

Administrative & Legislative Services Department
July 2020

Administration

City Administrator Gerald Herman attended the following meetings this month:

- July 01:
 - RTA Music City Star Ride
 - Economic Recovery Group Update
- July 02:
 - Website Update Conference Call
 - Governor Lee's Conference Call
 - Town Center Waterline Discussion
 - Leisure Services Board
- July 07:
 - Blackwater Pilot Discussion
 - Weekly COVID Communication
- July 09:
 - Tyree Springs Traffic Study Discussion
 - WHCC: 90% CDP Owner Review Meeting
 - Sumner County COVID Update
- July 13:
 - North Palmer's Chapel Widening Project Discussion
 - Special Called BMA Meeting
- July 14: State of the City Meeting
- July 15:
 - RTA Executive Committee Meeting
 - State of the City Meeting
 - Economic Development Team Meeting
- July 16:
 - Byrum Park Tour
 - Byrum Property Closing
 - Sumner County COVID Update
 - Safe Harbor Development Meeting
- July 21:
 - SR76 at Raymond Hirsch Development Discussion
 - Weekly COVID Communication
- July 22: Department Head Meeting
- July 23:
 - Visitor Center Addition Progress Meeting
 - WHVC – OAC Meeting
 - Sumner County COVID Update
 - Burris Ridge Subdivision Meeting
 - TDEC Violation Discussion
- July 27: Tyree Springs Development Discussion
- July 28: Weekly COVID Communication
- July 29: CARES Act Discussion
- July 30:
 - Sumner County COVID Update
 - Robertson County Joint Economic Development Meeting

**Administrative & Legislative Services Department
July 2020**

Performance Measurements

Finance Update

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2020-2021.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$17,548,414	\$ 1,238,516	↓1.31
Industrial Development	\$177,000	\$ 127,168	↑63.47
State Street Aid	\$530,000	\$ -	↓8.37
Parks Sales Tax	\$4,005,125	\$ 2,806,875	↑61.71
Solid Waste	\$1,050,026	\$ 197,651	↑10.45
Fire Impact Fees	\$74,500	\$ 48,838	↑57.18
Parks Impact Fees	\$15,000	\$ -	↓8.37
Police Impact Fees	\$65,000	\$ 33,845	↑43.69
Road Impact Fees	\$60,000	\$ -	↓8.37
Police Drug Fund	\$4,500	\$ 175	↓4.48
Debt Services	\$1,137,400	\$ 85,452	↓0.85
Wastewater	\$15,108,083	\$ 636,116	↓4.15
Dental Care	\$70,656	\$ 4,978	↓1.32
Stormwater Fund	\$1,063,984	\$ 101,851	↑1.20
Cemetery Fund	\$43,890	\$ 9,090	↑12.34

*Expended/Encumbered amounts reflect charges from July 1, 2020 – June 30, 2021.

Purchasing

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

Total Purchase Orders

	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017
July	261	269	346	362	327
August		106	151	166	175
September		98	126	119	120
October		97	91	147	91
November		78	120	125	135
December		58	72	104	83
January		81	122	177	178
February		93	119	113	140
March		107	131	142	136
April		85	138	185	120
May		82	129	121	153
June		45	50	52	92
Total	261	1199	1,595	1,813	1,750

Purchase Orders by Dollars	July 2020	FY 2021	FY 2020	FY 2019	Total for FY21	Total for FY20	Total for FY19
Purchase Orders \$0-\$9,999	238	238	1132	1529	\$420,282.92	\$1,275,419.16	\$1,349,159.92
Purchase Orders \$10,000-\$24,999	9	9	34	26	\$131,910.27	\$551,938.89	\$381,155.50
Purchase Orders over \$25,000	14	14	33	40	\$1,122,457.49	\$4,035,346.92	\$7,678,174.40
Total	261	261	1199	1595	\$1,674,650.68	\$5,862,704.97	\$9,408,489.82

**Administrative & Legislative Services Department
July 2020**

Website Management

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

	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2017-2018 Update Requests	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits	2017-2018 Page Visits
July	15	152	61	60	11,536	1,164,517	1,080,668	825,614
August		126	133	56		752,932	835,519	717,462
September		43	22	90		679,248	214,406	739,867
October		78	86	43		386,735	864,091	876,346
November		56	40	80		695,971	812,527	808,551
December		156	82	50		847,724	1,055,111	842,265
January		67	68	44		720,531	934,562	747,155
February		22	40	41		N/A	762,985	631,612
March		85	61	71		N/A	879,671	1,165,275
April		43	56	77		N/A	820,505	959,769
May		27	29	49		5,998	946,897	1,063,568
June		48	123	27		10,251	901,328	483,003
Total	15	901	801	688	11,536	5,263,907	9,053,159	9,860,532

Social Media Management

The use of social media keeps us connected to our community. Through means such as Facebook, Twitter, and our mobile app. We are able to reach out to the community and receive feedback. We track data from these sources to determine if the means justifies our time using these sources.

Facebook

	2020-2021 New Likes	2019-2020 New Likes	2018-2019 New Likes	2017-2018 New Likes	2020-2021 # of Posts	2019-2020 # of Posts	2018-2019 # of Posts	2017-2018 # of Posts
July	106	83	31	146	63	36	21	38
August		47	46	77		18	11	39
September		71	53	46		27	20	31
October		44	70	64		27	18	29
November		25	51	25		10	17	25
December		18	25	25		21	20	11
January		30	31	96		13	14	11
February		51	40	25		27	11	15
March		112	31	23		38	18	10
April		73	60	70		58	26	17
May		62	161	116		30	33	23
June		95	103	59		31	30	33
Total	106	705	702	772	63	336	239	282

**Administrative & Legislative Services Department
July 2020**

Twitter

	2020-2021 Total Followers	2019 – 2020 Total Followers	2018 – 2019 Total Followers	2020-2021 # of Tweets	2019 – 2020 # of Tweets	2018 – 2019 # of Tweets
July	904	862	811	31	19	8
August		869	796		9	8
September		870	798		14	10
October		868	802		15	7
November		873	802		5	7
December		877	805		16	8
January		880	809		9	7
February		888	826		23	8
March		902	830		24	16
April		907	830		14	14
May		903	832		14	14
June		904	851		14	14
Total	N/A	N/A	N/A	31	176	121

“City of White House, TN” Mobile App

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

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

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

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

**Administrative & Legislative Services Department
July 2020**

White House Farmers Market

The market seems to be doing well considering all of the changes due to COVID-19. This month we had a magician twice, a musician and petting zoo all participate during our market hours.

	2020 New Facebook Likes	2020 Facebook Post	2019 New Facebook Likes	2019 Facebook Post		Application Fees # (amount collected)	Booth Payments (\$)
January	8	1	7	0	January	0	0
February	5	0	2	0	February	0	0
March	N/A	0	8	5	March	0	0
April	23	1	36	5	April	2	150
May	94	11	131	13	May	5	870
June	123	10	114	20	June	3	384
July	96	18	49	12	July	0	0
August			1	13	August		
September			14	5	September		
October			7	0	October		
November			4	0	November		
December			13	0	December		
Total	344	41	387	73	Total	7	\$1404

Building Maintenance Projects

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

Special Maintenance Projects

- Introduction for the new Facilities Maintenance Worker, Jerry Napier
- Completion of some City Hall lawn care
- Assisted with DHC on unit repair in City Hall
- Assisted Cummins and Dean Oil for generator testing

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

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

**Finance Department
July 2020**

Finance Section

During July the Finance Department continued preparing for FYE 6/30/2020 audit tasks, scanning thousands of documents to reduce physical document storage space, and continued operations with COVID-19 precautions. Members of the Finance Office participated in the following events during the month:

- July 1-2: Audit planning
- July 7: New debt activity meeting
- July 9: Community Event Center 90% CDP review meeting
- July 15: MTAS Online Training (Business Tax Administration)
- July 16: Transfer funds for Byrum Park Land closing
- July 21: Unclaimed property webinar
- July 29: CARES Act meeting

Performance Measures

Utility Billing

	July 2020	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
New Builds (#)	20	20	171	62	102	111
Move Ins (#)	86	86	649	534	553	536
Move Outs (#)	90	90	602	534	576	546
New customer signup via email (#)	32	32	127	104	163	119
New customer signup via email (%)	30%	30%	15%	17%	25%	18%

Business License Activity

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

Payroll Activity

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Voided Checks
2 regulars	1 check, 277 direct deposits	0 Retro adjustments	0 Voids

Accounts Payable

	July 2020	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Total # of Invoices Processed	245	245	4003	3940	4437	4797

**Finance Department
July 2020**

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

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	7,912,190	2,373,657	4,697,522	59%
Cemetery Fund	34,700	10,410	223,296	644%
Debt Services	1,167,400	350,220	297,529	25%
Dental Care Fund	25,200	7,560	251,357	997%
Roads Impact Fees	79,320	23,796	99,778	126%
Parks Impact Fees	69,364	20,809	105,673	152%
Police Impact Fees	55,804	16,741	130,578	234%
Fire Impact Fees	38,000	11,400	113,607	299%
Industrial Development	112,800	33,840	166,454	148%
Parks Sales Tax	695,285	208,586	982,588	141%
Police Drug Fund	4,100	1,230	24,222	591%
Solid Waste	936,800	281,040	536,671	57%
State Street Aid	405,200	121,560	280,295	69%
Stormwater Fund	889,000	266,700	843,452	95%
Wastewater	4,350,550	1,305,165	2,992,295	69%

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

The Finance Department's goal is to meet or exceed each fund's total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2020-2021.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	7,912,190	594,321	↓ 0.82%
Cemetery Fund	34,700	6,543	↑ 10.52%
Debt Services	1,167,400	110,012	↑ 1.09%
Dental Care	25,200	3,153	↑ 4.18%
Roads Impact Fees	79,320	9,931	↑ 4.19%
Parks Impact Fees	69,364	10,322	↑ 6.55%
Police Impact Fees	55,804	7,365	↑ 4.86%
Fire Impact Fees	38,000	4,864	↑ 4.47%
Industrial Development	112,800	22,408	↑ 11.53%
Parks Sales Tax	695,285	65,449	↑ 1.08%
Police Drug Fund	4,100	343	↑ 0.03%
Solid Waste	936,800	80,115	↑ 0.22%
State Street Aid	405,200	32,137	↓ 0.40%
Stormwater Fund	889,000	74,883	↑ 0.09%
Wastewater	4,350,550	387,253	↑ 0.57%

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

**Human Resources Department
July 2020**

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

- July 09: Interview for Facilities Maintenance Technician
- July 10: Interview for Facilities Maintenance Technician
- July 13: Interview for Facilities Maintenance Technician
- July 14: State of the City Address
- July 15: State of the City Address
- July 23: New Hire Orientation for Facilities Maintenance Technician
- July 24: Tennessee Personnel Management Association Meeting
- July 29: OSHA Required Documentation Training

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	0	0	0	0
August		0	0	0
September		1	0	0
October		0	0	0
November		0	0	0
December		0	0	0

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

Three-year average as of June 30, 2019: 4.00

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	1	1	3	0
August		0	0	0
September		0	0	0
October		1	1	0
November		1	0	1
December		0	0	0

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January		1	0	2
February		0	0	1
March		0	0	0
April		0	1	0
May		0	1	0
June		0	0	1
Total	1	4	6	5

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

**Human Resources Department
July 2020**

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	1	1	0	0
August		1	1	3
September		2	2	1
October		3	0	2
November		2	1	2
December		1	0	1

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January		2	1	0
February		1	0	1
March		1	0	1
April		0	0	1
May		2	5	1
June		2	1	1
Total	1	18	11	14
Percentage	0.97%	17.48%	10.68%	14.43%

Current year turnovers that occurred within 90 day probationary period: 2

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

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	1 (T)	0	0	0
August		2 (S)	0	1 (T)
September		0	1 (T)	0
October		0	0	1 (T)
November		1 (S)	0	2 (T)
December		0	0	0

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

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

**Police Department
July 2020**

Meetings/Civic Organizations

➤ **Chief Brady attended the following meetings in July:** White House Rotary Club (July 2nd, 9th, 16th, 23rd, 30th), Special called BMA Meeting (July 13th), Planning Commission Meeting (July 13th), Robertson County Chief's Meeting (July 14th), Sumner County Drug Task Force Meeting (July 15th), Board of Mayor and Alderman Meeting (July 16th), Department Head Staff Meeting (July 22nd) and Command Staff Meeting July 23rd).

➤ **Police Department Administration Performance Measurements**

Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2020.

Susan Johnson, Accreditation Manager, is working on a few more files for our Accreditation file review in August. Our actual on-site will be in December. Possibly in September, they will have a meeting/conference to account for the annual LEACT meeting.

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	174	0	174
February	8	212.5	0	220.5
March	0	160	0	160
April	0	68	0	68
May	0	248	0	248
June	16	0	0	16
July	0	80	0	966.5
	24	862.5	0	886.5

Patrol Division Performance Measurements

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 474 shifts during the Fiscal Year 2019-2020. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	July 2020	FY 2020-21
Three (3) Officers per Shift	56	56
Four (4) Officers per Shift	6	6

2. ***Acquire and place into service two Police Patrol Vehicles.*** The three new 2020 Ford Police Utility AWD SUV's have been ordered. Also, the replacement of one totaled vehicle was ordered at the same time. We are still waiting for our shipment of the above vehicles from last Fiscal Year. We should be ordering new vehicles for Fiscal Year 2021 in August.
3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2018-2019.*** Fall compliance checks complete. Spring Compliance Checks are cancelled due to COVID-19.

**Police Department
July 2020**

4. *Maintain or reduce TBI Group A offenses at the three-year average of 73 per 1,000 population during the calendar year of 2020.*

Group A Offenses	July 2020	Per 1,000 Pop.	Total 2020	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	14	1	66	5
Crimes Against Property	34	3	160	13
Crimes Against Society	38	3	178	14
Total	86	7	405	32
Arrests	68		430	

**U.S. Census Estimate 7/1/2018 – 12,506*

5. *Maintain a traffic collision rate at or below the three-year average of 450 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2020.*

	July 2020	TOTAL 2020
Traffic Crashes Reported	29	198
Enforce Traffic Laws:		
Written Citations	70	487
Written Warnings	94	324
Verbal Warnings	279	1,568

6. *Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2020.*

COLLISION RATIO				
<u>2020</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
July	29	4 YTD 33	14%	17% YTD 198

Traffic School: There was no Traffic School in the month of July.

Staffing:

- Officer Lars Carlson and Officer Zackary Parker graduated from Walter's State Law Enforcement Academy on July 10th. Ofc. Carlson was released from Field Training on July 13th. Ofc. Parker was released from Field Training on July 28th.
- Officer Brent Loveday started Walter's State Law Enforcement Academy on July 20th. He will graduate September 18th, 2020.
- We still have three openings. Applications are being taken. Testing is scheduled for August 5th.

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

**Police Department
July 2020**

Sumner County Emergency Response Team: ERT had their monthly training and one Search Warrant call out for the month.

Support Services Performance Measurements

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2020.*

2020 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
<i>July</i>	81%	83%

Communications Section

	July	Total 2020
Calls for Service	1,003	6,515
Alarm Calls	35	228

Request for Reports

	July	FY 2019-2020
Requests for Reports	18	207
Amount taken in	\$12.15	\$193.65
Tow Bills	\$0.00	\$0.00
Emailed at no charge	30	407
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):
Nothing to report at this time.

Volunteer Police Explorers: Nothing to report at this time.

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

Crime Prevention/Community Relations Performance Measurements

1. ***Teach D.A.R.E. Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.***
D.A.R.E. has been cancelled due to COVID-19.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Safety Day in conjunction with Discover White House scheduled for April 18th, 2020 has been cancelled due to COVID-19. They are hoping to reschedule for the fall.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***
Citizen's Police Academy has been cancelled due to COVID-19.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
 - On July 11th, Sgt. Enck met with 25 residents of Sutherland Subdivision about the start of a Neighborhood watch program.

**Police Department
July 2020**

- On July 22nd, Sgt. Enck handed out badges at the splash pad and Farmers Market.
- On July 29th, Sgt. Enck conducted an eight-hour Ground Defense Class for 4 Hendersonville Police Recruits.
- **Special Events:** *WHPD Officers participated in the following events during July:*
Nothing to report at this time.

Upcoming Events:

Nothing to report at this time.

<i>2020 Participation in Joint Community Events</i>		
	<u>June</u>	<u>Year to Date</u>
Community Activities	3	22

**Fire Department
July 2020**



Summary of Month's Activities

Fire Operations

The Department responded to 129 requests for service during the month with 96 responses being medical emergencies. The Department responded to 9 vehicle accidents; 5 accidents reported patients being treated for injuries and 4 accidents reported no injuries. Of the 129 responses in month of July there were 24 calls that overlapped another call for service that is 18.6 % of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in July from dispatch to on scene time averaged was, five minutes and fifty-eight seconds (5:58). The average time a fire unit spent on the scene of an emergency call was fourteen minutes and fifty-one seconds (14:51).

Department Event

- July 1st – Department Policy Review Committee Meeting
- July 2nd – Water Day at Grace Park
- July 14th – State of the City Meeting
- July 22nd – First Baptist Church gave appreciation presentation
- July 31st – Confined Space Training with Robertson Co. EMA

Fire Administration

- July 13th – Monthly Officer Meeting
- July 15th – State of the City Meeting
- July 21st – Robertson Co 911 Board Meeting
- July 30th – Meeting with MTAS for Lieutenant promotions
- Numerous Conference calls with Robertson and Sumner Counties regarding COVID-19

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	4
Rescue & Emergency Services	96
Hazardous Conditions (No Fire)	3
Service Calls	9
Good Intent Call	8
False Alarms & False Call	8
Calls for The Month	129
Total Responses FY to Date	129

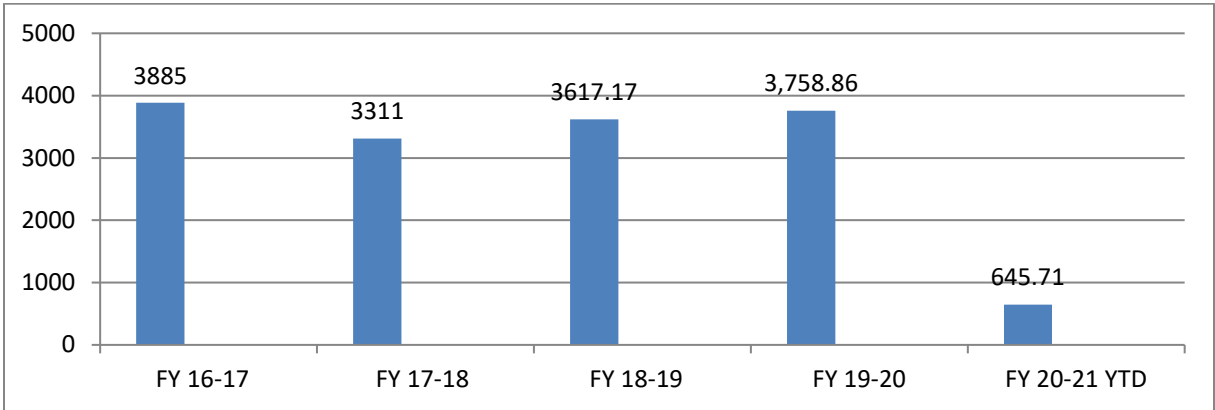
**Fire Department
July 2020**

Response by Station

	Month	FY to Date	%
Station #1 (City park)	90	90	69.77%
Station #2 (Business Park Dr)	39	39	30.23%

Fire Fighter Training

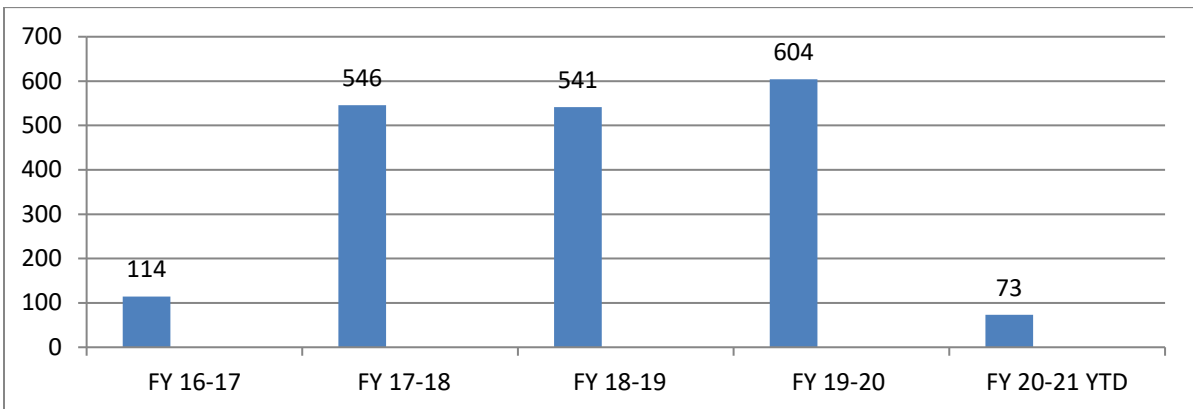
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
Firefighter Training Hours	645.71	645.71

Fire Inspection

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

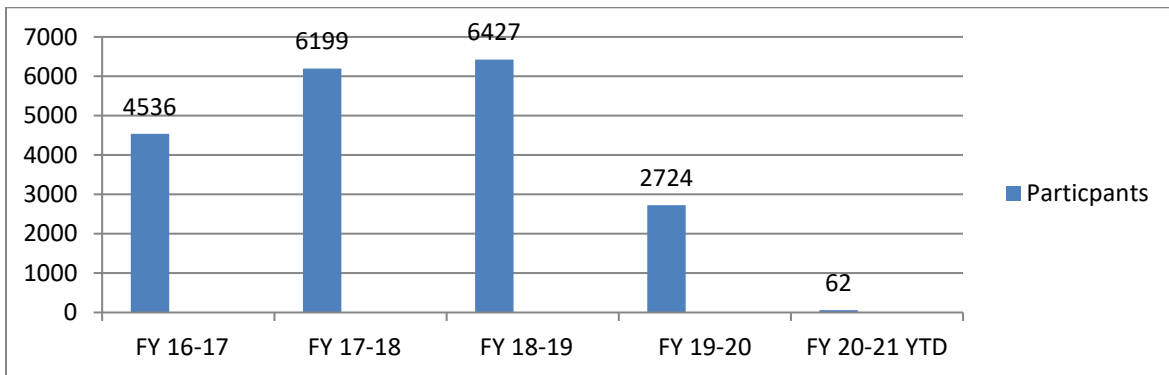


**Fire Department
July 2020**

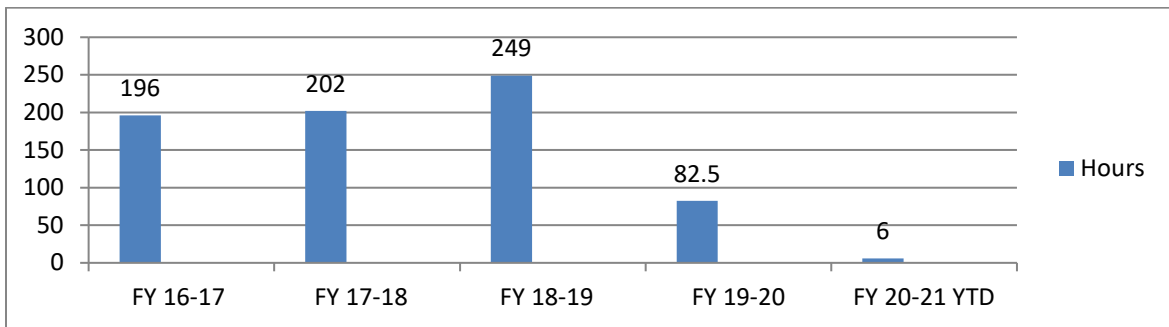
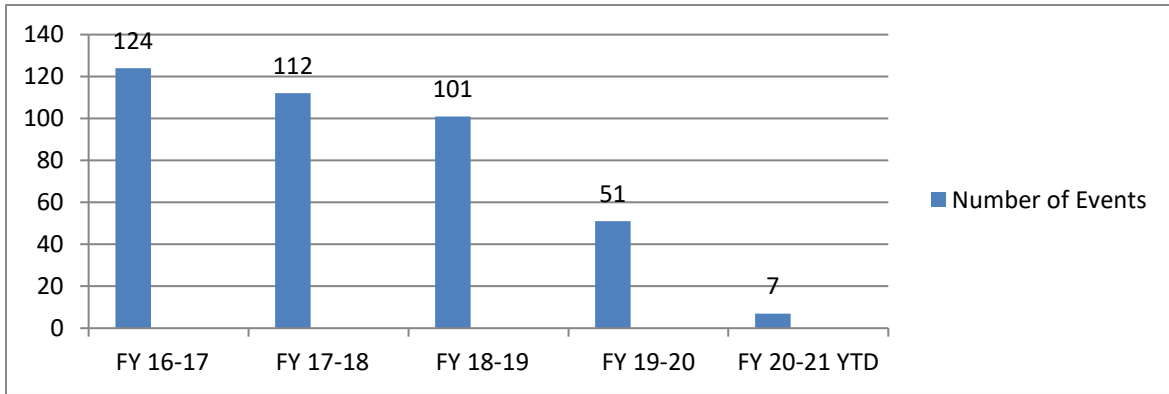
	Month	YTD
July Fire Inspection	73	73
Reinspection	13	13
Code Violation Complaint	1	1
Violations Cleared	22	22
Annual Inspection	16	16
Commercial Burn Pile	1	1
Knox Box	5	5
Fire Alarms	0	0
Measure Fire Hydrant	2	2
Plans Review	1	1
Pre-C/O	0	0
Pre-incident Survey	30	30
Sprinkler Final	0	0
Final/Occupancy	2	2

Public Fire Education

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



**Fire Department
July 2020**



	Month	YTD
Participants	62	62
Number of Events	7	7
Education Hrs.	6	6

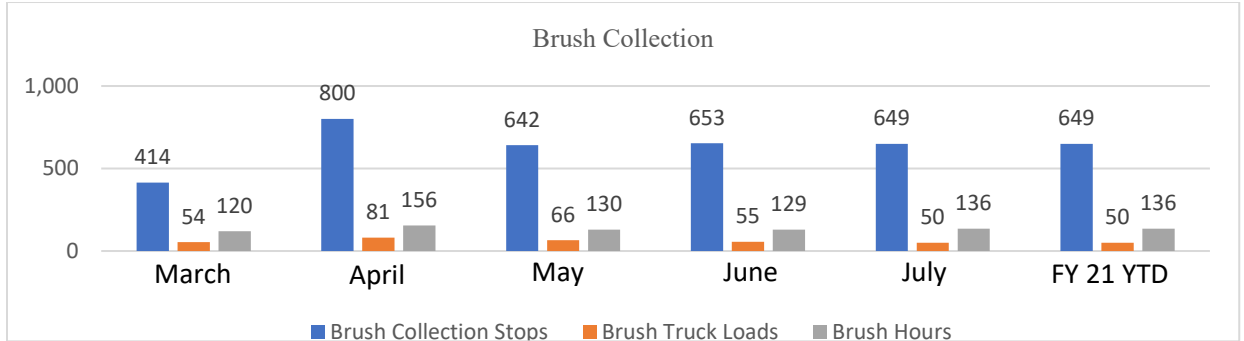
Social Media Statistics

Page Views	156
Page Likes	21
Post Reach	4,299

**Public Services Department
July 2020**

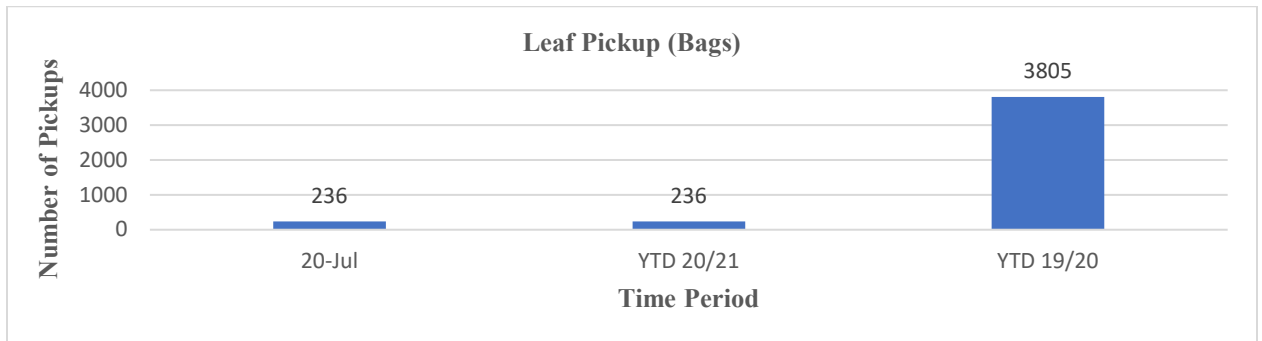
Brush Collection

The purpose of this chart is to gauge the progress of the route on a monthly basis and making certain it is staying on track. Also, with the rapid growth of the City it will be used to determine, in the coming years, whether another driver needs to be added to keep up on this route.



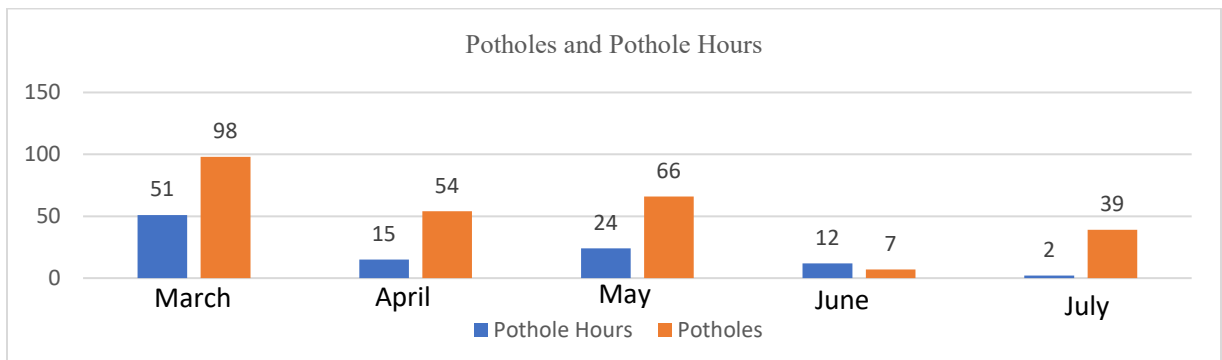
Leaf Pick-Up

The purpose of this graph is to represent the number of the leaf bags that are picked up per year at residents throughout White House, in order to track the cost of the bags that are currently being bought and distributed at no cost to the citizens.



Pothole Comparison

The purpose of this chart is to gauge the amount of time spent filling potholes and the number of potholes filled in that time frame. It can also be used to judge how we currently repair potholes and how we will fill them in the future when the milling head is being used to make repairs.



Public Services Department
July 2020

-NOTE: July pothole hours are exponentially higher than the potholes repaired, this is due to the large damaged areas that needed repaired on Calista Road. This reflects the amount of time that the Streets and Roads Crew spent on the job to repair these areas at a full depth backfill.

-Goals for this particular job task 50 potholes per month. When this chart is completed each month consideration will be given to the size of the potholes i.e. a larger patch will count as one pothole but an additional chart will be constructed when larger patches are more prevalent. The prevalence of these “patch repairs” will be evident when the milling machine is used for repairs.

-Also given consideration will be how many potholes are reported and how many the Streets and Roads Crew locates throughout the City to be repaired.

**Public Services Department
July 2020**

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 -Sidearm Mowing Citywide	2 -Guard Rail install at Hickerson	3	4
5	6 -Holiday	7 -Pleasant Grove Road Project	8 -Pleasant Grove Road Project	9 -Pleasant Grove Road Project	10	11
12 -Crew used backhoe to move downed tree on sidewalk on Apache Trail	13 -Cut up tree from on Apache Trail and had it removed. -Pleasant Grove Road Project	14 -Pleasant Grove Road Project	15 -Calista Road Repair	16 -Calista Road Repair	17	18
19	20 -Mowed ROW Citywide with Zero Turn Mower/Weed eater	21 -Pleasant Grove Road Project	22 -Pleasant Grove Road Project	23 -Removed trees and limbs from various locations in the ROW throughout the City.	24	25
26	27 -Side arm mow Union Road -Pleasant Grove Road Project	28 -Repaired asphalt drive after WW did septic to sewer conversion -Pleasant Grove Road Project	29 -Pleasant Grove Road Project	30 -Side arm mow City wide.	31	

Public Services Department
July 2020

Public Works/Streets & Roads Division

Total Hours Worked	20-Mar	20-Apr	20-May	20-Jun	20-Jul	YTD 20/21
Street	869	910	788.5	620	824	824
Facility Maintenance	127	69	139	26	12	12
Fleet Maintenance	58	39	56	22	8	8
Meeting/Training	18	44	32	13	0	0
Leave	104.5	44	80	75	85	85
Holiday	0	0	50	0	40	40
Overtime	0.5	0	8.5	5	87	87
Administrative	145.5	150	125.5	137	21	21
Drainage Work (feet)	0	0	0	0	546	546
Drainage Man Hours	18.5	0	0	0	587	587.28
Debris Removed Load	0	0	0	0	0	0
Sweeping Man Hours	0	0	0	0	0	0
Mowing Hours	6	55	64	46	69	69
Curb Repair	0	0	0	23	0	0
Shoulder LF	0	0	0	0	0	0
Shoulder Hours	24	0	3	3	0	0
# of Potholes	51	15	24	12	2	2
Pothole Hours	98	54	66	7	39	39
R-O-W Hours	252.5	368	184	250	0	0
Sign/Repaired	2	5	6	5	1	1
Sign Work Hours	3	4	9	6	3	3
Salt Hours	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0
Decorative Street Light Hours	0	0	0	9	0	0
Traffic Lights	3	4	0	0	0	0

Sanitation Division

Total Hours Worked	20-Mar	20-Apr	20-May	20-Jun	20-Jul	YTD 20/21
Sanitation	374	346	320	359	368	368
Facility Maintenance	33	15	18	3	23	23
Fleet Maintenance	17	2	23	24	27	27
Meeting/Training	4	40	10	0	2	2
Leave	47	0	0	100	90	90
Holiday	0	0	20	0	20	20
Overtime	14	0	0	0	0	0
Administrative	29	0	11	0	3	3
Sweeping Man Hours	0	0	0	0	0	0
R-O-W Hours	3	0.5	1	6	3	3
Salt Hours	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0

Sanitation	20-Mar	20-Apr	20-May	20-Jun	20-Jul	YTD 20/21	YTD 19/20
Brush Collection Stops	414	800	642	653	649	649	6614
Brush Truck Loads	54	81	66	55	50	50	720
Leaves Pickup Bags	224	570	279	301	236	236	3805
Brush/Leaves Hours	120	156	130	129	136	136	1510
Litter Pickup Bags	54	52	41	37	26	26	545
Litter Pickup Hours	98	109	87	95	64	64	1096

Stormwater Division

Total Hours Worked	FY 15/16	FY 19/20	31-Jul	YTD 20/21
Stormwater	5,744	7,204	800	0
Overtime	508.5	262	77	77
Facility Maintenance	3,494	638	4	4
Fleet Maintenance	1,034	314	18	18
Administrative	385	1,138	190	190
Drainage Work (feet)	0	3,988	306	306
Drainage Man Hours	0	1,371	404	404
Debris Removed Load	0	188	46	46
Sweeping Man Hours	0	309	0	0
Mowing Hours	0	102	0	0
R-O-W Hours	0	1,506	38	38

**Public Services Department
Stormwater Division
July 2020**

Objective: To implement, design, construct and maintain a safe, sustainable, economical and environmentally sound stormwater management system that reduces the potential of flooding, protects natural drainage features, and preserves and enhances desirable water quality conditions.

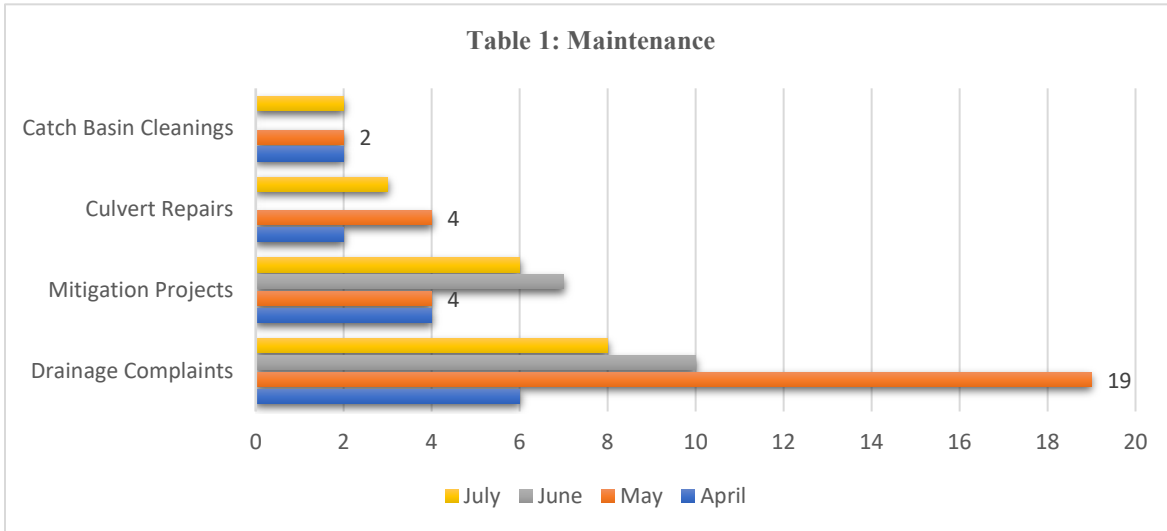


Table 1: Adequate stormwater management can result in a reduction in flooding, property damage, excessive soil erosion, degraded open space, and unacceptable water quality in potable water supply reservoirs. The goal is to maintain the existing drainage infrastructure and provide sufficient infrastructure capacity to meet the future needs of the City through culvert replacements, ditch rehabilitations, catch basin cleanings, dry basin mowing, and stormwater mitigation projects.

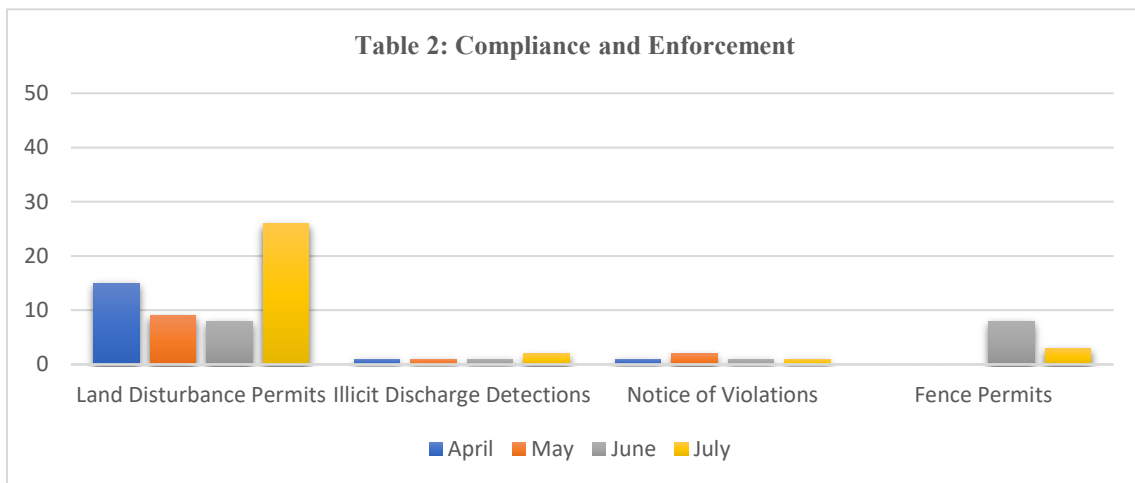


Table 2: Our goal is to ensure compliance with all applicable federal and local water quality regulations related to stormwater runoff, including and in particular, new development construction permits and the detection and elimination of illicit discharges. The City employs a series of enforcement actions to deter and/or address stormwater violations from residential, commercial and/or industrial facilities.

**Public Services Department
Stormwater Division
July 2020**

Wednesday, July 1st

- Assisted with ROW mowing
- Repaired driveway along Valley View
- Applied seed and straw to Calista
- Reviewed Cambria Drainage calculations

Thursday, July 2nd

- Administration Day: requested frame and grate quotes from vendors
- Distributed noise ordinance to developers
- Facility & Fleet Maintenance

Monday, July 6th

- HOLIDAY

Tuesday, July 7th – Thursday, July 9th

- Pleasant Grove Road Drainage Project: installed junction box at the intersection of HWY76

Monday, July 13th – Wednesday, July 15th

- Pleasant Grove Rd Project: hydro excavated under communication/fiber lines; installed 8' of 18" RCP and backfilled
- Bond Reduction Inspection @ The Parks
- State of the City Address
- Summerlin Ph 7 inspection (stormwater)

Thursday, July 16th

- Calista:
 - Imported 20 loads of class A stone and pug mill mix for roadway repair
 - Installed 54' of 8' HDPE for road support
- Pinson Lane PUDE (Square 1 Construction)

Friday, July 17th

- Work Orders:
 - 125 Villages Ct. – removed trees and debris from obstruction creek

Monday, July 20th

- Stormwater Maintenance
 - Fleet maintenance on Truck #1330
 - Driveway repairs for 324 & 404 Wilkinson Lane, 725 McCurdy Rd
- Checked hot spots (no ID's)
- Land Disturbance permit requests completed
- Certificate of Occupancy requests completed

Tuesday, July 21st

- Pleasant Grove Rd (CIP)
 - Exposed (excavated) water line

Wednesday, July 22nd – Friday, July 24th

- Admin Day:
 - Inventory Management (count)
 - Job summaries & work orders
- Improvement Projects:
 - Excavated 8" of clearance per WHUD
 - installed structure 3
 - Applied temporary stabilization
- Finance:
 - Addressed outstanding PO's and updated purchasing ledgers

Monday, July 27th

- Hydro-excavation of concrete conveyance at 1026 Picadilly Dr (TPM)
- Pleasant Grove Rd (CIP)
 - Installed 18' of RCP and catch basin structures
- Land Disturbance permit requests inspections
- CO's inspected and approved

Tuesday, July 28th

- Pleasant Grove Rd (CIP)
 - Installed 11' of 18" RCP between basins

Wednesday, July 29th – Thursday, July 30th

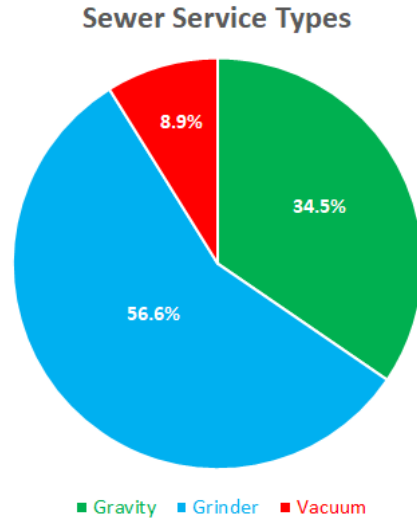
- Pleasant Grove Rd (CIP) -
 - excavated 88 LF (07/28) AND 158 ON (07/29) Installed structure 4 backfill on (07/30)

**Public Services Department - Wastewater Division
July 2020**

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 July 31st, 2020, City personnel count a total of 5,245 sewer system connections. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	1,812
Low-Pressure Grinder Sewer Connections	2,968
Vacuum Connections	465



The City counts 108 commercial grinder stations, 2,860 residential grinder stations, and 19 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.

Line Marking	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	July 2020	YTD
Tennessee 811	1,691	1,670	1849	2315	2680	170	170

SCADA (Supervisory Control and Data Acquisition) Alarm Response Goal:

Our goal is to reduce the number of responses through an ongoing, proactive maintenance program at the major lift stations. However, there are uncontrollable factors that create an alarm condition; such as high-water levels due to large rain events, loss of vacuum, power outages, and/or loss of phase. These types of alarms notify us that a problem exists. A service technician can access the SCADA system from any location via a smart device and acknowledge the alarm. The SCADA system at every lift station will allow the technician to remotely operate the components at the station.

**Public Services Department - Wastewater Division
July 2020**

<u>Lift Station Location</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>July 2020</u>	<u>YTD</u>
North Palmers Chapel	35	22	23	8	3		0	0
Calista Road	24	55	13	4	2		0	0
Wilkinson Lane	0	8	4	1	3		0	0
Portland Road	1	1	4	1	0		0	0
Cope's Crossing	4	17	15	7	8		2	2
Union Road	91	8	17	6	6		2	2
Meadowlark Drive	1	11	6	4	2		0	0
Highway 76 (Springfield)	0	1	0	1	1		0	0
Cambria Drive	1	0	0	1	4		0	0
Sage Road (Hester)	0	7	2	0	1		0	0
Kensington Green	n/a	n/a	n/a	n/a	1		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		n/a	n/a
Settler's Ridge	0	0	1	1	1		0	0
Summerlin	0	0	0	2	5		0	0
Heritage High School	0	22	0	2	1		0	0
Loves Truck Stop	n/a	n/a	n/a	n/a	0		0	0
Concord Springs	n/a	n/a	n/a	n/a	0		0	0
Parks Temporary	n/a	n/a	n/a	n/a	0		0	0
Treatment Plant	0	1	6	4	6		2	2

Alarms – Two (2) alarms occurred at both Copes Crossing and Union Road stations due to power failures. Root cause was determined to be with CEMC, not with City property. Two (2) additional alarms occurred at the WWTP due to loss of power when the backup generator failed to engage during two separate power outages. The backup generator has since been repaired.

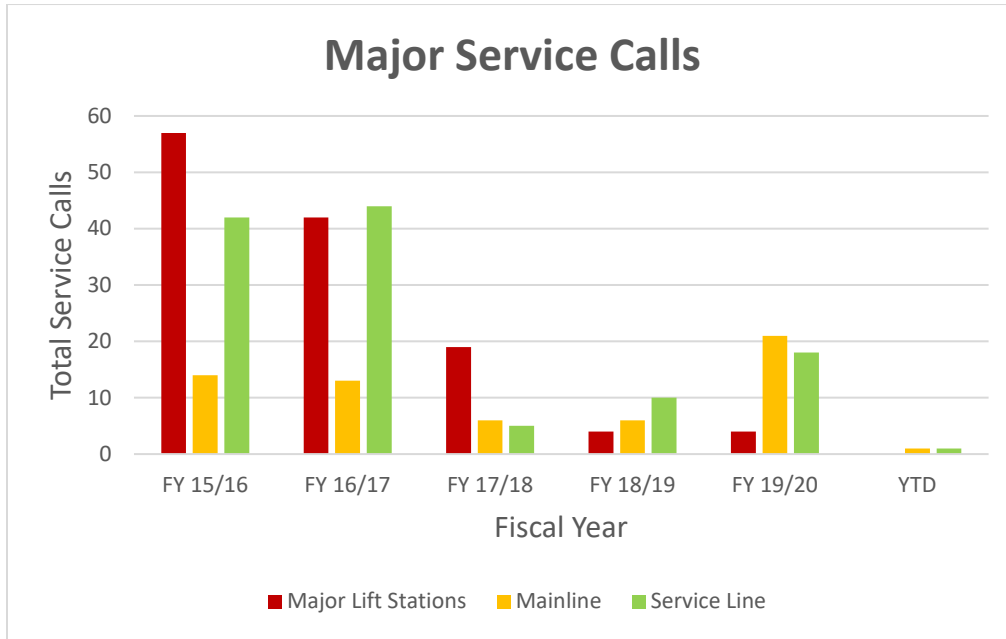
System Repair Goals:

The goal is to minimize failures with the major lift stations and the mainline gravity, low-pressure and high-pressure force-mains and the air-vacuum systems. Key personnel have been trained over the last three (3) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of the lift stations are either at or near their anticipated useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced.

The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

**Public Services Department - Wastewater Division
July 2020**

Repairs	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20		July 2020	YTD
Major Lift Stations	57	42	19	4	4		0	0
Mainline	14	13	6	6	21		1	1
Service Line	42	44	5	10	18		1	1



- Settler's Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.**
- Concord Springs** – The only remaining issue with the lift station is to have the developer clean the inside of the station and remove mud, trash and other debris prior to final acceptance. Operationally, the station punch list has been completed and the station is working correctly. **The Concord Springs Lift Station was conditionally accepted by the City on 07-24-2020, with the agreement that the Contractor/Developer would complete installation of the privacy slats in the station fence, as well make satisfactory repairs to the station's access road by or before January 24th, 2021.**
- The Parks** – The “temporary” lift station at the Parks subdivision was also started successfully. This station will allow for about 160 homes to be built while waiting on Gorman & Rupp to deliver the permanent station. **The updated delivery date on the permanent station is early September.**
- HWY 76 Force Main Relocation Project** – This project along with the extra 200' of 6" force main along Industrial Drive has been closed out.
- Wilkinson Lane Station** – One of the submersible pumps at the Wilkinson Lane station failed in May of 2020. A replacement pump was ordered immediately but placed on backorder. The City also intends to have the old pump rebuilt to serve as a backup in case of additional failures at Wilkinson Lane or Copes Crossing stations. **The pump has been delivered, but Wascon must custom-fabricated several parts to complete installation.**

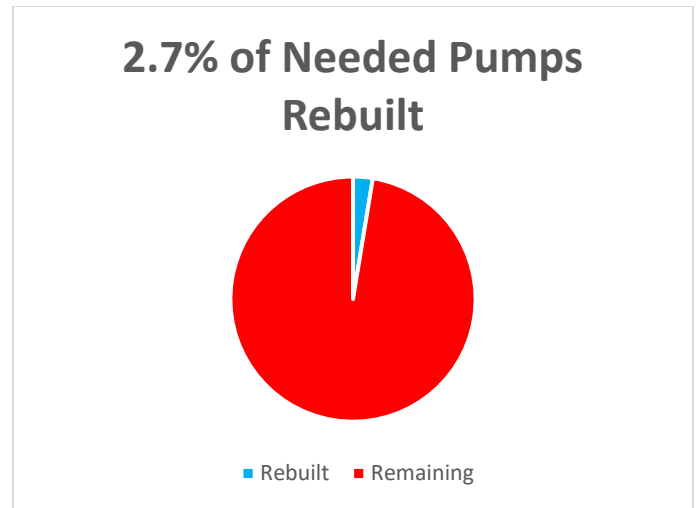
**Public Services Department - Wastewater Division
July 2020**

6. **Autozone Plaza Line Break** – On July 10th a 3” force-main was struck by contractor Building and Grounds Solutions LLC while attempting to spot-dig to visually locate their service tie-in point for the Fast Pace Clinic and Autozone buildings. Contractor did not place an 811 call prior to digging, and did not follow proper procedures for weekend excavation activities as discussed in the pre-con meeting. Contractor struck line approximately 15 ft from end of line cleanout easily visible at surface, had they searched for it. **They were fined \$1,065.48 per City ordinance to recoup immediate costs of repairs, and paid the fine in early August.**

7. **Sewer Model Update** – The Sewer Model Update being conducted by Jacobs Engineering remains underway. A preliminary model has been built, but did not reflect the actual issues observed in the field. In response, the City ordered pressure data loggers to install in the force-mains to monitor in real-time the pressures experienced on the lines under all operating conditions of the lift stations. The primary concern remains the 12” Southern Force-Main, which runs from Copes Crossing station to the WWTP facility and is the ultimate conveyance point for Union Road station, Summerlin station, Settlers Ridge station, Copes Crossing station, Cambria station, Kensington Green station, Meadowlark station, Sage/Hester station, and over 100 individual grinders. **The gauges have been installed and the City has begun to collect preliminary data collection. Once data collection under multiple scenarios is complete (currently awaiting a lengthy city-wide rain event), Jacobs should be able to complete their model update. Once complete, the City will be able to move forward with the Master Plan Update to address issues recognized during this process.**

8. **Septic to Sewer Conversions** – The City continues to make progress on septic to sewer conversions. Two (2) conversions on Calista Rd have been completed in 2020, with two (2) more remaining in que. Four (4) conversions on Tyree Springs Road will follow. **Wastewater personnel intend to solicit bids for the remaining conversions not in que, and must reevaluate remaining properties to determine what meets state criteria.**

The capital outlay budget was designed for a total purchase of 275 new E-One grinder pumps for the 2020/2021 Fiscal Year. However, the City estimates that a minimum of 425 pumps will be needed to meet all the service call requests for the year. To supplement the amount of pumps on-hand, the department will focus on steady rebuilding throughout the year. The goal is to rebuild 3 pumps per week, on average, for a total of 150 extra pumps throughout the year.



**Public Services Department - Wastewater Division
July 2020**

Treatment System Activities:

Wastewater Treatment Plant Goals:

The primary goal for the treatment plant is to provide an effluent quality that meets or exceeds the TDEC required limits as set forth in our NPDES permit. This is measured by a violation occurrence that must be notated on the monthly report. The secondary goal is to provide a high-level operation and maintenance program to ensure the plant runs as designed. This plant was built in 2001 and has been experiencing mechanical failures on components that operate 24/7.

<u>Work Orders</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>July 2020</u>	<u>YTD</u>
Vacuum System Service Request	87	172	143	112	82		6	6
Gravity Service Request	5	12	0	10	13		1	1
Low Pressure Service Request	530	716	621	728	770		55	55
Total Pumps Replaced	313	338	401	361	449		34	34
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	n/a		4	4
Grinder Tank PM Program	n/a	58	63	358	267		25	25
Inspection for New Service	36	23	54	103	226		33	33
Final Inspection for New Service	37	55	56	62	110		8	8
Sanitary Sewer Overflow (SSO)	6	9	1	3	49		1	1
Odor Complaints	16	17	28	43	43		2	2

<u>Parameter</u>	<u>Apr - 20</u>	<u>May - 20</u>	<u>June - 20</u>	<u>July - 20</u>	
Flow – To Creek	0.618 MGD	0.657 MGD	0.498 MGD	0.503 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.00 MDG	0.00 MGD	0.096 MGD	0.153 MGD	
Total Flow Through Plant	0.618 MGD	0.657 MGD	0.594 MGD	0.656 MGD	
Capacity	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MGD	
% of Plant Throughput	44.1%	46.9%	35.6%	35.9%	(0.657 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	55.2%	58.7%	44.5%	44.9%	(0.657 MGD) / (1.12 MGD)
Rainfall	5.18”	4.71”	6.11”	6.04”	

<u>Effluent</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>July - 20</u>	<u>YTD</u>
Violations	1	7	7	13	7	12		1	1

Public Services Department - Wastewater Division
July 2020

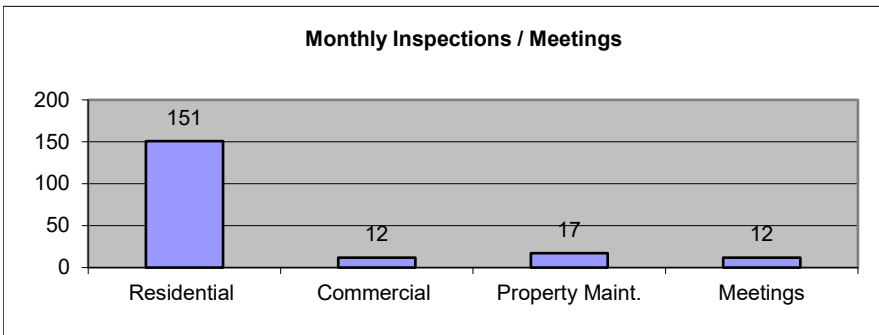
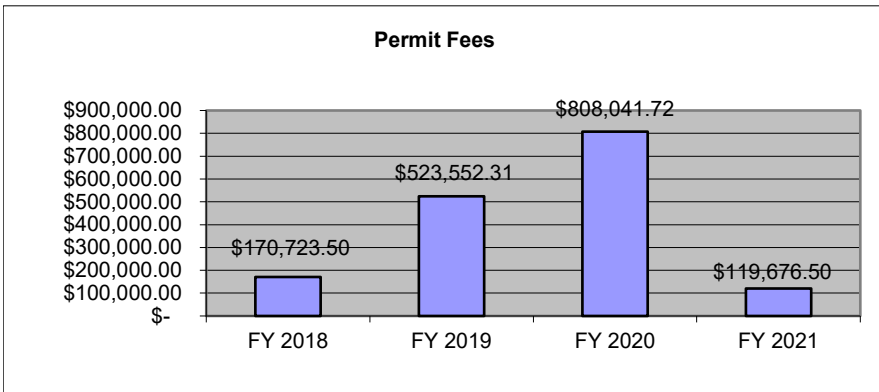
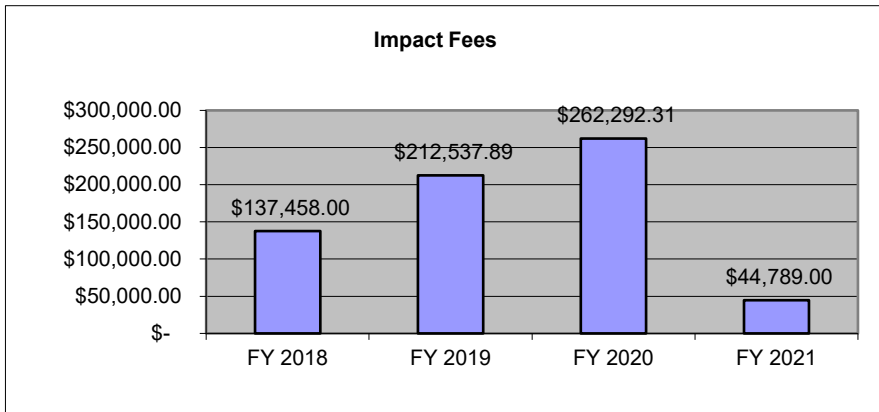
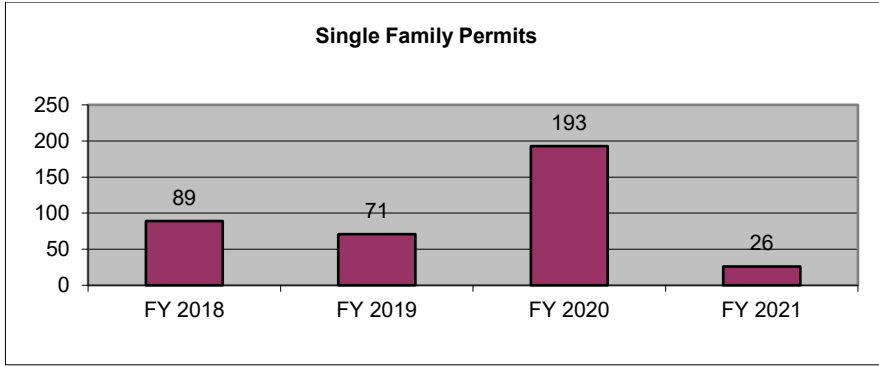
1. **Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.
2. **TDEC Order and Assessment:** On July 15th TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29th, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7th.**
 - City submitted Fiscal Sustainability Plan Certification Letter to TLDA (05-06-2020).
 - Financial Sufficiency Review completed for SRF Loan to fund WWTP expansion project (05-26-2020).
 - City advertises for SRF Loan Public Meeting (begins 08-03-2020).
 - **City hosts SRF Loan Public Meeting (scheduled for 08-19-2020).**
 - City to complete SRF Loan Application (currently in progress).
 - City submits minutes of SRF Loan Public Meeting to TLDA for approval following Public Meeting.
 - TLDA releases Finding of No Significant Impact (FNSI) to City (anticipated late-August).
 - City advertises FNSI for 30-day Public Comment Period (anticipated completion late-September).
 - City triggered to begin 2-week period to address FNSI Public Comments (anticipated late-September).
 - TLDA triggered to approve the Facilities Plan (anticipated mid-October).
 - TLDA meets (date undisclosed) to approve SRF Loan Application (anticipated November or December).
 - City submits Performance Standards Summary to TDEC for final approval (anticipated mid-December).
 - TDEC provides final approval of Performance Standards Summary (anticipated early-January).
 - City begins 6-week advertisement period for Construction Bids for WWTP (anticipated early-January).
 - City submits completed Fiscal Sustainability Plan to TDEC (anticipated mid-January).
 - City begins review process for Construction Bids for WWTP (anticipated mid-February).
 - City selects winning bid following review process (anticipated late-February).
 - City begins advertisement of winning bid for City Board Meeting agenda (anticipated late-February).
 - City Board of Mayor and Aldermen vote to approve winning bid (anticipated late-March).
 - City submits winning bid to TLDA for approval (anticipated late-March).
 - TLDA approves winning bid (anticipated mid-April).
 - City notifies bid winner, contract executed (anticipated late-April).
 - City issues Notice To Proceed (anticipated late-April to early-May).
3. **H2S & Ferric Sulfate:** Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. **The feed rate is 25 gallons per day at the Union Road lift station and 25 gallons per day at the Old Tyree lift station.**
4. **Inspector:** The Wastewater department has been authorized to add a second inspector position. **Interviews were conducted and an offer extended to a candidate in early August.**
5. **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 **3.50** parts per million (ppm). The average residual was **0.19** PPM with a max residual of **0.27** PPM. **Last month the feed rate was 2.50 ppm.**

Our TDEC permit states in part that, “The concentration of the E. Coli group after disinfection shall not exceed **126 CFU’s** (colony forming units) per 100 ml.” Additionally, our **daily maximum** concentration limit is **941/1000ml**.

Our **E Coli** testing for the month was an average of **12.5 CFU’s** which is well below the limit. **Last month the average was 21.3.**

**Planning and Codes Department
JULY 2020**



**Planning and Codes Department
JULY 2020**

	Month	FY2021	FY2020	FY2019	FY2018
MEETING AGENDA ITEMS#					
Planning Commission	9	9	69	66	69
Construction Appeals	0	0	0	0	1
Zoning Appeals	3	3	5	6	7
Tech. Review/Study Session	0	0	2	0	1
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	26	26	193	71	89
Multi-Family Residential	0	0	0	13	5
Other Residential	8	8	91	93	238
New Commercial	1	1	6	3	3
New Industrial	0	0	0	1	0
Other Com/Ind	1	1	23	33	31
Sign	0	0	14	25	24
Occupancy Permits	0	0	14	25	24
Commercial Certificate of Occupancy-					
Other	0	0	12	3	14
BUILDING INSPECTIONS					
Residential	151	151	2858	2411	1112
Hours	56.5	56.5	699.58	414.98	383.59
Commercial /Industrial	12	12	110	179	165
Hours	6.75	6.75	45.92	179	165
CODE ENFORCEMENT					
Total Cases	17	17	330	179	165
Hours	5.5	5.5	70.24	86.75	75.17
Complaints Received	10	10	116	98	132
MEETINGS					
Administration	5	5	58	68	51
Hours	6.75	6.75	38.26	103.67	101
Planning	7	7	76	135	73
Hours	8.75	8.75	96.58	155.5	86.82
Codes	0	0	28	35	27
Hours	0	0	37.85	40.16	18.67
FEES					
Permit Fees	\$119,676.50	\$ 119,676.50	\$ 808,041.72	\$ 523,552.31	\$170,723.50
Board Review Fees	\$575.00	\$ 575.00	\$ 11,000.00	\$ 3,750.00	\$4,683.00
City Impact Fee	\$44,789.00	\$ 44,789.00	\$ 262,292.31	\$ 212,537.89	\$137,458.00
Roads	\$17,765.00	\$ 17,765.00	\$ 77,860.90	\$ 98,885.80	\$112,424.58
Parks	\$10,296.00	\$ 10,296.00	\$ 74,646.00	\$ 23,140.00	\$ 10,163.90
Police	\$10,079.00	\$ 10,079.00	\$ 59,096.30	\$ 11,704.30	\$ 8,971.20
Fire	\$6,649.00	\$ 6,649.00	\$ 36,749.61	\$ 23,344.29	\$ 5,963.72
OTHER ITEMS					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 14	\$ 3,374,092.67	\$3,374,092.67	\$1,633,984.00	\$922,141.63	\$573,840.00
Builders Bonds	0.00	\$ -	\$ 18,000.00	\$ 69,366.43	\$45,366.43
Workings Days in Month	17	17	17	16	15

**Parks, Recreation, & Cultural Arts Department
July 2020**

Summary of Month's Activities

We continued our new normal of dealing with the virus while trying to have some recreation back in our lives this month. We continued to push forward with some sports continuing their seasons and we offered a couple programs as well. Currently, soccer and football continue to be deemed contact sports and they are not allowed to have games or do contact drills but they can practice in a non-contact fashion.

The Splash Pad opened this month and saw a pretty steady flow of visitors albeit not quite as much as years past it seems. We decided to shorten the operating hours by one hour this season in order to allow for the workers at night more time to focus on disinfecting the restrooms and high touch areas. We also decided to designate Tuesday's as a maintenance day for the Splash Pad, which allows us to do a more thorough cleaning of the features and high touch areas on the pad itself, as well as clean the filters and replenish the water in the holding tank. This is our best attempt at mitigating the risk of the spread of the virus and so far, we haven't had anyone claiming they contracted the virus from our facility or any complaints about it. We do have an issue with the operation of the Splash Pad itself. As it seems that there is a small leak in the holding tank. Attempts have been made to specify the area but so far we haven't been able to locate the specific source yet. We do have an option of having a company come out and locate and fix it but it is quite expensive, so we are trying to do what we can ourselves first before going down that route. So far the only problem this leak has caused is it has forced us to shut off a couple of features on the pad in order for the water level to keep up throughout the day.

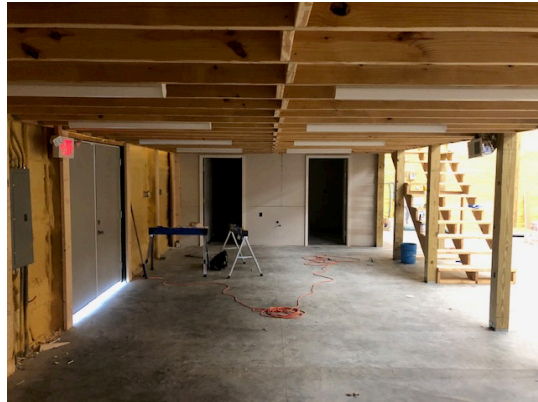
We still have a few projects going on as well in our parks system. They are listed below:

The Museum/Visitor Center renovation continued this month. So far they have constructed the new addition to the building and started replacing the siding with hardie board. They don't lack too much more hardie board before they are finished with that and then they will have to paint it and replace the spindles and everything on the porch and do some electrical work and that should finish it. This is expected to take the full 100 days that they were given to complete the project, so it will likely be done sometime in September.

As far as the maintenance building goes, electrical work continued this month and is nearly complete and the HVAC was completed. We were also able to get the parking lot lines painted in and it looks fantastic. We also completed the sheet rock and drywall work for the restrooms and office, so now all that's left is the plumber has to install the fixtures in the restrooms and some minor items to be installed in the office area for it to be completed. That is something that will be kind of picked at throughout the rest of the year as we have gotten the shop to the point where we are no longer holding any other company up to finish out their work. We are also still waiting on the second garage door. It should be installed toward the beginning of next month. Here are some pictures of the work done so this past month:



**Parks, Recreation, & Cultural Arts Department
July 2020**



Lastly, we finally shifted back to working on the Dog Park towards the end of this month. We started doing the concrete forms for the rinse stations and tubes, so by the beginning of next month we should be ready to pour the concrete for those items. Once that is done we will transition to installing the agility items we received. We still have not received the shade structure but we do have a ship date now of September 18th, so maybe we can install it a little later in the year when we have time to focus on a big project like that. So, things are moving a little better now with the dog park since we have moved past the required work we had to do for the maintenance building.

Now that we are in a new budget year, we have a few new projects to start reporting on. First up is the Soccer Complex renovation. CSR Engineering has submitted pricing for the design work on this project and it will go to the board next month for approval. The current plan is to try and get a brand new soccer field for the complex and have it lit. We would also like to include adding lighting to the remaining fields that aren't completely lit yet (Field 1, 3 and 4) and possibly change them to LED, if the money is there. But the main goal is to get a new field with lighting. We will worry about the other items if we have the money to be able to do it.

It is also worth noting that a Girl Scout is currently constructing a new pavilion for the Soccer Complex which is located on the McCurdy Rd. side of the complex and is right next to the sidewalk before you get to the restrooms. This will be a welcome addition to the complex as it hardly has any shade for most of the day over there. Here is a picture of the progress so far:



Parks, Recreation, & Cultural Arts Department
July 2020

Other CIP projects this include: paving the Greenway, buying a new Skid Loader, and a new Columbarium for the Cemetery.

Lastly, the City was able to purchase a piece of land for a future park this month. This particular piece of land was probably the favorite piece that the Leisure Service Board identified when looking for potential properties for a new park; so needless to say, we are very excited as a department to have this for future park use. It will serve the city well for many years to come.

Recreation

July 4th Independence Day 5K

We held our annual July 4th Independence Day 5K again this year. This was our 20th year of the event and we had a total of 45 participants this year. We were able to still make a slight profit this year by reducing the number of medals given out and not putting dates on the medals to reuse the ones we didn't give out for next year's event. White House High School had several athletes participate with them being the top three finishers of the event. With the reduction in awards we were able to streamline the event yet still provide adequate fun with drinks and freeze pops for all of our participants. This event couldn't have been made possible without the help of our entire parks department staff and the assistance of our fire department providing two staff members to help with our event.

Volleyball

We currently have 41 players signed up for Fall Girls' Volleyball with a few more signing up late. We will have three teams in the 3rd – 5th Grade age bracket and three teams in the 6th – 8th Grade age bracket. We are working on putting a plan in place for guidelines on how to operate this season with COVID-19 and have protocols in place. Practices will begin August 13th and games will begin September 12th.

Softball

Two teams have signed up for our Fall Adult Softball League with the deadline ending August 16th. Games will be on Tuesdays and Thursday and no restrictions on team personnel makeup.

Gym

The gymnasium is currently open from 7am-10am for walkers to come inside and enjoy the gym once again.

Baseball/Softball

We will not be having a Fall League this year for baseball/softball. Instead we will be offering five-day camps starting in September. Camps will be from 5-7PM Monday through Friday and will be working with coaches from local schools and organizations. Signups will begin in August.

**Parks, Recreation, & Cultural Arts Department
July 2020**

Park Maintenance

We have still been dealing with the affects from Covid. We have also lost one employee over the course of the last month. We have had to focus mainly on mowing, prepping baseball fields, and our two big projects: the new shop and the Dog Park.

- Continued framing up the new shop as well as building the staircase
- Repaired a broken section of fence railing along the bridge, next to the high school, along the Greenway (a UTV ran through the fence).
 - Had to repair a busted footer under the bridge as well.
- Took part in the setup and teardown of the 5K
- Got all the drywall roughed in for the new shop.
 - We will go back and get it mudded after electricians, plumber, and AC people are done with their installation
- Began work again on the Dog Park
 - Setting up forms for pouring concrete for rinse stations and for the concrete slabs that go through the big and little tubes.
- Dug, poured, and mended several graves at the cemetery.

Museum

Volunteers

Volunteer, Terry Palmer, has been helping with improving displays on Mondays for the month of July for a total of 10.5 volunteer hours.

Exhibits

The 19th Amendment/Women's Suffrage display is up in part. The museum received the Rightfully Yours display on Women's Suffrage from the National Archives shown below. There will be an additional display to accompany this one from the Tennessee State Museum with shipment dates between 8/5-8/12.



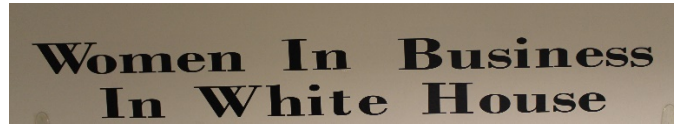
Tours at Museum

A few walk-through tours have been provided in the month of July.

**Parks, Recreation, & Cultural Arts Department
July 2020**

Social Media

Five episodes of White House History Wednesday were posted on City's Facebook page in July.



Episode 14 Women in Business in White House received 1.5K Views and 15 Shares



Episode 15 Shotgun received 660 Views and 4 Shares



Episode 16 Mason and Hamlin Organ received 448 View and 3 Shares



Episode 17 Wood Burning Cook Stove received 767 Views and 3 Shares



Episode 18 Sad Iron received 603 Views and 3 Shares

**Parks, Recreation, & Cultural Arts Department
July 2020**

Donations Received

Fire Tongs and Wash Tub from Terry Palmer.

Received from Connie Dugan

- 3 Maps of White House
- Community Guide
- 1996 Newspaper Article
- Welcome to White House animated map

Documentation of Current Events

Newspaper clippings and date information are being kept of all that occurring at this time in 2020 for Covid 19 and protests.

Visitors' Center and Museum Attendance

Visitors' Center	Visitors Who Also Toured Museum	Museum	Total Museum Visitors	Off Site Presentations Attendees
1	9	0	10	0

Seniors

The Senior Center continued to be shut down this month. This will probably continue to be the case for most of the summer. We are not sure when the Senior Center will re-open at this point.

Sept. 2008 July - Sept.

Division	Activity	Actual	YTD	Last Year
Maintenance				
	Mowing Hours	251	834	
	Pounds of Grass Seed Sown	25	50	
	Pounds of Fertilizer Applied	300	2500	
	Number of Trees/Shrubs Planted	0	69	
Recreation				
	Number of Youth Program Participants	0	188	
	Number of Adult Program Participants	465	969	
	Number of Theatre Production Attendees	0	0	
	Number of Special Event Attendees	70	202	
	Total Number of Special Events Offered	3	4	
	Total Number of Programs Offered	6	20	
	Youth Program Revenue	\$523.98	\$11,744.98	
	Adult Program Revenue	\$2,099.00	\$8,010.00	
	Theatre Production Revenue	\$0.00	\$0.00	
	Special Event Revenue	\$200.00	\$1,600.00	
Administration				
	Number of Shelter Reservations	18	50	
	Hours of Shelter Reservations			
	Shelter Reservation Revenue	\$208.00	\$1,348.00	
	Number of Facilities Reservations	38	88	
	Hours of Facility Reservations			
	Facility Reservation Revenue	\$2,831.75	\$5,124.27	
	Misc. Revenue	\$3,865.89	\$54,831.71	
Senior Center				
	Senior Center Participants	242	711	
	Number of Trip Participants	22	76	
	Number of Meals Participants	330	936	
	Number of Program Participants			
	Number of Trips Offered	3	11	
	Number of Meals Served	4	12	
	Number of Programs Offered	5	5	

FYE 2017	FYE 2018	FYE 2019	FYE 2020
----------	----------	----------	----------

Facility Usage

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

19-Jul	Jul-20	Aug-20	YTD 20-21
--------	--------	--------	-----------

1	2		2
1	0		0
0	0		0
4	2		2
34	13		13
39	15		15
10	0		0
0	0		0
3	0		0
0	0		0
13	0		0
3	15		15
2	1		1
8	9		9
51	0		0
59	10		10

Programming

Number of Youth Program Participants		679	578
Number of Adult Program Participants		240	76
Number of In-House Special Events Offered		8	7
Number of In-House Special Event Attendees		2987	2964
Total Number of 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

274	0		0
0	0		0
0	1		1
0	47		47
3	2		2
162	0		0
0	0		0
1199	0		0
0	0		0
6	0		0
93	0		0
6	0		0
960	0		0
4	0		0
256	0		0
0	0		0

Revenues

Youth Program Revenue		\$55,825.00	\$41,183.00
Adult Program Revenue		\$ 8,460.00	\$ 3,580.00
Special Event Revenue		\$ 4,355.00	\$ 2,009.00
Senior Meal Revenue		\$10,875.00	\$ 5,961.50
Shelter Reservation Revenue		\$12,135.00	\$ 4,780.00
Facility Reservation Revenue		\$19,305.00	\$ 8,046.88
Field Rental Revenue		\$ 2,521.00	\$ 1,203.34

\$13,386.00	\$1,976.00		\$1,976.00
\$0.00	\$500.00		\$500.00
\$1,149.00	\$605.00		\$605.00
\$695.00	\$0.00		\$0.00
\$1,135.00	\$1,075.00		\$1,075.00
\$1,640.63	\$0.00		\$0.00
\$65.00	\$390.00		\$390.00

Misc. Revenue			\$25,030.00	\$31,411.74
---------------	--	--	-------------	-------------

Workflow

Mowing Hours			1,554	2,601
Work Orders Received			N/A	8
Work Orders Completed			N/A	8
Number of Projects Started			27	40
Number of Projects Completed			18	35

\$137.93	\$100.00		\$100.00
782	319		319
1	2		2
1	2		2
	7		7
	2		2

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Jul
Number of Special Use Permits Submitted			13	15	1
Pavilion 1 Rentals			3	7	1
Pavilion 2 Rentals			11	5	0
Pavilion 3 Rentals			106	38	4
Splash Pad Pavalion Rentals			177	106	34
Gymnasium Rentals			130	79	10
Auditorium Rentals			4	10	3
Amphitheater Rentals			3	0	0
Ballfield Rentals			7	45	3

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Jul
Total Number of Pavilion Rentals			297	156	39
Total Number of Facility Rentals			196	89	13
Ballfield Rentals			7	45	3

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Jul
Vistor Center Attendance			6	21	2
Vistors Who Also Toured Museum			14	84	8
Museum Attendance Only			85	668	51
Total Museum Attendance			99	752	59
Offsite Presentation Attendees			0	15	0

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Jul
Number of In-House Special Event Attendees			2987	2964	0
Total Number of Programs Offered			34	18	3
Number of Senior Trips Offered			54	37	6
Number of Senior Programs Offered			117	76	6

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Jul
Number of New Senior Center Memberships			16	16	0
Senior Center First Time Visitors			32	59	0

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Jul
Number of Youth Program Participants			679	578	274
Number of Adult Program Participants			240	76	0
Number of In-House Special Event Attendees			2987	2964	0

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Jul
Senior Center Participants			14,966	9594	1199
Number of Senior Trip Participants			896	613	93
Number of Senior Program Participants			9,989	6798	960
Number of Meals Participants			4052	2235	256

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Jul
Youth Program Revenue			#####	#####	#####
Adult Program Revenue			\$ 8,460.00	\$ 3,580.00	\$0.00
Special Event Revenue			\$ 4,355.00	\$ 2,009.00	\$1,149.00
Senior Meal Revenue			#####	\$ 5,961.50	\$695.00
Shelter Reservation Revenue			#####	\$ 4,780.00	\$1,135.00
Facility Reservation Revenue			#####	\$ 8,046.88	\$1,640.63
Field Rental Revenue			\$ 2,521.00	\$ 1,203.34	\$65.00
Misc. Revenue			#####	#####	\$137.93

Jul-20	Aug-20	YTD 20-21
2		2
0		0
0		0
2		2
13		13
0		0
0		0
0		0
15		15

Jul-20	Aug-20	YTD 20-21
15		15
0		0
15		15

Jul-20	Aug-20	YTD 20-21
1		1
9		9
0		0
10		10
0		0

Jul-20	Aug-20	YTD 20-21
47		47
2		2
0		0
0		0

Jul-20	Aug-20	YTD 20-21
0		0
0		0

Jul-20	Aug-20	YTD 20-21
0		0
0		0
47		47

Jul-20	Aug-20	YTD 20-21
0		0
0		0
0		0
0		0

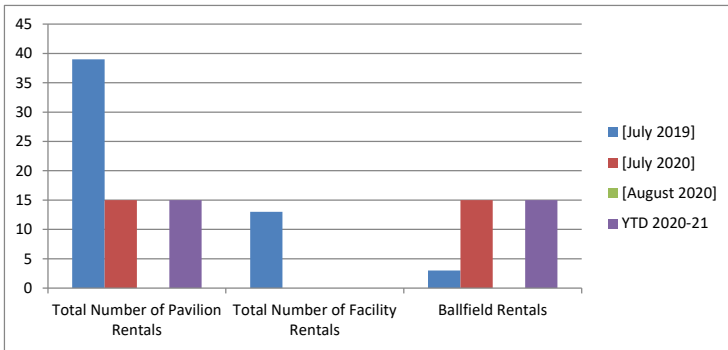
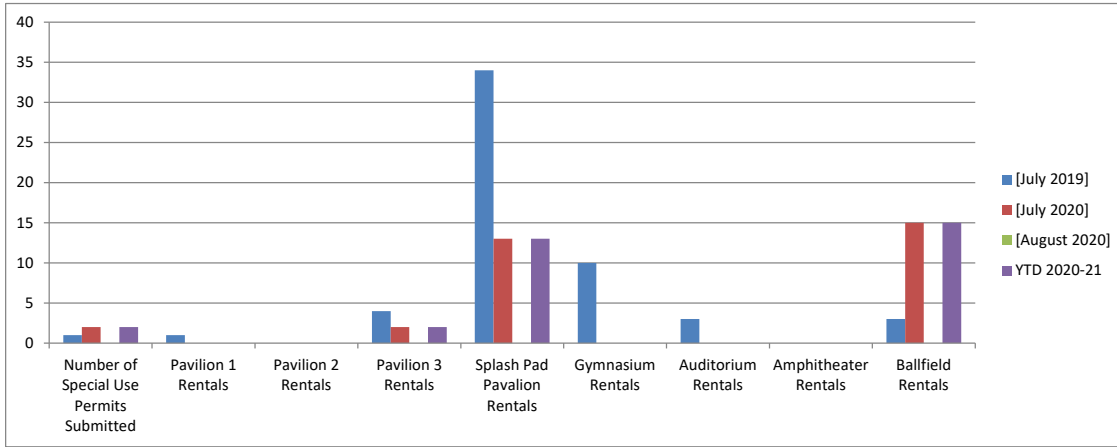
Jul-20	Aug-20	YTD 20-21
\$1,976.00		\$1,976.00
\$500.00		\$500.00
\$605.00		\$605.00
\$0.00		\$0.00
\$1,075.00		\$1,075.00
\$0.00		\$0.00
\$390.00		\$390.00
\$100.00		\$100.00

Target Actual

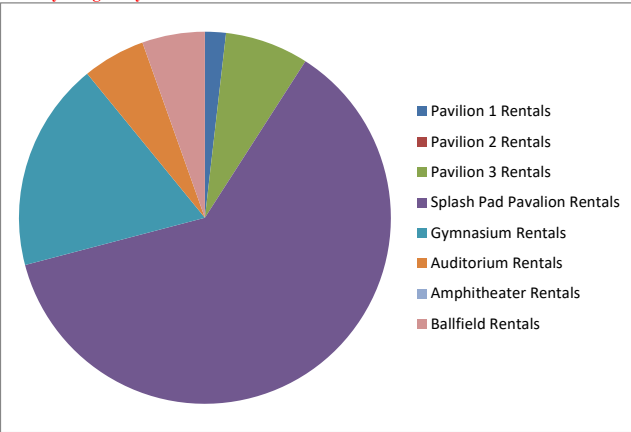
Senior Budget	8.33%	0.09%
Museum Budget	8.33%	6.01%
Parks Admin Budget	8.33%	5.39%
Parks Maintenance Budget	8.33%	5.11%
Cemetery Budget	8.33%	3.35%
Total Parks General Fund Bu	8.33%	5.08%

Parks and Recreation
Performance Measures
July 2020

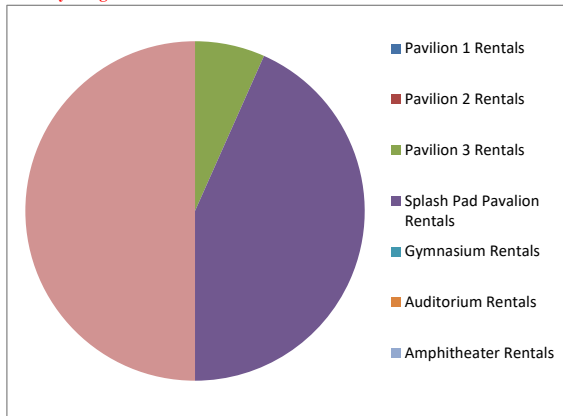
Facility Usage



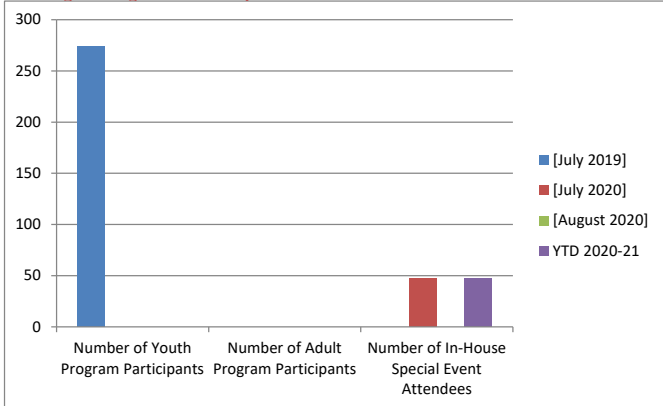
Facility Usage July 2019



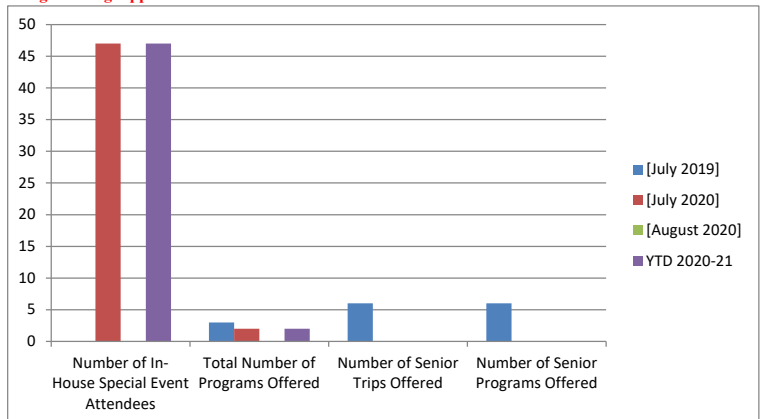
Facility Usage YTD 2020-21



Rec Programming/Events Participation/Attendance

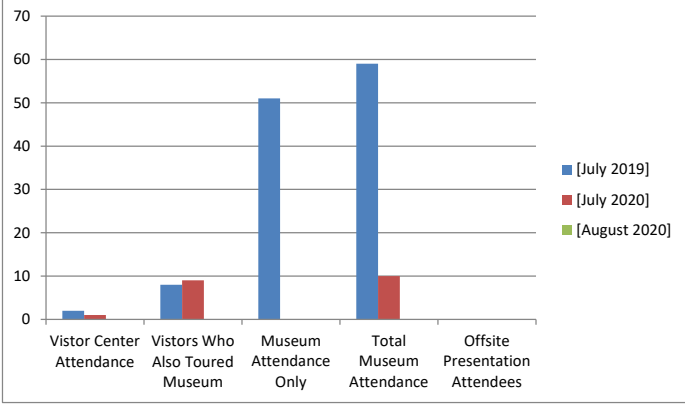


Programming Opportunities

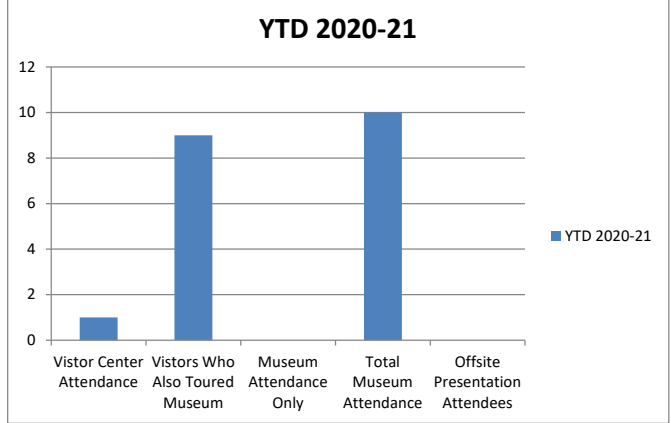


**Parks and Recreation
Performance Measures
July 2020**

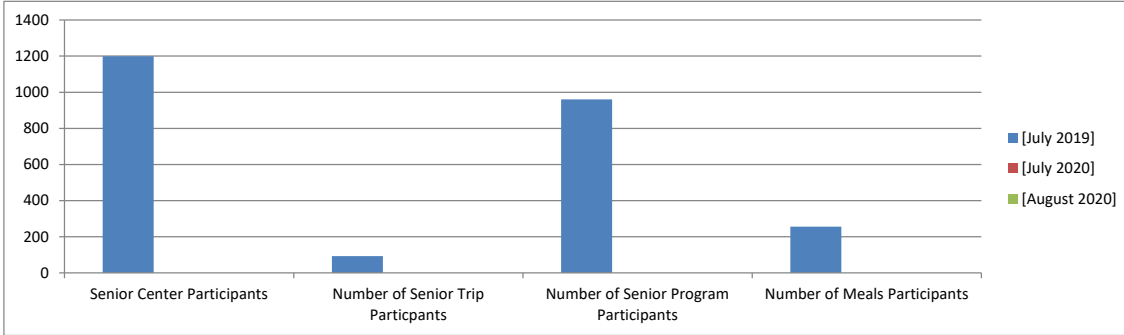
Museum/Visitor Center Usage



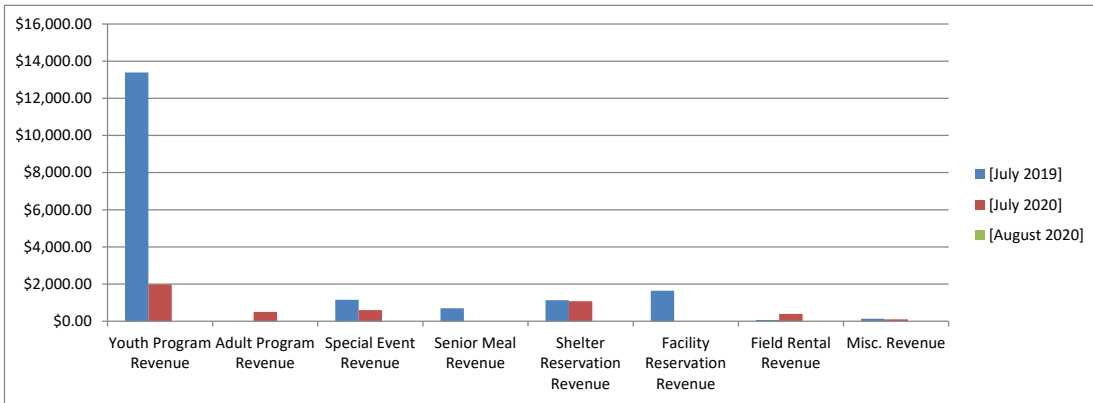
Museum/Visitor Center Usage YTD



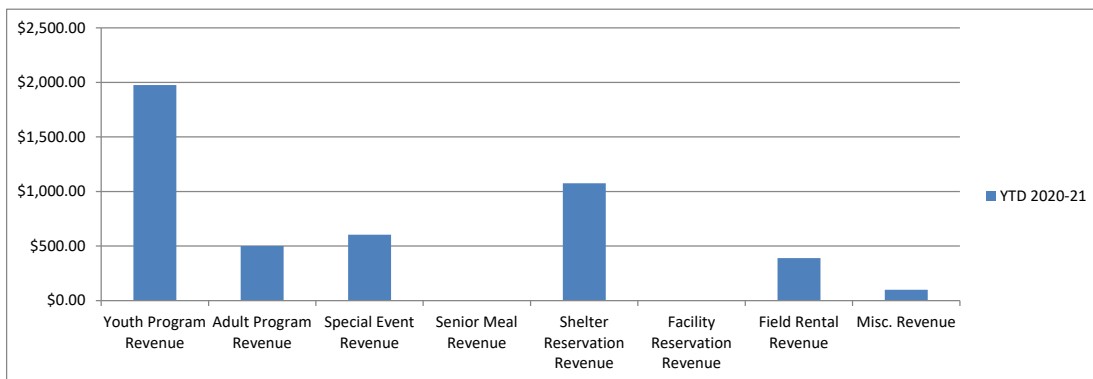
Senior Programming Participation/Attendance



Revenues

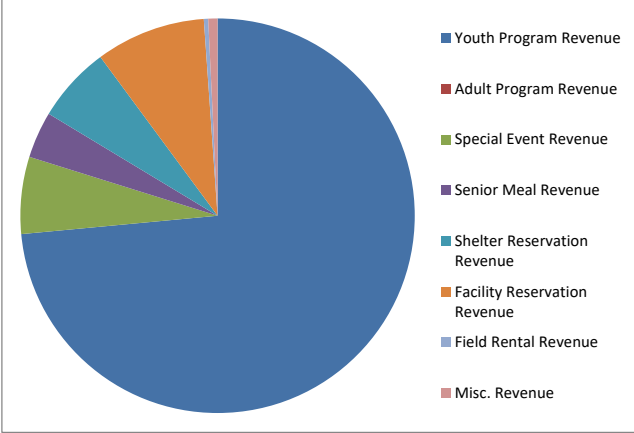


Revenues YTD 2019-20

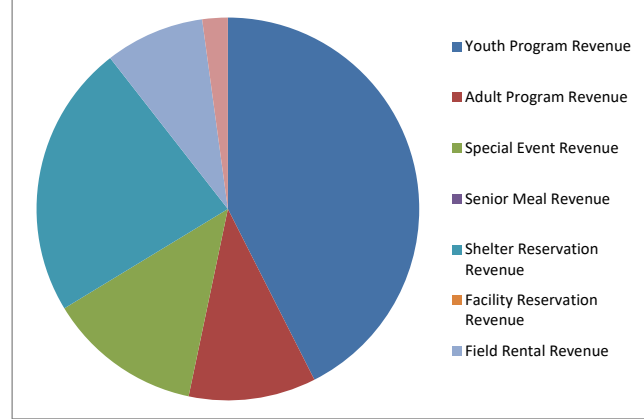


**Parks and Recreation
Performance Measures
July 2020**

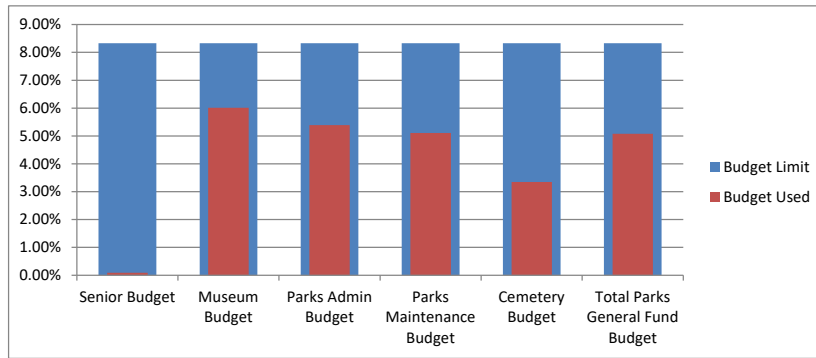
Where Revenues Came From July 2019



Where Revenues Come From YTD



Over/Under Budget



White House Public Library
July 2020

Summary of Activities

The library board met in July. They voted to update the technology plan, long-range plan and on a new salvage plan. The group also reviewed last year's long-range plan, the library's progress on the state standards, the budget, and Summer Reading.

The library director met with two different awning companies to get quotes for the new outdoor reading space. There are three different awning option types that will be reviewed before one is picked. The library director also started to research outdoor patio furniture for the new reading space. Once those are completed, she will begin getting quotes for a new sign and having electrical run to that area.

The library director attended a regional director roundtable meeting online. At this meeting, the region talked about how they will do training this year, changes to our regional monthly reports, and how we are handling being open to the public and programs with COVID.

The library director and staff attended the city administrator's state of city address to learn about things the city plans on doing, changes to the personnel manual, etc.

The library director and Catalog librarian both did a zoom presentation for the Sumner County Librarians professional development day on Thursday, July 30. The catalog librarian did a workshop on how to download ebooks on Libby while the library director did a presentation on different resources and services that are offered at the White House Public Library. Both presentations went great and were well received.

The library's Summer Reading program concluded in July. The library offered 2 live programs outside: a petting zoo and a magician. There were 113 individuals at the petting zoo and 75 at the magician show. The library had one virtual program for kids, Mr. Bond, which had a total of 186 views. There was also a digital escape room for teens with 186 views and 4 virtual I Spy pictures with a total of 1,238 views. The library is pleased with the numbers for our programs since the outside performers brought in just as large of crowd as when we held them inside. In addition, our patrons really seemed to enjoy the online activities we created/posted.

For the online reading challenge, our numbers were down compared to other years. This was due in large part to the COVID pandemic. The library was closed to the public until the summer reading program began. Because of social distancing requirements, the program had to be held exclusively on-line. This limited the length of time available to advertise and required prizes to be smaller with less variety. Although the library staff were excited about the on-line software, we feel that it needs to be used when we are fully operational to get an accurate gauge of patron interest. This will give us a better idea if we should continue to use the software or go back to the paper system.

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

Participated	2017	2018	2019	2020
Listeners	35	32	47	11
Readers	62	83	96	14
Teens	7	13	16	3
Adults	12	18	21	13

Department Highlights

The highlights for the month were the success with the virtual presentations for the school librarians, the large number of attendees for the outside summer reading program, and the participation with our online summer activities.

**White House Public Library
July 2020
Performance Measures**

Official Service Area Populations

2016	2017	2018	2019	2020
13,714	13,833	14,035	14,202	14,363

July Membership

Year	Cumulative Members			
	New Members	Updated Members	Total Members	% of Population with Membership
2016	87	311	11,311	83
2017	147	277	12,440	90
2018	126	289	7,650	55
2019	127	343	8,892	63
2020	48	270	6,728	47

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: 36,381

Estimated Value of Total Materials: \$909,525

Last Month: \$912,375

Total Materials Available Per Capita: 2.53

Last Month: 2.54

State Minimum Standard: 2.00

Materials Added in July

2016	2017	2018	2019	2020
454	416	160	402	325

Yearly Material Added

2016	2017	2018	2019	2020
3,674	3,602	3,123	824	1,803

Physical Items Checked Out in July

2016	2017	2018	2019	2020
6,153	6,885	6,952	6,892	3,350

Cumulative Physical Items Check Out

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	27,009

The checkouts for July were lower than previous years because not as many people are coming to the library due to COVID and cancelled programs.

July

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	11	64	89	31	25
Study Rooms	30	66	103	108	0
Lego Table	226	325	180	198	0
Games and Puzzles	51	58	80	71	24
Seeds	3	15	36	30	22
Test Proctoring	0	4	23	13	11
Charging Station	0	12	9	14	0
STEAM Packs	*	*	*	24	0
Cake Pans	*	*	*	2	0
Notary Services	*	*	*	*	3

Yearly Totals

2016	2017	2018	2019	2020
299	585	644	137	172
821	828	1,082	253	178
2,094	2,643	1,891	553	459
510	528	743	222	403
82	1,197	586	112	250
9	56	152	27	56
26	86	90	19	16
*	*	148	61	25
*	*	6	1	4
*	*	*	16	41

Quarantine Counts

Lobby Pickups	70
Reference Questions	17

We did not count faxes, copies, prints or tax form pickups in June since patrons are able to use these resources on their own.

July

Library Use	2016	2017	2018	2019	2020
Library Visits	*	*	5,291	5,595	2,193
Website Usage	*	*	*	2,182	1,156
Library Volunteers	22	12	13	14	2
Volunteer Hours	117	90	140	154	81.5

Yearly Totals

2016	2017	2018	2019	2020
*	*	52,565	55,728	15,653
*	*	2,517	16,935	9,698
251	214	173	193	30
1,665	1,546	1,337	1,658	496.5

We have only allowed one volunteer to come in so they can safely work in a back room away from the public.

**White House Public Library
July 2020
Performance Measures**

Universal Class July Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
1	1	42	79	16

Cumulative Counts

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	24	52	661	455
2019	9	16	194	105
2020	9	32	1,443	729

Computer Users

July	2016	2017	2018	2019	2020
Wireless	908	502	791	811	154
Adult Computers	367	334	427	368	190
Kids	216	249	216	207	5

Yearly Computer Users

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	1918
4,640	4,413	4,642	1,103	1,276
2,136	2,209	2,088	556	400

Programs

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	2	38	2	2	0
2020	11	70	0	1	2

Monthly

July Kids	Kids Sessions	Kids Attendance
2016	9	386
2017	9	560
2018	11	576
2019	9	395
2020	2	188

Yearly Totals

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
32	865

July Virtual Programs

Kids programs	Online views
1	168
Grab & Go Kits	
Kits Offered	Picked Up
5	112

In July, we offered 1 virtual program, 2 live programs, a city scavenger hunt, a passport activity book, and Grab and Go kits.

Monthly

July	Teen Events	Teens Present
2016	6	8
2017	2	4
2018	4	3
2019	4	11
2020	0	0

Yearly

Teen Events	Teens Present
69	187
47	481
82	432
18	432
13	81

Monthly

June	Tween Events	Tweens Present
2019	*	*
2020	0	0
Yearly		
2019	10	150
2020	5	18

July Virtual Programs

Teen & Tweens	Online Views
1	186
Grab & Go Kits	
Kits Offered	Picked up
4	50

In July, we posted 1 digital escape rooms online for teens/tweens and offered Grab and Go kits as part of Summer Reading.

Monthly

July Adults	Adult Sessions	Adult Attendance
2016	1	14
2017	7	18
2018	22	43
2019	13	73
2020	0	0

Yearly

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
30	143

July Virtual Programs

Online Programs	Views
4	1,238

Summer Reading Challenge Numbers

Sign Ups	Tots	Kids	Teens	Adults	Totals
	27	39	7	37	110
Completed	2	6	1	8	17

**White House Public Library
July 2020
Performance Measures**

Bench Marks Reached

	150 minutes	300 minutes	450 minutes	600 minutes	750 minutes	900 minutes	Grand prizes	Coupon
Tots	11	4	3	2	2	2	2	3
Kids	14	12	9	8	8	6	7	5
Teens	3	3	2	2	2	1	1	0
Adults		13		10		8	7	2

Interlibrary Loan Services

July	2016	2017	2018	2019	2020
Borrowed	74	37	61	75	47
Loaned	24	27	50	42	5

Yearly Interlibrary Loan Services

2016	2017	2018	2019	2020
668	562	690	690	264
249	305	410	410	54

July 2020 R.E.A.D.S.

Adults	Juvenile
1552	93

2020-2021 totals

Adults	Juvenile
1552	93

19-20 Yearly Totals

Adult	Juvenile
23,138	1,430

18-19 Yearly Totals

Adult	Juvenile
21,899	1,189

17-18 Yearly Totals

Adult	Juvenile
15,773	725

The READS statistics come from the state.

CITY COURT REPORT

July 2020

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$2,866.07
TOTAL MONIES COLLECTED YTD	\$2,866.07

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$2,040.59
TOTAL MONIES COLLECTED YTD	\$2,040.59

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$4,906.66</u>
<u>TOTAL REVENUE YTD</u>	<u>\$4,906.66</u>

DISBURSEMENTS

LITIGATION TAX	\$205.58
DOS/DOH FINES & FEES	\$47.50
DOS TITLE & REGISTRATION	\$85.50
RESTITUTION/REFUNDS	\$0.00
ONLINE CC FEES	\$17.52
CARD FEES	\$26.05
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$382.15</u>
<u>TOTAL DISBURSEMENTS YTD</u>	<u>\$382.15</u>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$4,524.51</u>
<u>TOTAL ADJUSTED REVENUE YTD</u>	<u>\$4,524.51</u>

DRUG FUND

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$261.25</u>
<u>DRUG FUND DONATIONS YTD</u>	<u>\$261.25</u>

Offenses Convicted & Paid For Month	Count	Paid
Careless Driving	2	\$55.00
Financial Responsibility Law	10	\$195.00
Registration Law	8	\$515.06
Texting/Miscellaneous		
Improper Turn		
Improper Passing	1	\$100.00
DL Exhibited	1	\$102.50
Red Light	1	\$117.50
Following Too Closely	1	\$120.73
Stop Sign	1	\$56.51
Speeding	15	\$1,306.72
Seat Belt		
Failure To Yield	1	\$56.51
Exercise Due Care	4	\$223.02
Parking Where Prohibited		
Total	45	\$2,848.55