



City Administrator Report: September 2022

Administrative & Legislative Services Department
September 2022

Administration

City Administrator Gerald Herman attended the following meetings and events this month:

- September 1:
 - Leisure Services Board
- September 6:
 - Staff Plan Reviews
- September 7:
 - Scooters Ribbon Cutting
- September 8:
 - Library Board Meeting
- September 12:
 - Stormwater Advisory Board Meeting
 - Planning Commission Study Session
 - Planning Commission
- September 13:
 - Goodall Homes Lunch and Learn
- September 14:
 - Mayor Update Meeting
- September 15:
 - Coffee With a Cop (White House Chamber Event)
 - Ribbon Cutting for Spunky Monkey
 - Board of Mayor and Alderman Meeting
- September 19:
 - Department Head Staff Meeting
- September 20:
 - Chamber Luncheon
 - Board of Zoning Appeals
- September 21:
 - RTA Board Meeting
 - Pre- Bid Meeting for intersection traffic control battery backups
 - GNRC Transportation Policy Board
 - Economic Development Team Meeting
- September 22:
 - White House Progress Meeting
 - Robertson County Joint Economic Meeting
- September 26:
 - Christmas on Main Street Meeting #2
 - Southern Force Main Phase 3 Discussion
 - Mayor Update Meeting
- September 28:
 - 2022 GNRC Annual Partnership Luncheon and Business Meeting
- September 29:
 - Board/Volunteer Reception

**Administrative & Legislative Services Department
September 2022
Performance Measurements**

Finance Update

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2022-2023.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$26,329,432	\$16,021,020	↑35.81
Industrial Development	\$86,000	\$7,289	↓16.55
State Street Aid	\$495,000	\$306,630	↑36.91
Parks Sales Tax	\$2,526,000	\$1,774,542	↑45.22
Solid Waste	\$1,356,081	\$465,970	↑9.33
Parks Impact Fees	\$55,744	\$11,919	↓3.64
Police Impact Fees	\$25,098	\$0	↓25.03
Fire Impact Fees	\$116,554	\$0	↓25.03
Road Impact Fees	\$33,909	\$0	↓25.03
Police Drug Fund	\$4,500	\$0	↓25.03
Debt Services	\$1,236,600	\$3,298	↓24.76
Wastewater	\$20,265,581	\$13,298,944	↑40.59
Dental Care	\$74,500	\$19,222	↑0.77
Stormwater Fund	\$1,972,599	\$266,133	↓11.53
Cemetery Fund	\$90,565	\$23,877	↑1.33

*Expended/Encumbered amounts reflect charges from July 1, 2022 – June 30, 2023.

Purchasing

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

Total Purchase Orders

	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	313	325	261	269	346	362
August	166	132	128	106	151	166
September	104	98	106	98	126	119
October		98	79	97	91	147
November		103	72	78	120	125
December		73	71	58	72	104
January		117	123	81	122	177
February		105	75	93	119	113
March		145	106	107	131	142
April		105	154	85	138	185
May		153	133	82	129	121
June		52	47	45	50	52
Total	583	1,506	1,355	1,199	1,595	1,813

Purchase Orders by Dollars	Sept 2022	FY 2023	FY 2022	FY 2021	Total for FY23	Total for FY22	Total for FY21
Purchase Orders \$0-\$9,999	96	549	1,442	1281	\$784,061.12	\$1,640,827.83	\$1,482,989.65
Purchase Orders \$10,000-\$24,999	5	13	24	29	\$207,498.01	\$404,406.65	\$417,161.17
Purchase Orders over \$25,000	3	20	40	45	\$27,864,564.71	\$11,687,700.37	\$11,050,535.17
Total	104	583	1,506	1355	\$28,856,123.84	\$13,732,934.80	\$12,367,741.04

**Administrative & Legislative Services Department
September 2022**

Website Management

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

	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits
July	52	54	15	152	61	31,946	32,401	11,536	1,164,517	1,080,668
Aug.	63	66	20	126	133	31,340	25,635	9,145	752,932	835,519
Sept.	65	48	17	43	22	27,594	24,833	8,335	679,248	214,406
Oct.		52	10	78	86		23,816	8,390	386,735	864,091
Nov.		63	174	56	40		23,022	7,587	695,971	812,527
Dec.		39	13	156	82		22,904	17,483	847,724	1,055,111
Jan.		56	108	67	68		26,942	17,123	720,531	934,562
Feb.		52	135	22	40		23,253	19,796	N/A	762,985
March		57	39	85	61		30,026	22,930	N/A	879,671
April		68	101	43	56		31,127	20,881	N/A	820,505
May		54	38	27	29		31,335	23,514	5,998	946,897
June		674	214	48	123		34,600	30,909	10,251	901,328
Total	180	609	884	901	801	90,880	329,885	197,629	5,263,907	9,053,159

“City of White House, TN” Mobile App

	FY 23 New Downloads	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
July	8	8	45	19
Aug.	13	9	44	21
Sept.	9	13	19	21
Oct.		6	40	12
Nov.		6	29	13
Dec.		10	10	15
Jan.		18	11	23
Feb.		9	20	70
March		14	11	69
April		11	7	41
May		10	11	29
June		10	11	36
Total	30	124	258	369

	FY23 # of Request	FY22 # of Request	FY21 # of Request	FY20 # of Request
July	50	38	20	36
Aug.	43	54	27	39
Sept.	40	46	16	18
Oct.		64	15	40
Nov.		19	20	27
Dec.		42	27	20
Jan.		41	18	24
Feb.		41	72	41
March		38	36	34
April		26	26	35
May		39	48	26
June		47	58	28
FY Total	133	495	383	356

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

**Administrative & Legislative Services Department
September 2022**

White House Farmers Market

	Application Fees # (amount collected)	Booth Payments (\$)
January	0	0
February	3	\$150
March	4	\$350
April	1	\$150
May	6	\$1,000
June	1	\$240
July	2	\$75
August	1	0
September	0	0
October	0	0
November	0	0
December	0	0
Total	18	\$1,965

Building Maintenance Projects

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

	2022-2023 Work Order Requests	2021-2022 Work Order Requests	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests	2016 – 2017 Work Order Requests
July	14	19	11	10	22	21	27
August	23	8	27	10	26	24	28
September	21	12	9	13	19	22	13
October		10	6	7	14	18	12
November		23	16	7	18	34	12
December		17	19	3	8	19	9
January		6	11	16	14	16	23
February		8	16	18	7	21	6
March		14	12	11	7	17	16
April		13	17	2	12	25	14
May		20	25	11	6	26	27
June		14	31	10	9	23	14
Total	58	164	200	98	162	266	201

**Finance Department
September 2022**

Finance Section

During September the Finance Office continued training / planning for new utility customer application process changes, preparing for fiscal year end audit tasks and preparing for implementation of a new utility & property tax third-party bill printer/mailer. Members of the Finance Office participated in the following events during the month:

- September 1: Finance group 1 tour of City facilities and new developments
- September 8: TDEC ARPA Non-Competitive Grant Planning and Submission
- September 12: Stormwater Advisory Board Meeting
- September 20: Chamber Luncheon
- September 22: TDEC ARPA Non-Competitive Grant Planning and Revisions
- September 26: DataProse DPAuto bill printing portal training
- September 27: Finance Staff Meeting
- September 28-29: Sumner County Tax Freeze Applications

Performance Measures

Utility Billing

	September 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
New Builds (#)	32	84	284	357	171	62
Move Ins (#)	85	252	977	737	649	534
Move Outs (#)	70	234	898	743	602	534
New customer signup via email (#)	32	104	410	300	127	104
New customer signup via email (%)	27%	31%	33%	27%	15%	17%

Business License Activity

	September 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
Opened	13	32	92	76	69	75
Closed (notified by business)	0	2	7	6	10	9

Accounts Payable

	September 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
Total # of Invoices Processed	389	1005	4254	4079	4003	3940

**Finance Department
September 2022**

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	11,933,868	3,580,160	3,810,582	32%
Cemetery Fund	69,355	20,807	264,792	382%
Debt Services	1,112,015	333,605	1,143,560	103%
Dental Care Fund	38,650	11,595	188,375	487%
Roads Impact Fees	59,190	17,757	299,029	505%
Parks Impact Fees	61,429	18,429	434,956	708%
Police Impact Fees	43,930	13,179	391,512	891%
Fire Impact Fees	28,875	8,663	259,177	898%
Industrial Development	120,145	36,044	138,313	115%
Parks Sales Tax	1,207,310	362,193	1,150,694	95%
Police Drug Fund	5,050	1,515	38,983	772%
Solid Waste	1,146,400	343,920	612,139	53%
State Street Aid	467,832	140,350	348,229	74%
Stormwater Fund	1,036,000	310,800	1,280,710	124%
Wastewater	5,011,600	1,503,480	6,560,774	131%

*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 2022-2023.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	11,933,868	1,809,253	↓ 9.84%
Cemetery Fund	69,355	11,174	↓ 8.89%
Debt Services	1,112,015	286,022	↑ 0.72%
Dental Care	38,650	10,285	↑ 1.61%
Roads Impact Fees	59,190	50,438	↑ 60.21%
Parks Impact Fees	61,429	43,166	↑ 45.27%
Police Impact Fees	43,930	37,258	↑ 59.81%
Fire Impact Fees	28,875	24,583	↑ 60.14%
Industrial Development	120,145	64,535	↑ 28.71%
Parks Sales Tax	1,207,310	255,312	↓ 3.85%
Police Drug Fund	5,050	2,177	↑ 18.11%
Solid Waste	1,146,400	290,533	↑ 0.34%
State Street Aid	467,832	118,923	↑ 0.42%
Stormwater Fund	1,036,000	262,367	↑ 0.32%
Wastewater	5,011,600	1,644,077	↑ 7.81%

*Realized amounts reflect revenues realized from July 1, 2022—September 30, 2022

**Human Resources Department
September 2022**

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

- September 06: New Hire Orientation for Police Officer
Chamber of Commerce Board Meeting
- September 07: Chamber of Commerce Ribbon Cutting for Scooter's Coffee
Interview for Public Works Maintenance Worker
Interview for Wastewater Inspector
Interview for Wastewater Tech I
- September 13: Interview for Youth Services Librarian
- September 14: Interview for Youth Services Librarian
- September 15: Chamber of Commerce Ribbon Cutting for The Spunky Monkey
Board of Mayor and Alderman Meeting
- September 17: Firefighter Testing
- September 20: Police Officer Oral Board
Chamber of Commerce Luncheon - Gerald Herman
- September 26: New Hire Orientation for Wastewater Inspector
- September 29: Board and Volunteer Reception

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

July	0	0	0	0
August	1	0	0	0
September	1	0	1	1
October		1	0	0
November		0	1	0
December		0	0	0

January		0	1	1
February		1	0	3
March		0	2	0
April		0	1	2
May		1	0	1
June		1	3	0
Total	2	4	9	8

Three-year average: 8.5

**Human Resources Department
September 2022**

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	1	1
August	0	1	1	0
September	0	0	1	0
October		1	1	1
November		1	3	1
December		0	0	0

Three-year average: 5.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		0	0	1
February		0	0	0
March		1	0	0
April		1	0	0
May		0	0	0
June		0	0	0
Total	0	5	7	4

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	1	1	1	1
August	1	1	1	1
September	1	2	0	2
October		0	0	3
November		0	1	2
December		1	2	1

Current year

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		4	2	2
February		2	0	1
March		3	0	1
April		2	2	0
May		2	0	2
June		1	3	2
Total	3	19	12	18
Percentage	2.91%	18.45%	11.65%	17.48%

Three-year average: 14.56%

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	1 (T)	0
August	0	0	0	2 (S)
September	0	0	0	0
October		0	0	0
November		0	0	1 (S)
December		0	1 (T)	0

Three-year average: 3.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		1 (T)	1 (T)	0
February		0	0	0
March		0	0	0
April		0	0	0
May		0	0	0
June		0	0	1 (T)
Total	0	1	3	4

**Police Department
September 2022**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in September:** White House Rotary Club Meeting (Sept. 1, 8, 15, 22 & 29), Planning Commission Meeting (Sept. 12), Coffee with a Cop (Sept. 15), WHPD Command Staff Meeting (Sept. 15), Board of Mayor & Alderman Meeting (Sept. 15), Department Head Meeting (Sept. 19) and WH Chamber Luncheon (Sept. 20).

- **Police Department Administration Performance Measurements**

Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2023.

Susan Johnson, Accreditation Manager, is working on our 4th edition of our TLEA program into PowerDMS which includes 164 standards. Susan is still getting a few more proofs for 2021 and has done 85 proofs for 2022.

Our 3-year cycle will end in Dec. 2023 which means our onsite should be in December 2023. This will be our 4th award for our accreditation

1.

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

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	105	0	105
February	0	49	16	65
March	15	41.4	0	56.4
April	3	222	14	239
May	4	45	0	49
June	29	200	0	229
July	24.5	0	0	24.5
August	0	270	30	300
September	0	236	22	258
Total	75.5	1,168.4	82	1,325.9

Patrol Division Performance Measurements

- 1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 676 shifts during the Fiscal Year 2022-2023. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	September 2022	FY 2022-23
Three (3) Officers per Shift	47	164
Four (4) Officers per Shift	0	7

- 1. ***Acquire and place into service two Police Patrol Vehicles.*** Two new vehicles were approved at the August Board of Mayor & Alderman Meeting. The vehicles will be ordered from Lonnie Cobb Ford once all paper work is completed.
- 2. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2022-2023.***
We will be conducting Compliance Checks in the Fall.

**Police Department
September 2022**

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

- Tyler Technology Reporting System is currently having technical issues. We will not be able to provide stats for this month. We will hopefully be able to include them next month.

Group A Offenses	September 2022	Per 1,000 Pop.	Total 2022	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons			101	
Crimes Against Property			223	
Crimes Against Society			287	
Total			610	
Arrests			415	

*U.S. Census Estimate 4/1/2020 – 12,982

4. *Maintain a traffic collision rate at or below the three-year average of 426 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2022.*

	September 2022	TOTAL 2022
Traffic Crashes Reported	45	355
Enforce Traffic Laws:		
Written Citations	18	524
Written Warnings	38	336
Verbal Warnings	140	1,858

5. *Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2022.*

COLLISION RATIO				
<u>2022</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
September	45	4 YTD 27	9%	8% YTD 355

Traffic School: There was no Traffic School in September.

Staffing:

- Ofc. Terry Brown (TJ) is currently on FTO and has been deployed for eight months.
- Ofc. Jason Ghee resigned his position. His last day was September 8th.
- Ofc. Triston Twedt is in FTO. He will be going to the Police Academy in October.
- Ofc. Jake Hunter is in FTO. He will be going to the Police Academy in October.
- Ofc. Katie Sizemore started September 6th. She is in FTO.
- Ofc. Kristopher Sykes was hired. He starts October 3rd.
- We held testing on September 13th and an Interview on September 20th. Ofc. Dillon Loanman was hired and will start on October 4th.
- We currently have 3 positions open and are continuing to accept applications.

**Police Department
September 2022**

Sumner County Emergency Response Team:

- September 29th, ERT responded to a possible hostage situation in Castalian Springs. ERT executed a search warrant on the residence and later took the suspect into custody at a nearby property. The juvenile hostage was not harmed during the incident.
- ERT held its Fall 3-day training 14-16 Sep. ERT conducted night fire training in Portland and trained on close quarters tactics at a training facility in Murfreesboro.

Support Services Performance Measurements

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

We are unable to provide the above stats at the present time. Tyler Technologies will be providing this capability to our new software in the future.

2022 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
September		

Communications Section

	September	Total 2022
Calls for Service	797	8,295
Alarm Calls	38	332

Request for Reports

	September	FY 2021-22
Requests for Reports	19	230
Amount taken in	\$17.50	\$164.05
Tow Bills	\$0.00	\$375.00
Emailed at no charge	32	285
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Speed Sign has been placed back on Tate Farm Road.
- 9/22/22, Sgt. Brisson was involved in a media meeting via Zoom call, for an upcoming THSO event.
- 9/23/22, Sgt. Brisson drove the DUI trailer to Giles County for a Hands Across the Border event. He was involved with setting up the press event at 1000. Sgt. Brisson was put in charge of the paperwork for the dinner at 1800, that fed 52 law enforcement officers. He also participated in the DUI checkpoint along the Tennessee and Alabama State Line.
- 9/28/22, Sgt. Brisson was the lead THSO person for operation Briley Parkway in Metro Nashville. THP and Metro PD had over 60 law enforcement officers conducting traffic enforcement along Briley Parkway. 568 traffic citations were issued between 0800-1400.

Volunteer Police Explorers: Nothing to report at this time.

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

**Police Department
September 2022**

Crime Prevention/Community Relations Performance Measurements

1. ***Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** Sgt. Enck will be instructing D.A.R.E. classes at White House Middle School in the Spring.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House Expo & Safety Day is on October 1st.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***
2022 Citizen's Police Academy was cancelled.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
 - 9/01 CCS Homecoming Parade.
 - 9/12 CCS 9/11 Parade.
 - 9/13 CCS Safety and Touch a Patrol Car.
 - 9/14 Wheels in Motion at CCS.
 - 9/15 Wheels in Motion H.B. Williams.
 - 9/15 Wheels in Motion Heritage Elementary.
 - 9/18 S.P.E.A.R.E. class at North Ridge Church.
 - 9/23 WHHS Homecoming Parade.
 - 9/27 Temple Baptist safety and Touch a Patrol Car.
 - 9/29 Sgt. Enck instructed Defensive Tactics for Portland Police Department.

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

- Sept. 15th - Coffee with a Cop at Deja Moo.

Upcoming Events:

- Oct. 1st – Safety Day.

<i>2022 Participation in Joint Community Events</i>		
	<u>September</u>	<u>Year to Date</u>
Community Activities	11	61

**Fire Department
September 2022**



Summary of Month's Activities

Fire Operations

The Department responded to 144 requests for service during the month with 108 responses being medical emergencies. The Department also responded to 6 vehicle accidents 5 of which had injuries, and one of which was a vehicle versus a pedestrian. There were also two building fires, one residential structure and a small barn. Of the 144 responses in the month of September there were 32 calls that overlapped another call for service that is 22.22% of our responses. That brings the overlapping call volume for FY22-23 to 16.7%.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in August from dispatch to on scene time averaged was, five minutes and thirty-nine seconds (5:39). The average time a fire unit spent on the scene of an emergency call was twenty-one minutes and thirty-three seconds (21:33).

Department Event

- September 1st – Christian Community School homecoming parade
- September 10th – Revolution Church 9/11 memorial
- September 12th – Christian Community School 9/11 memorial
- September 13th – Visit CCS elementary classes
- September 23rd – White House High School homecoming parade
-

Fire Administration

- September 7th – Attended ribbon cutting for Scooter's Coffee
- September 13th – Monthly Officer meeting
- September 20th – Chamber of Commerce Luncheon
- September 23rd – White House High School homecoming parade
- September 26th – Christmas on Main Street meeting

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	13
Rescue & Emergency Services	337
Hazardous Conditions (No Fire)	12
Service Calls	23
Good Intent Call	25
False Alarms & False Call	55
Calls for The Month	144
Total Responses FY to Date	467

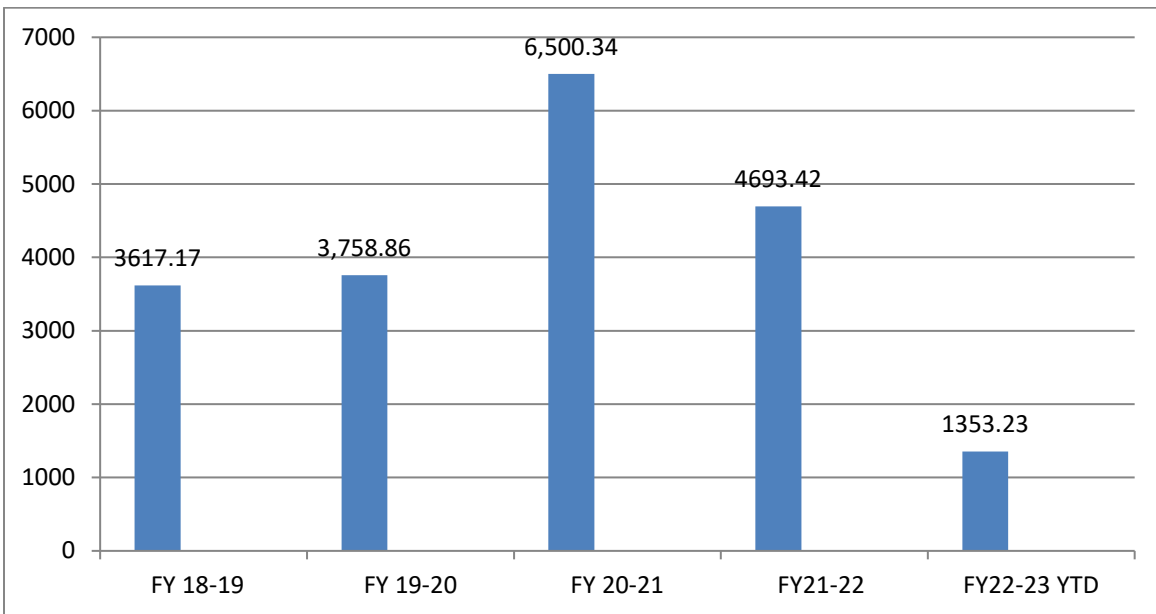
**Fire Department
September 2022**

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	96	295	63.17%
Station #2 (Business Park Dr)	48	172	36.83%

Fire Fighter Training

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



	Month	FYTD
Firefighter Training Hours	516.36	1353.23

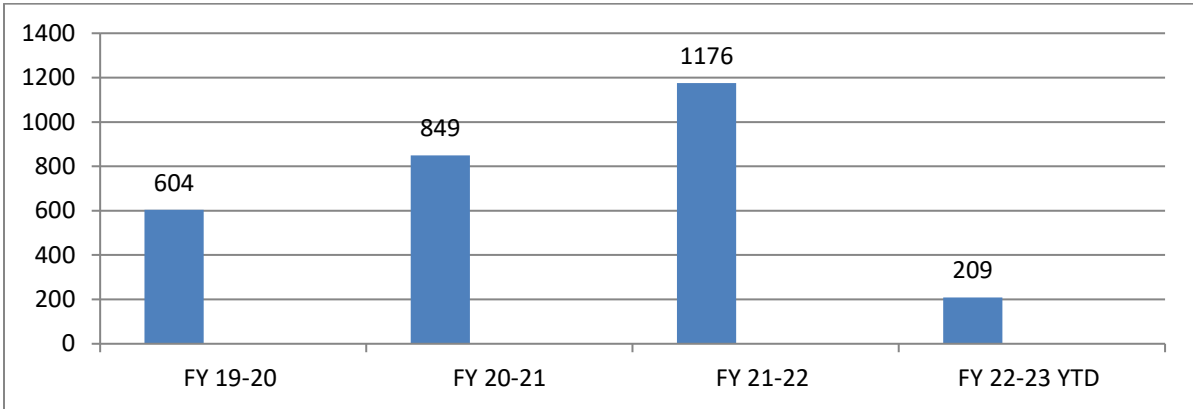
Training breakdown for ISO and NFPA

	Fire Officer	Company	Facilities	NFPA
Month	20	321.5	57	52.48
Total for FY	122	575.55	197	179.52

**Fire Department
September 2022**

Fire Inspection

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

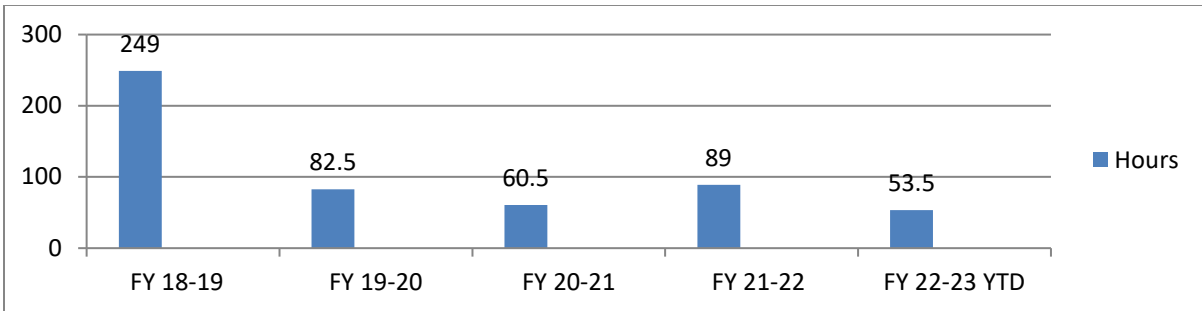
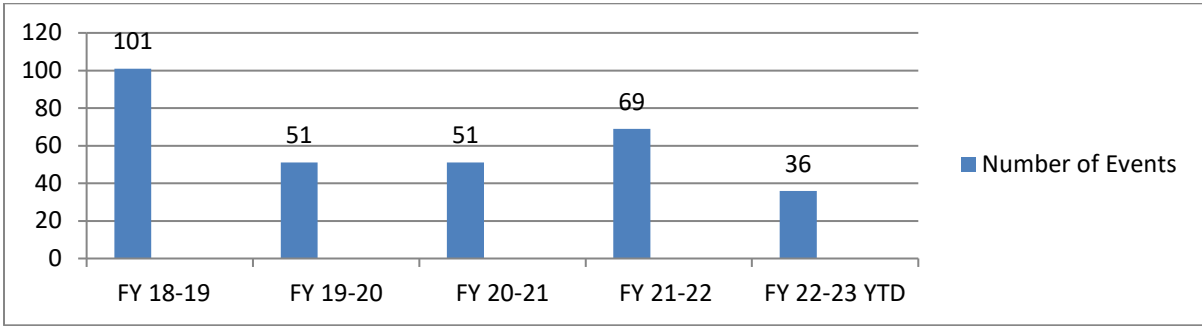
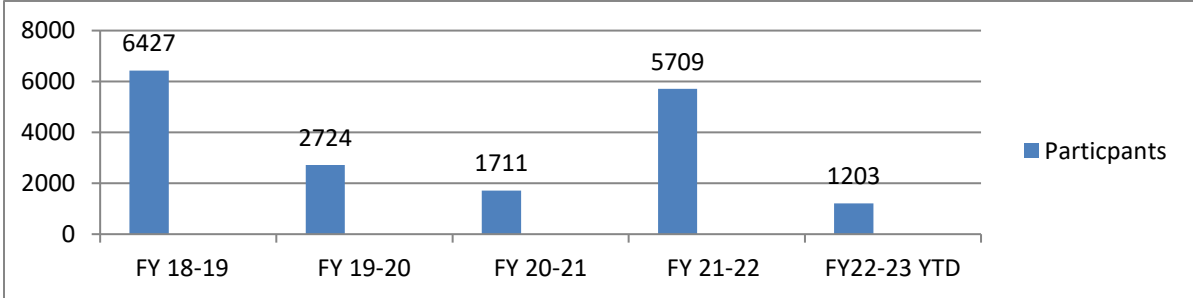


	Month	FYTD
September Fire Inspection	103	312
Reinspection	7	29
Code Violation Complaint	0	0
Violations Cleared	5	28
Annual Inspection	22	31
Commercial Burn Pile	2	2
Knox Box	2	7
Fire Alarms	0	6
Measure Fire Hydrant	0	0
Plans Review	1	16
Pre-C/O	1	4
Pre-incident Survey	34	81
Sprinkler Final	9	9
Final/Occupancy	2	6

**Fire Department
September 2022**

Public Fire Education

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



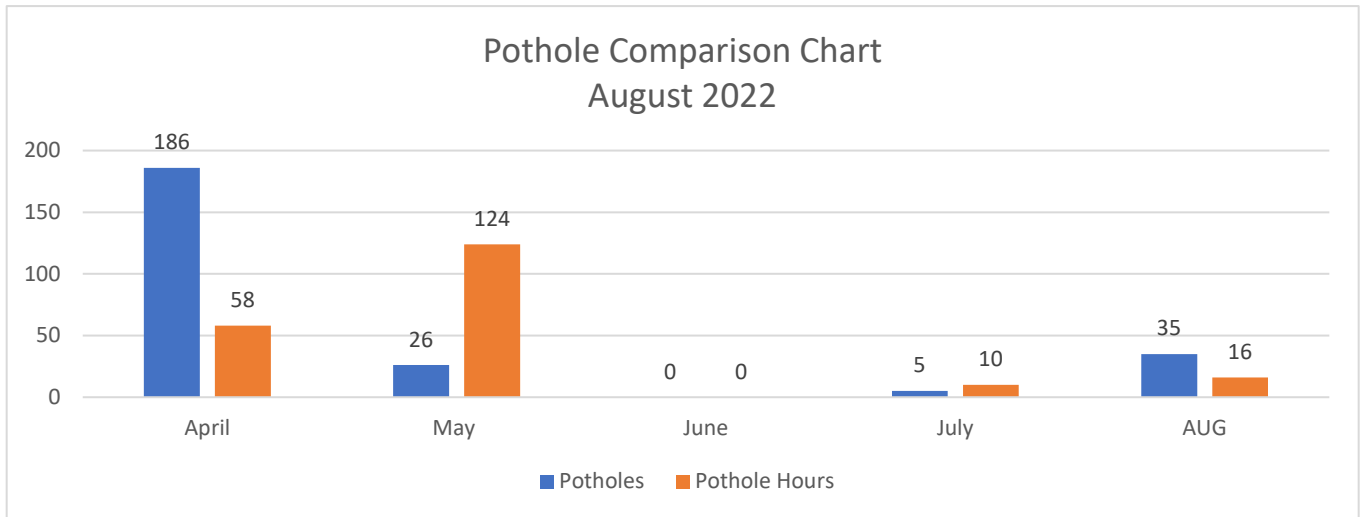
	Month	FYTD
Participants	638	1203
Number of Events	15	36
Education Hrs.	17	53.5

Social Media Statistics for the Month

Post Reach	13,399
Post Engagement	6,753
New Page Followers	96

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

Pothole Comparison



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

-The goal for this 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.

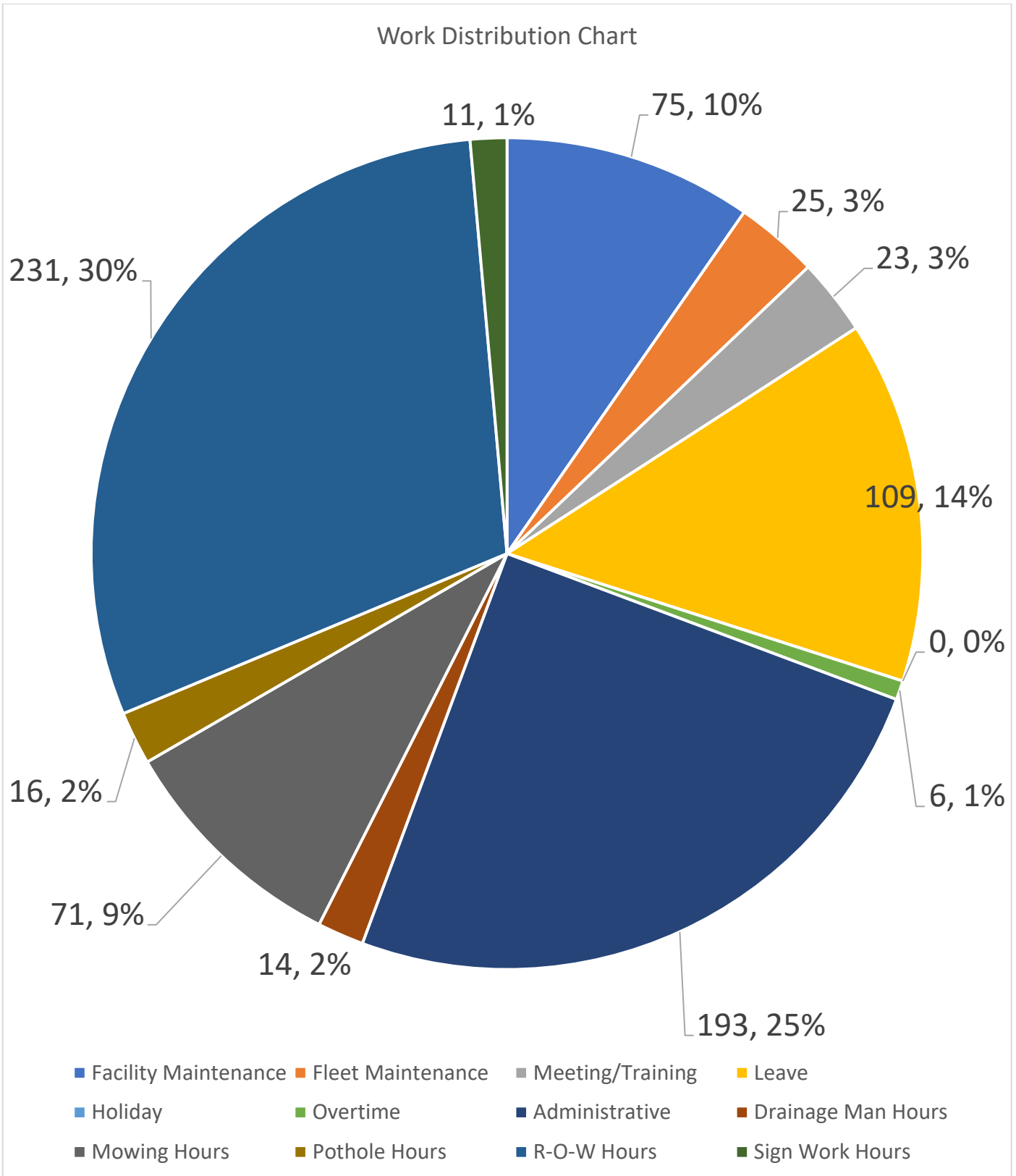
Pothole Complaint Response Time

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.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
108 Choctaw	September 21,2022	September 22, 2022	Filled with cold patch Work order #092222003
227 shady ln	September 14 ,2022	September 19,2022	Removed pug from area and finished with asphalt to complete storm drain project across shady ln
135-137 ben albert rd.	September 2,2022	September 5, 2022	Filled 4 large potholes with cold patch
2787 us 31	September 2,2022	September 14,2022	Added pug to side of road and compacted with roller
Southern terrace	September 3,2022	September 12,2022	this road is on the fall paving list
Star place	September3,2022	September 12,2022	this road is on the fall paving list

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

Total Hours Worked in The Public Works Department were 766 Hours. The chart below show what percentage of time was spent on each job task.



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

Monthly Work Log

Thursday 9-1-2022

- Sidearm cut meadowlark/picked up stormwater brush off highland and cranor /zero turn cut meadowlark melton and hwy76

Friday 9-2-2022

- Cut tree off Wilkinson pump station

Monday 9-5-2022

- Holiday/Labor day

Tuesday 9-6-2022

- Meeting/grid smart camera at Byrum dr/mowed industrial Hardees /triangles/Hester/pleasant grove /cut brush around Springbrook pond filled /potholes on ben albert

Wednesday 9-7-2022

- Worked on backhoe /benefits meeting / traffic control for stormwater on Calista/filled pothole on Longmire/changed batteries for traffic calming signs/

Thursday 9-8-2022

- Put signs up on pleasant grove /fixed dip in asphalt on pleasant grove rd. / picked up signs off pleasant grove rd /mowed pond on shady ln/traffic control for a dead deer pick up off hwy76 put rock on shoulder of sage rd

Monday 9-12-2022

- Meeting/moved traffic calming radar signs to eastside drive/went to win supply for materials/ran ground wire for traffic camera at south bound ramps/

Tuesday 9-13-2022

- Loaded steel road plates for meadows CT/dig meadows CT for asphalt/laid 4 tons asphalt on meadows CT/

Wednesday 9-14-2022

- Finished asphalt on meadows CT put rock on edge of rd. at McCurdy and sage cleaned up around shop

Thursday 9-15-2022

- Put no parking signs on harpers way/ filled pothole on marlin rd/mowed fence row at back of shop /target solutions/mowed hill around attachments

Monday 9-19-2022

- Meeting/took pug out of shady lane and filled with 10 tons of asphalt /traffic control for dead deer

Tuesday 9-20-2022

- Installed red traffic arrow bulbs for north bound exit ramp/installed new signs on north bound exit ramp /cpr training look at decorative /target solutions/st light at 313 holly ln

Wednesday 9-21-2022

- Pulled out old concrete pad from decorative street light built new form and prepped for concrete/wired new wiring for decorative street light on west winterberry/

Thursday 9-22-2022

- Filled potholes on Choctaw weed eater ditch on north palmers Chapple /dug up 1 section of sidewalk ran wire for decorative st light /on west winterberry

Monday 9-26-2022

- Meeting/Replaced post at Boyles around pleasant grove/ finished concrete on holly ln/fixed light at 128 holly ln/

Tuesday 9-27-2022

- Safety meeting/ went to Lowes for paver base /worked on welcome to Whitehouse sign/ picked up trash cans from 218 thoroughbred

Wednesday 9-28-2022

- Worked on welcome to Whitehouse sign/ laid 2 rows of pavers and mortared /fixed shop mailbox

Thursday 9-29-2022

- Dropped barricades of at city hall /dropped barricades finished welcome Sign/cleaned around ship/ hung up new sds books

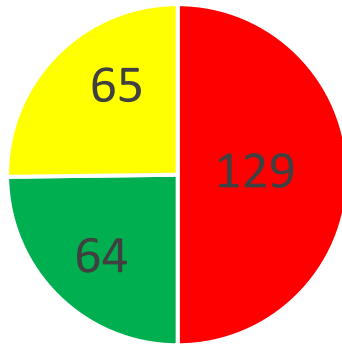
**Public Services Department – Public Works Division
September 2022**

Street Name Sign MUTCD Compliance List

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

NOTE: No Street Signs were replaced in the month of August

Street Name Sign Replacement



■ Total Signs To Be Replaced ■ Signs Replaced ■ Signs Left To Replace

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

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Aug	22-Sep	YTD 22/23
Street	8,134	9,364	8,741	10,229	9191.25	766	696	2,111
Facility Maintenance	3494	2187	1,227	1,137	887.25	75	90	190
Fleet Maintenance	1034	514	282	380	422.5	25	7	49
Meeting/Training	502	510	517	400	457	23	31	66
Leave	1,253	576	613	810	823	109	20	139
Holiday	795	470	385	555	545	0	30	60
Overtime	508.5	488	414	311	152.75	6	16	116
Administrative	385	698	803	867	1153.25	193	170	531
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	14	0	14
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	71	54	175.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	35	13	52
Pothole Hours	0	759	734	1,181	831.5	16	11	37
R-O-W Hours	0	2835	2416	4,027	3044.5	231	194	704
Sign/Repaired	0	120	91	84	63	16	7	39
Sign Work Hours	0	289	179	234	109	11	4	31
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	75	82
Traffic Light Hours	0	0	65	20	158	0	0	0

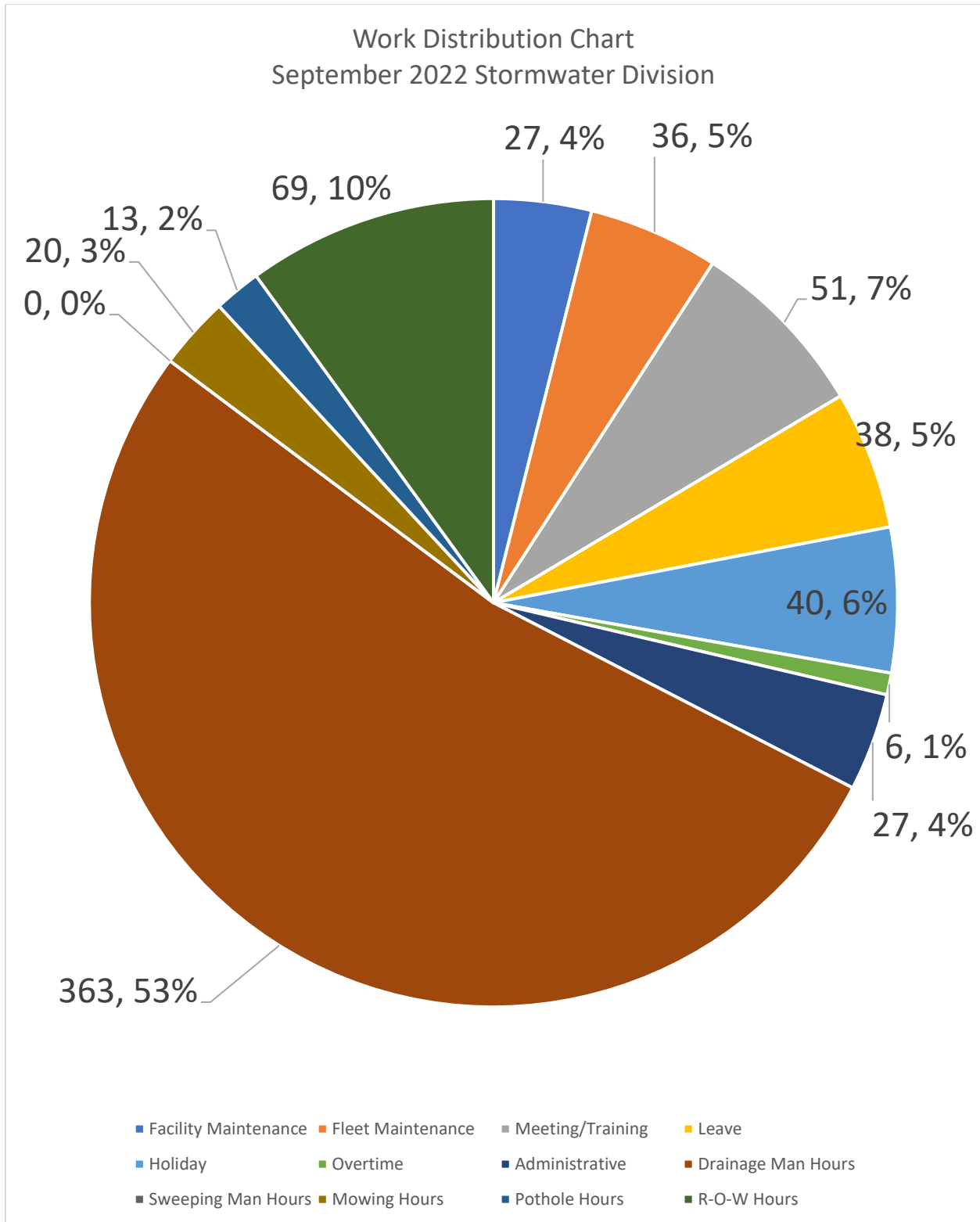
Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Aug	22-Sep	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	380	340	1,040
Facility Maintenance	3494	723	446	574	394.5	46.5	32	86
Fleet Maintenance	1034	488	445	331	294.5	13	9	39
Meeting/Training	502	265	130	135	127.5	30	10	47
Leave	1,253	428	700	476	336	45	29	159
Holiday	795	270	230	230	230	0	20	40
Overtime	508.5	119	4	12	39.5	0	0	0
Administrative	385	167	1	0	72.5	7	4	11
Sweeping Man Hours	0	1	0	0	0	0		0
Pothole Identification Hours	NEW					1	3	4
R-O-W Hours	0	166	30	97	170	17	19	43
Salt Hours	0	0	0	0	0	0		0
Salt Tons	0	0	0	0	0	0		0

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Aug	22-Sep	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	554	592	1,750
Brush Truck Loads	459	551	522	578	584	50	47	155
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	260	224	653
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	110	104	336
Litter Pickup Bags	334	507	546	511	456	41	50	114
Litter Pickup Hours	1147	1132	985	957	892	98	110	263

**Public Services Department – Stormwater Division
September 2022**

Total Hours Worked in The Stormwater Division were 686 Hours. The chart below show what percentage of time was spent on each job task.



Public Services Department – Stormwater Division
September 2022

Monthly Work Log

Thursday 09/01/2022

- WO 090122003 493 Calista Rd, Work requested by TDOT Bridge inspection add Rip/Rap to stabilize the area around headwall.



Monday 09/05/2022

- Holiday (Labor Day)

Tuesday

- 09/06/2022 WO 090622017 10.50 Hours of Drainage (Hydrovac) Worked with Water/Gas/Sewer to spot all lines located at Apache Trail, Hampton Villages, and Hobbs Drive for Capital Improvement.



Tuesday 09/07/2022

- WO 072822003 213 Peachtree Street chop saw curb to get it back in place beside drainage. Will also need baby dump of dirt, seed straw matting to correct the drainage inlet.



**Public Services Department – Stormwater Division
September 2022**

Wednesday 09/08/2022

- WO 082922004 802 Calista Road, 100 feet Inspection completed and found that the new homes across the street have little to no drainage and it floods across the road to 802 and runs down driveway. Completed 100 feet drainage work and Street Road work by drive.

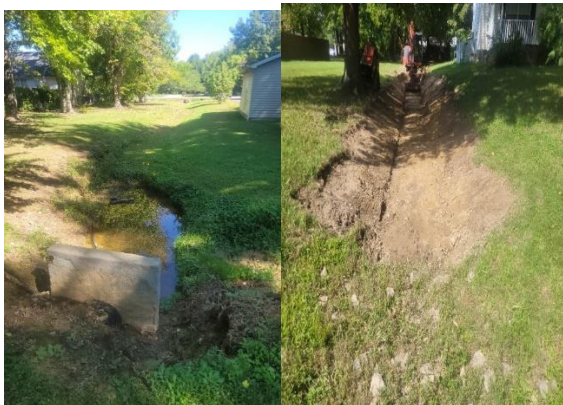


Thursday 09/09/2022

- Installed rip rap around headwall on Calista Road

Monday 09/12/2022

- WO 071222004 Drainage work 225 – 315 Oakdale Drive across to Rollings acrs Drive (1500Feet East 1500 Feet South and 500 Feet West, Brum Rebuild, Pond clean and repaired and Holes Filled)



**Public Services Department – Stormwater Division
September 2022**

Tuesday 09/13/2022

- WO 071222004 Drainage work 225 – 315 Oakdale Drive across to Rollings acrs Drive (1500Feet East 1500 Feet South and 500 Feet West, Brum Rebuild, Pond clean and repaired and Holes Filled) (JOB ON HOLD DUE TO STREAMSIDE SALAMANDER)



Wednesday 09/14/2022

- WO 091322004 317 Lola Lane Inspection of catch basin showed that installation was done inproper and turned over Stormwater Manger to contact Contractor.

Thursday 09/15/2022

- Right of Way Mowing

Monday 09/19/2022

- Worked with Streets and roads to Ashpalt Wilkerson and Shady Lane

Tuesday 09/20/2022

- WO 092022002 100 Meadows CT @ Wilkinson Lane. After phase 1 was completed was waiting on gas company's to decide what the wanted to do with gas line. Talked with gas company requested pug on to of gas line than we repaired drainage to flow in inlet see photos. Also completed so work down Wilkinson Lane.



Wednesday 09/21/2022

- WO 092022005 200 Laura Dr. (JOB ON HOLD DUE TO STREAMSIDE SALAMANDER)

**Public Services Department – Stormwater Division
September 2022**

Thursday 09/22/2022

- WO 090722003 313 Holly Lane Received a call about possible drainage system failure. inspection completed system has wash out beside pipe will need to dig up an repair pipe. System was dug up and found the three big rocks allowed the rain water to wash it out. Removed and seal coupler better closed and reparaire yard.



Monday 09/26/2022

- WO 092222008 306 Whitson Ct Proactive clean catch bastin before rain.
- 09/26/2022: WO 090622012 Remediate ditch line to convey Stormwater coming from new development. 184 Feet



Tuesday 09/27/2022

- WO 092222009 426 Calista Road Proactive durning inspection of drainage found system clogged. Clean and removed.



**Public Services Department – Stormwater Division
September 2022**

Wednesday 09/28/2022

- WO 092222011 105-d College Street request stop sign lowered.
- 09/28/2022: WO 092622004 212-208 Cherry Thru Blueberry Was working on WO090622012 Homeowners from 208-212 Cherry 177-173 Blueberry came and talked to me about repairing the drainage that runs from Cherry to Blueberry because of the wash out. The team came up with a plan to take the dirt from 217-221 Cherry and relocated it we completed 381 Feet of repair work.



Monday 09/29/2022

- WO 090622012 Continue
- 09/29/2022: WO 092822004 Was working on WO092622004 homeowner from 164 Blueberry requested we work on his drainage also. Filled and regreaded outfall. 60 Feet



**Public Services Department – Stormwater Division
September 2022**

Stormwater Inspection Totals	
Inspection Type	Totals
Public Works	40
Final Stormwater	48
Final Sidewalk	45
Proof Roll	4
Fence Permit Inspections	8
Construction Site EP&SC	8
Land Disturbance Permit	36

Inspector's Work Orders:

090622020: Open Trench: Copes Crossing: Inspection of G-Line and Pond 1 Outfall.



090622021: EP&SC Site Inspection: Legacy Farms: Inspected site for failures in EP&SC and site conditions.



Public Services Department – Stormwater Division
September 2022

090822006: EP&SC Site Inspection: The Reserve at Palmer’s Crossing: Inspected site for failures in EP&SC and site conditions.



090822007: Open Trench: Legacy Farms Phase 2: Inspection of Storm Infrastructure:



Public Services Department – Stormwater Division
September 2022

091422009: **EP&SC Site Inspection: Fields of Oakwood:** Inspected site for failures in EP&SC and site conditions.



091522007: **EP&SC Site Inspection: Dorris Farms.** Inspected site for failures in EP&SC and site conditions.

092222010: **EP&SC Site Inspection: MDK/ Assisted Living Facility.** Inspected site for failures in EP&SC and site conditions.



092222001: **Open Trench: Sage Rd. Development/Subdivision:** Inspection of Storm Infrastructure: Basin 1, D-Line, and C-Line.



**Public Services Department – Stormwater Division
September 2022**

092222005: EP&SC Site Inspection: Copes Crossing: Inspected site for failures in EP&SC and site conditions.



092222006: EP&SC Site Inspection: Marlin Pointe: Inspected site for failures in EP&SC and site conditions.



Inspectors Notes:

September 1- Sick time.

September 6 – Morning Team Meeting. Updated logs. Inspection of Vehicle. Form inspection at Reserve (41). Final inspections at Legacy (23-28,46-48). Land Disturbance Permits for Willow Grove (66-68) and Fields at Oakwood (77,79). Open Trench at Copes Crossing. Site Inspection at Legacy.

September 7 – Summerlin walk-through, marking curbs for repair. Site inspection at The Reserve. Check progress at Sage Rd. Development and 412 S. Aztec.

September 8 - Open Trench at Legacy and Copes Crossing. Fence Permits at 3013 White Harbor Dr., 123 Telavera Dr., and 5419 Owens Ln. Finals at Honey Run Springs (219-221) The Parks (419,420,443,444,445,447) Concord (102) Form inspection at Honey Run Springs (219-221,225,227)

September 12 – Morning Team Meeting. Updated logs. Inspection of Vehicle. Open Trench Inspection at Copes Crossing. Follow up with Sage Rd. Development Discharging water. Inspected Patel Fuel Station for track out and followed up with contractor and site inspector. LDP for Fields (205) and Willow Grove (7,8,9). Form inspection at Fields (18,132,211,207).

September 13 – Open Trench at Legacy Farms. Met Safe Harbor to discuss tie-in at Cedar Brook with concerns of drainage. Checked on progress at Sage Rd. Development, DMK Assisted Living, Cardinal Pointe. Land Disturbance Inspections at Fields (81), Legacy (4,5,108,109,112,113,40-43,68,69). Fence Permits at 8060 Jesse Way.

September 14 – Open Trench at Legacy Farms and Dorris Farms. Form inspections at Reserve (54,62,71,47) Inspected complainant from the internal staff of public services for Tavern 76 grease spill. Final inspection Fields (72,134-136,73,74)

September 15 – Proof Roll at Copes Crossing and Dorris Farms. Wrote Notice of Violations for Fields at Oakwood.

Public Services Department – Stormwater Division
September 2022

September 19 – Morning Team Meeting. Updated logs. Inspection of Vehicle. Proof Roll at Summerlin, Dorris Farms, Copes Crossing. Open Trench Inspection at Legacy. Form Inspection at Honey Run Spring (231,230,232). Final Inspection at Summerlin (176) Honey Run Springs (224,228,226,223).

September 20 – Form Inspection at Concord (147) Legacy (80-84) Final Inspections at the Parks (413,415-418, 359,360) Fields (212). LDP at The Parks (308-313,326-331) Fields (76) Open Trench at Legacy PH.2. Fence Permit 5059 Owens Ln.

September 21 – Open Trench at The Parks. Checked in at Sage Rd. Development. Final at Fields (73,74)

September 22 – Open Trench at Sage Rd and The Parks. Site inspection at Copes Crossing. Form inspection at Legacy (30,31,77). Pulte Homes reached out about Critical Lots at Copes Crossing.

September 26 - Morning Team Meeting. Updated logs. Inspection of Vehicle. LDP at Fields (81,82) Willow Grove (69-71) 412 S. Aztec. Final Inspection at Concord (1-4,106) Summerlin (173) Reserve (41) Form inspections at Summerlin (159,160) Concord (112). Open Trench at Copes Crossing, Parks, Sage Rd.

September 27 – Updated logs, work orders, and notes. Open trench at Sage Rd. and The Parks. Form Inspection at The Parks (361-364) Concord (6) Legacy (30,31) Fence Permit for 8014 Jesse Way. 2.5 hours of sick time.

September 28 – Open trench inspections at Sage Rd. and The Parks. Form inspections at the Parks (361-363,373). Final Inspections at Reserve (46,41). Spoke to the homeowner at 303 Sage Rd. about dewatering activities at Sage Rd. Development. Pre-Construction Meeting for Beech Grove.

September 29 – Pre-Construction meeting for The Mill. Followed up on progress from NOV violations. Open Trench inspection at Sage Road Development and Fields at Oakwood Phase 5. Final inspection at The Reserve (72).

Public Services Department – Public Works Division
September 2022

Public Works Stormwater Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Aug	22-Sep	YTD 22/23
Stormwater	8,134	9,364	8,741	10,229	9191.25	555	686	2,001
Facility Maintenance	3494	2187	1,227	1,137	887.25	43	27	154
Fleet Maintenance	1034	514	282	380	422.5	16	36	117
Meeting/Training	502	510	517	400	457	16	51	102
Leave	1,253	576	613	810	823	57	38	152.5
Holiday	795	470	385	555	545	30	40	70
Overtime	508.5	488	414	311	152.75	75	6	83
Administrative	385	698	803	867	1153.25	7	27	50
Drainage Work (feet)	0	906	2749	10	0	0	1,067	2,246
Drainage Man Hours	0	1470	1045	170	14	310	363	1055.75
Debris Removed Load	0	100	35	44	0	0	12	28
Sweeping Man Hours	0	18	13	0	0	12	0	18
Mowing Hours	0	22	175	219	221	16	20	89
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	4	10	15
Pothole Hours	0	759	734	1,181	831.5	5	13	19
R-O-W Hours	0	2835	2416	4,027	3044.5	44	69	172
Sign/Repaired	0	120	91	84	63	0	2	4
Sign Work Hours	0	289	179	234	109	0	2	2
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	0	0
Traffic Light Hours	0	0	65	20	158	0	0	0
Inspector Hours							170	170

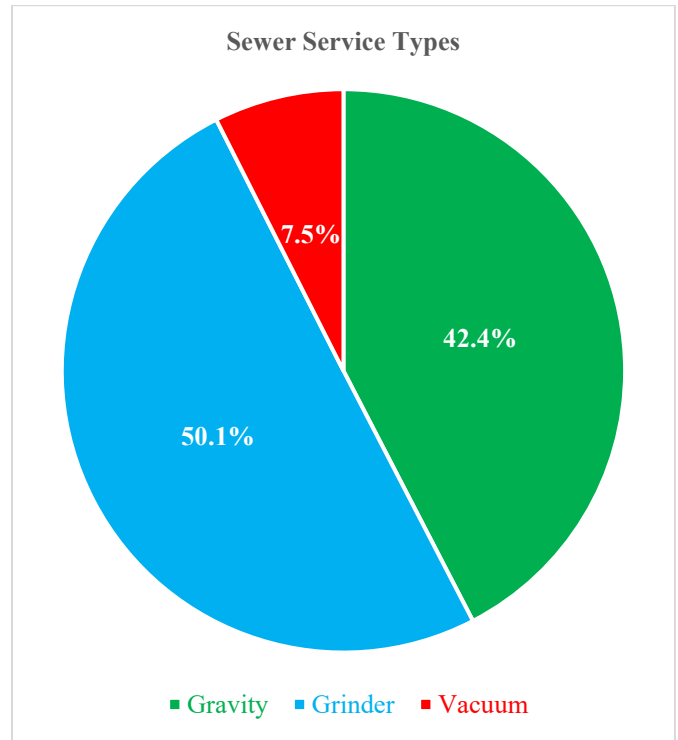
**Public Services Department - Wastewater Division
September 2022**

Collections System Activities:

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, vacuum services, and various types of lift-stations. As of **September 30th, 2022**, City personnel count a total of **5,951** sewer system connections, with **31 new** applications for service in **September, 2022**. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	2,523
Low-Pressure Grinder Sewer Connections	2,984
Vacuum Sewer Connections	444

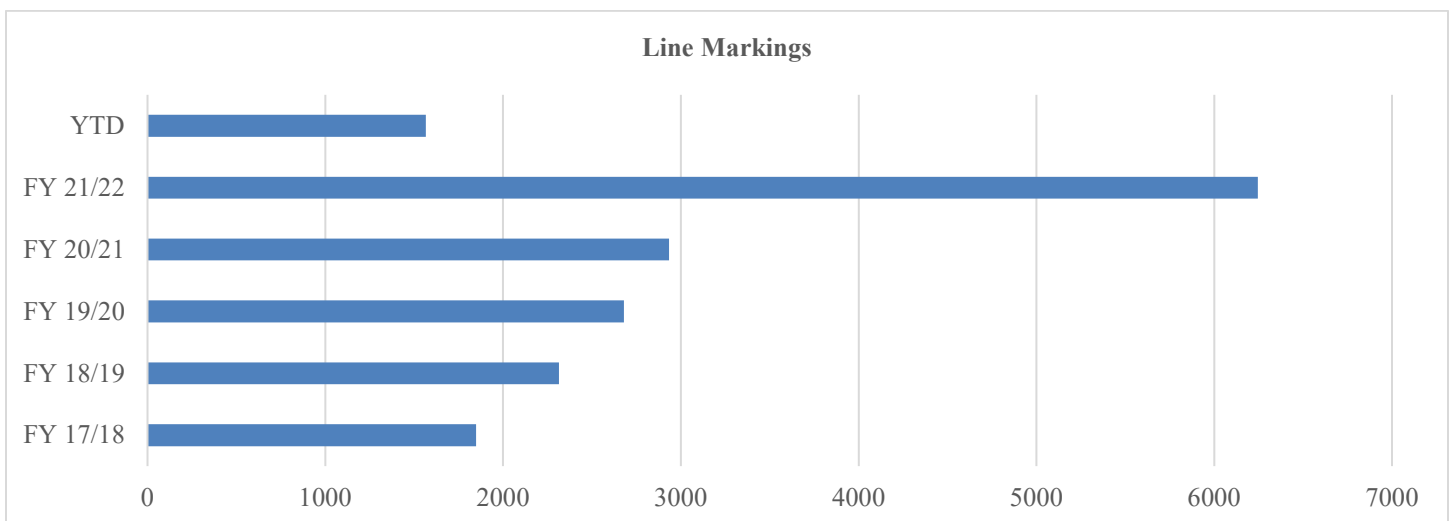
The City counts **187** commercial grinder stations, **2,797** residential grinder stations, and **28** major lift stations integrated into our system.



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. **Wastewater personnel received 213% more line-marking in the 2021/2022 fiscal year than in the 2020/2021 fiscal year, largely due to new construction and utility boring activities.**

Line Markings	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>September 2022</u>	<u>YTD</u>
Tennessee 811	1849	2315	2680	2933	6245	630	1566



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

<u>Lift Station Location</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Sep 2022</u>	<u>YTD</u>
Union Road	17	6	6	9	0		1	1
Summerlin	0	2	5	22	0		0	0
Settlers' Ridge	1	1	1	1	1		0	0
Cope's Crossing	15	7	8	6	9		0	1
Cambria	0	1	4	3	4		0	0
Belmont Lodge Apartments	n/a	n/a	n/a	n/a	0		0	0
Kensington Green	n/a	n/a	1	0	0		0	0
Meadowlark Townhomes	n/a	n/a	n/a	n/a	0		0	0
Meadowlark	6	4	2	1	1		1	2
Sage (aka Hester)	2	0	1	0	0		0	1
Loves Truck Stop	n/a	n/a	0	0	3		1	1
Highway 76 (aka Springfield)	0	1	1	0	0		0	0
Portland	4	1	0	1	0		0	0
North Palmers Chapel Vacuum Station	23	8	3	1	7		0	1
Villas at Honey Run	n/a	n/a	n/a	n/a	1		0	1
31W Apartments	n/a	n/a	n/a	n/a	0		0	0
Calista Apartments	n/a	n/a	n/a	n/a	0		0	0
Calista Vacuum Station	13	4	2	1	9		0	1
Concord Springs	n/a	n/a	0	0	2		0	0
Fields at Oakwood	n/a	n/a	n/a	2	2		0	0
Los Jalapenos	n/a	n/a	n/a	n/a	0		0	0
Mt. Vernon Apartments	n/a	n/a	n/a	n/a	0		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	0		0	0
Wilkinson Lane	4	1	3	1	3		0	0
Heritage High School	0	2	1	0	0		0	0
Legacy Farms	n/a	n/a	n/a	n/a	0		0	0
The Parks #1	n/a	n/a	0	0	0		0	0
Treatment Plant	6	4	6	3	0		0	0

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

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.

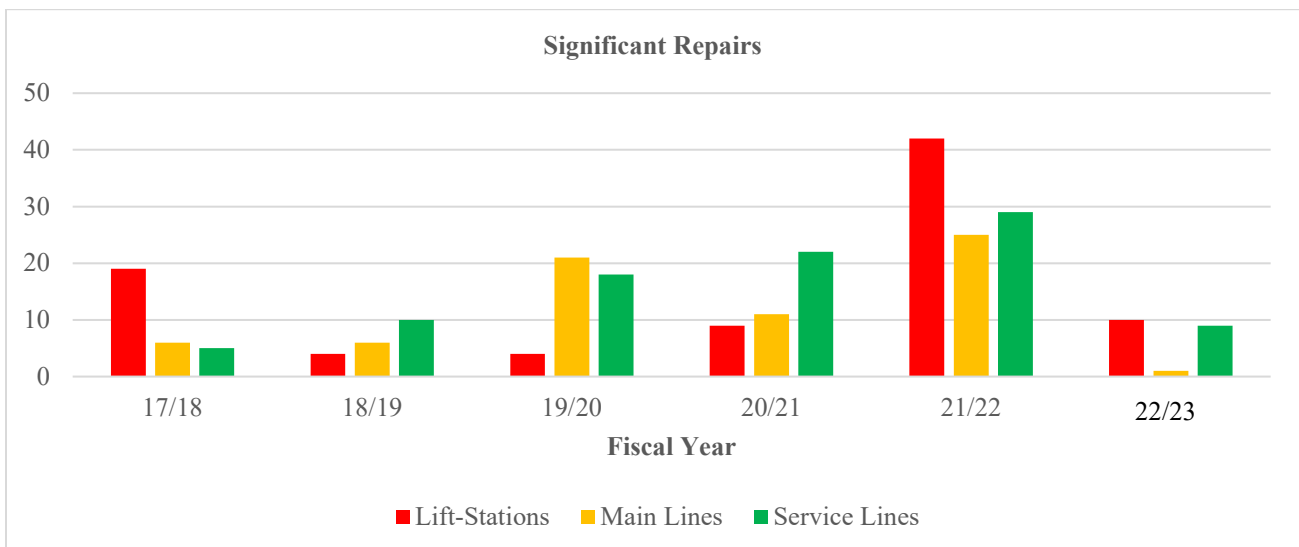
Major Alarms:

- Union Road: On 09-03-2022, the priming pump for pump #2 at the Union Road lift-station was replaced and returned to normal operation.
- Meadowlark: On 09-06-2022, the 90* bend in the suction line on pump #1 was disassembled and a mop head removed from the line. Once unclogged, the station was returned to normal operation.
- Love’s Truck Stop: On 09-06-2022, the flow transmitter for the station was replaced and returned to normal operation.
- Settlers’ Ridge: On 09-28-2022, the general contractor for the Settlers’ Ridge subdivision replaced a damaged bulkhead on the exterior of the subdivision’s lift-station wet well, which had been identified as the primary source of I&I into this station.

System Repair Goals:

The goal is to minimize failures with the major lift stations and the mainline gravity, low-pressure and high-pressure force-mains, and the air-vacuum systems. Key personnel have been trained over the last four (4) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of the lift stations are either at or near their anticipated useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced. The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

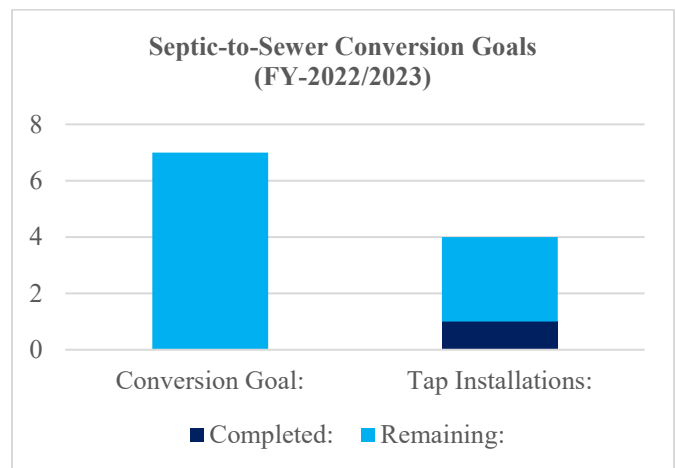
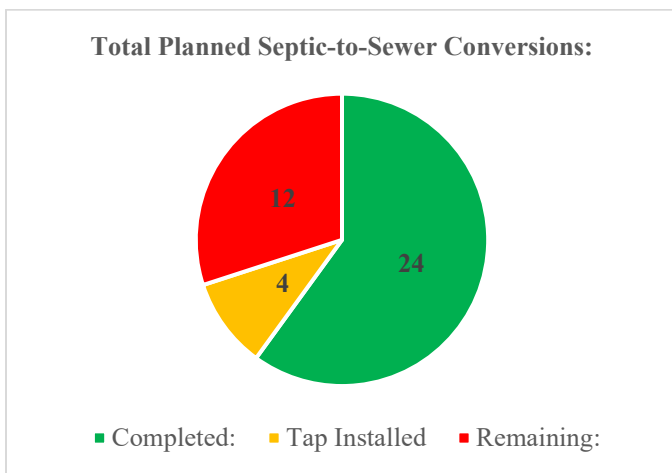
<u>Repairs</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Sep 2022</u>	<u>YTD</u>
Major Lift Stations	19	4	4	9	42		4	10
Main Line	6	6	21	11	25		0	1
Service Line	5	10	18	22	29		3	9



Public Services Department - Wastewater Division
September 2022

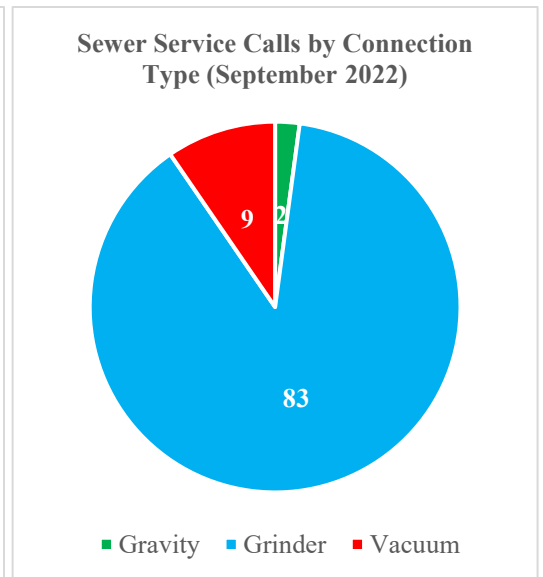
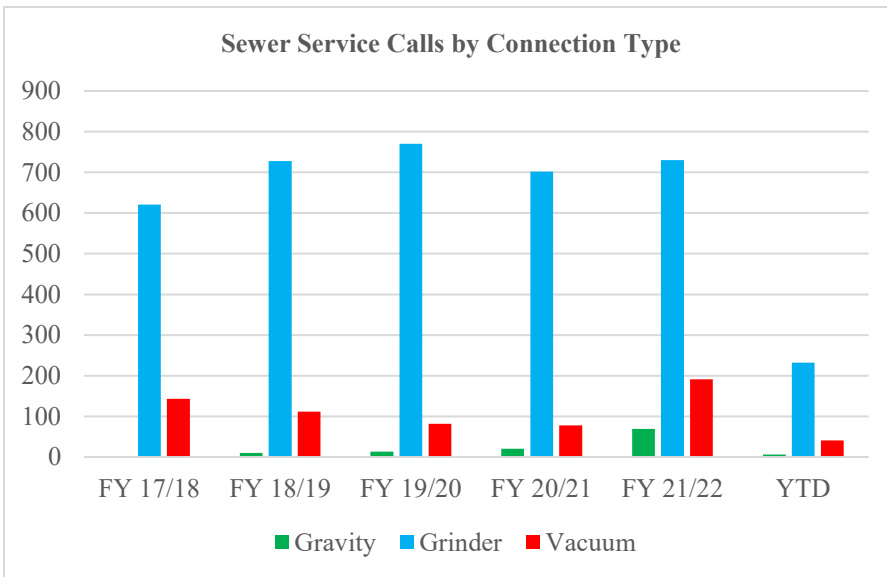
Ongoing Projects:

- 1. Settlers' 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. **The bulkhead repair has been completed by the developer/contractor, and the spare tank has been delivered to the Wastewater Division.**
- 2. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. The first phase of the project has been bid out to Twin States, and consists of installing approximately 4,500 ft of 20" DR11 HDPE pipe, including a 490 ft bore under I-65, and running pipe from Hester Dr to the intersection of DeeCee CT and SCT Dr. **Phase-1 installation is almost complete, pending the installation of one final valve and final site cleanup / road patches. Phase-2 bids have been received, and Twin States awarded the contract for the second phase as well. Phase-2 will run approximately 5,600 ft from Hester Dr to the intersection of Sage Rd and Cardinal Dr.**
- 3. Calista Vacuum Station:** All three of the new Mink vacuum pumps installed in 2019 have failed prematurely, with metal shavings discovered in the oil pan of pump #3, and a splined coupler failure in both pump #1 and pump #2. We are sending pump #3 back to the manufacturer to discover the cause of the failure, and for a quote on repairs. The replacement cost for a new pump is approximately \$30,000. **One of the older model Busch pumps previously removed from the station has been retrofitted as a replacement until the Mink pump can either be repaired or replaced. Parts are on order to repair pumps #1 and #2, with the splined coupler salvaged out of pump #3 to keep one Mink pump running in the interim.**
- 4. Copes Crossing:** One of the submersible pump seals has failed, and the motor has gotten wet. This is the second time this pump has experienced this failure, and it has been sent back to the vendor for diagnostics and repairs to determine and correct the cause of the seal failure.
- 5. Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Seven (7) conversion projects are planned for the 2022/2023 fiscal year. **A total of 24 projects have now been completed on the list of 40.**



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

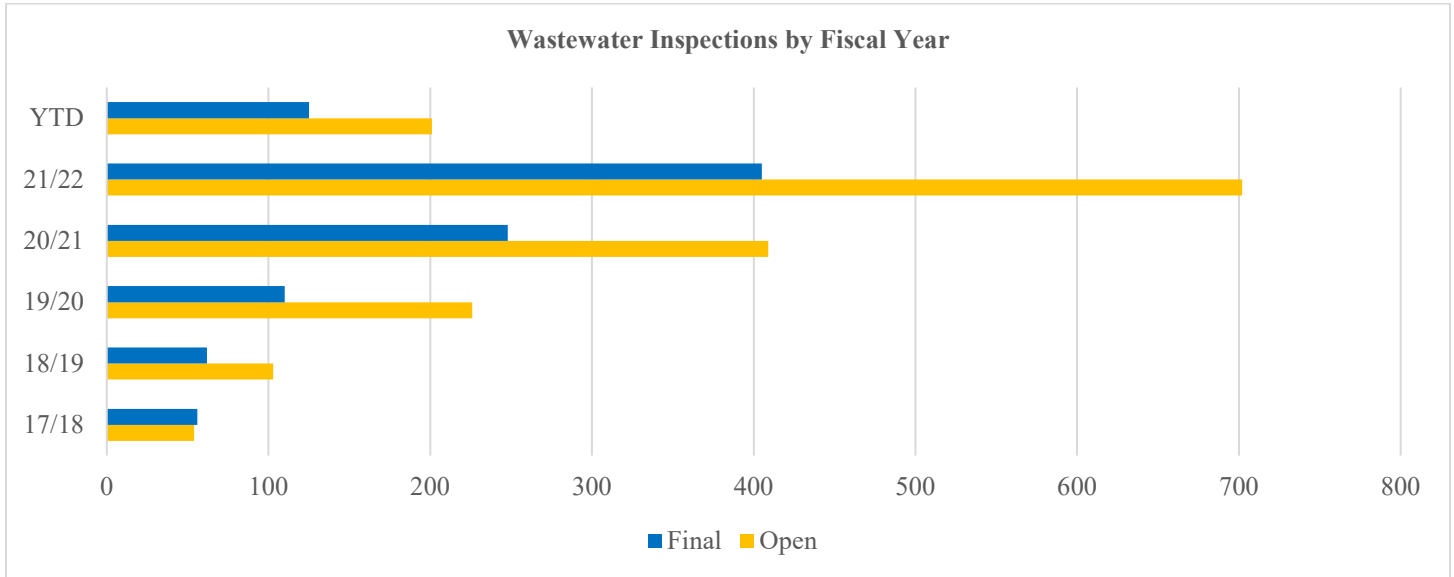
<u>Work Orders</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>Sep 2022</u>	<u>YTD</u>
Vacuum System Service Request	143	112	82	78	191	9	41
Gravity Service Request	0	10	13	20	69	2	6
Low Pressure Service Request	621	728	770	702	730	83	232
Total Pumps Replaced	401	361	449	492	472	48	154
Total Pumps Rebuilt	n/a	n/a	n/a	135	114	5	11
Total Warranty Pumps Returned	n/a	n/a	n/a	n/a	129	23	33
Grinder Tank PM Program	63	358	267	219	117	11	38
Open Trench Inspections	54	103	226	409	702	88	201
Final Inspection for New Service	56	62	110	248	405	70	125
Sanitary Sewer Overflow (SSO)	1	3	49	19	28	0	1
Odor Complaints	28	43	43	35	22	2	5



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

New Constructions and Inspections:

Wastewater inspectors perform open-trench inspections for all sewer infrastructure installed within our Collections System, as well as final inspections on all new construction buildings. New constructions throughout the City, both commercial and residential, have drastically increased the frequency of both inspection activities. We have seen an approximate doubling in the number of inspections every year for the last 5 years.

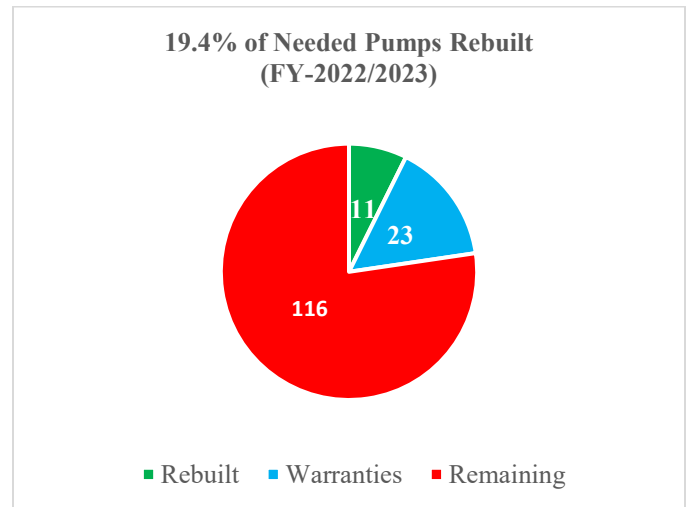


Pump Rebuilds:

The capital outlay budget was designed for a total purchase of 350 new E-One grinder pumps for the 2021/2022 Fiscal Year. However, 472 grinder pumps were needed to meet all the service call requests for the year, and supply-chain issues led to long delays in receiving new pumps that were on order. To supplement the amount of pumps on-hand, the department rebuilt 114 pumps throughout the year, in addition to 129 warranty-return pumps received. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period. The capital outlay budget for the 2022/2023 fiscal year was again designed for the purchase of approximately 350 new pumps, with an anticipated need for approximately 500 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps).

New pumps are anticipated to have an average operating lifespan of approximately 7-10 years. Rebuilt pumps are anticipated to have an average operating lifespan of approximately 2-3 years.

There was an abnormally high number of warranty-returns in the 2021/2022 fiscal year caused by a known manufacturing defect in the 2018/2019 E-One models that the manufacturer has since corrected.



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

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.

Parameter	Jun - 22	Jul - 22	Aug - 22	Sep - 22	
Flow – To Creek	0.595 MGD	0.538 MGD	0.661 MGD	0.671 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
Total Flow Through Plant	0.595 MGD	0.538 MGD	0.661 MGD	0.671 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	42.5%	38.4%	47.2%	47.9%	(0.671 MGD) / (1.400 MGD)
Actual Capacity	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.400 MGD x 80%)
% of Allocated Capacity	53.1%	48.0%	59.0%	59.9%	(0.671 MGD) / (1.120 MGD)
Rainfall	2.39”	3.83”	5.67”	5.18”	

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	September 2022	YTD
Effluent Violations	7	13	7	12	7	32	1	3

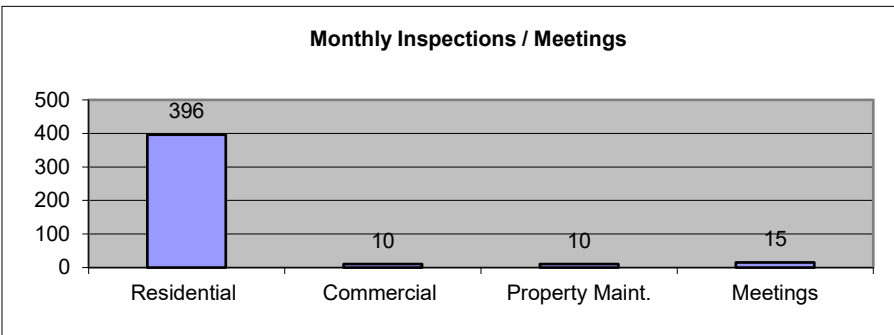
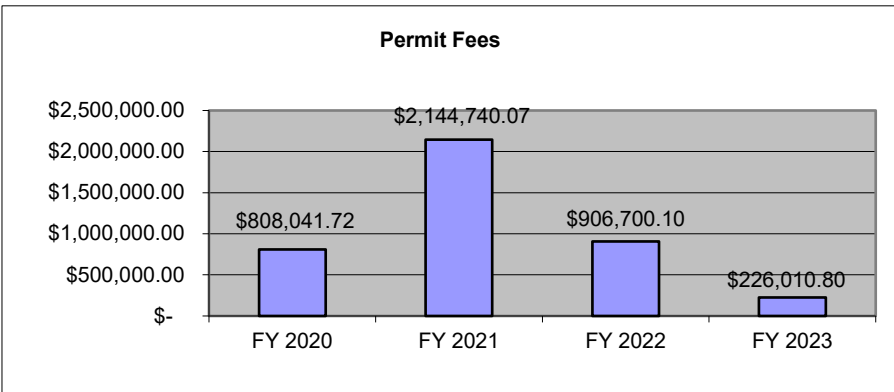
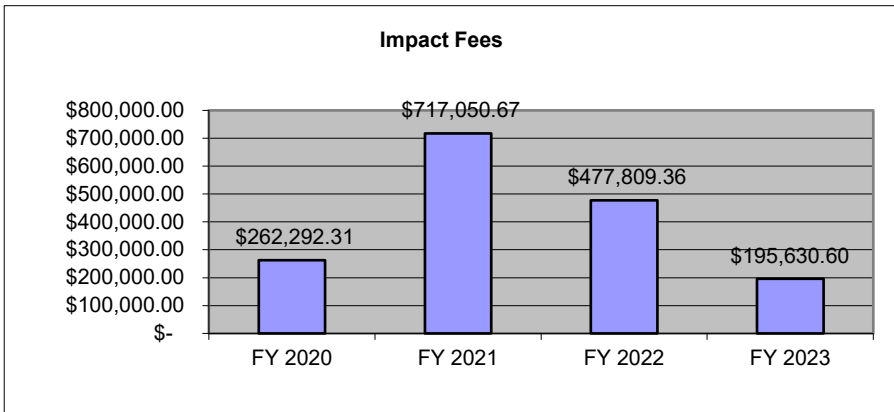
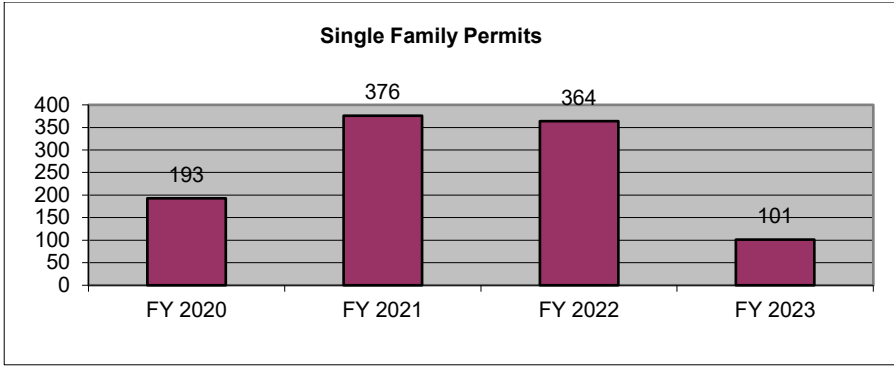
1. **Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.
2. **Notice of Violation:** On September 28th, 2022, the City received a Notice of Violation from TDEC for ammonia exceedances during the months of February, April, and May. Ammonia levels increased in our effluent in early February due to a combination of a toxic hit followed by cold infiltration and inflow, which killed healthy sludge and slowed the regrowth of new sludge. Ammonia levels increased in our effluent in late-April and into early-May due to mechanical failures of aerators which required custom machined parts and a rental crane to repair.
3. **TDEC Order and Assessment:** On July 15th, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29th, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7th, 2020.**

Public Services Department - Wastewater Division
September 2022

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 **2.00** parts per million (ppm). The average residual was **0.14** PPM with a max residual of **0.25** PPM. *Last month the feed rate was 1.95 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 **23.5 CFU’s** which is well below the limit. *Last month the average was 27.5 CFU.*

**Planning and Codes Department
SEPTEMBER 2022**



**Planning and Codes Department
SEPTEMBER 2022**

	Month	FY2023	FY2022	FY2021	FY2020
MEETING AGENDA ITEMS#					
Planning Commission	9	22	67	74	69
Construction Appeals	0	0	0	0	0
Zoning Appeals	1	2	5	4	5
Tech. Review/Study Session	0	0	5	2	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	37	101	340	376	193
Multi-Family Residential	0	0	0	22	13
Other Residential	7	22	89	83	91
New Commercial	1	4	7	6	6
New Industrial	0	0	0	2	0
Other Com/Ind	2	5	25	23	33
Sign	3	6	11	17	14
Occupancy Permits	47	87	319	400	212
Other	0	10	11	12	3
BUILDING INSPECTIONS					
Residential	396	1909	5452	2621	2858
Hours	198	750	1367	533	699
Commercial /Industrial	10	34	139	92	110
Hours	5	21	62.75	18	12.83
CODE ENFORCEMENT					
Total Cases	10	42	35	98	179
Hours	10	25.5	35.75	70.24	86.75
Complaints Received	10	37	55	41	116
MEETINGS					
Administration	7	23	117	72	58
Hours	14	30	127	70	38
Planning	8	25	127	53	76
Hours	8	24	96	50	70
Codes	0	1	8	11	28
Hours	0	1	10	9	37
FEES					
Permit Fees	\$80,335.20	\$ 226,010.80	\$ 906,700.10	#####	\$808,041.72
Board Review Fees	\$700.00	\$ 2,150.00	\$ 14,100.00	\$ 84,775.00	\$11,000.00
City Impact Fee	\$54,400.20	\$ 195,630.60	\$ 477,809.36	\$ 717,050.67	\$262,292.31
Roads	\$16,203.00	\$ 42,192.31	\$ 664,873.68	\$ 301,769.60	\$77,860.90
Parks	\$14,652.00	\$ 39,996.00	\$ 114,114.00	\$ 150,326.00	\$ 74,646.00
Police	\$12,378.00	\$ 14,618.67	\$ 125,535.54	\$ 191,431.41	\$ 59,096.30
Fire	\$8,167.20	\$ 22,838.82	\$ 76,498.26	\$ 79,900.66	\$ 36,749.61
OTHER ITEMS					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	0	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 28	\$ 7,602,598.23	\$7,074,276.17	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	17		17	16	15

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

Update on ongoing projects:

Soccer Complex Renovation Phase II

- Not much movement on this for the month
- Have until August 2025 to complete this project so we will take our time while we build up enough funding
- Meanwhile we will continue to work on the land portion of the grant requirements and design and then submit plans to planning commission for review and approval

Tennis Courts

- Construction is ongoing
- Concrete for the courts was poured this month



Rec Center

- Contract was signed
- Pre-construction meeting yet to be set but once done project will begin
- Civic Center demolition ongoing



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

Greenway Bridge Restoration

- This involves repairing the small Greenway bridge along Tyree Springs that is slumping and needs repairs to its foundation
- Working with City Engineer since TDEC will need to be involved – ARAP was started this month by CSR Engineering
- Anticipate this project lasting a while considering TDEC involvement

Greenway Lighting

- This involves adding lighting to the area where we normally have Trail of Treats on the Greenway
- City engineer put together RFP to see what kind of prices we get back for this project
- The bids that we receive will determine what course of action we take with this

Museum HVAC Replacement

- This is to replace one of the HVAC units at the Museum that has been giving us trouble lately and needs to be replaced due to its age
- Collected quotes
- Roger Denton Heating & Cooling was lowest quote
- Purchase order was done and approved
- Should be installed at the beginning of next month

List of upcoming projects yet to begin:

Tyler Parks Software

Cemetery Software

- *Started collecting quotes this month*

Museum Chimney Restoration

- *Started collecting quotes this month*

Playground Restoration

- *Tring to get updated prices from vendor*

Field 5 Fencing

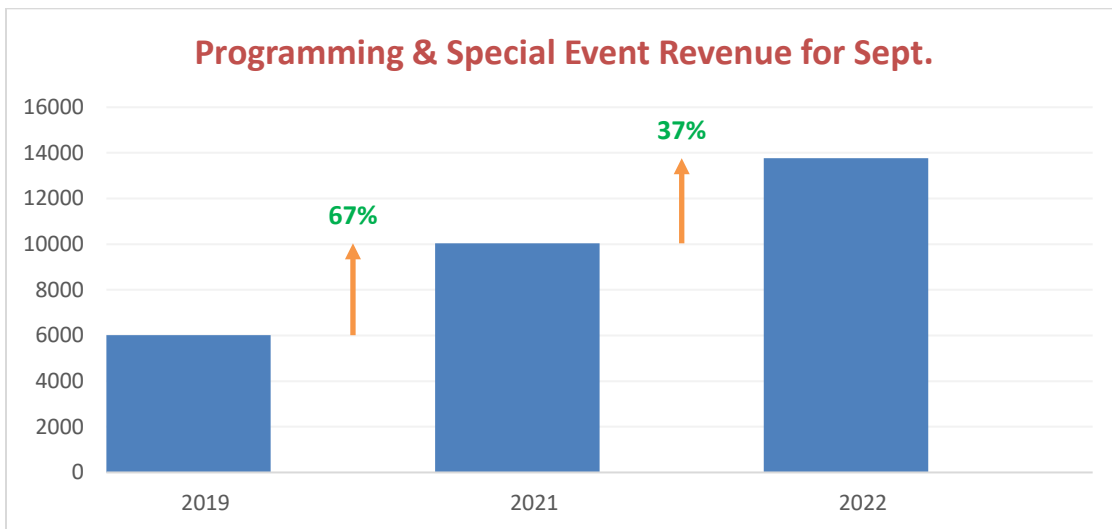
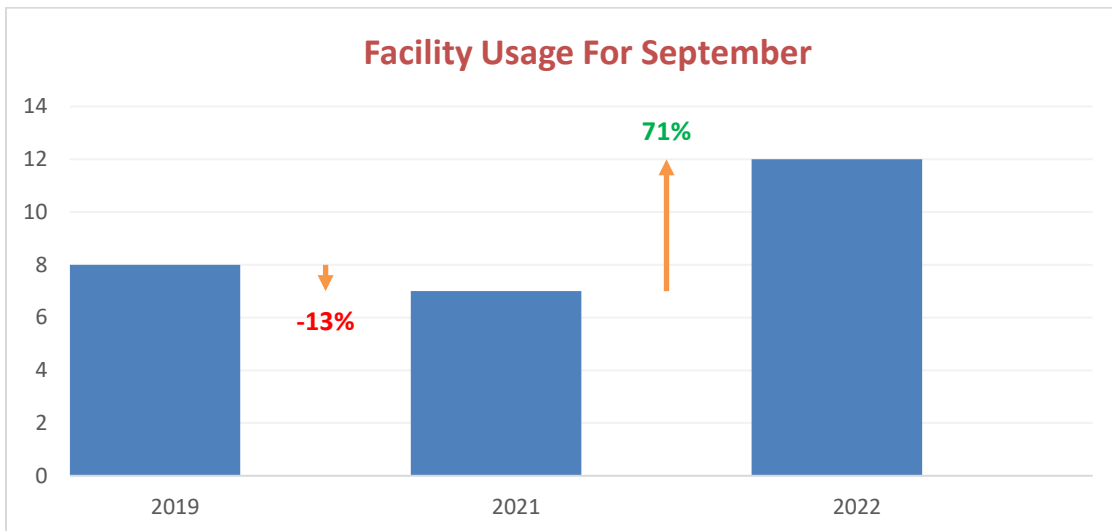
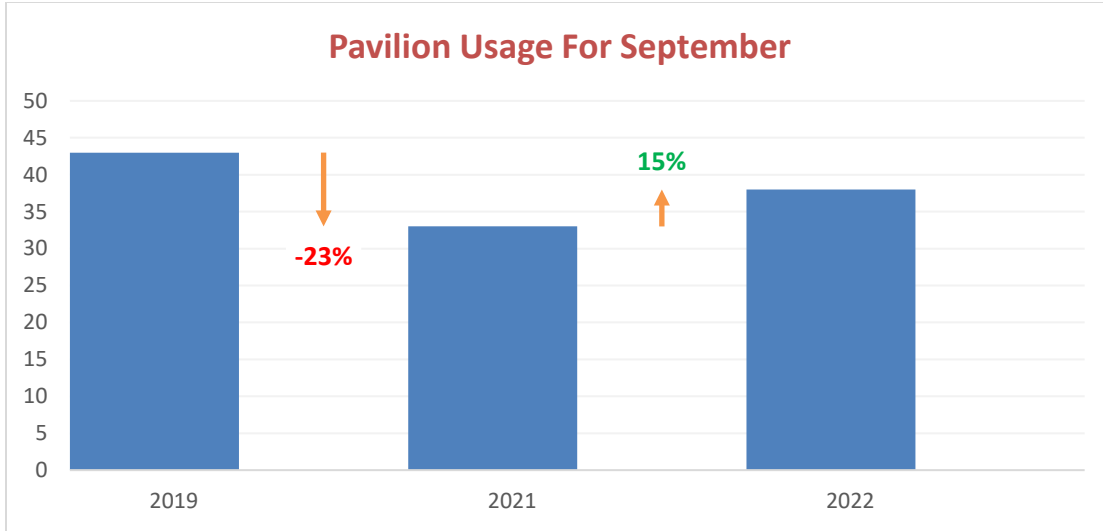
Maintenance Building Fencing

Cemetery Fencing

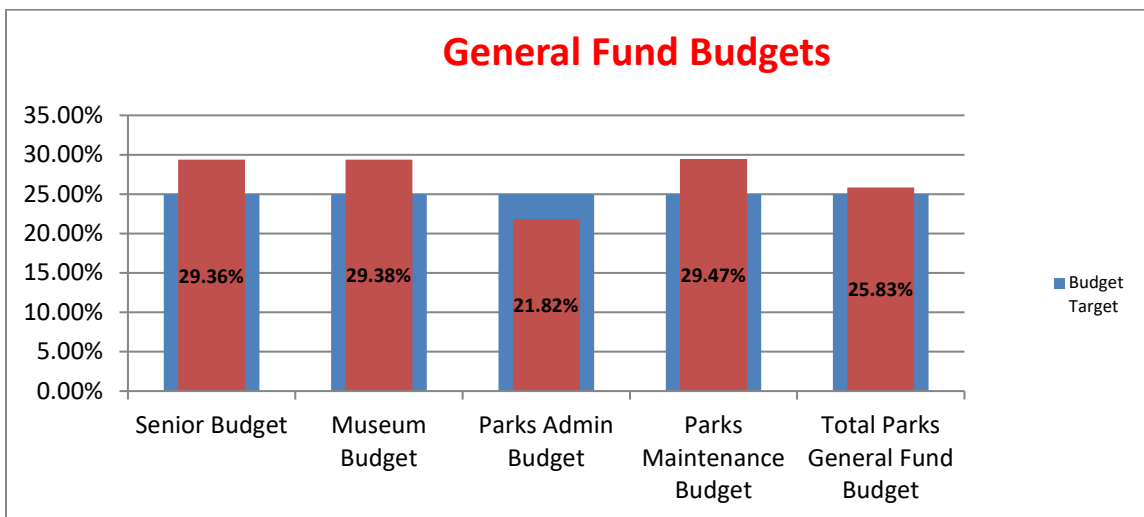
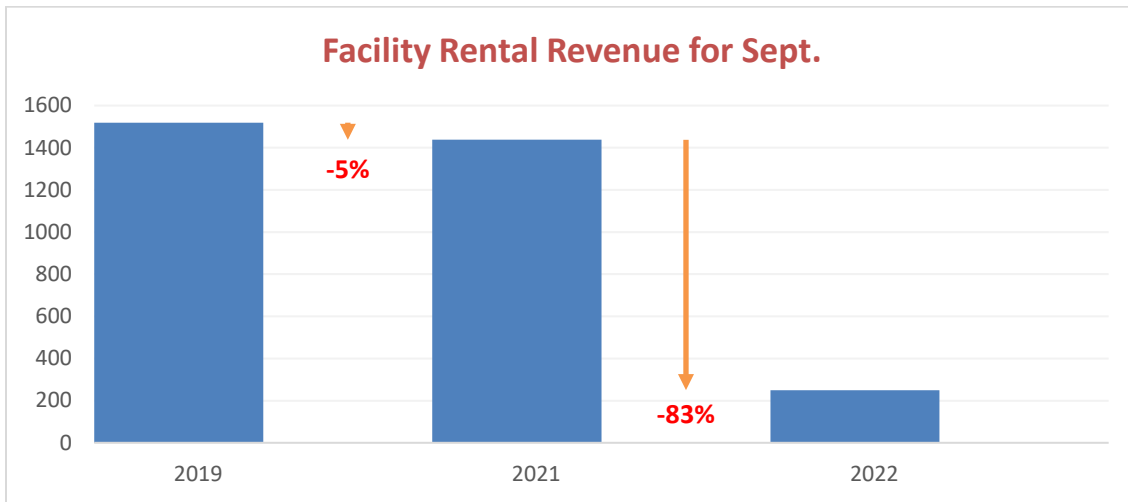
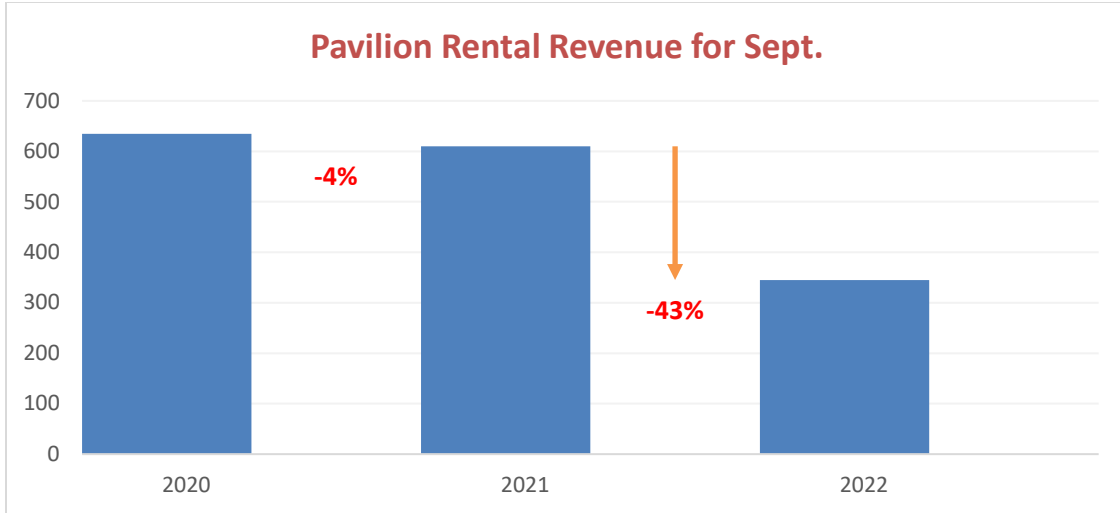
Utility Vehicle

Dog Park Parking lot paving/stripping

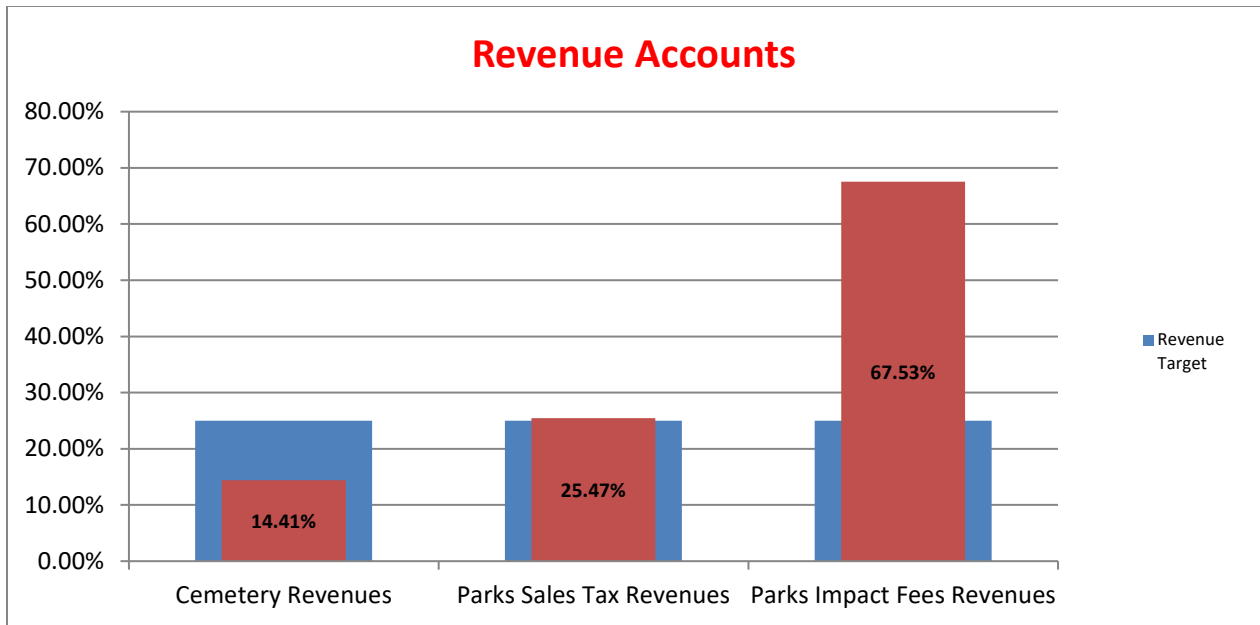
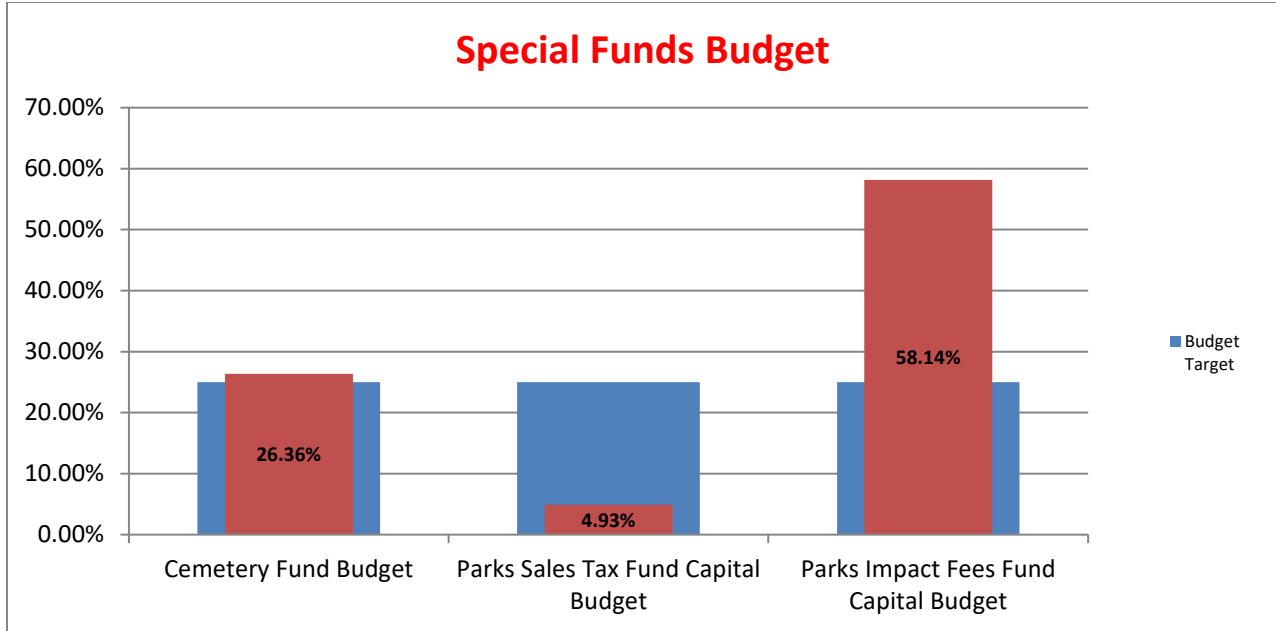
**Parks, Recreation, & Cultural Arts Department
September 2022**



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



Parks, Recreation, & Cultural Arts Department
September 2022



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

Recreation

Special Events:

- Preparing for bike parade- October 1st
- Promoting Trail of Treats- October 25th
- Online registration posted for Christmas Parade

Adult Athletics

Adult Softball

- Games are held Monday and Wednesdays
 - Started September 12th
 - 5 teams- 69 Players

Pickle Ball Open Gym

- Tuesdays and Thursdays- Started September 6th
 - 104 attendees for the month

Youth Athletics

Girls Volleyball

- 3rd -5th Grade- Final tournament Game 9/27
 - Season Champions Green team
 - Tournament Champions: Black team



- 6th-8th Grade- Final tournament Games 9/29
 - Season Champions: Blue Team
 - Tournament Champions: Lime Green team



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

Fall Youth Baseball

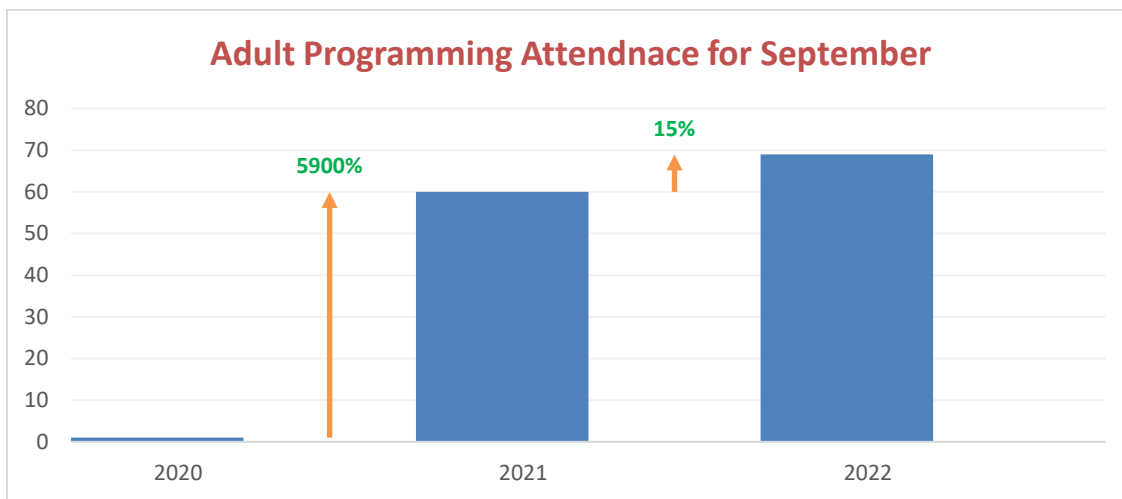
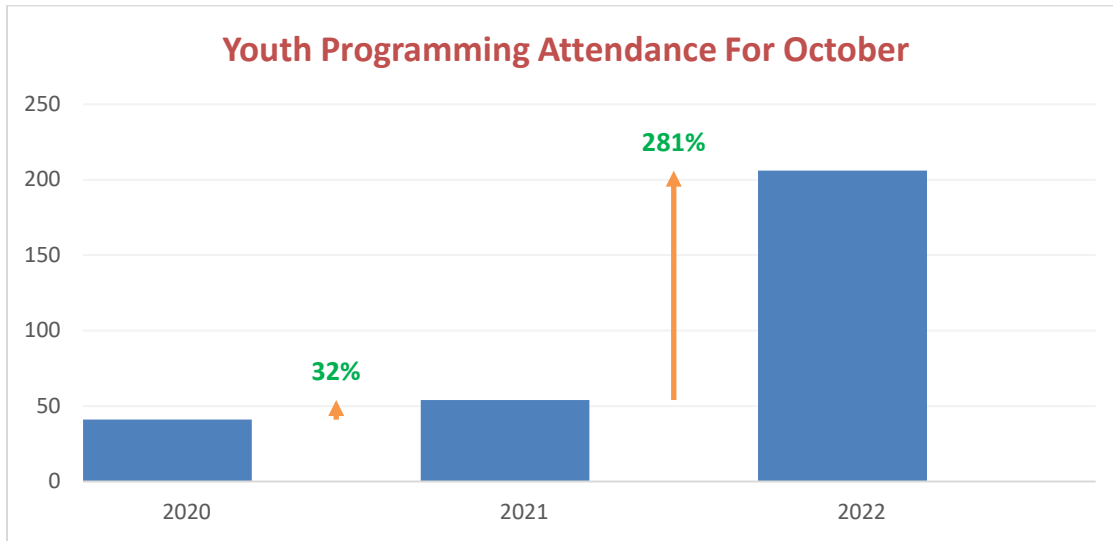
- Season set to end October 1st

Upcoming Youth Programs

- Basketball registration opened September 1st
 - About 115 registered in September

Other

- Created parent/ coach survey



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



Maintenance

- We have areated all sports fields at the park and soccer complex. We will start putting down rye this week.
- We have started cutting low limbs along the Greenway
- The dirt work for the building pad at the shop is almost complete



- We hung up fall decorations on the fence and gates of the cemetery



- We cleaned up the old shop and loft at the park
- We have been spot spraying round up in beds, along curbs and fences

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

Museum

Volunteers

The Museum volunteers have worked on placement of demonstrators for The Gathering. We went over last-minute details as well as a possible rain plan. We debriefed after the event and began discussion of next year's Gathering theme. The volunteers provided the Museum with 29.25 hours of service in September.

Exhibits

The museum's newest exhibit which celebrates the life of Mrs. Evelyn Palmer Guill debuted on August 1. This exhibit will be up until the end of the year.

The rotating exhibit area displays Hamilton's Fort and shows the type of items that those settlers would have used during that period in time.

Social Media Promotion

Posts were made about The Gathering in the weeks before the event. Additional posts were made about The Gathering including pictures during the event. September 11 was recognized as well as the first day of fall. Posts were made about artifacts and the month ended with information about the museum having a spot at Discover White House.

Donated Artifacts

Jerry and Debra Worrell donated a set of Time Life books on the *Vietnam Experience*.

Loaned Artifacts

Terry Palmer loaned an 1859 McClellan Saddle, saddle holsters, saddle bags and girth.



Tours at Museum

Tours were given to walk ins. City Finance team took a tour of the museum.

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

The Gathering

The Second Annual Gathering was part of Experience Robertson County on September 10. The event is a living history event. This year, we had demonstrators portraying from the Revolutionary War up to WWI with over 30 demonstrators and volunteers participate in the event. Attendees at the event could see demonstrations of 3' ordinance rifled cannon to cooking dinner over a fire. We did have to implement the rain plan because of the forecast given the day before the event, but the day of was very pleasant and only a few sprinkles. Attendance to the event exceeded 800.



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

Building Maintenance

HVAC in the upstairs training room failed on September 22 and was repaired the same day. The capacitor on the unit had to be changed.

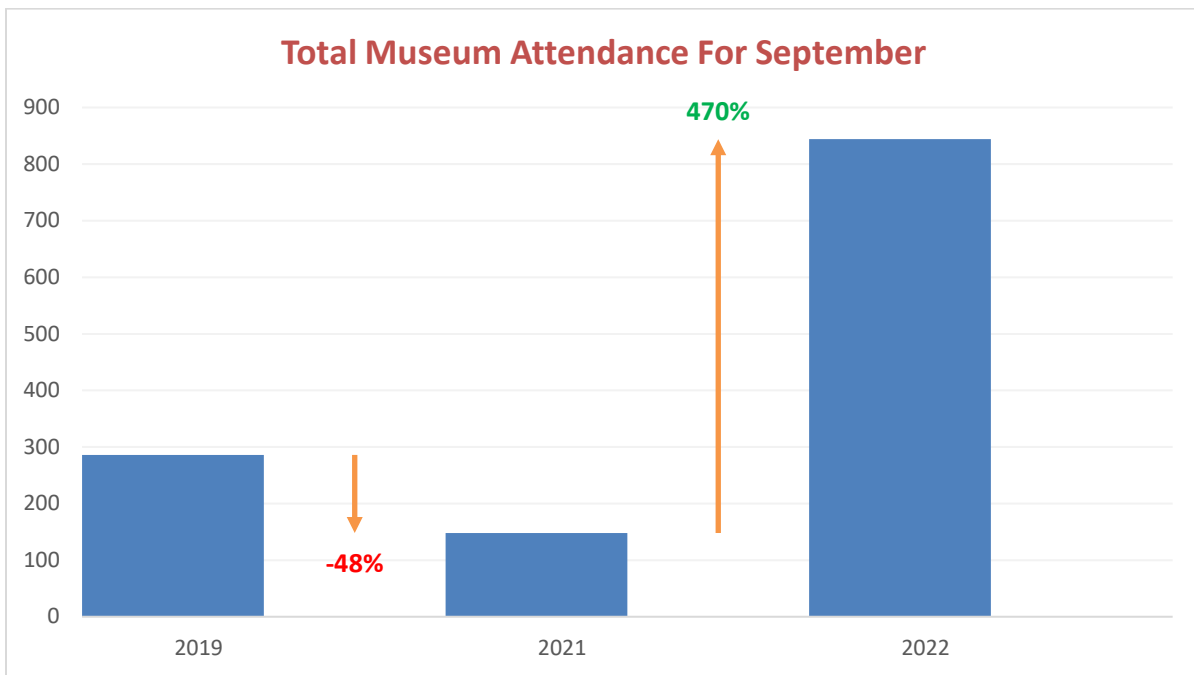
Events and Meetings Assisted with and/or Attended

- September 6 – Chamber Board Meeting taking minutes
- September 10 – The Gathering
- September 15 – Ribbon Cutting at Spunky Monkey

Events and Meetings Assisted with and/or Attended Cont.

- September 15 – Habitat Summer County Annual Fundraiser
- September 20 – Chamber Luncheon featuring Gerald Herman
- September 27 – Power Hour White House Pizza and Pub

Visitors' Center and Museum Attendance	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
Center Only 2	10	834	844	0

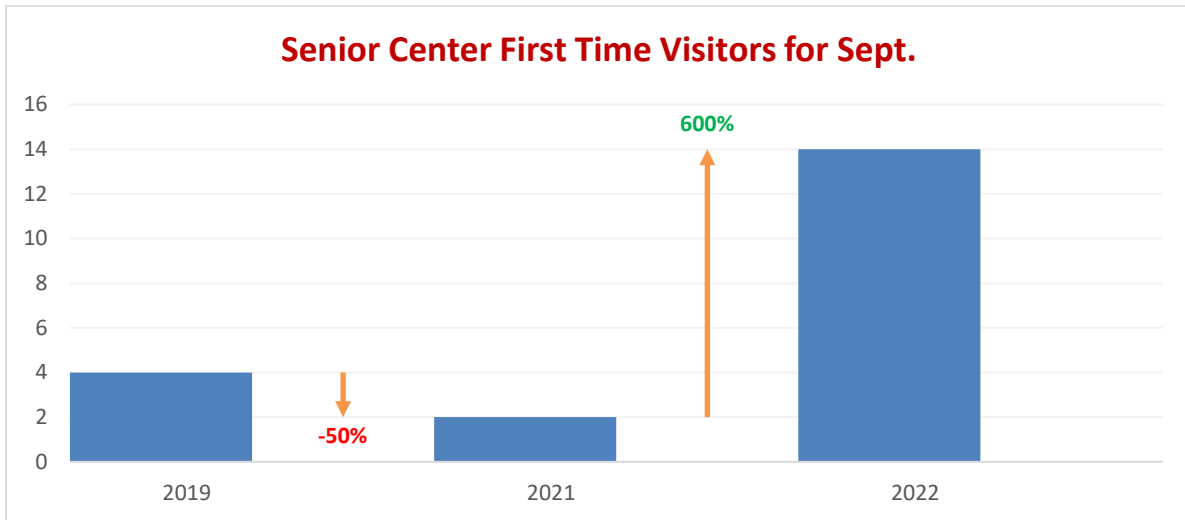
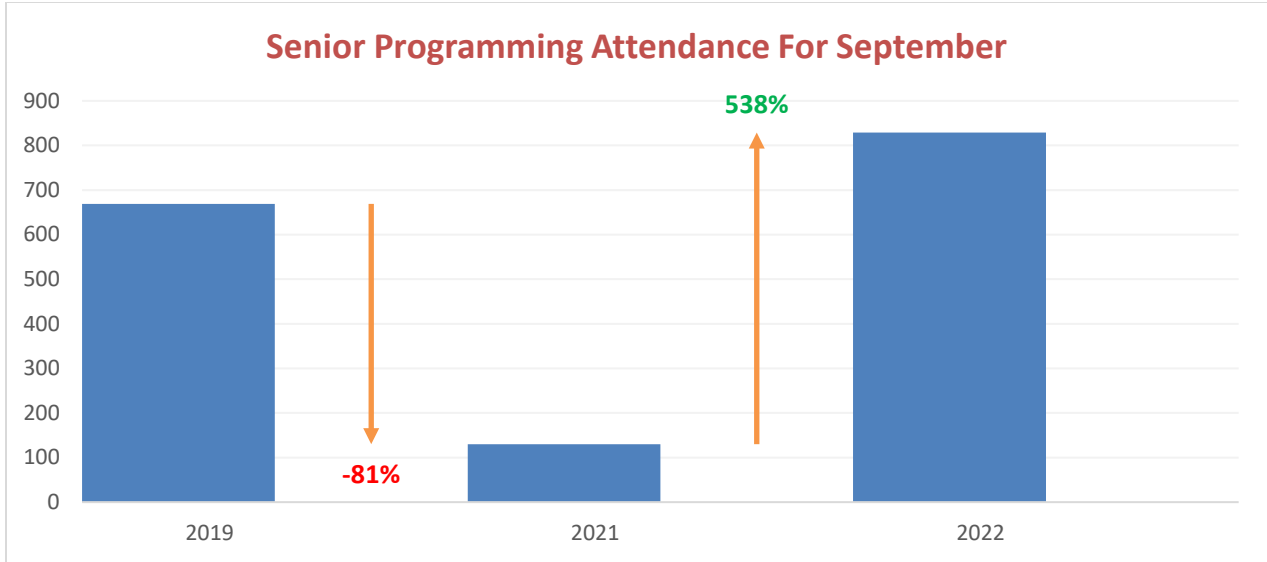


**Parks, Recreation, & Cultural Arts Department
September 2022**

Senior Center

Senior Center Participation - August 2022			
<u>Outings/Events:</u>			
Birthday Lunch	13		
Bowling	8		
Crafts	4		
Line Dance	8		
WhiteHouse Garden Club	8		
Bunco	10		
Simpson County Jail	12		
Farmers Rummy	9		
Bible Study	5		
Riverview Restaurant	22		
Jackson Orchard	12		
Total	111		
		Sr Meals Wednesdays	
		106	
		91	
		103	
		300	TOTAL
<u>Programs:</u>			
Fittercise-Strength, Yoga	466		
Walk	98		
Bingo	48		
Cards, Games,Pool	104		
Pickle Ball	64		
TOTAL	780		
NEW MEMBERS			
FIRST TIME ATTENDEE	14		
TOTAL Sr Center Participants:	1413	Total	1191

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



	FYE 2019	FYE 2020	FYE 2021	Sept 19	Sept 20	Sept 21	Sept. 2022	YTD 22-23
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Facility Usage

Special Use Permits Submitted	13	15	39
Pavilion 1 Usage	3	7	21
Pavilion 2 Usage	11	5	13
Pavilion 3 Usage	106	38	74
Splash Pad Pavilion Usage	177	106	99
Total Number of Pavilions Usage	297	156	207
Gymnasium Rentals	130	79	23
Amphitheater Usage	3	0	1
Total Number of Facility Rentals	196	89	30
Ballfield Rentals	7	45	146
Vistor Center Attendance	6	21	20
Vistors Who Also Toured Museum	14	84	70
Museum Attendance Only	85	668	115
Total Museum Attendance	99	752	189

0	4	1	1	5
3	4	1	0	5
3	0	0	0	4
13	9	10	16	48
24	20	21	22	113
43	33	32	38	170
8	0	7	12	39
0	0	0	0	6
8	0	7	12	45
14	37	14	18	59
4	0	1	2	8
4	0	1	10	22
282	6	147	834	888
286	6	148	844	910

Programming

Number of Youth Program Participants	679	578	417
Number of Adult Program Participants	240	76	100
Number of In-House Special Events Offered	8	7	9
Number of In-House Special Event Attendees	2987	2964	1077
Number of Rec Programs Offered	34	18	19
Number of Senior Center Memberships	319	1768	2000
Number of New Senior Center Memberships	16	16	0
Senior Center Participants	14,966	9594	4412
Senior Center First Time Visitors	32	59	36
Number of Senior Trips Offered	54	37	9
Number of Senior Trip Participants	896	613	81
Number of Senior Programs Offered	117	76	34
Number of Senior Program Participants	9,989	6798	1061
Number of Senior Meals Served	54	34	36
Number of Meals Participants	4052	2235	3277
Offsite Presentation Attendees	0	15	0
Total Number of Programs Offered			53

0	0	0	0	290
0	0	60	69	69
1	2	1	2	3
17	0	0	0	63
1	1	2	3	8
200	200	205	203	613
5	0	2	0	0
948	163	513	1,191	3763
4	6	2	14	47
5	0	1	5	15
61	0	5	62	174
8	0	5	11	31
669	0	130	829	2473
4	2	4	3	12
218	163	378	300	1116
0	0	0	0	0
9	1	7	14	39

Revenues

Youth Programs	\$55,825.00	\$41,183.00	\$44,261.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$ 6,230.00
Special Events	\$ 4,355.00	\$ 2,009.00	\$ 3,495.00
Senior Meals	\$10,875.00	\$ 5,961.50	\$ 8,222.50
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$ 9,112.50
Facility Reservations	\$19,305.00	\$ 8,046.88	\$ 2,956.25
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$ 5,820.50
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20	\$ -
Misc	\$11,744.00	\$15,394.74	\$ 9,686.39

\$5,863.00	\$4,440.00	\$8,748.00	\$12,396.00	\$ 32,248.00
\$0.00	\$0.00	\$1,250.00	\$1,250.00	\$ 4,205.00
\$150.00	\$0.00	\$40.00	\$120.00	\$ 640.00
\$580.50	\$407.50	\$957.00	\$997.50	\$ 3,750.50
\$635.00	\$640.00	\$610.00	\$345.00	\$ 3,465.00
\$1,518.75	\$100.00	\$1,437.50	\$250.00	\$ 3,106.25
\$338.34	\$2,190.00	\$340.00	\$455.00	\$ 1,645.00
\$0.00	\$0.00	\$975.00	\$0.00	\$ 15,272.50
\$320.00	\$345.00	\$1,349.46	\$336.64	\$ 452.01

Workflow

Mowing Hours	1,554	2,601	2,195
Work Orders Received	N/A	8	9
Work Orders Completed	N/A	8	9
Number of Projects Started	27	40	39
Number of Projects Completed	18	35	32
Number of ballfield rainouts	NA	NA	NA
Bags of Field Dry Used	NA	NA	NA

321	397.5	262	237.5	721.5
0	1	3	3	8
0	1	2	3	7
3	1	2	1	1
2	0	1	0	0
NA	NA	NA	0	23
NA	NA	NA	3	3

White House Library September 2022

Summary of Activities

The Library Director had a check in with the regional office on September 6th. There was a discussion about the Trustee workshop, regional orders, MOE, and news from the region.

All full time staff underwent CPR training at Fire Hall 2.

The Library Director met with the City Administrator and project engineer to discuss expanding the circle parking lot on September 7th. Parking lot improvements would include moving the handicap parking closer to the library building and adding new lighting. The engineer listened to ideas and will present an improvement plan at a later date.

The library board met on September 8th. They voted on updated policies, reviewed summer reading program numbers, were invited to the volunteer board reception, and Larry's Gotcha Day celebration.

Library Supervisor attended regional training on community involvement. It was a 4 week course, 6 hours in total. Supervisor will pass on notes to the Director.

The Library Director and HR Director conducted interviews for the Youth Services Librarian. They chose a candidate, Audrey Frazee, who started on October 3, 2022. She is an excellent artist, can crochet, loves to write and is an entrepreneur. We are excited to have her on the team.

The Library Director met with the White House Lions Club on September 14th. The Library Director will be the city representative for the Lions Club.

The library celebrated Larry the Lizard's Gotcha Day on September 14th. Staff and patrons celebrated with cake and pictures with Larry. Children decorated homemade Gotcha Day cards.

The Library Director attended the Chamber Luncheon on September 20th. The City Administrator gave his state of the city address and mentioned some of the library checkout figures during his speech. It highlighted how many items the library has checked out over the years.

The Library Director attended the Board/Volunteer Reception. Three library board members were recognized, two for five years of service and one for ten years of service. The Library Director presented awards for twenty years of service.

The library held its first Genealogy class on September 26th. Seven people attended this class, and the library plans to have two more Genealogy classes in October.

Department Highlights

The highlights for the month were hiring the Youth Services Librarian, celebrating Larry's Gotcha Day, and the City Administrator highlighting the library in his speech.

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

Official Service Area Populations

2018	2019	2020	2021	2022
14,035	14,202	14,363	14,455	14,820

Membership

September	2018	2019	2020	2021	2022
New Members	132	173	108	100	125
Updated Members	253	598	481	343	238
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	6970
% of population with membership	51	59	66	49	47

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library just did one to update our records, which is why there is a drop in users.

Total Material Available: 38,849

Estimated Value of Total Materials: \$971,225

Total Materials Available Per Capita: 2.62

State Minimum Standard: 2.00

Last Month: \$969,575

Last Month: 2.61

Materials Added in September

2018	2019	2020	2021	2022
201	410	348	175	78

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	3022

Physical Items Checked Out in September

2018	2019	2020	2021	2022
6,190	5,099	5,147	6,049	7,531

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	62,032

The library is happy that our checkout numbers have to exceed pre-covid checkouts.

Miscellaneous item checkouts

September	2018	2019	2020	2021	2022
Technology Devices	43	33	31	61	62
Study Rooms	70	90	25	52	85
Games and Puzzles	64	63	96	116	191
Seeds	11	8	13	10	60
STEAM Packs	64	20	0	27	24
Cake Pans	*	0	3	0	7
Outdoor Items	*	*	*	*	10

Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	560
1,082	253	305	395	561
743	222	955	1,263	1,543
586	112	302	878	848
148	61	25	160	190
6	1	28	21	42
*	*	*	*	10

Library Services Usage

September	2018	2019	2020	2021	2022
Lego Table	92	160	0	0	0
Test Proctoring	6	9	9	5	1
Charging Station	6	1	8	1	1
Notary Services	*	*	19	17	11
Library Visits	4,406	4,173	3,106	3,288	4,340
Website Usage	586	1,591	1,353	2,086	2,867
Reference Questions	3	5	8	10	1

Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	51
90	19	47	45	13
*	16	88	144	110
52,565	55,728	30,007	38,913	37,330
2,517	16,935	17,977	27,907	24,906
59	77	60	73	27

Our library visits are very close to our pre-covid numbers. The library hopes that this number will continue to increase.

Library Volunteers

September	2018	2019	2020	2021	2022
Library Volunteers	13	13	4	8	7
Volunteer Hours	114	132	74	138	121

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	19
809	1,286	1,204	1,492.5	391

Computer Users

September	2018	2019	2020	2021	2022
Wireless	604	623	352	333	417
Adult Users	427	354	274	189	227
Kids Users	192	139	7	150	165

Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	3,513
4,642	1,103	2,138	2,235	2,014
2,088	556	427	957	2,357

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

Universal Class Counts

September	
Sign ups	1
Courses started	8
Lessons viewed	151
Class Submissions	16

Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	12
52	16	53	39	42
661	194	1,771	1,008	673
445	105	800	515	240

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	5	3	4
total Sign-ups	163	214	67	174	132

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	7
500 Mark	2	2	0	2	5
Completion	0	1	2	4	6

Face-to-face Kids Programs

September	2018	2019	2020	2021	2022
Programs	13	12	4	12	11
Attendees	280	244	109	171	294
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	107
Attendees	4,260	4,201	1,185	2,167	2,986

Virtual Kids Programs

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

Grab & Go Kits

September	2020	2021	2022
Kits	9	0	0
Taken	177	0	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

Our children's program attendance is exceeding pre-covid numbers.

Face-to-face Teen Programs

September	2018	2019	2020	2021	2022
Programs	6	4	0	0	0
Attendees	9	14	0	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

September	2020	2021	2022
Programs	0	0	0
Attendees	0	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

Combined Face-to-Face

September	2020	2021	2022
Programs	4	4	9
Attendees	34	25	55
Yearly	2020	2021	2022
Programs	11	43	76
Attendees	77	370	323

Virtual Teen & Tweens

September	2020	2021	2022
Videos	0	0	0
Views	0	0	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

September	2020	2021	2022
Kits	0	0	0
Taken	0	0	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

The tween/teen sewing class has become so successful that the program had to be broken down into two different groups with two different meeting times in order to have enough machines and staff to work with the students. We will add a board game night for the sewing group that isn't meeting.

Face-to-face Adult Programs

September	2018	2019	2020	2021	2022
Programs	11	14	3	8	7
Attendees	60	38	15	41	39
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	60
Attendees	1,009	1,343	214	351	301

Virtual

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

Device Advice

September	2019	2020	2021	2022
Sessions	*	0	0	9
Yearly	125	51	81	104
Passive				
September	*	*	0	0
Yearly	*	*	0	13

The library added an adult sewing class and genealogy class in September. Both did well and will continue into October.

Interlibrary Loan Services

September	2018	2019	2020	2021	2022
Borrowed	50	97	58	57	72
Loaned	21	35	7	20	25

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	686
410	410	151	226	282

September	R.E.A.D.S
Adults	2,092
Juvenile	117

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	6,102
Juvenile	1,430	1,189	1,032	2,013	446

The READS statistics come from the state.

CITY COURT REPORT

September 2022

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$3,165.00
TOTAL MONIES COLLECTED YTD	\$14,814.50

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$2,544.56
TOTAL MONIES COLLECTED YTD	\$7,521.35

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$5,709.56</u>
TOTAL REVENUE YTD	\$22,335.85

DISBURSEMENTS

LITIGATION TAX	\$194.85
DOS/DOH FINES & FEES	\$216.60
DOS TITLE & REGISTRATION	\$28.50
RESTITUTION/REFUNDS	\$0.00
ON-LINE CC FEES	\$0.00
CREDIT CARD FEES	\$0.00
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$439.95</u>
TOTAL DISBURSEMENTS YTD	\$3,468.75

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$5,269.61</u>
TOTAL ADJUSTED REVENUE YTD	\$18,867.10

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	\$415.62
DRUG FUND DONATIONS YTD	\$1,994.99

Offenses Convicted & Paid For Month	Count	Paid
Improper Passing	2	\$55.00
Financial Responsibility Law	11	\$165.00
Registration Law	6	\$282.50
Improper Equipment		
Texting/Hands Free Law	2	\$60.00
Codes Violation	2	\$187.50
DL Exhibited	2	\$0.00
Red Light	1	\$25.00
Animal Control		
Stop Sign	1	\$80.00
Speeding	19	\$1,850.00
Seat Belt-Child Restraint	3	\$110.00
Failure To Yield		
Exercise Due Care	3	\$300.00
Following Too Close	1	\$0.00
Total	53	\$3,115.00