



# **City Administrator Report: January 2022**

**Administrative & Legislative Services Department**  
**January 2022**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- January 6:
  - Progress Meeting: Community Event Center
- January 10:
  - Planning Commission
- January 11:
  - Sumner County COVID-19 Conference Call
  - Industrial Development Board
- January 12:
  - US Treasury SLFRF Final Rule Debriefing
- January 13:
  - Walkthrough Meeting: Community Event Center
  - Library Board Meeting
- January 18:
  - Southern Force Main Discussion
- January 19:
  - RTA Board Meeting
  - GNRC Transportation Policy Board
  - GNRC Executive Board
- January 24:
  - Farris H. Bibb, Jr. Swear In as Mayor
  - Leisure Services Board
- January 25:
  - White House Area Chamber of Commerce Power Hour
  - Bid Opening: Brush Grinding
- January 26:
  - Sumner County TIP Workshop
  - Forward Sumner Annual Meeting
- January 27:
  - Department Head Budget Retreat
- January 31:
  - Walkthrough and Progress Meeting: Community Event Center

**Administrative & Legislative Services Department  
January 2022**

**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	\$ 13,503,696	↑5.42
Industrial Development	\$77,000	\$ 23,694	↓27.57
State Street Aid	\$550,000	\$ 99,202	↓40.31
Parks Sales Tax	\$2,105,361	\$ 1,032,666	↓9.30
Solid Waste	\$1,175,418	\$ 806,664	↑10.27
Parks Impact Fees	\$16,000	\$ 6,698	↓16.48
Police Impact Fees	\$42,500	\$ 40,494	↓36.93
Fire Impact Fees	\$125,000	\$ 22,069	↓40.69
Road Impact Fees	\$235,000	\$ -	↓58.35
Police Drug Fund	\$4,500	\$ -	↓58.35
Debt Services	\$1,293,500	\$ 98,001	↓50.77
Wastewater	\$16,874,057	\$ 10,659,113	↑4.81
Dental Care	\$70,000	\$ 39,396	↓20.68
Stormwater Fund	\$1,491,663	\$ 727,787	↓9.55
Cemetery Fund	\$78,890	\$ 26,165	↓25.18

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

**Purchasing**

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

**Total Purchase Orders**

	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	325	261	269	346	362
August	132	128	106	151	166
September	98	106	98	126	119
October	98	79	97	91	147
November	103	72	78	120	125
December	73	71	58	72	104
January	117	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>946</b>	<b>1355</b>	<b>1199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>Jan 2022</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	113	898	1281	1132	\$1,043,073.59	\$1,482,989.65	\$1,275,419.16
Purchase Orders \$10,000-\$24,999	3	16	29	34	\$274,132.28	\$417,161.17	\$551,938.89
Purchase Orders over \$25,000	1	31	45	33	\$11,015,035.17	\$11,050,535.17	\$4,035,346.92
<b>Total</b>	<b>117</b>	<b>945</b>	<b>1355</b>	<b>1199</b>	<b>\$12,188,884.38</b>	<b>\$12,367,741.04</b>	<b>\$5,862,704.97</b>

**Administrative & Legislative Services Department  
January 2022**

**Website Management**

It is important that the city maintain a reliable web site that is updated as requests come in from various sources. The number of page visits confirms that we are providing reliable and useful information for staff and the public.

	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits
<b>July</b>	54	15	152	61	32,401	11,536	1,164,517	1,080,668
<b>August</b>	66	20	126	133	25,635	9,145	752,932	835,519
<b>September</b>	48	17	43	22	24,833	8,335	679,248	214,406
<b>October</b>	52	10	78	86	23,816	8,390	386,735	864,091
<b>November</b>	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>	56	108	67	68	26,942	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>378</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>179,553</b>	<b>197,629</b>	<b>5,263,907</b>	<b>9,053,159</b>

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

	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
<b>July</b>	8	45	19
<b>August</b>	9	44	21
<b>September</b>	13	19	21
<b>October</b>	6	40	12
<b>November</b>	6	29	13
<b>December</b>	10	10	15
<b>January</b>	18	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>70</b>	<b>258</b>	<b>369</b>

	FY22 # of Request	FY21 # of Request	FY20 # of Request
<b>July</b>	38	20	36
<b>August</b>	54	27	39
<b>September</b>	46	16	18
<b>October</b>	64	15	40
<b>November</b>	19	20	27
<b>December</b>	42	27	20
<b>January</b>	41	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>304</b>	<b>383</b>	<b>356</b>

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

**Administrative & Legislative Services Department  
January 2022**

**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>	0	0
<b>May</b>	0	0
<b>June</b>	0	0
<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>0</b>	<b>\$0</b>

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Took down and stored Christmas decorations
- Deiced City Hall and Library Complex during winter weather events

	<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>	6	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>95</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
January 2022**

**Finance Section**

During January the Finance Office 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 January 31<sup>st</sup>, approximately \$3.48 million (69.6%) of the 2021 property taxes were collected. Members of the Finance Office participated in the following events during the month:

- January 10: SLFRF Final Rule Virtual Briefing
- January 11: Industrial Development Board meeting
- January 13: Community Event Center walkthrough
- January 18: Customer Service Representative interviews
- January 19: TDEC American Rescue Plan Water Infrastructure Investment Program webinar
- January 24: Farris H. Bibb Jr. Mayoral Swearing in Ceremony
- January 27: Department Head Budget Retreat
- January 31: Community Event Center walkthrough

**Performance Measures**

**Utility Billing**

	<b>January 2022</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>	14	136	357	171	62	102
<b>Move Ins (#)</b>	73	567	737	649	534	553
<b>Move Outs (#)</b>	73	530	743	602	534	576
<b>New customer signup via email (#)</b>	39	238	300	127	104	163
<b>New customer signup via email (%)</b>	45%	34%	27%	15%	17%	25%

**Business License Activity**

	<b>January 2022</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>	4	48	76	69	75	72
<b>Closed (notified by business)</b>	1	5	6	10	9	18
<b>Closed (uncollectable)</b>	0	0	0	0	0	199

**Accounts Payable**

	<b>January 2022</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>	342	2441	4079	4003	3940	4437

**Finance Department  
January 2022**

**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	4,210,205	40%
Cemetery Fund	45,261	13,578	274,701	607%
Debt Services	1,217,528	365,258	1,251,039	103%
Dental Care Fund	39,361	11,808	213,550	543%
Roads Impact Fees	105,396	31,619	418,806	397%
Parks Impact Fees	109,476	32,843	324,340	296%
Police Impact Fees	77,976	23,393	318,179	408%
Fire Impact Fees	26,904	8,071	197,634	735%
Industrial Development	76,063	22,819	93,348	123%
Parks Sales Tax	988,260	296,478	881,065	89%
Police Drug Fund	5,048	1,514	34,667	687%
Solid Waste	1,065,400	319,620	523,742	49%
State Street Aid	418,172	125,452	365,025	87%
Stormwater Fund	964,600	289,380	1,313,447	136%
Wastewater	5,579,100	1,673,730	5,451,126	98%

*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	6,849,443	↑ 7.47%
Cemetery Fund	45,261	40,210	↑ 30.51%
Debt Services	1,217,528	802,424	↑ 7.57%
Dental Care	39,361	21,697	↓ 3.21%
Roads Impact Fees	105,396	70,774	↑ 8.82%
Parks Impact Fees	109,476	57,894	↓ 5.45%
Police Impact Fees	77,976	56,398	↑ 13.99%
Fire Impact Fees	26,904	37,212	↑ 79.98%
Industrial Development	76,063	60,767	↑ 21.56%
Parks Sales Tax	988,260	526,074	↓ 5.10%
Police Drug Fund	5,048	3,674	↑ 14.45%
Solid Waste	1,065,400	636,735	↑ 1.43%
State Street Aid	418,172	269,166	↑ 6.03%
Stormwater Fund	964,600	587,467	↑ 2.57%
Wastewater	5,579,100	3,064,370	↓ 3.41%

\*Realized amounts reflect revenues realized from July 1, 2021—January 31, 2022

**Human Resources Department  
January 2022**

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

- January 10: New Hire Orientation for Public Services Administrative Assistant
- January 18: Customer Service Representative Interviews
- January 20: Board of Mayor and Aldermen Meeting
- January 26: Library Clerk Interviews
- January 27: Department Head Budget Retreat

**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	0	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  
January 2022**

**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	4	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>9</b>	<b>12</b>	<b>18</b>	<b>11</b>
<b>Percentage</b>	<b>8.74%</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)	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>1</b>	<b>3</b>	<b>4</b>	<b>7</b>

Three-year average: 4.6667

**Police Department  
January 2022**

**Meetings/Civic Organizations**

➤ **Chief Brady attended the following meetings in January:** White House Rotary Club Meeting (Jan. 6, 13, 20 & 27), Department Head Staff Meeting (Jan. 10 & 24), Planning Commission Meeting (Jan. 10), Robertson County Chief's Meeting (Jan. 11), Municipal Management Class (Jan. 12), Command Staff Meeting (Jan. 20), Board of Mayor and Alderman Meeting (Jan. 20), Mayor Farris Bibb Swearing In (Jan. 24), eCitations Kick Off (Jan. 25) and Department Head Budget Retreat (Jan. 27).

➤ **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 is working on 2021 and 2022 proofs. Susan should find out this month when the 2022 Spring Leact Conference will be.

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	105	0	105
<b>Total</b>	<b>0</b>	<b>105</b>	<b>0</b>	<b>105</b>

**Patrol Division Performance Measurements**

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

Number of Officers on Shift	January 2022	FY 2021-22
Three (3) Officers per Shift	46	312
Four (4) Officers per Shift	16	120

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 February or March.
3. ***Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1, 000 population during the calendar year of 2022.***

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.

Group A Offenses	January 2022	Per 1,000 Pop.	Total 2022	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons				
Crimes Against Property				
Crimes Against Society				
<b><i>Total</i></b>				
<b>Arrests</b>				

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

**Police Department  
January 2022**

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 2022.*  
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.

	January 2022	TOTAL 2022
<b>Traffic Crashes Reported</b>	54	54
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>		
<b>Written Warnings</b>		
<b>Verbal Warnings</b>	310	310

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>				
<u>2022</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>January</b>	54	2 YTD 2	4%	4% YTD 54

**Traffic School:** There was no Traffic School in January.

**Staffing:**

- Ofc. Perry Gerome is currently in FTO. He has to complete one week at the Academy due to missing a week because of illness.
- Ofc. Terry Brown (TJ) is currently in FTO.
- Ofc. Larry Meadors last day was January 1<sup>st</sup>.
- We currently have 5 positions open and are accepting applications.

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

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

- Emergency Response Team training was January 21<sup>st</sup>.

**Support Services Performance Measurements**

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2022.*

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>2022 CLEARANCE RATE</b>		
<b>Month</b>	<b>Group A Offenses</b>	<b>Year to Date</b>
<b>January</b>		

**Police Department  
January 2022**

**Communications Section**

	<b>January</b>	<b>Total 2022</b>
Calls for Service	960	960
Alarm Calls	38	38

**Request for Reports**

	<b>January</b>	<b>FY 2021-22</b>
Requests for Reports	16	90
Amount taken in	\$14.10	\$62.10
Tow Bills	\$0.00	\$0.00
Emailed at no charge	18	123
Storage Fees	\$0.00	\$0.00

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

- THSO – Sgt. Brisson attended a meeting at Metro Police Department Midtown on January 18, 2022, in reference to a traffic enforcement task force.

***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. did start on January 31<sup>st</sup> at White House Middle School. Sgt. Enck is instructing 7 classes.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House Expo & Safety Day date will be announced at a later date.
3. ***Plan, recruit, and coordinate a Citizen’s Police Academy as an annual event.***  
We are currently taking applications for 2022 Citizen’s Police Academy.
4. ***Participate in joint community events monthly in order to promote the department’s crime prevention efforts and community relations programs.***  
Nothing to report.

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

- Sgt. Enck, Sgt. Brisson and Cpl. Waller worked on January 29<sup>th</sup> to help cover Robertson County for the Robertson County Sheriff’s Office, so their Officers could attend the funeral of fallen Deputy Savanna Puckett.

**Upcoming Events:**

- S.P.E.A.R.E (2/6)
- Coffee with a Cop (2/24)
- Speedway Pack the Cruiser (2/26)
- Cool off with a Cop (June & July)
- Americana (July 9<sup>th</sup>)

<b><i>2022 Participation in Joint Community Events</i></b>		
	<u>January</u>	<u>Year to Date</u>
<b>Community Activities</b>	1	1

**Fire Department  
January 2022**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 146 requests for service during the month with 110 responses being medical emergencies. The Department also responded to 11 vehicle accidents; 4 accidents reported patients being treated for injuries, and 7 accidents reported with no injuries. Of the 146 responses in the month of January there were 16 calls that overlapped another call for service that is 10.96% of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in January from dispatch to on scene time averaged was, five minutes and fifty-seven (5:57). The average time a fire unit spent on the scene of an emergency call was thirteen minutes and fifty-three seconds (13:53).

**Department Event**

- January 5<sup>th</sup> – Fire Drill at Hampton Inn
- January 19<sup>th</sup> – Car seat Install
- January 26<sup>th</sup> – Leadership Sumner Tour
- January 27<sup>th</sup> – Station tour for Boy Scouts

**Fire Administration**

- January 11<sup>th</sup> – Sumner County COVID zoom conference
- January 13<sup>th</sup> – Walkthrough of Community Events Center
- January 20<sup>th</sup> – Mayor Arnold's Farewell
- January 24<sup>th</sup> – Farris Bibb Mayoral Swearing
- January 27<sup>th</sup> – Budget Retreat

**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	22
Rescue & Emergency Services	793
Hazardous Conditions (No Fire)	21
Service Calls	44
Good Intent Call	61
False Alarms & False Call	96
Calls for The Month	146
Total Responses FY to Date	1041

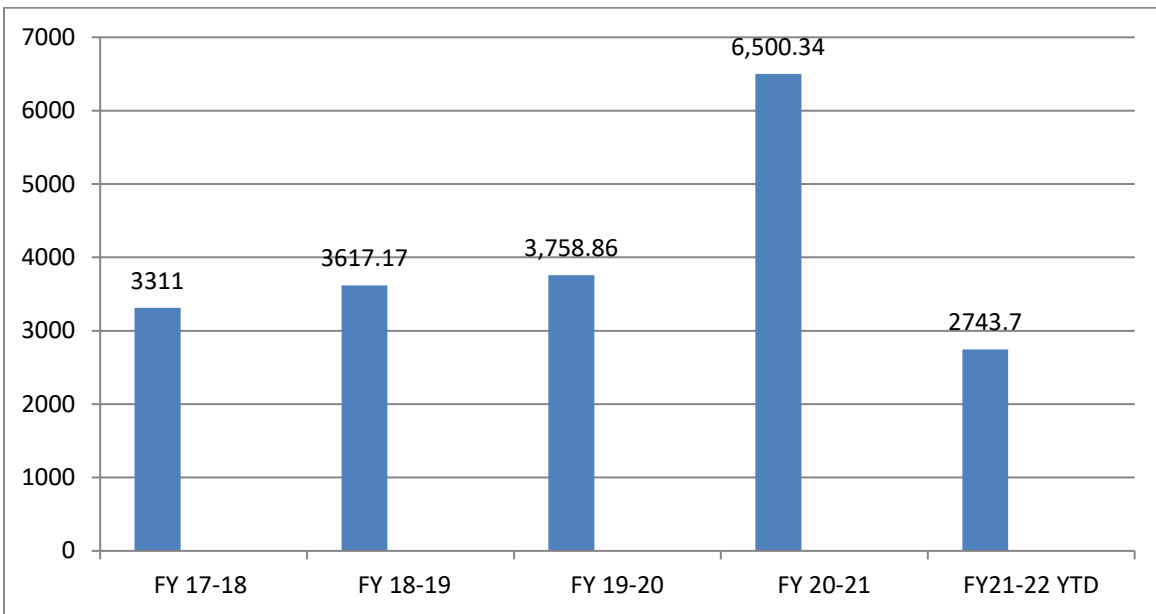
**Fire Department  
January 2022**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City Park)</b>	<b>119</b>	<b>729</b>	<b>70.02%</b>
<b>Station #2 (Business Park Dr)</b>	<b>27</b>	<b>312</b>	<b>29.97%</b>

**Fire Fighter Training**

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



	Month	YTD
<b>Firefighter Training Hours</b>	<b>333.3</b>	<b>2743.7</b>

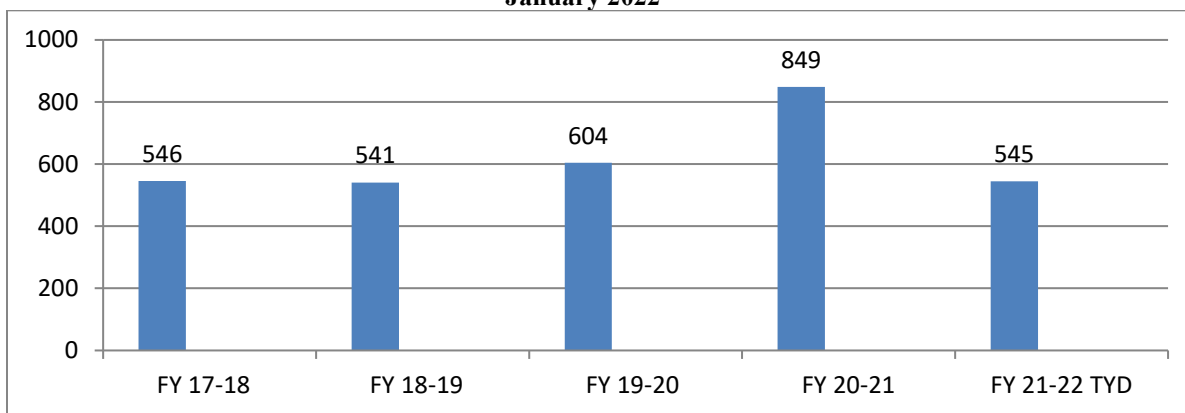
**Training breakdown for ISO and NFPA**

	Fire Officer	Company	Facilities	NFPA
<b>Month</b>	<b>23.5</b>	<b>88</b>	<b>0</b>	<b>77.15</b>
<b>Total for FY</b>	<b>227.5</b>	<b>917</b>	<b>193.5</b>	<b>1228.55</b>

**Fire Inspection**

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

**Fire Department  
January 2022**

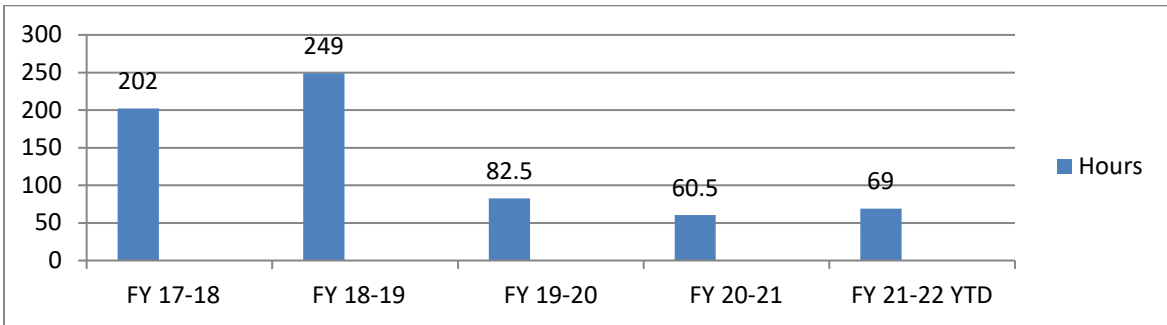
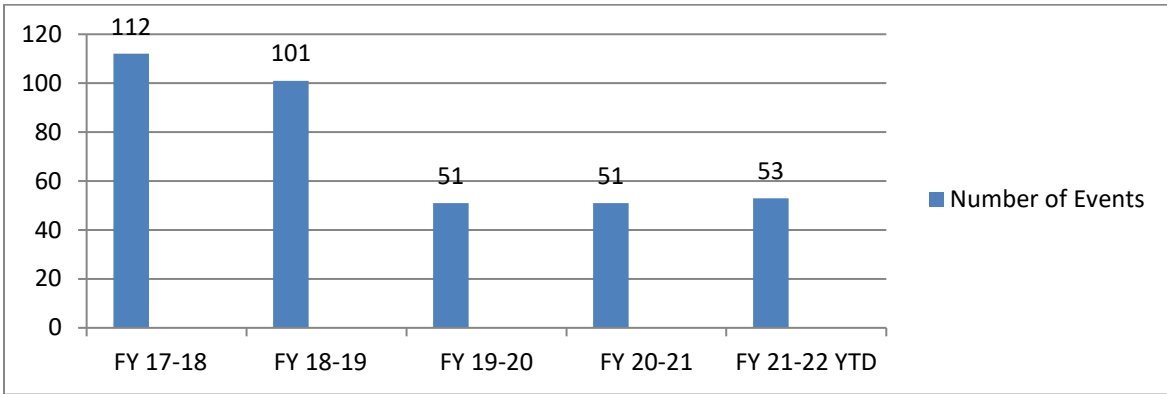
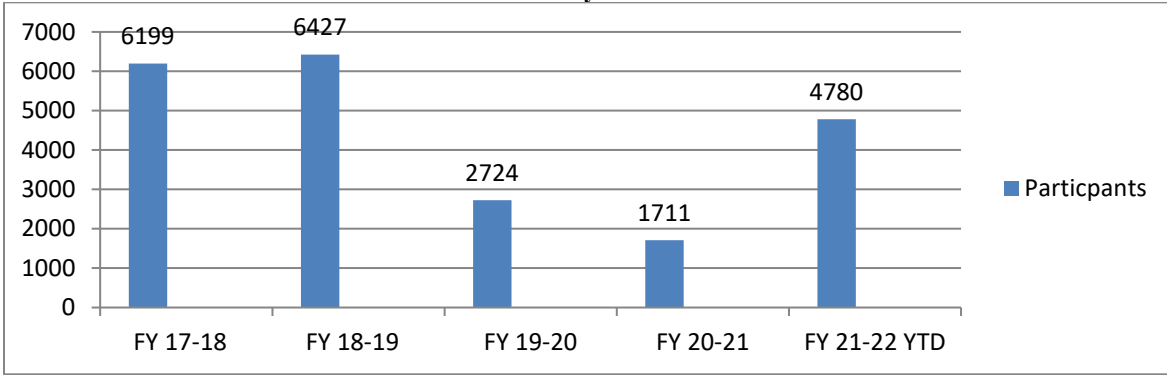


	<b>Month</b>	<b>YTD</b>
<b>January Fire Inspection</b>	<b>94</b>	<b>639</b>
<b>Reinspection</b>	<b>12</b>	<b>127</b>
<b>Code Violation Complaint</b>	<b>3</b>	<b>9</b>
<b>Violations Cleared</b>	<b>12</b>	<b>90</b>
<b>Annual Inspection</b>	<b>12</b>	<b>86</b>
<b>Commercial Burn Pile</b>	<b>4</b>	<b>9</b>
<b>Knox Box</b>	<b>3</b>	<b>17</b>
<b>Fire Alarms</b>	<b>1</b>	<b>11</b>
<b>Measure Fire Hydrant</b>	<b>0</b>	<b>3</b>
<b>Plans Review</b>	<b>4</b>	<b>32</b>
<b>Pre-C/O</b>	<b>0</b>	<b>15</b>
<b>Pre-incident Survey</b>	<b>16</b>	<b>144</b>
<b>Sprinkler Final</b>	<b>8</b>	<b>17</b>
<b>Final/Occupancy</b>	<b>8</b>	<b>28</b>

**Public Fire Education**

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

**Fire Department  
January 2022**



	Month	YTD
<b>Participants</b>	<b>61</b>	<b>4780</b>
<b>Number of Events</b>	<b>6</b>	<b>53</b>
<b>Education Hrs.</b>	<b>5.5</b>	<b>69</b>

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

**Social Media Statistics for the Month**

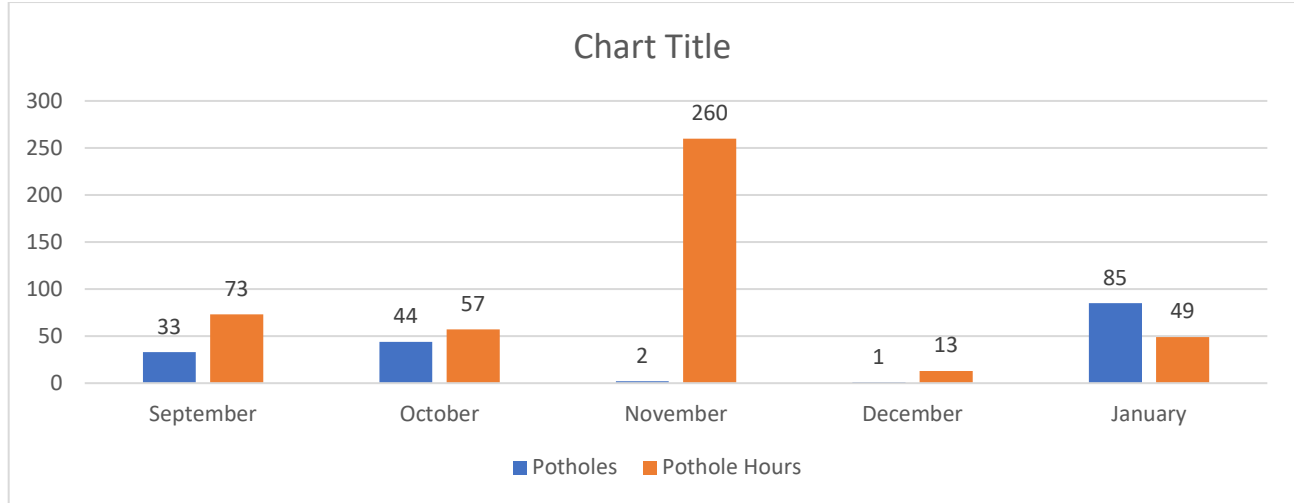
<b>Post Reach</b>	<b>1,652</b>
<b>Post Engagement</b>	<b>188</b>
<b>New Page Followers</b>	<b>26</b>



**Public Services Department – Public Works Division  
January 2022**

**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.

**Pothole Complaint Response Time**

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

NOTE: All other potholes were repaired by the Public Works Crew after internal identification and were repaired post-snow events.

<b>STREET ADDRESS OF COMPLAINT</b>	<b>DATE COMPLAINT LOGGED</b>	<b>DATE COMPLAINT RESOLVED</b>	<b>ELAPSED TIME BEFORE REPAIR MADE</b>
101 Larkspur Drive	January 16, 2022 9:14 AM	January 18, 8:58 AM	47 Hours 44 mins
305 Meadowbrook Lane	January 16, 2022 9:15 AM	January 18, 8:57 AM	47 Hours 43 Mins
100-148 Kennedy Drive	January 23, 2022 10:34 AM	January 24, 2022 8:30 AM	22 Hours 30 Mins
112, 116, & 119 Cambria Drive	January 31, 2022 5:03 PM	February 7, 2022 4:27 PM	5 Working Days

**Public Services Department – Public Works Division**  
**January 2022**

**Monthly Work Log**

Monday 1-3-2022

- Icy road condition evaluation / Pothole repair / Salted isolated areas of icy roads

Tuesday 1-4-2022

- Fleet maintenance (Plows and Salt Boxes)

Wednesday 1-5-2022

- Pothole repair / Picked up glass for backhoe at Thompson CAT / Delivered bag salt at PD Firehall and City Hall

Thursday 1-6-2022

- Salting and Plowing operations

Friday 1-7-2022

- Salting and Plowing operations

Monday 1-10-2022

- Fleet maintenance / Core-drilled concrete at Madeline Way and Sage Intersection for Stop Sign install / Cleaned Gridsmart Cameras

Tuesday 1-11-2022

- Fleet maintenance on salt and plow equipment / Mobilized skid steers back to PS Facility / Pothole repair / Stop Sign installation at Madeline Way and Sage Road intersection

Wednesday 1-12-2022

- Facility and Fleet Maintenance on salt and plow equipment / Attempted to pull communication cable for Gridsmart Camera at NB Ramps and SR-76 intersection.

Thursday 1-13-2022

- Pulled communication cable at NB Ramps and SR-76.

Sunday 1-16-2022

- Salting and Plowing operations

Monday 1-17-2022

- Holiday (Dr. Martin Luther King Day)

Tuesday 1-18-2022

- Repaired potholes / Fleet maintenance on Salt Box and Plows / Facility Maintenance / Assembled snow blower / Seeded and strawed NB Ramp after digging to find electrical pull boxes for communication wire for Gridsmart

Wednesday 1-19-2022

- Picked up skid steers from Fire Stations 1 & 2 / Delivered trash carts to new resident / Repaired potholes / Stored Christmas Decorations for off-season.

Thursday 1-20-2022

- Salting and Plowing operations

Monday 1-24-2022

- Facility Maintenance / Seeded and strawed NB Ramps / Repaired potholes

Tuesday 1-25-2022

- Picked up mid-sized dump from repairs / Installed Detour Signs and message boards to route Semis to Raymond Hirsch instead of 76 & 31.

Wednesday 1-26-2022

- Finished install of Gridsmart Camera / Completed weekly inspections on vehicles / Fleet maintenance on salt box.

Thursday 1-27-2022

- Facility and Fleet Maintenance / Installed No Parking Signs on SR-76 near I-65 overpass for WHPD / Moved Message Boards to more suitable location

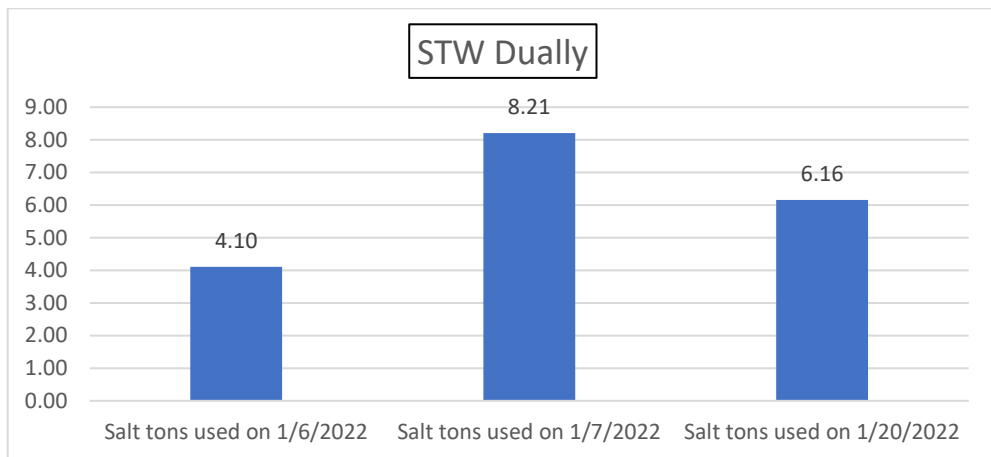
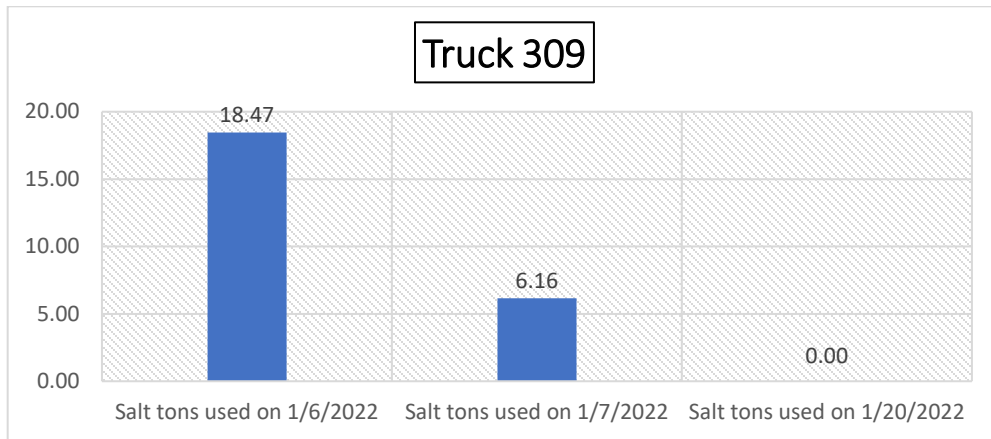
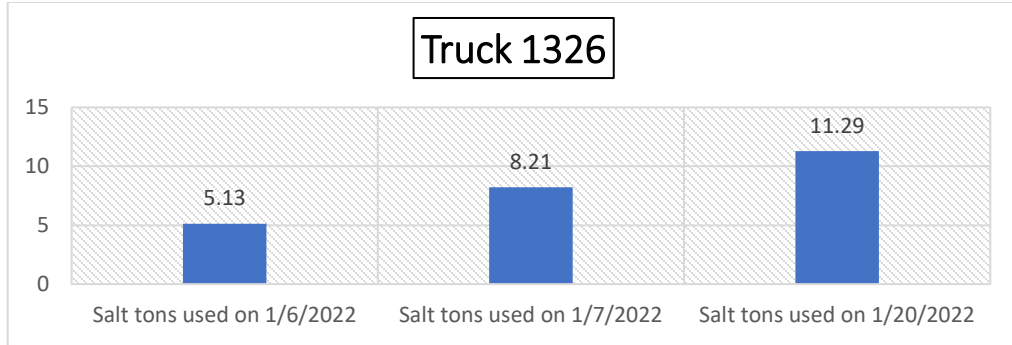
Monday 1-31-2022

- Pothole repair / Picked up more cold-patch asphalt from Vulcan Materials

**Public Services Department – Public Works Division  
January 2022**

**Salt and Plow Debriefing**

Note: The intended purpose of the following information is to give snapshot of individual snow events and giving detailed information about the amount of salt in tons used, man hours worked and the vehicles that were responsible for salt removal during the given events.

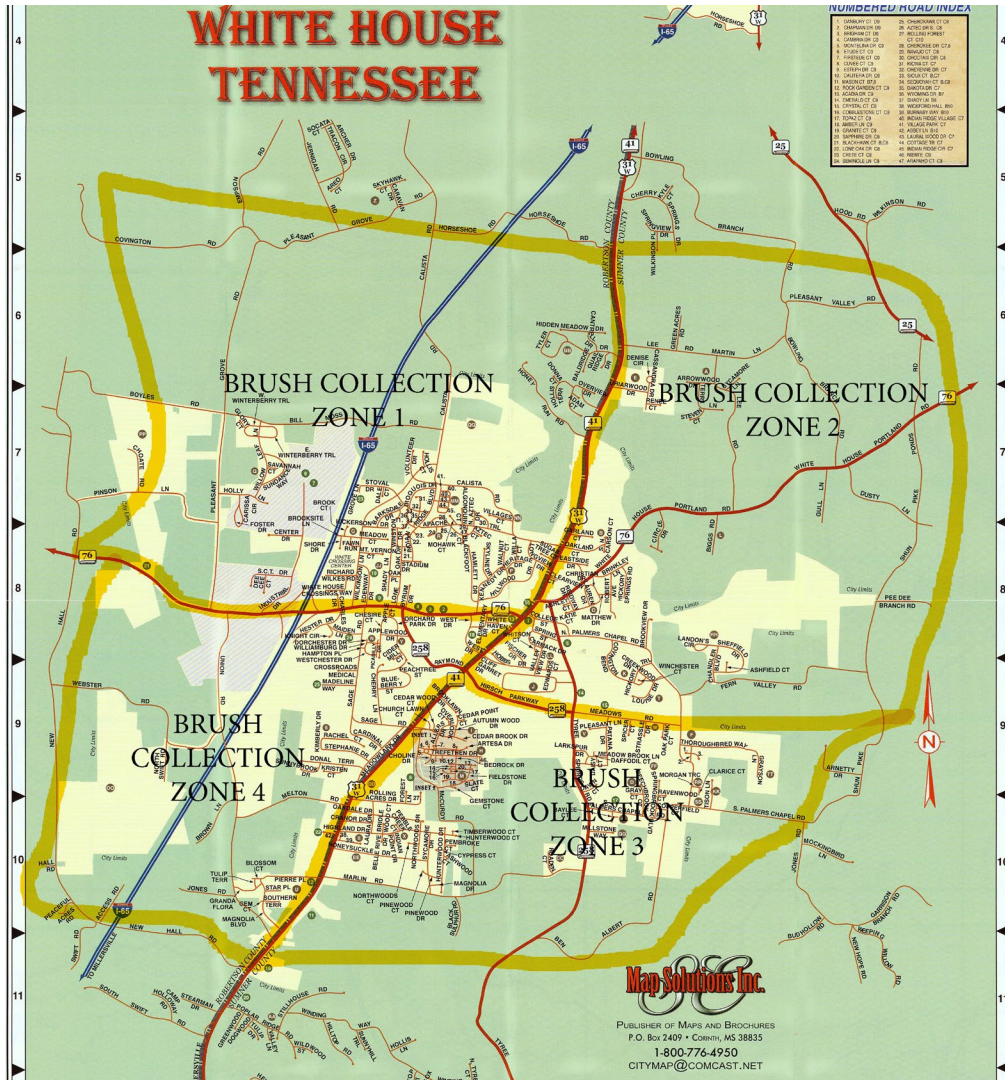


**Public Services Department – Public Works Division  
January 2022**

**Salt and Plow Debriefing  
(Hours Worked & Tons Applied)**



In order to be more efficient, the Public Works Department decided to divide the City of White House into Zones much like the Brush Collection Route. This was done because there is approximately 95 miles of road to salt and plow. Zone 1 is covered by Truck 1326 (Salt and Plow), Zone 2 is covered by the STW Dually (Salt and Plow), Zone 3 is covered by Truck 309 (Salt and Plow), and Zone 4 is plowed by PW Backhoes and salted, when possible, by Truck 309. This a more efficient way to ensure the whole City of White House is treated with salt and plowed during snow events.

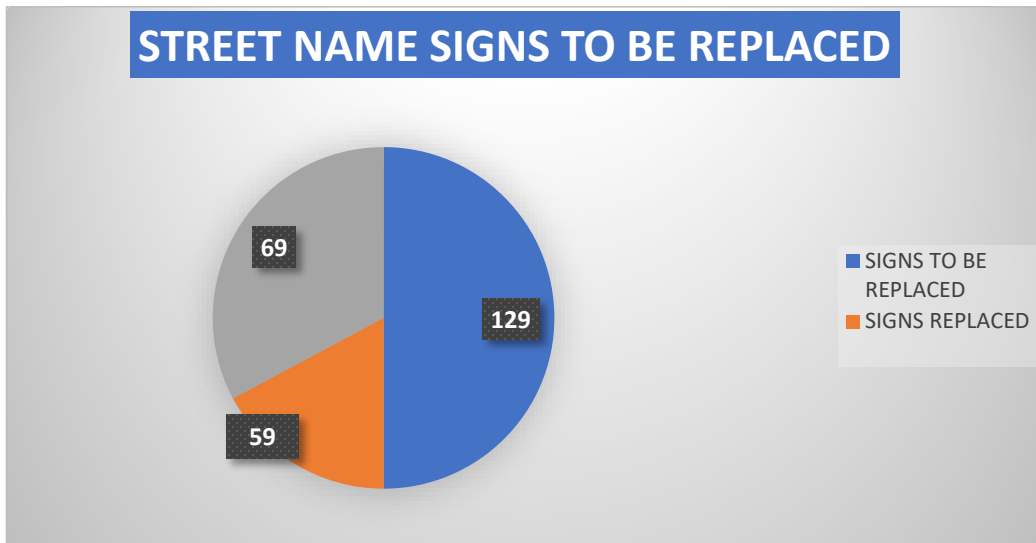


**Public Services Department – Public Works Division  
January 2022**

**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: No Street Name Signs were installed in the month of January due to snow operations and various other jobs that needed completed.**



**Public Services Department – Public Works Division  
January 2022**

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Dec	22-Jan	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	916	987	13,025
Facility Maintenance	3494	2187	1,227	1,137	887.25	121	50	1340.25
Fleet Maintenance	1034	514	282	380	422.5	44	170	726
Meeting/Training	502	510	517	400	457	40	10	467
Leave	1,253	576	613	810	823	223	113	1593.65
Holiday	795	470	385	555	545	175	50	602
Overtime	508.5	488	414	311	152.75	21	108	505
Administrative	385	698	803	867	1153.25	125	152	2,655
Drainage Work (feet)	0	906	2749	10	0	0	0	546
Drainage Man Hours	0	1470	1045	170	14	0	0	587.28
Debris Removed Load	0	100	35	44	0	0	0	0
Sweeping Man Hours	0	18	13	0	0	0	0	0
Mowing Hours	0	22	175	219	221	0	0	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	1	85	493
Pothole Hours	0	759	734	1,181	831.5	13	49	758.25
R-O-W Hours	0	2835	2416	4,027	3044.5	110	154	3,072
Sign/Repaired	0	120	91	84	63	15	13	132
Sign Work Hours	0	289	179	234	109	15	17	286
Salt Hours	0	10	143	24	76.5	0	173	172.5
Salt Tons	0	12	20	23	18	0	67	66.69
Decorative Street Light Hours	0	57	46	125	133.5	47	0	70
Traffic Light Hours	0	0	65	20	158	0	4	81

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Dec	22-Jan	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	360	340	5,588
Facility Maintenance	3494	723	446	574	394.5	40	39	664
Fleet Maintenance	1034	488	445	331	294.5	14	14	279
Meeting/Training	502	265	130	135	127.5	18	10	175
Leave	1,253	428	700	476	336	42	61	741
Holiday	795	270	230	230	230	70	20	310
Overtime	508.5	119	4	12	39.5	0	0	8
Administrative	385	167	1	0	72.5	1	3	53
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW						30	30
R-O-W Hours	0	166	30	97	170	7	11	495
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-Dec	22-Jan	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	356	429	8,390
Brush Truck Loads	459	551	522	578	584	40	40	756
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	1100	297	5,888
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	85	91	1,745
Litter Pickup Bags	334	507	546	511	456	41	56	589
Litter Pickup Hours	1147	1132	985	957	892	79	61	1009

Public Services Department – Stormwater Division  
January 2022


**Administrative Notes**

- Several stormwater complaints were reported this month.
  1. 304 Autumn Wood Drive – is experiencing bank erosion within the stream buffer.
  2. 426 Calista Road – Erosion in conveyance
  3. 205 Bedrock Dr. – Exposed drain grate
  4. 214 Eastside Dr – Ponding water on Property
  5. 116 Eastside Dr – Requested additional pipe and Headwall in ditch line
  6. 426 Calista Rd – Erosion in ditch line
- Scott & Ritter has started the mitigation project in the Springbrook subdivision. In a coordinated effort with CSR, City, & Scott & Ritter, the existing utilities are being moved.
- The stormwater department partnered with Tennessee Environmental Council to host an annual tree giveaway on or around Arbor Day this year.
- Six fence permits were issued.
- Stormwater crew assisted in snow removal and salting the roads
- Getting updated quotes for the Zanger stormwater infrastructure improvement project
- Wilkinson project has been reviewed in-house. Stormwater infrastructure will be ordered in the next few weeks

**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 some work order requests and summaries that have been addressed for the month of January:

<i>Address</i>	<i>Scope of Work</i>	<i>Status</i>	<i>Notes</i>
<b>225 Oakdale Dr.</b>	Mowing	Work Order: 010422001  <b>Complete</b>	



Public Services Department – Stormwater Division  
January 2022

<p><i>400 Artesa Dr.</i></p>	<p>Storm Drain Cleanout</p>	<p>Work Order: 010522002</p> <p><b>Complete</b></p> 
<p><i>Area 2 Snow Plowing</i></p>	<p>Snow Plowing</p>	<p>Work Order: 011022001</p> <p><b>Complete</b></p> 
<p><i>409 Brinkley Ln</i></p>	<p>Cleaned stormwater apparatus</p>	<p>Work Order 011222005</p> <p><b>Complete</b></p> 



Public Services Department – Stormwater Division  
January 2022

*Temple Baptist*

Expansion  
Project

Work Order  
011322012

**Complete**



**Springbrook  
Drainage  
Improvements**

Coordination

Work Order:  
011222003

**Open**



**214 – 218  
Eastside Drive**

Investigated  
Drainage  
Issue

Work Order:  
082321003

**Complete**



Public Services Department – Stormwater Division  
January 2022

*3209 Hwy 31W*

ERU  
Review

Work Order:  
011022013  
**Complete**



*124 Calista Rd*

Mowing

Work Order:  
011222004  
**Complete**



Public Services Department – Stormwater Division  
January 2022

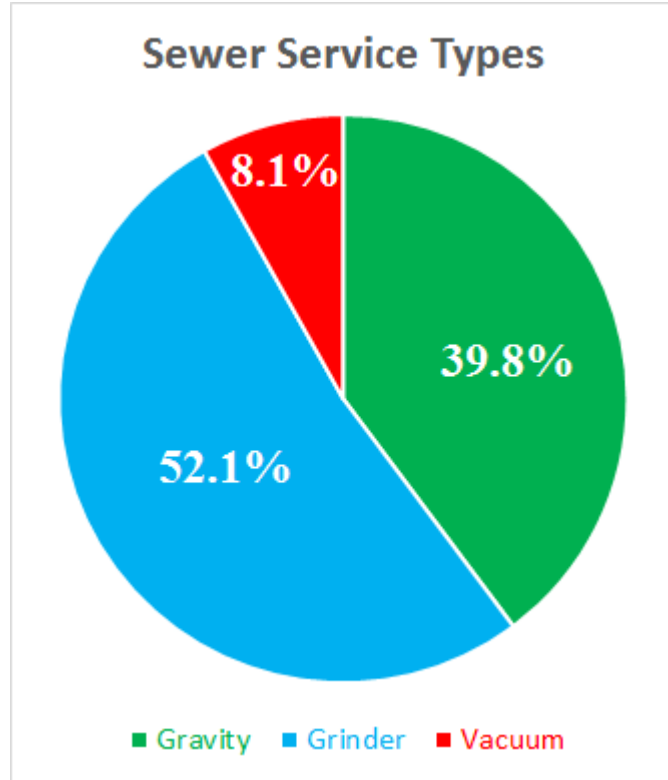
<b>Stormwater Division</b>					
<b>Total Hours Worked</b>	<b>FY 15/16</b>	<b>FY 19/20</b>	<b>31-Dec</b>	<b>31-Jan</b>	<b>YTD 20/21</b>
<b>Stormwater</b>	5,744	7,204	639	302	6,148
<b>Work Orders</b>	0	69	10	15	94
<b>Overtime</b>	508.5	262	20	28	136
<b>Facility Maintenance</b>	3,494	638	96	116	383
<b>Fleet Maintenance</b>	1,034	314	22	61	333
<b>Administrative</b>	385	1,138	178	83	937
<b>Drainage Work (feet)</b>	0	3,988	535	256	2,206
<b>Drainage Man Hours</b>	0	1,371	273	65	1,765
<b>Debris Removed Load</b>	0	188	8	4	156
<b>Sweeping Man Hours</b>	0	309	7	46	198
<b>Mowing Hours</b>	0	102	0	0	3
<b>R-O-W Hours</b>	0	1,506	0	16	124
<b>Shoulder/Curb Hrs</b>	0	0	0	0	40

**Public Services Department - Wastewater Division  
January 2022**

**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 **January 31<sup>st</sup>, 2022**, City personnel count a total of **5,723** sewer system connections, with **13 new** applications for service in **January, 2022**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,277</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>January 2022</u>	<u>YTD</u>
Tennessee 811	1,670	1849	2315	2680	2933		577	3545

**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  
January 2022**

<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>Jan 2022</u>	<u>YTD</u>
North Palmers Chapel	22	23	8	3	1		2	5
Calista Road	55	13	4	2	1		0	5
Wilkinson Lane	8	4	1	3	1		0	2
Portland Road	1	4	1	0	1		0	0
Cope's Crossing	17	15	7	8	6		1	6
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	3
Sage Road (Hester)	7	2	0	1	0		0	0
Kensington Green	n/a	n/a	n/a	1	0		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		0	0
Settler's Ridge	0	1	1	1	1		0	0
Summerlin	0	0	2	5	22		0	0
Heritage High School	22	0	2	1	0		0	0
Loves Truck Stop	n/a	n/a	n/a	0	0		0	3
Concord Springs	n/a	n/a	n/a	0	0		0	2
Parks	n/a	n/a	n/a	0	0		0	0
Fields at Oakwood	n/a	n/a	n/a	n/a	2		0	1
Treatment Plant	1	6	4	6	3		0	0

**Alarms:**

Cambria: Pump #2 would continually lose prime and cause station to overheat. The suction line was disassembled, and a ball of debris and twine was found stuck in the line. Once the blockage was cleared, the station returned to normal operation.

North Palmers: On 01-19, the soft-start on vacuum pump #3 failed. Wascon replaced the part, and the station returned to normal operation. On 01-28, the equalization line on sewer pump #2 clogged, causing the station to go into high water lockout. Pump #1 was used to drain the tank, the equalization line was cleared of obstruction, and the station returned to normal operation.

Copes Crossing: On 01-10, pump #2 failed due to a seal failure allowing water to enter the motor. Wascon pulled the pump, repaired it, tested it, reinstalled the pump and returned the station to normal operation on 01-13.

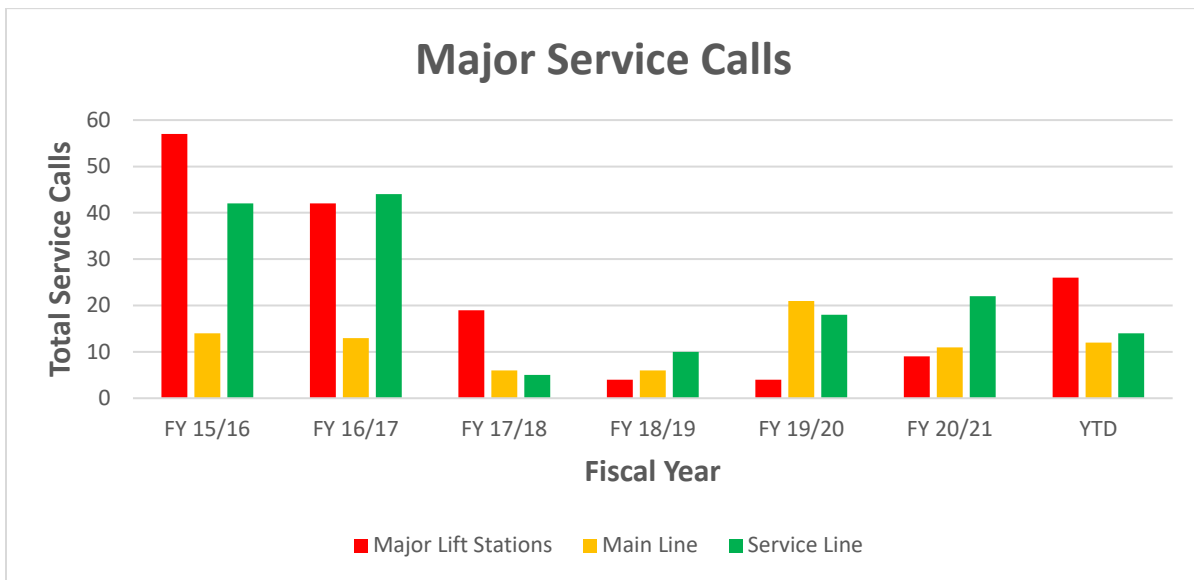


**Public Services Department - Wastewater Division  
January 2022**

**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 four (4) 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>Jan 2022</u>	<u>YTD</u>
Major Lift Stations	42	19	4	4	9		4	26
Main Line	13	6	6	21	11		6	12
Service Line	44	5	10	18	22		2	14

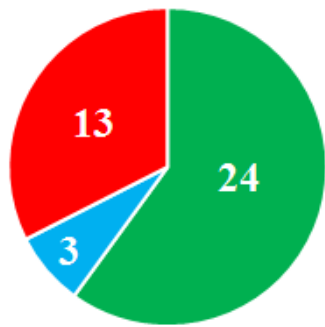


- Settler's Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. 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>.**
- 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.

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5. **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.**
  
6. **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, pumps, and discharge lines have now been installed, and L&G Construction is waiting on an electrician to finish wiring the pumps’ control panels.**
  
7. **Septic-to-Sewer Conversions** – The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. 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.**

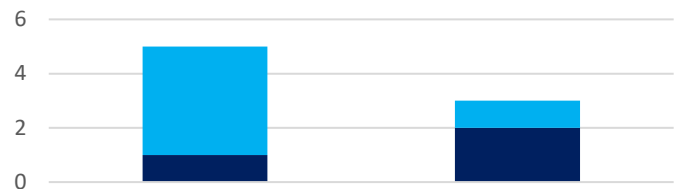
**Septic-to-Sewer Conversions:**



■ Completed: ■ Tap Installed ■ Remaining:

**Septic-to-Sewer Conversion Goals**

**July 2021 - June 2022**



Conversion Goal: Tap Installations:

■ Completed: ■ Remaining:

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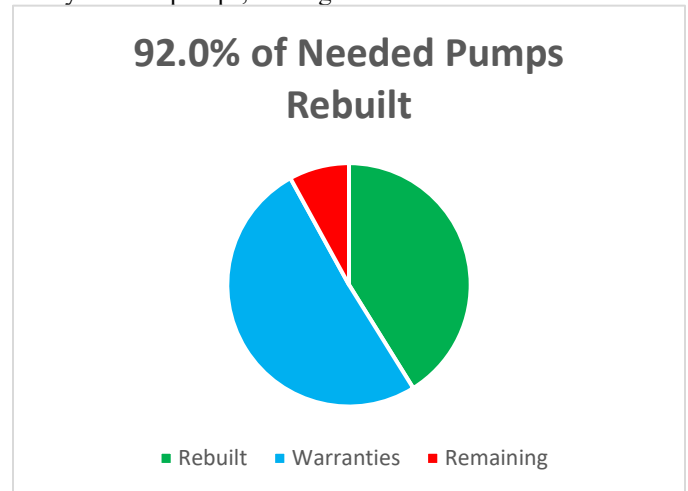
<u>Work Orders</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Jan 2022</u>	<u>YTD</u>
<b>Vacuum System Service Request</b>	172	143	112	82	78		<b>10</b>	<b>81</b>
<b>Gravity Service Request</b>	12	0	10	13	20		<b>5</b>	<b>44</b>
<b>Low Pressure Service Request</b>	716	621	728	770	702		<b>44</b>	<b>418</b>
<b>Total Pumps Replaced</b>	338	401	361	449	492		<b>27</b>	<b>286</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	n/a	n/a	135		<b>5</b>	<b>72</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	n/a	n/a		<b>17</b>	<b>89</b>
<b>Grinder Tank PM Program</b>	58	63	358	267	219		<b>11</b>	<b>63</b>
<b>Open Trench Inspections</b>	23	54	103	226	409		<b>30</b>	<b>424</b>
<b>Final Inspection for New Service</b>	55	56	62	110	248		<b>28</b>	<b>261</b>
<b>Sanitary Sewer Overflow (SSO)</b>	9	1	3	49	19		<b>5</b>	<b>18</b>
<b>Odor Complaints</b>	17	28	43	43	35		<b>3</b>	<b>14</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 100 warranty-returns. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period.

Production issues have led to pump shortages and delays in newly ordered pumps, leading to an increase in rebuilds needed.





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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><u>Parameter</u></b>	<b><u>Oct - 21</u></b>	<b><u>Nov - 21</u></b>	<b><u>Dec - 21</u></b>	<b><u>Jan - 22</u></b>	
<b>Flow – To Creek</b>	0.563 MGD	0.629 MGD	0.681 MGD	0.703 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.047 MGD	0 MGD	0 MGD	0 MGD	
<b>Total Flow Through Plant</b>	0.610 MGD	0.629 MGD	0.681 MGD	0.703 MGD	
<b>Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
<b>% of Plant Throughput</b>	43.6%	44.9%	48.6%	50.2%	(0.703 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>	54.5%	56.2%	60.8%	62.8%	(0.703 MGD) / (1.12 MGD)
<b>Rainfall</b>	5.99”	2.27”	4.15”	5.68”	

<b><u>Effluent</u></b>	<b><u>FY 15/16</u></b>	<b><u>FY 16/17</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>		<b><u>Jan 2022</u></b>	<b><u>YTD</u></b>
<b>Violations</b>	7	7	13	7	12	7		<b>1</b>	<b>7</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. **H<sub>2</sub>S & Ferric Sulfate:** We have moved away from the Ferric Sulfate feed. The City has installed air scrubbers that pull the H<sub>2</sub>S through a series of filters. These units have been installed at Cope’s Crossing and Wilkinson Lane stations.
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 **0.23** PPM with a max residual of **0.36** PPM. ***Last month the feed rate was 2.50 ppm.***

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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 **63.9 CFU’s** which is well below the limit. **Last month the average was 19.7.**

**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.
- **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.

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- **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.
- **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.

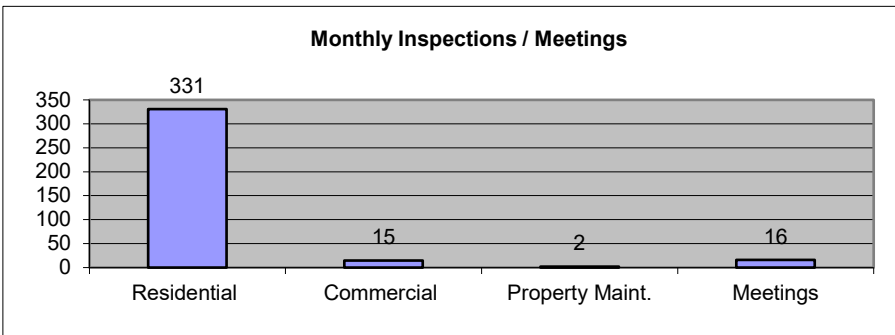
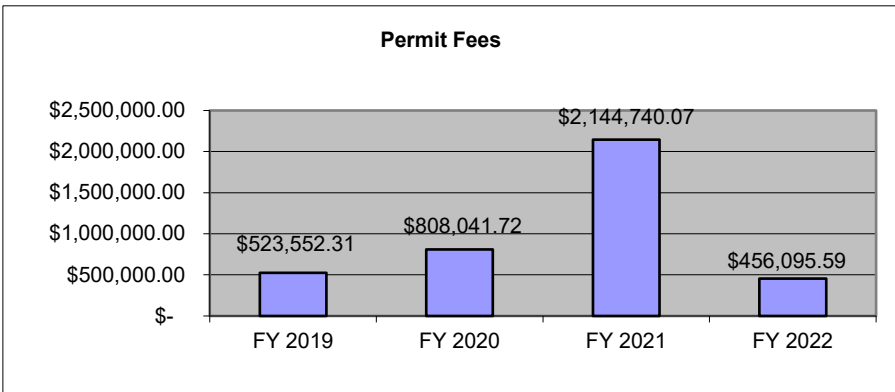
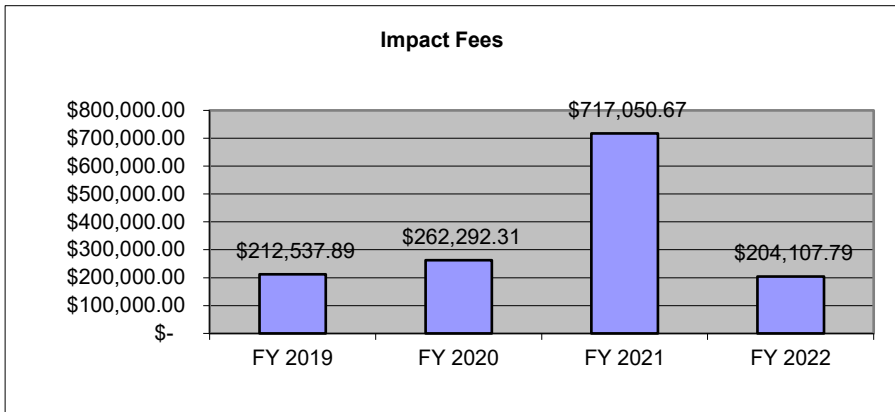
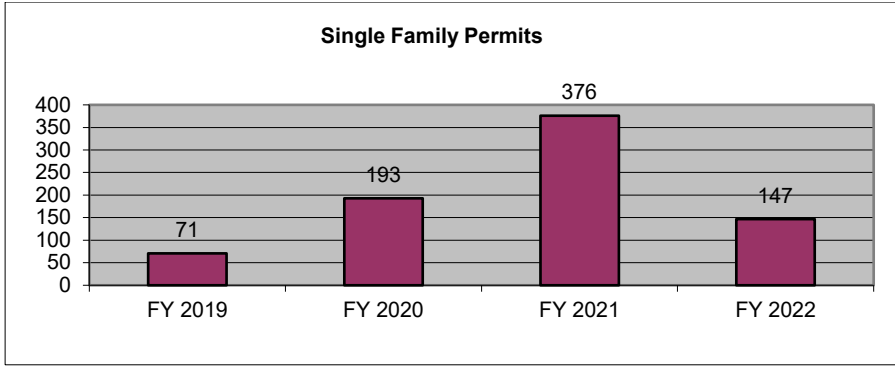
**Public Services Department - Wastewater Division  
January 2022**

- **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.
- **11-30-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young dewatered 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.

**Public Services Department - Wastewater Division  
January 2022**

- **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.
- **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.
- **01-06-2022:** Reeves Young prepped site in anticipation of heavy snowfall.
- **01-07-2022:** Snowed out.
- **01-10-2022:** Reeves Young dewatering site following rain and snow.
- **01-12-2022:** Tafolla continuing to install rebar for 2<sup>nd</sup> wall pour. Hydrovac on-site to hydroexcavate existing 20" ductile pipe and to assist with dewatering grit chamber pit. Reeves Young reapplied gravel to access drive, worked on piping between bioreactors and clarifiers, and staked out lab building, electrical building, and clarifier #3.
- **01-13-2022:** 2<sup>nd</sup> wall pour completed. Continued work on piping between bioreactors and clarifiers.
- **01-14-2022:** Tafolla continuing to install rebar for 3<sup>rd</sup> bioreactor foundation. Reeves Young continuing to work on piping between bioreactors and clarifiers, and repaired gravel access drives.
- **01-17-2022:** Ice impacts to jobsite. Tafolla and Reeves Young crews worked on de-icing and safety. Tafolla continues working on rebar for 3<sup>rd</sup> bioreactor foundation.
- **01-18-2022:** Ice impacts to jobsite. Tafolla and Reeves Young crews worked on de-icing and dewatering site. Tafolla continues working on rebar for 3<sup>rd</sup> bioreactor foundation.
- **01-19-2022:** Tafolla continuing to install rebar for 3<sup>rd</sup> bioreactor foundation. Reeves Young continuing to dewater site.
- **01-20-2022:** Snow impacts to jobsite. Tafolla and Reeves Young crews worked on safety and de-icing/dewatering site, and laying out clarifier underdrains.
- **01-21-2022:** Ice impacts to jobsite. Tafolla continuing to install rebar for 3<sup>rd</sup> bioreactor foundation and wall dowels. Reeves Young continuing to work on site grading and stone backfill.
- **01-24-2022:** Water line feeding Reeves Young trailer froze overnight. Reeves Young continuing to dewater site and continuing to work on lab building grading and stone backfill. Small amount of concrete poured for clarifier #3.
- **01-25-2022:** Tafolla continuing to install wall dowels. White Electric project trailer delivered to site. John Bouchard & Sons began installing plumbing for lab building.
- **01-26-2022:** Tafolla continuing to install rebar and wall dowels for bioreactor foundation #3. John Bouchard & Sons continuing to install plumbing for lab building. Reeves Young relocating spoils piles. White Electric delivering equipment and supplies to job site.
- **01-27-2022:** Tafolla continuing to install rebar and wall dowels for bioreactor foundation #3. John Bouchard & Sons continuing to install plumbing for lab building. Reeves Young working on surveying site elevations and general site cleanup.
- **01-28-2022:** Reeves Young and Tafolla prepping site for next concrete pour.
- **01-31-2022:** Reeves Young and Tafolla continuing to prep site for next concrete pour. Tafolla placing rebar around clarifier drain pipe. John Bouchard & Sons continuing to install plumbing for lab building. White Electric on-site.

**Planning and Codes Department  
JANUARY 2022**



**Planning and Codes Department  
JANUARY 2022**

	Month	FY2022	FY2021	FY2020	FY2019
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	6	48	74	69	66
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	2	4	5	6
Tech. Review/Study Session	1	3	2	0	1
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	22	147	376	193	71
Multi-Family Residential	0	0	22	0	13
Other Residential	5	46	83	91	93
New Commercial	0	2	6	6	3
New Industrial	0	0	2	0	1
Other Com/Ind	2	13	23	23	33
Sign	2	8	17	14	25
Occupancy Permits	46	249	21	14	25
<b>Dungeons &amp; Dragons Gaming Space-113 Hwy 76</b>					
Other		1	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	331	2770	2621	2858	2411
Hours	99.3	1105.3	533	699.58	414.98
Commercial /Industrial	15	98	92	110	179
Hours	4.5	49.5	36.93	12.83	165
<b>CODE ENFORCEMENT</b>					
Total Cases	2	28	98	330	179
Hours	0.5	18.5	35.75	70.24	86.75
Complaints Received	2	48	41	116	98
<b>MEETINGS</b>					
Administration	9	79	72	58	68
Hours	4.5	74.5	99	38.26	103.67
Planning	7	68	53	76	135
Hours	14	131	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	\$45,725.00	\$ 456,095.59	\$2,144,740.07	\$ 808,041.72	\$523,552.31
Board Review Fees	\$1,200.00	\$ 5,875.00	\$ 84,775.00	\$ 11,000.00	\$3,750.00
City Impact Fee	<b>\$27,390.00</b>	<b>\$ 204,107.79</b>	<b>\$ 717,050.67</b>	<b>\$ 262,292.31</b>	<b>\$212,537.89</b>
Roads	\$8,382.00	\$ 576,464.20	\$ 301,769.60	\$ 77,860.90	\$98,885.80
Parks	\$8,712.00	\$ 57,882.00	\$ 150,326.00	\$ 74,646.00	\$ 23,140.00
Police	\$6,204.00	\$ 56,587.91	\$ 191,431.41	\$ 59,096.30	\$ 11,704.30
Fire	\$4,092.00	\$ 37,336.86	\$ 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	16		17	16	15



**Parks, Recreation, & Cultural Arts Department  
January 2022**

**Update on ongoing projects:**

*Soccer Complex Renovation*

- Fencing was completed. Project now complete!

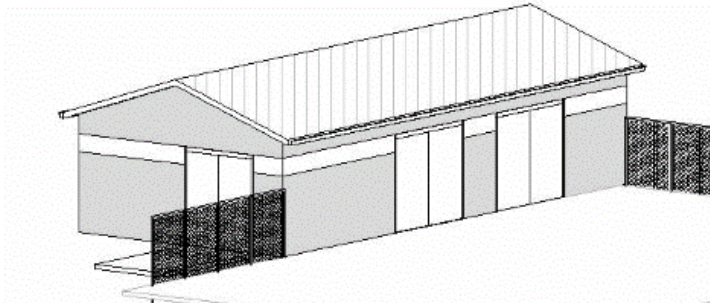


*Soccer Complex Renovation Phase II – New Parking Lot, pavilion, sidewalks, etc. – Received \$500,00.00 grant for this phase*

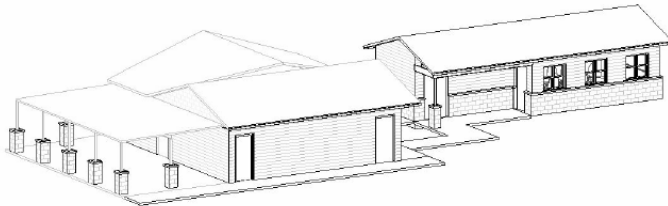
- No update

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

- Design ongoing – received a progress set of drawings. See below:



***Maintenance Building***



***Concession Stand Renovation/Addition***

- Survey work performed this month for these facilities
- Once survey work is integrated with drawings, the design will be wrapped up

*Fencing – Maintenance Shop, Field 5, Cemetery*

- Request for quotes was sent out for Maintenance Shop and Field 5 this month.
- The cemetery fencing will go out for bid next month.

**Parks, Recreation, & Cultural Arts Department  
January 2022**

**Upcoming Projects:**

*Tennis Courts*

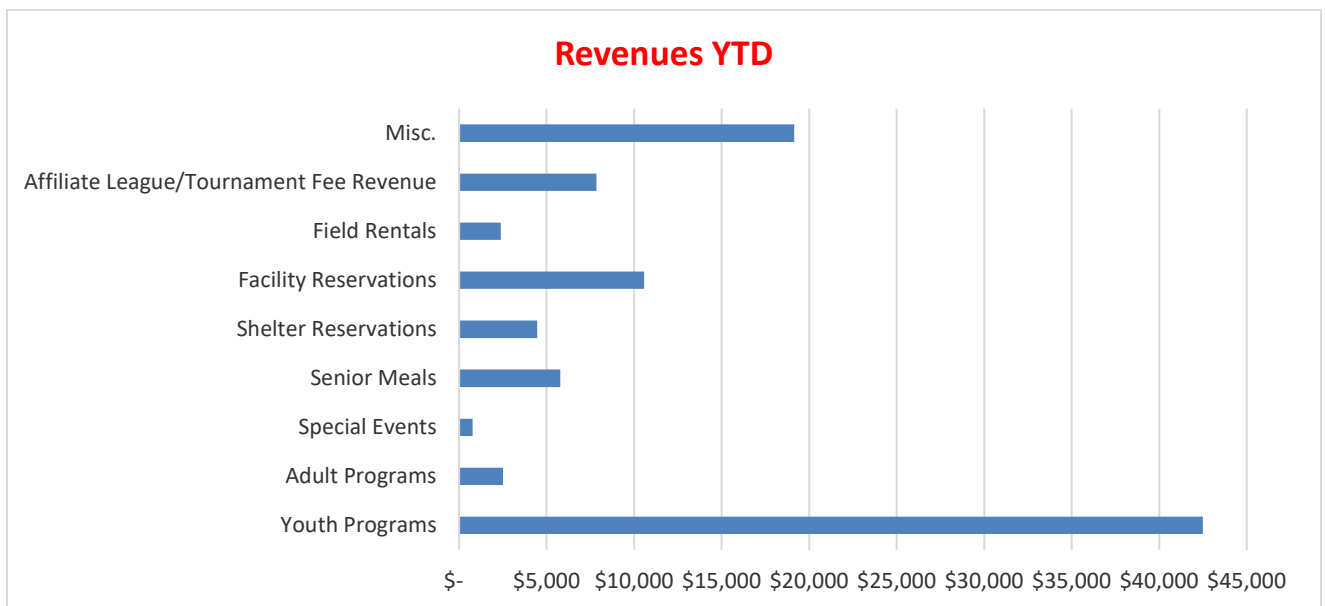
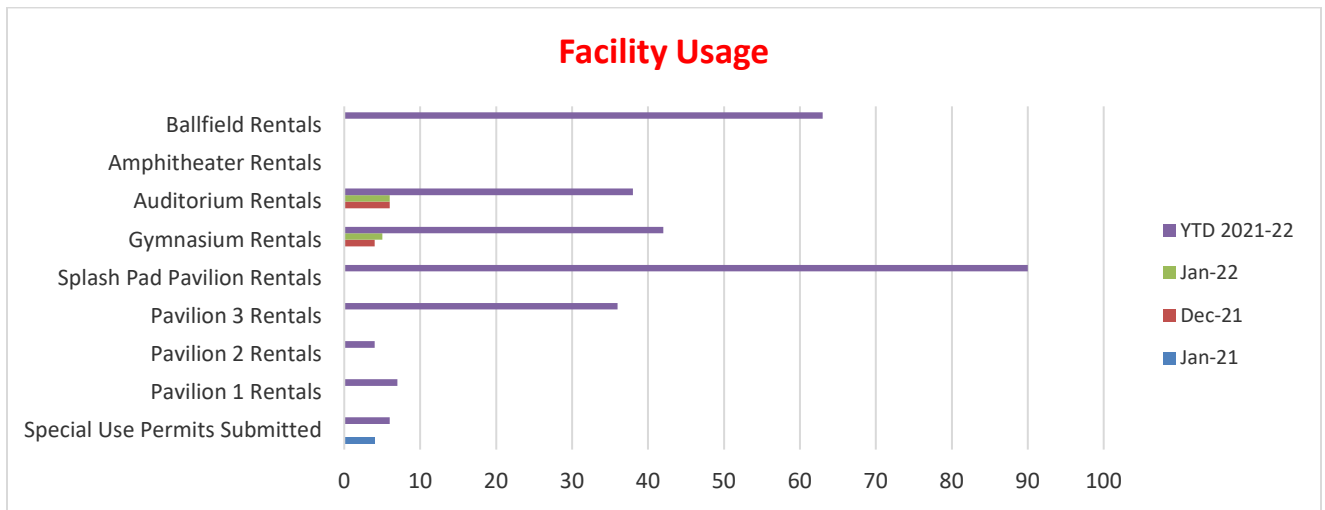
- Design ongoing

*Dog Park parking lot paving*

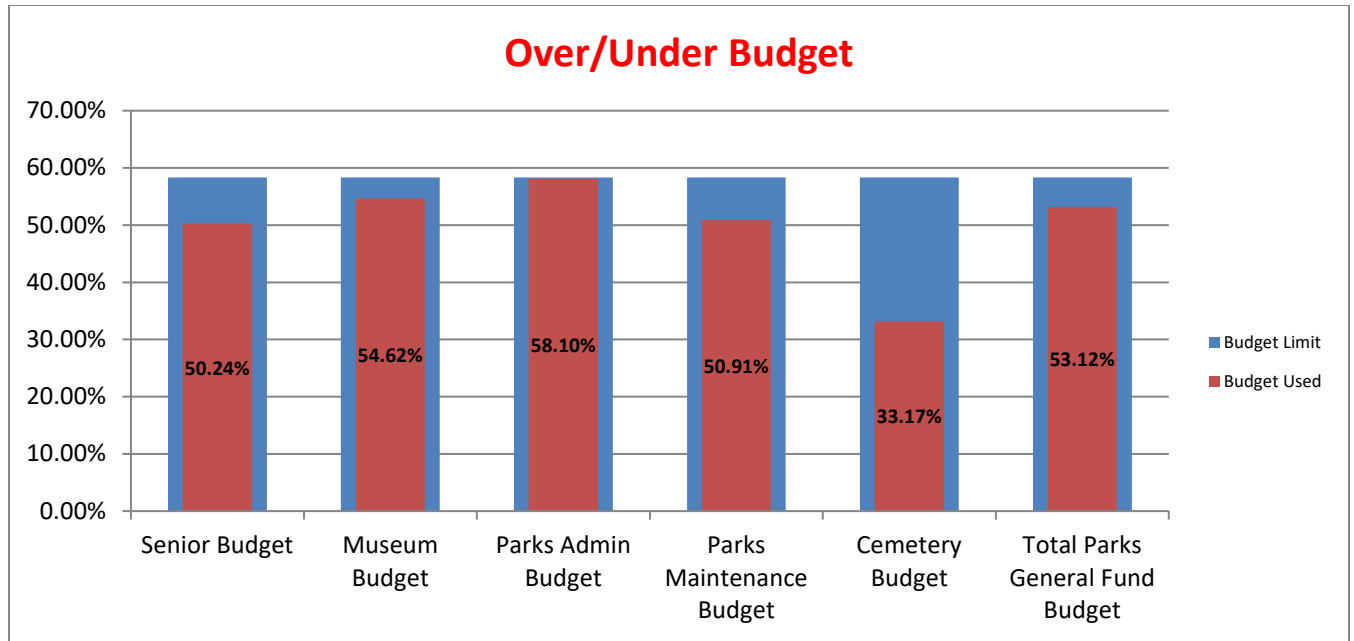
- Looks like we will forgo this in order to get Greenway wayside area paved.

*Grading*

- Field 7 work continues
- Started putting infield clay out and grading
- Should finish grading next month and start on home plate area and pitchers mound
- Soccer will be done later this year



**Parks, Recreation, & Cultural Arts Department  
January 2022**



**Recreation**

**Basketball**

- Games started on January 1<sup>st</sup> (January 8<sup>th</sup> was cancelled due to snow)
- Using both Heritage High School and White House Middle School for Games
- Picture days took place on January 15<sup>th</sup> and January 29<sup>th</sup>
- Part time parks workers have been helping on Friday nights and some Saturdays with games
- Trophies have been ordered and awaiting pickup

**Girls' Volleyball**

- Signups began January 10<sup>th</sup>
- 24 signups in the month of January
- Registration Ends February 20<sup>th</sup>

**Challenger Baseball**

- Signups began on January 10<sup>th</sup>
- 2 signups in the month of January
- Registration Ends February 20<sup>th</sup>
- Sponsorship Letters have been mailed out to 65 businesses
  - Top Sponsorship was changed to \$300 to offset banner costs

**Repairs**

- Ice machine came back from being repaired
- January 27<sup>th</sup> greased Basketball Goals due to friction when lowering goals
- Cleaned backboard glass and replaced both nets
- Thermostat replaced in gym lobby has solved heat issues/ Case installed as well

**Employees**

- Malaki Anderson started on January 3<sup>rd</sup>

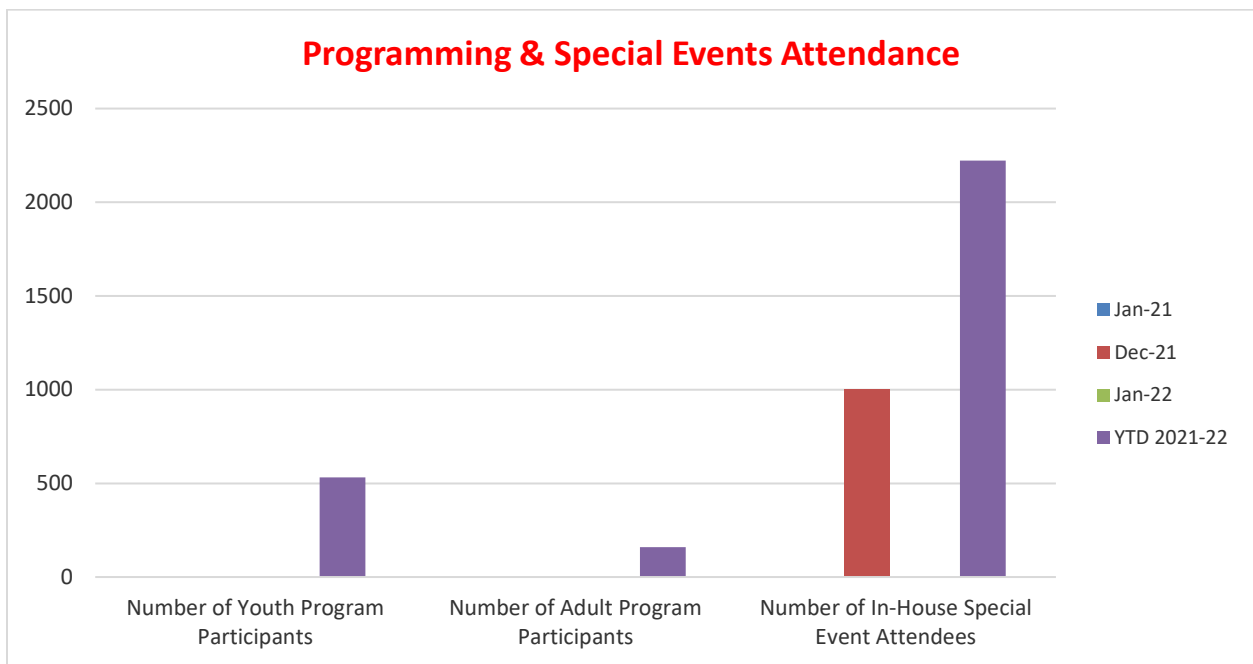
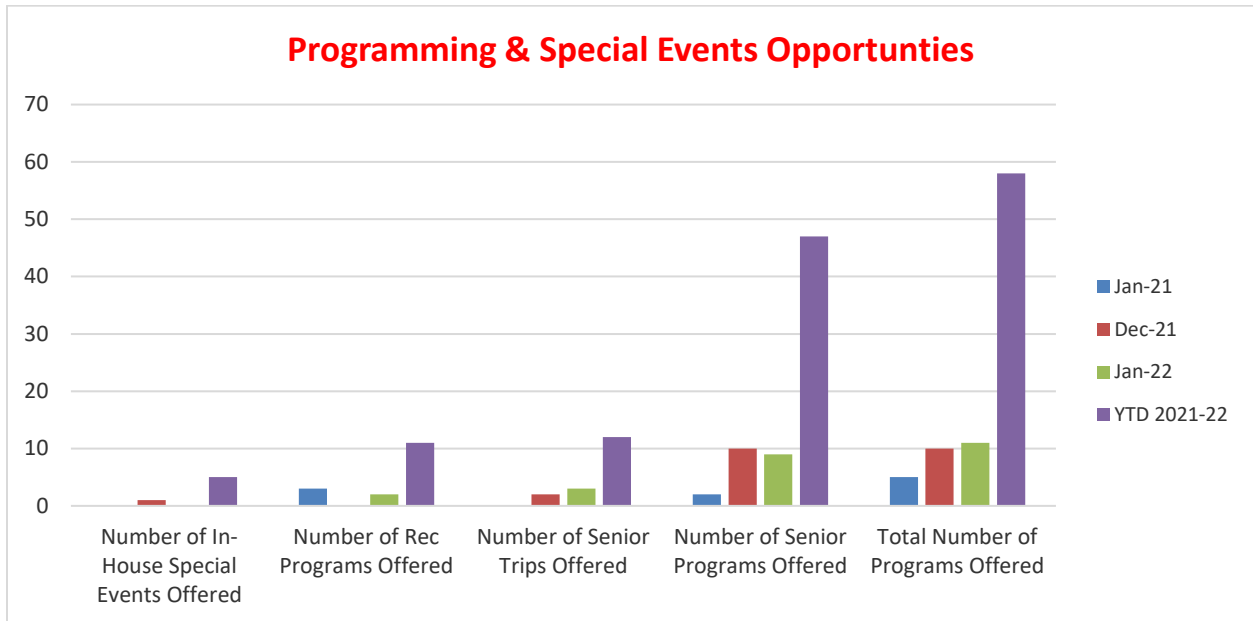
**Football**

- Began using Jr Pro Field for football camp on January 27<sup>th</sup>

**Reservations**

- Pavilion Rentals opened for 2022 Calendar Year

**Parks, Recreation, & Cultural Arts Department  
January 2022**



**Parks, Recreation, & Cultural Arts Department  
January 2022**

**Maintenance**

- We didn't do any mowing this month.
- We put down 50 pounds of seed.
- We put the finishing touches on the soccer pavilion sidewalk.



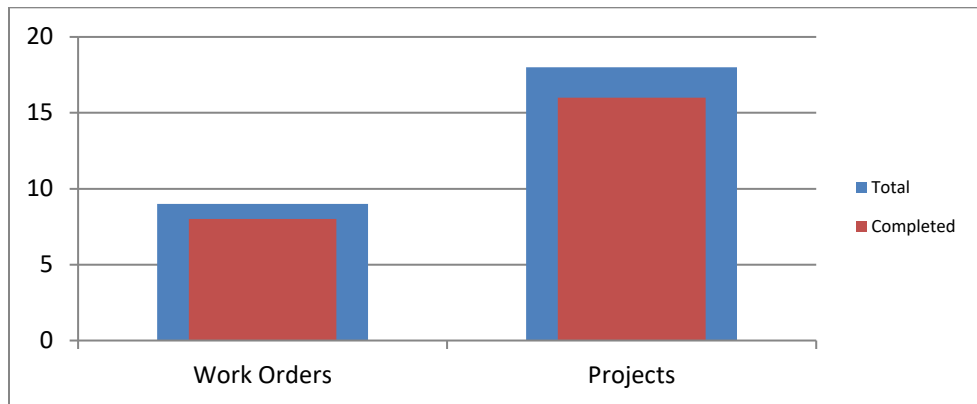
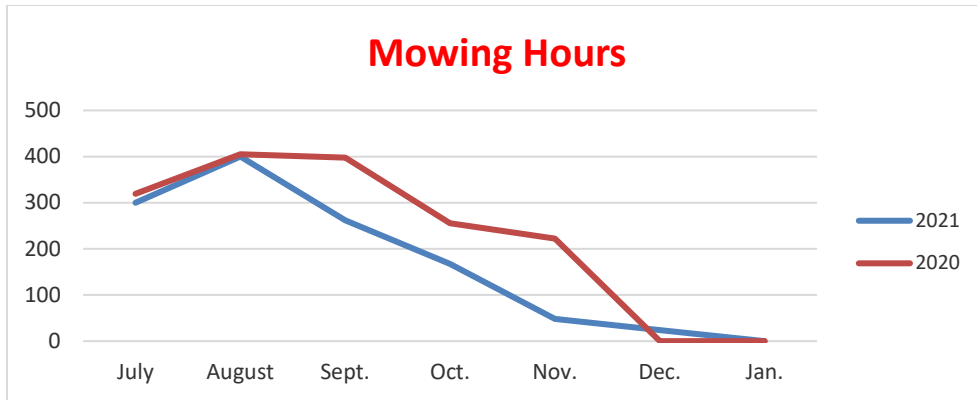
- We cleaned up the switchback area with the skid loader and tractor. We then seeded and strawed the area when it was finished.
- We rented a sod cutter and edged the quad infields.
- We pulled out some landscaping at the high school trailhead. We are in the process of getting new shrubs and plants now.
- We cut up the large tree that had fallen behind the pump station along the Greenway. We seeded and strawed the area once the tree and debris were removed.



- We put four loads of infield clay on Field 7. We are in the process of grading it now.



**Parks, Recreation, & Cultural Arts Department  
January 2022**



**Museum**

**Volunteers**

The Museum volunteers and I discussed events, displays and White House Wednesday topics for 2022. They helped with the removal of part of the 50<sup>th</sup> Celebration display and add new items to current displays. Museum volunteers provided 4 hours to the Museum in the month of January.

**Exhibits**

No special exhibits at this time, but improvements are being made to current displays.

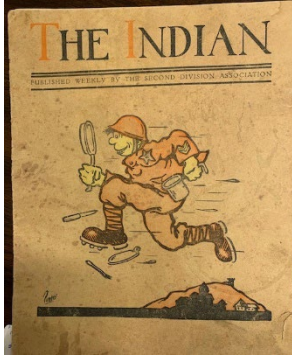
**Social Media Promotion**



White House History Wednesday's monthly edition was posted on Wednesday, January 26, 2022 with a repeat episode on the history of the museum building.

**Parks, Recreation, & Cultural Arts Department  
January 2022**

**Loan Artifacts**



Christy Williams has loaned the museum magazines from WWI 2<sup>nd</sup> Division. These magazines were owned by Willard Rogers Marlin and mailed to his father, James John Marlin. Some of the magazines have handwriting on inside by W. Marlin to his father, J. Marlin.

**Tours at Museum**

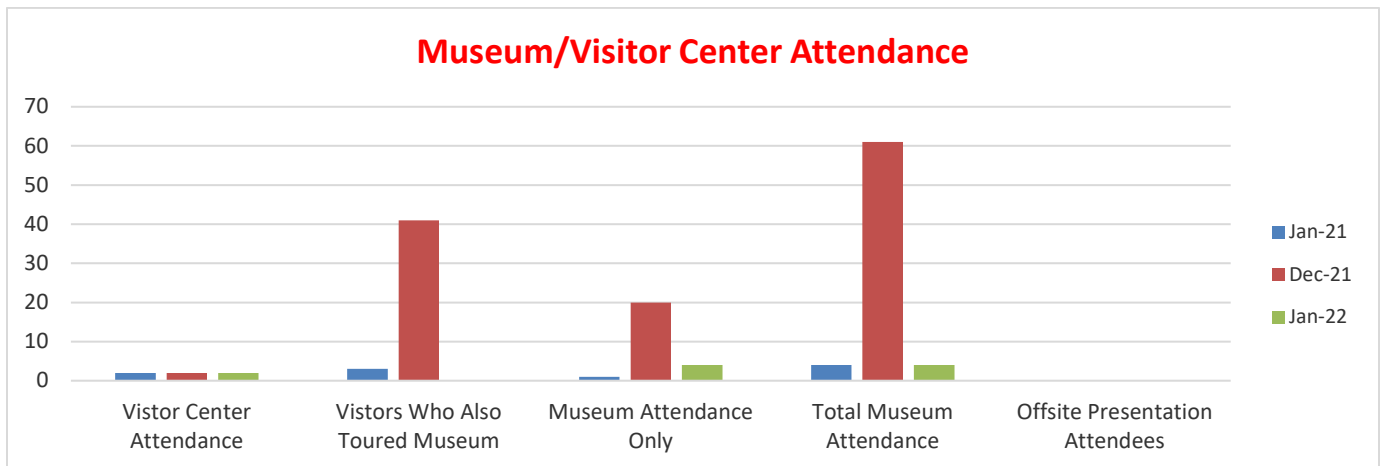
Tours were given to walk-ins.

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

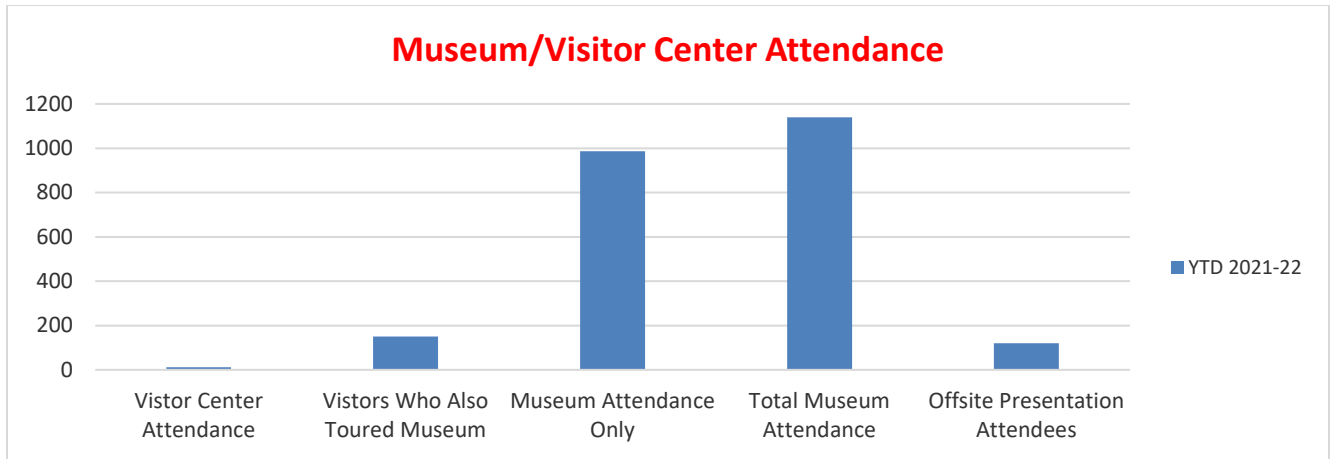
January 13 – Attended the Building walk through

**Visitors' Center and Museum Attendance**

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



**Parks, Recreation, & Cultural Arts Department  
January 2022**

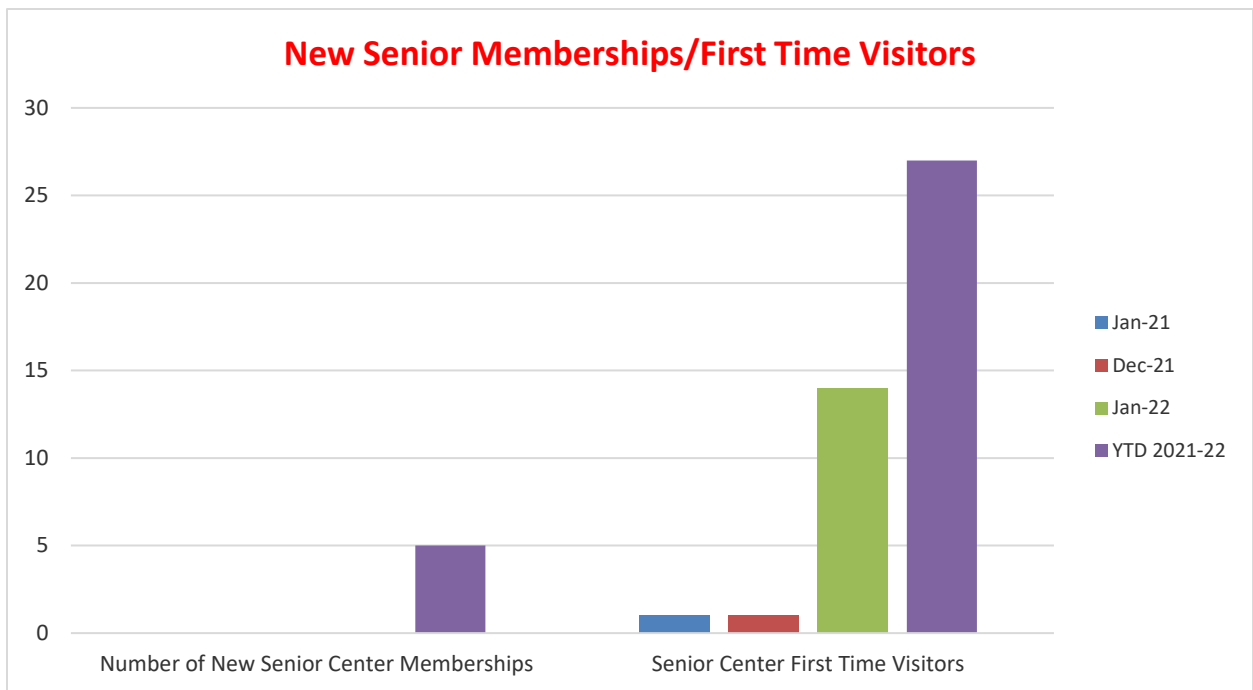
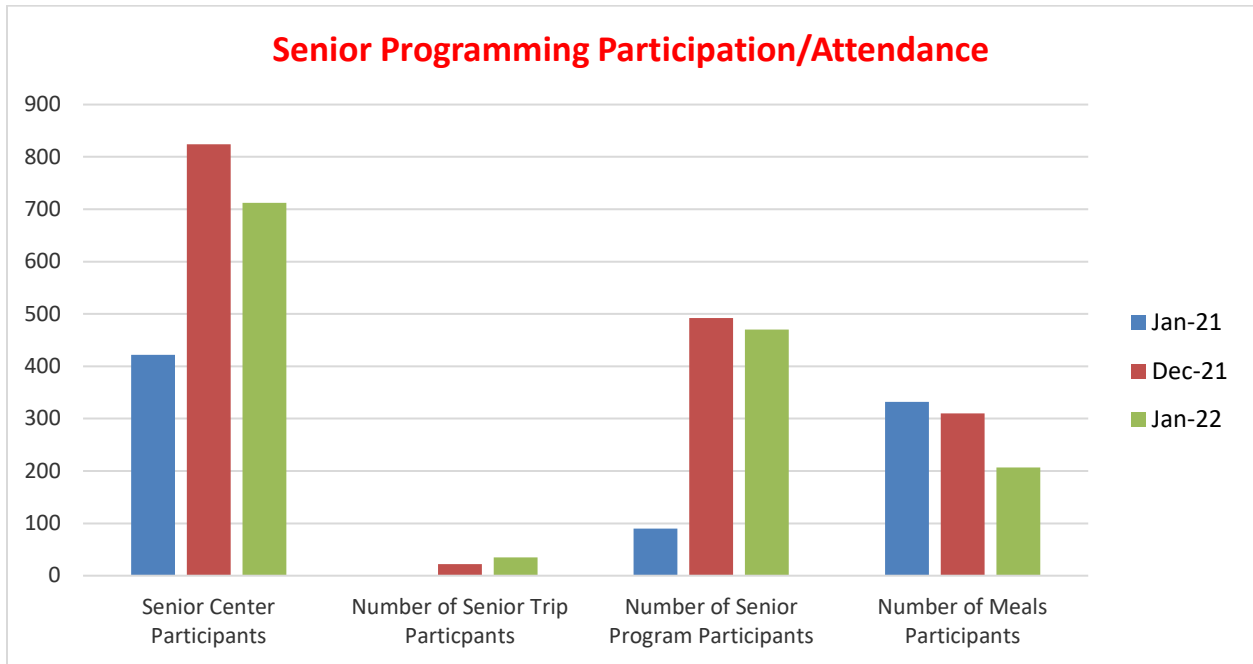


**Senior Center**

<b>Senior Center Participation - January 2022</b>			
<b><u>Outings/Events:</u></b>			
Crafts	5		
Movie at Center	2		
Bowling	8		
Bunco	4		
Lunch Johnson Crossroads	12		
Veterans Café	15		
Game Day	2		
<b>Total</b>	<b>48</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		70	
		68	
		69	
		<b>207</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Fittercise	109		
Walk	151		
Yoga	65		
Strength	88		
Cards, Games, Billiards, Bingo	44		
<b>TOTAL</b>	<b>457</b>		
<b>NEW MEMBERS</b>			
<b>FIRST TIME ATTENDEE</b>	<b>14</b>		
<b>TOTAL Sr Center Participants:</b>	<b>712</b>		



**Parks, Recreation, & Cultural Arts Department  
January 2022**



Parks, Recreation, Cultural Arts Department  
January 2022

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

21-Jan	Dec. 21	Jan-22	YTD 21-22
4	0	0	6
0	0	0	7
0	0	0	4
0	0	0	36
0	0	0	90
0	0	0	137
0	4	5	42
0	0	0	0
0	6	6	38
0	0	0	0
0	10	11	80
0	0	0	63
2	2	2	12
3	41	0	151
1	20	4	986
4	61	4	1139

<b>Programming</b>		
Number of Youth Program Participants	679	578
Number of Adult Program Participants	240	76
Number of In-House Special Events Offered	8	7
Number of In-House Special Event Attendees	2987	2964
Number of Rec Programs Offered	34	18
Number of Senior Center Memberships	319	1768
Number of New Senior Center Memberships	16	16
Senior Center Participants	14,966	9594
Senior Center First Time Visitors	32	59
Number of Senior Trips Offered	54	37
Number of Senior Trip Participants	896	613
Number of Senior Programs Offered	117	76
Number of Senior Program Participants	9,989	6798
Number of Senior Meals Served	54	34
Number of Meals Participants	4052	2235
Offsite Presentation Attendees	0	15
Total Number of Programs Offered		

0	0	0	532
0	0	0	160
0	1	0	5
0	1,000	0	2223
3	0	2	11
200	205	205	1429
0	0	0	5
422	824	712	4894
1	1	14	27
0	2	3	12
0	22	35	92
2	10	9	47
90	492	470	2557
4	4	3	27
332	310	207	2245
0	0	0	120
5	10	11	58

<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

\$1,100.00	\$80.00	\$2,053.00	\$42,497.00
\$500.00	\$0.00	\$0.00	\$2,500.00
\$0.00	\$0.00	\$0.00	\$765.00
\$842.00	\$813.00	\$602.00	\$5,774.50
\$0.00	\$0.00	\$290.00	\$4,455.00
\$100.00	\$400.00	\$2,750.00	\$10,575.50
\$0.00	\$0.00	\$0.00	\$2,385.00
\$0.00	\$0.00	\$0.00	\$7,849.50
\$0.00	\$0.00	\$59.68	\$19,141.55

<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

0	24	0	1201.25
0	0	0	9
0	0	0	8
5	4	3	18
4	4	3	16

**White House Library**  
**January 2022**

**Summary of Activities**

The library director did a walkthrough of the new city hall building, as she would be in that building for meetings, to receive mail, make deposits, etc.

The marketing committee met to discuss the con. They voted to hold it on June 11 from 10am to 3pm. It will be mostly outside, but we will move inside if it rains. They also discussed different panel ideas, possibly adding video games, face painters, and caricature artists.

The library board met on January 13. The board discussed the con, voted on the budget proposal, updated policies, and did the director's evaluation. The library director will present the library board's budget proposal to the city administrator so it can be added to the Board of Mayor and Aldermen's final budget review in May.

The library director checked in with Caitlyn Haley who is the Red Regional Library Assistant Director on how the mentorship program was going. The library director gave Caitlyn a report on how the mentorship program has helped and is being used.

The library director attended Mayor Arnold's farewell ceremony to congratulate him on his retirement and thank him for his support of the library. The library director also attended the swearing in ceremony of Vice Mayor Bibbs the following week.

The library director attended a workshop on health resources at the regional library. The training session was very helpful in showing the different health related resources that are available free to the public. The library director and catalog librarian are going to work on getting these resources on the library's website.

The library director, library supervisor, and HR director conducted interviews to fill the vacant full time position. There were some good candidates. After consideration, the library director decided to offer the position to Tammy Peterson who was already working part time at the library.

The library director attended the department head budget retreat on January 27<sup>th</sup>. The library director presented the library's two CIP projects and her request for another full time individual. She will present these requests again at the March budget retreat with the Board of Mayor and Aldermen.

**Department Highlights**

The highlights for the month were attending the regional training course on health resources and filling the full time position. Part of the state standards is to provide health resources to our community. The regional training is going to help us better meet that requirement. In addition, filling the open full time position will allow us to not be short staffed and I believe Tammy will do well in the position.

**White House Public Library  
January 2022 Performance Measures**

**Official Service Area Populations**

2018	2019	2020	2021
14,035	14,202	14,363	14,455

**Membership**

January	2018	2019	2020	2021	2022
New Members	84	111	100	85	95
Updated Members	271	283	332	332	326
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,088	7,606
% of population with membership	51	59	66	49	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:** 39,814

**Estimated Value of Total Materials:** \$995,350

**Total Materials Available Per Capita:** 2.75

**State Minimum Standard:** 2.00

**Last Month:** \$989,300

**Last Month:** 2.74

**Materials Added in January**

2018	2019	2020	2021	2022
350	436	176	120	365

**Yearly Material Added**

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	365

**Physical Items Checked Out in December**

2018	2019	2020	2021	2022
4,926	4,954	4,809	4,189	5,178

**Cumulative Physical Items Check Out**

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	5,178

The library is happy that our checkout numbers have started to exceed pre-covid checkout out numbers. This shows that the library is being used by more individuals in the community.

**Miscellaneous item checkouts**

January	2018	2019	2020	2021	2022
Technology Devices	48	51	28	54	63
Study Rooms	67	95	77	21	58
Games and Puzzles	47	69	96	120	148
Seeds	20	0	16	50	23
STEAM Packs	*	22	30	0	24
Cake Pans	*	*	13	2	4

**Yearly Totals**

2018	2019	2020	2021	2022
644	137	381	725	63
1,082	253	305	395	58
743	222	955	1,263	148
586	112	302	878	23
148	61	25	160	24
6	1	28	21	4

**Library Services Usage**

January	2018	2019	2020	2021	2022
Lego Table	213	200	246	0	0
Test Proctoring	1	2	2	0	3
Charging Station	6	6	11	3	1
Notary Services	*	*	13	4	11
Library Visits	3,911	4,549	4,549	2,519	3,151
Website Usage	836	1,092	1,092	2,253	2,449
Reference Questions	4	2	2	4	4

**Yearly Totals**

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	3
90	19	47	45	1
*	16	88	144	11
52,565	55,728	30,007	38,913	3,151
2,517	16,935	17,977	27,907	2,449
59	77	60	73	4

**Library Volunteers**

January	2018	2019	2020	2021	2022
Library Volunteers	17	17	14	12	10
Volunteer Hours	98	106	155	114	86

**Yearly Totals**

18-19	19-20	20-21	21-22
82	36	20	28
809	1,286	1,204	800

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

**Computer Users**

January	2018	2019	2020	2021	2022
Wireless	1131	731	592	238	299
Adult Users	298	369	375	220	200
Kids Users	142	186	194	2	123

**Yearly Computer Users**

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	299
4,642	1,103	2,138	2,235	200
2,088	556	427	957	123

**White House Public Library  
January 2022 Performance Measures**

**Universal Class Counts**

January	
Sign ups	3
Courses started	2
Lessons viewed	221
Class Submissions	68

**Yearly Totals**

2018	2019	2020	2021	2022
24	9	10	13	3
52	16	53	39	2
661	194	1,771	1,008	221
445	105	800	515	68

**Programs**

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	2	1	9
total Sign-ups	29	60	81	95	104

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	22
500 Mark	2	2	0	2	2
Completion	0	1	2	4	4

**Face-to-face Kids Programs**

January	2018	2019	2020	2021	2022
Programs	13	15	12	0	12
Attendees	242	237	260	0	250
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	12
Attendees	4,260	4,201	1,185	2,167	250

**Virtual Kids Programs**

January	2020	2021	2022
Videos	0	4	0
Views	0	28	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

**Grab & Go Kits**

January	2020	2021	2022
Kits	0	6	0
Taken	0	251	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

**Face-to-face Teen Programs**

January	2018	2019	2020	2021	2022
Programs	5	6	5	0	0
Attendees	20	22	32	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

**Tween Face-to-Face Programs**

January	2020	2021	2022
Programs	2	0	0
Attendees	9	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

**Combined Face-to-Face**

January	2020	2021	2022
Programs	0	0	8
Attendees	0	0	32
Yearly	2020	2021	2022
Programs	11	43	8
Attendees	77	370	32

**Virtual Teen & Tweens**

January	2020	2021	2022
Videos	0	2	0
Views	0	26	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

**Grab & Go**

January	2020	2021	2022
Kits	0	4	0
Taken	0	55	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

The library is going to continue to hold combined tween/teen programs at this time due to being short staffed and because both age groups enjoy the programs.

**Face-to-face Adult Programs**

January	2018	2019	2020	2021	2022
Programs	13	14	11	3	6
Attendees	52	88	54	17	27
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	6
Attendees	1,009	1,343	214	351	27

**Virtual**

January	2020	2021	2022
Videos	0	0	0
Views	0	0	0
Yearly	2020	2021	2022
Videos	18	1	0
Views	4,972	20	0

**Device Advice**

January	2019	2020	2021	2022
Sessions	*	*	7	9
Yearly	125	51	81	9

**Grab & Go**

December				
	*	*	0	0
Yearly	*	*	0	0

The library is not going to continue to hold senior art classes as the teacher has moved away. In addition, the library is not going to hold the brush pen lettering class due to low attendance numbers.

**Interlibrary Loan Services**

January	2018	2019	2020	2021	2022
Borrowed	71	58	53	59	27
Loaned	31	37	20	12	66

**Yearly Interlibrary Loan Services**

2018	2019	2020	2021	2022
690	690	534	673	27
410	410	151	226	66

January	R.E.A.D.S
Adults	1832
Juvenile	158

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	12,521
Juvenile	725	1,430	1,189	1,032	1,257

The READS statistics come from the state.

**CITY COURT REPORT**

**January 2022**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$3,613.50
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$52,764.96</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$982.79
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$12,164.84</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$4,596.29</u>
<b>TOTAL REVENUE YTD</b>	<b>\$64,929.80</b>

**DISBURSEMENTS**

LITIGATION TAX	\$318.12
DOS/DOH FINES & FEES	\$152.00
DOS TITLE & REGISTRATION	\$114.00
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>\$584.12</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$8,818.32</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$4,012.17</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$56,111.48</b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$166.25</u>
<b>DRUG FUND DONATIONS YTD</b>	<b>\$3,589.10</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Following Too Close		
Financial Responsibility Law	8	\$307.50
Registration Law	12	\$565.00
Improper Equipment		
Texting/Hands Free Law	1	\$61.00
No Passing/One Way	1	\$55.00
DL Exhibited		
Red Light	4	\$285.00
General-Miscellaneous	3	\$20.00
Stop Sign	3	\$187.50
Speeding	15	\$1,392.50
Seat Belt-Child Restraint	4	\$60.00
Failure To Yield	2	\$172.50
Exercise Due Care	6	\$502.50
Improper Passing		
Total	59	\$3,608.50