

Administrative & Legislative Services Department
August 2020

Administration

City Administrator Gerald Herman attended the following meetings this month:

- August 03:
 - Jimmy Johnston with Sumner County Phone Call
 - Meeting with HFR
 - Staff Plan Reviews
- August 04:
 - Pleasant Grove Road Potential Development Discussion
 - White House Area Chamber Power Hour: EJ's
 - Stormwater Issue Discussion
 - COVID-19 Communication
- August 05:
 - Stormwater Projects Discussion
 - FSEP Board Meeting
 - Sumner County COVID Update
- August 06: Community Event Center Pre-Bid Meeting
- August 10: Robertson County MASK PSA
- August 11:
 - TCMA Regional Meeting
 - COVID-19 Communication
- August 12: MTAS Legislative Update
- August 13:
 - Power of Ten – Virtual Conference
 - White House WWTP/SRF Action Planning
 - Sumner County COVID-19 Update
 - 2020 Refunding of 2013 Bond Questions Meeting
- August 17:
 - Tyree Springs Lennar Homes Conference Call
 - Springbrook Subdivision Discussion
- August 18:
 - S&P Conference Call
 - White House Area Chamber Commerce Luncheon
 - White House Community Center Bid Opening
 - COVID-19 Communication
- August 19:
 - RTA/GNRC/MPO Meeting
 - Middle TN Grand Division Update
 - Economic Development Team Meeting
 - SRF/White House WWTP Public Meeting
- August 20:
 - Sumner County JECD
 - Community Development Infrastructure Meeting
 - Stormwater Issue Meeting
 - BMA Study Session
- August 25:
 - Sumner County School Board Conference Call
 - COVID-19 Communication
- August 27:
 - Visitor Center Addition Progress Meeting
 - WHVC – OAC Meeting
 - Sumner County COVID Update
- August 31: Community Center Water Line Improvement Meeting

**Administrative & Legislative Services Department
August 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	\$ 2,183,265	↓4.21
Industrial Development	\$177,000	\$ 125,742	↑54.38
State Street Aid	\$530,000	\$ 284,840	↑37.08
Parks Sales Tax	\$4,005,125	\$ 2,805,483	↑53.38
Solid Waste	\$1,050,026	\$ 253,631	↑7.49
Fire Impact Fees	\$74,500	\$ 67,738	↑74.26
Parks Impact Fees	\$15,000	\$ -	↓16.66
Police Impact Fees	\$65,000	\$ 65,000	↑83.34
Road Impact Fees	\$60,000	\$ -	↓16.66
Police Drug Fund	\$4,500	\$ 175	↓12.77
Debt Services	\$1,137,400	\$ 411,738	↑19.54
Wastewater	\$15,108,083	\$ 950,514	↓10.36
Dental Care	\$70,656	\$ 10,564	↓1.70
Stormwater Fund	\$1,063,984	\$ 270,575	↑8.77
Cemetery Fund	\$43,890	\$ 9,483	↑4.94

*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	128	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	389	1199	1,595	1,813	1,750

Purchase Orders by Dollars	Aug. 2020	FY 2021	FY 2020	FY 2019	Total for FY21	Total for FY20	Total for FY19
Purchase Orders \$0-\$9,999	116	354	1132	1529	\$541,696.20	\$1,275,419.16	\$1,349,159.92
Purchase Orders \$10,000-\$24,999	4	13	34	26	\$204,382.72	\$551,938.89	\$381,155.50
Purchase Orders over \$25,000	8	22	33	40	\$1,801,417.49	\$4,035,346.92	\$7,678,174.40
Total	128	389	1199	1595	\$2,547,496.41	\$5,862,704.97	\$9,408,489.82

**Administrative & Legislative Services Department
August 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	20	126	133	56	9,145	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	35	901	801	688	20,681	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	46	47	46	77	38	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	152	705	702	772	101	336	239	282

**Administrative & Legislative Services Department
August 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	908	869	796	19	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	50	176	121

“City of White House, TN” Mobile App

	FY21 New Downloads	FY20 New Downloads	FY19 New Downloads
July	45	19	28
August	44	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	89	369	191

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

	FY21 # of Request	FY20 # of Request	FY19 # of Request
July	20	36	32
August	27	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	47	356	311

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

**Administrative & Legislative Services Department
August 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	34	18	1	13	August	0	45
September			14	5	September	-	-
October			7	0	October	-	-
November			4	0	November	-	-
December			13	0	December	-	-
Total	383	59	387	73	Total	7	\$1449

Building Maintenance Projects

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

Special Maintenance Projects

- Multiple light bulb and ballasts replacements
- Trimmed bushes at City Hall
- Replacement of broken hot water faucet in bathroom

	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	27	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	38	98	162	266	201	302

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

**Finance Department
August 2020**

Finance Section

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

- August 5: Shredded 51 boxes of documents that reached their destroy dates
- August 12: MTAS online training 2020 municipal legislative update
- August 13: 2013 bond refunding questions phone call
- August 18: S&P due diligence conference call
- August 18: Community event center construction bid opening
- August 19: KraftCPAs on-site audit fieldwork
- August 20: Monthly BMA meeting
- August 26: KraftCPAs on-site audit fieldwork

Performance Measures

Utility Billing

	August 2020	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
New Builds (#)	16	36	171	62	102	111
Move Ins (#)	60	146	649	534	553	536
Move Outs (#)	59	149	602	534	576	546
New customer signup via email (#)	31	63	127	104	163	119
New customer signup via email (%)	41%	35%	15%	17%	25%	18%

Business License Activity

	August 2020	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Opened	9	15	69	75	72	93
Closed (notified by business)	1	1	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	3 checks, 280 direct deposits	0 Retro adjustments	0 Voids

Accounts Payable

	August 2020	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Total # of Invoices Processed	376	621	4003	3940	4437	4797

**Finance Department
August 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	4,741,849	60%
Cemetery Fund	34,700	10,410	225,651	650%
Debt Services	1,167,400	350,220	79,273	7%
Dental Care Fund	25,200	7,560	247,031	980%
Roads Impact Fees	79,320	23,796	106,662	134%
Parks Impact Fees	69,364	20,809	112,828	163%
Police Impact Fees	55,804	16,741	135,686	243%
Fire Impact Fees	38,000	11,400	49,616	131%
Industrial Development	112,800	33,840	135,661	120%
Parks Sales Tax	695,285	208,586	1,029,399	148%
Police Drug Fund	4,100	1,230	24,242	591%
Solid Waste	936,800	281,040	534,197	57%
State Street Aid	405,200	121,560	316,665	78%
Stormwater Fund	889,000	266,700	848,525	95%
Wastewater	4,350,550	1,305,165	3,084,596	71%

*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	874,117	↓ 5.62%
Cemetery Fund	34,700	10,368	↑ 13.21%
Debt Services	1,167,400	218,043	↑ 2.01%
Dental Care	25,200	4,499	↑ 1.19%
Roads Impact Fees	79,320	16,815	↑ 4.53%
Parks Impact Fees	69,364	17,478	↑ 8.53%
Police Impact Fees	55,804	12,473	↑ 5.68%
Fire Impact Fees	38,000	8,224	↑ 4.98%
Industrial Development	112,800	22,440	↑ 3.23%
Parks Sales Tax	695,285	129,707	↑ 1.99%
Police Drug Fund	4,100	538	↓ 3.54%
Solid Waste	936,800	160,730	↑ 0.49%
State Street Aid	405,200	68,507	↑ 0.24%
Stormwater Fund	889,000	149,390	↑ 0.14%
Wastewater	4,350,550	787,957	↑ 1.44%

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

**Human Resources Department
August 2020**

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

- August 04: Willis Towers Watson Delivering on the Employee Experience Essentials Training
- August 06: Pre-Bid Meeting for the Community Event Center
- August 11: Wastewater Tech I New Hire Orientation
Chamber of Commerce Board Meeting
- August 12: MTAS Municipal Legislative Updates Training
- August 13: Police Officer Interview
- August 18: Website Training
Bid Opening for the Community Event Center
- August 19: Willis Towers Watson Legal Updates, Third Quarter 2020 Training
Public Entity Partners Diversity Today Training
- August 25: Police Officer New Hire Orientation
Willis Towers Watson Managing Compliance & Risk Training
- August 31: Parks Maintenance Worker Interviews

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	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	1	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	2	4	6	5

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

**Human Resources Department
August 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	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	2	18	11	14
Percentage	1.94%	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	0	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
August 2020**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in August:** Department Head Staff Meeting (Aug. 3rd & 17th), White House Rotary (Aug. 6th, 13th, 20th & 27th), Planning Commission (Aug. 10th), Robertson County Chief's Meeting (Aug. 11th), Sumner County Drug Task Force Meeting (Aug. 19th), Board of Mayor and Alderman Meeting (Aug. 20th) and Command Staff Meeting (Aug. 20th).

- **Police Department Administration Performance Measurements**

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

Susan Johnson, Accreditation Manager, is gathering proofs for accreditation. Our onsite visit should be in December. Three videos had to be watched in August per Governor Lee-Virtual TACP Use of Force and Duty to Intervene Policies. Sgt. Martin made some changes to the Use of Force policy from information provided in the videos.

TACP will be meeting this month about the Annual LEACT Conference.

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	80
August	0	344	0	344
Total	24	1,286.5	0	1,310.5

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	August 2020	FY 2020-21
Three (3) Officers per Shift	43	99
Four (4) Officers per Shift	19	25

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 cars from last Fiscal Year. We have order 3 vehicles from Larry Cobb Ford for the FY 21 Budget.
3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2020-2021.*** Fall Compliance checks will be scheduled.

**Police Department
August 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	August 2020	Per 1,000 Pop.	Total 2020	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	17	1	83	7
Crimes Against Property	23	2	183	14
Crimes Against Society	39	3	217	17
Total	79	6	483	38
Arrests	70		500	

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

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.*

	August 2020	TOTAL 2020
Traffic Crashes Reported	30	228
Enforce Traffic Laws:		
Written Citations	101	588
Written Warnings	69	393
Verbal Warnings	311	1,879

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
August	30	5 YTD 38	17%	17% YTD 228

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

Staffing:

- Officer Brent Loveday started Walter’s State Law Enforcement Academy on July 20th. He will graduate September 18th, 2020.
- We held testing for new officers on August 5th. We hired one new Officer, Larry Meadors, on August 25th.
- Hayley Doty resigned her Officer position on August 9th.
- We have three openings. Applications are being taken. Officer testing is scheduled for September 9th.

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

Sumner County Emergency Response Team: ERT had their monthly training on August 21st. Ofc. Segerson and Ofc. Hoffman attended.

**Police Department
August 2020**

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>August</i>	81%	83%

Communications Section

	August	Total 2020
Calls for Service	1,041	7,556
Alarm Calls	24	252

Request for Reports

	August	FY 2020-21
Requests for Reports	19	37
Amount taken in	\$17.10	\$29.25
Tow Bills	\$0.00	\$0.00
Emailed at no charge	32	62
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- August 17th -The Police Department had their DUI Grant Audit. We passed with no issues.
- August 21st – The Police Department had their Coordinator Grant Audit. We passed with no issues.
- August 28th – Sgt. Brisson attended a meeting in Belle Meade for THSO to discuss the up coming campaigns and future training events.
- New 2021 – THSO Grants – starting in October, we have received a total of \$40,000 in Federal Grants. \$20,000 will be allocated for Distracting Driving Education, and \$20,000 will be for Sgt. Brisson being the Middle Tennessee Network Coordinator.

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.***
The school system is discussing if D.A.R.E. will be taught this Fall or Spring due to Covid.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Safety Day in conjunction with Discover White House is scheduled for October 3rd.
3. ***Plan, recruit, and coordinate a Citizen’s Police Academy as an annual event.***
Citizen’s Police Academy was cancelled in 2020 due to Covid. It is undecided if CPA will be held in 2021.

**Police Department
August 2020**

4. Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.

- Sgt. Enck handed out badges at the Farmer's Market on August 5th.
- On August 8th, Sgt. Enck instructed a S.P.E.A.R.E. class of 24 ladies.
- On August 24th, 25th & 26th, Sgt. Enck instructed a Ground Defense Instructor School for 9 Officers.
- On August 28th, Sgt. Enck instructed a S.P.E.A.R.E. class with 14 female teens.
- On August 31st, Sgt. Enck handed out Dairy Queen coupons at the library.

Special Events: *WHPD Officers participated in the following events during August:*
Nothing to report at this time.

Upcoming Events:

10/3 – Discover White House/Safety Day
December – Shop with a Cop/Fireman

<i>2020 Participation in Joint Community Events</i>		
	<u>August</u>	<u>Year to Date</u>
Community Activities	5	27

**Fire Department
August 2020**



Summary of Month's Activities

Fire Operations

The Department responded to 119 requests for service during the month with 86 responses being medical emergencies. The Department responded to 6 vehicle accidents; 4 accidents reported patients being treated for injuries and 2 accidents reported no injuries. Of the 119 responses in month of August there were 17 calls that overlapped another call for service that is 14.29 % 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 August from dispatch to on scene time averaged was, five minutes and forty-three seconds (5:43). The average time a fire unit spent on the scene of an emergency call was thirteen minutes and fifty-nine seconds (13:59).

Department Event

- August 1st & 2nd – Confined Space Training with Robertson EMA
- August 5th – Water Day at the Farmers Market
- August 22nd & 23rd – Intro to Aerial Operations training with Millersville FD
- August 24th – Took delivery of new Vehicle Extrication tools
- August 29th – Hendersonville Recruit Testing at Drill Tower

Fire Administration

- August 3rd – Plans Review for Town Center
- August 4th – Code Red Training
- August 5th – Monthly Policy Review Committee meeting
- August 10th – Monthly Officer Meeting
- August 31st – Discover WH/ Safety Day preparation meeting WHCOC

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	8
Rescue & Emergency Services	182
Hazardous Conditions (No Fire)	7
Service Calls	14
Good Intent Call	15
False Alarms & False Call	20
Calls for The Month	119
Total Responses FY to Date	248

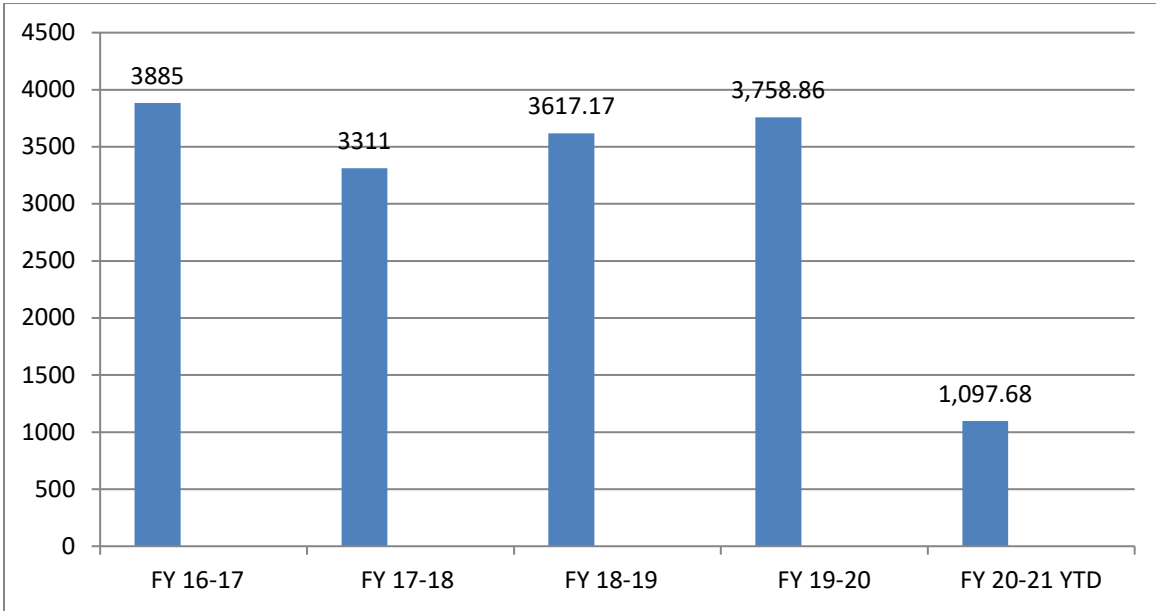
**Fire Department
August 2020**

Response by Station

	Month	FY to Date	%
Station #1 (City park)	86	176	70.97%
Station #2 (Business Park Dr)	33	72	19.03%

Fire Fighter Training

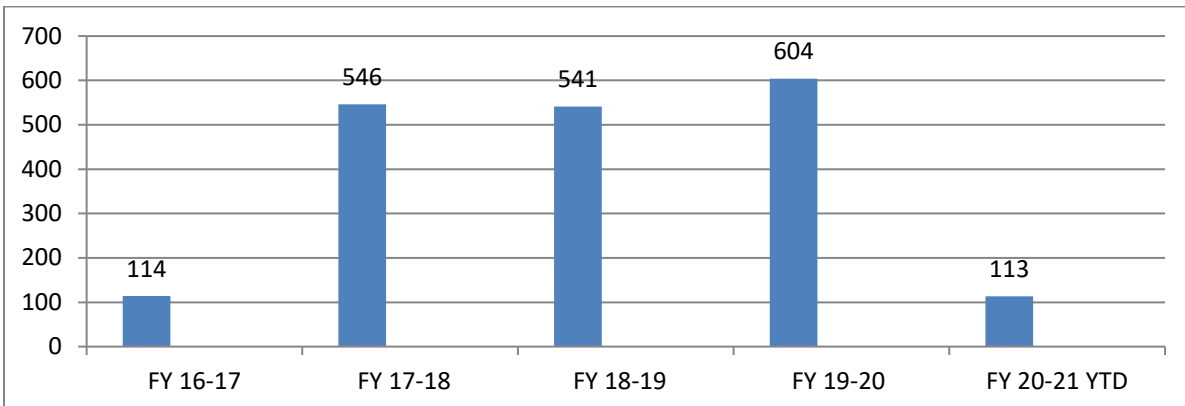
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
Firefighter Training Hours	451.97	1097.68

Fire Inspection

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

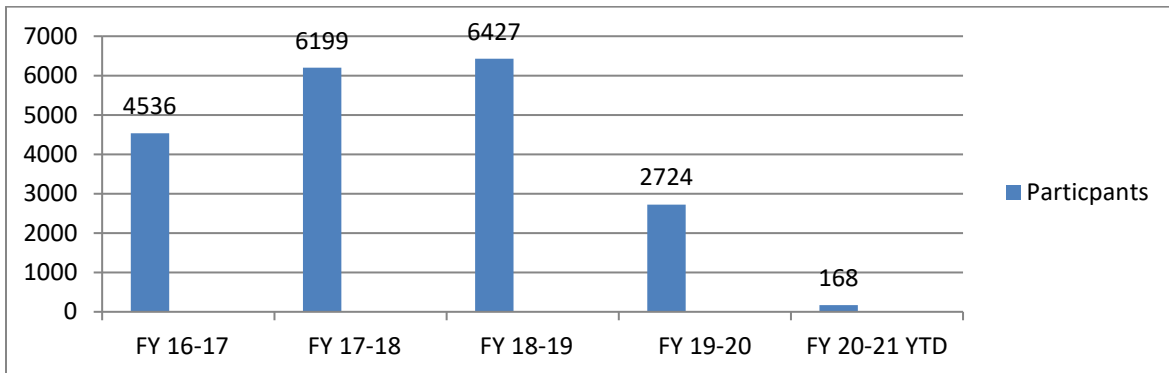


**Fire Department
August 2020**

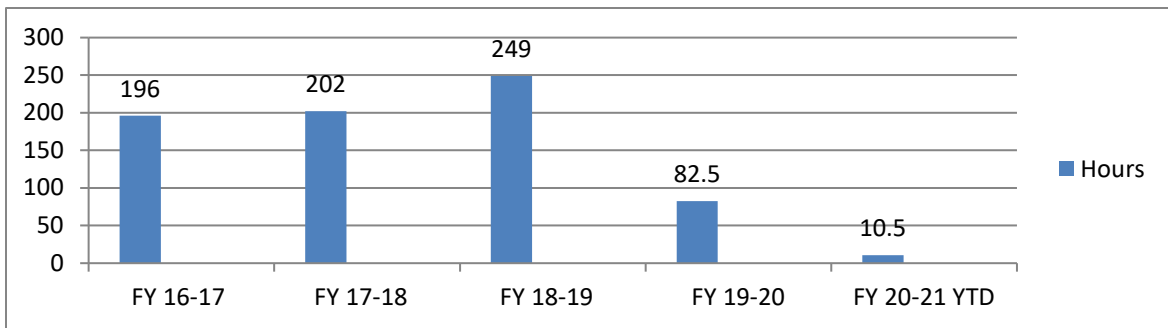
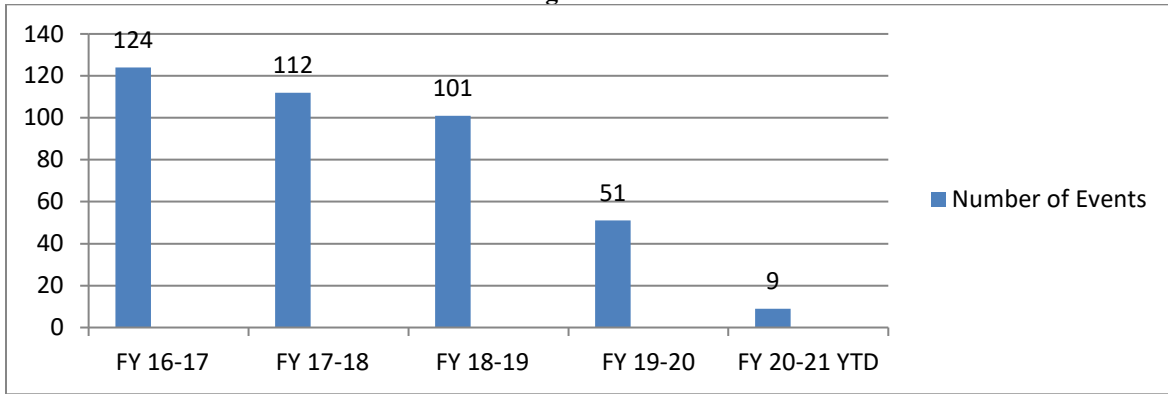
	Month	YTD
August Fire Inspection	40	113
Reinspection	15	28
Code Violation Complaint	0	1
Violations Cleared	15	37
Annual Inspection	5	21
Commercial Burn Pile	1	2
Knox Box	0	5
Fire Alarms	2	2
Measure Fire Hydrant	0	2
Plans Review	3	4
Pre-C/O	1	1
Pre-incident Survey	8	38
Sprinkler Final	0	0
Final/Occupancy	3	5

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
August 2020**



	Month	YTD
Participants	106	168
Number of Events	2	9
Education Hrs.	4.5	10.5

Social Media Statistics

Page Views	175
Page Likes	23
Post Reach	4,899

**Public Services Department – Public Works Division
August 2020**

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Jul	20-Aug	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	824	683	1,507
Facility Maintenance	3494	2187	1,227	1,137	887.25	12	19	31
Fleet Maintenance	1034	514	282	380	422.5	8	27	35
Meeting/Training	502	510	517	400	457	0	9	9
Leave	1,253	576	613	810	823	85	70	155
Holiday	795	470	385	555	545	40	0	40
Overtime	508.5	488	414	311	152.75	87	5	92
Administrative	385	698	803	867	1153.25	21	170	191
Drainage Work (feet)	0	906	2749	10	0	546	0	546
Drainage Man Hours	0	1470	1045	170	14	587	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	69	148	217
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	2	5	7
Pothole Hours	0	759	734	1,181	831.5	39	33	72.25
R-O-W Hours	0	2835	2416	4,027	3044.5	0	166	166
Sign/Repaired	0	120	91	84	63	1	0	1
Sign Work Hours	0	289	179	234	109	3	0	3
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	8	8
Traffic Light Hours	0	0	65	20	158	0	33	33

**Public Services Department – Public Works Division
August 2020**

Sanitation Division

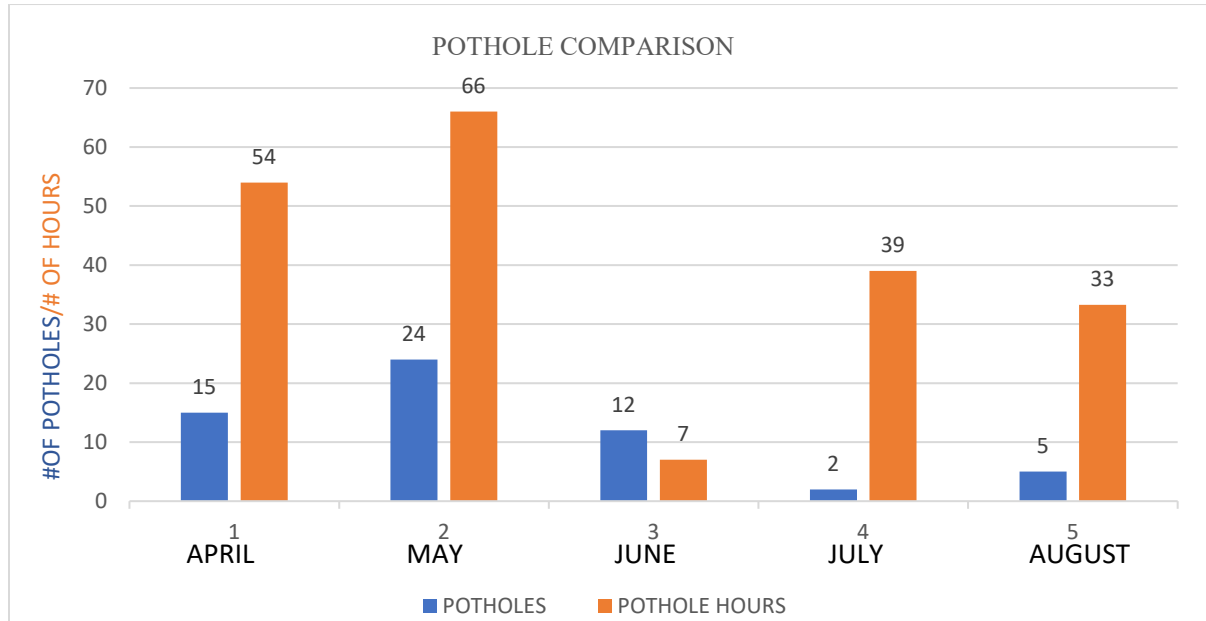
Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Jul	20-Aug	YTD 20/21
Sanitation	2,685	3,634	4,406	4,024	4200.5	368	307	675
Facility Maintenance	3494	723	446	574	394.5	23	13	36
Fleet Maintenance	1034	488	445	331	294.5	27	25	52
Meeting/Training	502	265	130	135	127.5	2	4	6
Leave	1,253	428	700	476	336	90	10	100
Holiday	795	270	230	230	230	20	0	20
Overtime	508.5	119	4	12	39.5	0	0	0
Administrative	385	167	1	0	72.5	3	0	3
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	3	14	17
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	20-Jul	20-Aug	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	649	585	1,234
Brush Truck Loads	459	551	522	578	584	50	53	103
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	236	227	463
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	136	122	258
Litter Pickup Bags	334	507	546	511	456	26	65	91
Litter Pickup Hours	1147	1132	985	957	892	64	119	183

**Public Services Department – Public Works Division
August 2020**

Pothole Comparison

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



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

August 2020 -In the month of August 33 total hours were spent by 3 crew members repairing 5 asphalt patches/potholes. To give perspective 5 tons of asphalt was used on Pleasant Grove Road repairing an open cut of the road after the Stormwater Crew made installed new rigid concrete pipe. Also, repaired on this day was 2 large potholes on Boyles Road along with another patch repair on West Drive which required 2 tons of asphalt total. A total of 7 tons of asphalt was applied to roadways making various repairs in August. While the crew did not meet the projected goal, the repairs made were of vital importance, additionally the asphalt roller has been in the shop for repairs for much of the summer.

Pothole Complaint Response Time

August 2020

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 to the time a satisfactory repair is made.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
7709 and 7728 Boyles Road	Thursday, August 20, 2020 7:05AM	Monday, August 24, 2020 2:30 PM	31 hours 25 minutes

**Public Services Department – Public Works Division
August 2020**

August 2020 Monthly Work Log

Monday 08-03-2020

- Pleasant Grove Widening Project
- Replaced red light at Sage Road

Tuesday 08-04-2020

- Pleasant Grove Widening Project

Wednesday 08-05-2020

- Pleasant Grove Widening Project

Thursday 08-06-2020

- Pleasant Grove Widening Project

Monday 08-10-2020

- Repair decorative streetlight photo cell
97 Savannah Court
- Facility and Fleet Maintenance

Tuesday 08-11-2020

- 304 Springbrook Decorative Street
Light repair
- ROW Mowing
- Cut concrete drive at Pleasant Grove
Widening Project

Wednesday 08-12-2020

- Gridsmart repair (repair made to
fiberoptic network switch in traffic
cabinet).
- Fleet maintenance

Thursday 08-13-2020

- 304 Springbrook Repair recheck/Fleet
maintenance
- Assisted with WW line break on
Meadowlark Road by providing traffic
control.

Monday 08-17-2020

- Fleet Maintenance/changed tires on
zero turn mower/greased machines.

Tuesday 08-18-2020

- ROW Mowing

Wednesday 08-19-2020

- Pulled CAT 5 communication wire in
preparation for Gridsmart install.
- ROW Mowing

Thursday 08-20-2020

- Completed Gridsmart install
- Cleared trees at Firehall #2 for line-of-
sight for fire trucks approaching 31W
intersection

Monday 08-24-2020

- Repaired asphalt after STW repaired
drainage pipe on Pleasant Grove
Road/Boyles Road pothole repair and
West Drive open cut asphalt repair.

Tuesday 08-25-2020

- Finished repairs to zero-turn mowers
- Finished clearing trees at Fire Hall #2
and side-mount mowed that area.

Wednesday 08-26-2020

- ROW Mowing

Thursday 08-27-2020

- ROW Mowing

Monday 08-31-2020

- Putting to grade base-stone on
Pleasant Grove Road in
preparation of curbing and
paving

**Public Services Department – Public Works Division
August 2020**

<u>Subdivision Decorative Light LED Retrofit Project</u>			
<u>UPDATED SEPTEMBER 8, 2020</u>	<u>TOTAL LAMPS</u>	<u>TOTAL RETROFIT COMPLETED</u>	<u>TOTAL RETROFIT TO BE COMPLETED</u>
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	5	1	1
Bridle Creek Subdivision	7	3	4
Business Park Drive	7	7	0
Hampton Village Subdivision	24	17	7
Heritage Trace Subdivision	5	5	0
Holly Tree Subdivision	47	47	0
Madeline Way	7	7	0
Magnolia Village Subdivision	27	16	9
Sumner Crossing Subdivision	21	12	9
Villages of Indian Ridge	11	0	11
Spring Brook Blvd	2	2	0
Baylee Ct	2	2	0
Totals:	166	125	41

**Public Services Department – Stormwater Division
August 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.

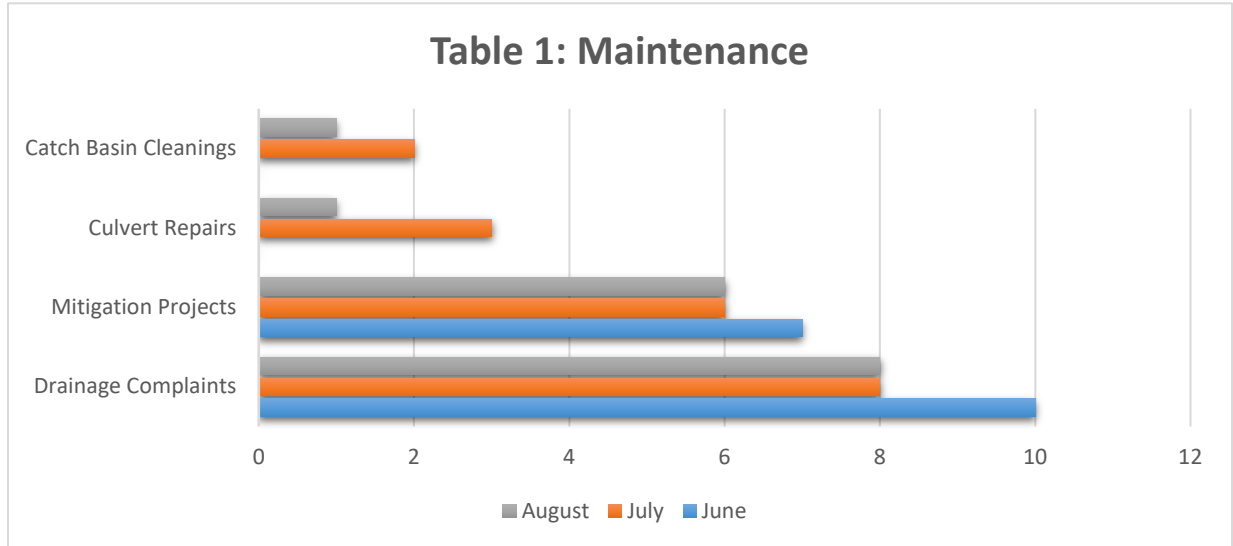


Table 1: Adequate stormwater management can result in a reduction in flooding, property damage, excessive soil erosion, degraded open space, and unacceptable water quality. The goal is to maintain the existing drainage infrastructure and provide sufficient infrastructure capacity to meet the future needs of the City through culvert replacements, ditch rehabilitations, catch basin cleanings, dry basin mowing, and stormwater mitigation projects. **The stormwater crew completed 16 work orders related to those categories.**

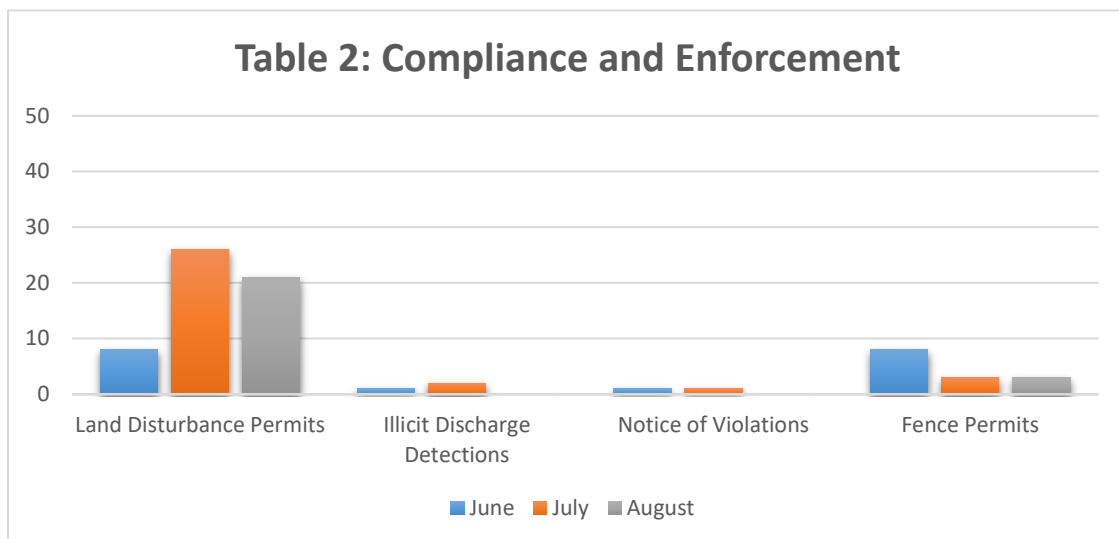


Table 2: Our goal is to ensure compliance with all applicable federal and local water quality regulations related to stormwater runoff, including and in particular, new development construction permits and the detection and elimination of illicit discharges. The City employs a series of enforcement actions to deter and/or address stormwater violations from residential, commercial and/or industrial facilities. **The City issued 21 permits for single-family residential homes.**

Public Services Department – Stormwater Division
August 2020

Week #1

Monday, August 3rd – Thursday, August 6th

- Pleasant Grove Road Drainage Project: installed 56' of 18" RCP, backfilled with stone, removed excess soil from site.
- Installed 80' of RCP
- Installed pug mix base stone up to existing asphalt and removed 1 load of fill dirt
- Stabilized bare areas, excavation transition areas for asphalt and curb

Week #2

Monday, August 10th – Thursday, August 13th

- Pleasant Grove Rd Project: assessed integrity of cross drain
- Checked hot spots
- Street Sweeping
 - Hwy 31W, Raymond Hirsch
 - Springbrook Subdivision
 - Hwy 76, Settlers Ridge
- Extracted vegetation and debris from Honey Run Creek at Tyree Springs Rd.
- Fleet and Facility Maintenance Checkup
- Reviewed and Assigned ROW mowing list

Week #3

Monday, August 17th – Thursday, August 20th

- Surveyed for Stormwater Mitigation
 - 612 Calista
 - 214 Eastside Dr
 - 411 Industrial Dr
- Checked hot spots
- Replaced cross drain at PGR 36" RCP; imported 2 tons of stone base and 6 tons of pug

- Excavated ditch line at 411 Industrial Dr
- Fleet Maintenance
 - Repaired straw blower tire
 - Repaired air compressor hose

Week #4

Monday, August 24th – August 27th

- 212 Morgan Trace
 - Removed vegetation/trees from pond
 - Reshaped banks to ensure runoff is contained and channeled into existing drainage system/structures
 - Imported top soil
 - Stabilized bare areas with seed/straw
- Street Sweeping
 - Orchard Park
- Post-Construction Meeting on Pleasant Grove Rd.

Monday, August 31st

- Admin Day:
 - Weekly staff meeting (address WO's); assign priority
 - Inventory Management (count)
 - Job summaries & work orders
 - BMA Reporting
- Finance:
 - Addressed outstanding PO's and updated purchasing ledgers
- Excavate ROW on Center Dr.

**Public Services Department – Stormwater Division
August 2020**

Stormwater Division

Total Hours Worked	FY 15/16	FY 19/20	31- Jul	31- Aug	YTD 20/21
Stormwater	5,744	7,204	800	691	1,491
Work Orders		69	24	16	40
Overtime	508.5	262	77	2	79
Facility Maintenance	3,494	638	4	25	29
Fleet Maintenance	1,034	314	18	18	36
Administrative	385	1,138	190	163	353
Drainage Work (feet)	0	3,988	306	36	342
Drainage Man Hours	0	1,371	404	362	765
Debris Removed Load	0	188	46	50	96
Sweeping Man Hours	0	309	0	62	62
Mowing Hours	0	102	0	0	0
R-O-W Hours	0	1,506	38	0	38

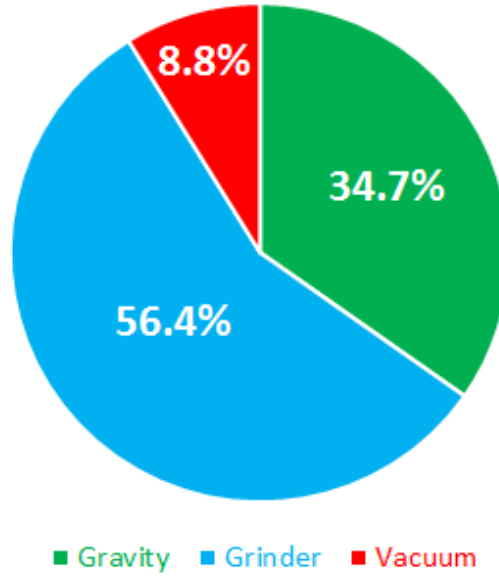
**Public Services Department - Wastewater Division
August 2020**

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 August 31st, 2020, City personnel count a total of **5,261** sewer system connections. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	1,828
Low-Pressure Grinder Sewer Connections	2,968
Vacuum Connections	465

Sewer Service Types



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.

<u>Line Marking</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>August 2020</u>	<u>YTD</u>
Tennessee 811	1,691	1,670	1849	2315	2680		164	334

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

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.

<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>		August 2020	YTD
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	4
Union Road	91	8	17	6	6		2	4
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		5	5
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		0	2

Alarms – All station alarms were “phase loss” alarms. This is caused by brown-out conditions in the supplied power source. They quickly go away, however, these nine (9) occasions caused faults that had to be manually reset by staff.

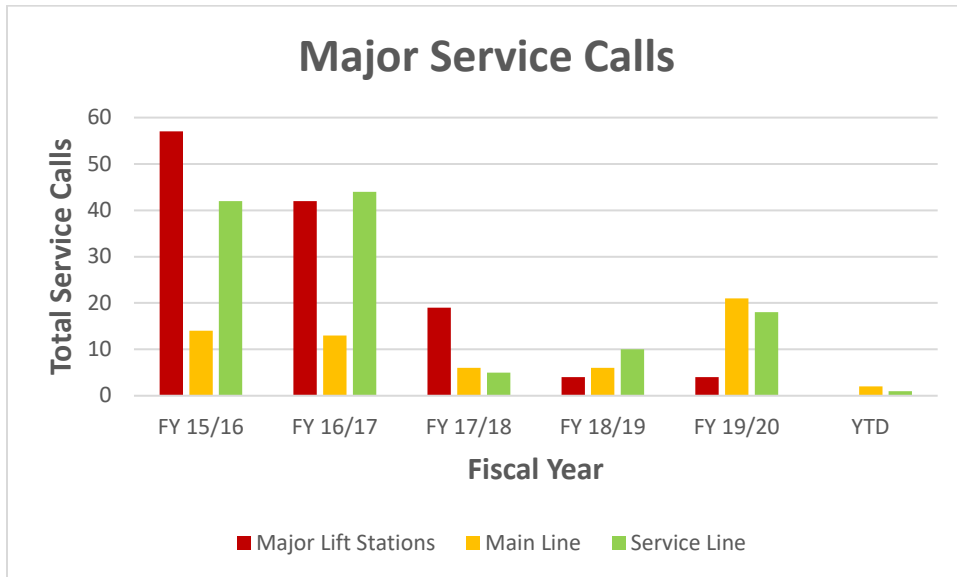
**Public Services Department - Wastewater Division
August 2020**

System Repair Goals:

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

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

<u>Repairs</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		August 2020	YTD
Major Lift Stations	57	42	19	4	4		0	0
Main Line	14	13	6	6	21		1	2
Service Line	42	44	5	10	18		0	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.**

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

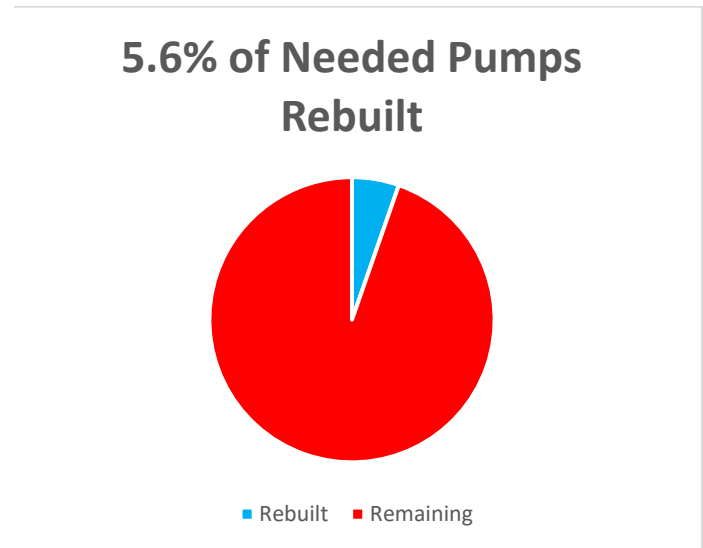
4. **Wilkinson Lane Station** – One of the submersible pumps at the Wilkinson Lane station failed in May of 2020. A replacement pump was ordered immediately but placed on backorder. The City also intends to have the old pump rebuilt to serve as a backup in case of additional failures at Wilkinson Lane or Copes Crossing stations. **The pump has been delivered, but Wascon must custom-fabricated several parts to complete installation. Still awaiting completion.**

5. **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 data collection. Once complete, the City will be able to move forward with the Master Plan Update to address issues recognized during this process. Jacobs has been given the first set of data recordings for this project, with another data set to follow in early September.**

6. **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. **The Wastewater Collections division has begun the planning/design phase of the next two (2) conversions to take place simultaneously on Calista Rd. Wastewater personnel intend to solicit bids for the remaining conversions not in que, and must reevaluate remaining properties to determine what meets state criteria.**

7. **Meadowlark Road Line Break** – On August 16th, 2020, the 6” discharge line of the Meadowlark station failed, resulting in a release along the shoulder of Meadowlark Road near Colorado Grill. Released materials were largely contained on-site, with negligible stream impacts to Mill Branch (as determined by wastewater staff monitoring, and independently verified by TN Fish and Wildlife), with no fish kill. No surface disturbance was observed at the site of the line break, and the root cause appears to have been the formation of a hairline fracture in the force-main.

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
August 2020**

<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>		August 2020	YTD
Vacuum System Service Request	87	172	143	112	82		9	15
Gravity Service Request	5	12	0	10	13		0	1
Low Pressure Service Request	530	716	621	728	770		49	104
Total Pumps Replaced	313	338	401	361	449		38	72
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	n/a		4	8
Grinder Tank PM Program	n/a	58	63	358	267		27	52
Inspection for New Service	36	23	54	103	226		32	65
Final Inspection for New Service	37	55	56	62	110		25	33
Sanitary Sewer Overflow (SSO)	6	9	1	3	49		1	2
Odor Complaints	16	17	28	43	43		4	6

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.

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

Public Services Department - Wastewater Division
August 2020

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.**

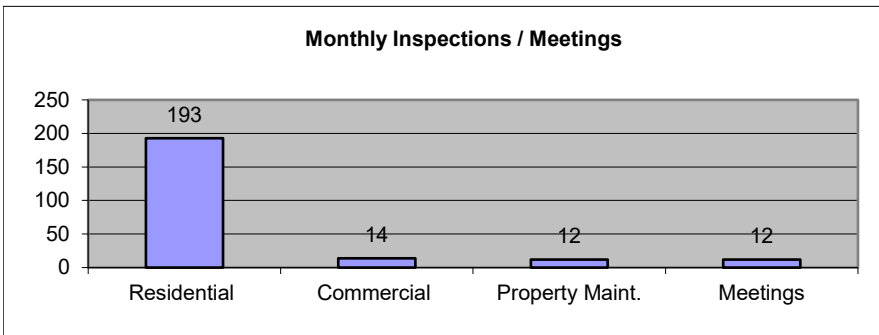
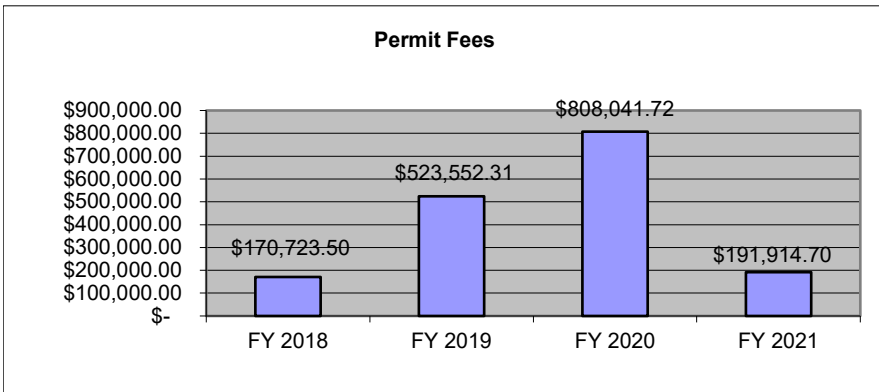
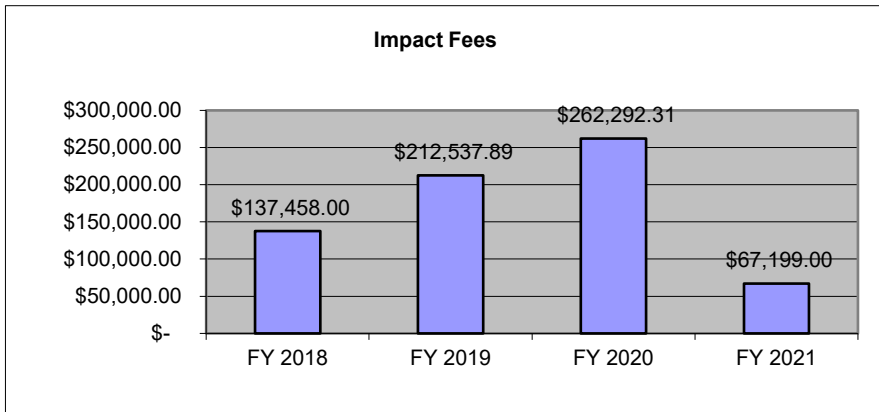
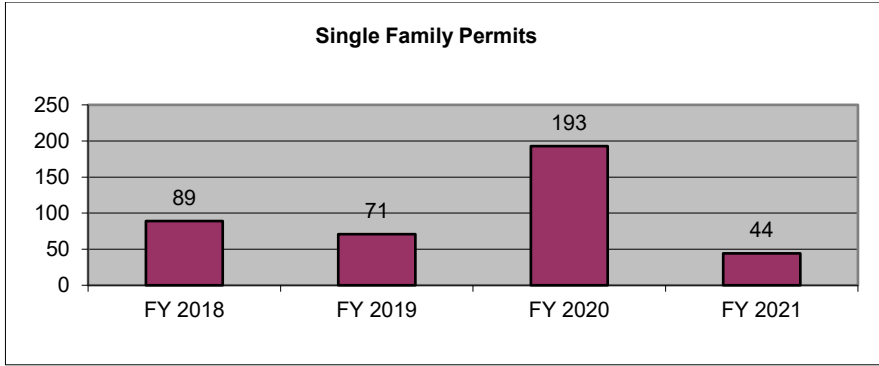
- **City submitted Fiscal Sustainability Plan Certification Letter to TLDA (05-06-2020).**
 - **Financial Sufficiency Review completed for SRF Loan to fund WWTP expansion project (05-26-2020).**
 - **City advertises for SRF Loan Public Meeting (began 08-03-2020).**
 - **City hosts SRF Loan Public Meeting (08-19-2020).**
 - **City submits minutes of SRF Loan Public Meeting to TLDA for approval following Public Meeting.**
 - **City to complete SRF Loan Application (currently in progress).**
 - **TLDA releases Finding of No Significant Impact (FNSI) to City (anticipated mid-September).**
 - City advertises FNSI for 30-day Public Comment Period (anticipated mid-September).
 - City triggered to begin 2-week period to address FNSI Public Comments (anticipated mid-October).
 - 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 19 gallons per day at the Union Road lift station and 25 gallons per day at the Old Tyree lift station.**
4. **Inspector:** The Wastewater division has been authorized to add a second inspector position. Interviews were conducted and an offer extended to a candidate in early August. **Kevin Upchurch accepted the position as our new wastewater inspector, and has been in training for the last few weeks.**
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 **0.06** PPM with a max residual of **0.30** PPM. **Last month the feed rate was 3.50 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 **21.5 CFU’s** which is well below the limit. **Last month the average was 12.5.**

**Planning and Codes Department
AUGUST 2020**



**Planning and Codes Department
AUGUST 2020**

	Month	FY2021	FY2020	FY2019	FY2018
MEETING AGENDA ITEMS#					
Planning Commission	7	16	69	66	69
Construction Appeals	0	0	0	0	1
Zoning Appeals	0	3	5	6	7
Tech. Review/Study Session	0	0	2	0	1
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	18	44	193	71	89
Multi-Family Residential	0	0	0	13	5
Other Residential	10	18	91	93	238
New Commercial	0	1	6	3	3
New Industrial	0	0	0	1	0
Other Com/Ind	2	3	23	33	31
Sign	2	2	14	25	24
Occupancy Permits	0	0	14	25	24
Commercial Certificate of Occupancy-					
Other	0	0	12	3	14
BUILDING INSPECTIONS					
Residential	193	344	2858	2411	1112
Hours	70.5	127	699.58	414.98	383.59
Commercial /Industrial	14	26	110	179	165
Hours	6.08	6.75	12.83	179	165
CODE ENFORCEMENT					
Total Cases	12	29	330	179	165
Hours	4.42	9.92	70.24	86.75	75.17
Complaints Received	0	10	116	98	132
MEETINGS					
Administration	5	10	58	68	51
Hours	14	20.75	38.26	103.67	101
Planning	7	14	76	135	73
Hours	10	18.75	96.58	155.5	86.82
Codes	0	0	28	35	27
Hours	0	0	37.85	40.16	18.67
FEES					
Permit Fees	\$72,238.20	\$ 191,914.70	\$ 808,041.72	\$ 523,552.31	\$170,723.50
Board Review Fees	\$400.00	\$ 975.00	\$ 11,000.00	\$ 3,750.00	\$4,683.00
City Impact Fee	\$22,410.00	\$ 67,199.00	\$ 262,292.31	\$ 212,537.89	\$137,458.00
Roads	\$6,858.00	\$ 24,623.00	\$ 77,860.90	\$ 98,885.80	\$112,424.58
Parks	\$7,128.00	\$ 17,424.00	\$ 74,646.00	\$ 23,140.00	\$ 10,163.90
Police	\$5,076.00	\$ 15,155.00	\$ 59,096.30	\$ 11,704.30	\$ 8,971.20
Fire	\$3,348.00	\$ 9,997.00	\$ 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	\$ 3,052,372.67	\$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
August 2020**

Summary of Month's Activities

The new normal continued in our parks this month. The Governor opened up the possibility of contact sports being able to be played, so soccer is aiming to start their rec fall league after Labor Day and football decided to shut down for the year because the organization they are affiliated with has decided to do so. We have also gotten in quite a bit of Special Events for this fall, so it is looking like this fall won't be much different than a normal one from our perspective, as it is usually our busiest time of the year for events.

The Splash Pad continued to operate this month and will be open every day except Tuesday's until Labor Day. After Labor Day it will be open on weekends only until the end of September.

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, the electrical work continued was pretty much completed, the second garage door was installed and some additional work was done inside the shop. We will continue to chip away at the inside as we go throughout the rest of this year until we are satisfied with it. The only main item that is still incomplete is the fixtures haven't been installed in the restrooms yet but that should be happening soon.

The Soccer Complex renovation project had its design work approved by the Board this month. CSR Engineering will be doing the design work on this project and hopefully it will start shortly. 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.

Work has continued on the pavilion that the Girl Scout is constructing. Progress so far is pictured below:

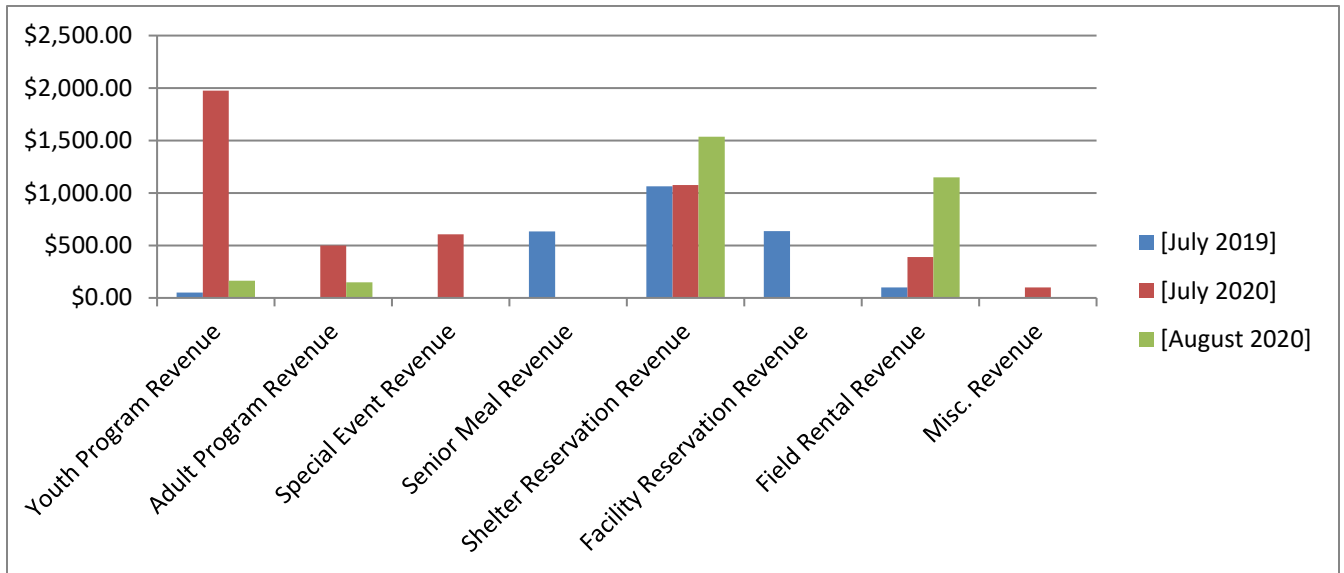


**Parks, Recreation, & Cultural Arts Department
August 2020**

Lastly, we continued working on the Dog Park this month. The concrete was poured/installed for the rinse stations and tubes in the early part of this month. We planned on installing the agility items and rinse stations after that but we had some other things come up so hopefully next month we can get back on that. Again, we still have not received the shade structure but we do have a ship date now of September 18th, so the plan is to install it a little later in the year when we have time to focus on a big project like that. So, things are moving little by little. Here are a couple pictures of the work that was done this month:

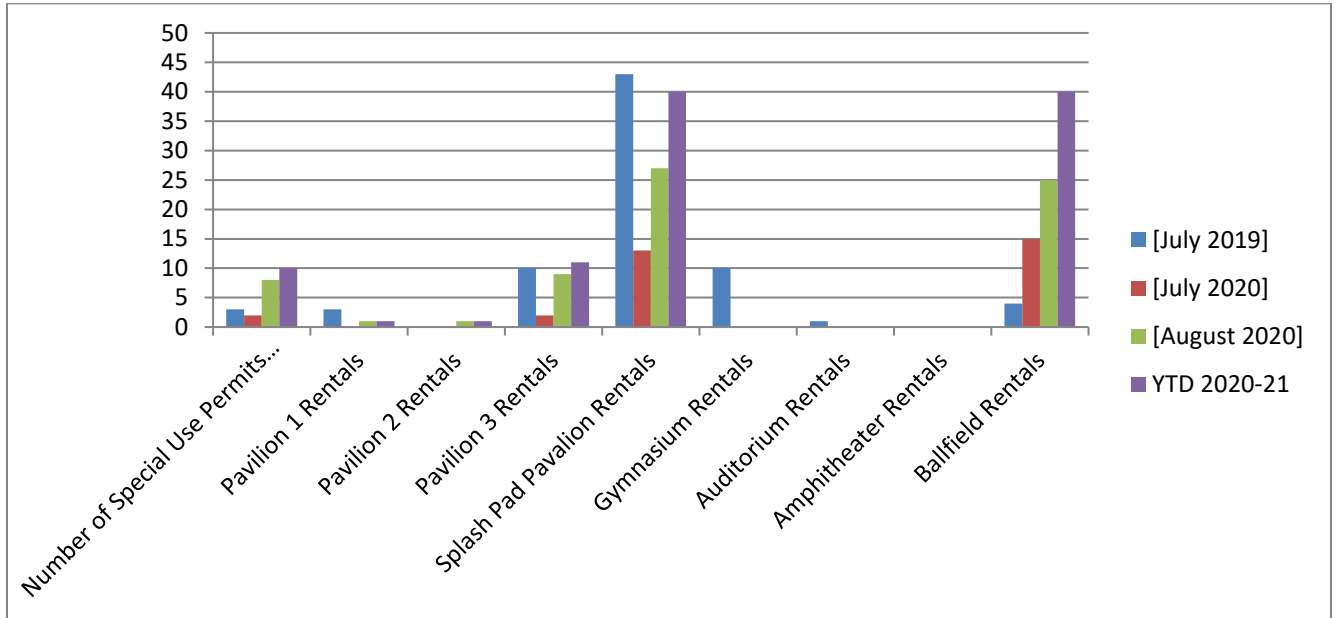


Revenues



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

Facility Usage



Recreation

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 have put a plan in place for guidelines on how to operate this season with COVID-Practices began August 15th and games will begin September 12th.

Adult Softball

Adult Softball did not make for the fall league this year.

Gym

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

Baseball/Softball

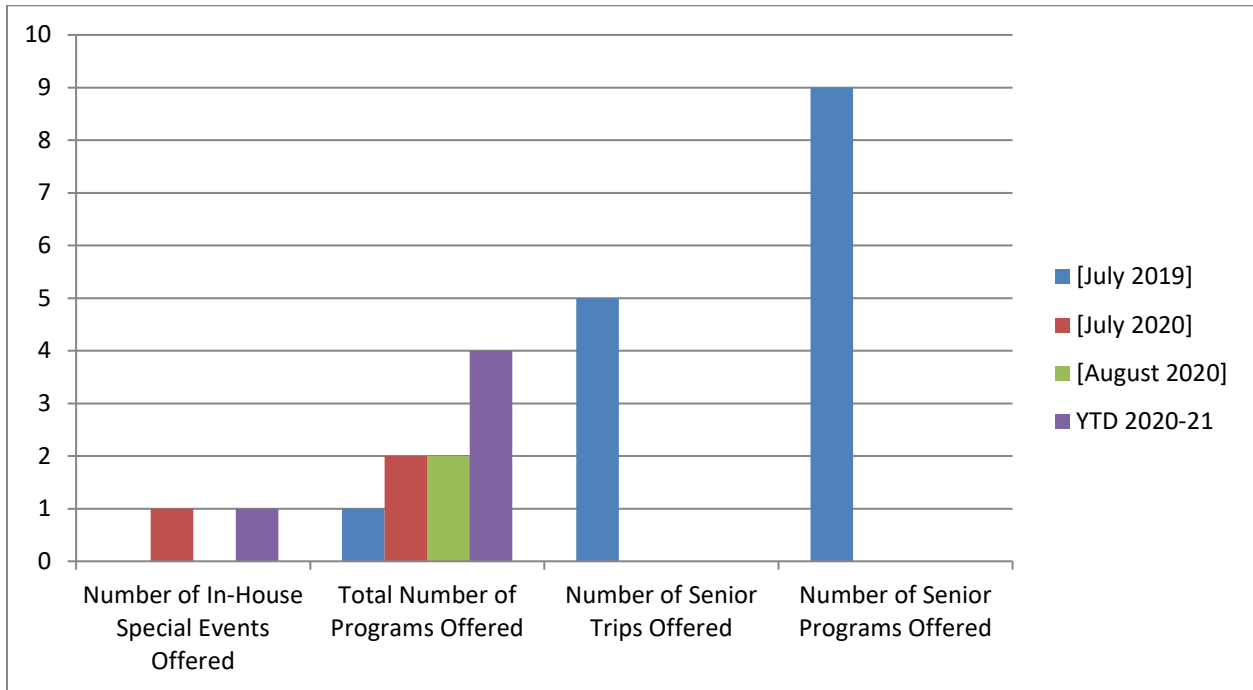
We will not be having a Fall League this year for baseball/softball. Instead we will be offering five-day camps starting in September. Camps will be from 5-7PM Monday through Friday and will be working with coaches from local schools and organizations. Signups will begin in August.

Maintenance

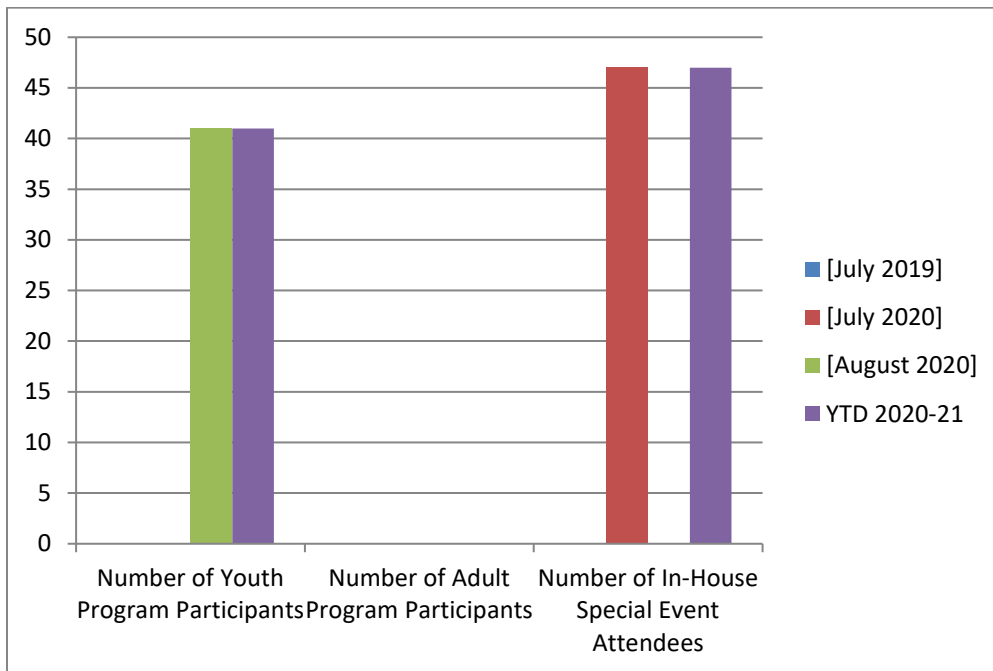
Had Lee Company come out at repair HVAC for the gymnasium, Cafeteria, and Senior Center. We did notice the gym floor beginning to bow and repaired outside wall with cement patch.

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

Programming Opportunities



Programming Attendance



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

Park Maintenance

We have continued to be down one person over the past month. We have been able to keep up with the mowing, as well as the “have too” projects around all of the parks. The list for extra stuff that I would like to be working on hasn’t been able to move forward though. It has remained at a stand-still due to being short-handed.

- Poured concrete at the Dog Park for both rinse stations and for both the big and little tubes.
- Weeded, sprayed, and mulched all of the beds at the Soccer Complex prior to them starting back up this month.
- Filled very large pot hole in the entrance to the tennis courts. Coned off and let sit over the weekend. Patch is holding up better than I expected.
 - I plan on making repairs to all of the pot holes back by the tennis courts now that I feel good about our system to make the repairs.
- Made repair to and cleaned out the misting system at the Dog Park.
- Changed out the water filtration canister and the filter for the misting system at the Dog Park
- Installed wireless rain gauge system at the Quad, Soccer Complex, and at the shop.
- We continued to dig and pour foundations at the cemetery.
 - We also mended several graves

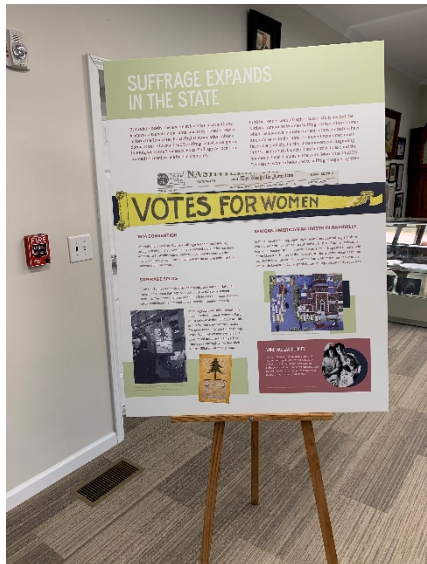
Museum

Volunteers

Volunteers has been helping me add new artifacts to current displays and clip newspaper clippings about White House, Covid 19 and protest on Mondays for the month of August for a total of 10.75 volunteer hours.

Exhibits

The 19th Amendment/Women’s Suffrage display is complete. The museum received 8 panels that measure 3’ x 4’ with information about Women’s Suffrage with the focus on Tennessee. These panels were offered by the Tennessee State Museum. I have created a slideshow for TV to add to the exhibit with information I had gathered earlier in my studies for the exhibit.

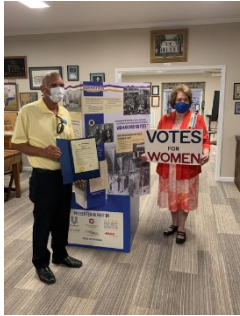


This example is Panel 1 of 8 of the exhibit received from Tennessee State Museum. I chose to use easels to display. Viewing the panels in order was suggested; therefore, I have created a pamphlet with a map and definitions of some words which needed to be defined to better understand information.

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

Tours at Museum

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



Mayor Arnold presented a proclamation to the General Jethro Sumner Chapter of the Daughters of the American Revolution to celebrate the 100th anniversary of the ratification of the 19th Amendment which provided voting rights to women. Tennessee was the 36th state to ratify the 19th Amendment so that it become part of the US Constitution.

Social Media

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



Episode 19 Public Transportation in White House received 1.9K Views 11 Shares
Picture Donald Guill Greyhound Bus driver for daily route from White House to Nashville.



Episode 20 Bizy Bee Cafe received 870 Views 5 Shares



Episode 21 Washbowl and Pitcher 560 View 3 Shares



Episode 22 Palmer's Chapel Grade School received 2.3K Views and 18 Shares

This episode had a guest speaker, Terry Palmer. It currently is shown as the Most Popular video on the City of White House – City Administrator's Office page.

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

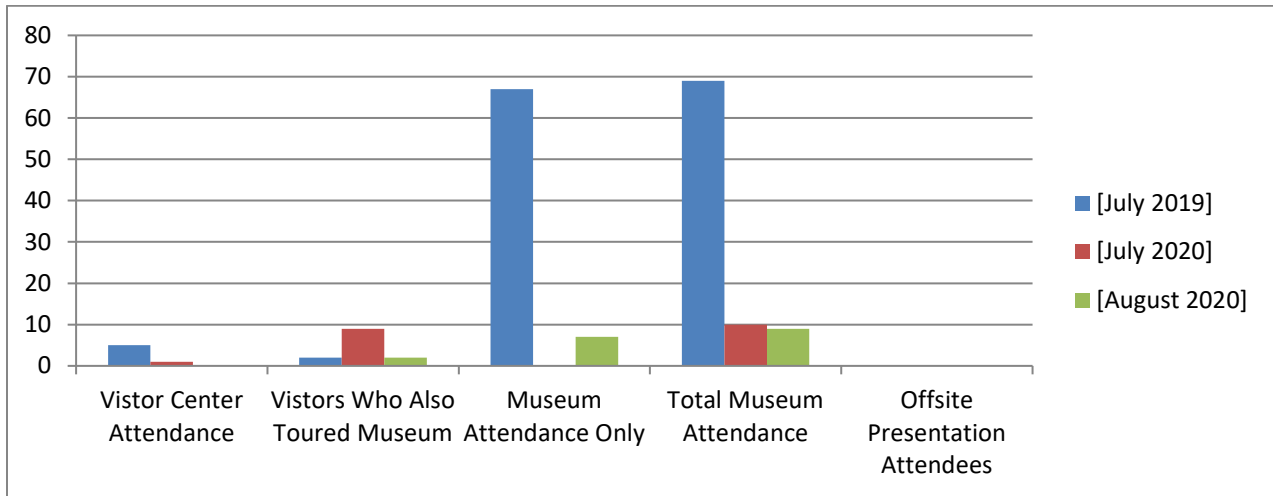
Loan Received

Received a loan of a necklace worn by Lulu Harbin Womack on the first time she was able to vote in 1920s to be included in Women’s Suffrage Exhibit.

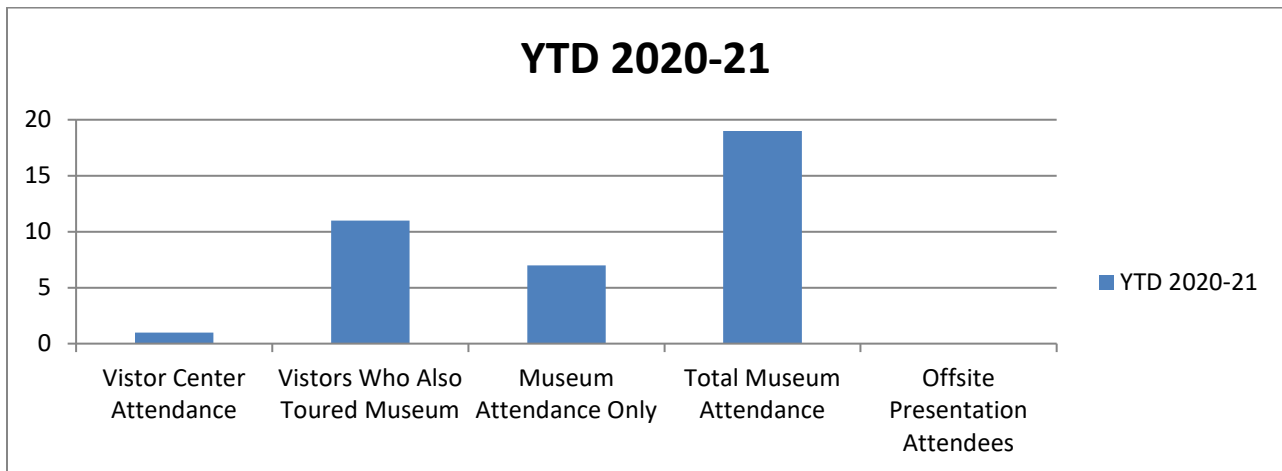
Visitors’ Center and Museum Attendance

Visitors’ Center	Visitors Who Also Toured Museum	Museum	Total Museum Visitors	Off Site Presentations Attendees
0	2	7	9	0

Museum/Visitor Center Usage



Museum/Visitor Center Usage YTD



Seniors

The Senior Center continued to be shut down this month. However, it was decided that we would start doing Senior Lunches again starting September 23rd but only in a drive-thru capacity. It is still unclear when the actual Senior Center itself 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	

**Parks, Recreation, Cultural Arts Department
August 2020**

	FYE 2019	FYE 2020
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	19-Aug	Jul-20	Aug-20	YTD 20-21
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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

	3	2	8	10
	3	0	1	1
	0	0	1	1
	10	2	9	11
	43	13	27	40
	56	15	38	53
	10	0	0	0
	0	0	0	0
	1	0	0	0
	0	0	0	0
	11	0	0	0
	4	15	25	40
	5	1	0	1
	2	9	2	11
	67	0	7	7
	69	10	9	19

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

	0	0	41	41
	0	0	0	0
	0	1	0	1
	0	47	0	47
	1	2	2	4
	195	0	0	0
	2	0	0	0
	1,114	0	0	0
	7	0	0	0
	5	0	0	0
	61	0	0	0
	9	0	0	0
	823	0	0	0
	4	0	0	0
	242	0	0	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
Misc. Revenue	\$25,030.00	\$31,411.74

	\$50.00	\$1,976.00	\$165.00	\$2,141.00
	\$0.00	\$500.00	\$150.00	\$650.00
	\$0.00	\$605.00	\$0.00	\$605.00
	\$635.00	\$0.00	\$0.00	\$0.00
	\$1,065.00	\$1,075.00	\$1,535.00	\$2,610.00
	\$637.50	\$0.00	\$0.00	\$0.00
	\$100.00	\$390.00	\$1,150.00	\$1,540.00
	\$0.00	\$100.00	\$0.00	\$100.00

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

	318	319	405	724
	3	2	1	3
	3	2	1	3
		7	2	9
		2	3	5

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Jul
Number of Special Use Permits Submitted			13	15	3
Pavilion 1 Rentals			3	7	3
Pavilion 2 Rentals			11	5	0
Pavilion 3 Rentals			106	38	10
Splash Pad Pavalion Rentals			177	106	43
Gymnasium Rentals			130	79	10
Auditorium Rentals			4	10	1
Amphitheater Rentals			3	0	0
Ballfield Rentals			7	45	4

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Aug
Total Number of Pavilion Rentals			297	156	56
Total Number of Facility Rentals			196	89	11
Ballfield Rentals			7	45	4

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Aug
Vistor Center Attendance			6	21	5
Vistors Who Also Toured Museum			14	84	2
Museum Attendance Only			85	668	67
Total Museum Attendance			99	752	69
Offsite Presentation Attendees			0	15	0

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Aug
Number of In-House Special Events Offered			8	7	0
Total Number of Programs Offered			34	18	1
Number of Senior Trips Offered			54	37	5
Number of Senior Programs Offered			117	76	9

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Aug
Number of New Senior Center Memberships			16	16	2
Senior Center First Time Visitors			32	59	7

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Aug
Number of Youth Program Participants			679	578	0
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-Aug
Senior Center Participants			14,966	9594	1,114
Number of Senior Trip Partcipants			896	613	61
Number of Senior Program Participants			9,989	6798	823
Number of Meals Participants			4052	2235	242

	FYE 2017	FYE 2018	FYE 2019	FYE 2020	19-Aug
Youth Program Revenue			#####	#####	\$50.00
Adult Program Revenue			\$ 8,460.00	\$ 3,580.00	\$0.00
Special Event Revenue			\$ 4,355.00	\$ 2,009.00	\$0.00
Senior Meal Revenue			#####	\$ 5,961.50	\$635.00
Shelter Reservation Revenue			#####	\$ 4,780.00	\$1,065.00
Facility Reservation Revenue			#####	\$ 8,046.88	\$637.50
Field Rental Revenue			\$ 2,521.00	\$ 1,203.34	\$100.00
Misc. Revenue			#####	#####	\$0.00

Jul-20	Aug-20	YTD 20-21
2	8	10
0	1	1
0	1	1
2	9	11
13	27	40
0	0	0
0	0	0
0	0	0
15	25	40

Jul-20	Aug-20	YTD 20-21
15	38	53
0	0	0
15	25	40

Jul-20	Aug-20	YTD 20-21
1	0	1
9	2	11
0	7	7
10	9	19
0	0	0

Jul-20	Aug-20	YTD 20-21
1	0	1
2	2	4
0	0	0
0	0	0

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

Jul-20	Aug-20	YTD 20-21
0	41	41
0	0	0
47	0	47

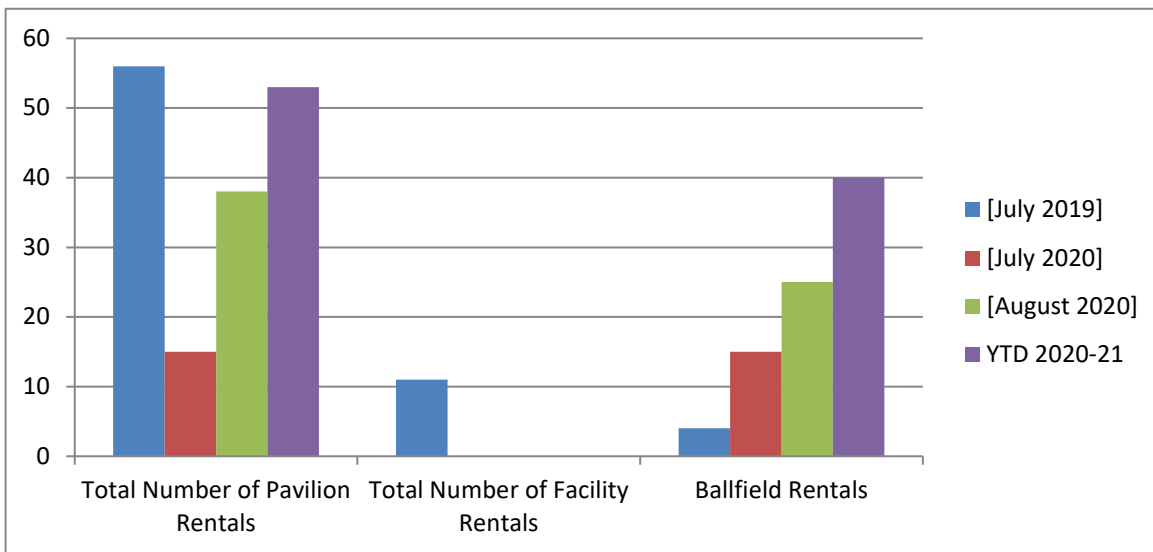
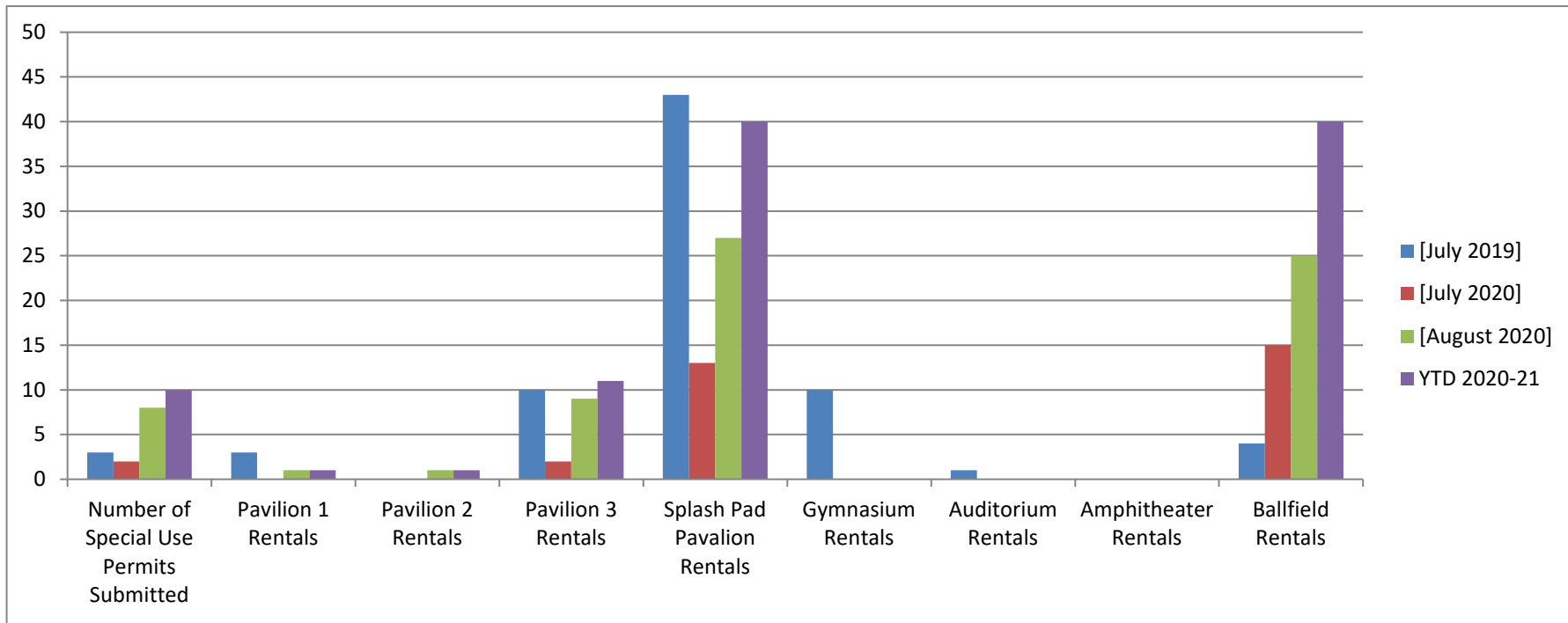
Jul-20	Aug-20	YTD 20-21
0	0	0
0	0	0
0	0	0
0	0	0

Jul-20	Aug-20	YTD 20-21
\$1,976.00	\$165.00	\$2,141.00
\$500.00	\$150.00	\$650.00
\$605.00	\$0.00	\$605.00
\$0.00	\$0.00	\$0.00
\$1,075.00	\$1,535.00	\$2,610.00
\$0.00	\$0.00	\$0.00
\$390.00	\$1,150.00	\$1,540.00
\$100.00	\$0.00	\$100.00

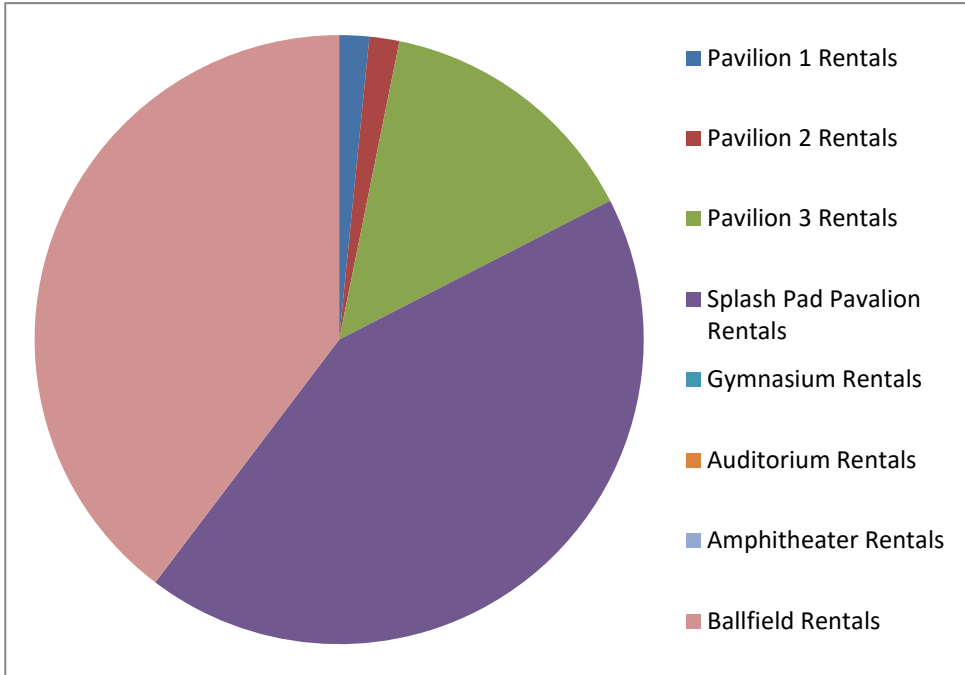
Target Actual

Senior Budget	16.67%	0.26%
Museum Budget	16.67%	12.47%
Parks Admin Budget	16.67%	11.43%
Parks Maintenance Budget	16.67%	10.28%
Cemetery Budget	16.67%	6.48%
Total Parks General Fund Bu	16.67%	10.42%

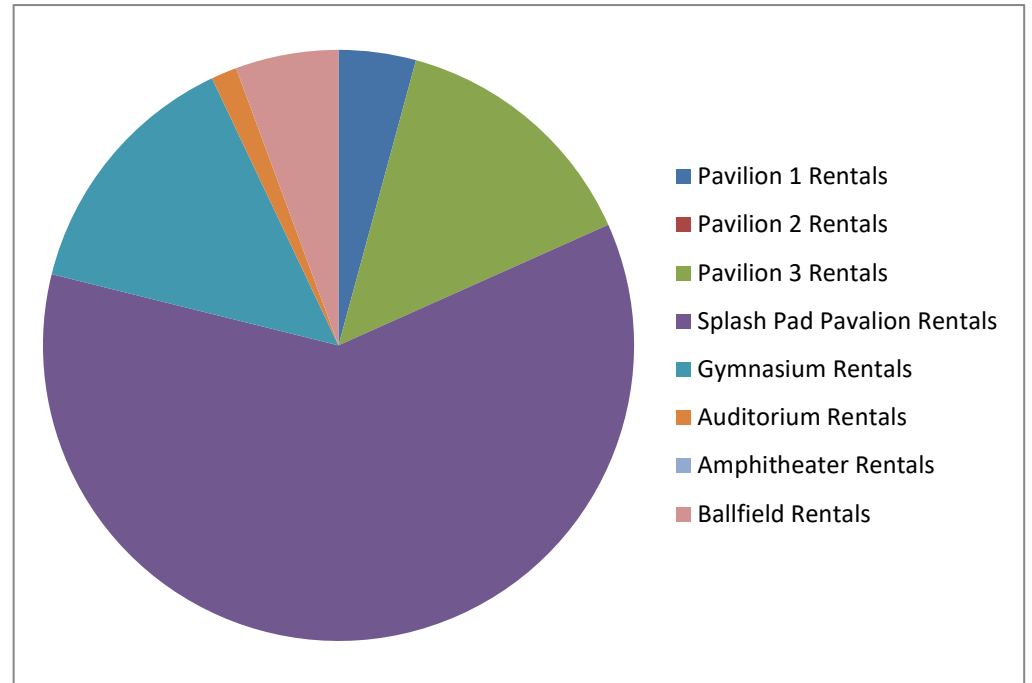
Facility Usage



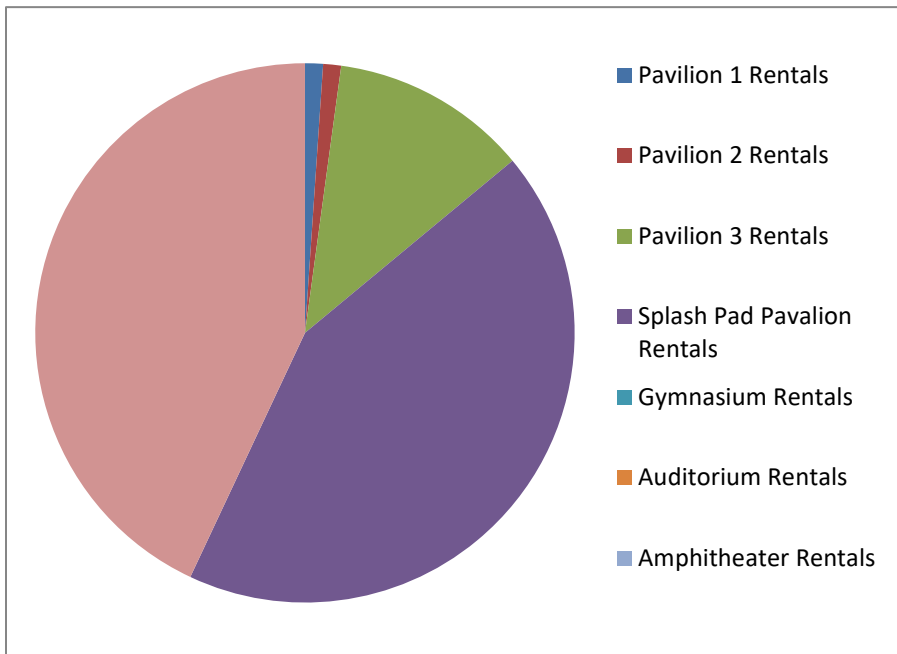
Facilty Usage This Month



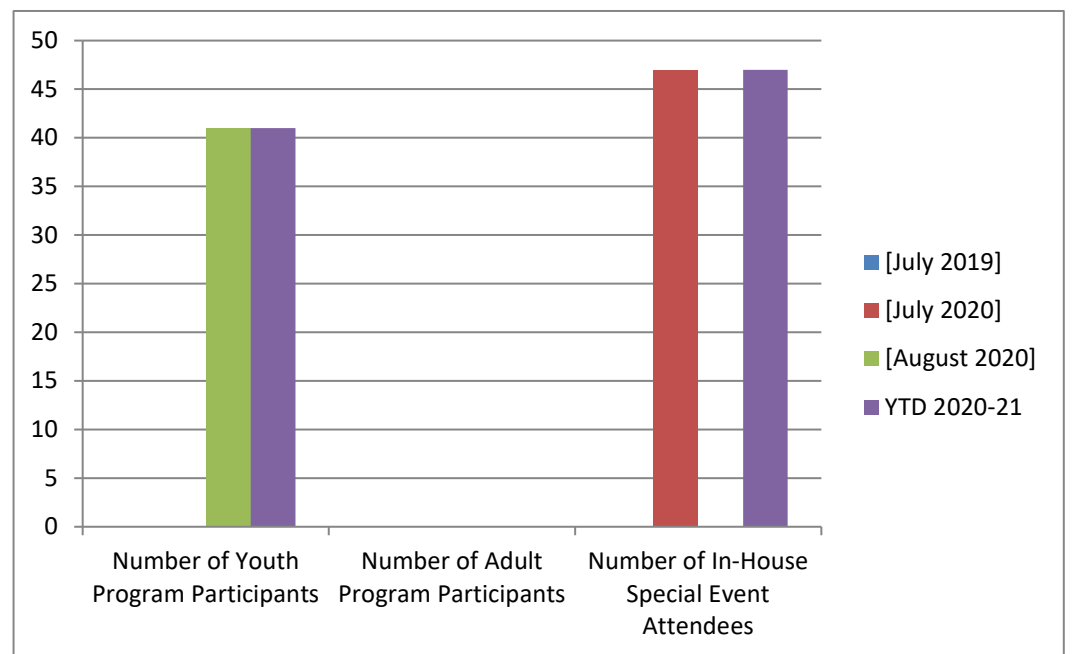
Facility Usage August 2019



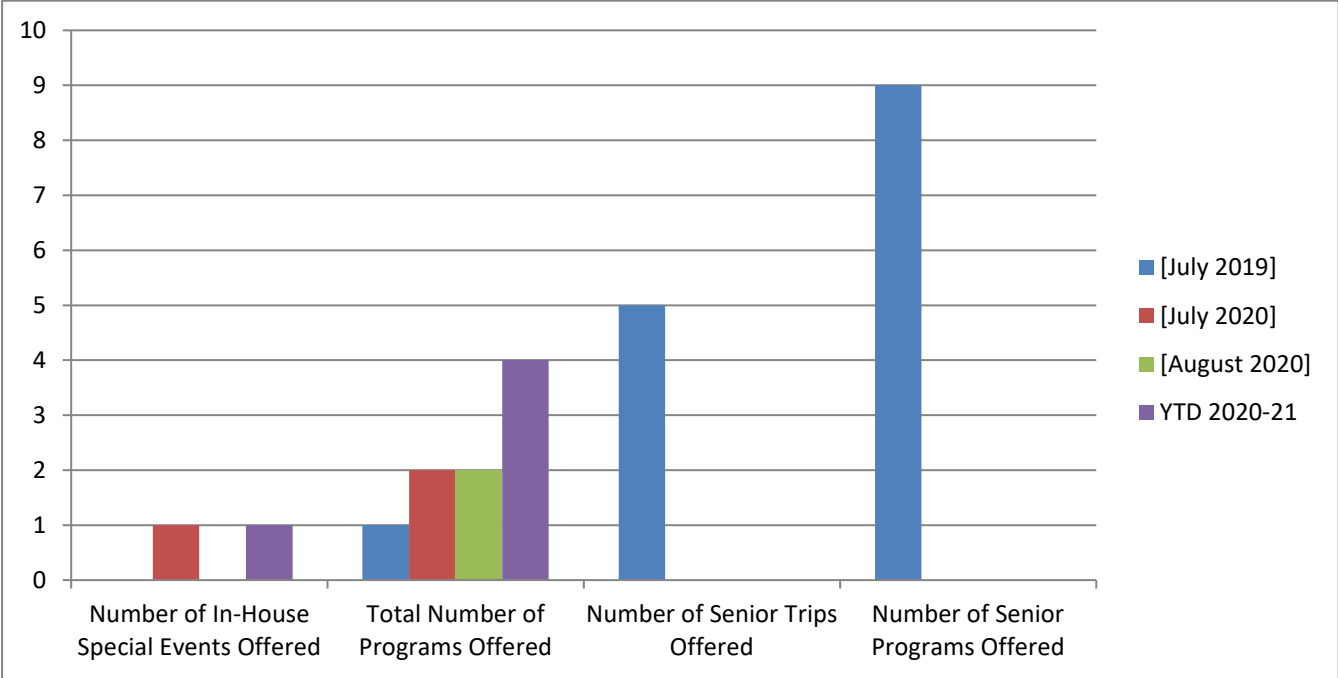
Facility Usage YTD 2020-21



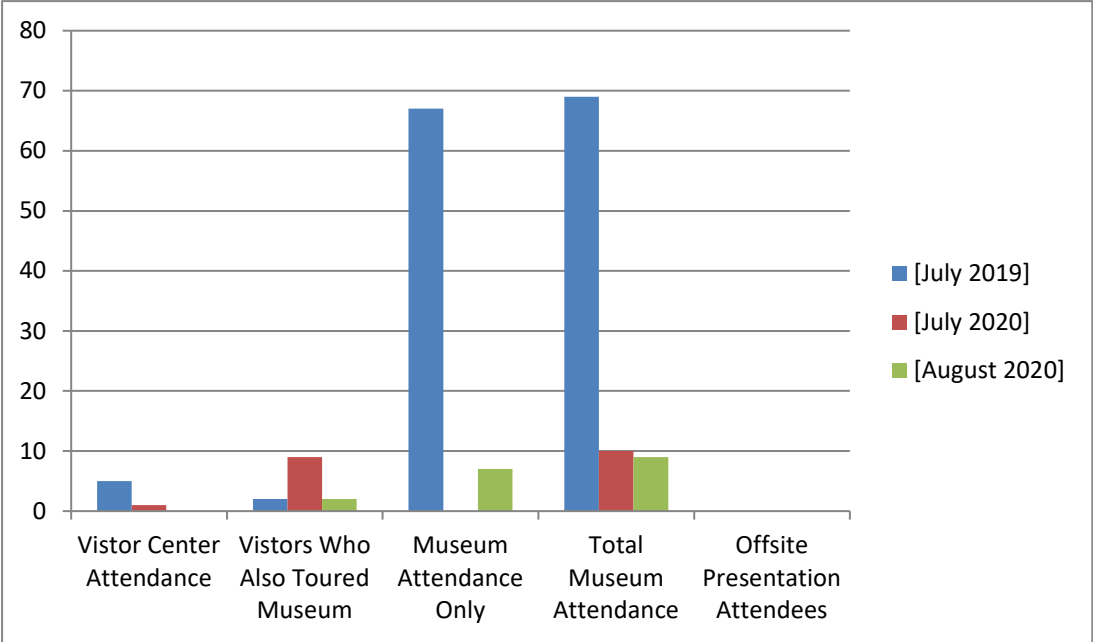
Rec Programming/Events Participation/Attendance



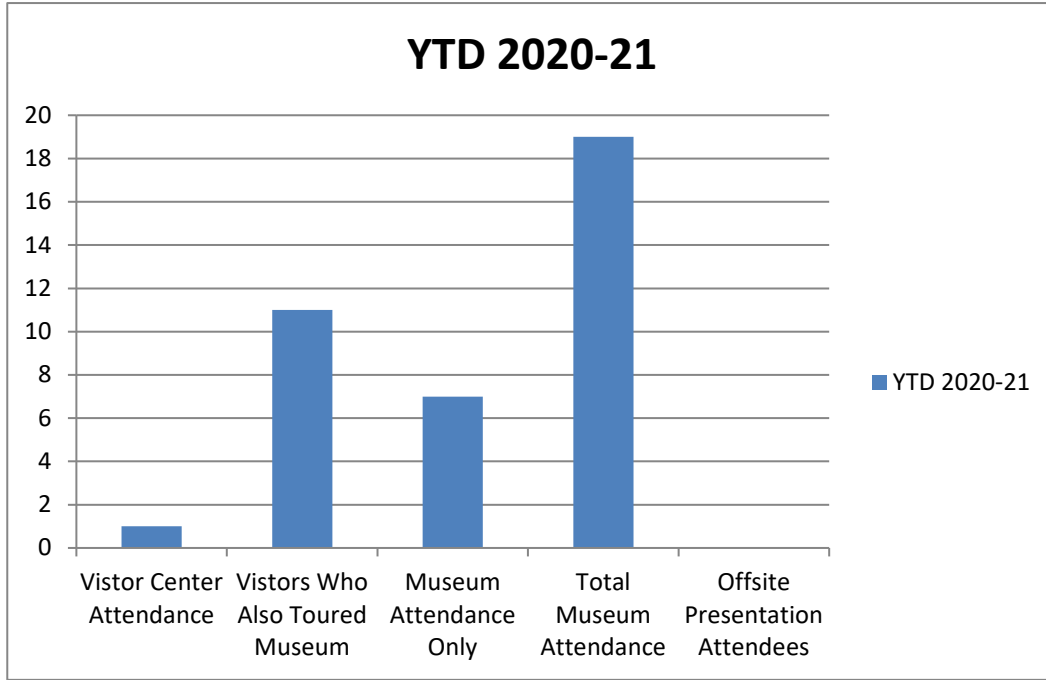
Programming Opportunities



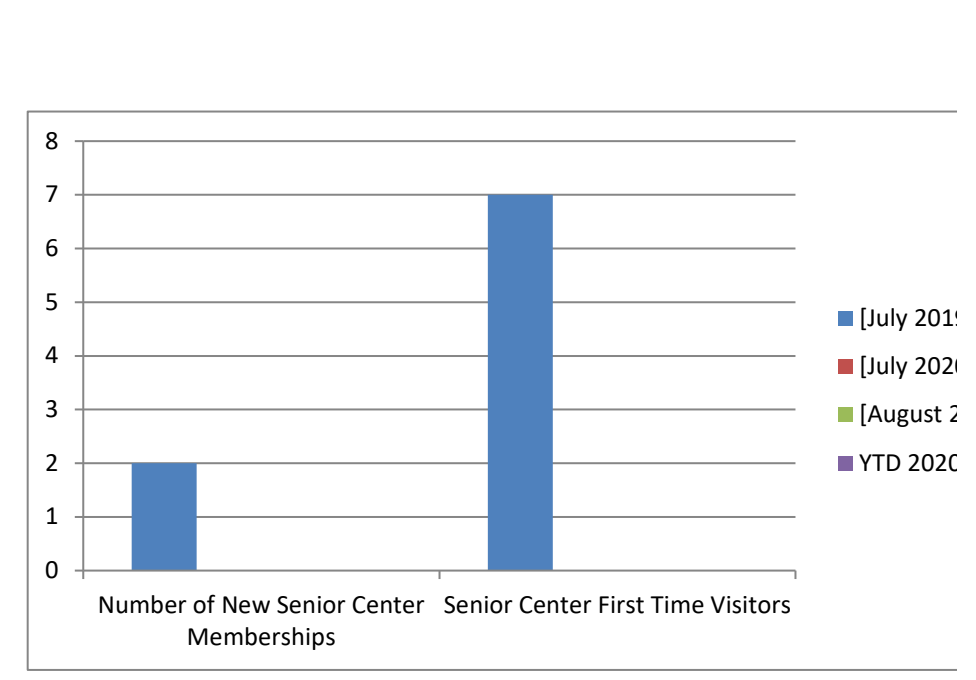
Museum/Visitor Center Usage



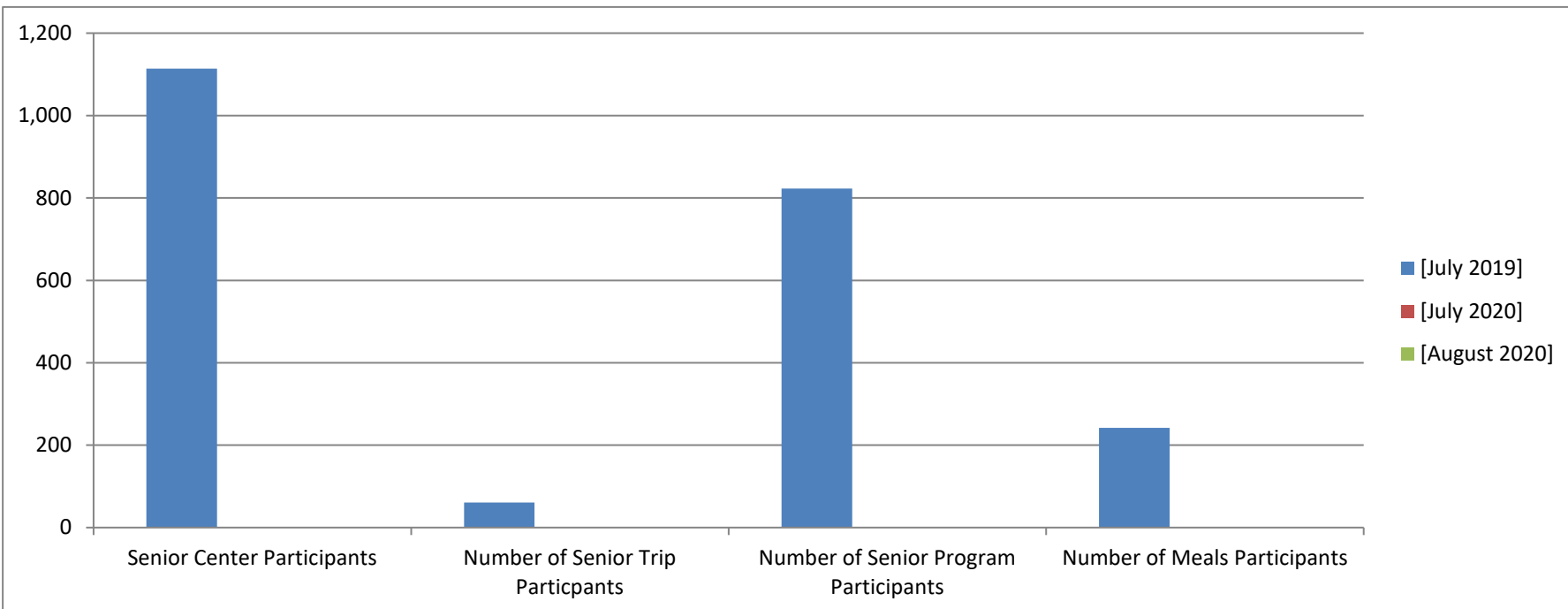
Museum/Visitor Center Usage YTD



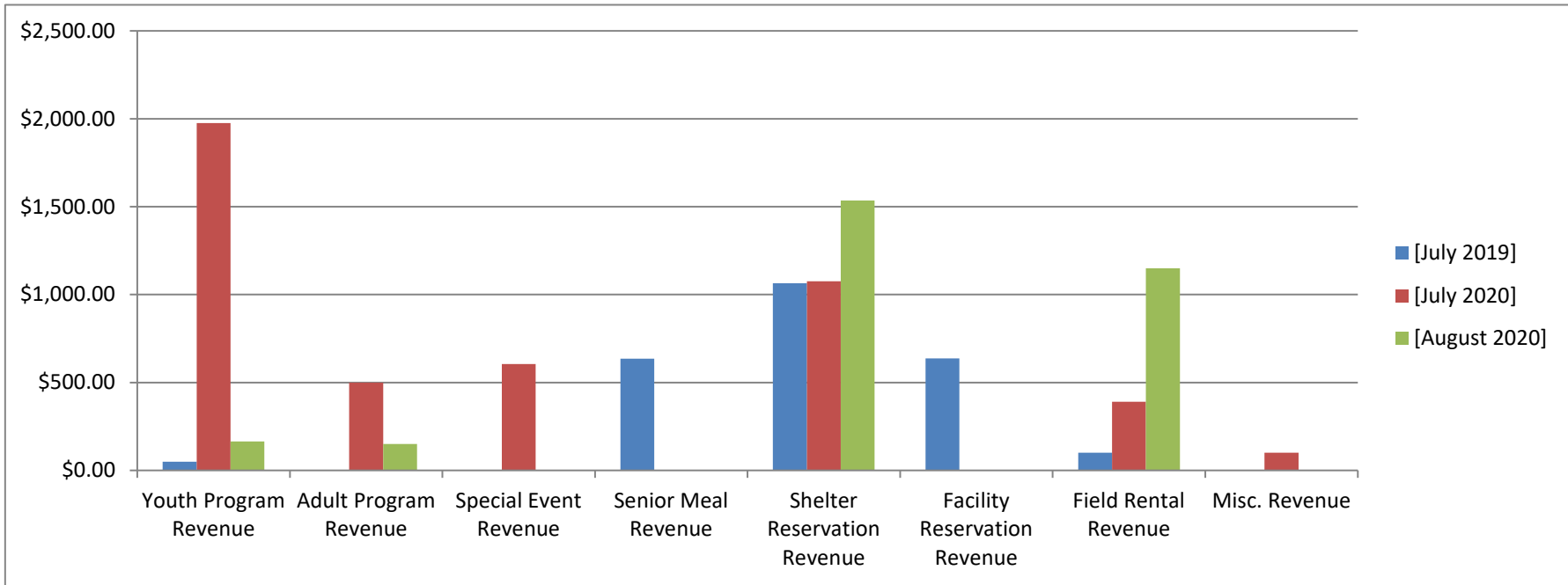
New Senior Memberships/First Time Visitors



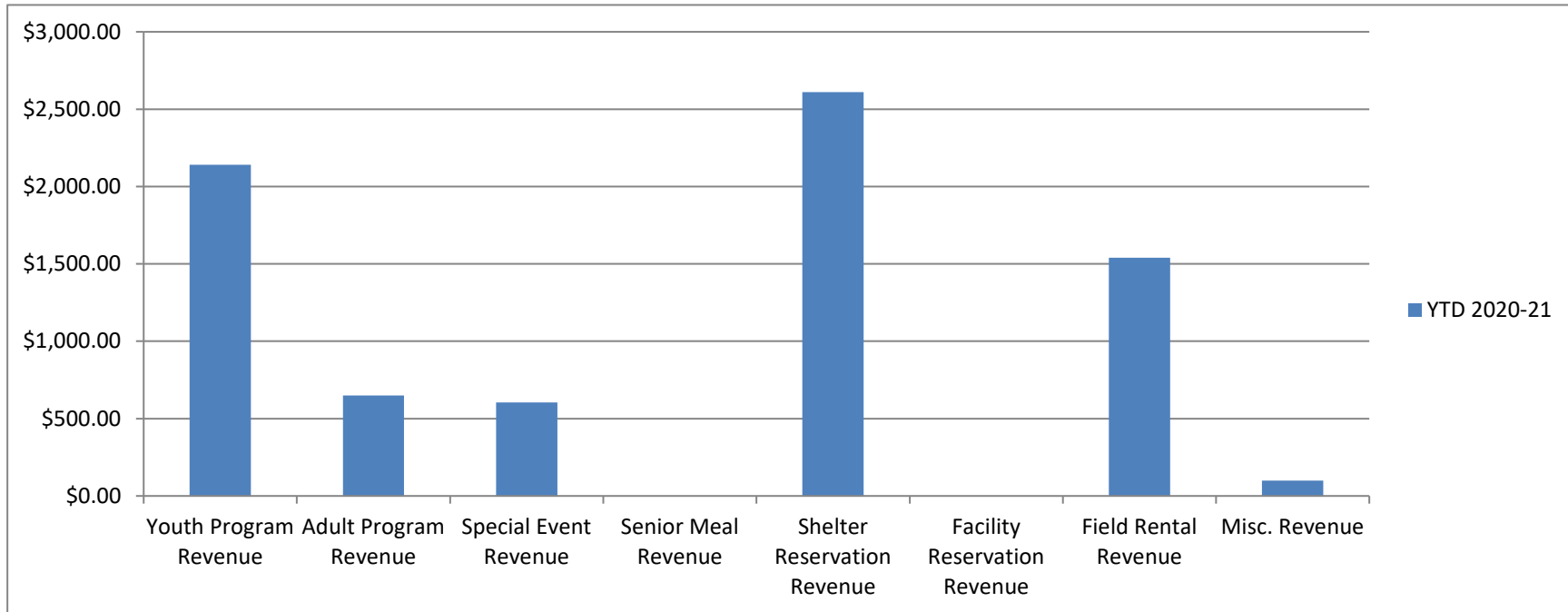
Senior Programming Participation/Attendance



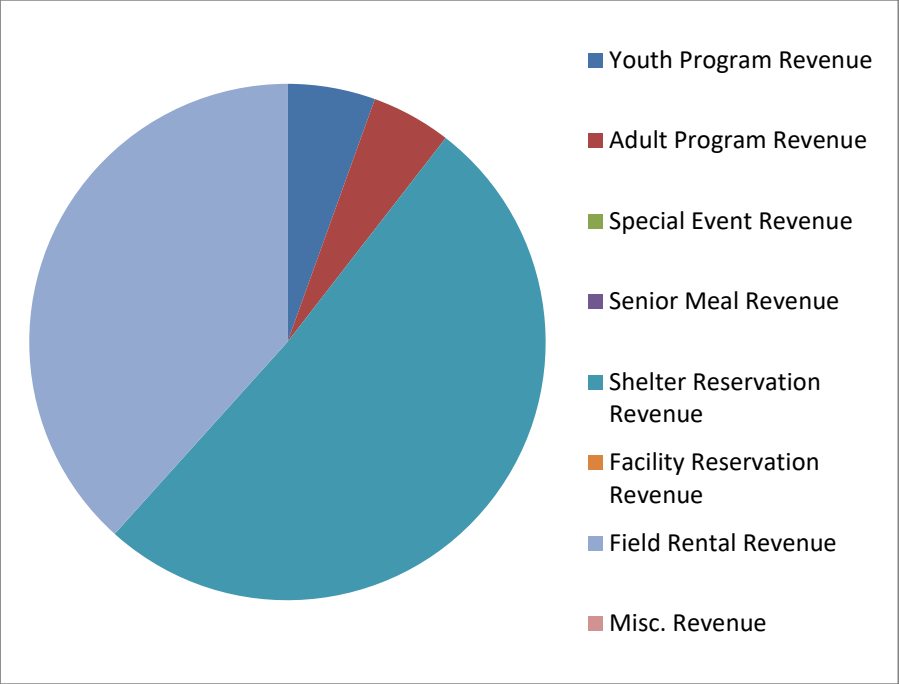
Revenues



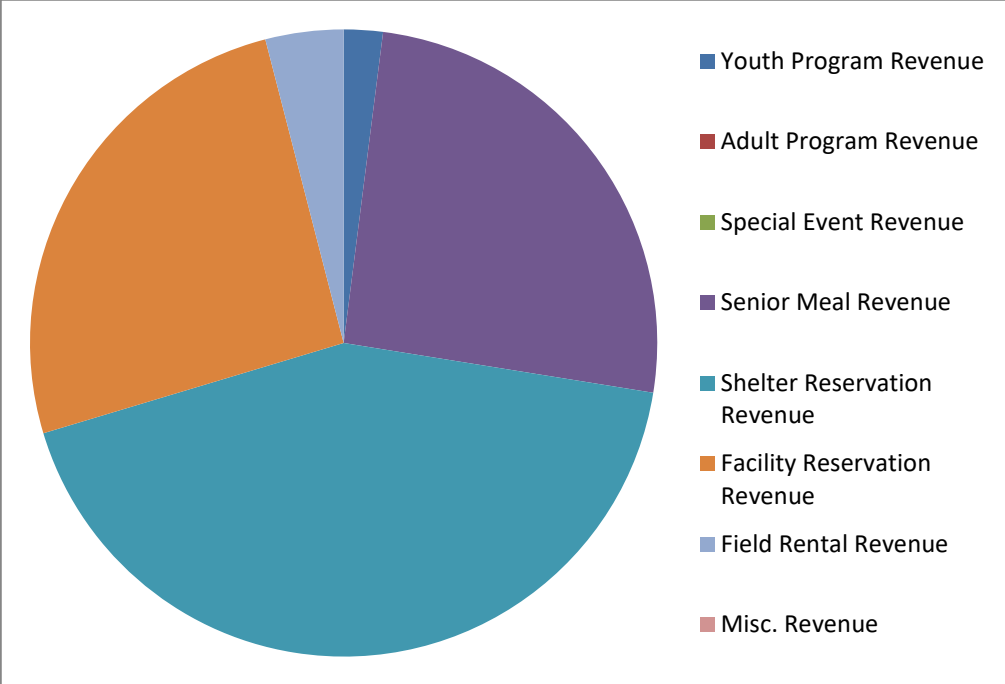
Revenues YTD 2019-20



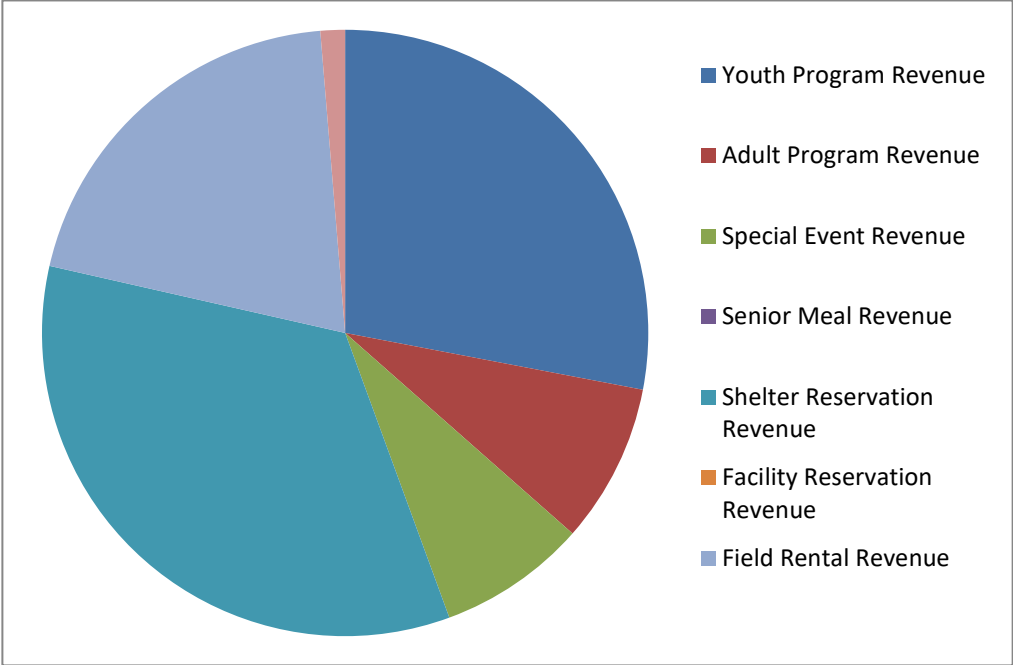
Where Revenues Came From This Month



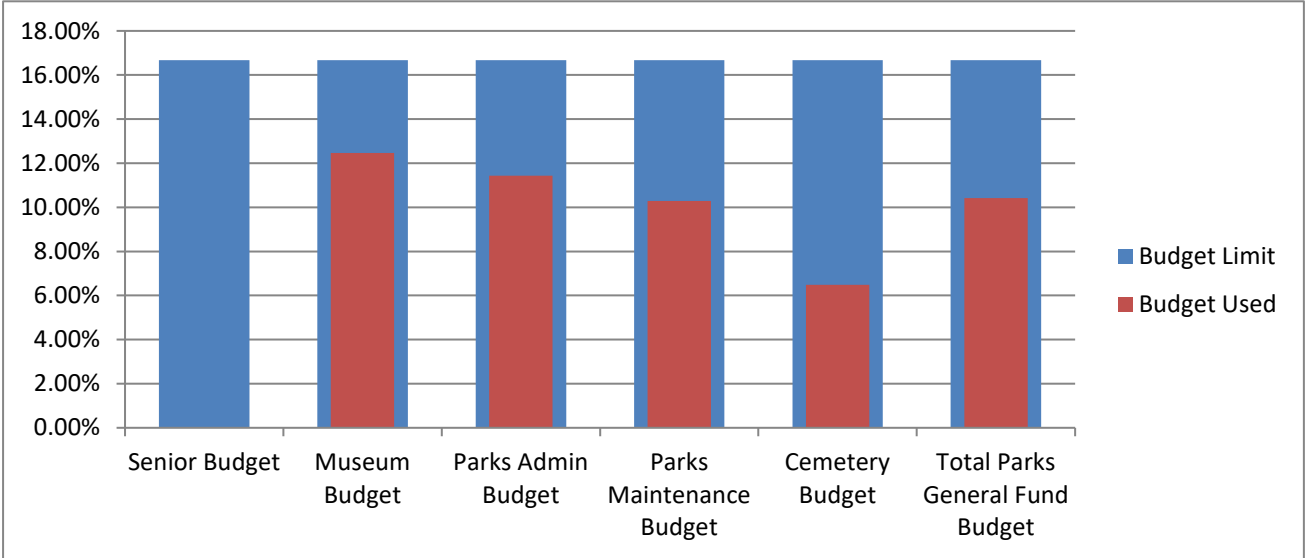
Where Revenues Came From August 2019



Where Revenues Come From YTD



Over/Under Budget



9]

0]

2020]

)-21

White House Library August 2020

Summary of Activities

The library director started working on the library's outdoor reading CIP project. The director worked on getting quotes for an awning and started ordering furniture. A large amount of the outdoor furniture did arrive in August. The old picnic tables will be removed so the new furniture can be placed in the space. The next course of action will be getting quotes for power outlets to be run and a metal sign with the library's hours placed outside.

The library director attended a homeschooling webinar with the state. The director used the information from this webinar to create a brochure with the basics of homeschooling. The brochure lists state requirements, different homeschooling styles, and online school options. This brochure is available for pickup in the library and on the website.

The friends of the library had a sidewalk book sale on August 12. While the library was closed, we weeded the collection of old books. Thus, we had an entire storage closet full of items. We had 8 tables, 2 book carts, and boxes underneath the tables full of books/dvds. Patrons could fill up a bag for \$1. More than half of the items were sold by noon. Around 1pm, the sale was moved into the library lobby since rain was moving in and there were only two tables, and four carts of books left. The following day patrons could take for free anything that was remaining. After the weekend, there were only two small boxes of items left that will be donated to Goodwill. All in all, the friends made \$424 for the bag sale.

Now that the library has cleared out its storage space, we will start taking donations again. All donated items will be quarantined for three days before being put on the book sale shelf in the library.

The library started holding face-to-face programs the second week of August. Due to COVID, the number and type of programs being offered have changed. For instance, the tots and pre-school story times have been combined. It is being held outside in the grass on Wednesdays. Crafternoon/movie Mondays have been replaced with grab and go kits for those ages 5 to 8 to pick up at the library and complete at home. The teen and tween programs are being combined into one event. They are being held on the library patio. Each teen and tween are given their own kits of supplies to complete the activity so that nobody has to touch the same items. So far we have had a creative writing class, a drawing class and a sewing class.

The adult book clubs and the stitch club are also meeting outside. We are not offering any patron run programs at this time, therefore, the garden club and senior art club is not meeting.

The BMA appointed a new board member to the library, which now allows us to have a full board.

Department Highlights

The highlights for the month were the successes of the friends' book sale and the library programs. Patrons are really enjoying the programs, even if they are outside and the grab and go kits are being picked up regularly.

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

Official Service Area Populations

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

August Membership

Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	114	361	11,510	83
2017	127	595	6,701	49
2018	130	320	7,913	56
2019	97	334	9,112	64
2020	106	390	6,814	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: 36,624

Estimated Value of Total Materials: \$915,600

Last Month: \$909,525

Total Materials Available Per Capita: 2.54

Last Month: 2.53

State Minimum Standard: 2.00

Materials Added in August

2016	2017	2018	2019	2020
376	289	262	214	395

Yearly Material Added

2016	2017	2018	2019	2020
3,674	3,602	3,123	824	2,198

Physical Items Checked Out in August

2016	2017	2018	2019	2020
6,620	6,600	6,502	5,506	4,287

Cumulative Physical Items Check Out

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	31,296

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

August

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	49	46	46	35	35
Study Rooms	66	78	78	114	55
Lego Table	155	125	125	214	0
Games and Puzzles	69	46	46	79	77
Seeds	3	2	2	9	17
Test Proctoring	4	1	1	11	8
Charging Station	0	2	2	5	3
STEAM Packs	*	*	*	16	0
Cake Pans	*	*	*	2	3
Notary Services	*	*	*	*	8

Yearly Totals

2016	2017	2018	2019	2020
299	585	644	137	207
821	828	1,082	253	233
2,094	2,643	1,891	553	459
510	528	743	222	480
82	1,197	586	112	267
9	56	152	27	64
26	86	90	19	19
*	*	148	61	25
*	*	6	1	7
*	*	*	16	49

Quarantine Counts

Lobby Pickups	0
Reference Questions	7

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

August

Library Use	2016	2017	2018	2019	2020
Library Visits	*	*	4,964	4,565	3,004
Website Usage	*	*	*	1,863	1,460
Library Volunteers	20	13	10	9	6
Volunteer Hours	118	93	97	85	93.5

Yearly Totals

2016	2017	2018	2019	2020
*	*	52,565	55,728	18,657
*	*	2,517	16,935	11,158
251	214	173	193	36
1,665	1,546	1,337	1,658	590

Only a few volunteers have felt safe coming back to volunteer at the library.

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

Universal Class August Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
1	14	223	240	43

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	10	46	1,683	772

Computer Users

August	2016	2017	2018	2019	2020
Wireless	886	1095	757	643	315
Adult Computers	530	388	467	362	195
Kids	216	203	178	181	1

Yearly Computer Users

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	2,233
4,640	4,413	4,642	1,103	12,471
2,136	2,209	2,088	556	401

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	5	76	0	1	2

Monthly

Aug Kids	Kids Sessions	Kids Attendance
2016	12	198
2017	10	296
2018	9	163
2019	9	214
2020	3	67

Yearly Totals

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
35	932

August Virtual Programs

Kids programs	Online views
0	0
Grab & Go Kits	
Kits Offered	Picked Up
6	92

In August, we offered face-to-face sidewalk story times for the younger kids and then grab and go kits for the older ones.

Monthly

Aug	Teen Events	Teens Present
2016	4	22
2017	4	45
2018	6	25
2019	4	15
2020	0	0

Yearly

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

Monthly

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

Aug combined Programs

Teen & Tweens	Present
3	14
Grab & Go Kits	
Kits Offered	Picked up
0	0

In August, we held combined program for teens and tweens on the library patio. These were face-to-face programs.

Monthly

Aug Adults	Adult Sessions	Adult Attendance
2016	5	22
2017	9	175
2018	15	51
2019	16	74
2020	4	16

Yearly

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
34	159

August Virtual Programs

Online Programs	Views
0	0

Interlibrary Loan Services

August	2016	2017	2018	2019	2020
Borrowed	71	76	67	121	71
Loaned	26	23	44	47	34

Yearly Interlibrary Loan Services

2016	2017	2018	2019	2020
668	562	690	690	335
249	305	410	410	88

Aug 2020 R.E.A.D.S.

Adults	Juvenile
1504	84

2020-2021 totals

Adults	Juvenile
3380	177

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

August 2020

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$3,614.19
TOTAL MONIES COLLECTED YTD	\$6,480.26

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$1,578.42
TOTAL MONIES COLLECTED YTD	\$3,619.01

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$5,192.61</u>
TOTAL REVENUE YTD	\$10,099.27

DISBURSEMENTS

LITIGATION TAX	\$344.13
DOS/DOH FINES & FEES	\$114.00
DOS TITLE & REGISTRATION	\$109.25
RESTITUTION/REFUNDS	\$0.00
ONLINE CC FEES	\$37.50
CARD FEES	\$20.69
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$625.57</u>
TOTAL DISBURSEMENTS YTD	\$1,007.72

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$4,567.04</u>
TOTAL ADJUSTED REVENUE YTD	\$9,091.55

DRUG FUND

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$189.52</u>
DRUG FUND DONATIONS YTD	\$450.77

Offenses Convicted & Paid For Month	Count	Paid
Careless Driving	3	\$294.98
Financial Responsibility Law	14	\$770.79
Registration Law	8	\$586.55
Texting/Miscellaneous	2	\$41.00
Open Container	1	\$128.75
Improper Passing		
DL Exhibited		
Red Light	4	\$291.51
Following Too Closely	1	\$56.51
Stop Sign	1	\$60.00
Speeding	9	\$1,004.70
Seat Belt		
Failure To Yield	1	\$117.50
Exercise Due Care	3	\$164.40
Parking Where Prohibited		
Total	47	\$3,516.69