

**Administrative & Legislative Services Department  
January 2021**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- February 04: Staff Plan Reviews
- February 05: COVID-19 Local Communication Update
- February 06: Project Advantage Update Call
- February 07: Meeting with Dr. Causey
- February 11: Meeting with Chief Brady and Chief McLaughlin
- February 12: COVID-19 Local Communication Update
- February 14: Robertson County JECD
- February 19: COVID-19 Local Communication Update
- February 20:
  - RTA Board Meeting
  - GNRC Transportation Policy Board
  - Economic Development Team Meeting
- February 21:
  - Cardinal Point Discussion
  - Springbrook Phase 3 Meeting
- February 25:
  - Town Center Water Line Review
  - Governor Lee COVID Call
- February 26:
  - Robert F. Woodall Drainage Issue Meeting
  - COVID-19 Local Communication Update
- February 27:
  - Forward Sumner Annual Meeting
  - Community Event Center Progress Meeting
- February 28: Department Head Budget Retreat

**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/<br>Encumbered* | % Over (↑) or Under (↓)<br>(Anticipated expenditures by this point in the year) |
|------------------------|-----------------|--------------------------|---------------------------------------------------------------------------------|
| General Fund           | \$17,548,414    | \$ 6,828,488             | ↓19.43                                                                          |
| Industrial Development | \$177,000       | \$ 138,076               | ↑19.65                                                                          |
| State Street Aid       | \$530,000       | \$ 427,216               | ↑22.25                                                                          |
| Parks Sales Tax        | \$4,005,125     | \$ 2,959,762             | ↑15.54                                                                          |
| Solid Waste            | \$1,050,026     | \$ 769,786               | ↑14.96                                                                          |
| Fire Impact Fees       | \$74,500        | \$ 67,741                | ↑32.57                                                                          |
| Parks Impact Fees      | \$15,000        | \$ 11,517                | ↑18.53                                                                          |
| Police Impact Fees     | \$65,000        | \$ 65,000                | ↑41.65                                                                          |
| Road Impact Fees       | \$60,000        | \$ 60,000                | ↑41.65                                                                          |
| Police Drug Fund       | \$4,500         | \$ 329                   | ↓51.01                                                                          |
| Debt Services          | \$1,137,400     | \$ 466,751               | ↓17.31                                                                          |
| Wastewater             | \$15,108,083    | \$ 3,379,764             | ↓35.97                                                                          |
| Dental Care            | \$70,656        | \$ 37,386                | ↓5.43                                                                           |
| Stormwater Fund        | \$1,063,984     | \$ 513,894               | ↓10.05                                                                          |
| Cemetery Fund          | \$43,890        | \$ 30,528                | ↑11.2                                                                           |

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

**Administrative & Legislative Services Department  
January 2021**

**Purchasing**

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

**Total Purchase Orders**

|              | <b>FY<br/>2021</b> | <b>FY<br/>2020</b> | <b>FY<br/>2019</b> | <b>FY<br/>2018</b> | <b>FY<br/>2017</b> |
|--------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| July         | 261                | 269                | 346                | 362                | 327                |
| August       | 128                | 106                | 151                | 166                | 175                |
| September    | 106                | 98                 | 126                | 119                | 120                |
| October      | 79                 | 97                 | 91                 | 147                | 91                 |
| November     | 72                 | 78                 | 120                | 125                | 135                |
| December     | 71                 | 58                 | 72                 | 104                | 83                 |
| January      | 123                | 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                 |
| <b>Total</b> | <b>840</b>         | <b>1199</b>        | <b>1,595</b>       | <b>1,813</b>       | <b>1,750</b>       |

| <b>Purchase Orders by Dollars</b> | <b>Jan.<br/>2021</b> | <b>FY<br/>2021</b> | <b>FY<br/>2020</b> | <b>FY<br/>2019</b> | <b>Total for FY21</b> | <b>Total for FY20</b> | <b>Total for FY19</b> |
|-----------------------------------|----------------------|--------------------|--------------------|--------------------|-----------------------|-----------------------|-----------------------|
| Purchase Orders \$0-\$9,999       | 117                  | 777                | 1132               | 1529               | \$978,350.90          | \$1,275,419.16        | \$1,349,159.92        |
| Purchase Orders \$10,000-\$24,999 | 3                    | 24                 | 34                 | 26                 | \$352,187.57          | \$551,938.89          | \$381,155.50          |
| Purchase Orders over \$25,000     | 3                    | 39                 | 33                 | 40                 | \$3,389,531.04        | \$4,035,346.92        | \$7,678,174.40        |
| <b>Total</b>                      | <b>123</b>           | <b>840</b>         | <b>1199</b>        | <b>1595</b>        | <b>\$4,720,069.51</b> | <b>\$5,862,704.97</b> | <b>\$9,408,489.82</b> |

**Website Management**

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

|                  | <b>2020-2021<br/>Update<br/>Requests</b> | <b>2019-2020<br/>Update<br/>Requests</b> | <b>2018-2019<br/>Update<br/>Requests</b> | <b>2017-2018<br/>Update<br/>Requests</b> | <b>2020-2021<br/>Page<br/>Visits</b> | <b>2019-2020<br/>Page<br/>Visits</b> | <b>2018-2019<br/>Page<br/>Visits</b> | <b>2017-2018<br/>Page<br/>Visits</b> |
|------------------|------------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <b>July</b>      | 15                                       | 152                                      | 61                                       | 60                                       | 11,536                               | 1,164,517                            | 1,080,668                            | 825,614                              |
| <b>August</b>    | 20                                       | 126                                      | 133                                      | 56                                       | 9,145                                | 752,932                              | 835,519                              | 717,462                              |
| <b>September</b> | 17                                       | 43                                       | 22                                       | 90                                       | 8,335                                | 679,248                              | 214,406                              | 739,867                              |
| <b>October</b>   | 10                                       | 78                                       | 86                                       | 43                                       | 8,390                                | 386,735                              | 864,091                              | 876,346                              |
| <b>November</b>  | 174                                      | 56                                       | 40                                       | 80                                       | 7,587                                | 695,971                              | 812,527                              | 808,551                              |
| <b>December</b>  | 13                                       | 156                                      | 82                                       | 50                                       | 17,483                               | 847,724                              | 1,055,111                            | 842,265                              |
| <b>January</b>   | 108                                      | 67                                       | 68                                       | 44                                       | 17,123                               | 720,531                              | 934,562                              | 747,155                              |
| <b>February</b>  |                                          | 22                                       | 40                                       | 41                                       |                                      | N/A                                  | 762,985                              | 631,612                              |
| <b>March</b>     |                                          | 85                                       | 61                                       | 71                                       |                                      | N/A                                  | 879,671                              | 1,165,275                            |
| <b>April</b>     |                                          | 43                                       | 56                                       | 77                                       |                                      | N/A                                  | 820,505                              | 959,769                              |
| <b>May</b>       |                                          | 27                                       | 29                                       | 49                                       |                                      | 5,998                                | 946,897                              | 1,063,568                            |
| <b>June</b>      |                                          | 48                                       | 123                                      | 27                                       |                                      | 10,251                               | 901,328                              | 483,003                              |
| <b>Total</b>     | <b>357</b>                               | <b>901</b>                               | <b>801</b>                               | <b>688</b>                               | <b>79,599</b>                        | <b>5,263,907</b>                     | <b>9,053,159</b>                     | <b>9,860,532</b>                     |

**Administrative & Legislative Services Department  
January 2021**

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

|                  | <b>FY21<br/>New<br/>Downloads</b> | <b>FY20<br/>New<br/>Downloads</b> | <b>FY19<br/>New<br/>Downloads</b> |
|------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <b>July</b>      | 45                                | 19                                | 28                                |
| <b>August</b>    | 44                                | 21                                | 18                                |
| <b>September</b> | 19                                | 21                                | 15                                |
| <b>October</b>   | 40                                | 12                                | 22                                |
| <b>November</b>  | 29                                | 13                                | 11                                |
| <b>December</b>  | 10                                | 15                                | 10                                |
| <b>January</b>   | 11                                | 23                                | 17                                |
| <b>February</b>  |                                   | 70                                | 13                                |
| <b>March</b>     |                                   | 69                                | 11                                |
| <b>April</b>     |                                   | 41                                | 10                                |
| <b>May</b>       |                                   | 29                                | 11                                |
| <b>June</b>      |                                   | 36                                | 25                                |
| <b>Total</b>     | <b>198</b>                        | <b>369</b>                        | <b>191</b>                        |

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

|                  | <b>FY21<br/># of Request</b> | <b>FY20<br/># of Request</b> | <b>FY19<br/># of Request</b> |
|------------------|------------------------------|------------------------------|------------------------------|
| <b>July</b>      | 20                           | 36                           | 32                           |
| <b>August</b>    | 27                           | 39                           | 26                           |
| <b>September</b> | 16                           | 18                           | 18                           |
| <b>October</b>   | 15                           | 40                           | 32                           |
| <b>November</b>  | 20                           | 27                           | 12                           |
| <b>December</b>  | 27                           | 20                           | 27                           |
| <b>January</b>   | 18                           | 24                           | 22                           |
| <b>February</b>  |                              | 41                           | 30                           |
| <b>March</b>     |                              | 34                           | 24                           |
| <b>April</b>     |                              | 35                           | 32                           |
| <b>May</b>       |                              | 26                           | 27                           |
| <b>June</b>      |                              | 28                           | 29                           |
| <b>FY Total</b>  | <b>143</b>                   | <b>356</b>                   | <b>311</b>                   |

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

**White House Farmers Market**

The market is closed for the season. Plans to reopen and move forward with the next season will begin in May.

|                  | <b>Application<br/>Fees<br/># (amount<br/>collected)</b> | <b>Booth<br/>Payments<br/>(\$)</b> |
|------------------|----------------------------------------------------------|------------------------------------|
| <b>January</b>   | 0                                                        | 0                                  |
| <b>February</b>  | 0                                                        | 0                                  |
| <b>March</b>     | 0                                                        | 0                                  |
| <b>April</b>     | 2                                                        | 150                                |
| <b>May</b>       | 5                                                        | 870                                |
| <b>June</b>      | 3                                                        | 384                                |
| <b>July</b>      | 0                                                        | 0                                  |
| <b>August</b>    | 0                                                        | 45                                 |
| <b>September</b> | -                                                        | -                                  |
| <b>October</b>   | -                                                        | -                                  |
| <b>November</b>  | -                                                        | -                                  |
| <b>December</b>  | -                                                        | -                                  |
| <b>Total</b>     | <b>7</b>                                                 | <b>\$1449</b>                      |

**Administrative & Legislative Services Department  
January 2021**

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Worked on ADA list for City Hall
- Replaced lights and assisted with setup for BMA & 50<sup>th</sup> Anniversary Meeting in Auditorium
- Removed trash and paint from Museum storage addition. Also assisted in hanging lights in storage area as well.

|                  | <b>2020-2021<br/>Work Order<br/>Requests</b> | <b>2019 – 2020<br/>Work Order<br/>Requests</b> | <b>2018 – 2019<br/>Work Order<br/>Requests</b> | <b>2017 – 2018<br/>Work Order<br/>Requests</b> | <b>2016 – 2017<br/>Work Order<br/>Requests</b> | <b>2015 - 2016<br/>Work Order<br/>Requests</b> |
|------------------|----------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|
| <b>July</b>      | 11                                           | 10                                             | 22                                             | 21                                             | 27                                             | 22                                             |
| <b>August</b>    | 27                                           | 10                                             | 26                                             | 24                                             | 28                                             | 33                                             |
| <b>September</b> | 9                                            | 13                                             | 19                                             | 22                                             | 13                                             | 31                                             |
| <b>October</b>   | 6                                            | 7                                              | 14                                             | 18                                             | 12                                             | 30                                             |
| <b>November</b>  | 16                                           | 7                                              | 18                                             | 34                                             | 12                                             | 27                                             |
| <b>December</b>  | 19                                           | 3                                              | 8                                              | 19                                             | 9                                              | 17                                             |
| <b>January</b>   | 11                                           | 16                                             | 14                                             | 16                                             | 23                                             | 28                                             |
| <b>February</b>  |                                              | 18                                             | 7                                              | 21                                             | 6                                              | 19                                             |
| <b>March</b>     |                                              | 11                                             | 7                                              | 17                                             | 16                                             | 25                                             |
| <b>April</b>     |                                              | 2                                              | 12                                             | 25                                             | 14                                             | 20                                             |
| <b>May</b>       |                                              | 11                                             | 6                                              | 26                                             | 27                                             | 33                                             |
| <b>June</b>      |                                              | 10                                             | 9                                              | 23                                             | 14                                             | 17                                             |
| <b>Total</b>     | <b>99</b>                                    | <b>98</b>                                      | <b>162</b>                                     | <b>266</b>                                     | <b>201</b>                                     | <b>302</b>                                     |

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

**Finance Department  
January 2021**

**Finance Section**

During January the Finance Department continued collecting 2020 tax year property taxes, began FYE 6/30/2022 budgeting tasks, scanning thousands of documents to reduce physical document storage space, and operating with COVID-19 precautions. The cumulative total of real estate and personal property taxes for the 2020 tax year billed is approximately \$3.8 million. As of January 31<sup>st</sup> approximately \$2.6 million (68%) of the 2020 property taxes were paid. Members of the Finance Office participated in the following events during the month:

- January 20: Richards & Richards picked up several boxes of documents that were scheduled to be shredded  
 January 28: Department Head Budget Retreat in Goodlettsville, TN

**Performance Measures**

**Utility Billing**

|                                          | <b>January 2021</b> | <b>FY 2021 YTD</b> | <b>FY 2020 Total</b> | <b>FY 2019 Total</b> | <b>FY 2018 Total</b> | <b>FY 2017 Total</b> |
|------------------------------------------|---------------------|--------------------|----------------------|----------------------|----------------------|----------------------|
| <b>New Builds (#)</b>                    | 33                  | 167                | 171                  | 62                   | 102                  | 111                  |
| <b>Move Ins (#)</b>                      | 52                  | 422                | 649                  | 534                  | 553                  | 536                  |
| <b>Move Outs (#)</b>                     | 48                  | 425                | 602                  | 534                  | 576                  | 546                  |
| <b>New customer signup via email (#)</b> | 29                  | 175                | 127                  | 104                  | 163                  | 119                  |
| <b>New customer signup via email (%)</b> | 34%                 | 30%                | 15%                  | 17%                  | 25%                  | 18%                  |

**Business License Activity**

|                                      | <b>January 2021</b> | <b>FY 2021 YTD</b> | <b>FY 2020 Total</b> | <b>FY 2019 Total</b> | <b>FY 2018 Total</b> | <b>FY 2017 Total</b> |
|--------------------------------------|---------------------|--------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Opened</b>                        | 4                   | 33                 | 69                   | 75                   | 72                   | 93                   |
| <b>Closed (notified by business)</b> | 1                   | 6                  | 10                   | 9                    | 18                   | 1                    |
| <b>Closed (uncollectable)</b>        | 0                   | 0                  | 0                    | 0                    | 199                  | 14                   |

**Payroll Activity**

| <b>Number of Payrolls</b> | <b>Number of Checks and Direct Deposits</b> | <b>Number of adjustments or errors</b> | <b>Number of Voided Checks</b> |
|---------------------------|---------------------------------------------|----------------------------------------|--------------------------------|
| 2 Regulars                | 2 checks, 284 direct deposits               | 0 Retro adjustments                    | 0 Voids                        |

**Accounts Payable**

|                                      | <b>January 2021</b> | <b>FY 2021 Total</b> | <b>FY 2020 Total</b> | <b>FY 2019 Total</b> | <b>FY 2018 Total</b> | <b>FY 2017 Total</b> |
|--------------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Total # of Invoices Processed</b> | 296                 | 2287                 | 4003                 | 3940                 | 4437                 | 4797                 |

**Finance Department  
January 2021**

**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                            | 5,656,141                            | 71%                                 |
| Cemetery Fund          | 34,700                           | 10,410                               | 262,140                              | 755%                                |
| Debt Services          | 1,167,400                        | 350,220                              | 538,776                              | 46%                                 |
| Dental Care Fund       | 25,200                           | 7,560                                | 240,403                              | 954%                                |
| Roads Impact Fees      | 79,320                           | 23,796                               | 209,469                              | 264%                                |
| Parks Impact Fees      | 69,364                           | 20,809                               | 155,642                              | 224%                                |
| Police Impact Fees     | 55,804                           | 16,741                               | 138,541                              | 248%                                |
| Fire Impact Fees       | 38,000                           | 11,400                               | 93,979                               | 247%                                |
| Industrial Development | 112,800                          | 33,840                               | 49,485                               | 44%                                 |
| Parks Sales Tax        | 695,285                          | 208,586                              | 1,242,007                            | 179%                                |
| Police Drug Fund       | 4,100                            | 1,230                                | 27,952                               | 682%                                |
| Solid Waste            | 936,800                          | 281,040                              | 494,381                              | 53%                                 |
| State Street Aid       | 405,200                          | 121,560                              | 63,399                               | 16%                                 |
| Stormwater Fund        | 889,000                          | 266,700                              | 921,818                              | 104%                                |
| Wastewater             | 4,350,550                        | 1,305,165                            | 3,920,586                            | 90%                                 |

*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 (↓)<br>(Anticipated revenues realized by this point in the year) |
|------------------------|----------------------------------|--------------------|--------------------------------------------------------------------------------------|
| General Fund           | 7,912,190                        | 5,485,048          | ↑ 10.99%                                                                             |
| Cemetery Fund          | 34,700                           | 53,615             | ↑ 96.18%                                                                             |
| Debt Services          | 1,167,400                        | 732,558            | ↑ 4.42%                                                                              |
| Dental Care            | 25,200                           | 23,565             | ↑ 35.18%                                                                             |
| Roads Impact Fees      | 79,320                           | 119,622            | ↑ 92.48%                                                                             |
| Parks Impact Fees      | 69,364                           | 71,808             | ↑ 45.19%                                                                             |
| Police Impact Fees     | 55,804                           | 80,328             | ↑ 85.61%                                                                             |
| Fire Impact Fees       | 38,000                           | 52,979             | ↑ 81.09%                                                                             |
| Industrial Development | 112,800                          | 42,146             | ↓ 20.97%                                                                             |
| Parks Sales Tax        | 695,285                          | 443,670            | ↑ 5.48%                                                                              |
| Police Drug Fund       | 4,100                            | 4,247              | ↑ 45.25%                                                                             |
| Solid Waste            | 936,800                          | 570,097            | ↑ 2.52%                                                                              |
| State Street Aid       | 405,200                          | 243,535            | ↑ 1.77%                                                                              |
| Stormwater Fund        | 889,000                          | 538,117            | ↑ 2.20%                                                                              |
| Wastewater             | 4,350,550                        | 2,971,035          | ↑ 9.96%                                                                              |

\*Realized amounts reflect revenues realized from July 1, 2020—January 31, 2021

**Human Resources Department  
January 2021**

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

- January 04: Wastewater Tech I New Hire Orientation
- January 13: Police Detective Interviews
- January 21: Board of Mayor and Aldermen Meeting
- January 28: Department Head Budget Retreat

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

|           | FYE<br>2021 | FYE<br>2020 | FYE<br>2019 | FYE<br>2018 |
|-----------|-------------|-------------|-------------|-------------|
| July      | 0           | 0           | 0           | 0           |
| August    | 0           | 0           | 0           | 0           |
| September | 0           | 1           | 0           | 0           |
| October   | 0           | 0           | 0           | 0           |
| November  | 0           | 0           | 0           | 0           |
| December  | 0           | 0           | 0           | 0           |

|              | FYE<br>2021 | FYE<br>2020 | FYE<br>2019 | FYE<br>2018 |
|--------------|-------------|-------------|-------------|-------------|
| January      | 0           | 1           | 1           | 1           |
| February     |             | 3           | 0           | 0           |
| March        |             | 0           | 0           | 0           |
| April        |             | 2           | 0           | 0           |
| May          |             | 1           | 0           | 0           |
| June         |             | 0           | 2           | 0           |
| <b>Total</b> | <b>0</b>    | <b>8</b>    | <b>3</b>    | <b>1</b>    |

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<br>2021 | FYE<br>2020 | FYE<br>2019 | FYE<br>2018 |
|-----------|-------------|-------------|-------------|-------------|
| July      | 1           | 1           | 3           | 0           |
| August    | 1           | 0           | 0           | 0           |
| September | 1           | 0           | 0           | 0           |
| October   | 1           | 1           | 1           | 0           |
| November  | 3           | 1           | 0           | 1           |
| December  | 0           | 0           | 0           | 0           |

|              | FYE<br>2021 | FYE<br>2020 | FYE<br>2019 | FYE<br>2018 |
|--------------|-------------|-------------|-------------|-------------|
| January      | 0           | 1           | 0           | 2           |
| February     |             | 0           | 0           | 1           |
| March        |             | 0           | 0           | 0           |
| April        |             | 0           | 1           | 0           |
| May          |             | 0           | 1           | 0           |
| June         |             | 0           | 0           | 1           |
| <b>Total</b> | <b>7</b>    | <b>4</b>    | <b>6</b>    | <b>5</b>    |

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

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

|           | FYE<br>2021 | FYE<br>2020 | FYE<br>2019 | FYE<br>2018 |
|-----------|-------------|-------------|-------------|-------------|
| July      | 1           | 1           | 0           | 0           |
| August    | 1           | 1           | 1           | 3           |
| September | 0           | 2           | 2           | 1           |
| October   | 0           | 3           | 0           | 2           |
| November  | 1           | 2           | 1           | 2           |
| December  | 2           | 1           | 0           | 1           |

|                   | FYE<br>2021  | FYE<br>2020   | FYE<br>2019   | FYE<br>2018   |
|-------------------|--------------|---------------|---------------|---------------|
| January           | 2            | 2             | 1             | 0             |
| February          |              | 1             | 0             | 1             |
| March             |              | 1             | 0             | 1             |
| April             |              | 0             | 0             | 1             |
| May               |              | 2             | 5             | 1             |
| June              |              | 2             | 1             | 1             |
| <b>Total</b>      | <b>7</b>     | <b>18</b>     | <b>11</b>     | <b>14</b>     |
| <b>Percentage</b> | <b>6.80%</b> | <b>17.48%</b> | <b>10.68%</b> | <b>14.43%</b> |

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

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

**Human Resources Department  
January 2021**

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

|           | <b>FYE<br/>2021</b> | <b>FYE<br/>2020</b> | <b>FYE<br/>2019</b> | <b>FYE<br/>2018</b> |
|-----------|---------------------|---------------------|---------------------|---------------------|
| July      | 1 (T)               | 0                   | 0                   | 0                   |
| August    | 0                   | 2 (S)               | 0                   | 1 (T)               |
| September | 0                   | 0                   | 1 (T)               | 0                   |
| October   | 0                   | 0                   | 0                   | 1 (T)               |
| November  | 0                   | 1 (S)               | 0                   | 2 (T)               |
| December  | 1 (T)               | 0                   | 0                   | 0                   |

|              | <b>FYE<br/>2021</b> | <b>FYE<br/>2020</b> | <b>FYE<br/>2019</b> | <b>FYE<br/>2018</b> |
|--------------|---------------------|---------------------|---------------------|---------------------|
| January      | 1 (T)               | 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)<br>1 (S)      |
| <b>Total</b> | <b>3</b>            | <b>4</b>            | <b>7</b>            | <b>7</b>            |

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



**Police Department  
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**Meetings/Civic Organizations**

➤ **Chief Brady attended the following meetings in January:** Department Head Staff Meeting (Jan. 4), Planning Commission (Jan. 11), Robertson County Chief's Meeting (Jan. 12), Board of Zoning & Appeals (Jan. 19), Command Staff Meeting (Jan. 21), Board of Mayor and Alderman (Jan. 21) and Department Head Budget Retreat (Jan. 28).

➤ **Police Department Administration Performance Measurements**

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

Susan Johnson, Accreditation Manager, is finishing up gathering proofs for the Assessor's Power DMS formal file review on/after March 1, 2021. This will be followed up with an onsite audit. After the file review and onsite audit, we will receive our 3<sup>rd</sup> Accreditation Award for 2020 in April 2021.

1. Our department training goal is that each police employee receives 40 hours of in-service training each year. The White House Police Department has 27 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,080 hours of training per calendar year.

| Month        | Admin Training Hours | Patrol Training Hours | Support Services Training Hours | Total Training Hours |
|--------------|----------------------|-----------------------|---------------------------------|----------------------|
| January      | 0                    | 171                   | 0                               | 171                  |
| <b>Total</b> | <b>0</b>             | <b>171</b>            | <b>0</b>                        | <b>171</b>           |

**Patrol Division Performance Measurements**

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 474 shifts during the Fiscal Year 2020-21. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.***

| Number of Officers on Shift  | January 2021 | FY 2020-21 |
|------------------------------|--------------|------------|
| Three (3) Officers per Shift | 25           | 259        |
| Four (4) Officers per Shift  | 37           | 171        |

2. ***Acquire and place into service two Police Patrol Vehicles.*** We have received seven new vehicles from the 2019 and 2020 Budget years. One Administration vehicle is currently in the fleet, but is still needing equipment installed. We have three patrol vehicles at Truckers Lighthouse waiting for equipment to be installed. We have one vehicle at Sun Cool waiting to be striped. We have one patrol vehicle waiting to go to Truckers Lighthouse to get equipment installed. We have one complete and added to the Fleet.
3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2020-2021.*** Fall Compliance checks were cancelled due to Covid 19.
4. ***Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1,000 population during the calendar year of 2021.***

| Group A Offenses                     | January 2021 | Per 1,000 Pop. | Total 2021 | Per 1,000 Pop. |
|--------------------------------------|--------------|----------------|------------|----------------|
| <b><i>Serious Crime Reported</i></b> |              |                |            |                |
| Crimes Against Persons               | 11           | <1             | 11         | <1             |
| Crimes Against Property              | 15           | 1              | 15         | 1              |
| Crimes Against Society               | 52           | 4              | 52         | 4              |
|                                      |              |                |            |                |
| <b>Total</b>                         | <b>78</b>    | <b>6</b>       | <b>78</b>  | <b>6</b>       |
| <b>Arrests</b>                       | <b>78</b>    |                | <b>78</b>  |                |

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

**Police Department  
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5. *Maintain a traffic collision rate at or below the three-year average of 426 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2021.*

|                                 | January 2021 | TOTAL 2021 |
|---------------------------------|--------------|------------|
| <b>Traffic Crashes Reported</b> | 46           | 46         |
| <b>Enforce Traffic Laws:</b>    |              |            |
| <b>Written Citations</b>        | 105          | 105        |
| <b>Written Warnings</b>         | 59           | 59         |
| <b>Verbal Warnings</b>          | 548          | 548        |

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

| <b>COLLISION RATIO</b> |            |            |               |              |
|------------------------|------------|------------|---------------|--------------|
| <u>2021</u>            | COLLISIONS | INJURIES   | MONTHLY RATIO | YEAR TO DATE |
| <b>January</b>         | 46         | 3<br>YTD 3 | 7%            | 7%<br>YTD 46 |

**Traffic School:** Nothing to report at this time.

**Staffing:**

- Officer Larry Meadors is currently at the Tennessee Law Enforcement Academy. He will graduate in March.
- Officer Seth Goodcourage is in FTO and he will be attending Tennessee Law Enforcement in later March.
- Detective Danny Ward's last day was January 15<sup>th</sup>.
- We had three officers apply for the Detective position. Interviews were January 13<sup>th</sup>. Ofc. Keith Anglin was offered and accepted the position.
- We are currently taking applications for two Police Officer positions.

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

**Sumner County Emergency Response Team:**

- ERT had training on January 15<sup>th</sup>.

**Police Department  
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**Support Services Performance Measurements**

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2021.*

| <b>2021 CLEARANCE RATE</b> |                         |                     |
|----------------------------|-------------------------|---------------------|
| <b>Month</b>               | <b>Group A Offenses</b> | <b>Year to Date</b> |
| <i>January</i>             | 85%                     | 85%                 |

**Communications Section**

|                   | <b>January</b> | <b>Total 2021</b> |
|-------------------|----------------|-------------------|
| Calls for Service | 1,257          | 1,257             |
| Alarm Calls       | 38             | 38                |

**Request for Reports**

|                      | <b>January</b> | <b>FY<br/>2020-21</b> |
|----------------------|----------------|-----------------------|
| Requests for Reports | 28             | 126                   |
| Amount taken in      | \$23.20        | \$91.00               |
| Tow Bills            | \$350.00       | \$525.00              |
| Emailed at no charge | 31             | 171                   |
| Storage Fees         | \$0.00         | \$0.00                |

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

- THSO meeting was held at the White House Police Department on January 5, 2021.
- THSO meeting was held at Metro Police Department on January 19, 2021.

***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 for Spring due to COVID-19.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Safety Day is in conjunction with Discover White House. At the present time, a date has not been set.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***  
Citizen's Police Academy has been cancelled in 2021 due to COVID-19.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
  - Sgt. Enck instructed Baton and Handcuffing for Gallatin Police Department on January 13, 2021.

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

Nothing at this time.

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**Upcoming Events:**

Nothing at this time.

| <i>2021 Participation in Joint Community Events</i> |                |                     |
|-----------------------------------------------------|----------------|---------------------|
|                                                     | <u>January</u> | <u>Year to Date</u> |
| <b>Community Activities</b>                         | 1              | 1                   |

**Fire Department  
January 2021**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 122 requests for service during the month with 94 responses being medical emergencies. The Department responded to 4 vehicle accidents; 3 accidents reported patients being treated for injuries and 1 accident reported no injuries. Of the 122 responses in month of January there were 12 calls that overlapped another call for service that is 9.84% of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in January from dispatch to on scene time averaged was, five minutes and forty seconds (5:40). The average time a fire unit spent on the scene of an emergency call was thirteen minutes and thirty-one seconds (13:31).

**Department Event**

- January – Operations staff began annual in-service training 10 hours each
- January 14<sup>th</sup> – Birthday drive by
- January 31<sup>st</sup> – Birthday drive by

**Fire Administration**

- January – Numerous Conference and Zoom calls with Robertson and Sumner Concerning COVID-19 cases and vaccine distribution
- January 13<sup>th</sup> – ISO department review
- January 28<sup>th</sup> – Annual Budget Retreat

\*3 of 4 administrative staff out with COVID-19 for 2-3 weeks. All admin staff are back and fully recovered.

**Emergency Calls Breakdown**

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

**Incident Responses FY to Date**

|                                |     |
|--------------------------------|-----|
| Fires                          | 18  |
| Rescue & Emergency Services    | 649 |
| Hazardous Conditions (No Fire) | 29  |
| Service Calls                  | 51  |
| Good Intent Call               | 58  |
| False Alarms & False Call      | 82  |
| Calls for The Month            | 122 |
| Total Responses FY to Date     | 889 |

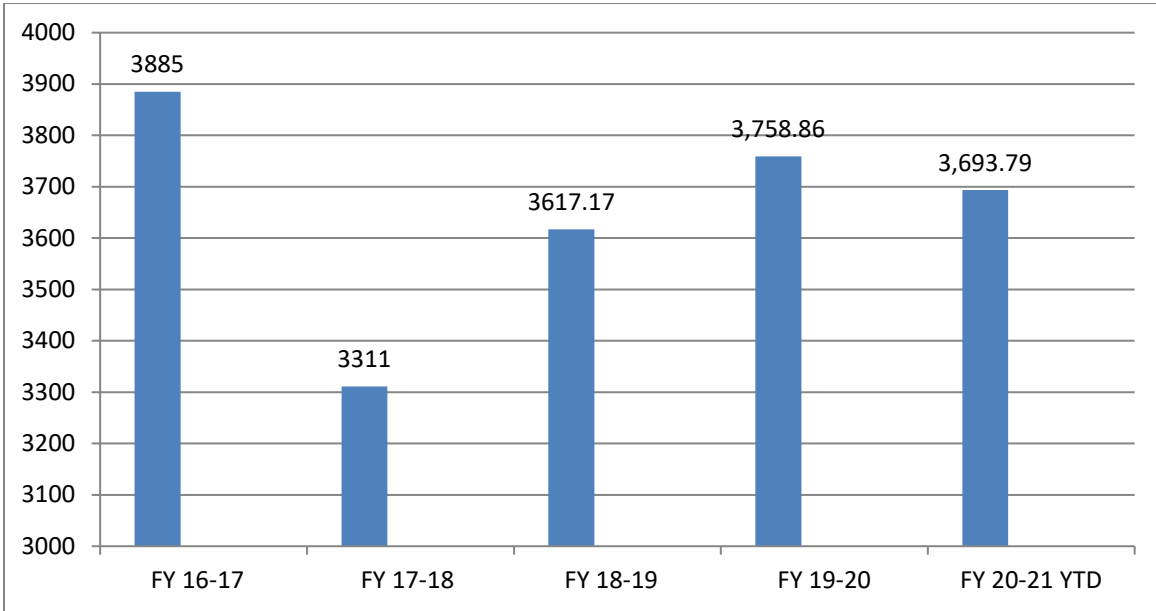
**Fire Department  
January 2021**

**Response by Station**

|                                      | <b>Month</b> | <b>FY to Date</b> | <b>%</b>      |
|--------------------------------------|--------------|-------------------|---------------|
| <b>Station #1 (City park)</b>        | <b>75</b>    | <b>605</b>        | <b>68.51%</b> |
| <b>Station #2 (Business Park Dr)</b> | <b>45</b>    | <b>278</b>        | <b>31.48%</b> |

**Fire Fighter Training**

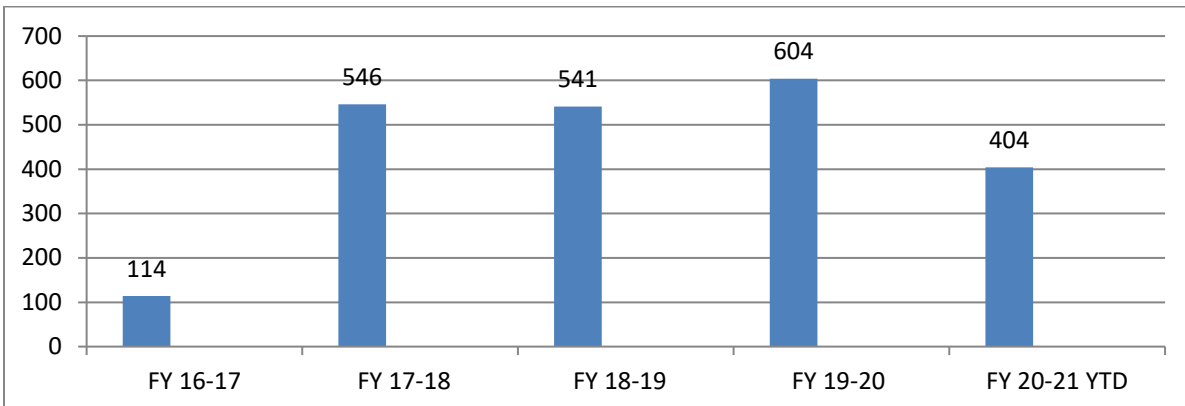
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



|                                   | <b>Month</b> | <b>YTD</b>     |
|-----------------------------------|--------------|----------------|
| <b>Firefighter Training Hours</b> | 577.45       | <b>3693.79</b> |

**Fire Inspection**

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

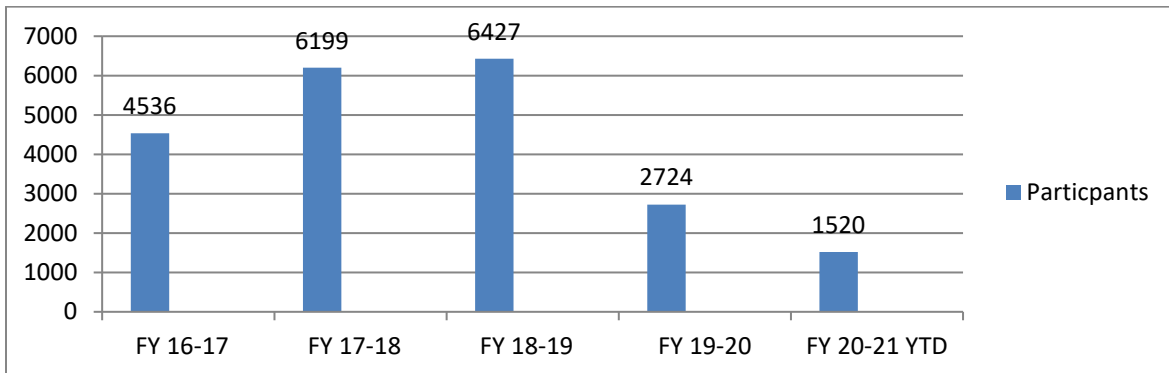


**Fire Department  
January 2021**

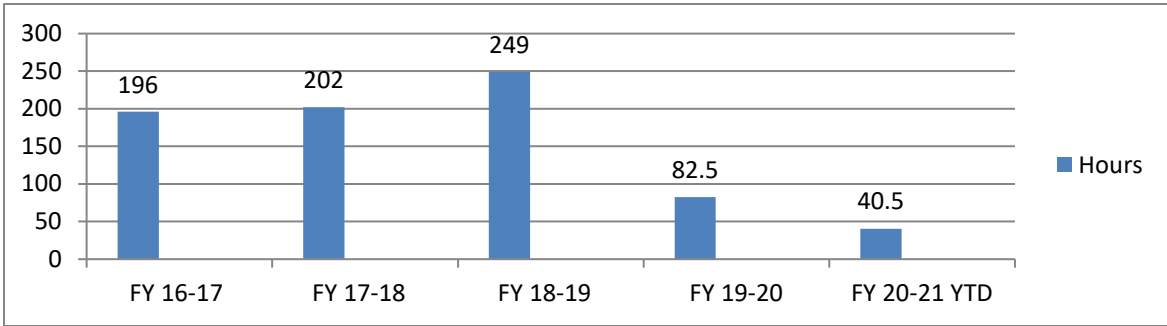
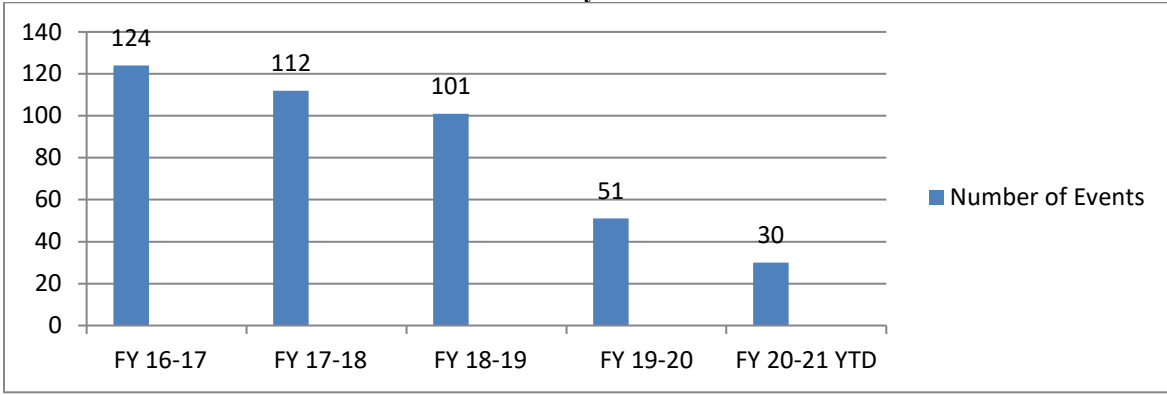
|                                 | <b>Month</b> | <b>YTD</b> |
|---------------------------------|--------------|------------|
| <b>January Fire Inspection</b>  | <b>26</b>    | <b>404</b> |
| <b>Reinspection</b>             | <b>14</b>    | <b>81</b>  |
| <b>Code Violation Complaint</b> | <b>0</b>     | <b>1</b>   |
| <b>Violations Cleared</b>       | <b>14</b>    | <b>96</b>  |
| <b>Annual Inspection</b>        | <b>0</b>     | <b>88</b>  |
| <b>Commercial Burn Pile</b>     | <b>2</b>     | <b>10</b>  |
| <b>Knox Box</b>                 | <b>0</b>     | <b>9</b>   |
| <b>Fire Alarms</b>              | <b>0</b>     | <b>6</b>   |
| <b>Measure Fire Hydrant</b>     | <b>0</b>     | <b>2</b>   |
| <b>Plans Review</b>             | <b>5</b>     | <b>18</b>  |
| <b>Pre-C/O</b>                  | <b>0</b>     | <b>1</b>   |
| <b>Pre-incident Survey</b>      | <b>0</b>     | <b>147</b> |
| <b>Sprinkler Final</b>          | <b>0</b>     | <b>0</b>   |
| <b>Final/Occupancy</b>          | <b>0</b>     | <b>11</b>  |

**Public Fire Education**

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



**Fire Department  
January 2021**



|                         | Month     | YTD         |
|-------------------------|-----------|-------------|
| <b>Participants</b>     | <b>15</b> | <b>1520</b> |
| <b>Number of Events</b> | <b>2</b>  | <b>30</b>   |
| <b>Education Hrs.</b>   | <b>2</b>  | <b>40.5</b> |

*\*\*Most public education programs have been suspended due to COVID-19*

**Social Media Statistics**

|                   |               |
|-------------------|---------------|
| <b>Page Views</b> | <b>1086</b>   |
| <b>Page Likes</b> | <b>271</b>    |
| <b>Post Reach</b> | <b>11,462</b> |



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

Public Works/Streets & Roads Division

| Total Hours Worked            | FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 | 20-Dec | 21-Jan | YTD 20/21 |
|-------------------------------|----------|----------|----------|----------|----------|--------|--------|-----------|
| Street                        | 8,134    | 9,364    | 8,741    | 10,229   | 9191.25  | 887    | 761    | 5,644     |
| Facility Maintenance          | 3494     | 2187     | 1,227    | 1,137    | 887.25   | 163    | 131    | 558       |
| Fleet Maintenance             | 1034     | 514      | 282      | 380      | 422.5    | 43     | 78     | 315       |
| Meeting/Training              | 502      | 510      | 517      | 400      | 457      | 15     | 37     | 146       |
| Leave                         | 1,253    | 576      | 613      | 810      | 823      | 115    | 16     | 605.4     |
| Holiday                       | 795      | 470      | 385      | 555      | 545      | 140    | 50     | 410       |
| Overtime                      | 508.5    | 488      | 414      | 311      | 152.75   | 10     | 33     | 195       |
| Administrative                | 385      | 698      | 803      | 867      | 1153.25  | 203    | 130    | 1,009     |
| Drainage Work (feet)          | 0        | 906      | 2749     | 10       | 0        | 0      | 0      | 546       |
| Drainage Man Hours            | 0        | 1470     | 1045     | 170      | 14       | 0      | 0      | 587.28    |
| Debris Removed Load           | 0        | 100      | 35       | 44       | 0        | 0      | 0      | 0         |
| Sweeping Man Hours            | 0        | 18       | 13       | 0        | 0        | 0      | 0      | 0         |
| Mowing Hours                  | 0        | 22       | 175      | 219      | 221      | 0      | 0      | 259.5     |
| Curb Repair                   | 0        | 0        | 0        | 15       | 0        | 0      | 0      | 0         |
| Shoulder LF                   | 0        | 4485     | 630      | 5        | 640      |        | 0      | 0         |
| Shoulder Hours                | 0        | 155      | 160      | 49       | 176      | 0      | 0      | 0         |
| # of Potholes                 | 0        | 250      | 473      | 346      | 385      | 28     | 20     | 83        |
| Pothole Hours                 | 0        | 759      | 734      | 1,181    | 831.5    | 30     | 12     | 238.25    |
| R-O-W Hours                   | 0        | 2835     | 2416     | 4,027    | 3044.5   | 195    | 187    | 1,367     |
| Sign/Repaired                 | 0        | 120      | 91       | 84       | 63       | 20     | 2      | 35        |
| Sign Work Hours               | 0        | 289      | 179      | 234      | 109      | 11     | 14     | 55        |
| Salt Hours                    | 0        | 10       | 143      | 24       | 76.5     | 0      | 3      | 3         |
| Salt Tons                     | 0        | 12       | 20       | 23       | 18       | 0      | 1      | 0.5       |
| Decorative Street Light Hours | 0        | 57       | 46       | 125      | 133.5    | 7      | 83     | 108       |
| Traffic Light Hours           | 0        | 0        | 65       | 20       | 158      | 0      | 0      | 44        |

Sanitation Division

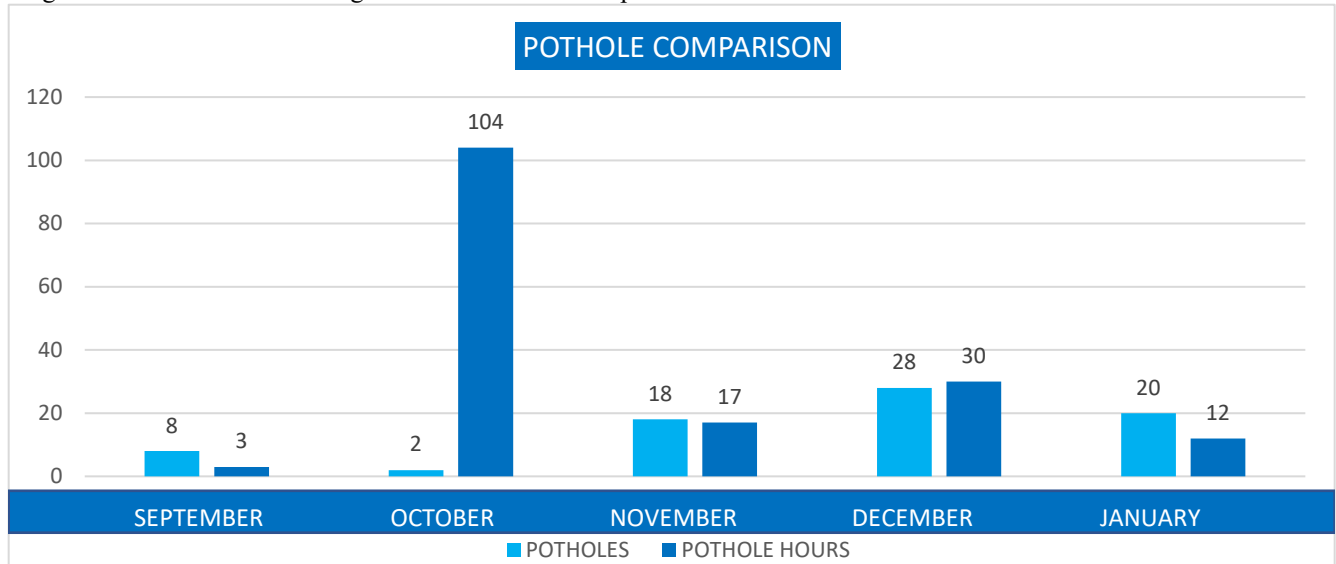
| Sanitation Division  | FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 | 20-Dec | 21-Jan | YTD 20/21 |
|----------------------|----------|----------|----------|----------|----------|--------|--------|-----------|
| Total Hours Worked   | 2,685    | 3,634    | 4,406    | 4,024    | 4200.5   | 379    | 32     | 2,099     |
| Facility Maintenance | 3494     | 723      | 446      | 574      | 394.5    | 71     | 60     | 234       |
| Fleet Maintenance    | 1034     | 488      | 445      | 331      | 294.5    | 35     | 13     | 152       |
| Meeting/Training     | 502      | 265      | 130      | 135      | 127.5    | 1      | 2      | 35        |
| Leave                | 1,253    | 428      | 700      | 476      | 336      | 20     | 20     | 320       |
| Holiday              | 795      | 270      | 230      | 230      | 230      | 70     | 20     | 190       |
| Overtime             | 508.5    | 119      | 4        | 12       | 39.5     | 7      | 0      | 8         |
| Administrative       | 385      | 167      | 1        | 0        | 72.5     | 0      | 0      | 27        |
| Sweeping Man Hours   | 0        | 1        | 0        | 0        | 0        | 0      | 0      | 0         |
| R-O-W Hours          | 0        | 166      | 30       | 97       | 170      | 37     | 41     | 182       |
| 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-Dec | 21-Jan | YTD 20/21 |
|------------------------|----------|----------|----------|----------|----------|--------|--------|-----------|
| Brush Collection Stops | 5,944    | 6,080    | 5,605    | 5,620    | 5161     | 372    | 420    | 3,540     |
| Brush Truck Loads      | 459      | 551      | 522      | 578      | 584      | 45     | 46     | 335       |
| Leaves Pickup Bags     | 3741     | 3,542    | 3,422    | 3,535    | 2934     | 944    | 334    | 3,275     |
| Brush/Leaves Hours     | 1366     | 1,492    | 1,239    | 1,300    | 1225.5   | 105    | 105    | 771       |
| Litter Pickup Bags     | 334      | 507      | 546      | 511      | 456      | 8      | 27     | 227       |
| Litter Pickup Hours    | 1147     | 1132     | 985      | 957      | 892      | 16     | 37     | 416       |

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

**Pothole Comparison**

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



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

**Pothole Complaint Response Time**

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

NOTE: 35 tons of asphalt were used in the month of January to make repairs to roads such as Union Road and Louise Drive.

| <b>STREET ADDRESS OF COMPLAINT</b>                    | <b>DATE COMPLAINT LOGGED</b>                                             | <b>DATE COMPLAINT RESOLVED</b>        | <b>ELAPSED TIME BEFORE REPAIR MADE</b> |
|-------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------|----------------------------------------|
| 7709 and 7728 Boyles Road                             | Thursday August 20, 2020<br>7:05AM                                       | Monday August 24, 2020<br>2:30 PM     | 31 hours 25 minutes                    |
| 101 Larkspur Court                                    | Tuesday September 7, 2020<br>2:00PM                                      | Wednesday September 8,<br>2020 8:30AM | 17 hours 30 minutes                    |
| Near Bill Moss and Calista Road Intersection          | Monday October 5, 2020<br>7:00 AM (internally logged by Isaiah Manfredi) | Wednesday October 13,<br>2020 4:30 PM | 8 days and 10.5 hour                   |
| Citywide pothole response and repair.                 | Monday November 9, 2020<br>8:00AM (internally reported by Bobby Tidwell) | Monday November 9, 2020<br>12:30 PM   | 3 hours and 30 minutes                 |
| Springbrook Blvd. Intersection of Springbrook and SPC | Tuesday December 29,<br>2020 11:15AM (reported by local resident)        | Tuesday December 29,<br>2020 2:30 PM  | 3 hours and 15 minutes                 |
| Sugar Tree Court                                      | Wednesday January 20,<br>2021 9:00AM (reported by crew members)          | Thursday January 21, 2021<br>8:00 AM  | 23 hours                               |
| Larkspur Court                                        | Wednesday January 20, 2021<br>9:00AM (reported by crew members)          | Thursday January 21, 2021<br>8:00AM   | 23 hours                               |

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

**January 2021 Monthly Work Log**

Monday 01-04-2021

- Removed Christmas decorations from signal poles and City Hall / Decorative Street Light Repairs (Madeline Way)

Tuesday 01-05-2021

- Decorative Street Light Repairs (Madeline Way, Foster, Ashfield Court)

Wednesday 01-06-2021

- Facility and Fleet Maintenance

Thursday 01-07-2021

- Union Road, road maintenance (installed base stone) / loaded salt and plow equipment in preparation for snow event.

Saturday 01-09-2021

- Unloaded salt boxes (not a snow event that required their use) prepared traffic control measures and road maintenance equipment to assist Wastewater crew with valve replacement on Sage Road on 01-11-2021

Monday 01-11-2021

- Assisted Wastewater Crew with traffic control and road repair on Sage Road and Cardinal Drive

Tuesday 01-12-2021

- Repaired Sage Road after open-cut for Wastewater valve replacement.

Wednesday 01-13-2021

- Repaired Sage Road after open-cut for Wastewater valve replacement.

Thursday 01-14-2021

- Union Road, road repairs 20 tons of asphalt

Saturday 01-16-2021

- Applied salt to icy area on Hobbs Drive due to WHPD request.

Monday 01-18-2021

- Holiday

Tuesday 01-19-2021

- Provided traffic control for Stansell Electric as they installed new guy wire and anchor / finished Welcome to White House sign enclosure.

Wednesday 01-20-2021

- Installed signs at WWTP to more easily direct citizens to entry/exit points / built concrete forms for Library signs / seed and straw at Welcome to White House sign at South entrance of CoWH.

Thursday 01-21-2021

- Finished building forms for Library sign bases / temporary repairs on Louise Drive and repaired 5 potholes on Sugar Tree Court and Larkspur Drive / replaced Stop Sign at Sage and Cardinal after vehicle damage.

Monday 01-25-2021

- Performed oil changes on vehicles / re-installed side-mount mowing deck to tractor / Cross Traffic Does Not Stop Signs at Calista and Wilkinson Road (Fields of Oakwood) (citizen reported safety concern at this intersection)

Tuesday 01-26-2021

- Retrofit 10 Decorative Street Lights (Villages of Indian Ridge) performed minor maintenance on 3 other Decorative Street Lights on Heritage Trace and Grayson Lane

Wednesday 01-27-2021

- Finished building forms for Library sign bases / installed asphalt at Louise Drive / Salt and Snow Preparation

Thursday 01-28-2021

- Began install of forms for Library sign bases.

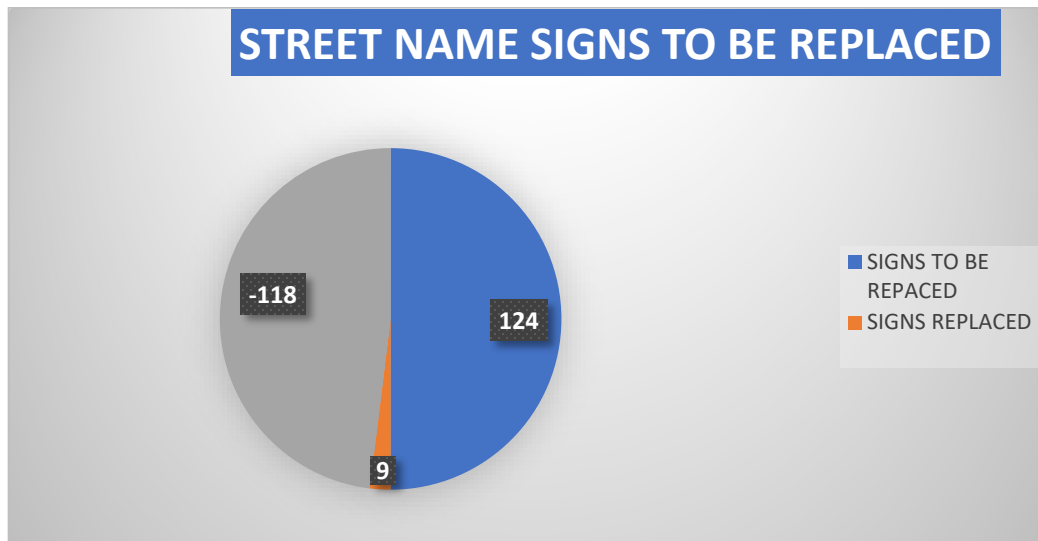
**Public Services Department – Public Works Division  
January 2021**

| <b>Subdivision Decorative Light LED Retrofit Project</b> |                    |                                 |                                       |
|----------------------------------------------------------|--------------------|---------------------------------|---------------------------------------|
| <b>UPDATED January 26,2021</b>                           | <b>TOTAL LAMPS</b> | <b>TOTAL RETROFIT COMPLETED</b> | <b>TOTAL RETROFIT TO BE COMPLETED</b> |
| <b>High Mast Lights – I-65 Ramps</b>                     | <b>6</b>           | <b>6</b>                        | <b>0</b>                              |
| <b>Briarwood Subdivision</b>                             | <b>5</b>           | <b>1</b>                        | <b>1</b>                              |
| <b>Bridle Creek Subdivision</b>                          | <b>7</b>           | <b>3</b>                        | <b>4</b>                              |
| <b>Business Park Drive</b>                               | <b>7</b>           | <b>7</b>                        | <b>0</b>                              |
| <b>Hampton Village Subdivision</b>                       | <b>24</b>          | <b>17</b>                       | <b>7</b>                              |
| <b>Heritage Trace Subdivision</b>                        | <b>5</b>           | <b>5</b>                        | <b>0</b>                              |
| <b>Holly Tree Subdivision</b>                            | <b>44</b>          | <b>44</b>                       | <b>0</b>                              |
| <b>Madeline Way</b>                                      | <b>7</b>           | <b>7</b>                        | <b>0</b>                              |
| <b>Magnolia Village Subdivision</b>                      | <b>27</b>          | <b>16</b>                       | <b>9</b>                              |
| <b>Sumner Crossing Subdivision</b>                       | <b>21</b>          | <b>12</b>                       | <b>9</b>                              |
| <b>Villages of Indian Ridge</b>                          | <b>10</b>          | <b>10</b>                       | <b>0</b>                              |
| <b>Spring Brook Blvd</b>                                 | <b>2</b>           | <b>2</b>                        | <b>0</b>                              |
| <b>Baylee Ct</b>                                         | <b>2</b>           | <b>2</b>                        | <b>0</b>                              |
| <b>Totals:</b>                                           | <b>167</b>         | <b>137</b>                      | <b>30</b>                             |

NOTE: All Decorative Street Lights in Villages of Indian Ridge have been retrofit with new LED bulbs in the month of January.

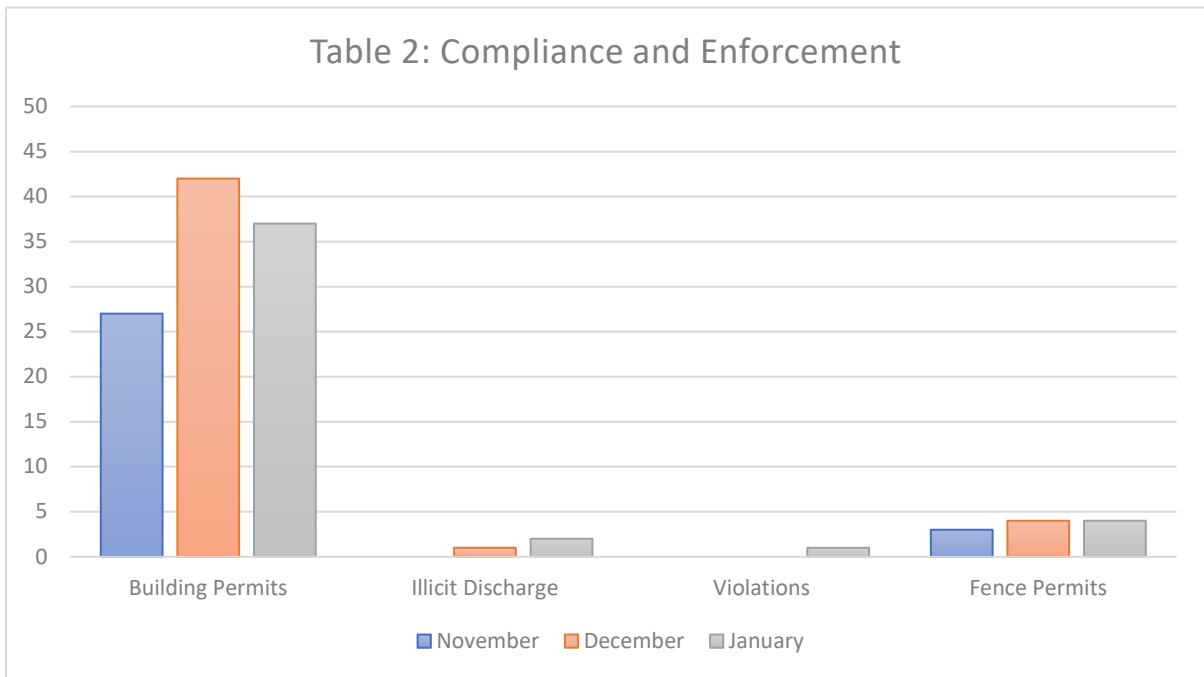
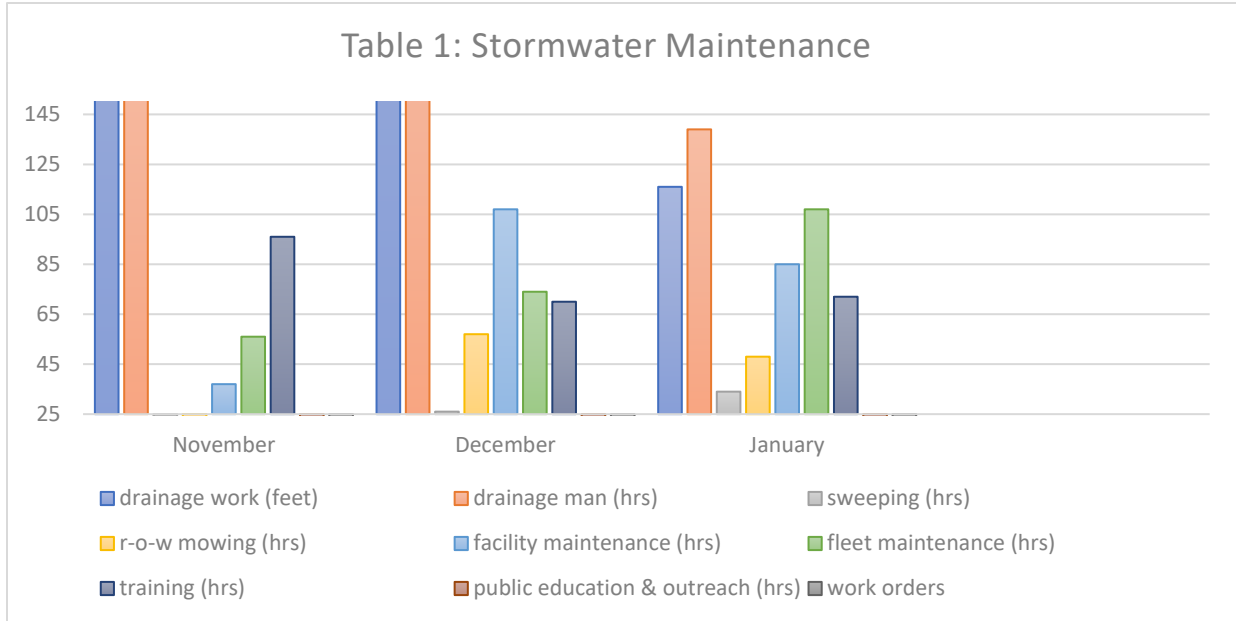
**Street Name Sign MUTCD Compliance List**

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



NOTE: Signs replaced in the month of January were limited due to other projects. However, 3 more signs were replaced in January.

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






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

**Stormwater Project List**

Our objective is to establish and maintain a proactive approach to minimize any potential for localized flooding within City limits. This includes but is not limited to ditch maintenance. In addition, a large part of this objective is to respond to citizen complaints in a timely manner.

Below are the departments top priorities and work summaries:

| <i>Address</i>                     | <i>Scope of Work</i>                                                                                | <i>Status</i>                                | <i>Notes</i>                                                                         |
|------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------|
| <b>538 North Palmers Chapel Rd</b> | Work Order: 113020006<br>Opened channel from obstructed driveway culvert due to aggressive erosion. | Work Order: 122120001<br><br><b>Complete</b> |    |
| <b>Sage Rd &amp; Union Rd</b>      | Provided traffic control assistance for road repair to PW and force main break to WW.               | W/O # 011421006<br><br><b>Complete</b>       |   |
| <b>400 Highland Dr.</b>            | Replaced damaged drainage grate                                                                     | WO#- 011321006<br><br><b>Complete</b>        |  |

Public Services Department – Stormwater Division  
January 2021

**312 Walnut Ct**

Removed access debris from roadway and redressed with seed and straw

WO# - 010421001

**Complete**



**Rainfall**

Most recent rain event occurred on Monday, January 25<sup>th</sup>. The City received approximately **1.67** inches of rain.

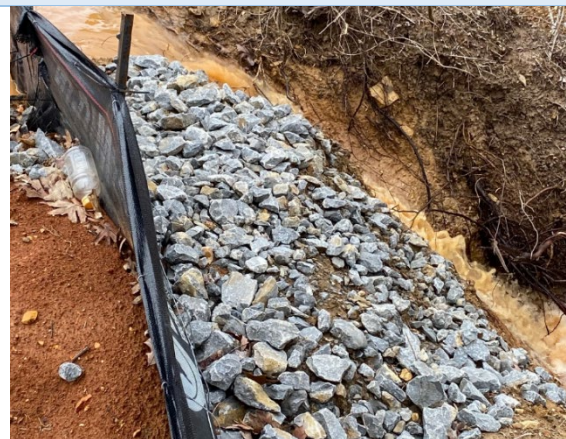
No flooding observed or complaints filed. Hots spots secured.



**749 Wilkinson Lane**

Fields of Oakwood developer, Mike Stanton, issued **\$2000** penalty for illicit discharge into unnamed tributary of endangered salamanders.

City of White House partnered with TDEC and TWRA to assist with compliance.



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

SWEEPER TRUCK

Monthly Time Log

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

| Date           | Time | Mileage | Tons | Streets                                          |
|----------------|------|---------|------|--------------------------------------------------|
| 01/13/21       | 4    | 30      | 4.5  | 31W North and South                              |
| 01/26/21       | 9    | 22      | 4.5  | 31W, Indian Ridge Sub.                           |
| 01/27/21       | 7    | 14      | 4.5  | Orchard Park                                     |
| <b>Totals:</b> | 20   | 66      | 13.5 | <i>(detailed listing of all streets on file)</i> |

Stormwater Division

| Total Hours Worked   | FY 15/16 | FY 19/20 | 30-Nov | 31-Dec | 31-Jan | YTD 20/21 |
|----------------------|----------|----------|--------|--------|--------|-----------|
| Stormwater           | 5,744    | 7,204    | 819    | 982    | 832    | 6,678     |
| Work Orders          | 0        | 69       | 13     | 11     | 4      | 83        |
| Overtime             | 508.5    | 262      | 0      | 26     | 6      | 114       |
| Facility Maintenance | 3,494    | 638      | 37     | 107    | 85     | 352       |
| Fleet Maintenance    | 1,034    | 314      | 56     | 74     | 107    | 379       |
| Administrative       | 385      | 1,138    | 96     | 116    | 145    | 999       |
| Drainage Work (feet) | 0        | 3,988    | 413    | 545    | 116    | 2,066     |
| Drainage Man Hours   | 0        | 1,371    | 192    | 228    | 139    | 1,839     |
| Debris Removed Load  | 0        | 188      | 10     | 6      | 6      | 158       |
| Sweeping Man Hours   | 0        | 309      | 24     | 26     | 34     | 186       |
| Mowing Hours         | 0        | 102      | 0      | 0      | 0      | 3         |
| R-O-W Hours          | 0        | 1,506    | 1      | 57     | 48     | 156       |
| Shoulder/Curb Hrs    | 0        | 0        | 0      | 0      | 0      | 40        |



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

| <b>Catch Basin:<br/>Object ID# (VueWorks)</b> | <b>Neighborhood</b> | <b>Location:</b>         | <b>Date Cleaned:</b> |
|-----------------------------------------------|---------------------|--------------------------|----------------------|
| 9                                             | Northwoods          | Belle Rive Dr.           | 1/13/2021            |
| 10                                            | Northwoods          | Indian Point Dr.         | 1/13/2021            |
| 11                                            | Northwoods          | Indian Point Dr.         | 1/13/2021            |
| 12                                            | Northwoods          | Highland Dr.             | 1/13/2021            |
| 14                                            | Northwoods          | Highland Dr.             | 1/13/2021            |
| 15                                            | Northwoods          | Highland Dr.             | 1/13/2021            |
| 18                                            | Northwoods          | Highland /Northwoods Dr. | 1/20/2021            |
| 19                                            | Northwoods          | Highland /Northwoods Dr. | 1/20/2021            |
| 21                                            | Northwoods          | Highland /Northwoods Dr. | 1/20/2021            |
| 69                                            | Northwoods          | Sycamore Dr.             | 1/20/2021            |
| 70                                            | Northwoods          | Sycamore Dr.             | 1/20/2021            |
| 68                                            | Northwoods          | Sycamore Dr.             | 1/20/2021            |
| 67                                            | Northwoods          | Sycamore Dr.             | 1/20/2021            |
| 66                                            | Northwoods          | Sycamore Dr.             | 1/20/2021            |
| 64                                            | Northwoods          | Sycamore Dr.             | 1/20/2021            |
| 61                                            | Northwoods          | Sycamore Dr.             | 1/20/2021            |
| 62                                            | Northwoods          | Sycamore Dr.             | 1/20/2021            |
| 43                                            | Northwoods          | Hunterwood Dr.           | 1/20/2021            |
| 50                                            | Northwoods          | Hunterwood Dr.           | 1/20/2021            |
| 51                                            | Northwoods          | Hunterwood Dr.           | 1/20/2021            |



**Before**



**After**

## SWEEPER TRUCK Monthly Time Log

For Month of: January, 2021

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

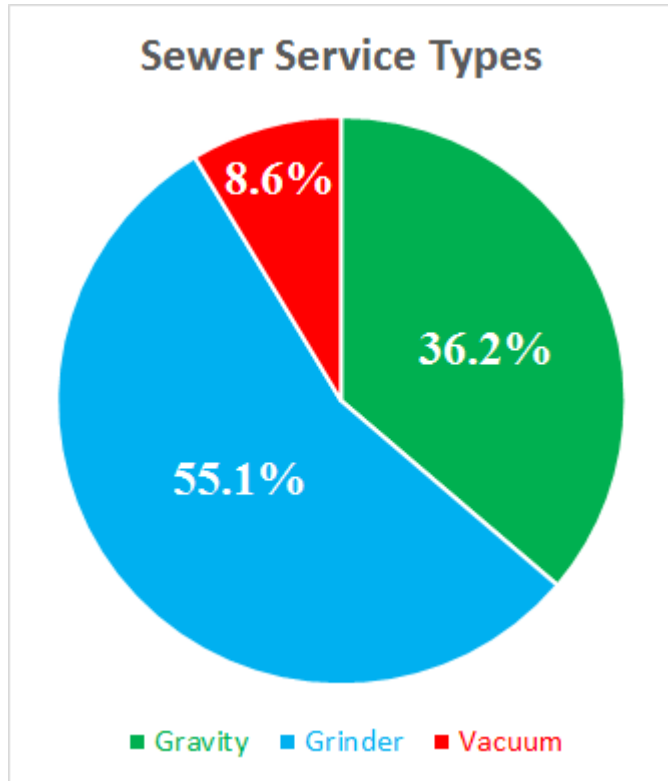
| Date           | Time | Mileage | Tons | Streets                                          |
|----------------|------|---------|------|--------------------------------------------------|
| 01/01/21       |      |         |      |                                                  |
| 01/02/21       |      |         |      |                                                  |
| 01/03/21       |      |         |      |                                                  |
| 01/04/21       |      |         |      |                                                  |
| 01/05/21       |      |         |      |                                                  |
| 01/06/21       |      |         |      |                                                  |
| 01/07/21       |      |         |      |                                                  |
| 01/08/21       |      |         |      |                                                  |
| 01/09/21       |      |         |      |                                                  |
| 01/10/21       |      |         |      |                                                  |
| 01/11/21       |      |         |      |                                                  |
| 01/12/21       |      |         |      |                                                  |
| 01/13/21       | 4    | 30      | 4.5  | 31W North and South                              |
| 01/14/21       |      |         |      |                                                  |
| 01/15/21       |      |         |      |                                                  |
| 01/16/21       |      |         |      |                                                  |
| 01/17/21       |      |         |      |                                                  |
| 01/18/21       |      |         |      |                                                  |
| 01/19/21       |      |         |      |                                                  |
| 01/20/21       |      |         |      |                                                  |
| 01/21/21       |      |         |      |                                                  |
| 01/22/21       |      |         |      |                                                  |
| 01/23/21       |      |         |      |                                                  |
| 01/24/21       |      |         |      |                                                  |
| 01/25/21       |      |         |      |                                                  |
| 01/26/21       | 9    | 22      | 4.5  | 31W, Indian Ridge Sub.                           |
| 01/27/21       | 7    | 14      | 4.5  | Orchard Park                                     |
| 01/28/21       |      |         |      |                                                  |
| 01/29/21       |      |         |      |                                                  |
| 01/30/21       |      |         |      |                                                  |
| 01/31/21       |      |         |      |                                                  |
| <b>Totals:</b> | 20   | 66      | 13.5 | <i>(detailed listing of all streets on file)</i> |

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

**Collections System Activities:**

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, and vacuum services. As of January 31<sup>st</sup>, 2021, City personnel count a total of **5,397** sewer system connections. Totalized counts of each type of connection are provided below:

|                                               |              |
|-----------------------------------------------|--------------|
| <b>Gravity Sewer Connections</b>              | <b>1,956</b> |
| <b>Low-Pressure Grinder Sewer Connections</b> | <b>2,976</b> |
| <b>Vacuum Connections</b>                     | <b>465</b>   |



The City counts **185** commercial grinder stations, **2,791** residential grinder stations, and 26 major lift stations integrated into our system.

**811 Utility Locate Service:**

**Tennessee 811 is the underground utility notification center for Tennessee and is not a goal driven task:** This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities.

| <b><u>Line Marking</u></b> | <b><u>FY 15/16</u></b> | <b><u>FY 16/17</u></b> | <b><u>FY 17/18</u></b> | <b><u>FY 18/19</u></b> | <b><u>FY 19/20</u></b> | <b>January 2021</b> | <b><u>YTD</u></b> |
|----------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|---------------------|-------------------|
| Tennessee 811              | 1,691                  | 1,670                  | 1849                   | 2315                   | 2680                   | 273                 | 1,039             |

**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  
January 2021**

| <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>Jan 2021</u> | <u>YTD</u> |
|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--|-----------------|------------|
| North Palmers Chapel         | 35              | 22              | 23              | 8               | 3               |  | 0               | 0          |
| Calista Road                 | 24              | 55              | 13              | 4               | 2               |  | 0               | 1          |
| 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               |  | 0               | 4          |
| Union Road                   | 91              | 8               | 17              | 6               | 6               |  | 1               | 5          |
| Meadowlark Drive             | 1               | 11              | 6               | 4               | 2               |  | 1               | 1          |
| Highway 76 (Springfield)     | 0               | 1               | 0               | 1               | 1               |  | 0               | 0          |
| Cambria Drive                | 1               | 0               | 0               | 1               | 4               |  | 1               | 2          |
| 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               |  | 1               | 1          |
| Summerlin                    | 0               | 0               | 0               | 2               | 5               |  | 1               | 21         |
| 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               | 3          |

**Alarms –**

All lift station alarms were on the same day (1/27). Alarms stemmed from a power outage. We lost approximately 2500 gallons of sewerage at the Union Rd Station. Due to heavy rains at the time, there were no visible effects on the environment.

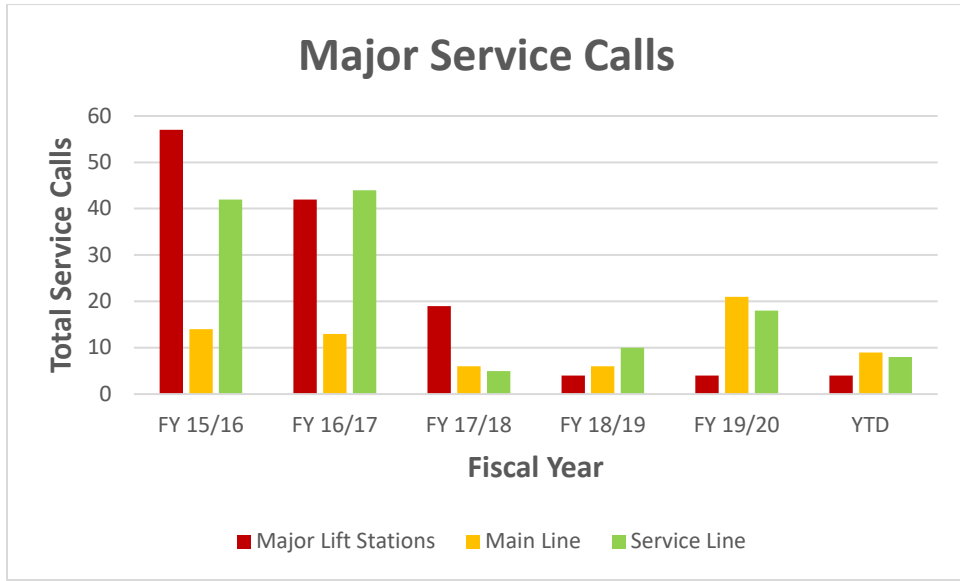
**System Repair Goals:**

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  
January 2021**

| <b>Repairs</b>      | <b>FY 15/16</b> | <b>FY 16/17</b> | <b>FY 17/18</b> | <b>FY 18/19</b> | <b>FY 19/20</b> |  | <b>Jan 2021</b> | <b>YTD</b> |
|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--|-----------------|------------|
| Major Lift Stations | 57              | 42              | 19              | 4               | 4               |  | 2               | 4          |
| Main Line           | 14              | 13              | 6               | 6               | 21              |  | 1               | 9          |
| Service Line        | 42              | 44              | 5               | 10              | 18              |  | 3               | 8          |



- 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.**
- 2. 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 (initial repairs were evaluated on 12-03-2020 and deemed inadequate). We are also waiting on the drive to be repaired. There is an issue with the pressure gauge sending an alarm every time the pumps run. This is not causing any issues with performance, and the gauge is being replaced under warranty. Replacement of the pressure sensor has not taken place at this time. Southern Sales is having difficulties acquiring the part from Gorman Rupp.**
- 3. 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 permanent station is ready for shipment to the site, and awaiting installation of the new 10” force-main before delivery. Caleb Fuqua has agreed to hold the installation of the new station until the 10” force main is operational, due to force-main pressure/flow concerns. According to Mr. Fuqua, this force-main is planned for completion in February-March 2021. This 10” force main has been installed to the point where it will cross under the intersection of Pinson Lane and Pleasant Grove Road.**
- 4. Wilkinson Lane Station** – Station is running on both pumps. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails again. This will be the 4<sup>th</sup> time this station has had to be re-piped, so we have chosen a ridged, yet flexible pipe.

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

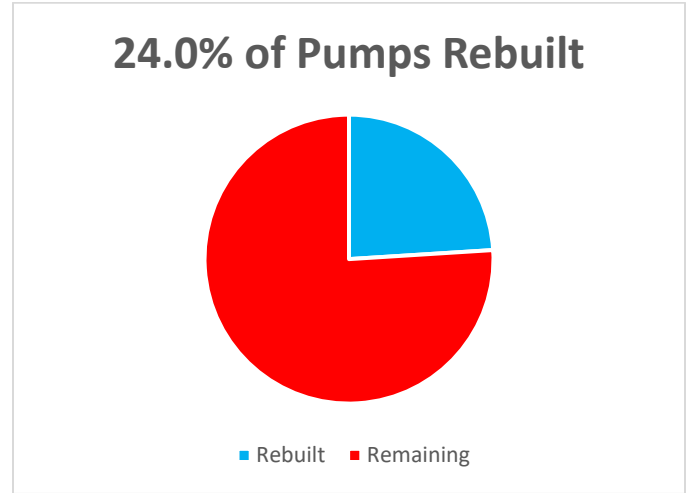
5. **Sewer Model Update** – The Sewer Model Update being conducted by Jacobs Engineering remains underway. The model has been completed on the Southern Force-Main, with Jacobs shifting to final data acquisition and testing of the Northern Force-Main and Western Force-Main. Jacobs has also expressed that they are ready to move into the Master Plan Update stage of the project, which can begin concurrently with the Model Updates to the Northern and Western mains. **Completed Model Update for the Southern Force-Main and Copes Crossing lift-station has revealed that they have exceeded their designed capacity, and will need to be upsized (or have existing flow removed) to accommodate further development on the southern and eastern sides of town. Additionally, the Meadowlark and Union lift stations have reached their wet-weather capacities. Crews have identified sources of infiltration and inflow (“I&I”) and are working to resolve, beginning with Meadowlark station. Jacobs Engineering is compiling the final combined report for both the Sewer Model Update and the Master Plan Update.**
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. An additional eight (8) addresses have been approved by the Board to be added to the approved list of septic-to-sewer conversion projects. **In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target six (6) projects on Union Rd and one (1) project near the intersection of 31W and Magnolia Blvd for the 2020/2021 fiscal year.**

| <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> |  | <b>Jan 2021</b> | <b>YTD</b> |
|-----------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--|-----------------|------------|
| <b>Vacuum System Service Request</b>    | 87              | 172             | 143             | 112             | 82              |  | <b>4</b>        | <b>28</b>  |
| <b>Gravity Service Request</b>          | 5               | 12              | 0               | 10              | 13              |  | <b>3</b>        | <b>7</b>   |
| <b>Low Pressure Service Request</b>     | 530             | 716             | 621             | 728             | 770             |  | <b>56</b>       | <b>385</b> |
| <b>Total Pumps Replaced</b>             | 313             | 338             | 401             | 361             | 449             |  | <b>17</b>       | <b>232</b> |
| <b>Total Pumps Rebuilt</b>              | n/a             | n/a             | n/a             | n/a             | n/a             |  | <b>11</b>       | <b>36</b>  |
| <b>Grinder Tank PM Program</b>          | n/a             | 58              | 63              | 358             | 267             |  | <b>34</b>       | <b>180</b> |
| <b>Inspection for New Service</b>       | 36              | 23              | 54              | 103             | 226             |  | <b>20</b>       | <b>208</b> |
| <b>Final Inspection for New Service</b> | 37              | 55              | 56              | 62              | 110             |  | <b>9</b>        | <b>98</b>  |
| <b>Sanitary Sewer Overflow (SSO)</b>    | 6               | 9               | 1               | 3               | 49              |  | <b>2</b>        | <b>8</b>   |
| <b>Odor Complaints</b>                  | 16              | 17              | 28              | 43              | 43              |  | <b>1</b>        | <b>24</b>  |

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

**Pump Rebuilds:**

The capital outlay budget was designed for a total purchase of 275 new E-One grinder pumps for the 2020/2021 Fiscal Year. However, 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.



**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>Parameter</u>                | <u>Oct – 20</u> | <u>Nov - 20</u> | <u>Dec - 20</u> | <u>Jan - 21</u> |                           |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|---------------------------|
| <b>Flow – To Creek</b>          | 0.563 MGD       | 0.645 MGD       | 0.703 MGD       | 0.625 MGD       | MGD = Million Gallons/Day |
| <b>Flow – To Spray Field</b>    | 0.077 MGD       | 0.0 MGD         | 0.00 MGD        | 0.00 MGD        |                           |
| <b>Total Flow Through Plant</b> | 0.640 MGD       | 0.645 MDG       | 0.703 MGD       | .625 MGD        |                           |
| <b>Capacity</b>                 | 1.4 MGD         | 1.4 MGD         | 1.4 MDG         | 1.4 MDG         |                           |
| <b>% of Plant Throughput</b>    | 45.7%           | 46.1%           | 50.2%           | 44.6%           | (0.625 MGD) / (1.40 MGD)  |
| <b>Actual Capacity</b>          | 1.12 MGD        | 1.12 MGD        | 1.12 MDG        | 1.12 MDG        | (1.4 MGD x 80%)           |
| <b>% of Allocated Capacity</b>  | 57.1%           | 57.6%           | 58.6%           | 52.1%           | (0.625 MGD) / (1.12 MGD)  |
| <b>Rainfall</b>                 | 4.16”           | 3.48”           | 4.69”           | 3.68”           |                           |

| <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> |  | <b>January 2021</b> | <b>YTD</b> |
|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--|---------------------|------------|
| <b>Violations</b> | 1               | 7               | 7               | 13              | 7               | 12              |  | <b>1</b>            | <b>1</b>   |

- 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. The City has consulted with vendors to discuss potential chemical treatment options for phosphorous, and have completed jar-testing of potential options. The next step will be determining a feasible injection point for the chemical additive. **We received a quote from jar testing. In order to bring the Total Phosphorous down to 1.0 mg/L or lower it will cost nearly \$117,000 per year.**

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

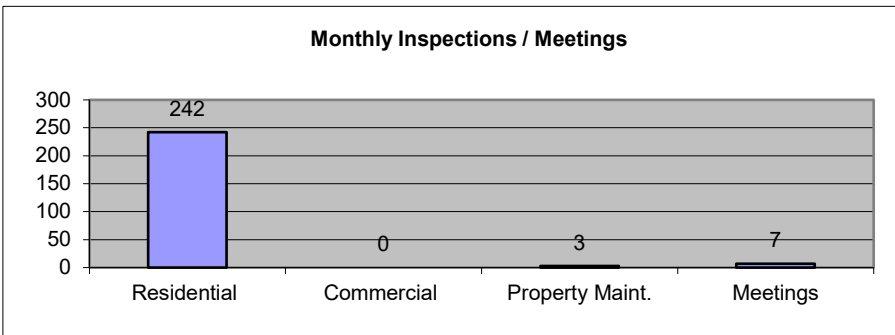
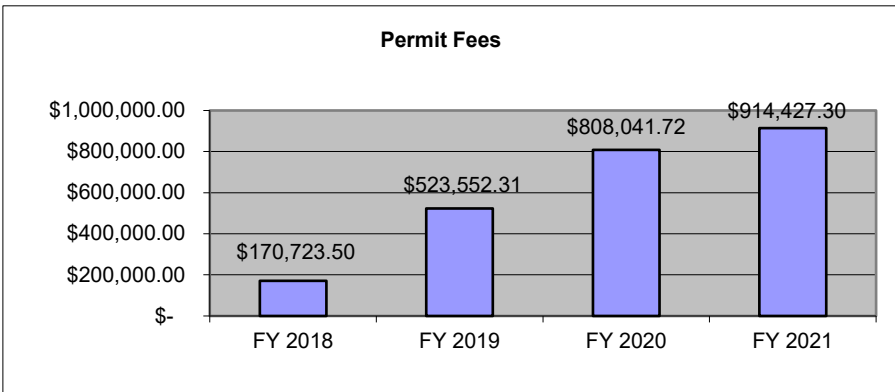
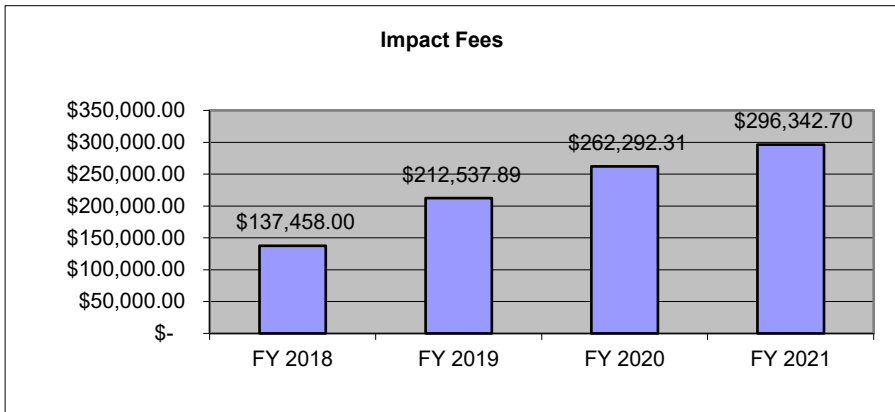
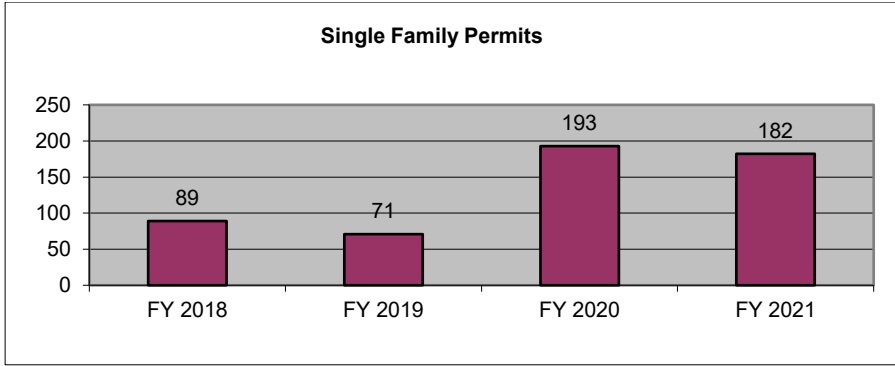
2. **TDEC Order and Assessment:** On July 15<sup>th</sup> TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29<sup>th</sup>, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>.**
- **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 advertised for SRF Loan Public Meeting (began 08-03-2020).**
  - **City hosted SRF Loan Public Meeting (08-19-2020).**
  - **City submitted minutes of SRF Loan Public Meeting to TLDA for approval following Public Meeting.**
  - **TLDA has released Finding of No Significant Impact (FNSI) to City (received 09-17-2020).**
  - **City BMA to approved resolution to apply for SRF Loan.**
  - **City triggered to begin 2-week period to address FNSI Public Comments (comment period has expired with no comments submitted).**
  - **TLDA triggered to approve the Facilities Plan (approval has been issued).**
  - **City submitted SRF Loan Application packet (11-11-2020).**
  - **TLDA has approved SRF Loan Application (late December).**
  - **City submits Performance Standards Summary to TDEC for final approval (early-January).**
  - **TDEC provides final approval of Performance Standards Summary (mid-January).**
  - **TLDA releases City to begin advertisement period for bids (anticipated mid-February)**
  - **City begins 6-week advertisement period for Construction Bids for WWTP (anticipated late-February).**
  - **City submits completed Fiscal Sustainability Plan to TDEC (anticipated late-February).**
  - **City begins review process for Construction Bids for WWTP (early-April).**
  - **City selects winning bid following review process (anticipated early-May).**
  - **City begins advertisement of winning bid for City Board Meeting agenda (anticipated early-May).**
  - **City Board of Mayor and Aldermen vote to approve winning bid (anticipated mid-March).**
  - **City submits winning bid to TLDA for approval (anticipated mid-May).**
  - **TLDA approves winning bid (anticipated early-June).**
  - **City notifies bid winner, contract executed (anticipated early-June).**
  - **City issues Notice To Proceed (anticipated early-June).**
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 19 gallons per day at the Old Tyree lift station.**  
**We are currently looking at alternative processes for H2S control in this area. With all that has been added to the Copes Crossing lift station, ferric sulfate is no longer working as well for odor control.**
4. **Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly. The PAA feed rate is operating at a constant 2.5 parts per million (ppm). The average residual was 0.21 PPM with a max residual of 0.35 PPM. **Last month the feed rate was 3.00 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 28.6 CFU’s which is well below the limit. **Last month the average was 29.8.**



**Planning and Codes Department  
JANUARY 2021**



**Planning and Codes Department  
JANUARY 2021**

|                                      | Month              | FY2021               | FY2020               | FY2019               | FY2018              |
|--------------------------------------|--------------------|----------------------|----------------------|----------------------|---------------------|
| <b>MEETING AGENDA ITEMS#</b>         |                    |                      |                      |                      |                     |
| Planning Commission                  | 6                  | 45                   | 69                   | 66                   | 69                  |
| Construction Appeals                 | 0                  | 0                    | 0                    | 0                    | 1                   |
| Zoning Appeals                       | 0                  | 4                    | 5                    | 6                    | 7                   |
| Tech. Review/Study Session           | 0                  | 1                    | 2                    | 0                    | 1                   |
| Property Maintenance                 | 0                  | 0                    | 0                    | 0                    | 0                   |
| <b>PERMITS</b>                       |                    |                      |                      |                      |                     |
| Single Family Residential            | 30                 | 182                  | 193                  | 71                   | 89                  |
| Multi-Family Residential             | 0                  | 0                    | 0                    | 13                   | 5                   |
| Other Residential                    | 3                  | 43                   | 91                   | 93                   | 238                 |
| New Commercial                       | 0                  | 2                    | 6                    | 3                    | 3                   |
| New Industrial                       | 0                  | 2                    | 0                    | 1                    | 0                   |
| Other Com/Ind                        | 3                  | 15                   | 23                   | 33                   | 31                  |
| Sign                                 | 0                  | 6                    | 14                   | 25                   | 24                  |
| Occupancy Permits                    |                    | 21                   | 14                   | 25                   | 24                  |
| Commercial Certificate of Occupancy- |                    |                      |                      |                      |                     |
|                                      |                    |                      |                      |                      |                     |
|                                      |                    |                      |                      |                      |                     |
|                                      |                    |                      |                      |                      |                     |
| Other                                | 0                  | 1                    | 12                   | 3                    | 14                  |
| <b>BUILDING INSPECTIONS</b>          |                    |                      |                      |                      |                     |
| Residential                          | 242                | 1252                 | 2858                 | 2411                 | 1112                |
| Hours                                | 10                 | 416                  | 699.58               | 414.98               | 383.59              |
| Commercial /Industrial               | 0                  | 56                   | 110                  | 179                  | 165                 |
| Hours                                | 0                  | 22.93                | 12.83                | 179                  | 165                 |
| <b>CODE ENFORCEMENT</b>              |                    |                      |                      |                      |                     |
| Total Cases                          | 3                  | 71                   | 330                  | 179                  | 165                 |
| Hours                                | 0.5                | 28.25                | 70.24                | 86.75                | 75.17               |
| Complaints Received                  | 1                  | 22                   | 116                  | 98                   | 132                 |
| <b>MEETINGS</b>                      |                    |                      |                      |                      |                     |
| Administration                       | 5                  | 37                   | 58                   | 68                   | 51                  |
| Hours                                | 7                  | 62                   | 38.26                | 103.67               | 101                 |
| Planning                             | 2                  | 31                   | 76                   | 135                  | 73                  |
| Hours                                | 3                  | 40.75                | 96.58                | 155.5                | 86.82               |
| Codes                                | 0                  | 5                    | 28                   | 35                   | 27                  |
| Hours                                | 0                  | 3                    | 37.85                | 40.16                | 18.67               |
| <b>FEES</b>                          |                    |                      |                      |                      |                     |
| Permit Fees                          | \$128,965.80       | \$ 914,427.30        | \$ 808,041.72        | \$ 523,552.31        | \$170,723.50        |
| Board Review Fees                    | \$1,200.00         | \$ 78,900.00         | \$ 11,000.00         | \$ 3,750.00          | \$4,683.00          |
| City Impact Fee                      | <b>\$37,350.00</b> | <b>\$ 296,342.70</b> | <b>\$ 262,292.31</b> | <b>\$ 212,537.89</b> | <b>\$137,458.00</b> |
| Roads                                | \$11,430.00        | \$ 137,176.00        | \$ 77,860.90         | \$ 98,885.80         | \$112,424.58        |
| Parks                                | \$11,880.00        | \$ 68,112.00         | \$ 74,646.00         | \$ 23,140.00         | \$ 10,163.90        |
| Police                               | \$8,460.00         | \$ 86,673.90         | \$ 59,096.30         | \$ 11,704.30         | \$ 8,971.20         |
| Fire                                 | \$5,580.00         | \$ 10,757.80         | \$ 36,749.61         | \$ 23,344.29         | \$ 5,963.72         |
| <b>OTHER ITEMS</b>                   |                    |                      |                      |                      |                     |
| Subdivision Lots                     | 0                  | 0                    | 0                    | 235                  | 51                  |
| Commercial/Ind. Sq Ft                | 0                  | 0                    | 15,216               | 214,206              | 27,006              |
| Multi-Family Units                   | 0                  | 375                  |                      | 0                    | 144                 |
| Other                                | n/a                | n/a                  | n/a                  | n/a                  | n/a                 |
| Subdivision Bonds: 15                | \$ 3,790,398.24    | \$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               | 15                 | 17                   | 17                   | 16                   | 15                  |

## Parks, Recreation, & Cultural Arts Department January 2021

### Summary of Month's Activities

January is normally an exciting time in our department as new programs are starting sign-ups and we start looking forward to the spring season. This is still the case for us this year but with the virus still looming we are still trying to be cautious in everything we do. Along with sign-ups we were able to get back on track with some of our big winter projects this month like the maintenance building and finishing up the dog park project. More details are below.

We continued working on the maintenance shop this month and made a lot of headway. The office, break room, restrooms and lockers are all nearly complete and the workers have begun using them. The guys did a magnificent job planning and organizing this project to make the most of the space they were given and it will be a building that will serve us greatly for many years to come. Here are some pictures of the progress so far:



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

Design work on the Soccer Complex renovation project has continued and is nearly complete. Again, 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 (Fields 1, 3 and 4) and possibly change them to LED, if the money is there.

We are still awaiting word on the LPRF Grant. Again, this is for the second phase of this project which includes installing a large parking lot on the front of the property and extending the parking lot on the backside as well as sidewalks and lighting.

We were finally able to get the hole dug for the shade structure this month. Public Works came out with their excavator and got it done for us and then we set the form we had built and poured concrete in it.



Now, we have to place the actual structure and pour concrete over it once it is in place and we will be finished. We are just waiting for some better weather to be able to complete that process. Once that is done, we just have to do some dirt work and put some grass seed and straw matting on the tube area and we will be complete with Phase II of the Dog Park project.

We also began taking items out of the old barn at the new park land this month. We are preparing to tear it down completely as it is a liability concern for the city. So, we started with cleaning it out and now it is ready to be demolished once we get some better weather.





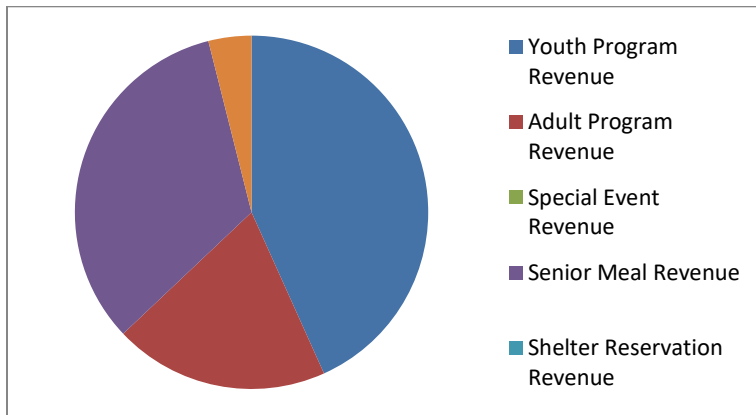
**Parks, Recreation, & Cultural Arts Department  
January 2021**

We also received our brand new skid loader this month. The guys are very excited to have a skid loader at the park once again. This will allow us to perform additional tasks that we weren't able to do before, so we are excited to get started with it.

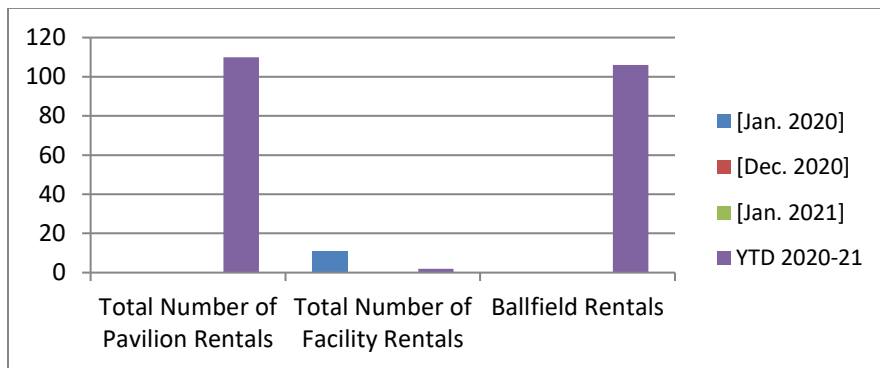


Other CIP projects this year include: paving the Greenway and a new Columbarium for the Cemetery (currently on order).

*Revenues*

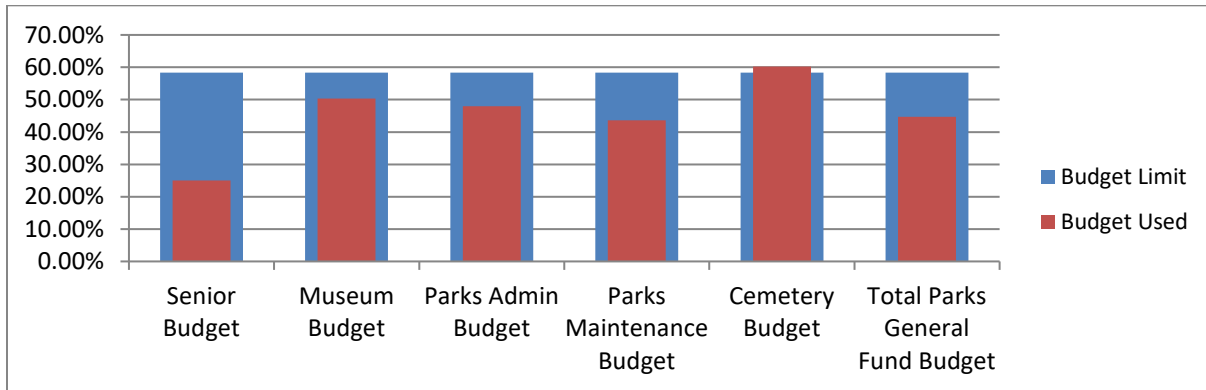


*Facility Usage*



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

*Over/Under Budget*



**Recreation**

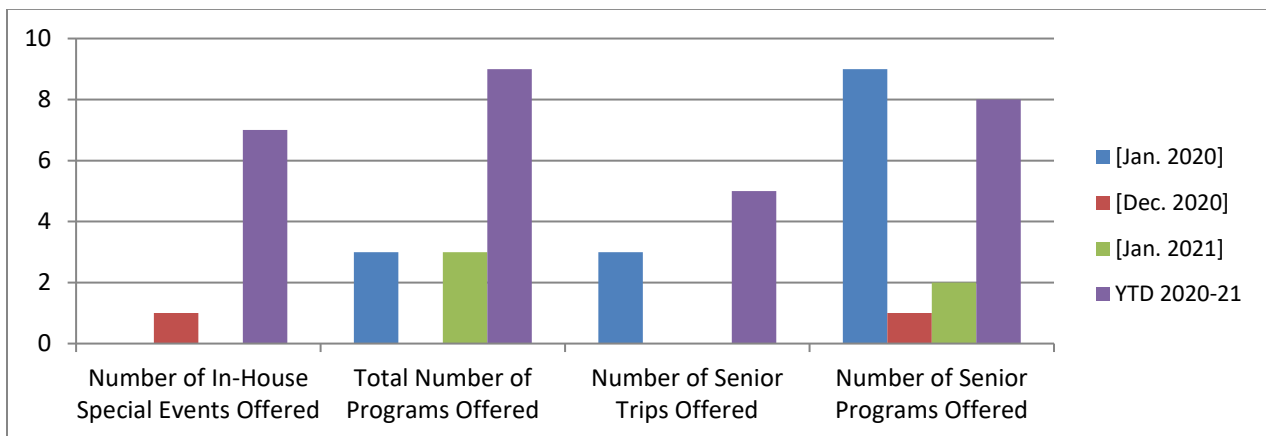
Youth Basketball is still going on Monday through Saturday here at the Civic Center. We also use the White House Middle School Gymnasium on Monday, Wednesday, and Friday for practices. Heritage High School is used on Saturdays for games. Uniforms were ordered and passed out to all 312 players among 42 teams. We have been dealing with multiple teams and players having to pause their activities due to exposure at school or positive tests within the teams. During the first two weeks, we have had to cancel two games and forfeit six others due to lack of players. The season will continue on with the tournament starting February 27<sup>th</sup> and ending on March 6<sup>th</sup>.

Registration for Girls' Volleyball has begun and at the end of January we had twelve players signed up to participate with another three weeks of signups to go. Signups will end on February 21<sup>st</sup> and practices will start in March and games in April. Last year we had 92 players sign up in the Spring and 41 signups in the Fall.

Challenger Baseball registration is open once again. We are currently accepting sponsorships again for this league to help offset the free registration and uniforms that we provide for the kids. We are actively looking for a new coach this year to help with the team. At the end of January, we have five kids signed up to play.

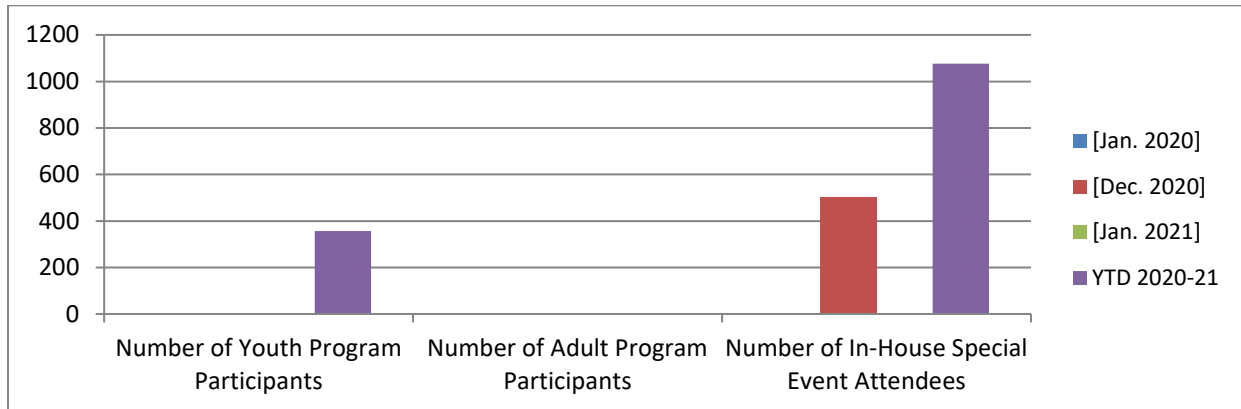
Adult Softball is offered again this spring. We have changed the registration to a co-ed league with no restrictions on team restrictions to help bring more participants to the sport. Registration ends on February 28<sup>th</sup> and practices and games will be on Tuesdays and Thursdays during the months of March and April.

*Programming Opportunities*



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

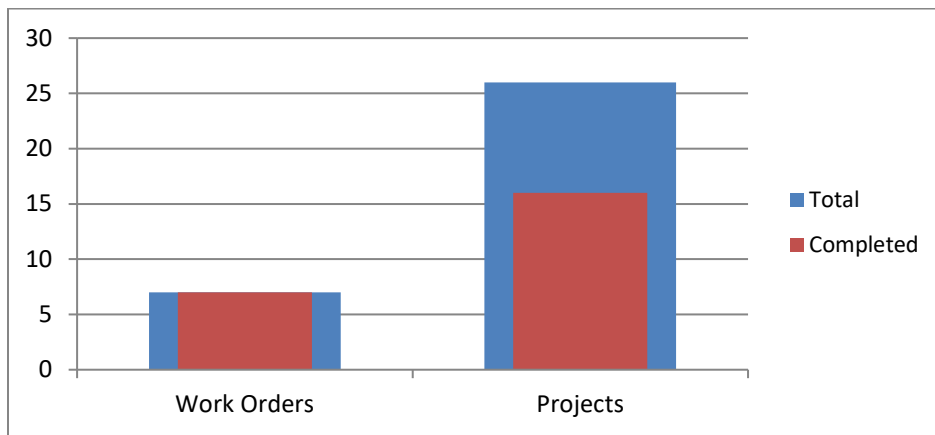
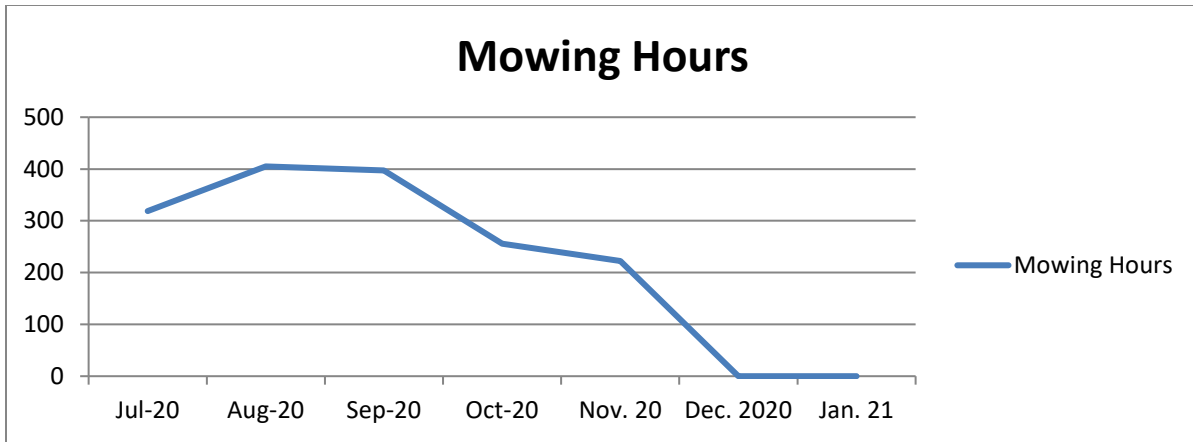
*Programming Attendance*



**Maintenance**

- Built the building that will surround the air compressor
- Built the new work bench
- Began painting (multiple coats) all of the trim and window framing
- Painted (multiple coats) the break room
- Installed the upper and lower cabinets, as well as the new counter top in the break room
- Re-constructed an old obstacle at the Dog Park
- Cleaned inside and out of all the windows for buildings throughout all areas of the park
- Trimmed all tree limbs along the Greenway
- Cut down several trees along the greenway
- Began building new lockers for the new shop
- Taped off everything in the new shop prior to painting
- Began painting (multiple coats) the office
- Repaired damaged fence along bottom at the cemetery
- Repaired 4 electrical outlets at the Splash Pad Pavilion
- Repaired fallen sections of fence along the Greenway
- Fixed/re-constructed entry gate and a section of fence at the enclosed playground
- Put out 3 pallets of field conditioner (1/2 on field 2 & 1/2 of field 3) on two baseball fields
- Finished 1<sup>st</sup> punch list for the new shop
- Wired up our air compressor
- Ran plumbing for the air compressor
- Painted (multiple coats) the restrooms
- Applied painters caulk to the office and the restrooms (filling gaps in trim and window seals)
- Dug 10ft. deep hole at the Dog Park for the Shade Curtain
- Poured 9ft. deep footer at the Dog Park for the Shade Curtain
- Installed 4 new USB plugs in the break room of the new shop
- Constructed cell phone/walkie-talkie work bench in our locker area of the new shop
- Installed all of the trim in the office and the restrooms of the new shop
- Installed 2 window seals in the office of the new shop
- Emptied old barn on the new park land to prep it for demolition
- Performed a final clean-up of the new shop after construction was completed on the new shop

Parks, Recreation, & Cultural Arts Department  
January 2021



### Museum

#### Volunteers

Volunteer helped with adding tools that had been found at and around the cooper shop to tool display. For the month of January, the Museum volunteer worked for a total of 6 hours.

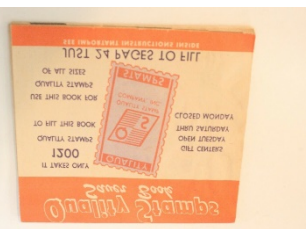
#### Exhibits

The 19<sup>th</sup> Amendment/Women's Suffrage display will run until the end of March 2020.

#### Tours at Museum

A few walk-through tours have been provided.

#### Social Media Promotion



White House History Wednesday returned on Wednesday, January 27, 2021 with a new episode on Trading Stamps. White House History Wednesday will continue through 2021 with an episode every 4<sup>th</sup> Wednesday of the month. The plate pictured was purchased as a premium.



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

**Gifted Donations**



January 11, 2021/Donation – Terry Palmer donated pictures concerning Palmer’s Chapel Grade School. These photos were scanned in and originals returned.



January 11, 2021/Donation – Terry Palmer donated pictures of workers in Nashville who constructed “sub chaser” boats in WWII for military. One of the workers pictured is Frank Palmer of White House, TN.

January 11, 2021/Donation – Terry Palmer donated 2 CDs of interviews by Levinia Biggs relating to Palmer family history.

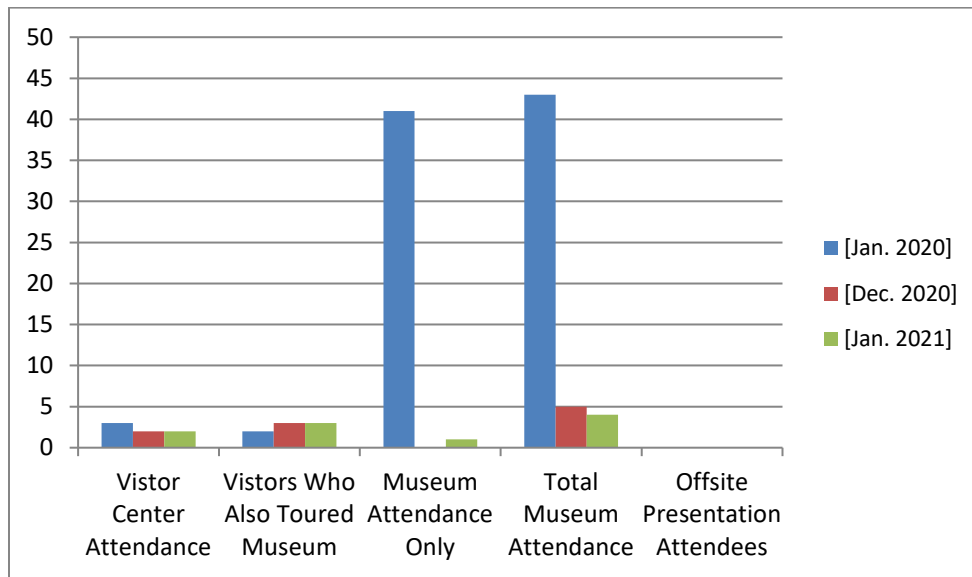
**Ongoing Tasks**

Continued work on collecting and scanning and sorting of pictures for the 50<sup>th</sup> Celebration for 2021.

**Visitors’ Center and Museum Attendance**

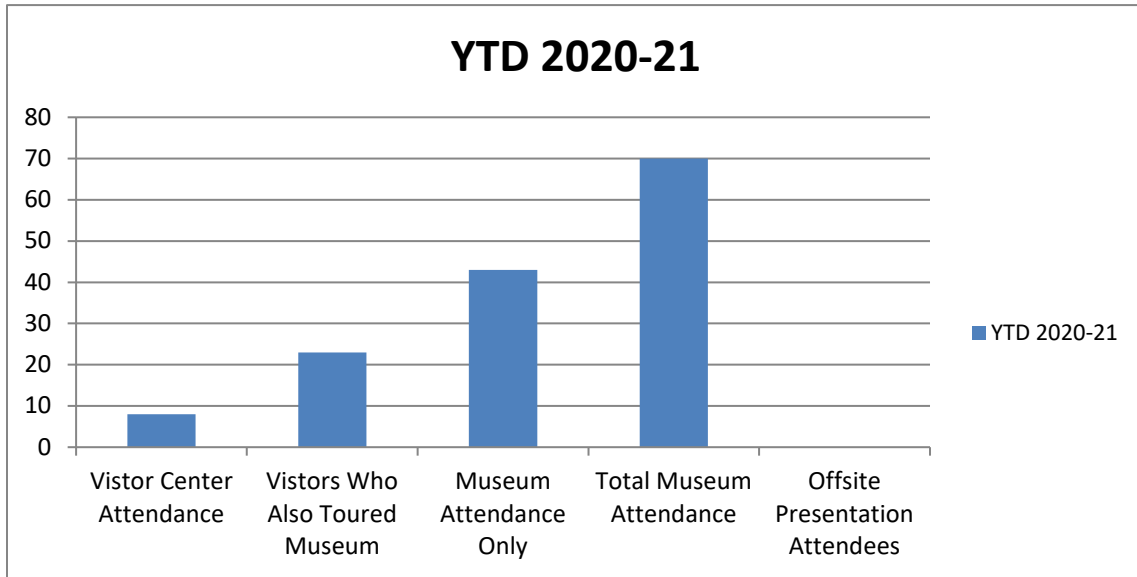
| Visitors’ Center Only | Visitors’ Center and Toured Museum | Museum Only | Total Museum Visitors | Off Site Presentations Attendees |
|-----------------------|------------------------------------|-------------|-----------------------|----------------------------------|
| 2                     | 3                                  | 1           | 4                     | 0                                |

*Museum/Visitor Center Usage*



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

*Museum/Visitor Center Usage YTD*

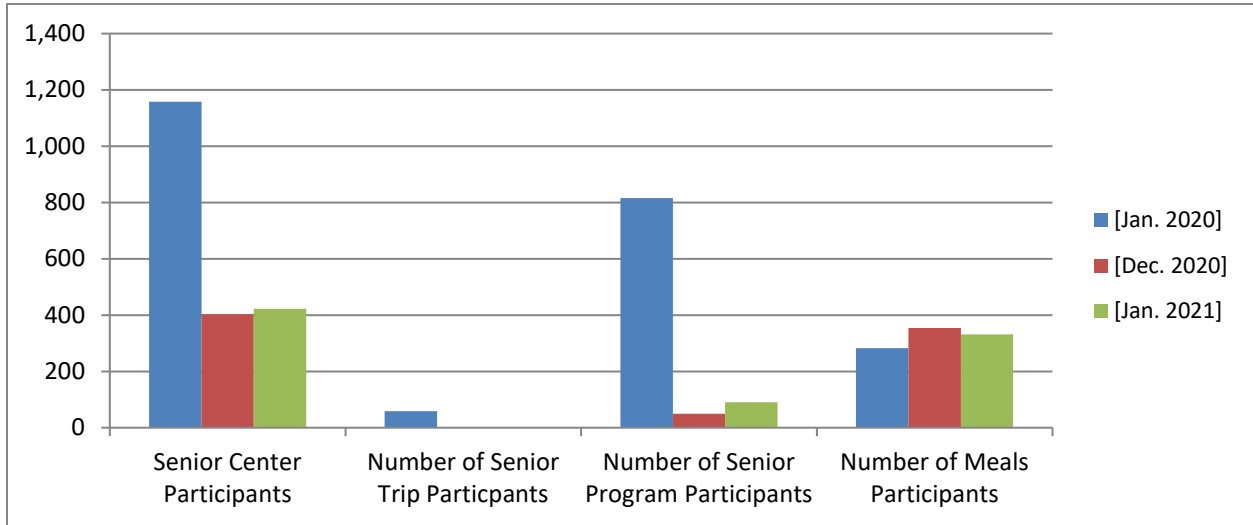


**Senior Center**

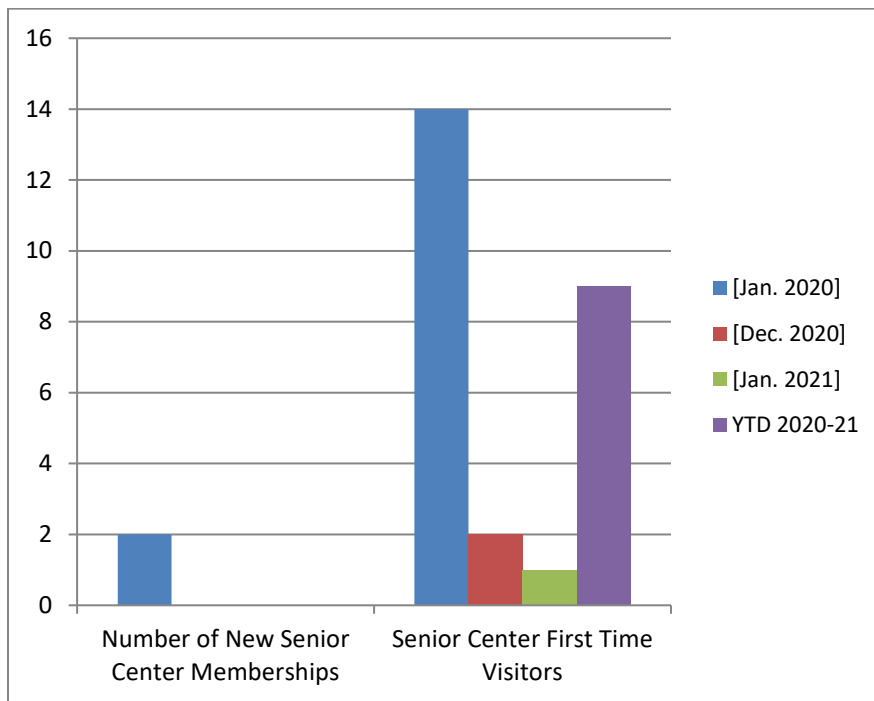
| <b>Senior Center Participation - January 2021</b> |            |                                   |              |
|---------------------------------------------------|------------|-----------------------------------|--------------|
| <b><u>Outings/Events:</u></b>                     |            |                                   |              |
| <b>Total</b>                                      | <b>0</b>   |                                   |              |
|                                                   |            | <b><u>Sr Meals Wednesdays</u></b> |              |
|                                                   |            | 73                                |              |
|                                                   |            | 87                                |              |
|                                                   |            | 89                                |              |
|                                                   |            | 83                                |              |
|                                                   |            | <b>332</b>                        | <b>TOTAL</b> |
| <b><u>Programs:</u></b>                           |            |                                   |              |
| Sittercise                                        | 64         |                                   |              |
| Walk                                              |            |                                   |              |
| Yoga                                              | 26         |                                   |              |
|                                                   |            |                                   |              |
|                                                   |            |                                   |              |
| <b>TOTAL</b>                                      | <b>90</b>  |                                   |              |
| <b>NEW MEMBERS</b>                                | <b>0</b>   |                                   |              |
|                                                   |            |                                   |              |
| <b>FIRST TIME ATTENDEE</b>                        | <b>1</b>   | Reba Hannah                       |              |
| <b>TOTAL Sr Center Participants:</b>              | <b>422</b> |                                   |              |

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

*Senior Programming/Attendance*



*New Senior Memberships/First Time Visitors*



Sept. 2008 July - Sept.

| <b>Division</b>       | <b>Activity</b>                        | <b>Actual</b> | <b>YTD</b>  | <b>Last Year</b> |
|-----------------------|----------------------------------------|---------------|-------------|------------------|
| <b>Maintenance</b>    |                                        |               |             |                  |
|                       | Mowing Hours                           | 251           | 834         |                  |
|                       | Pounds of Grass Seed Sown              | 25            | 50          |                  |
|                       | Pounds of Fertilizer Applied           | 300           | 2500        |                  |
|                       | Number of Trees/Shrubs Planted         | 0             | 69          |                  |
|                       |                                        |               |             |                  |
| <b>Recreation</b>     |                                        |               |             |                  |
|                       | 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  |                  |
|                       |                                        |               |             |                  |
| <b>Administration</b> |                                        |               |             |                  |
|                       | 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 |                  |
|                       |                                        |               |             |                  |
| <b>Senior Center</b>  |                                        |               |             |                  |
|                       | 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  
January 2021**

|  | FYE 2019 | FYE 2020 |
|--|----------|----------|
|--|----------|----------|

|  | 20-Jan | Dec. 2020 | Jan. 21 | YTD 20-21 |
|--|--------|-----------|---------|-----------|
|--|--------|-----------|---------|-----------|

**Facility Usage**

|                                  |     |     |
|----------------------------------|-----|-----|
| Special Use Permits Submitted    | 13  | 15  |
| Pavilion 1 Rentals               | 3   | 7   |
| Pavilion 2 Rentals               | 11  | 5   |
| Pavilion 3 Rentals               | 106 | 38  |
| Splash Pad Pavilion Rentals      | 177 | 106 |
| Total Number of Pavilion Rentals | 297 | 156 |
| Gymnasium Rentals                | 130 | 79  |
| 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  | 9 | 4 | 28  |
|  | 0  | 0 | 0 | 11  |
|  | 0  | 0 | 0 | 4   |
|  | 0  | 0 | 0 | 33  |
|  | 0  | 0 | 0 | 62  |
|  | 0  | 0 | 0 | 110 |
|  | 10 | 0 | 0 | 0   |
|  | 0  | 0 | 0 | 0   |
|  | 1  | 0 | 0 | 2   |
|  | 0  | 0 | 0 | 0   |
|  | 11 | 0 | 0 | 2   |
|  | 0  | 0 | 0 | 106 |
|  | 3  | 2 | 2 | 8   |
|  | 2  | 3 | 3 | 23  |
|  | 41 | 0 | 1 | 43  |
|  | 43 | 5 | 4 | 70  |

**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   | 0   | 356  |
|  | 0     | 0   | 0   | 0    |
|  | 0     | 1   | 0   | 7    |
|  | 0     | 500 | 0   | 1077 |
|  | 3     | 0   | 3   | 9    |
|  | 203   | 200 | 200 | 1000 |
|  | 2     | 0   | 0   | 0    |
|  | 1,158 | 403 | 422 | 1735 |
|  | 14    | 2   | 1   | 9    |
|  | 3     | 0   | 0   | 5    |
|  | 59    | 0   | 0   | 40   |
|  | 9     | 1   | 2   | 8    |
|  | 816   | 49  | 90  | 236  |
|  | 4     | 4   | 4   | 17   |
|  | 283   | 354 | 332 | 1459 |
|  | 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 |

|  |            |          |            |             |
|--|------------|----------|------------|-------------|
|  | \$2,192.00 | \$0.00   | \$1,100.00 | \$28,717.00 |
|  | \$0.00     | \$0.00   | \$500.00   | \$1,150.00  |
|  | \$0.00     | \$0.00   | \$0.00     | \$605.00    |
|  | \$756.00   | \$885.00 | \$842.00   | \$3,662.50  |
|  | \$80.00    | \$0.00   | \$0.00     | \$3,530.00  |
|  | \$1,306.25 | \$100.00 | \$100.00   | \$575.00    |
|  | \$0.00     | \$0.00   | \$0.00     | \$4,890.00  |
|  | \$1,133.90 | \$176.00 | \$0.00     | \$676.46    |

**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    |

|  |   |   |   |        |
|--|---|---|---|--------|
|  | 0 | 0 | 0 | 1599.5 |
|  | 1 | 0 | 0 | 7      |
|  | 1 | 1 | 0 | 7      |
|  | 1 | 4 | 5 | 26     |
|  | 0 | 4 | 4 | 16     |

**Parks, Recreation, Cultural Arts Department**  
**January 2021**

|                               | FYE 2017 | FYE 2018 | FYE 2019 | FYE 2020 | 20-Jan |
|-------------------------------|----------|----------|----------|----------|--------|
| Special Use Permits Submitted |          |          | 13       | 15       | 3      |
| Pavilion 1 Rentals            |          |          | 3        | 7        | 0      |
| Pavilion 2 Rentals            |          |          | 11       | 5        | 0      |
| Pavilion 3 Rentals            |          |          | 106      | 38       | 0      |
| Splash Pad Pavilion Rentals   |          |          | 177      | 106      | 0      |
| Gymnasium Rentals             |          |          | 130      | 79       | 10     |
| Auditorium Rentals            |          |          | 4        | 10       | 1      |
| Amphitheater Rentals          |          |          | 3        | 0        | 0      |
| Ballfield Rentals             |          |          | 7        | 45       | 0      |

|                                  | FYE 2017 | FYE 2018 | FYE 2019 | FYE 2020 | 20-Jan |
|----------------------------------|----------|----------|----------|----------|--------|
| Total Number of Pavilion Rentals |          |          | 297      | 156      | 0      |
| Total Number of Facility Rentals |          |          | 196      | 89       | 11     |
| Ballfield Rentals                |          |          | 7        | 45       | 0      |

|                                | FYE 2017 | FYE 2018 | FYE 2019 | FYE 2020 | 20-Jan |
|--------------------------------|----------|----------|----------|----------|--------|
| Vistor Center Attendance       |          |          | 6        | 21       | 3      |
| Vistors Who Also Toured Museum |          |          | 14       | 84       | 2      |
| Museum Attendance Only         |          |          | 85       | 668      | 41     |
| Total Museum Attendance        |          |          | 99       | 752      | 43     |
| Offsite Presentation Attendees |          |          | 0        | 15       | 0      |

|                                           | FYE 2017 | FYE 2018 | FYE 2019 | FYE 2020 | 20-Jan |
|-------------------------------------------|----------|----------|----------|----------|--------|
| Number of In-House Special Events Offered |          |          | 8        | 7        | 0      |
| Total Number of Programs Offered          |          |          | 34       | 18       | 3      |
| Number of Senior Trips Offered            |          |          | 54       | 37       | 3      |
| Number of Senior Programs Offered         |          |          | 117      | 76       | 9      |

|                                         | FYE 2017 | FYE 2018 | FYE 2019 | FYE 2020 | 20-Jan |
|-----------------------------------------|----------|----------|----------|----------|--------|
| Number of New Senior Center Memberships |          |          | 16       | 16       | 2      |
| Senior Center First Time Visitors       |          |          | 32       | 59       | 14     |

|                                            | FYE 2017 | FYE 2018 | FYE 2019 | FYE 2020 | 20-Jan |
|--------------------------------------------|----------|----------|----------|----------|--------|
| 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 | 20-Jan |
|---------------------------------------|----------|----------|----------|----------|--------|
| Senior Center Participants            |          |          | 14,966   | 9594     | 1,158  |
| Number of Senior Trip Participants    |          |          | 896      | 613      | 59     |
| Number of Senior Program Participants |          |          | 9,989    | 6798     | 816    |
| Number of Meals Participants          |          |          | 4052     | 2235     | 283    |

|                              | FYE 2017 | FYE 2018 | FYE 2019    | FYE 2020    | 20-Jan     |
|------------------------------|----------|----------|-------------|-------------|------------|
| Youth Program Revenue        |          |          | #####       | #####       | \$2,192.00 |
| 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 | \$756.00   |
| Shelter Reservation Revenue  |          |          | #####       | \$ 4,780.00 | \$80.00    |
| Facility Reservation Revenue |          |          | #####       | \$ 8,046.88 | \$1,306.25 |
| Field Rental Revenue         |          |          | \$ 2,521.00 | \$ 1,203.34 | \$0.00     |
| Misc. Revenue                |          |          | #####       | #####       | \$1,133.90 |

| <b>Dec. 2020</b> | <b>Jan. 21</b> | <b>YTD 20-21</b> |
|------------------|----------------|------------------|
| 9                | 4              | 28               |
| 0                | 0              | 11               |
| 0                | 0              | 4                |
| 0                | 0              | 33               |
| 0                | 0              | 62               |
| 0                | 0              | 0                |
| 0                | 0              | 2                |
| 0                | 0              | 0                |
| 0                | 0              | 106              |

| <b>Dec. 2020</b> | <b>Jan. 21</b> | <b>YTD 20-21</b> |
|------------------|----------------|------------------|
| 0                | 0              | 110              |
| 0                | 0              | 2                |
| 0                | 0              | 106              |

| <b>Dec. 2020</b> | <b>Jan. 21</b> | <b>YTD 20-21</b> |
|------------------|----------------|------------------|
| 2                | 2              | 8                |
| 3                | 3              | 23               |
| 0                | 1              | 43               |
| 5                | 4              | 70               |
| 0                | 0              | 0                |

| <b>Dec. 2020</b> | <b>Jan. 21</b> | <b>YTD 20-21</b> |
|------------------|----------------|------------------|
| 1                | 0              | 7                |
| 0                | 3              | 9                |
| 0                | 0              | 5                |
| 1                | 2              | 8                |

| <b>Dec. 2020</b> | <b>Jan. 21</b> | <b>YTD 20-21</b> |
|------------------|----------------|------------------|
| 0                | 0              | 0                |
| 2                | 1              | 9                |

| <b>Dec. 2020</b> | <b>Jan. 21</b> | <b>YTD 20-21</b> |
|------------------|----------------|------------------|
| 0                | 0              | 356              |
| 0                | 0              | 0                |
| 500              | 0              | 1077             |

| <b>Dec. 2020</b> | <b>Jan. 21</b> | <b>YTD 20-21</b> |
|------------------|----------------|------------------|
| 403              | 422            | 1735             |
| 0                | 0              | 40               |
| 49               | 90             | 236              |
| 354              | 332            | 1459             |

| <b>Dec. 2020</b> | <b>Jan. 21</b> | <b>YTD 20-21</b> |
|------------------|----------------|------------------|
| \$0.00           | \$1,100.00     | \$28,717.00      |
| \$0.00           | \$500.00       | \$1,150.00       |
| \$0.00           | \$0.00         | \$605.00         |
| \$885.00         | \$842.00       | \$3,662.50       |
| \$0.00           | \$0.00         | \$3,530.00       |
| \$100.00         | \$100.00       | \$575.00         |
| \$0.00           | \$0.00         | \$4,890.00       |
| \$176.00         | \$0.00         | \$676.46         |

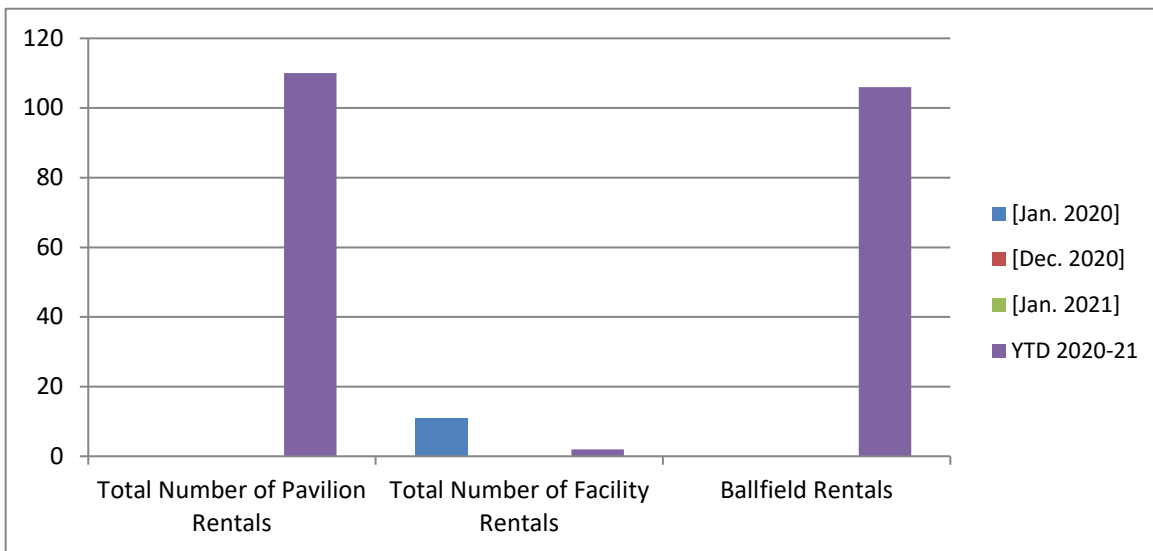
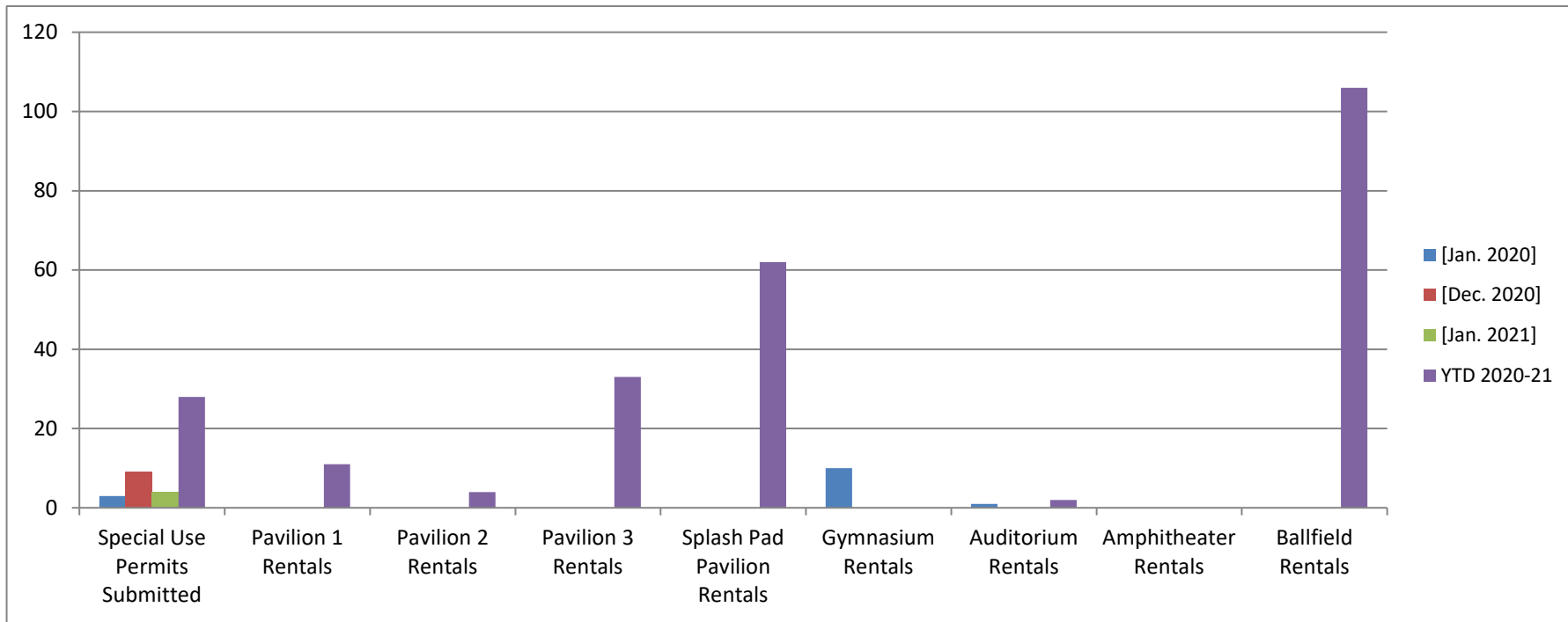


|                             | Target | Actual |
|-----------------------------|--------|--------|
| Senior Budget               | 58.33% | 24.99% |
| Museum Budget               | 58.33% | 50.33% |
| Parks Admin Budget          | 58.33% | 47.96% |
| Parks Maintenance Budget    | 58.33% | 43.63% |
| Cemetery Budget             | 58.33% | 60.26% |
| Total Parks General Fund Bu | 58.33% | 44.68% |

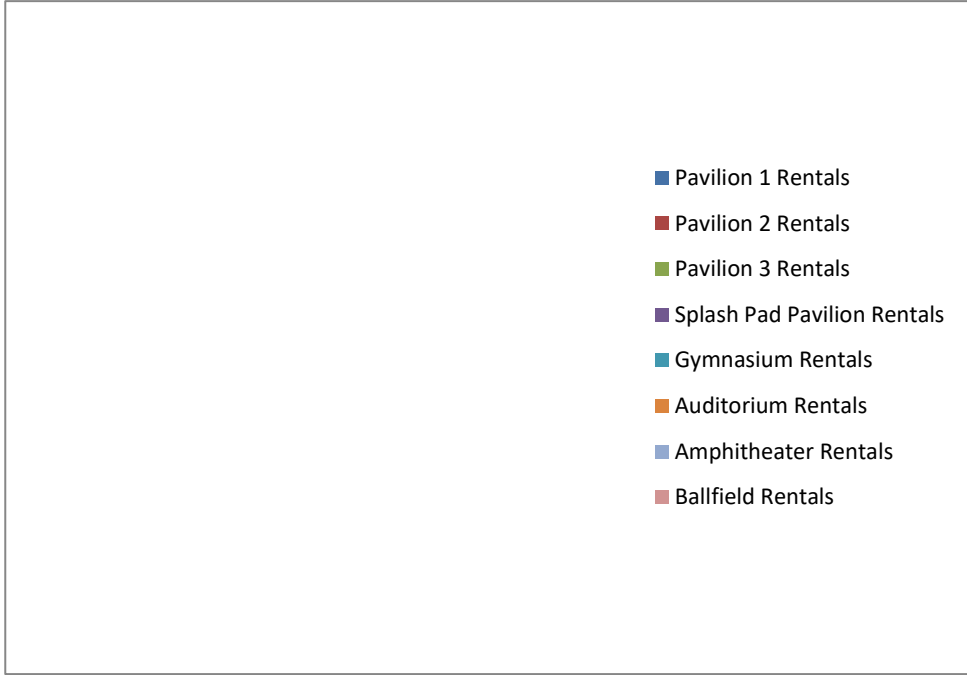
|             | Total | Completed |
|-------------|-------|-----------|
| Work Orders | 7     | 7         |
| Projects    | 26    | 16        |

|              | <b>Jul-20</b> | <b>Aug-20</b> | <b>Sep-20</b> | <b>Oct-20</b> | <b>Nov. 20</b> | <b>Dec. 2020</b> | <b>Jan. 21</b> | <b>YTD 20-21</b> |
|--------------|---------------|---------------|---------------|---------------|----------------|------------------|----------------|------------------|
| Mowing Hours | 319           | 405           | 397.5         | 255.5         | 222.5          | 0                | 0              | 1599.5           |

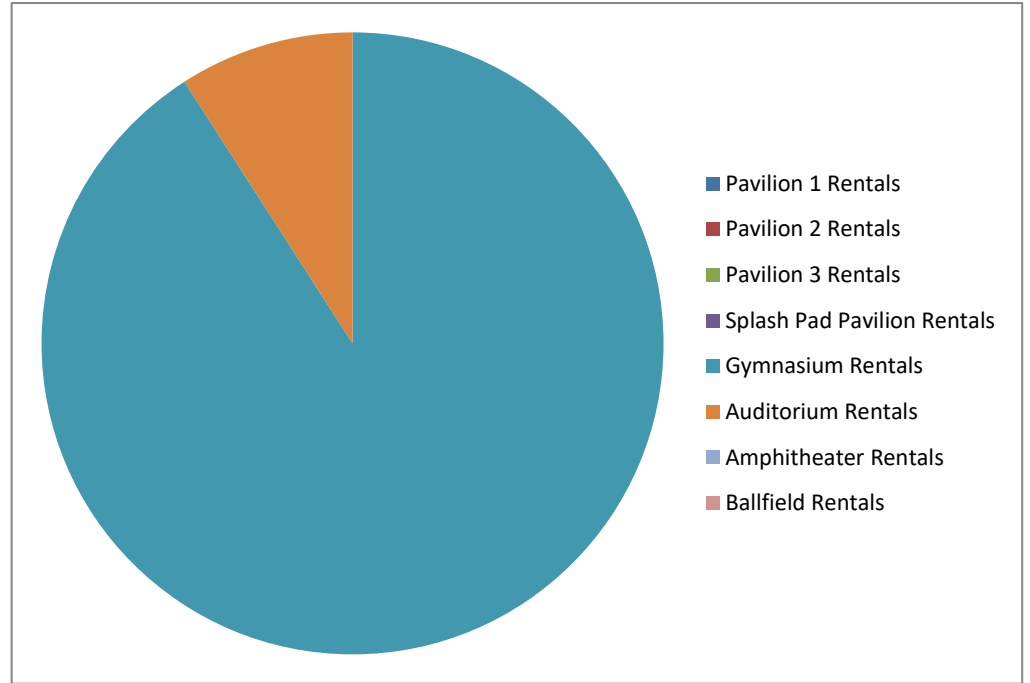
# Facility Usage



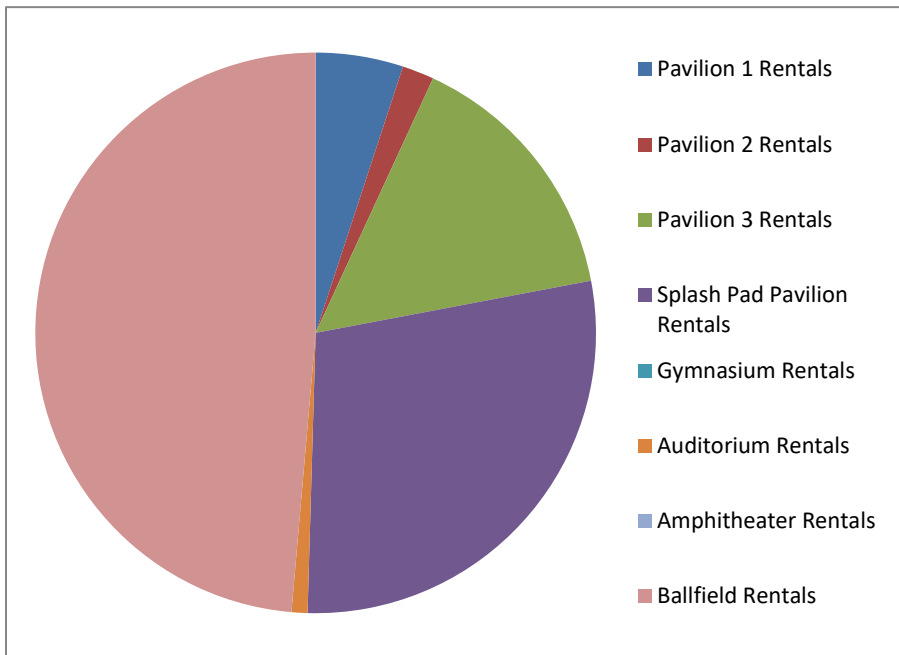
### Facility Usage This Month



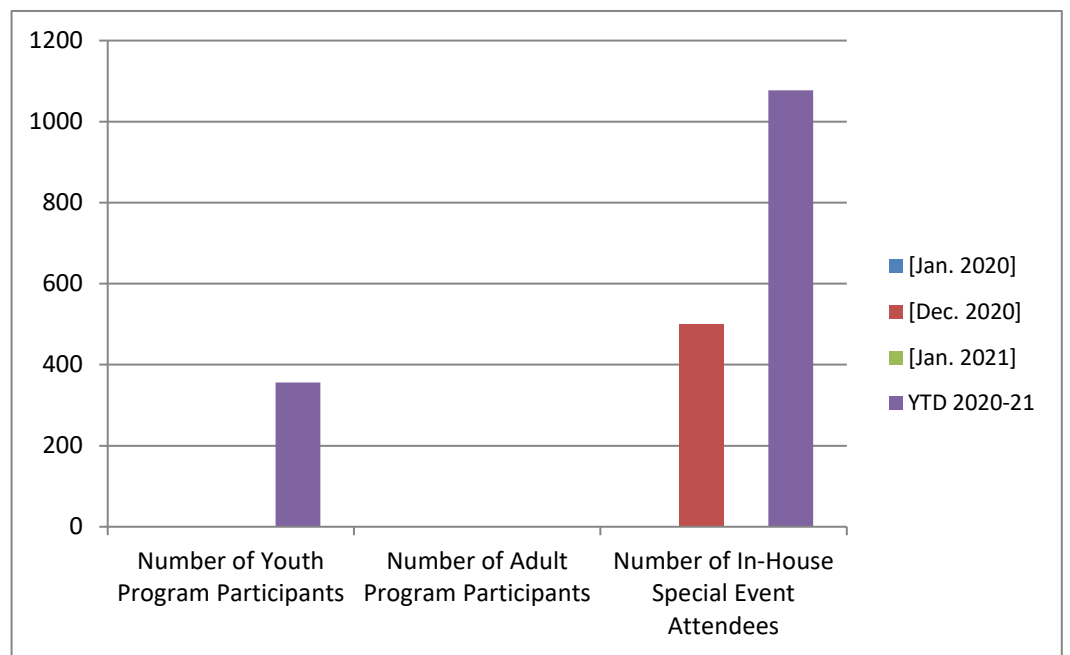
### Facility Usage January 2020



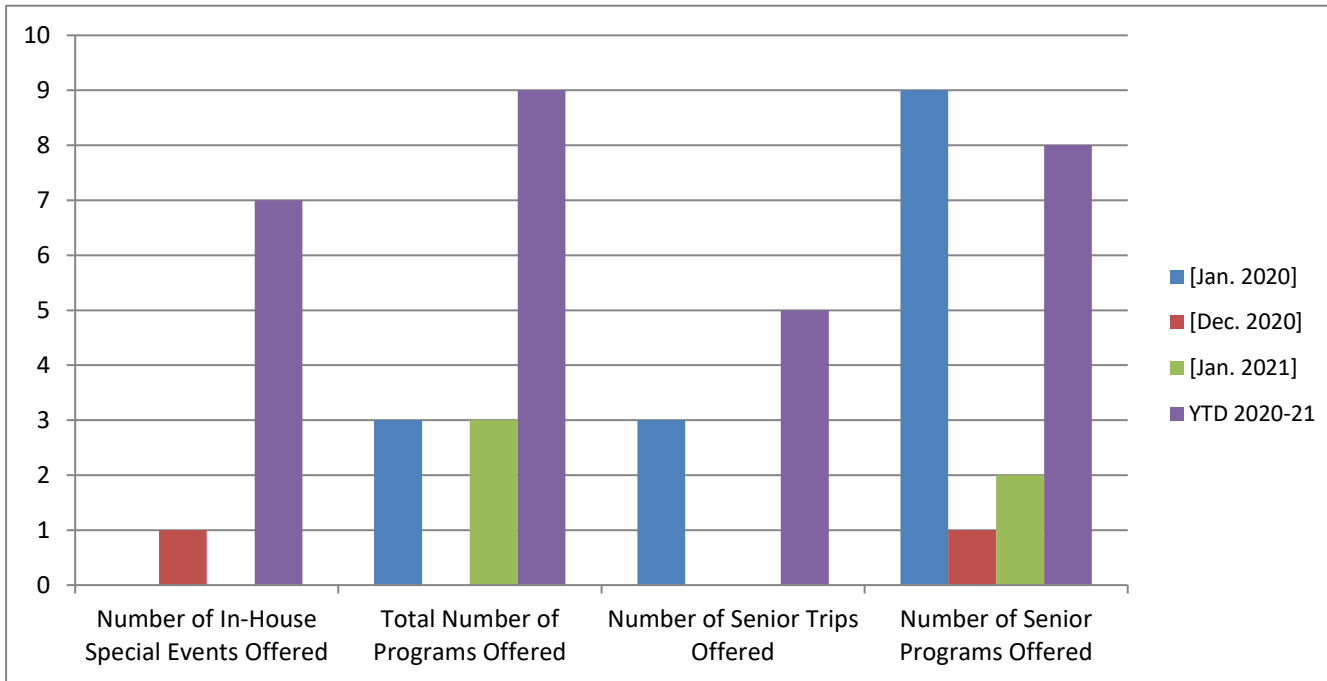
### Facility Usage YTD 2020-21



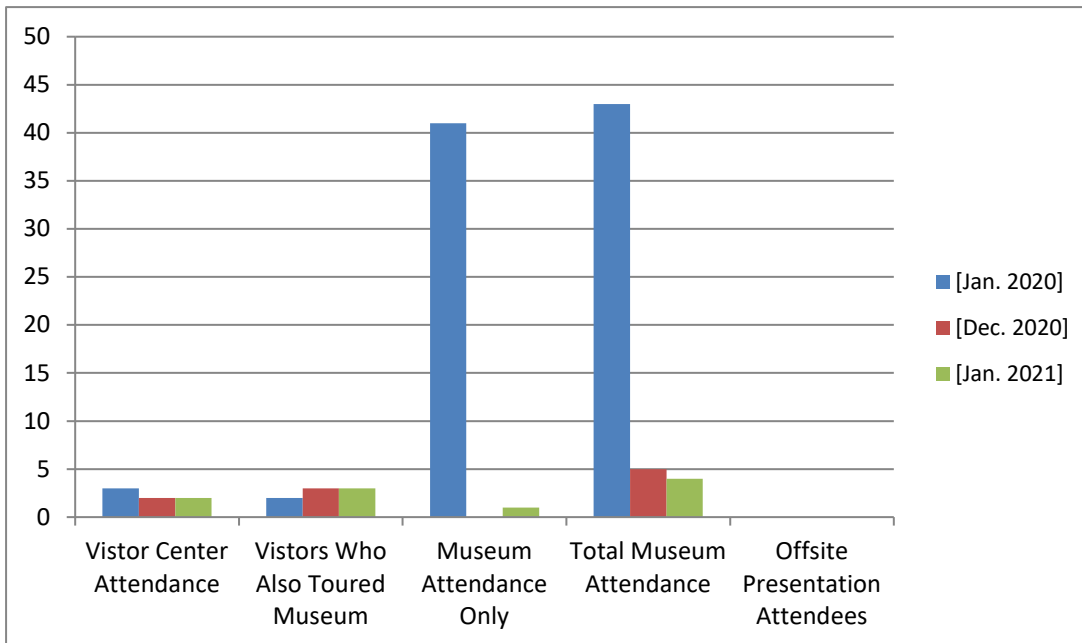
### Rec Programming/Events Participation/Attendance



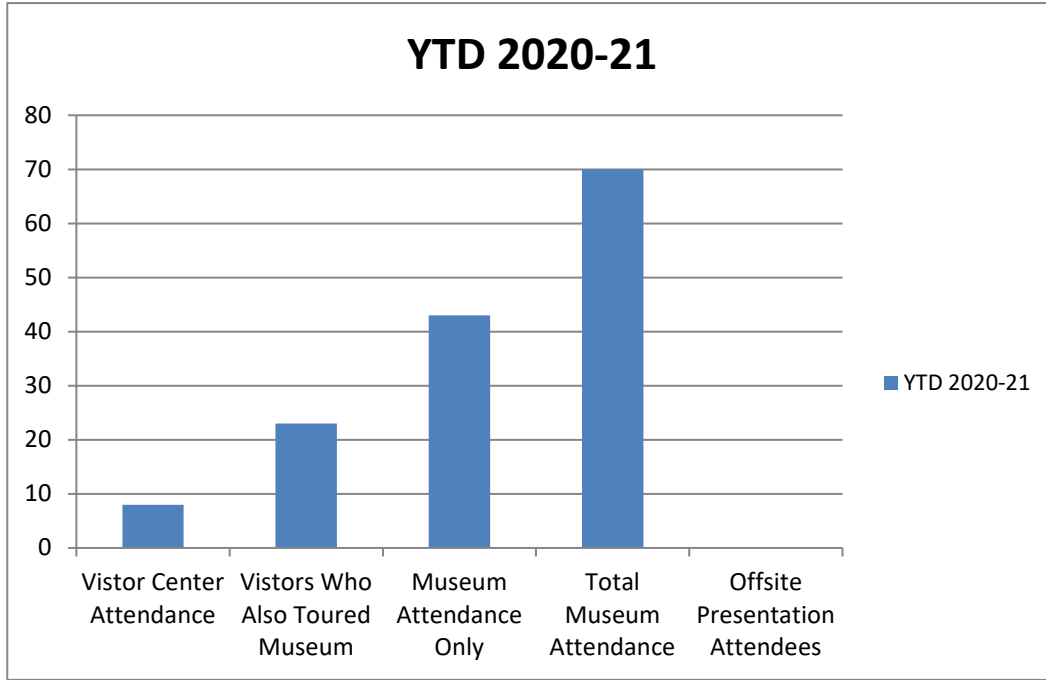
## Programming Opportunities



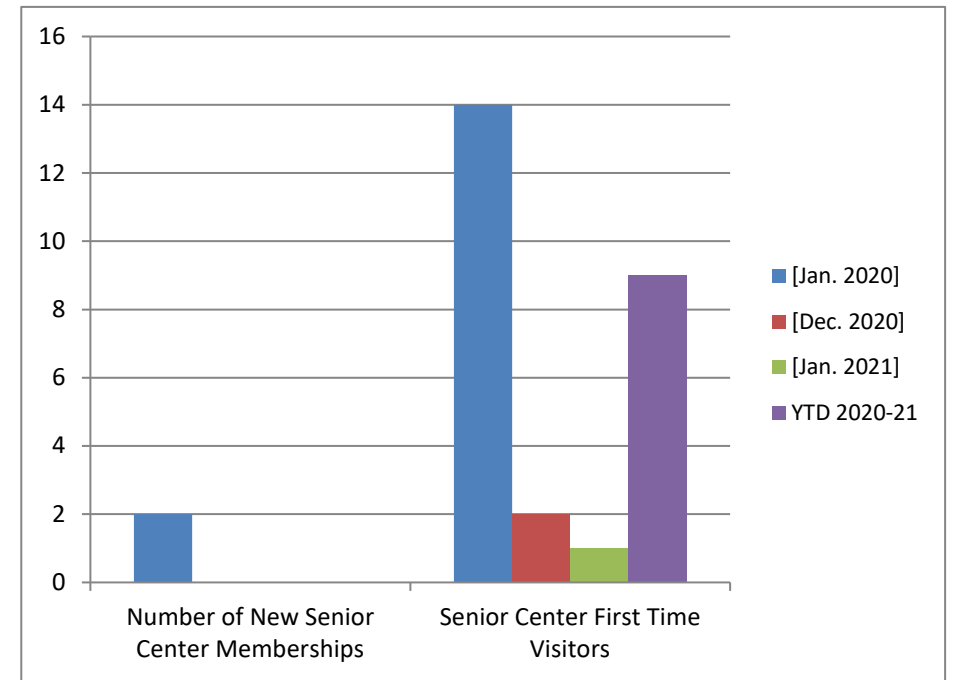
## Museum/Visitor Center Usage



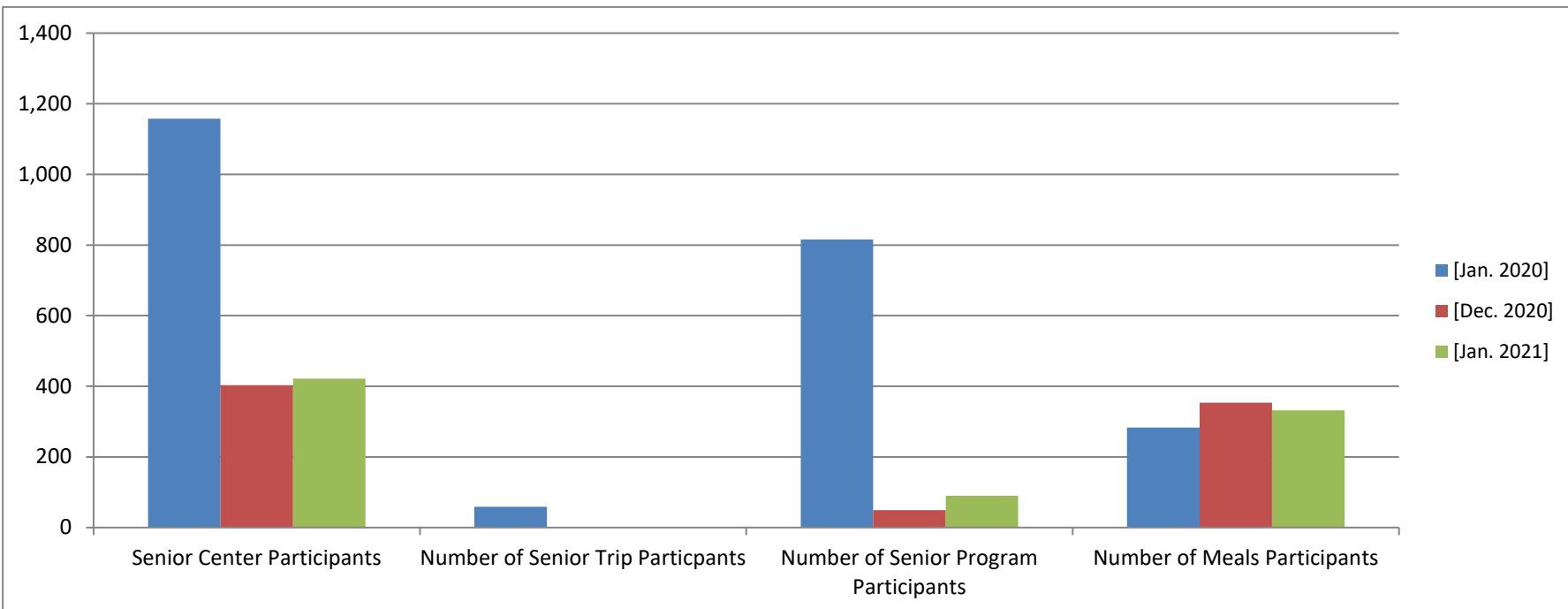
## Museum/Visitor Center Usage YTD



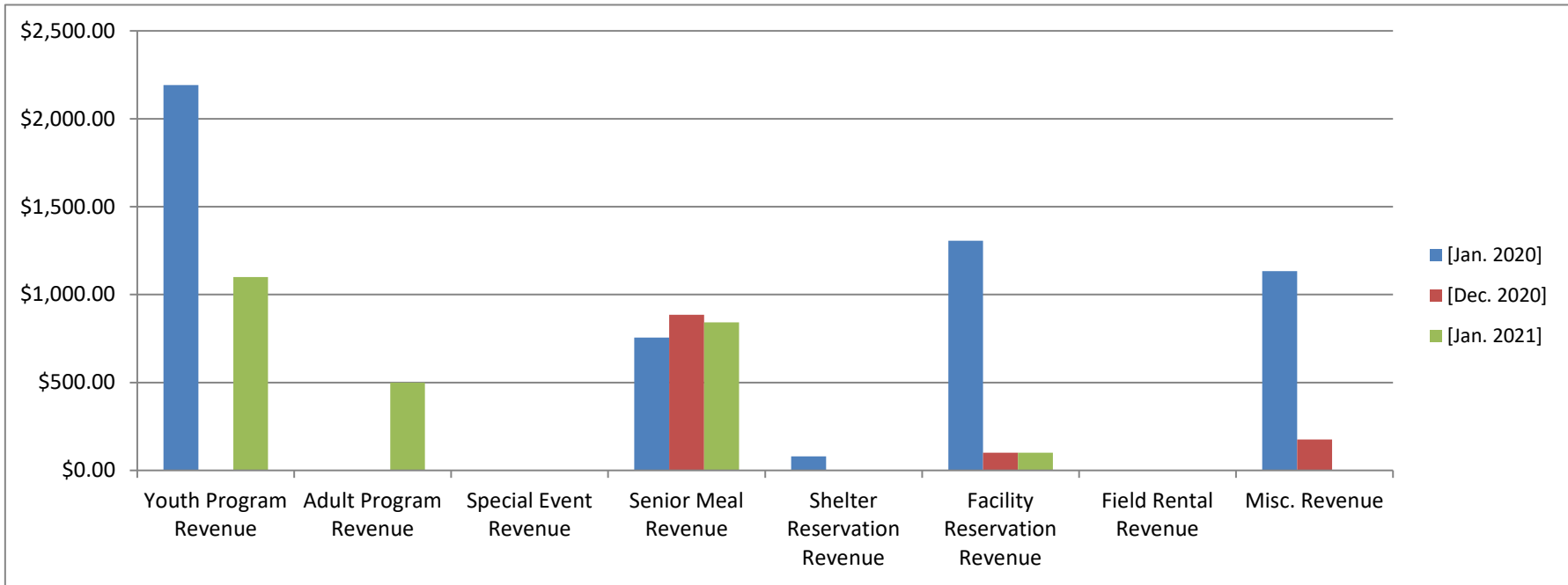
## New Senior Memberships/First Time Visitors



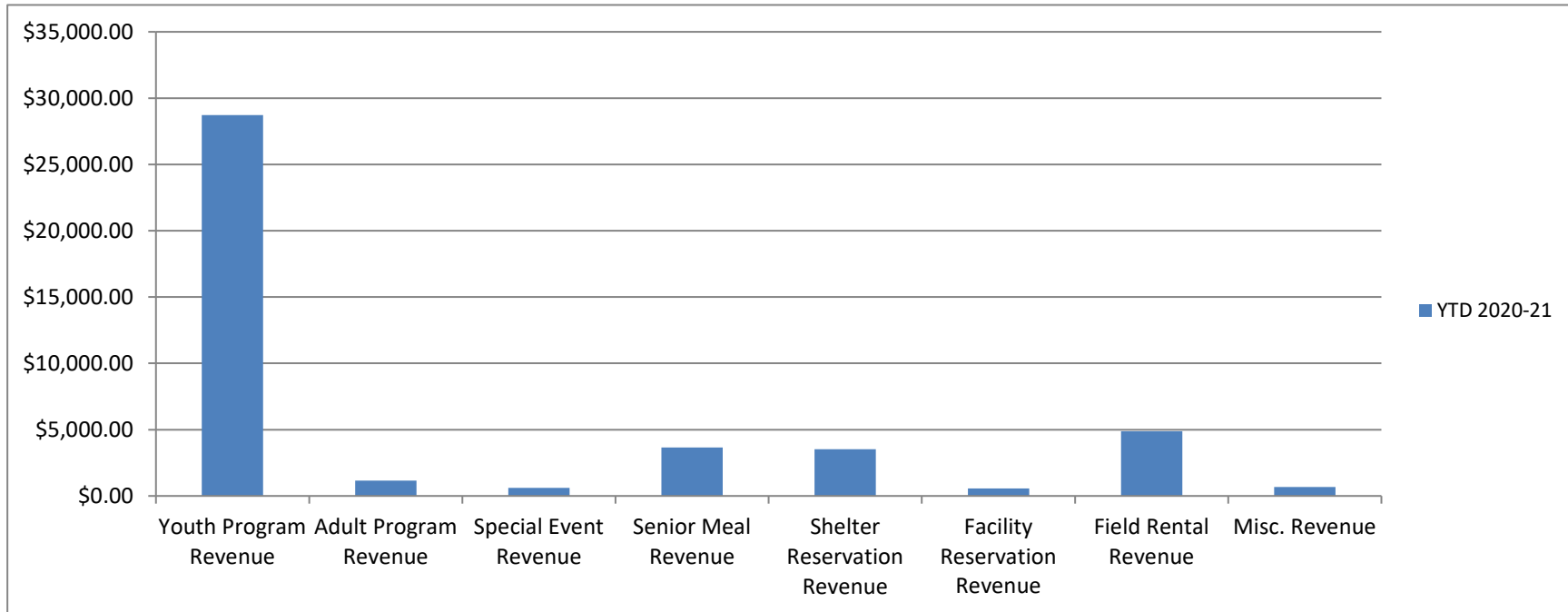
## Senior Programming Participation/Attendance



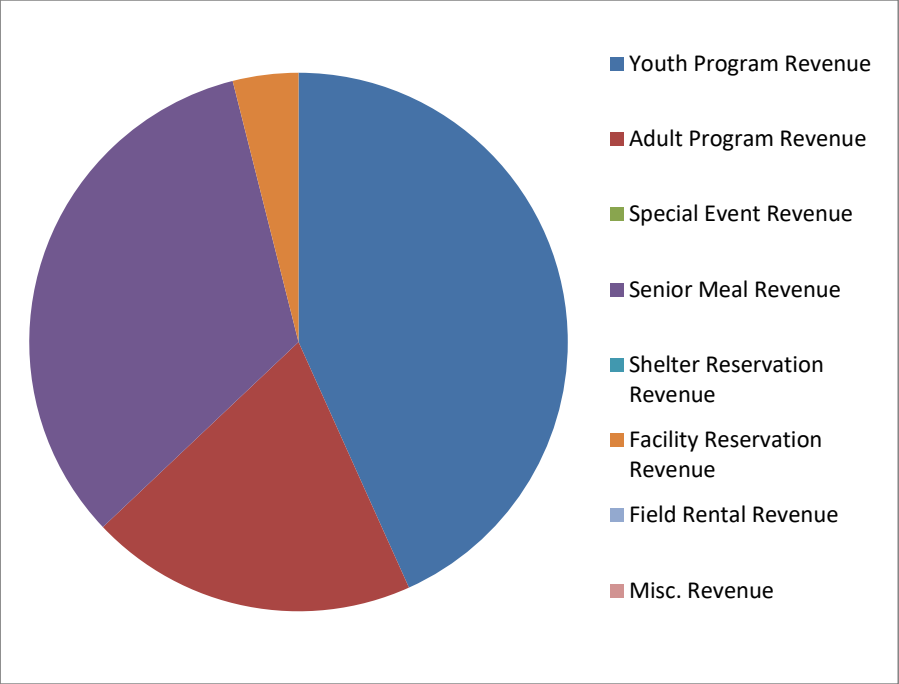
## Revenues



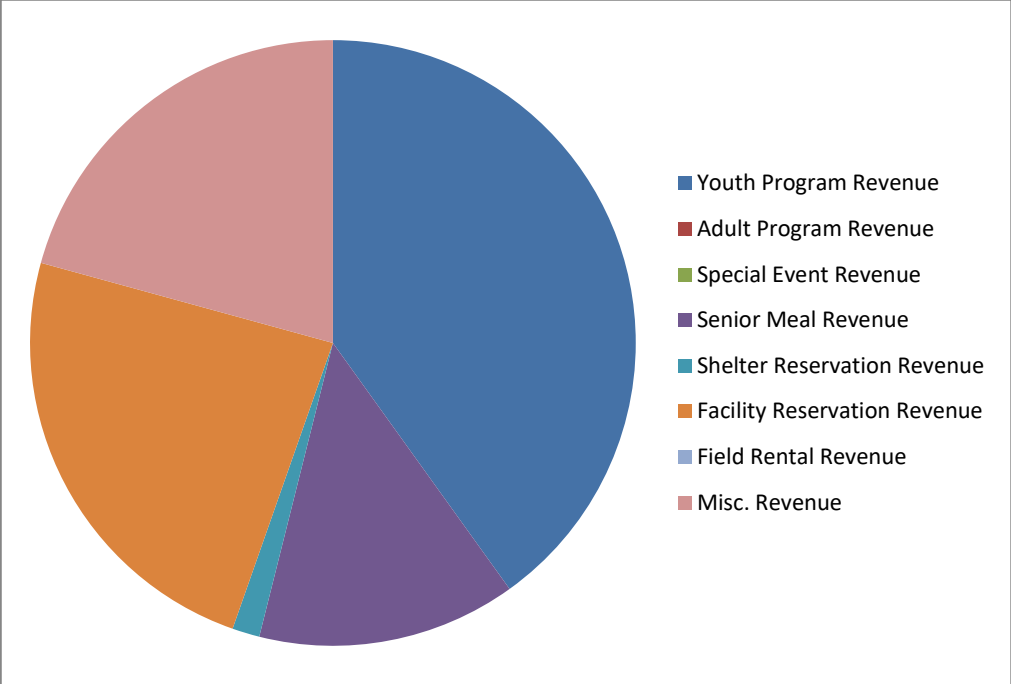
## Revenues YTD



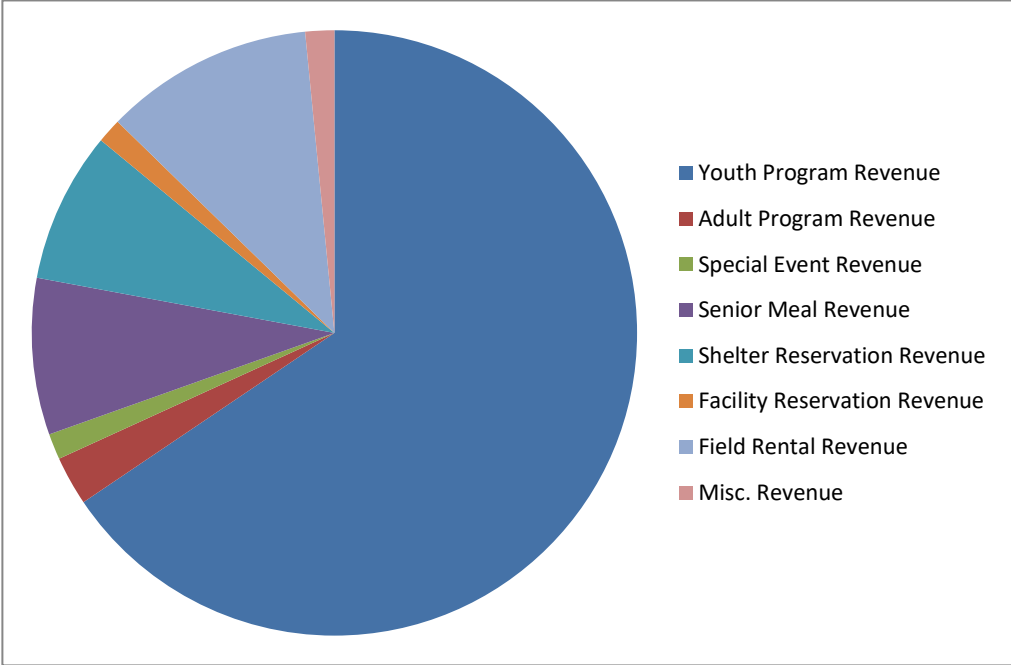
### Where Revenues Came From This Month



### Where Revenues Came From January 2020

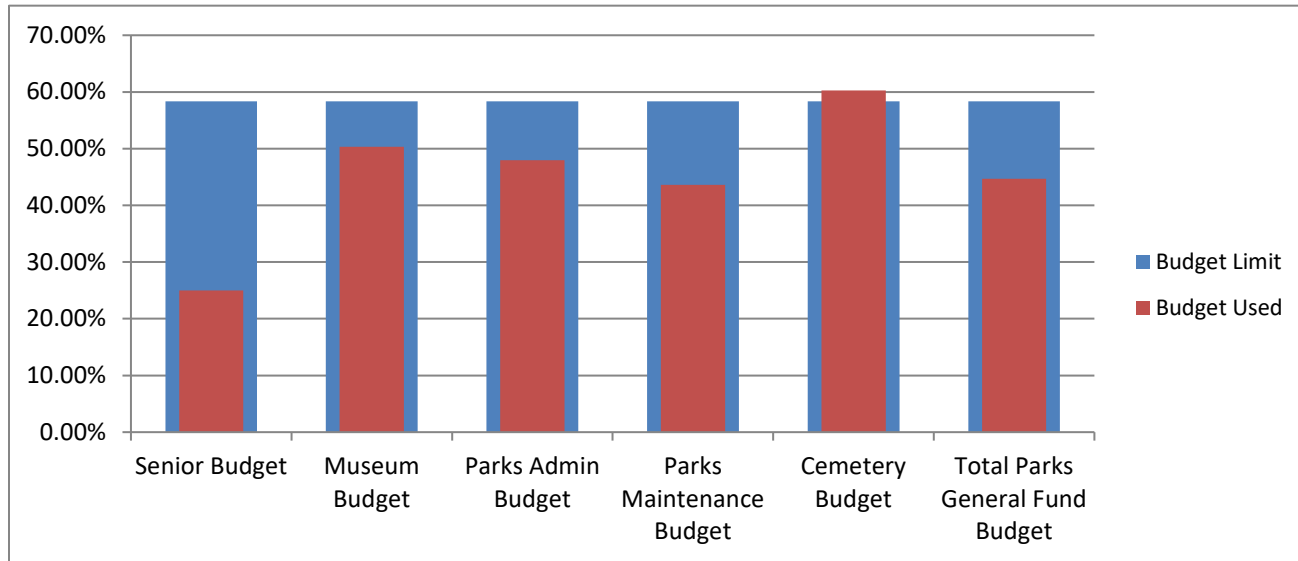


### Where Revenues Come From YTD

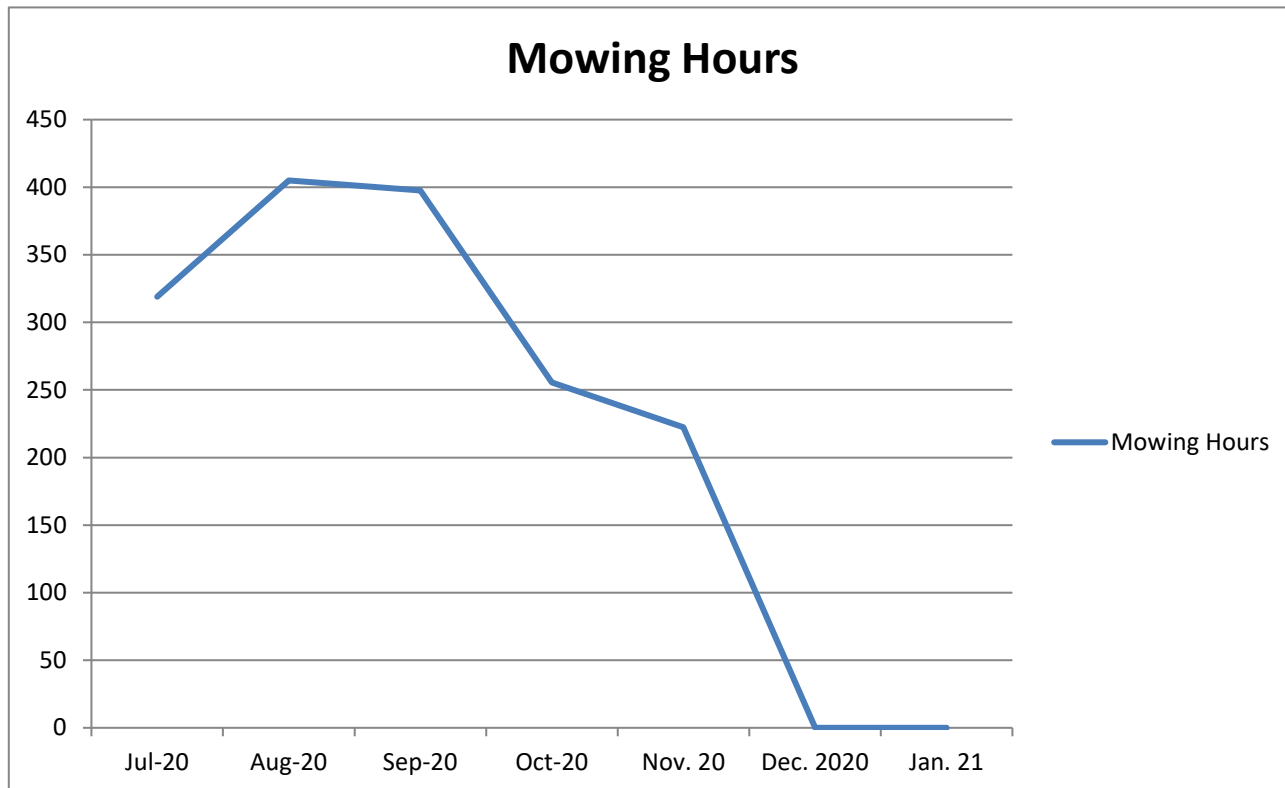


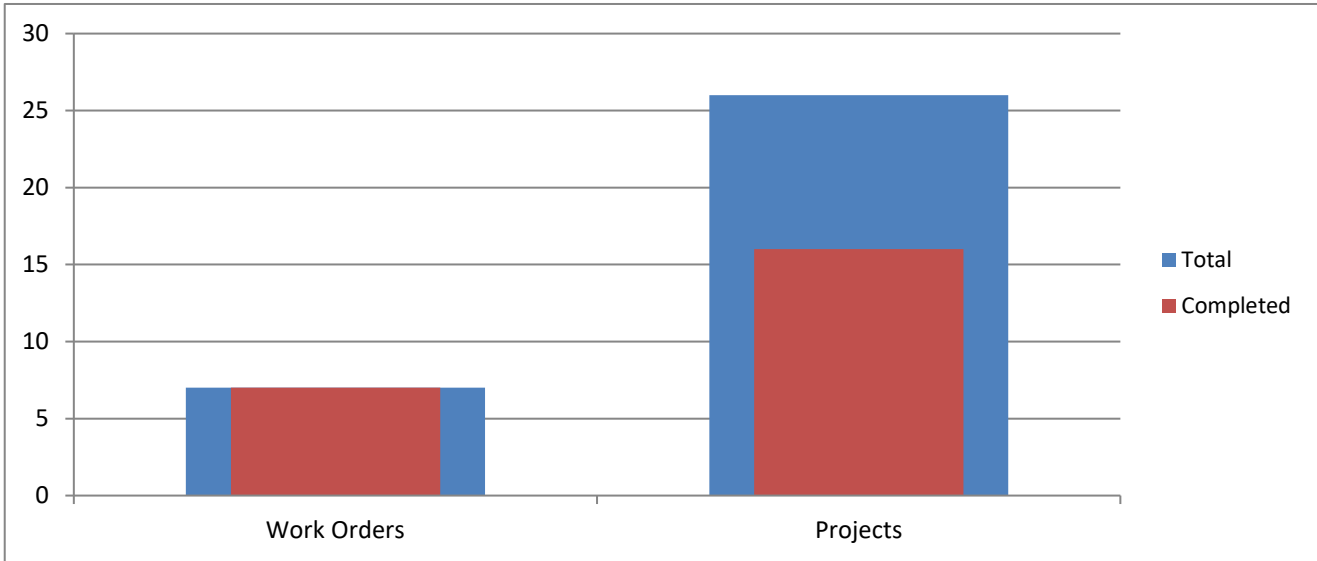


## Over/Under Budget



## Mowing Hours





|              | <b>FY<br/>2011-12</b> | <b>FY<br/>2012-13</b> |  | <b>FYE 2016</b> |
|--------------|-----------------------|-----------------------|--|-----------------|
| Mowing Hours |                       |                       |  |                 |

| <b>FYE 2017</b> | <b>FYE 2018</b> | <b>FYE 2019</b> | <b>FYE 2020</b> |
|-----------------|-----------------|-----------------|-----------------|
|                 |                 | 1,554           | 2,601           |

| <b>18-Jun</b> | <b>Dec. 19</b> | <b>Aug. 18</b> | <b>Sept. 18</b> | <b>Oct. 18</b> |
|---------------|----------------|----------------|-----------------|----------------|
| 90            | 0              | 75             | 75              | 40             |

| <b>Nov. 18</b> | <b>Dec. 18</b> | <b>19-Jan</b> | <b>19-Feb</b> | <b>19-Mar</b> | <b>Jul-12</b> | <b>Aug-12</b> | <b>Sep-11</b> | <b>Oct-11</b> | <b>Nov-11</b> |
|----------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 40             | 0              | 0             | 0             | 40            |               |               |               |               |               |



















| <b>Dec. 18</b> | <b>Jan. 19</b> | <b>Apr. 19</b> | <b>May-19</b> | <b>Jun-19</b> | <b>Jul. 19</b> | <b>Aug. 19</b> | <b>Sep-19</b> | <b>Oct-19</b> | <b>Nov-19</b> |
|----------------|----------------|----------------|---------------|---------------|----------------|----------------|---------------|---------------|---------------|
|                |                | 75             | 237           | 817           | 782            | 318            | 321           | 120           | 96            |

| <b>Dec-19</b> | <b>Jan-20</b> | <b>Feb-20</b> | <b>Mar. 20</b> | <b>Apr. 20</b> | <b>May-20</b> | <b>Jun-20</b> | <b>Jul-20</b> | <b>Aug-20</b> | <b>Sep-20</b> |
|---------------|---------------|---------------|----------------|----------------|---------------|---------------|---------------|---------------|---------------|
| 0             | 0             | 0             | 37             | 303            | 338           | 286           | 319           | 405           | 397.5         |

| <b>Oct-20</b> | <b>Nov. 20</b> | <b>Dec. 2020</b> | <b>Jan. 21</b> | <b>YTD 20-21</b> |
|---------------|----------------|------------------|----------------|------------------|
| 255.5         | 222.5          | 0                | 0              | 1599.5           |



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

### **Summary of Activities**

The library director had a phone call conference with her mentor, Martha Hendricks, on January 7. The two talked about their upcoming library projects and COVID related issues.

The library director attended a regional library director check-in. At this meeting, the group learned about how to get unique URL's for TEL sites. Once we get these URL's, the links can be posted on our website, which will allow us to get a number count of how many people are using these resources. The group was also shown how to get school students READS cards through the Sora program. This program will give every student access to books on READS even without a library card.

The library board met on January 14. They discussed the COVID survey, CIPA guidelines on the Chromebooks, the 2021-2022 budget proposal, the director's evaluation, and the meeting dates for the library board for 2021. This meeting was livestreamed and can be viewed on the library's Facebook page.

The library director attended a web meeting with a text marking company. She has been researching different text marketing companies to see which one would be a good company to use for reaching patrons.

The library director attended the Board of Mayor and Aldermen meeting on January 21<sup>st</sup> to see the logo reveal for White House 50<sup>th</sup> anniversary.

The director attended the department head budget retreat on January 28<sup>th</sup>. At this meeting, each department head presented their CIP requests for the next budget year. Per the library board, the library director is not going to pursue any CIP requests this year. The director will meet with the city administrator in February to discuss the Library Board's non-CIP budget requests.

The library staff put out extra grab and go kits for the teens and tweens since they were all picked up last month. The library will continue to offer grab and go kits through February. If the weather is warmer in March, then the staff might start offering face-to-face programs outside again.

### **Department Highlights**

The highlight for the month was the amount of information the library director learned at the regional library check-in. A large amount of new information was presented that the library director needs to look into so that it can be utilized at the library and improve patron access to data and the library's counts of use.

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

**Official Service Area Populations**

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

**Membership**

| January                         | 2017   | 2018  | 2019  | 2020  | 2021  |
|---------------------------------|--------|-------|-------|-------|-------|
| New Members                     | 106    | 84    | 111   | 100   | 85    |
| Updated Members                 | 409    | 271   | 283   | 332   | 332   |
| Yearly Totals                   | 2017   | 2018  | 2019  | 2020  | 2021  |
| Total Members                   | 11,893 | 7,073 | 8,376 | 9,496 | 7,088 |
| % of population with membership | 86     | 51    | 59    | 66    | 49    |

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:** 37,323

**Estimated Value of Total Materials:** \$933,075

**Last Month:** \$929,700

**Total Materials Available Per Capita:** 2.60

**Last Month:** 2.60

**State Minimum Standard:** 2.00

**Materials Added in January**

| 2017 | 2018 | 2019 | 2020 | 2021 |
|------|------|------|------|------|
| 158  | 350  | 436  | 176  | 120  |

**Yearly Material Added**

| 2017  | 2018  | 2019  | 2020  | 2021 |
|-------|-------|-------|-------|------|
| 3,602 | 3,123 | 3,004 | 3,025 | 120  |

**Physical Items Checked Out in January**

| 2017  | 2018  | 2019  | 2020  | 2021  |
|-------|-------|-------|-------|-------|
| 5,245 | 4,926 | 4,954 | 4,809 | 4,189 |

**Cumulative Physical Items Check Out**

| 2017   | 2018   | 2019   | 2020   | 2021  |
|--------|--------|--------|--------|-------|
| 63,421 | 62,536 | 65,522 | 50,042 | 4,189 |

The checkouts for January were decent even though we are not allowing patrons to check out as many items at a time due to COVID.

**Miscellaneous item checkouts**

| January            | 2017 | 2018 | 2019 | 2020 | 2021 |
|--------------------|------|------|------|------|------|
| Technology Devices | 52   | 48   | 51   | 28   | 54   |
| Study Rooms        | 64   | 67   | 95   | 77   | 21   |
| Games and Puzzles  | 36   | 47   | 69   | 96   | 120  |
| Seeds              | 196  | 20   | 0    | 16   | 50   |
| STEAM Packs        | *    | *    | 22   | 30   | 0    |
| Cake Pans          | *    | *    | *    | 13   | 2    |

**Yearly Totals**

| 2017  | 2018  | 2019 | 2020 | 2021 |
|-------|-------|------|------|------|
| 585   | 644   | 137  | 381  | 54   |
| 828   | 1,082 | 253  | 305  | 21   |
| 528   | 743   | 222  | 955  | 120  |
| 1,197 | 586   | 112  | 302  | 50   |
| *     | 148   | 61   | 25   | 0    |
| *     | 6     | 1    | 28   | 2    |

**Library Services Usage**

| January             | 2017 | 2018  | 2019  | 2020  | 2021  |
|---------------------|------|-------|-------|-------|-------|
| Lego Table          | 215  | 213   | 200   | 246   | 0     |
| Test Proctoring     | 3    | 1     | 2     | 2     | 0     |
| Charging Station    | 7    | 6     | 6     | 11    | 3     |
| Notary Services     | *    | *     | *     | 13    | 4     |
| Library Visits      | *    | 3,911 | 4,549 | 4,155 | 2,519 |
| Website Usage       | *    | 836   | 1,092 | 1,718 | 2,253 |
| Reference Questions | 10   | 4     | 2     | 8     | 4     |

**Yearly Totals**

| 2017  | 2018   | 2019   | 2020   | 2021  |
|-------|--------|--------|--------|-------|
| 2,643 | 1,891  | 553    | 459    | 0     |
| 56    | 152    | 27     | 74     | 0     |
| 86    | 90     | 19     | 47     | 3     |
| *     | *      | 16     | 88     | 4     |
| *     | 52,565 | 55,728 | 30,007 | 2,519 |
| *     | 2,517  | 16,935 | 17,977 | 2,253 |
| 115   | 59     | 77     | 60     | 4     |

**Library Volunteers**

| Library            | 2018 | 2019 | 2020 | 2021 |
|--------------------|------|------|------|------|
| Library Volunteers | 17   | 17   | 14   | 12   |
| Volunteer Hours    | 98   | 106  | 155  | 114  |

**Yearly Totals**

| 18-19 | 19-20 | 20-21 |
|-------|-------|-------|
| 82    | 36    | 16    |
| 809   | 1,286 | 620.5 |

We have not been allowing as many volunteers in the building at a time due to COVID.

**Computer Users**

| November    | 2017 | 2018 | 2019 | 2020 | 2021 |
|-------------|------|------|------|------|------|
| Wireless    | 705  | 1131 | 731  | 592  | 238  |
| Adult Users | 396  | 298  | 369  | 375  | 220  |
| Kids Users  | 152  | 142  | 186  | 194  | 2    |

**Yearly Computer Users**

| 2017  | 2018  | 2019  | 2020  | 2021 |
|-------|-------|-------|-------|------|
| 8,725 | 9,535 | 2,017 | 3,829 | 238  |
| 4,413 | 4,642 | 1,103 | 2,138 | 220  |
| 2,209 | 2,088 | 556   | 427   | 2    |

**White House Public Library**

**January 2021**

**Performance Measures**

**Universal Class Counts**

| January           |    |
|-------------------|----|
| Sign ups          | 1  |
| Courses started   | 6  |
| Lessons viewed    | 53 |
| Class Submissions | 10 |

**Yearly Totals**

| 2017 | 2018 | 2019 | 2020  | 2021 |
|------|------|------|-------|------|
| 27   | 24   | 9    | 10    | 1    |
| 39   | 52   | 16   | 53    | 6    |
| 273  | 661  | 194  | 1,771 | 53   |
| 258  | 445  | 105  | 800   | 10   |

**Programs**

| 1,000 books      | 2018 | 2019 | 2020 | 2021 |
|------------------|------|------|------|------|
| Monthly Sign-ups | 7    | 0    | 6    | 0    |
| Yearly Sign-ups  | 29   | 38   | 83   | 83   |

| Achievements | 2018 | 2019 | 2020 | 2021 |
|--------------|------|------|------|------|
| 100 Mark     | 2    | 0    | 0    | 1    |
| 500 Mark     | 2    | 2    | 0    | 0    |
| Completion   | 0    | 1    | 2    | 0    |

**Face-to-face Kids Programs**

| January   | 2017  | 2018  | 2019  | 2020  | 2021 |
|-----------|-------|-------|-------|-------|------|
| Programs  | 19    | 13    | 15    | 12    | 0    |
| Attendees | 296   | 242   | 237   | 260   | 0    |
| Yearly    | 2017  | 2018  | 2019  | 2020  | 2021 |
| Programs  | 181   | 146   | 154   | 43    | 0    |
| Attendees | 4,268 | 4,260 | 4,201 | 1,185 | 0    |

**Virtual Kids Programs**

| January | 2020  | 2021 |
|---------|-------|------|
| Videos  | 0     | 4    |
| Views   | 0     | 28   |
| Yearly  | 2020  | 2021 |
| Videos  | 24    | 4    |
| Views   | 4,182 | 28   |

**Grab & Go Kits**

| January | 2020 | 2021 |
|---------|------|------|
| Kits    | 0    | 6    |
| Taken   | 0    | 251  |
| Yearly  | 2020 | 2021 |
| Kits    | 38   | 6    |
| Taken   | 1094 | 251  |

The staff is doing pre-recorded virtual story times. The staff is putting out separate grab & go kits for children ages 0-5 & 6-9.

**Face-to-face Teen Programs**

| January   | 2017 | 2018 | 2019 | 2020 | 2021 |
|-----------|------|------|------|------|------|
| Programs  | 2    | 5    | 6    | 5    | 0    |
| Attendees | 7    | 20   | 22   | 32   | 0    |
| Yearly    | 2017 | 2018 | 2019 | 2020 | 2021 |
| Programs  | 47   | 82   | 68   | 13   | 0    |
| Attendees | 481  | 432  | 518  | 81   | 0    |

**Tween Face-to-Face Programs**

| January   | 2020 | 2021 |
|-----------|------|------|
| Programs  | 2    | 0    |
| Attendees | 9    | 0    |
| Yearly    | 2020 | 2021 |
| Programs  | 5    | 0    |
| Attendees | 18   | 0    |

The library is not having face-to-face programs right now because it is too cold to meet outside.

**Combined Face-to-Face**

| January   | 2020 | 2021 |
|-----------|------|------|
| Programs  | 0    | 0    |
| Attendees | 0    | 0    |
| Yearly    | 2020 | 2021 |
| Programs  | 11   | 0    |
| Attendees | 77   | 0    |

**Virtual Teen & Tweens**

| January | 2020  | 2021 |
|---------|-------|------|
| Videos  | 0     | 2    |
| Views   | 0     | 26   |
| Yearly  |       |      |
| Videos  | 12    | 2    |
| Views   | 1,591 | 26   |

**Grab & Go**

| January | 2020 | 2021 |
|---------|------|------|
| Kits    | 0    | 4    |
| Taken   | 0    | 36   |
| Yearly  | 2020 | 2021 |
| Kits    | 13   | 4    |
| Taken   | 152  | 36   |

The staff is only offering grab and go kits and tutorial videos for teens and tweens right now.

**Face-to-face Adult Programs**

| January   | 2017 | 2018  | 2019  | 2020 | 2021 |
|-----------|------|-------|-------|------|------|
| Programs  | 15   | 13    | 14    | 11   | 3    |
| Attendees | 65   | 52    | 88    | 54   | 17   |
| Yearly    | 2017 | 2018  | 2019  | 2020 | 2021 |
| Programs  | 145  | 175   | 157   | 42   | 3    |
| Attendees | 689  | 1,009 | 1,343 | 214  | 17   |

**Virtual**

| January | 2020  | 2021 |
|---------|-------|------|
| Videos  | 0     | 0    |
| Views   | 0     | 0    |
| Yearly  | 2020  | 2021 |
| Videos  | 18    | 0    |
| Views   | 4,972 | 0    |

**Device Advice**

| Sessions | 2019 | 2020 | 2021 |
|----------|------|------|------|
| January  | *    | *    |      |
| Yearly   | 125  | 51   |      |

A box was added for adult virtual programs in case we have to start offering those types of programs again.

**Interlibrary Loan Services**

| November | 2017 | 2018 | 2019 | 2020 | 2021 |
|----------|------|------|------|------|------|
| Borrowed | 12   | 71   | 58   | 53   | 59   |
| Loaned   | 37   | 31   | 37   | 20   | 12   |

**Yearly Interlibrary Loan Services**

| 2017 | 2018 | 2019 | 2020 | 2021 |
|------|------|------|------|------|
| 562  | 690  | 690  | 534  | 59   |
| 305  | 410  | 410  | 151  | 12   |

| January  | R.E.A.D.S |
|----------|-----------|
| Adults   | 1895      |
| Juvenile | 73        |

| Yearly Totals | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 |
|---------------|-----------|-----------|-----------|-----------|
| Adults        | 15,773    | 21,138    | 23,138    | 10,911    |
| Juvenile      | 725       | 1,430     | 1,189     | 570       |

The READS statistics come from the state.

**CITY COURT REPORT**

**January 2021**

**CITATIONS**

|                                      |                    |
|--------------------------------------|--------------------|
| TOTAL MONIES COLLECTED FOR THE MONTH | \$2,062.58         |
| <b>TOTAL MONIES COLLECTED YTD</b>    | <b>\$26,842.06</b> |

**STATE FINES**

|                                   |                    |
|-----------------------------------|--------------------|
| TOTAL MONIES COLLECTED FOR MONTH  | \$1,457.34         |
| <b>TOTAL MONIES COLLECTED YTD</b> | <b>\$10,592.08</b> |

|                                |                    |
|--------------------------------|--------------------|
| <u>TOTAL REVENUE FOR MONTH</u> | <u>\$3,519.92</u>  |
| <b>TOTAL REVENUE YTD</b>       | <b>\$37,434.14</b> |

**DISBURSEMENTS**

|                                      |                   |
|--------------------------------------|-------------------|
| LITIGATION TAX                       | \$220.20          |
| DOS/DOH FINES & FEES                 | \$133.00          |
| DOS TITLE & REGISTRATION             | \$28.50           |
| RESTITUTION/REFUNDS                  | \$0.00            |
| ONLINE CC FEES                       | \$33.70           |
| CARD FEES                            | \$10.38           |
| WORTHLESS CHECKS                     | \$0.00            |
| <u>TOTAL DISBURSEMENTS FOR MONTH</u> | <u>\$425.78</u>   |
| <b>TOTAL DISBURSEMENTS YTD</b>       | <b>\$4,554.21</b> |

|                                   |                    |
|-----------------------------------|--------------------|
| <u>ADJUSTED REVENUE FOR MONTH</u> | <u>\$3,094.14</u>  |
| <b>TOTAL ADJUSTED REVENUE YTD</b> | <b>\$32,879.93</b> |

**DRUG FUND**

|                                      |                   |
|--------------------------------------|-------------------|
| <u>DRUG FUND DONATIONS FOR MONTH</u> | <u>\$308.75</u>   |
| <b>DRUG FUND DONATIONS YTD</b>       | <b>\$4,015.42</b> |

| <b>Offenses Convicted &amp; Paid For Month</b> | <b>Count</b> | <b>Paid</b> |
|------------------------------------------------|--------------|-------------|
| Animal Control/Misc                            | 2            | \$268.64    |
| Financial Responsibility Law                   | 11           | \$422.27    |
| Registration Law                               | 9            | \$222.50    |
| Improper Equipment                             | 1            | \$0.00      |
| Parking (Fire Lane)                            | 1            | \$51.00     |
| One Way Road                                   | 1            | \$117.50    |
| DL Exhibited                                   | 1            | \$0.00      |
| Red Light                                      |              |             |
| Careless Driving                               |              |             |
| Stop Sign                                      | 1            | \$60.00     |
| Speeding                                       | 5            | \$361.97    |
| Seat Belt                                      | 1            | \$50.00     |
| Failure To Yield                               | 1            | \$117.50    |
| Exercise Due Care                              | 2            | \$225.00    |
| Open Container                                 | 1            | \$132.50    |
| Total                                          | 37           | \$2,028.88  |