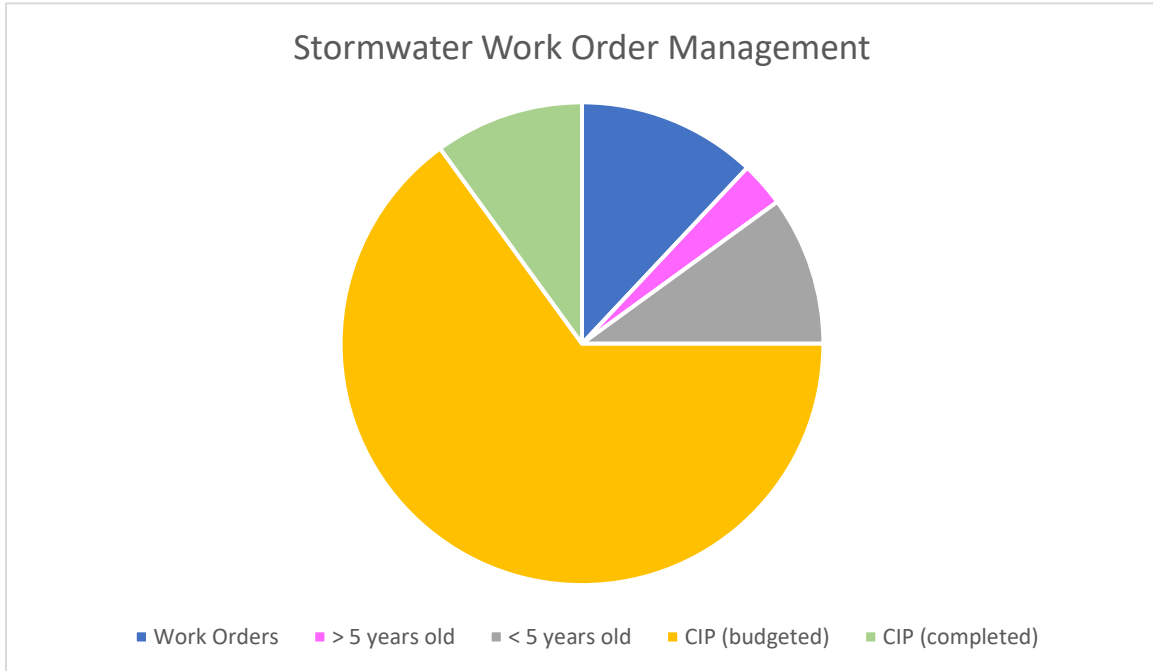
Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Nov	21-Dec	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	902	916	12,954
Facility Maintenance	3494	2187	1,227	1,137	887.25	97	121	1410.75
Fleet Maintenance	1034	514	282	380	422.5	18	44	600
Meeting/Training	502	510	517	400	457	28	40	497
Leave	1,253	576	613	810	823	100	223	1703.9
Holiday	795	470	385	555	545	2	175	727
Overtime	508.5	488	414	311	152.75	100	21	418
Administrative	385	698	803	867	1153.25	188	125	2,628
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	25	0	634
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	2	1	409
Pothole Hours	0	759	734	1,181	831.5	261	13	722.25
R-O-W Hours	0	2835	2416	4,027	3044.5	0	110	3,027
Sign/Repaired	0	120	91	84	63	27	15	134
Sign Work Hours	0	289	179	234	109	30	15	284
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	47	116.5
Traffic Light Hours	0	0	65	20	158	0	0	77

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Nov	21-Dec	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	360	360	5,608
Facility Maintenance	3494	723	446	574	394.5	49	40	665
Fleet Maintenance	1034	488	445	331	294.5	19	14	279
Meeting/Training	502	265	130	135	127.5	12	18	183
Leave	1,253	428	700	476	336	80	42	722
Holiday	795	270	230	230	230	40	70	360
Overtime	508.5	119	4	12	39.5	0	0	8
Administrative	385	167	1	0	72.5	3	1	51
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	0	7	491
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-Nov	21-Dec	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	405	356	8,317
Brush Truck Loads	459	551	522	578	584	37	40	756
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	368	1100	6,691
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	88	85	1,739
Litter Pickup Bags	334	507	546	511	456	36	41	574
Litter Pickup Hours	1147	1132	985	957	892	58	79	1027

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



**Administrative Notes**

- No new stormwater complaints were reporting this month.
- Drainage mitigation at Beechbrook Court is complete.
- Scott & Ritter have received partial shipment for Springbrook Drainage project. Tentative start date is January 10<sup>th</sup> with a 60-day estimated completion timeframe.
- Construction activity approved for land disturbance permit for Jackson Farms subdivision and Towne Center sites.
- The stormwater department partnered with Tennessee Environmental Council to host an annual tree giveaway on or around Arbor Day this year.
- Next edition of WOW newsletter will feature an excerpt on understanding easements, right of ways and their affect on private property.
- Six fence permits were issued within The Parks subdivision.

**Public Services Department – Stormwater Division  
December 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>414 Wilkinson Lane</i></b>	Driveway culvert replacement	Work Order: 121421003 <b>Complete</b>	
<b><i>Jackson Farms</i></b>	Land Disturbance Permit	Work Order: 121421002 <b>Complete</b>	
<b><i>Willow Grove</i></b>	EPSC Inspection	Work Order: 120921006 <b>Complete</b>	



Public Services Department – Stormwater Division  
December 2021

*Willow Springs*

Open trench inspection

Work Order:  
120921005  
**Complete**



*721 NPC*

Conveyance cleanout

Work Order:  
120721002  
**Complete**



*200-210  
Beechbrook Ct.*

Install 30",  
18" and 15"  
ADS pipe

Work Order:  
082321003  
**Complete**





Public Services Department – Stormwater Division  
December 2021

*133 Ben Albert Rd.*

Culvert cleanout

Work Order:  
120121009  
**Complete**



*425 NPC*

8" gravity FM

Work Order:  
120121007  
**Complete**



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

Stormwater Division

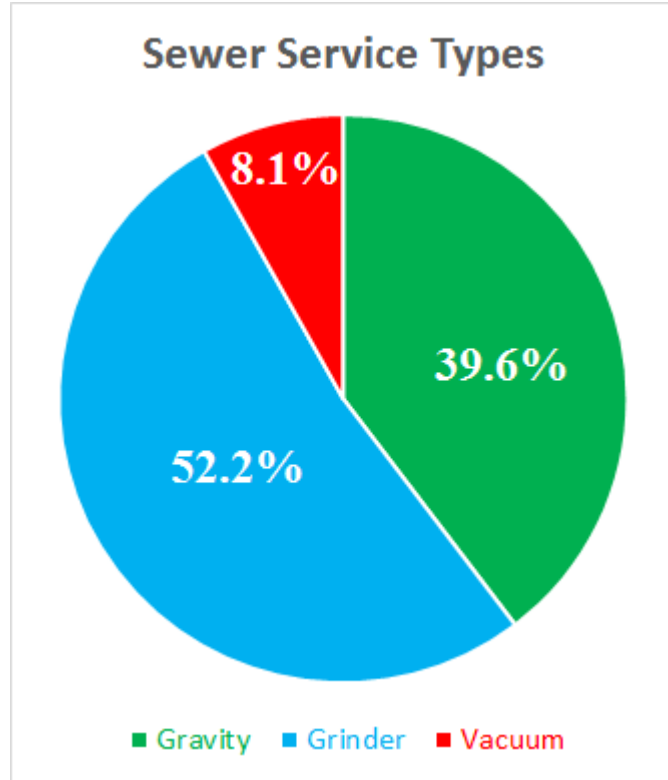
<b>Total Hours Worked</b>	<b>FY 15/16</b>	<b>FY 19/20</b>	<b>30 Nov</b>	<b>31-Dec</b>	<b>YTD 20/21</b>
<b>Stormwater</b>	5,744	7,204	859	639	16,265
<b>Work Orders</b>	0	69	5	10	222
<b>Overtime</b>	508.5	262	0	20	224
<b>Facility Maintenance</b>	3,494	638	31	96	1,088
<b>Fleet Maintenance</b>	1,034	314	95	22	1,307
<b>Administrative</b>	385	1,138	212	178	3,004
<b>Drainage Work (feet)</b>	0	3,988	332	535	9,188
<b>Drainage Man Hours</b>	0	1,371	274	273	4,672
<b>Debris Removed Load</b>	0	188	2	8	242
<b>Sweeping Man Hours</b>	0	309	27	7	620
<b>Mowing Hours</b>	0	102	0	0	496
<b>R-O-W Hours</b>	0	1,506	2	0	47
<b>Shoulder/Curb Hrs</b>	0	0	0	0	40

**Public Services Department - Wastewater Division  
December 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 **December 31<sup>st</sup>, 2021**, City personnel count a total of **5,710** sewer system connections, with **22 new** applications for service in **December, 2021**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,264</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>December 2021</u>	<u>YTD</u>
Tennessee 811	1,670	1849	2315	2680	2933		465	2968

**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 have upgraded the V-cards at four of the station to make them more compatible with the 5G signal.**

**Public Services Department - Wastewater Division  
December 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>Dec 2021</u>	<u>YTD</u>
North Palmers Chapel	22	23	8	3	1		0	3
Calista Road	55	13	4	2	1		0	5
Wilkinson Lane	8	4	1	3	1		1	2
Portland Road	1	4	1	0	1		0	0
Cope's Crossing	17	15	7	8	6		1	5
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		1	2
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	3
Concord Springs	n/a	n/a	n/a	0	0		1	2
Parks	n/a	n/a	n/a	0	0		0	0
Fields at Oakwood	n/a	n/a	n/a	n/a	2		1	1
Treatment Plant	1	6	4	6	3		0	0

**Alarms:**

12-01: Loves station went into high water when a piece of clothing jammed pump-1 and pump-2 air-locked; the obstruction was cleared and the station returned to normal operation. Concord station went into high water and high temp lockout when a check-valve clogged with debris; the obstruction was cleared and the station returned to normal operation.

12-13: Cambria station went into high water when an electrical issue caused current asymmetry on pump-2 and pump-1 failed to prime. The electrical issue has been resolved, and we are continuing to diagnose the priming issues.

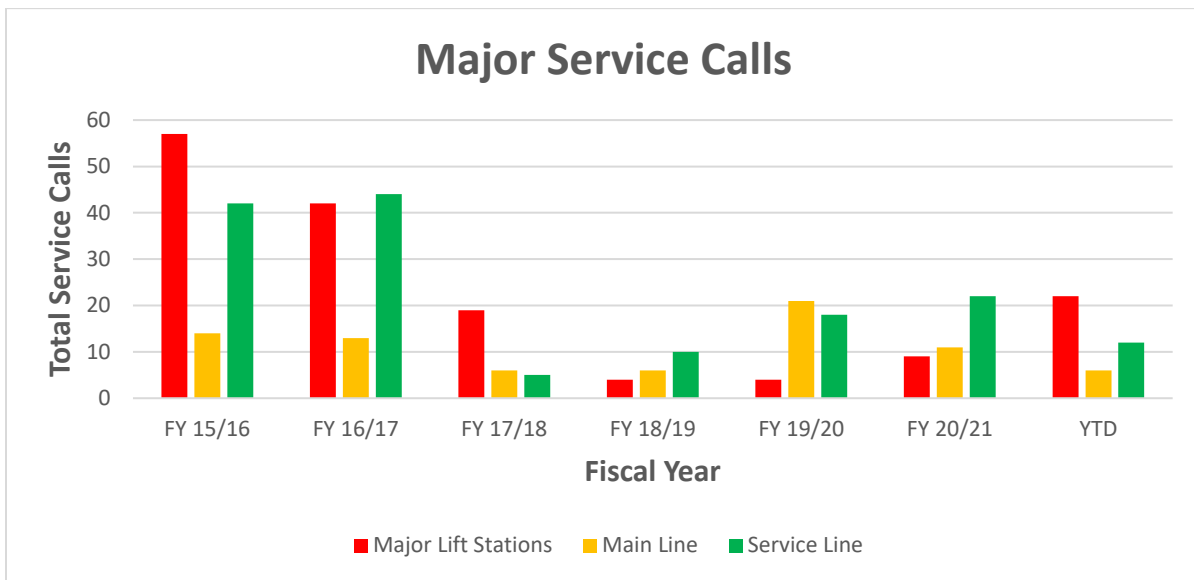
12-28: Oakwood station experienced excessive run-times caused by a clogged check-valve; the obstruction was cleared and the station returned to normal operation. Wilkinson station pump-2 threw a moisture switch alarm; pump was pulled and rewired to correct electrical short, and returned to normal operation. Copes station pump-2 also through a moisture switch alarm; pump was pulled and determined that the motor was wet (seal failure), so it was sent with Wascon for off-site repairs.

**Public Services Department - Wastewater Division  
December 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>Dec 2021</u>	<u>YTD</u>
Major Lift Stations	42	19	4	4	9		<b>6</b>	<b>22</b>
Main Line	13	6	6	21	11		<b>1</b>	<b>6</b>
Service Line	44	5	10	18	22		<b>2</b>	<b>12</b>

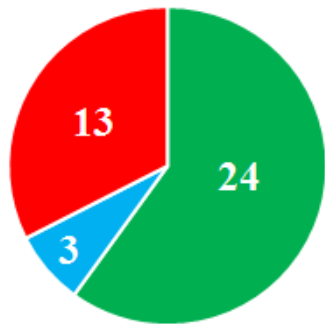


- Line Breaks** – One main-line break occurred in December, 2021. A low-pressure force-main was damaged during a smaller service line repair in the Holly Tree subdivision.
- Settler’s Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump 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. **This repair has been completed by Southern Sales and the station is operating as designed. An invoice will be forwarded to the developer to cover 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  
December 2021

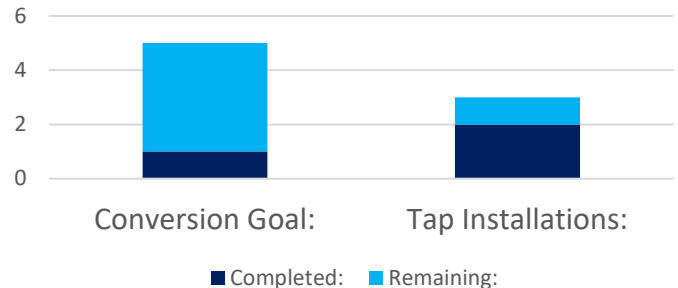
- 5. Wilkinson Lane Station** – Station is again running on both pumps. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails 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. The gravity portion of the project has been completed and testing of the lines and manholes is underway. The grinder tanks have now been installed, and L&G Construction is waiting on an electrician to finish wiring the pumps’ control panels.
- 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.

Septic-to-Sewer Conversions:



■ Completed: ■ Tap Installed ■ Remaining:

Septic-to-Sewer Conversion Goals  
July 2021 - June 2022



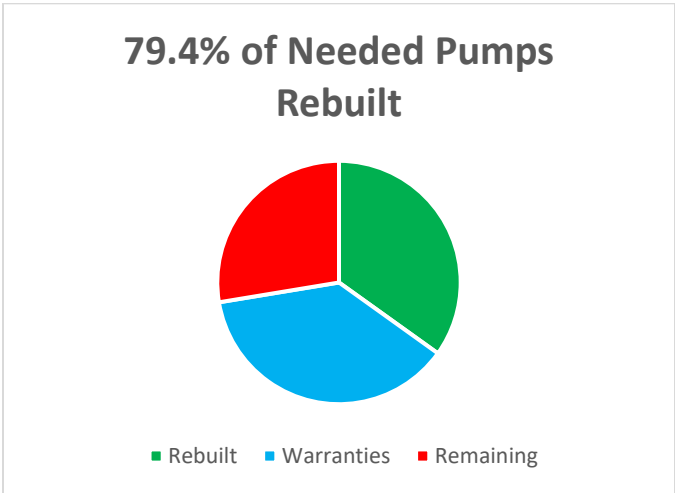
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<u>Work Orders</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Dec 2021</u>	<u>YTD</u>
<b>Vacuum System Service Request</b>	172	143	112	82	78		<b>14</b>	<b>71</b>
<b>Gravity Service Request</b>	12	0	10	13	20		<b>8</b>	<b>39</b>
<b>Low Pressure Service Request</b>	716	621	728	770	702		<b>53</b>	<b>374</b>
<b>Total Pumps Replaced</b>	338	401	361	449	492		<b>38</b>	<b>259</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	n/a	n/a	135		<b>12</b>	<b>67</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	n/a	n/a		<b>9</b>	<b>72</b>
<b>Grinder Tank PM Program</b>	58	63	358	267	219		<b>8</b>	<b>52</b>
<b>Open Trench Inspections</b>	23	54	103	226	409		<b>48</b>	<b>394</b>
<b>Final Inspection for New Service</b>	55	56	62	110	248		<b>39</b>	<b>233</b>
<b>Sanitary Sewer Overflow (SSO)</b>	9	1	3	49	19		<b>1</b>	<b>13</b>
<b>Odor Complaints</b>	17	28	43	43	35		<b>1</b>	<b>11</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 525 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 anticipate approximately 75 warranty-returns. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period.



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**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>Sep - 21</b>	<b>Oct - 21</b>	<b>Nov - 21</b>	<b>Dec - 21</b>	
<b>Flow – To Creek</b>	0.621 MGD	0.563 MGD	0.629 MGD	0.681 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.115 MGD	0.047 MGD	0 MGD	0 MGD	
<b>Total Flow Through Plant</b>	0.736 MGD	0.610 MGD	0.629 MGD	0.681 MGD	
<b>Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
<b>% of Plant Throughput</b>	52.6%	43.6%	44.9%	48.6%	(0.681 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>	65.7%	54.5%	56.2%	60.8%	(0.681 MGD) / (1.12 MGD)
<b>Rainfall</b>	5.98”	5.99”	2.27”	4.15”	

<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>Dec 2021</b>	<b>YTD</b>
<b>Violations</b>	7	7	13	7	12	7		<b>1</b>	<b>6</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.



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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 **0.14** PPM with a max residual of **0.21** 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 **19.7 CFU’s** which is well below the limit. *Last month the average was 27.5.*

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**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.

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**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.

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- **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.

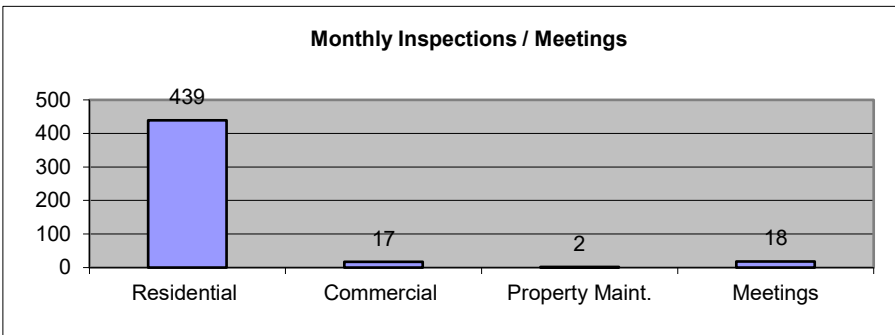
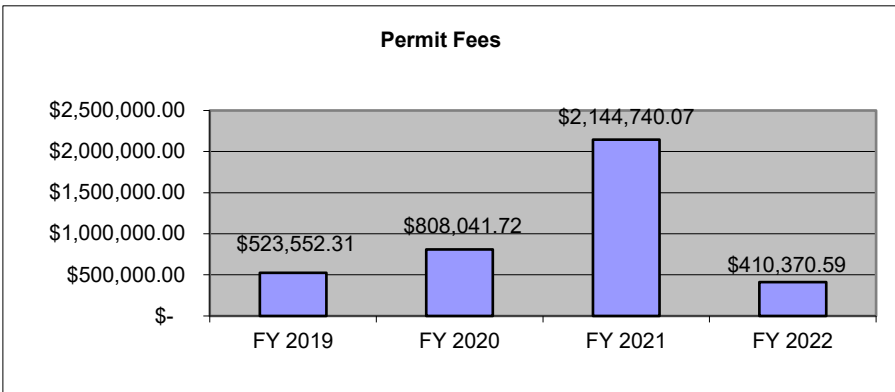
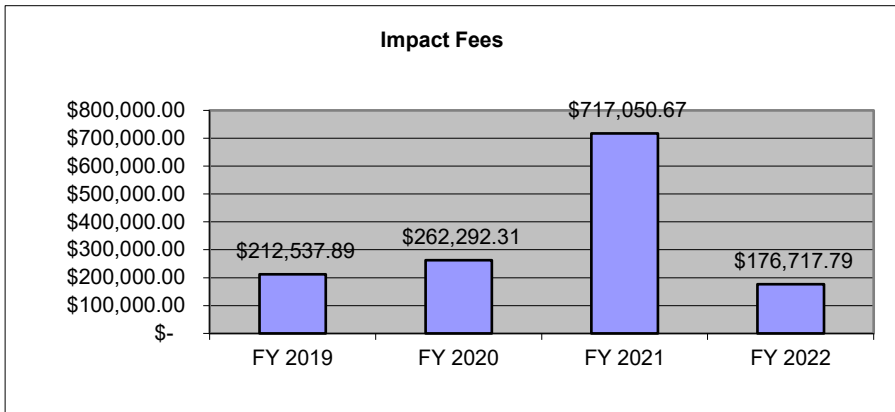
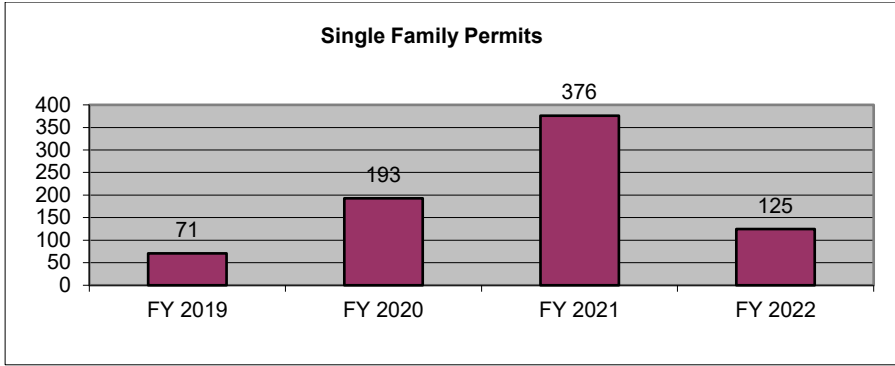
**Public Services Department - Wastewater Division  
December 2021**

- **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 dewatered site.
- **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.
- **11-02-2021:** Reeves Young and Tafolla prepping site for mud-mat pour, grading, and dewatering.
- **11-03-2021:** Reeves Young and Tafolla continuing to prep mud-mat and dewatering site.
- **11-04-2021:** 1<sup>st</sup> bioreactor mud-mat poured by Tafolla.
- **11-05-2021:** Tafolla installed forms for 2<sup>nd</sup> mud-mat.
- **11-08-2021:** Reeves Young grades site and preps for 2<sup>nd</sup> mud-mat. Tafolla installing rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-09-2021:** 2<sup>nd</sup> bioreactor mud-mat poured by Tafolla. Reeves Young backfilling around lab building area. GEO Services on-site to test soil compactions in lab building and parking lot areas. Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-10-2021:** Reeves Young continuing backfill work and grading. Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-11-2021:** Reeves Young prepped site in anticipation of rain, which began late-morning.
- **11-12-2021:** Reeves Young dewatering site and drying soil after rain. Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-13-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-15-2021:** Reeves Young continuing to dry soils. Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour, and installing bioreactor piping.
- **11-16-2021:** Reeves Young continuing to dry soils. Tafolla continuing to install bioreactor piping. GEO Services performing soil compaction testing.
- **11-17-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour. Reeves Young prepping site for incoming rain, and continuing to backfill and compact lab building and parking areas.
- **11-18-2021:** Approximately ½ inch of rain fell overnight. Reeves Young dewatering site and working on bioreactor piping. Tafolla continuing to work on rebar ties.
- **11-19-2021:** Reeves Young continuing to dewater site and dry soils, and working on piping for bioreactor drains. Geo Services performing rebar inspections. Tafolla beginning vertical rebar installation.
- **11-20-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> and 2<sup>nd</sup> bioreactor foundations. Reeves Young prepping site for incoming rain, and continuing to work on bioreactor drain piping.
- **11-22-2021:** Approximately ¾ inch of rain fell previous day. Reeves Young dewatering site, performed construction road maintenance, continued working on piping for bioreactor drains, and prepped site for concrete pour of 1<sup>st</sup> bioreactor foundation. Tafolla continuing to install rebar for 2<sup>nd</sup> bioreactor foundation.
- **11-23-2021:** 1<sup>st</sup> bioreactor foundation poured beginning at midnight. 797 cubic yards of concrete poured. Additionally, Tafolla continued installation of rebar for 2<sup>nd</sup> bioreactor foundation.
- **11-24-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young continuing work on drain pipes.
- **11-29-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young continues to work on installing bioreactor drain lines.

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

- **11-30-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young dewaterers bioreactor piping trench and spreads soil to dry. Reeves Young begins excavating clarifier area to sub-grade.
- **12-01-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. GeoServices tests cylinders from 1<sup>st</sup> bioreactor foundation pour and testing compaction under lab building area. Reeves Young continues excavating clarifier area and UV area.
- **12-02-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young continues excavating UV area and Grit Chamber area, and exposed existing underground electrical in jobsite.
- **12-03-2021:** 2<sup>nd</sup> bioreactor foundation poured beginning at midnight. Additional backfilling conducted in lab building area.
- **12-04-2021:** Tafolla laid down wall lines and removed plywood forms in preparation for joint fillers. Stone put in place in preparation for bioreactor mud-mat #3.
- **12-06-2021:** Heavy rain in the morning. Reeves Young dewatered site and made silt fence repairs. Tafolla installed safety fence around existing oxidation ditch.
- **12-07-2021:** Reeves Young continued to dewater site. Hydrostatic test on bioreactor drain line performed and passed.
- **12-08-2021:** Reeves Young continued to dewater site, and backfilled with gravel around bioreactor drain pipe.
- **12-09-2021:** 3<sup>rd</sup> bioreactor mud-mat poured. Reeves Young backfilled grit removal area with stone.
- **12-10-2021:** Rain day. Crew performed basic maintenance and organizational tasks.
- **12-13-2021:** Reeves Young dewatering site and inspecting silt fence. Excavated around bioreactor drain pipe to prep for encasement.
- **12-14-2021:** Reeves Young prepped site for 4<sup>th</sup> bioreactor mud-mat and dewatered site. GeoServices on-site for wall rebar inspection. Reeves Young performed site safety audit.
- **12-15-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> wall pour. Reeves Young performing general site prep and organization work.
- **12-16-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> wall pour. GeoServices on-site for wall rebar inspection.
- **12-17-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> wall pour.
- **12-21-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> wall pour. Reeves Young dewatering site.
- **12-22-2021:** 1<sup>st</sup> wall pour completed.
- **12-23-2021:** Tafolla tying rebar for 2<sup>nd</sup> wall pour. Reeves Young prepping site for holiday weekend.
- **12-27-2021:** Tafolla tying rebar for bioreactor drain pipe encasement and 2<sup>nd</sup> wall pour.

**Planning and Codes Department  
DECEMBER 2021**



**Planning and Codes Department  
DECEMBER 2021**

	Month	FY2022	FY2021	FY2020	FY2019
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	10	42	74	69	66
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	2	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	23	125	376	193	71
Multi-Family Residential	0	0	22	0	13
Other Residential	5	41	83	91	93
New Commercial	1	2	6	6	3
New Industrial	0	0	2	0	1
Other Com/Ind	2	11	23	23	33
Sign	0	6	17	14	25
Occupancy Permits	46	249	21	14	25
<b>Jersey Mike's- 615 Highway 76</b>					
<b>Images Hair Salon-2909 Highway 31W</b>					
<b>Tractor Supply- 2901 Highway 31W</b>					
<b>Strawberry Ink-3027 Highway 31W</b>					
Other	1	1	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	439	2439	2621	2858	2411
Hours	270	1006	533	699.58	414.98
Commercial /Industrial	17	83	92	110	179
Hours	12	45	36.93	12.83	165
<b>CODE ENFORCEMENT</b>					
Total Cases	3	26	98	330	179
Hours	3	18	35.75	70.24	86.75
Complaints Received	2	46	41	116	98
<b>MEETINGS</b>					
Administration	10	70	72	58	68
Hours	16	70	99	38.26	103.67
Planning	8	61	53	76	135
Hours	16	117	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	\$48,697.50	\$ 410,370.59	\$2,144,740.07	\$ 808,041.72	\$523,552.31
Board Review Fees	\$1,900.00	\$ 4,675.00	\$ 84,775.00	\$ 11,000.00	\$3,750.00
City Impact Fee	<b>\$28,635.00</b>	<b>\$ 176,717.79</b>	<b>\$ 717,050.67</b>	<b>\$ 262,292.31</b>	<b>\$212,537.89</b>
Roads	\$8,763.00	\$ 568,082.20	\$ 301,769.60	\$ 77,860.90	\$98,885.80
Parks	\$9,108.00	\$ 49,500.00	\$ 150,326.00	\$ 74,646.00	\$ 23,140.00
Police	\$6,486.00	\$ 50,383.91	\$ 191,431.41	\$ 59,096.30	\$ 11,704.30
Fire	\$4,278.00	\$ 33,244.86	\$ 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: 18	\$ 3,674,528.91	\$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	14		17	16	15



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

**Update on ongoing projects:**

*Greenway Trailhead Clock Repair*

- Made all necessary repairs and re-painted clock
- Took top portion to B&B signs to be restored/updated



*Soccer Complex Renovation*

- Irrigation is complete.
- Sodding is complete.
- Millings have been spread out to cover parking areas.
- Only remaining item left is for the fence to be installed which should be done early next month.



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

*Soccer Complex Renovation Phase II – New Parking Lot, pavilion, sidewalks, etc. – Received \$500,00.00 grant for this phase*

- Only a little bit has been done since the last update on this. It has been slow-go on them getting us what we need to continue on.
- Should be doing another workshop soon and submitting more items to TDEC for approval over the coming months.

*Design Work – Splash Pad Maintenance Building & Municipal Park Concession Stand*

- Design ongoing
- Received price estimate for construction of both projects
  - \$198,000 for Splash Pad Maintenance Building
  - \$358,000 for Municipal Park Concession Stand

*Fencing – Maintenance Shop, Field 5, Cemetery*

- All specs are complete
- Will go out for quotes for Maintenance Shop and Field 5 next month.
- Will go out for bid for cemetery next month

**Upcoming Projects:**

*Grading*

- Field 7 work ongoing



- Soccer later this year

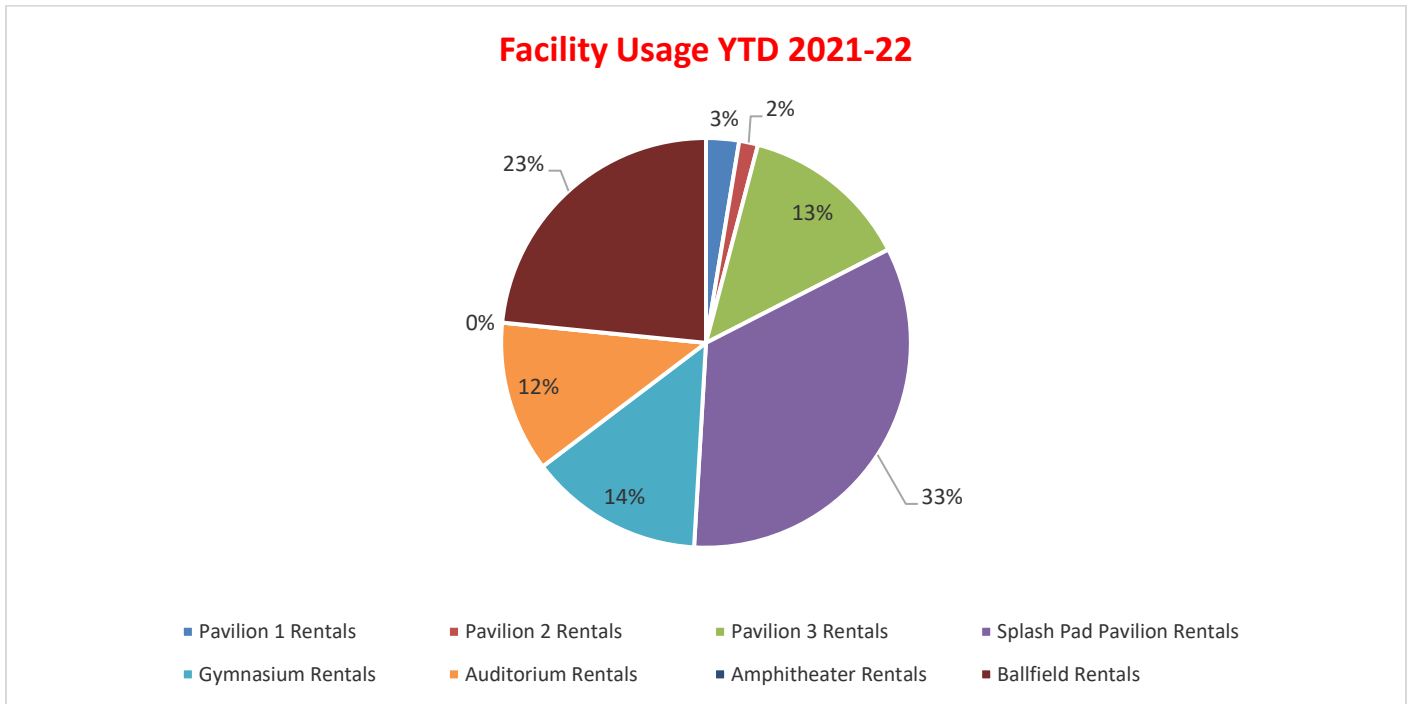
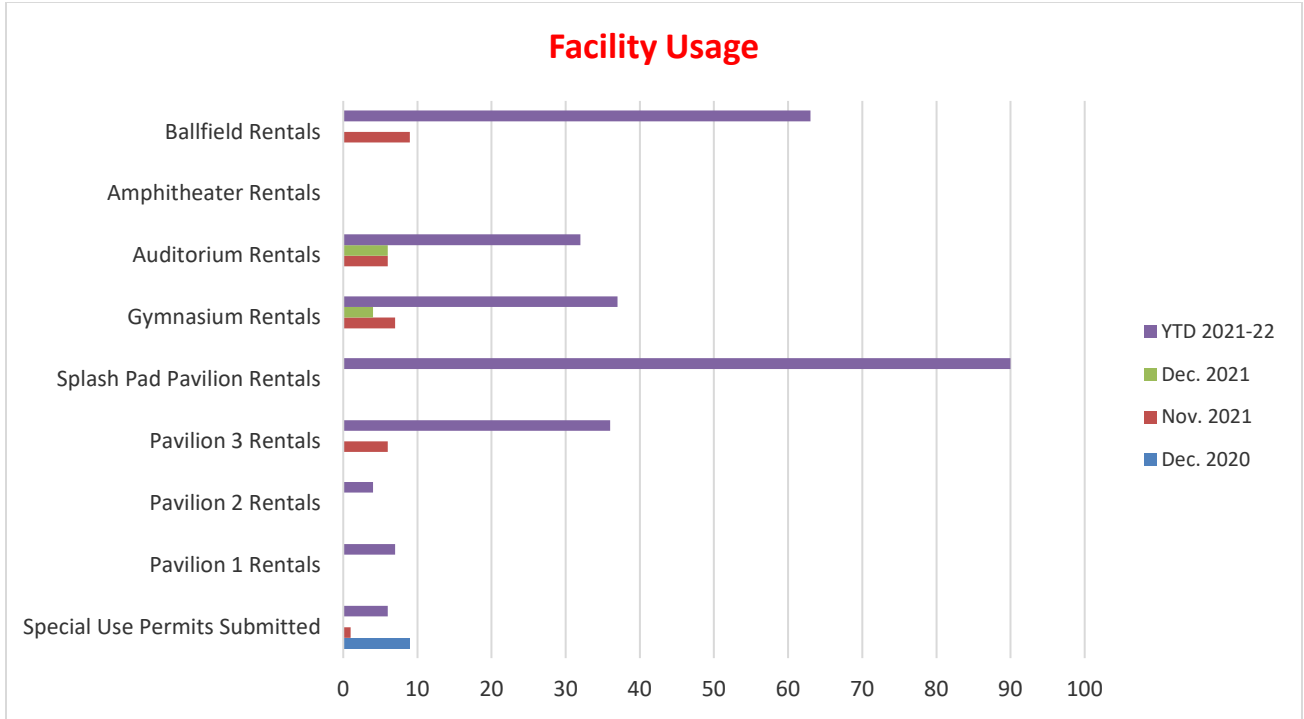
*Tennis Courts*

- Design ongoing

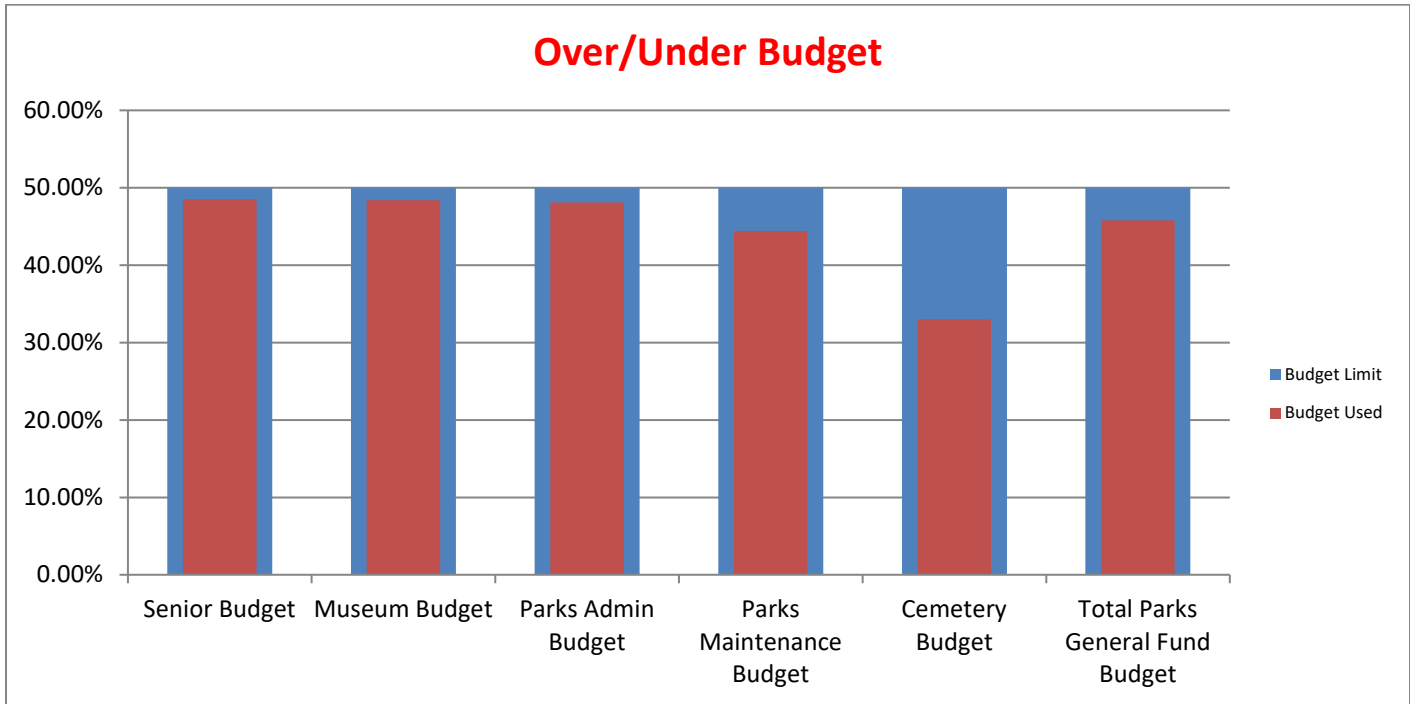
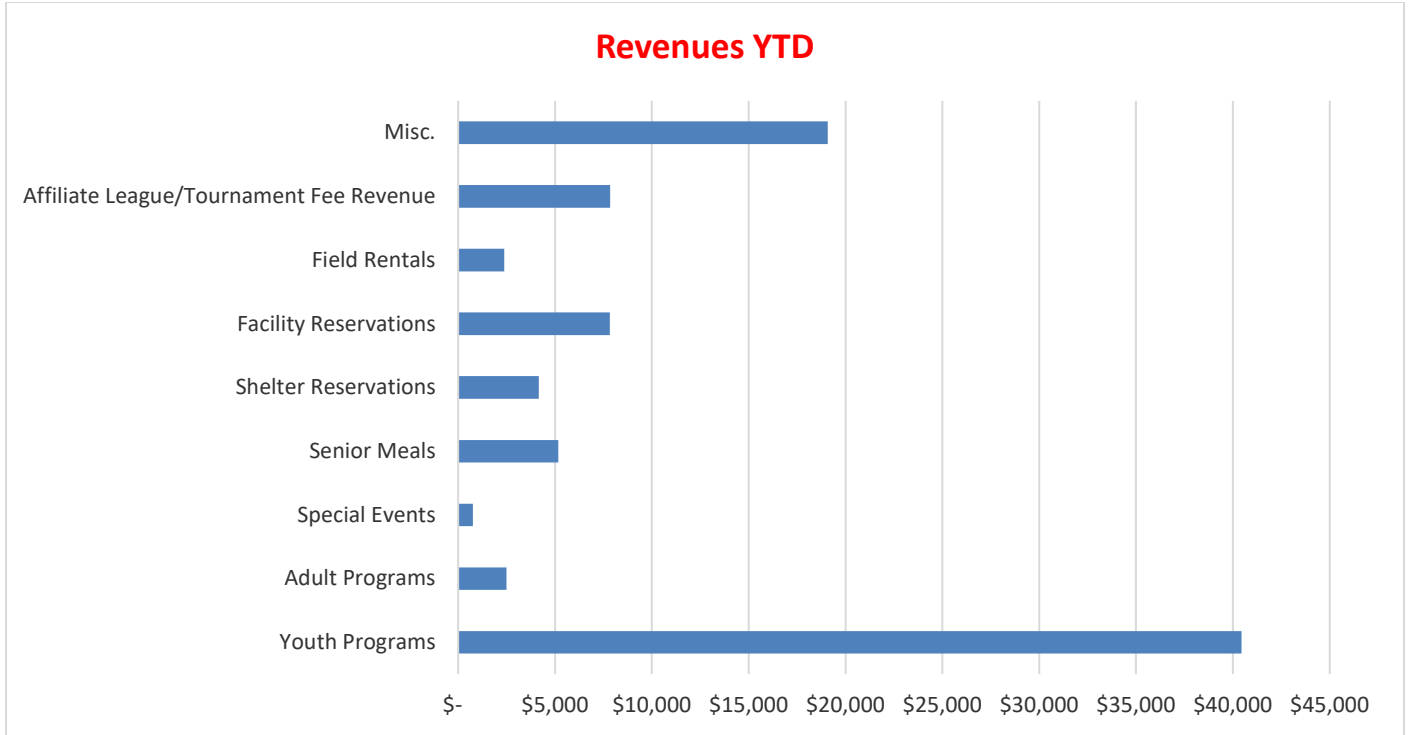
*Dog Park parking lot paving*

- Looks like we will forgo this in order to get Greenway wayside area paved.

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



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





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

**Recreation**

**Youth Basketball**

- Uniforms picked up 12/20
- Distributed week of December 27<sup>th</sup>-31<sup>st</sup>
- Trophies were ordered on 12/7 (Awaiting Invoice)
- Scorekeeper's meeting took place on 12/8

**Christmas Parade**

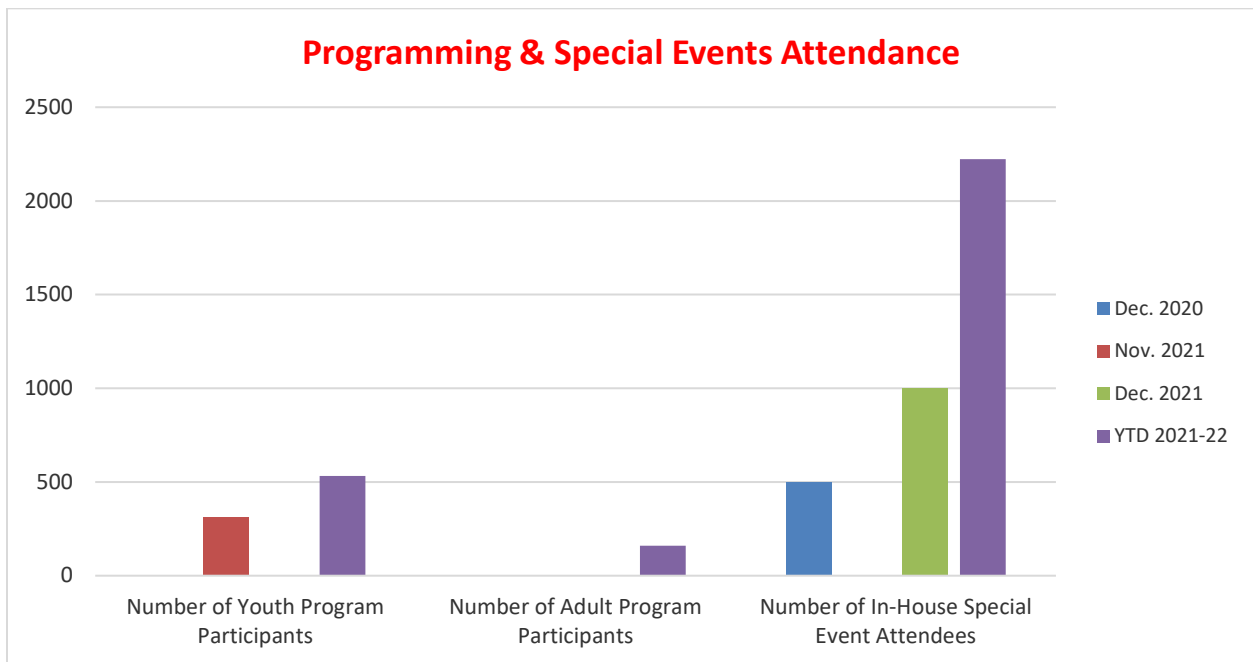
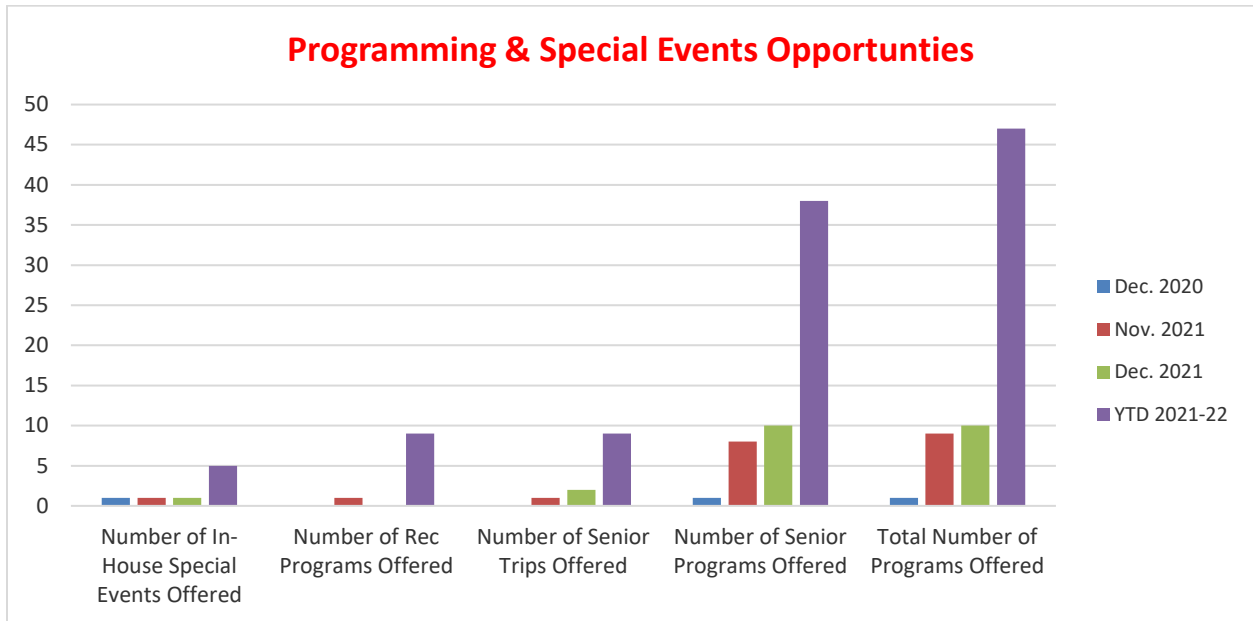
- Approximately 60 entrees for parade
- New Grand Marshall Banner/ 3 plaques given out
- Need Designated Loading/ Unloading zone for next year
- 1<sup>st</sup> Place float – Farmers Bank
- 2<sup>nd</sup> Place Float – White House Children's Clinic
- 3<sup>rd</sup> Place Float – Bethlehem Baptist



**General**

- Parks Attendant Orey Fugate's Last Day 12/28
- Malaki Anderson interviewed for position on 12/21 (starts 1/3)
- Gym floor covering was put down on 12/21 for Christmas Luncheon
- Auditorium used for Christmas Concert on 12/16-12/17
- No Safety Meeting in December (Steven takes over in January)
- Gym Lobby having problems with heating unit

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



**Maintenance**

- The clock located at the 76 trailhead beside Sonic has been painted and all new updated parts including led lights have been installed.
- We rented an industrial size pressure washer for a month and finished up using it this month. With the warm weather we had we were able to get a lot done. We pressure washed bridge floors along the greenway, white fences at all the trailheads, sidewalks, pavilions, bleachers and dugouts.

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



- We spent a lot of time mulching up leaves at all of our locations including the greenway.
- We have been cleaning up trailheads. We have been trimming shrubs, pruning trees and cutting back ornamental grass.
- We have gone around and put new fence ties on the baseball/softball fences where they have come loose. We used an estimated 500-plus fence ties.
- We formed up and poured a concrete sidewalk to connect the pavilion and the current sidewalk at the soccer complex. Now this will be a smooth transition for a stroller or someone in a wheelchair.



- We took down the fence at Byrum Park in November.





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

- We installed trees along Greenway to provide more barrier for a homeowner.



- We installed trees on sides of new columbarium to match the original.

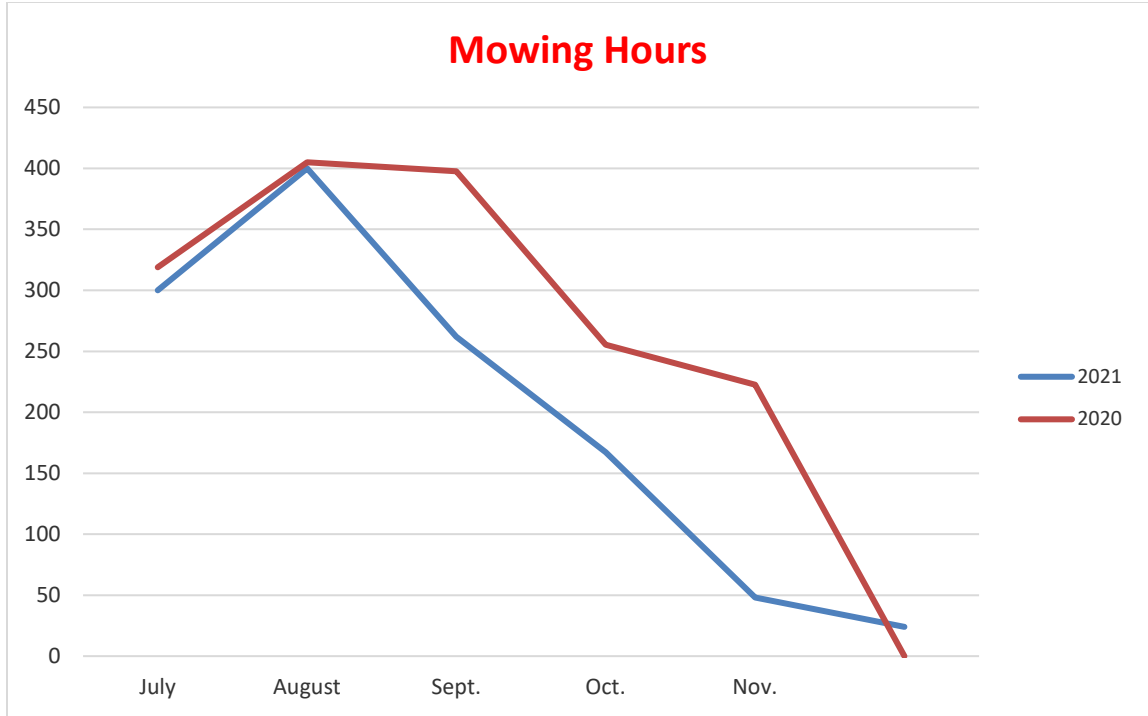


- We finished dressing up the Northwoods sidewalk that was installed a couple months ago.





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



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

**Museum**

**Volunteers**

Museum volunteers helped put up the Christmas decorations in the museum. We also spent a few hours decorating the museum's Christmas float for the City's Christmas parade. Volunteers also rode on the float in costume. Museum volunteers provided 14.25 hours to the Museum in the month of December.



**Exhibits**

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

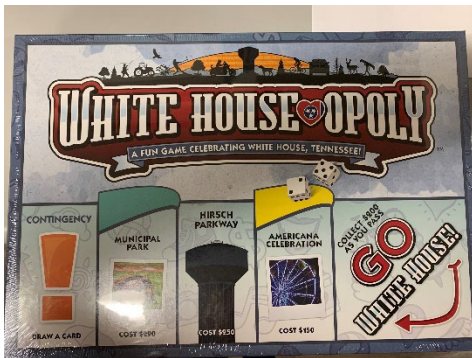
**Parks, Recreation, & Cultural Arts Department  
December 2021**

**Social Media Promotion**



White House History Wednesday's monthly edition was posted on Wednesday, December 29, 2021, with a new episode on the White House Public Library. We were pleased to have the Director of the White House Library, Elizabeth Kozlowski as a guest speaker.

**Donated Artifacts**



White House-opoly game was donated by Drew Christenson. This game was sold at Walmart in 2021.

**Tours at Museum**



The Museum was open and available for viewing during the open house for Chamber Investors.

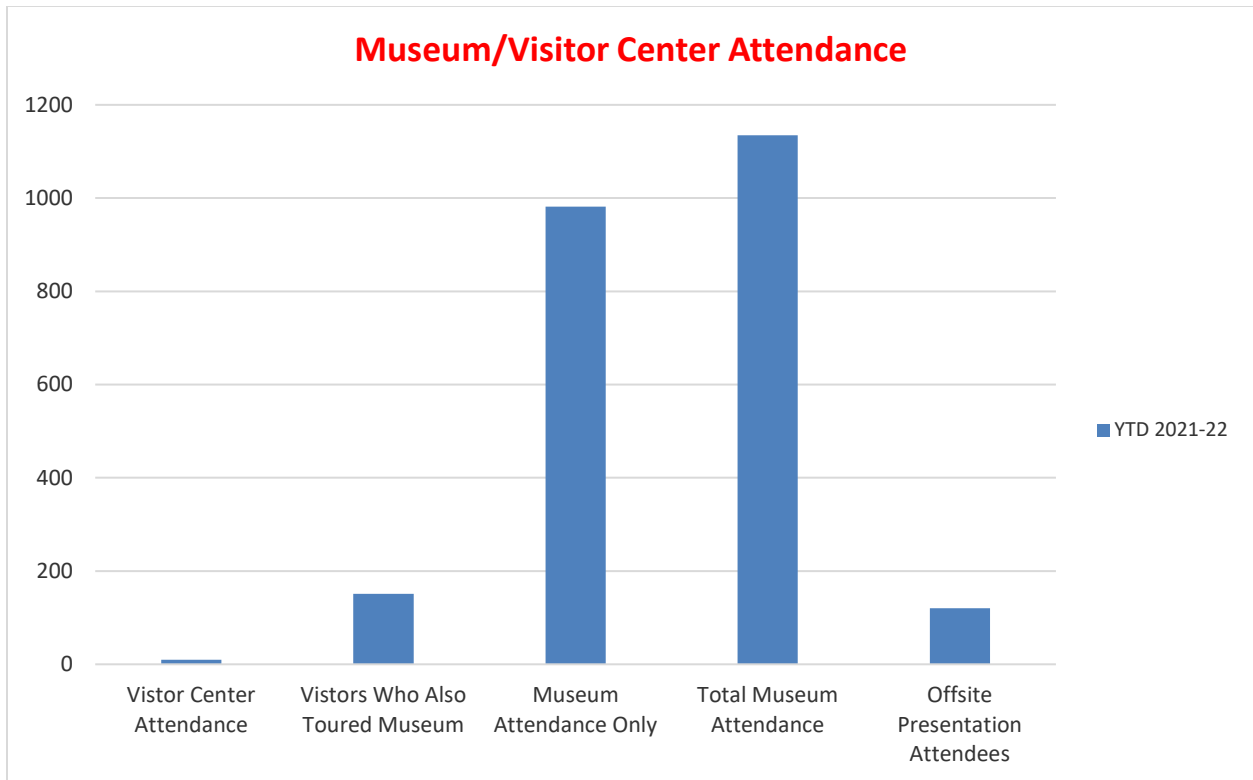
**Parks, Recreation, & Cultural Arts Department  
December 2021**

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

- December 4 – Christmas Parade and Christmas on Main
- December 7 – Chamber Board Meeting
- December 9 – Leadership Robertson County
- December 9 – Women of White House Coffee, Cookies and Candles
- December 14 – Invest and Connect Open House
- December 15 – Chamber Ambassadors Christmas Gathering

**Visitors' Center and Museum Attendance**

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	41	20	61	

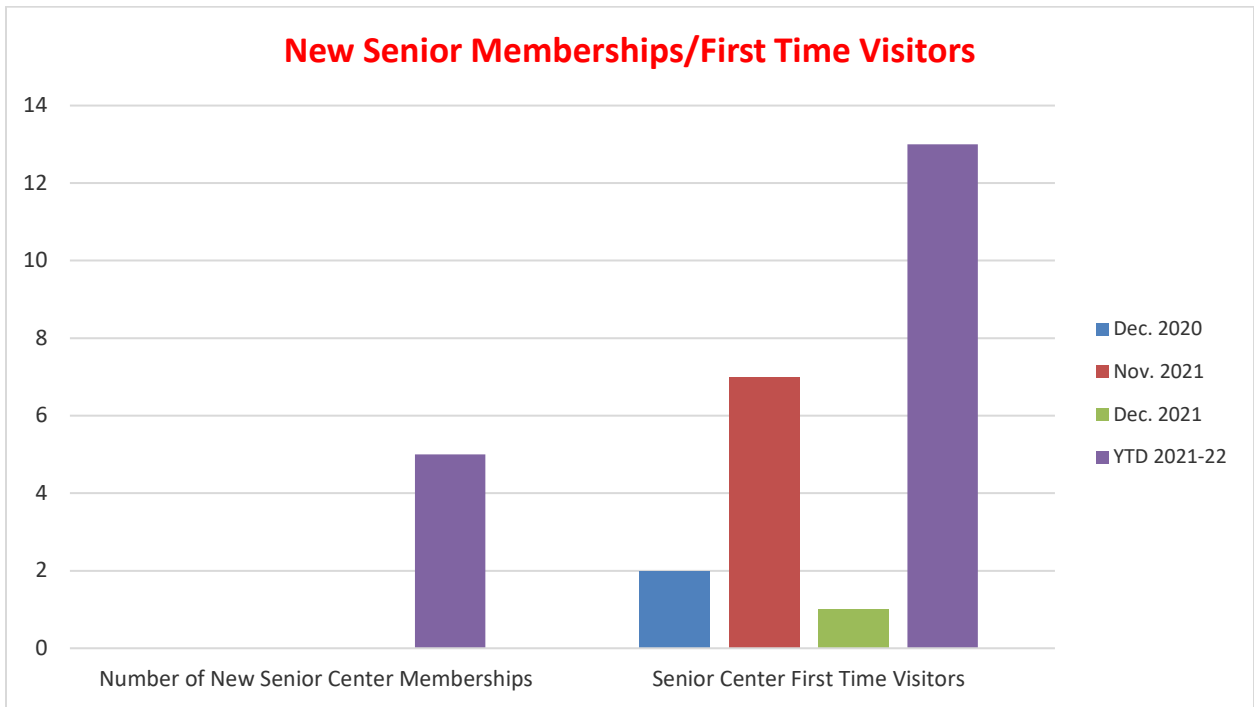
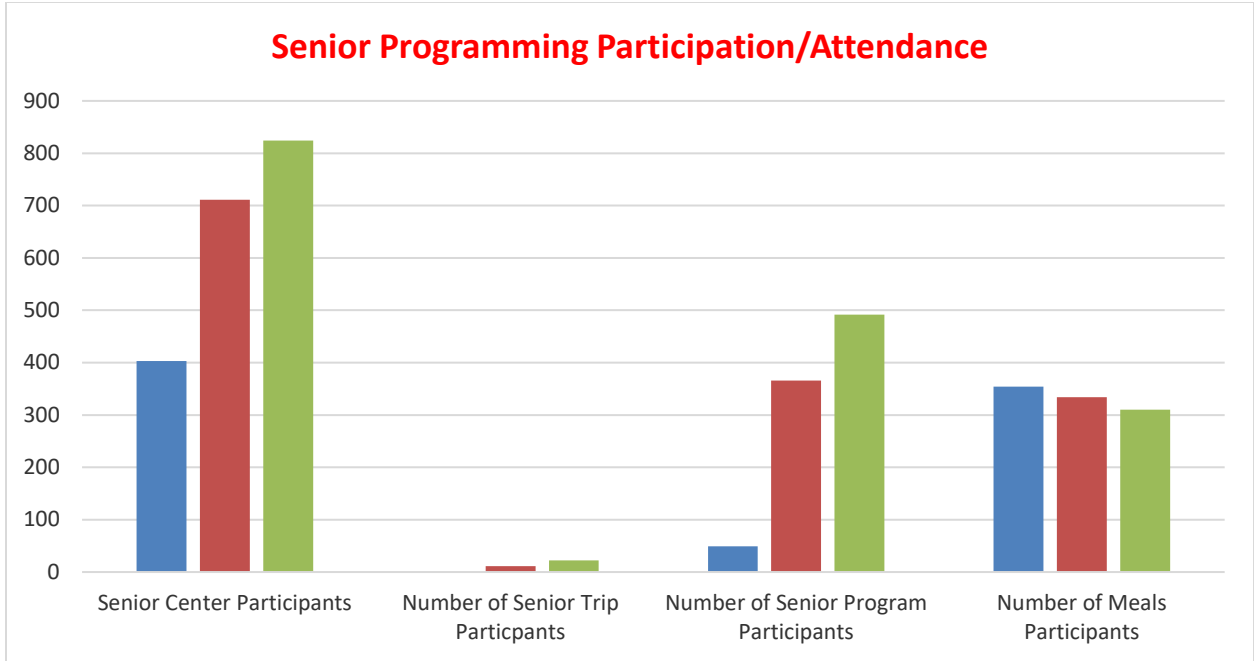


**Parks, Recreation, & Cultural Arts Department  
December 2021**

**Senior Center**

<b>Senior Center Participation - December 2021</b>			
<b><u>Outings/Events:</u></b>			
Crafts	6		
Movie at Center	8		
Bowling	8		
Bunco	8		
Lunch Colorado Grill	14		
Exercise Christmas Party	20		
Senior Christmas Party	28		
<b>Total</b>	<b>92</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		91	
		78	
		75	
		66	
		<b>310</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Fittercise	117		
Walk	124		
Yoga	51		
Strength	44		
Cards, Games, Billiards, Bingo	86		
<b>TOTAL</b>	<b>422</b>		
<b>NEW MEMBERS</b>	<b>0</b>		
<b>FIRST TIME ATTENDEE</b>	<b>1</b>	James	
<b>TOTAL Sr Center Participants:</b>	<b>824</b>		

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



Parks, Recreation, Cultural Arts Department  
December 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
Cafeteria Rentals	54	0
Auditorium Rentals	4	10
Amphitheater Rentals	3	0
Total Number of Facility Rentals	196	89
Ballfield Rentals	7	45
Vistor Center Attendance	6	21
Vistors Who Also Toured Museum	14	84
Museum Attendance Only	85	668
Total Museum Attendance	99	752

<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	\$13,286.00	\$16,017.20
Misc.	\$11,744.00	\$15,394.74

<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

Dec. 20	Nov. 2021	Dec. 21	YTD 21-22
9	1	0	6
0	0	0	7
0	0	0	4
0	6	0	36
0	0	0	90
0	6	0	137
0	7	4	37
0	0	0	0
0	6	6	32
0	0	0	0
0	13	10	69
0	9	0	63
2	2	2	10
3	101	41	151
0	18	20	982
5	121	61	1135

0	310	0	532
0	0	0	160
1	1	1	5
500	0	1,000	2223
0	1	0	9
200	205	205	1224
0	0	0	5
403	711	824	4182
2	7	1	13
0	1	2	9
0	11	22	57
1	8	10	38
49	366	492	2087
4	4	4	24
354	334	310	2038
0	120	0	120
1	9	10	47

\$0.00	\$812.00	\$80.00	\$40,444.00
\$0.00	\$0.00	\$0.00	\$2,500.00
\$0.00	\$0.00	\$0.00	\$765.00
\$885.00	\$838.00	\$813.00	\$5,172.50
\$0.00	\$60.00	\$0.00	\$4,165.00
\$100.00	\$1,800.00	\$400.00	\$7,825.50
\$0.00	\$600.00	\$0.00	\$2,385.00
\$0.00	\$179.00	\$0.00	\$7,849.50
\$176.00	\$0.00	\$0.00	\$19,081.87

0	48	24	1201.25
0	1	0	9
1	1	0	8
4	3	4	15
4	1	4	13

## **White House Library December 2021**

### **Summary of Activities**

The city had its special 50<sup>th</sup> anniversary Christmas event on December 4. The library had a float in the parade and was also a big part of the event that followed. We had pictures with Santa, the dulcimer players, kids' crafts and ukulele players inside. Refreshments were served on the library patio. During this event, the library director put in a book about the pandemic and a library card for the city's time capsule. The Friends of the Library also presented a check in the amount of \$10,000 to the city.

The library director also attended the ribbon cutting at Tractor Supply. The Governor and other representatives were present. Tractor Supply also announced that the Friends of the Library would be a recipient of a donation.

The library director and library supervisor attended the 5<sup>th</sup> Municipal Management course on December 8<sup>th</sup>. The training session was on HR and was taught by John Grubbs.

The budget committee met on December 9<sup>th</sup>. The group reviewed and then voted on the library director's proposed budget with one modification. The director will bring this proposed budget to the library board in January.

The library supervisor attended a crisis management training at the regional library on December 14. The training talked about how to respond to a crisis and reviewed crisis planning. The trainer commented that the White House Library's plan was good.

The library director attended a Genealogy training from the state on December 16. The director learned about new resources that are free for patrons to use and fun facts about some of the genealogy records archived at the state library.

The library director attended a 50<sup>th</sup> anniversary Christmas debriefing to discuss what went well and what might need to be changed if we have a similar event next year. Overall, things went well, but the library director is not going to have as many activities. The A/C units could not keep the building cool with the large volume of people that can through the building.

Lisa Majors, the circulation clerk, turned in her two week notice. She has accepted the cataloger position at the Hendersonville Public Library. Her last day was December 29.

The friends of the library had their wish tree in the library again this year. The library received a number of board game and puzzle donations from this event.

The board of Mayor and Aldermen voted to move the grant funds from the APRA grant into the library's budget. The library received \$28,576 in grant funds. That amount was more than the library budget could absorb, so that amount was moved into the budget. The library director will now begin replacing computers and other tech devices with that money.

### **Department Highlights**

The success with the 50<sup>th</sup> Christmas anniversary event, the tractor supply donation to the friends, the wish tree donations, and the APRA grant success.



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

**Official Service Area Populations**

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

**Membership**

December	2017	2018	2019	2020	2021
New Members	44	62	41	38	56
Updated Members	320	219	211	528	293
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,539
% of population with membership	86	51	59	66	52

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:** 39,572

**Estimated Value of Total Materials:** \$989,300

**Total Materials Available Per Capita:** 2.74

**State Minimum Standard:** 2.00

**Last Month:** \$981,025

**Last Month:** 2.71

**Materials Added in December**

2017	2018	2019	2020	2021
154	119	247	120	296

**Yearly Material Added**

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	3,035

**Physical Items Checked Out in December**

2017	2018	2019	2020	2021
3,512	3,512	4,464	4,133	4,418

**Cumulative Physical Items Check Out**

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	59,983

**Miscellaneous item checkouts**

December	2017	2018	2019	2020	2021
Technology Devices	59	47	26	52	43
Study Rooms	69	82	81	16	44
Games and Puzzles	120	83	103	0	122
Seeds	1	0	1	4	37
STEAM Packs	*	15	25	0	17
Cake Pans	*	*	2	8	0

**Yearly Totals**

2017	2018	2019	2020	2021
585	644	137	381	725
828	1,082	253	305	395
528	743	222	955	1,263
1,197	586	112	302	878
*	148	61	25	160
*	6	1	28	21

**Library Services Usage**

December	2017	2018	2019	2020	2021
Lego Table	120	83	103	0	0
Test Proctoring	4	3	8	0	2
Charging Station	10	6	27	6	7
Notary Services	*	*	2	8	11
Library Visits	*	3,911	4,252	2,395	3,373
Website Usage	*	836	1,358	1,920	1,870
Reference Questions	7	2	6	10	12

**Yearly Totals**

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	108
86	90	19	47	45
*	*	16	88	144
*	52,565	55,728	30,007	38,913
*	2,517	16,935	17,977	27,907
115	59	77	60	73

**Library Volunteers**

December	2018	2019	2020	2021
Library Volunteers	17	19	7	10
Volunteer Hours	98	146	99.5	91

**Yearly Totals**

18-19	19-20	20-21	21-22
82	36	20	17
809	1,286	1,204	800

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

**Computer Users**

December	2017	2018	2019	2020	2021
Wireless	705	511	423	441	304
Adult Users	225	328	270	232	146
Kids Users	88	118	114	0	107

**Yearly Computer Users**

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	3,878
4,413	4,642	1,103	2,138	2,235
2,209	2,088	556	427	963

**White House Public Library**

**December 2021**

**Performance Measures**

**Universal Class Counts**

December	
Sign ups	0
Courses started	3
Lessons viewed	290
Class Submissions	166

**Yearly Totals**

2017	2018	2019	2020	2021
27	24	9	10	13
39	52	16	53	39
273	661	194	1,771	1,008
258	445	105	800	515

**Programs**

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	2	1
total Sign-ups	29	60	81	95

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	22
500 Mark	2	2	0	2
Completion	0	1	2	4

**Face-to-face Kids Programs**

December	2017	2018	2019	2020	2021
Programs	8	12	9	0	7
Attendees	121	177	445	17	144
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	91
Attendees	4,268	4,260	4,201	1,185	2,167

**Virtual Kids Programs**

December	2020	2021
Videos	2	0
Views	35	0
Yearly	2020	2021
Videos	24	19
Views	4,182	230

**Grab & Go Kits**

December	2020	2021
Kits	6	2
Taken	245	86
Yearly	2020	2021
Kits	38	44
Taken	1094	1699

We offered grab and go kits this month as part of our Yeti, Set, Read winter program. Kids not only read to win prizes, but can also pick up grab and go kits to complete while off for the holidays or while traveling.

**Face-to-face Teen Programs**

December	2017	2018	2019	2020	2021
Programs	2	2	3	0	0
Attendees	16	2	115	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**

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

**Combined Face-to-Face**

December	2020	2021
Programs	0	5
Attendees	0	25
Yearly	2020	2021
Programs	11	43
Attendees	77	370

**Virtual Teen & Tweens**

December	2020	2021
Videos	2	0
Views	40	0
Yearly	2020	2021
Videos	12	6
Views	1,591	95

**Grab & Go**

December	2020	2021
Kits	3	2
Taken	45	70
Yearly	2020	2021
Kits	13	24
Taken	152	409

We put out more grab and go kits this month for part of our Yeti, Set, Read winter program. Teens/tweens were able to take these kits with them as they traveled or were off for the holiday season.

**Face-to-face Adult Programs**

December	2017	2018	2019	2020	2021
Programs	9	9	11	1	7
Attendees	41	284	532	17	35
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	63
Attendees	689	1,009	1,343	214	351

**Virtual**

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

**Device Advice**

Sessions	2019	2020	2021
December	*	*	5
Yearly	125	51	81
Grab & Go			
December	*	*	0
Yearly	*	*	0

**Interlibrary Loan Services**

December	2017	2018	2019	2020	2021
Borrowed	27	47	66	28	50
Loaned	23	35	15	10	11

**Yearly Interlibrary Loan Services**

2017	2018	2019	2020	2021
562	690	690	534	673
305	410	410	151	226

December	R.E.A.D.S
Adults	1713
Juvenile	104

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	10,689
Juvenile	725	1,430	1,189	1,032	1,099

The READS statistics come from the state.

**CITY COURT REPORT**

**December 2021**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$6,644.50
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$49,151.46</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$1,331.90
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$11,182.05</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$7,976.40</u>
<b>TOTAL REVENUE YTD</b>	<b>\$60,333.51</b>

**DISBURSEMENTS**

LITIGATION TAX	\$486.12
DOS/DOH FINES & FEES	\$166.25
DOS TITLE & REGISTRATION	\$228.00
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>\$880.37</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$8,234.20</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$7,096.03</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$52,099.31</b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$430.35</u>
<b>DRUG FUND DONATIONS YTD</b>	<b>\$3,422.85</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Following Too Close		
Financial Responsibility Law	18	\$360.00
Registraiton Law	16	\$955.00
Improper Equipment		
Texting/Hands Free Law	2	\$117.00
No Passing/One Way	2	\$195.00
DL Exhibted	1	\$0.00
Red Light	3	\$262.50
General-Miscellaneous	2	\$160.00
Stop Sign	2	\$197.50
Speeding	38	\$3,482.50
Seat Belt-Child Restraint	1	\$50.00
Failure To Yield	1	\$0.00
Exercise Due Care	6	\$442.50
Improper Passing		
Total	92	\$6,222.00