



# **City Administrator Report: January 2023**

**Administrative & Legislative Services Department**  
**January 2023**

**Administration**

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

- January 4:
  - White House Recreation Center Meeting
- January 5:
  - White House WWTP Progress Meeting
  - Bid Opening for Sanitation Work Truck
  - Leisure Service Board Meeting
- January 9:
  - Department Head Staff Meeting
- January 10:
  - Mayor Update Meeting
  - Newly Elected Alderman Meet and Greet
- January 12:
  - JECDB Executive Committee Meeting
  - Library Board Meeting
- January 17:
  - White House Area Chamber Luncheon featuring Senator Haile
- January 18:
  - RTA Board Meeting
  - GNRC Transportation Policy Board
  - Economic Development Team Meeting
- January 19:
  - Board of Mayor and Alderman Meeting
- January 23:
  - Department Head Staff Meeting
  - Projects Update Meeting
- January 24:
  - White House Area Chamber Power Hour at Bad Ass Coffee
  - Mayor Update Meeting
- January 25:
  - Luncheon with Sumner County Council of Governments
- January 26:
  - Rotary Lunch Presentation
  - White House Progress Meeting
  - BMA Study Session
- January 27:
  - FSEP Annual Meeting
- January 31:
  - Budget Retreat

**Administrative & Legislative Services Department  
January 2023**

**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.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$26,329,432	\$16,610,219	↑4.73
Industrial Development	\$86,000	\$7,490	↓49.63
State Street Aid	\$495,000	\$461,445	↑34.87
Parks Sales Tax	\$2,526,000	\$1,529,439	↑2.19
Solid Waste	\$1,356,081	\$782,352	↓0.65
Parks Impact Fees	\$405,744	\$405,744	↑41.65
Police Impact Fees	\$25,098	\$25,098	↑41.65
Fire Impact Fees	\$116,554	\$16,554	↓44.14
Road Impact Fees	\$33,909	\$33,909	↑41.65
Police Drug Fund	\$4,500	\$0	↓58.35
Debt Services	\$1,236,600	\$192,286	↓42.80
Wastewater	\$20,265,581	\$15,363,760	↑17.46
Dental Care	\$74,500	\$43,719	↑0.33
Stormwater Fund	\$1,972,599	\$1,416,855	↑13.47
Cemetery Fund	\$90,565	\$33,139	↓21.75

\*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**

	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	313	325	261	269	346	362
August	166	132	128	106	151	166
September	104	98	106	98	126	119
October	98	98	79	97	91	147
November	104	103	72	78	120	125
December	84	73	71	58	72	104
January	116	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
<b>Total</b>	<b>985</b>	<b>1,506</b>	<b>1,355</b>	<b>1,199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>Jan 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>Total for FY23</b>	<b>Total for FY22</b>	<b>Total for FY21</b>
Purchase Orders \$0-\$9,999	112	823	1,442	1281	\$1,120,153.40	\$1,640,827.83	\$1,482,989.65
Purchase Orders \$10,000-\$24,999	1	17	24	29	\$297,668.91	\$404,406.65	\$417,161.17
Purchase Orders over \$25,000	3	29	40	45	\$30,404,278.15	\$11,687,700.37	\$11,050,535.17
<b>Total</b>	<b>116</b>	<b>869</b>	<b>1,506</b>	<b>1355</b>	<b>\$31,822,100.46</b>	<b>\$13,732,934.80</b>	<b>\$12,367,741.04</b>

**Administrative & Legislative Services Department  
January 2023**

**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
<b>July</b>	52	54	15	152	61	31,946	32,401	11,536	1,164,517	1,080,668
<b>Aug.</b>	63	66	20	126	133	31,340	25,635	9,145	752,932	835,519
<b>Sept.</b>	65	48	17	43	22	27,594	24,833	8,335	679,248	214,406
<b>Oct.</b>	47	52	10	78	86	29,829	23,816	8,390	386,735	864,091
<b>Nov.</b>	54	63	174	56	40	30,449	23,022	7,587	695,971	812,527
<b>Dec.</b>	32	39	13	156	82	27,768	22,904	17,483	847,724	1,055,111
<b>Jan.</b>	53	56	108	67	68	31,686	26,942	17,123	720,531	934,562
<b>Feb.</b>		52	135	22	40		23,253	19,796	N/A	762,985
<b>March</b>		57	39	85	61		30,026	22,930	N/A	879,671
<b>April</b>		68	101	43	56		31,127	20,881	N/A	820,505
<b>May</b>		54	38	27	29		31,335	23,514	5,998	946,897
<b>June</b>		674	214	48	123		34,600	30,909	10,251	901,328
<b>Total</b>	<b>366</b>	<b>609</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>210,612</b>	<b>329,885</b>	<b>197,629</b>	<b>5,263,907</b>	<b>9,053,159</b>

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

	FY 23 New Downloads	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
<b>July</b>	8	8	45	19
<b>Aug.</b>	13	9	44	21
<b>Sept.</b>	9	13	19	21
<b>Oct.</b>	11	6	40	12
<b>Nov.</b>	11	6	29	13
<b>Dec.</b>	10	10	10	15
<b>Jan.</b>	18	18	11	23
<b>Feb.</b>		9	20	70
<b>March</b>		14	11	69
<b>April</b>		11	7	41
<b>May</b>		10	11	29
<b>June</b>		10	11	36
<b>Total</b>	<b>80</b>	<b>124</b>	<b>258</b>	<b>369</b>

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

	FY23 # of Request	FY22 # of Request	FY21 # of Request	FY20 # of Request
<b>July</b>	50	38	20	36
<b>Aug.</b>	43	54	27	39
<b>Sept.</b>	40	46	16	18
<b>Oct.</b>	45	64	15	40
<b>Nov.</b>	53	19	20	27
<b>Dec.</b>	70	42	27	20
<b>Jan.</b>	61	41	18	24
<b>Feb.</b>		41	72	41
<b>March</b>		38	36	34
<b>April</b>		26	26	35
<b>May</b>		39	48	26
<b>June</b>		47	58	28
<b>FY Total</b>	<b>362</b>	<b>495</b>	<b>383</b>	<b>356</b>

**Administrative & Legislative Services Department  
January 2023**

**White House Farmers Market**

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	2	\$300
<b>February</b>	0	0
<b>March</b>	0	0
<b>April</b>	0	0
<b>May</b>	0	0
<b>June</b>	0	0
<b>July</b>	0	0
<b>August</b>	0	0
<b>September</b>	0	0
<b>October</b>	0	0
<b>November</b>	0	0
<b>December</b>	0	0
<b>Total</b>	<b>2</b>	<b>\$300</b>

**Building Maintenance Projects**

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

Major projects this month include:

	<b>2022-2023 Work Order Requests</b>	<b>2021-2022 Work Order Requests</b>	<b>2020-2021 Work Order Requests</b>	<b>2019 – 2020 Work Order Requests</b>	<b>2018 – 2019 Work Order Requests</b>	<b>2017 – 2018 Work Order Requests</b>	<b>2016 – 2017 Work Order Requests</b>
<b>July</b>	14	19	11	10	22	21	27
<b>August</b>	23	8	27	10	26	24	28
<b>September</b>	21	12	9	13	19	22	13
<b>October</b>	13	10	6	7	14	18	12
<b>November</b>	12	23	16	7	18	34	12
<b>December</b>	8	17	19	3	8	19	9
<b>January</b>	11	6	11	16	14	16	23
<b>February</b>		8	16	18	7	21	6
<b>March</b>		14	12	11	7	17	16
<b>April</b>		13	17	2	12	25	14
<b>May</b>		20	25	11	6	26	27
<b>June</b>		14	31	10	9	23	14
<b>Total</b>	<b>102</b>	<b>164</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
January 2023**

**Finance Section**

During January the Finance Office continued training / planning for new utility customer application process changes. The total property taxes billed for tax year 2022 is \$5.4 million. As of the end of January, approximately \$3.43 million (63.5%) was collected. Members of the Finance Office also participated in the following events during the month:

- January 10: Sent several boxes of expired documents to be destroyed by Vital Records Control
- January 10: Alderman Sam Matthews Meet and Greet
- January 10: Alderman Jana Singer Spicer Meet and Greet
- January 12: TDEC ARPA Water Infrastructure Investment Program virtual meeting
- January 12: Purchasing / Accounts Payable training lesson planning
- January 24: Finance Staff meeting
- January 30: TDEC ARPA Water Infrastructure Investment Program virtual meeting
- January 31: Department Head Budget Retreat

**Performance Measures**

**Utility Billing**

	<b>January 2023</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>New Builds (#)</b>	7	125	284	357	171	62
<b>Move Ins (#)</b>	66	543	977	737	649	534
<b>Move Outs (#)</b>	51	481	898	743	602	534
<b>Electronic new customer signups (#)</b>	28	244	410	300	127	104
<b>Electronic new customer signups (%)</b>	38%	37%	33%	27%	15%	17%

**Business License Activity**

	<b>January 2023</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>Opened</b>	8	64	92	76	69	75
<b>Closed (notified by business)</b>	0	5	7	6	10	9

**Accounts Payable**

	<b>January 2023</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>Total # of Invoices Processed</b>	346	2358	4254	4079	4003	3940

**Property Tax Relief Applications**

	<b>January 2023</b>	<b>FY 2023 Total</b>	<b>FY 2023 Est.</b>	<b>FY 2022 Total</b>
<b>New Parcels (#)</b>	7	13	30	29
<b>Existing Parcels (#)</b>	30	76	109	99
<b>State Relief Credits (\$)</b>	8,406	19,215	22,472	20,844
<b>City Relief Credits (\$)</b>	6,244	13,004	16,018	10,155
<b>Combined Relief Credits (\$)</b>	14,650	32,219	38,490	30,999

**Finance Department  
January 2023**

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

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>General Fund Cash Reserves Goal (\$)</b>	<b>Current Month Fund Cash Balance (\$)</b>	<b>G.F. Cash Reserves Goal Performance</b>
General Fund	11,933,868	3,580,160	6,746,326	57%
Cemetery Fund	69,355	20,807	262,984	379%
Debt Services	1,112,015	333,605	1,333,522	120%
Dental Care Fund	38,650	11,595	178,441	462%
Roads Impact Fees	59,190	17,757	371,019	627%
Parks Impact Fees	61,429	18,429	299,994	488%
Police Impact Fees	43,930	13,179	462,601	1053%
Fire Impact Fees	28,875	8,663	306,170	1060%
Industrial Development	120,145	36,044	204,149	170%
Parks Sales Tax	1,207,310	362,193	187,439	16%
Police Drug Fund	5,050	1,515	41,689	826%
Solid Waste	1,146,400	343,920	628,071	55%
State Street Aid	467,832	140,350	504,388	108%
Stormwater Fund	1,036,000	310,800	1,490,715	144%
Wastewater	5,011,600	1,503,480	8,530,080	170%

*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.

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>YTD Realized* (\$)</b>	<b>% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)</b>
General Fund	11,933,868	7,360,509	↑ 3.34%
Cemetery Fund	69,355	30,287	↓ 14.66%
Debt Services	1,112,015	664,972	↑ 1.47%
Dental Care	38,650	25,229	↑ 6.94%
Roads Impact Fees	59,190	156,337	↑ 205.79%
Parks Impact Fees	61,429	123,581	↑ 142.84%
Police Impact Fees	43,930	133,445	↑ 245.43%
Fire Impact Fees	28,875	88,130	↑ 246.88%
Industrial Development	120,145	132,572	↑ 52.01%
Parks Sales Tax	992,310	584,082	↑ 0.53%
Police Drug Fund	5,050	4,884	↑ 38.38%
Solid Waste	1,146,400	684,448	↑ 1.37%
State Street Aid	467,832	277,571	↑ 1.00%
Stormwater Fund	1,036,000	621,231	↑ 1.63%
Wastewater	5,011,600	4,902,408	↑ 39.49%

\*Realized amounts reflect revenues realized from July 1, 2022—January 31, 2023

**Human Resources Department  
January 2023**

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

- January 05: Police Officer Testing
- January 11: Interviews for Wastewater Tech I
- January 17: National Incident Mangement IS-400 Training Class
- January 18: National Incident Mangement IS-400 Training Class
- January 19: Interviews for Police Officer
- January 26: Chamber of Commerce Ribbon Cutting for Dash of Dez  
Board of Mayor and Aldermen Study Session - Ward 3 Vacancy Interviews
- January 30: New Hire Orientation for Police Officer  
New Hire Orientation for Firefighter  
New Hire Orientation for Wastewater Tech I

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

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

Three-year average:

8.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January	1	0	1	1
February		1	0	3
March		0	2	0
April		0	1	2
May		1	0	1
June		1	3	0
<b>Total</b>	<b>6</b>	<b>4</b>	<b>9</b>	<b>8</b>



**Human Resources Department  
January 2023**

**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	2	1	1	1
November	0	1	3	1
December	2	0	0	0

Three-year average: 5.5

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

**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	1	0	0	3
November	2	0	1	2
December	1	1	2	1

Current year turnovers that occurred within  
90 day probationary period: 3

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January	0	4	2	2
February		2	0	1
March		3	0	1
April		2	2	0
May		2	0	2
June		1	3	2
<b>Total</b>	<b>7</b>	<b>19</b>	<b>12</b>	<b>18</b>
<b>Percentage</b>	<b>6.80%</b>	<b>18.45%</b>	<b>11.65%</b>	<b>17.48%</b>

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	1 (S)	0	0	0
November	0	0	0	1 (S)
December	0	0	1 (T)	0

Three-year average: 3.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January	0	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)
<b>Total</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>4</b>

**Police Department  
January 2023**

**Meetings/Civic Organizations**

➤ **Chief Brady attended the following meetings in January:** Department Head Staff Meeting (January 9 & 23), New Alderman Meet & Greet (January 10), Robertson County Chief’s Meeting (January 11), Board of Mayor & Alderman Meeting (January 19), Drug Task Force Meeting (January 25), Command Staff Meeting (January 26), Board of Mayor & Alderman Study Session (January 26), and Department Head Budget Retreat (January 31).

➤ **Police Department Administration Performance Measurements**

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

Susan Johnson, Accreditation Manager, is in the 4<sup>th</sup> edition of our TLEA program into PowerDMS which includes 164 standards.

She is working on finishing up 2021, 2022 and starting on 2023 proofs. She will be attending the LEACT conference this Spring.

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 28 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,120 hours of training per calendar year.

<b>Month</b>	<b>Admin Training Hours</b>	<b>Patrol Training Hours</b>	<b>Support Services Training Hours</b>	<b>Total Training Hours</b>
<b>January</b>	<b>0</b>	<b>168</b>	<b>0</b>	<b>168</b>
<b>Total</b>	<b>0</b>	<b>168</b>	<b>0</b>	<b>0</b>

**Patrol Division Performance Measurements**

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

<b>Number of Officers on Shift</b>	<b>January 2022</b>	<b>FY 2022-23</b>
<b>Three (3) Officers per Shift</b>	62	410
<b>Four (4) Officers per Shift</b>	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 have been ordered from Lonnie Cobb Ford.
2. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2022-2023.*** Fall Compliance Checks have been completed. We had 100% pass.
3. ***Maintain or reduce TBI Group A offenses at the three-year average of 60 per 1,000 population during the calendar year of 2023.***

<b>Group A Offenses</b>	<b>January 2023</b>	<b>Per 1,000 Pop.</b>	<b>Total 2023</b>	<b>Per 1,000 Pop.</b>
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons	18	1	18	1
Crimes Against Property	45	3	45	3
Crimes Against Society	16	1	16	1
<b>Total</b>	<b>79</b>	<b>6</b>	<b>79</b>	<b>6</b>
<b>Arrests</b>	<b>44</b>		<b>44</b>	

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

**Police Department  
January 2023**

4. *Maintain a traffic collision rate at or below the three-year average of 405 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2023.*

	<b>January 2023</b>	<b>TOTAL 2023</b>
<b>Traffic Crashes Reported</b>	38	38
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	17	17
<b>Written Warnings</b>	11	11
<b>Verbal Warnings</b>	150	150

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 2023.*

<b>COLLISION RATIO</b>				
<b>2023</b>	<b>COLLISIONS</b>	<b>INJURIES</b>	<b>MONTHLY RATIO</b>	<b>YEAR TO DATE</b>
<b>January</b>	38	9 YTD 29	24%	24% YTD 38

**Traffic School:** There was no Traffic School in the month of February.

**Staffing:**

- Ofc. Terry Brown (TJ) has been deployed for eight months. He will be back in February. He will be going to the Academy in April.
- Ofc. Triston Twedt and Ofc. Jake Hunter are finishing up their FTO.
- Ofc. Katie Sizemore, Ofc. Kris Sykes and Ofc. Dillon Loafman started the Academy on January 8<sup>th</sup>. They will graduate in March.
- Ofc. Nicholas Lepore is currently in FTO. He will have to attend a few weeks in the Academy. He was a certified Officer from Alabama.
- New Hire testing and interviews were held in January for two applicants. Both were hired: Ofc. Christopher Sampson started on January 30<sup>th</sup> and Ofc. Blake McClusky will start on February 6<sup>th</sup>.
- We currently have 1 position open and are continuing to accept applications.
- Cpl. David Segerson was promoted to Sergeant January 1<sup>st</sup>.
- Ofc. Lars Carlson was promoted to Corporal January 1<sup>st</sup>.

**Sumner County Emergency Response Team:**

- On 13 Jan 2023, ERT executed a narcotics search warrant in Gallatin. Investigators recovered 15 lbs of marijuana, 6 firearms, and approximately \$3,000 in cash.
- On 20 Jan 2023, ERT held monthly training at the Portland range. ERT conducted shooting drills which focused on marksmanship fundamentals.

**Police Department  
January 2023**

**Support Services Performance Measurements**

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2023.*

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.

2023 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
January		

**Communications Section**

	January	Total 2023
Calls for Service	767	767
Alarm Calls	38	38

**Request for Reports**

	January	FY 2021-22
Requests for Reports	20	289
Amount taken in	\$15.15	\$209.05
Tow Bills	\$0.00	\$375.00
Emailed at no charge	16	347
Storage Fees	\$0.00	\$0.00

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

- Nothing to report at this time.

***Volunteer Police Explorers:*** Nothing to report at this time.

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

**Crime Prevention/Community Relations Performance Measurements**

1. ***Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** Sgt. Enck will be instructing D.A.R.E. classes at White House Elementary School. D.A.R.E. classes started on January 30<sup>th</sup>. There are 153 students this year.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House Expo & Safety Day is normally in October.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***  
We are currently accepting applications for 2023 Citizen's Police Academy.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
  - January 11<sup>th</sup> – Sgt. Enck instructed an active shooter class for the Library Staff.
  - January 19<sup>th</sup> – We presented a helmet at Wheels in motion at H.B. Williams and Heritage Elementary.
  - January 23 -27<sup>th</sup> – Sgt. Enck instructed a 40-hour Ground Defense Instructor School and a 24-hour User school.

**Police Department  
January 2023**

**Special Events:** *WHPD Officers participated in the following events during the month of January:*  
Nothing at this time.

**Upcoming Events:**

<i>2023 Participation in Joint Community Events</i>		
	<u>November</u>	<u>Year to Date</u>
<b>Community Activities</b>	4	4

**Fire Department  
January 2023**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 135 requests for service during the month with 97 responses being medical emergencies. The Department also responded to 14 vehicle accidents 9 of which had injuries, and 5 had no injuries. Of the 166 responses in the month of January there were 23 calls that overlapped another call for service that is 17.04% of our responses for the month. That brings the overlapping call volume for FY22-23 to 14.09%.

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 twenty-two seconds (5:22). The average time a fire unit spent on the scene of an emergency call was thirteen minutes and thirty-six seconds (13:36).

**Department Event**

- January 5<sup>th</sup> – Standby for PD testing
- January 10<sup>th</sup> – Monthly Staff Meeting
- January 13<sup>th</sup>-14<sup>th</sup> – ICS 400 class
- January 30<sup>th</sup> – New Firefighter, Clint Meyer, started

**Fire Administration**

- January 3<sup>rd</sup> – Multiple burst sprinkler system re-inspections
- January 4<sup>th</sup> – Met with Reyes construction concerning annexation
- January 19<sup>th</sup> – Wheels in motion (Inspector Johnson)
- January 20<sup>th</sup> – Radio system project update
- January 23<sup>rd</sup> – Fire Extinguisher training at ProAmPac
- January 24<sup>th</sup> – Days Inn inspection
- January 25<sup>th</sup> - Fire Extinguisher training at ProAmPac
- January 26<sup>th</sup> – Rotary luncheon

**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	23
Rescue & Emergency Services	768
Hazardous Conditions (No Fire)	26
Service Calls	67
Good Intent Call	83
False Alarms & False Call	114
Calls for The Month	135
Total Responses FY to Date	1082

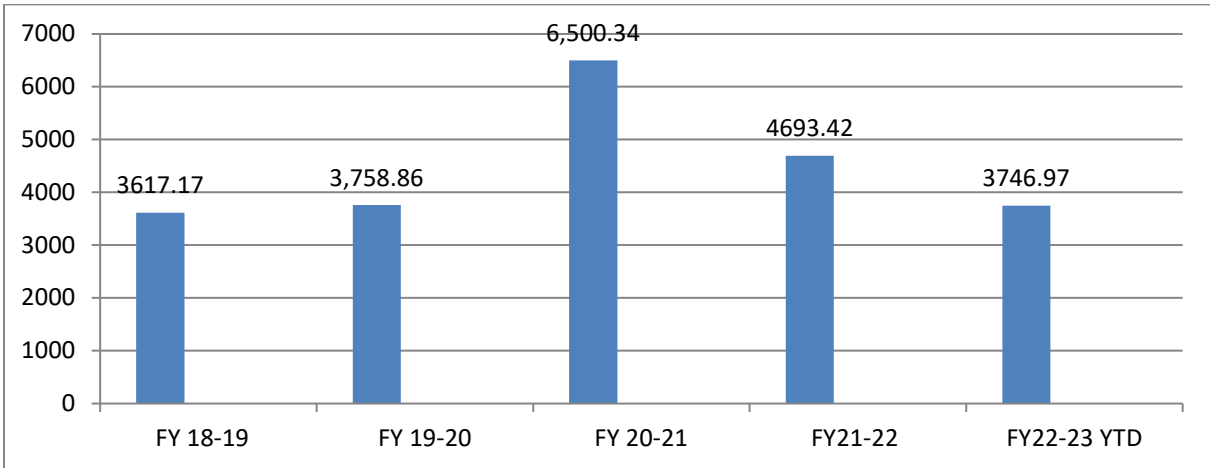
**Fire Department  
January 2023**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City Park)</b>	<b>91</b>	<b>690</b>	<b>63.77%</b>
<b>Station #2 (Business Park Dr)</b>	<b>44</b>	<b>392</b>	<b>36.22%</b>

**Fire Fighter Training**

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



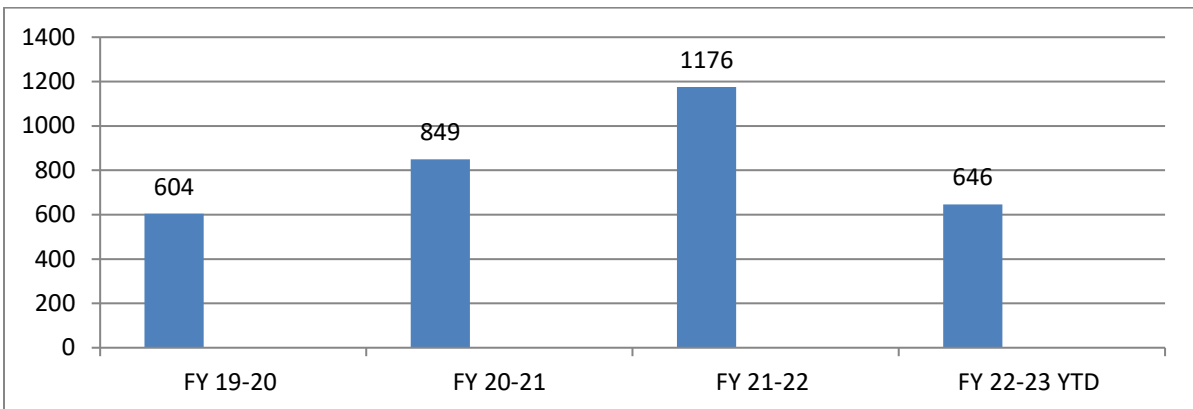
	Month	FYTD
<b>Firefighter Training Hours</b>	<i>787.7</i>	<b>3746.97</b>

**Training breakdown for ISO and NFPA**

	Fire Officer	Company	Facilities	NFPA	Non-ISO
<b>Month</b>	<b>96</b>	<b>395.5</b>	<b>6</b>	<b>81.7</b>	<b>76</b>
<b>Total for FY</b>	<b>449.55</b>	<b>1798.05</b>	<b>254</b>	<b>456.01</b>	<b>1234.59</b>

**Fire Inspection**

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

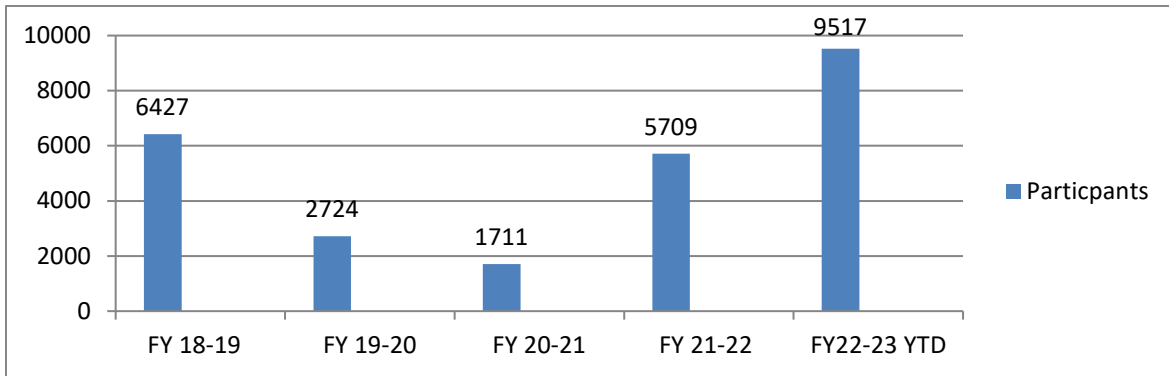


**Fire Department  
January 2023**

	<b>Month</b>	<b>FYTD</b>
<b>January Fire Inspection</b>	<b>108</b>	<b>646</b>
<b>Reinspection</b>	<b>13</b>	<b>53</b>
<b>Code Violation Complaint</b>	<b>2</b>	<b>5</b>
<b>Violations Cleared</b>	<b>8</b>	<b>45</b>
<b>Annual Inspection</b>	<b>12</b>	<b>55</b>
<b>Commercial Burn Pile</b>	<b>Discontinued</b>	<b>9</b>
<b>Knox Box</b>	<b>2</b>	<b>14</b>
<b>Fire Alarms</b>	<b>6</b>	<b>23</b>
<b>Measure Fire Hydrant</b>	<b>0</b>	<b>0</b>
<b>Plans Review</b>	<b>1</b>	<b>29</b>
<b>Pre-C/O</b>	<b>3</b>	<b>11</b>
<b>Pre-incident Survey</b>	<b>31</b>	<b>167</b>
<b>Sprinkler Final</b>	<b>0</b>	<b>19</b>
<b>Final/Occupancy</b>	<b>3</b>	<b>13</b>

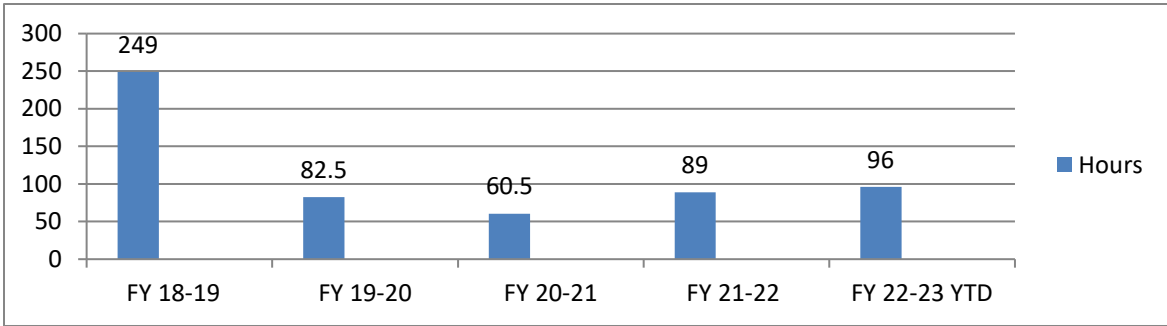
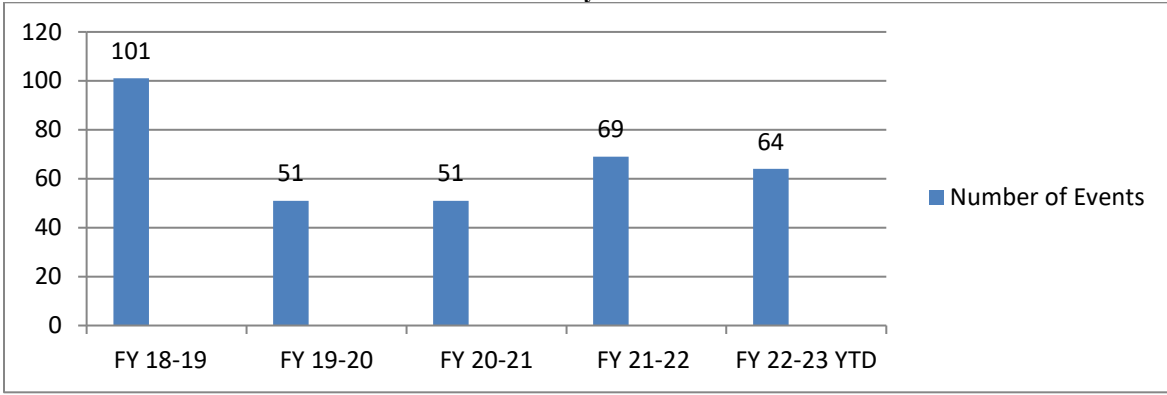
**Public Fire Education**

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 2023**



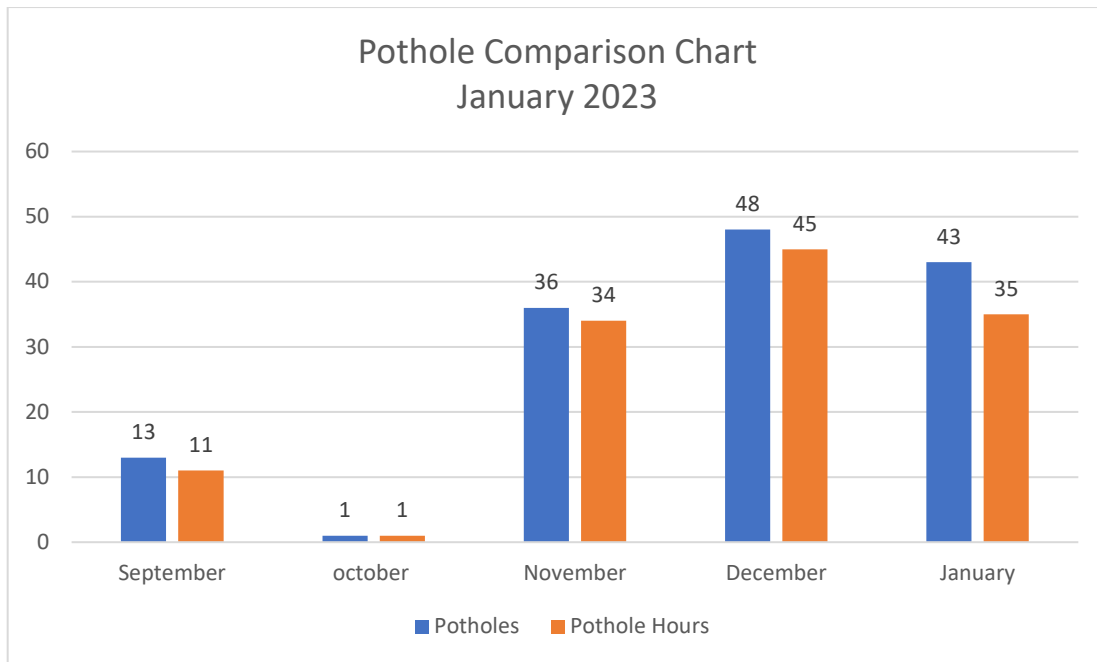
	<b>Month</b>	<b>FYTD</b>
<b>Participants</b>	<b>174</b>	<b>9517</b>
<b>Number of Events</b>	<b>5</b>	<b>64</b>
<b>Education Hrs.</b>	<b>4</b>	<b>96</b>

**Social Media Statistics for the Month**

<b>Post Reach</b>	<b>8488</b>
<b>Post Engagement</b>	<b>1947</b>
<b>New Page Followers</b>	<b>38</b>

**Public Services Department – Public Works Division  
January 2023**

**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.

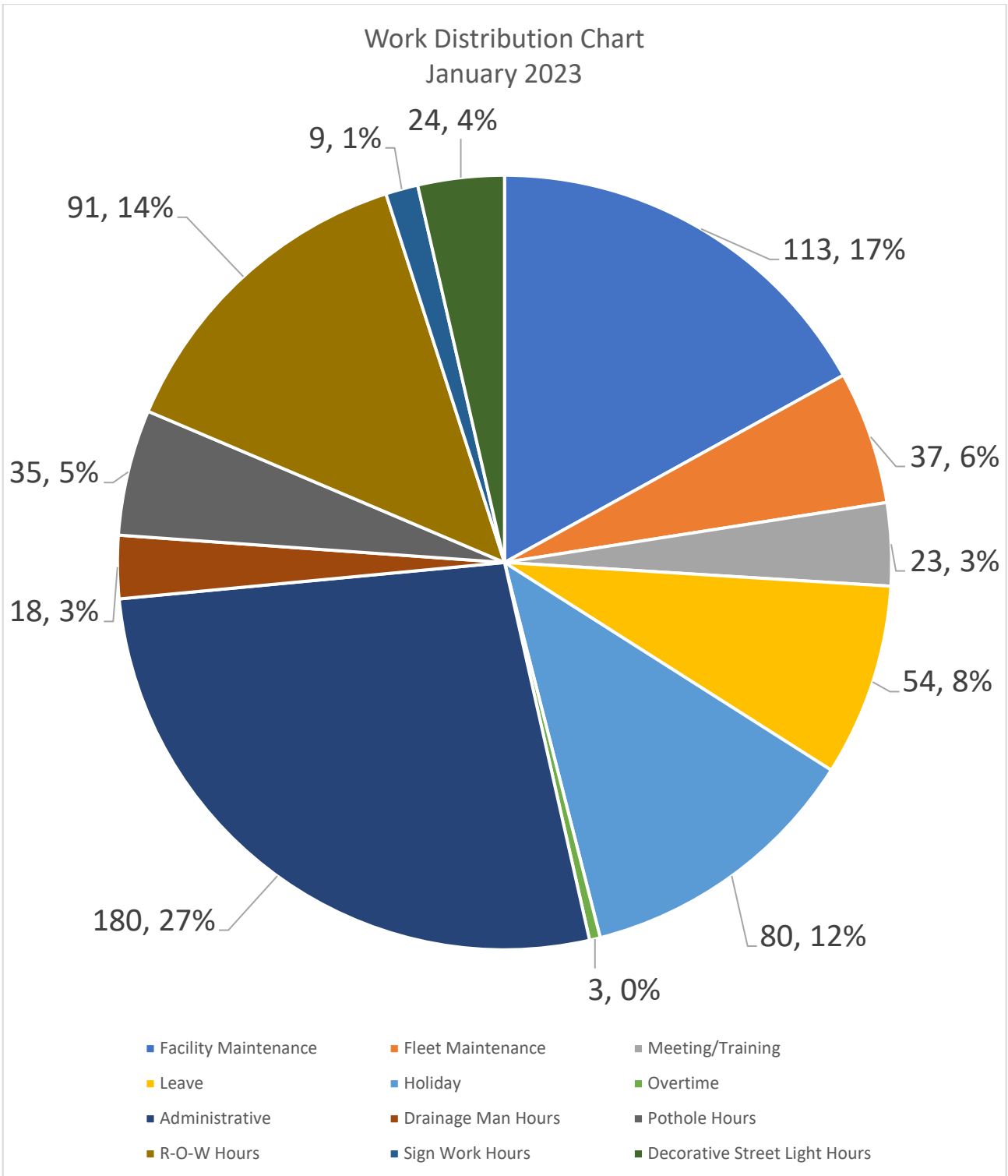
**Pothole Complaint Response Time**

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.

<b>STREET ADDRESS OF COMPLAINT</b>	<b>DATE COMPLAINT LOGGED</b>	<b>DATE COMPLAINT RESOLVED</b>	<b>ELAPSED TIME BEFORE REPAIR MADE</b>
Barksdale and Cheyenne	01/03/2023	01/04/2023	24 hours
Larkspur and Meadowbrook	01/09/2023	01/11/2023	2 days
Wilkinson Ln	01/03/2023	01/04/2023	24 hours
Choctaw	01/14/2023	01/17/2023	3 days
Covington Bend	01/17/2023	01/17/2023	Same Day
Union Rd and Pleasant Grove Road	01/18/2023	01/18/2023	Same Day
Wilkinson Lane	01/25/2023	01/25/2023	Same Day

**Public Services Department – Public Works Division  
January 2023**

Total Hours Worked in The Public Works Department were 540 Hours. The chart below show what percentage of time was spent on each job task.



**Public Services Department – Public Works Division**  
**January 2023**

**Monthly Work Log**

Monday 1-2-2023

- Holiday

Tuesday 1-3-2023

- Checked 108 W. Winterberry Trail and 124 Sundance Way for Drainage issues / Repaired Pothole on Barksdale Drive / 602 Highland Drive resident reported drainage issue at his and his neighbor's house / Fleet Maintenance on Truck 200

Wednesday 1-4-2023

- Crew Meeting / Completed BMA Reports / Repaired drainage issue at 602 Highland Drive

Thursday 1-5-2023

- Removed all vehicles from 725 Industrial Drive lot and installed new gravel in our lot.

Monday 1-9-2023

- Removed Christmas Decorations from City Hall and Traffic Signal Poles / Decorative Street Light Repairs in Holly Tree Subdivision

Tuesday 1-10-2023

- Facility Maintenance / Hauled dirt for Stormwater while digging a ditch on Portland Road and Eastside Drive

Wednesday 1-11-2023

- Conducted interviews / Troubleshooting for vehicle detection issue at SR-76 and Wilkinson Lane / Swapped Traffic Signal Controller at Richard Wilks and Wilkinson Lane

Thursday 1-12-2023

- Traffic Signal Maintenance / Repaired pothole on Larkspur / Went to Tractor Supply to look for lights for Truck 200

Monday 1-16-2022

- Holiday

Tuesday 1-17-2022

- Repaired Potholes on Choctaw and Covington Bend / Checked for downed tree on South Palmers Chapel Road / Picked up Truck 309 from shop after repairs / Facility and Fleet Maintenance / Equipment operation training for Dylan

Wednesday 1-18-2022

- Repaired Potholes on Pleasant Grove Road and Union Road / Replace support foot on plow for truck 309 / Picked up Bucket Truck from shop after being repaired.

Thursday 1-19-2023

- Meeting for Gridsmart Operations / Cleaned Gridsmart Camera at Sage and 31W / Delivered Bucket Truck to Terex for repairs to air brake / Picked up tack and rejuvenator at Crafcro / Picked up 18" 90-degree angle pipe from Fortiline. Delivered Message Boards to Magnolia Village for upcoming paving operations.

Monday 1-23-2023

- Cut out and removed failing concrete in front of Fire Station #1. Dug out 3' of bad subgrade and installed rip-rap and 57 stone to create a better base.

Tuesday 1-24-2023

- Loaded up truck 200 onto a flatbed trailer to have it delivered to Serra Chevrolet for repairs / Poured 8" of 4000 PSI concrete at Fire Station #1 to repair failed concrete in front of the bay / Repaired Stop sign on Chapman Drive

Wednesday 1-25-2023

- Removed forms from 111 Renee Court after concrete contractor replace curbing and driveway, installed dirt and seeded and strawed the area / Repaired Potholes on Wilkinson Lane / Worked on Pedestrian Button at LaneLight crosswalk in front of Firehall #1 / Facility and Fleet Maintenance

Thursday 1-26-2023

- Cleaned Gridsmart Cameras throughout the City and replaced street name signs at Loves Lane and Harpers Way as well as at Timberwood Court.

Monday 1-30-2023

- Loaded saltboxes to prepare for weather / Completed BMA Report

Tuesday 1-31-2023

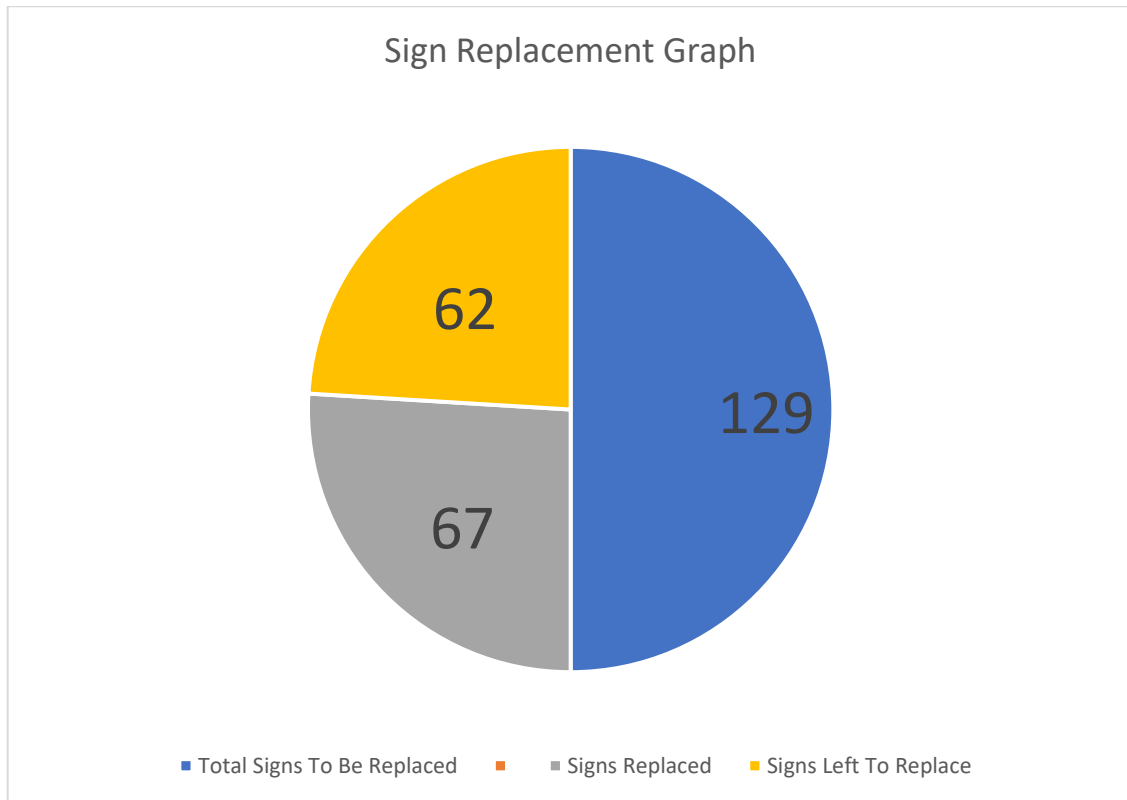
- Repaired large pothole on South Palmers Chapel at South Palmers and Tison Lane intersection / Prepared for plowing and salting operations by using infrared guns to get the road temperatures as well as salted bridges and other areas that freeze easily.

**Public Services Department – Public Works Division  
January 2023**

**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 Signs were installed in the month of January. Only signs in need of repair were replaced in the month of January.**



**Public Services Department – Public Works Division  
January 2023**

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Dec	23-Jan	YTD 22/23
Street	8,134	9,364	8,741	10,229	9191.25	721	540	4,098
Facility Maintenance	3494	2187	1,227	1,137	887.25	91	113	470
Fleet Maintenance	1034	514	282	380	422.5	138	37	316
Meeting/Training	502	510	517	400	457	19	23	145
Leave	1,253	576	613	810	823	97	54	319
Holiday	795	470	385	555	545	75	80	275
Overtime	508.5	488	414	311	152.75	112	3	236
Administrative	385	698	803	867	1153.25	108	180	1,008
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	11	18	45.5
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	176.5
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	48	43	179
Pothole Hours	0	759	734	1,181	831.5	45	35	151
R-O-W Hours	0	2835	2416	4,027	3044.5	120	91	1,092
Sign/Repaired	0	120	91	84	63	6	0	50
Sign Work Hours	0	289	179	234	109	8	9	53
Salt Hours	0	10	143	24	76.5	79	0	78.5
Salt Tons	0	12	20	23	18	18	0	18
Decorative Street Light Hours	0	57	46	125	133.5	2	24	129
Traffic Light Hours	0	0	65	20	158	15	0	15

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Dec	23-Jan	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	343.5	320	2,064
Facility Maintenance	3494	723	446	574	394.5	57	85	256
Fleet Maintenance	1034	488	445	331	294.5	13	18	89
Meeting/Training	502	265	130	135	127.5	12	9	91
Leave	1,253	428	700	476	336	75	10	291
Holiday	795	270	230	230	230	50	40	170
Overtime	508.5	119	4	12	39.5	3.5	0	4
Administrative	385	167	1	0	72.5	4.5	0	16
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW					16	9	29
R-O-W Hours	0	166	30	97	170	3	7	62
Salt Hours	0	0	0	0	0	78.5	0	79
Salt Tons	0	0	0	0	0	15 Tons	0	15

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Dec	23-Jan	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	240	362	2,794
Brush Truck Loads	459	551	522	578	584	18	28	236
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	459	211	2,233
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	49	76	569
Litter Pickup Bags	334	507	546	511	456	43	35	242
Litter Pickup Hours	1147	1132	985	957	892	62	65	476

**Public Services Department – Stormwater Division  
January 2023**

Stormwater / Public Works Inspection	
EPSC Site Inspections	8
Land Disturbance	21
Open Trench Inspections	6
Fence Inspections	18
Proof Rolls	2
Public Works Inspection	53
Final Storm	30
Final Road	30

Daily Work Log:

Jan. 2- Holiday Hours: New Year's Day

Jan. 3- Followed up on sediment discharges at Rec. Center and 302 Hillwood Dr. from the Development of the Mill. Met with the homeowner at 408 Sunnybrook regarding flooding on the property.

Jan. 4- Form inspections at Legacy Farms (74,111). Final inspections at Fields at Oakwood (205,77,79) Summerlin (161). Pre-app meeting at City Hall with Reyes Construction. Picked up streetlights from City Hall.

Jan. 5- PTO: Sick Time.

Jan. 9- Updated Reports, and work orders, responded to emails and updated schedule. Open Trench Inspection at Parks Ph. 4. Finals at Summerlin (161) Forms at Reserve (42). Fence Permit inspections.

Jan. 10- Proof roll at Legacy Farms and Copes Crossing. LD inspections at Summerlin (149) and Fields (119). EPSC Inspections at Legacy Farms, Copes Crossing, Dorris Phase 1&2. Meet the Property owner at 3362 Calista with Drainage Concerns.

Jan. 11- Meeting at PMC about alterations to storm facility. Meeting with Safe Harbor Rep onsite at Jackson and Dorris Ph. 2. Open Trench Inspection at Cambria. Fence Inspections.

Jan. 12- Moved Equipment back to the shop. Loves Ln. discussion. Fence Inspections. LD inspection for Summerlin (142) Form inspections at 3390 Calista Rd., Parks (330,326) Final Inspections at Reserve (42). Spoke to Farmers Bank Rep regarding concerns with Basin on Property with the intersection upgrades.

Jan. 16- Holiday Hours: MLK Day

Jan. 17- Open Trench Inspection at Cardinal Point. Form inspections at Reserve (59,37), and Legacy (68,113,113). Final Inspections at Parks (303,299,307), Concord (109) Legacy (73,69,40), and at Reserve (42). Fence Inspections.

Jan. 18- Form Inspections at Reserve (59,37) Legacy (4,5,42,41) Final Inspections at Reserve (42) Parks (301-306). EPSC Springbrook. Issued NOV for Willow Grove.

Jan. 19- Final Inspections at Summerlin (149,150). Form Inspections at The Reserve (50,38). Composed and Issued NOV for Fields at Oakwood.

Jan. 23- Moved Equipment to the municipal park for work to be completed for Fire Hall #1. Inspected property of Shell Fuel Stations on Hwy 76 for Trash accumulation in the wooded area. Form Inspections at Parks (308-312). Land Disturbance at Willow Grove (20,19,40,72-75). Final at Willow Grove (lot 2). Investigated property of the Shell stations.

Jan. 24- Updated Highland Park on issues. Final inspections at The Parks (338-333). Form Inspections at Legacy (40) and Finals at Legacy (76).

**Public Services Department – Stormwater Division  
January 2023**

Jan. 25- Pre-construction meeting regarding RV Park.

Jan. 26- Personal Time: Birthday!!

Jan. 30- Moved Equipment to Sunnybrook. LD inspections for Summerlin (183,182) Fields (116) Reserve (1) Willow (40,76-78). Open Trench at Cardinal Point.

Jan. 31- Form inspections at Legacy (87-89,107-109) Reserve (204). Final Inspections at Reserve (49). NHI Training, FEMA Webinar, Built Inspector's Report for BMA.

Inspector Hours:

Hours Worked: 140

Holiday Hours: 20

PTO: 20

Total Hours: 180



**Public Services Department – Public Works Division  
January 2023**

<b>Total Hours Worked</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>22-Dec</b>	<b>23-Jan</b>	<b>YTD 22/23</b>
Stormwater	8,134	9,364	8,741	10,229	9191.25	752	720	5,728
Facility Maintenance	3494	2187	1,227	1,137	887.25	37	146	508
Fleet Maintenance	1034	514	282	380	422.5	42	45	404
Meeting/Training	502	510	517	400	457	16	23	312
Leave	1,253	576	613	810	823	286	107	908.75
Holiday	795	470	385	555	545	75	70	385
Overtime	508.5	488	414	311	152.75	72	3	183
Administrative	385	698	803	867	1153.25	9	22	167
Drainage Work (feet)	0	906	2749	10	0	237	1,628	7,143
Drainage Man Hours	0	1470	1045	170	14	167	265	2313.5
Debris Removed Load	0	100	35	44	0	14	28	111
Sweeping Man Hours	0	18	13	0	0	11	0	73
Mowing Hours	0	22	175	219	221	0	0	109
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	20	0	20
Shoulder Hours	0	155	160	49	176	12	0	12
# of Potholes	0	250	473	346	385	1	43	69
Pothole Hours	0	759	734	1,181	831.5	1	12	45
R-O-W Hours	0	2835	2416	4,027	3044.5	47	22	353
Sign/Repaired	0	120	91	84	63	0	0	6
Sign Work Hours	0	289	179	234	109	0	0	4
Salt Hours	0	10	143	24	76.5	49	0	49
Salt Tons	0	12	20	23	18	3 Tons	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	11	11
Traffic Light Hours	0	0	65	20	158	0	0	0
Inspector Hours						178	180	626

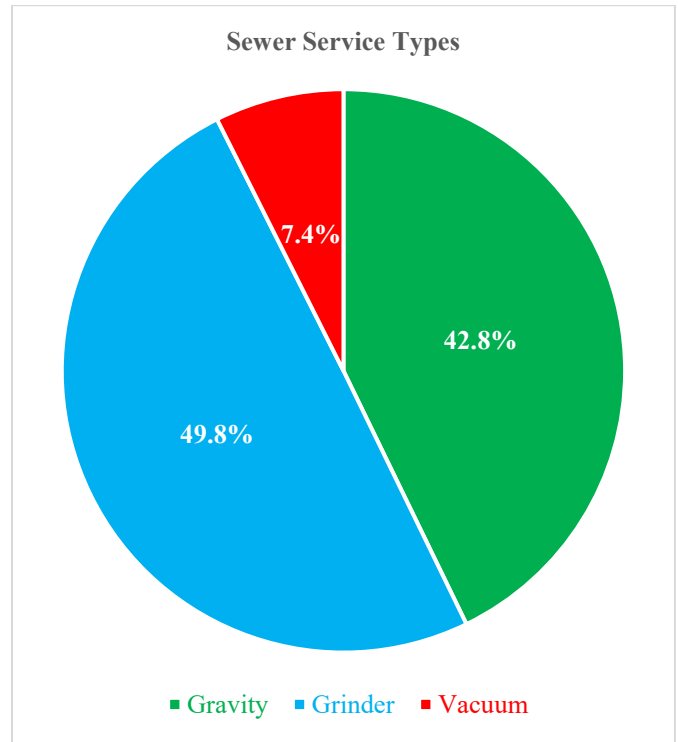
**Public Services Department - Wastewater Division  
January 2023**

**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 **January 31<sup>st</sup>, 2023**, City personnel count a total of **5,990** sewer system connections, with **7 new** applications for service in **January 2023**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,564</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,982</b>
<b>Vacuum Sewer Connections</b>	<b>444</b>

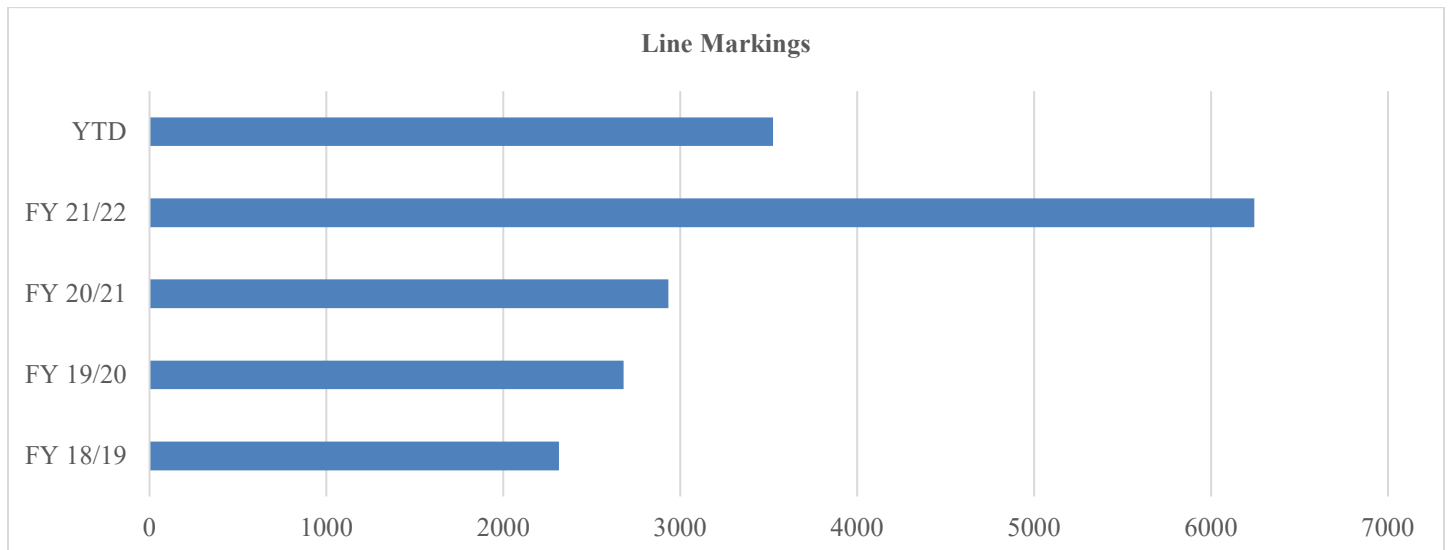
The City counts **187** commercial grinder stations, **2,795** residential grinder stations, and **28** major lift stations integrated into our system.



**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.**

<b>Line Markings</b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>January 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
Tennessee 811	2315	2680	2933	6245	445	3525



**Public Services Department - Wastewater Division  
January 2023**

<u>Lift Station Location</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Jan 2023</u>	<u>FY 22/23 YTD</u>
Union Road	6	6	9	0		0	1
Summerlin	2	5	22	0		0	0
Settlers' Ridge	1	1	1	1		0	0
Cope's Crossing	7	8	6	9		1	3
Cambria	1	4	3	4		0	0
Belmont Lodge Apartments	n/a	n/a	n/a	0		1	1
Kensington Green	n/a	1	0	0		0	0
Meadowlark Townhomes	n/a	n/a	n/a	0		0	0
Meadowlark	4	2	1	1		0	2
Sage (aka Hester)	0	1	0	0		0	1
Loves Truck Stop	n/a	0	0	3		0	1
Highway 76 (aka Springfield)	1	1	0	0		0	0
Portland	1	0	1	0		0	1
North Palmers Chapel Vacuum Station	8	3	1	7		0	1
Villas at Honey Run	n/a	n/a	n/a	1		0	2
31W Apartments	n/a	n/a	n/a	0		0	0
Calista Apartments	n/a	n/a	n/a	0		0	0
Calista Vacuum Station	4	2	1	9		0	3
Concord Springs	n/a	0	0	2		0	0
Fields at Oakwood	n/a	n/a	2	2		0	0
Los Jalapenos	n/a	n/a	n/a	0		0	0
Mt. Vernon Apartments	n/a	n/a	n/a	0		0	0
Grove at Kendall	n/a	n/a	n/a	0		0	0
Wilkinson Lane	1	3	1	3		0	0
Heritage High School	2	1	0	0		0	0
Legacy Farms	n/a	n/a	n/a	0		0	0
The Parks #1	n/a	0	0	0		0	0
Treatment Plant	4	6	3	0		0	0

**Public Services Department - Wastewater Division  
January 2023**

**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.

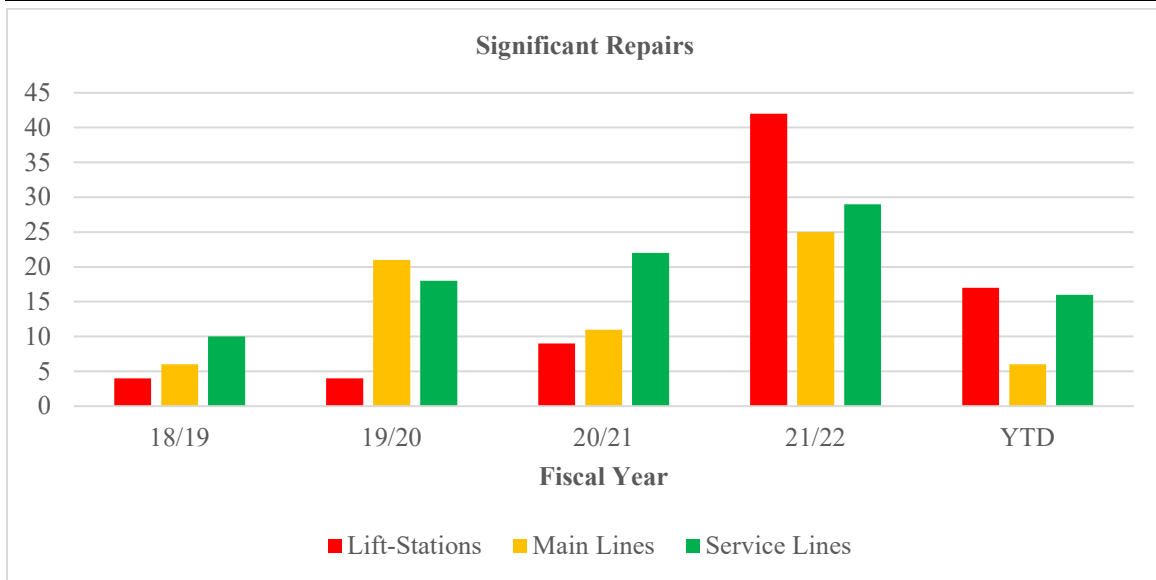
**Major Alarms:**

- **Copes Crossing:** Pump-1 has been rebuilt and returned to service following a seal failure. Station is operating normally.
- **Belmont Lodge:** Both grinder pumps at the Belmont Lodge Apartments clogged and jammed. Pump-1 was able to be unclogged without pulling pumps and returned to service. Pump-2 will have to be pulled from tank once ground is dry enough to access with crane truck. Tank is scheduled for cleaning during this process, and station is currently operating on one pump.

**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.

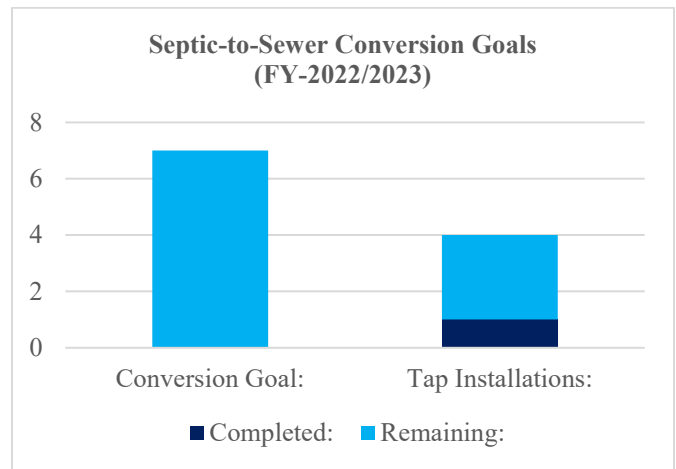
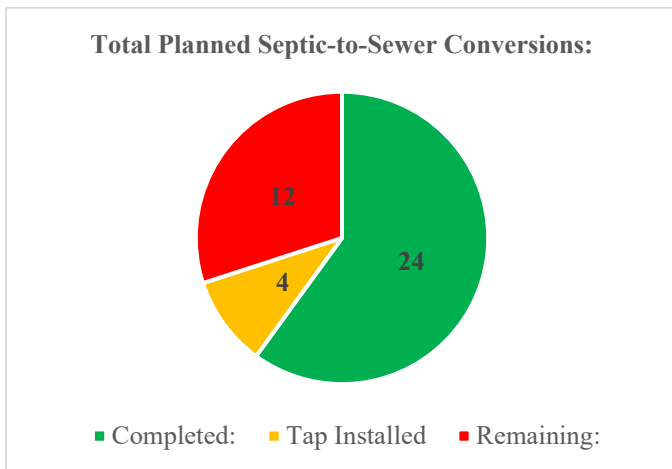
<b><u>Repairs</u></b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>		<b><u>Jan 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
Major Lift Stations	4	4	9	42		3	17
Main Line	6	21	11	25		2	6
Service Line	10	18	22	29		0	16



Public Services Department - Wastewater Division  
January 2023

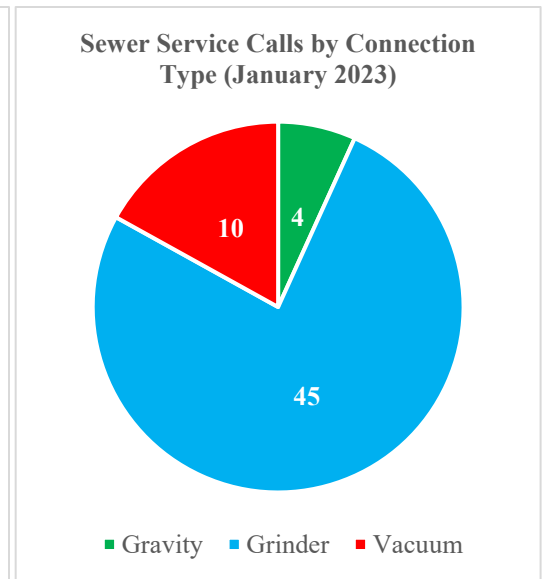
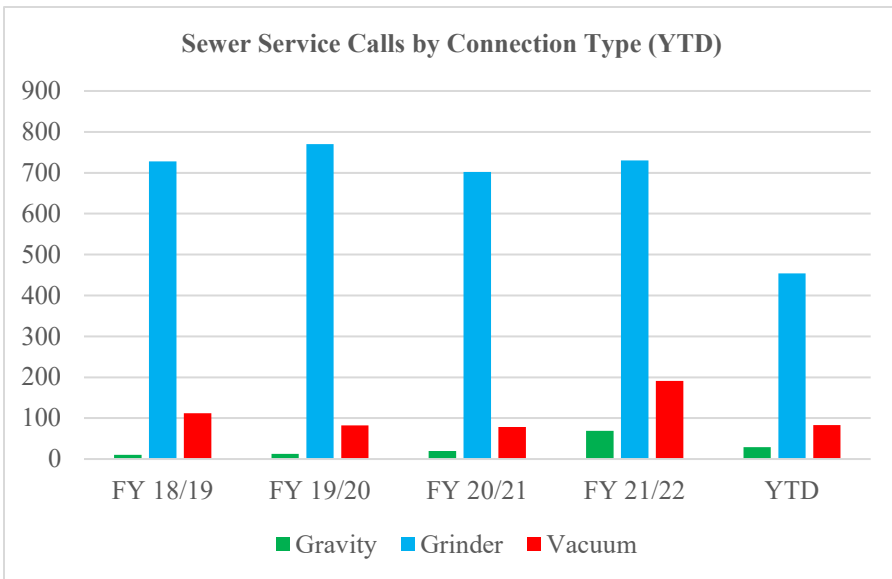
**Ongoing Projects:**

- 1. 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. The pre-construction meeting for Phase-2 was held on Monday, 12-05-2022.**
- 2. 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. Pumps 1 and 2 have been repaired and are operating normally once again. The exhaust pipes for pump 3 have been modified to reduce smoking from the older Busch pump.**
- 3. 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  
January 2023**

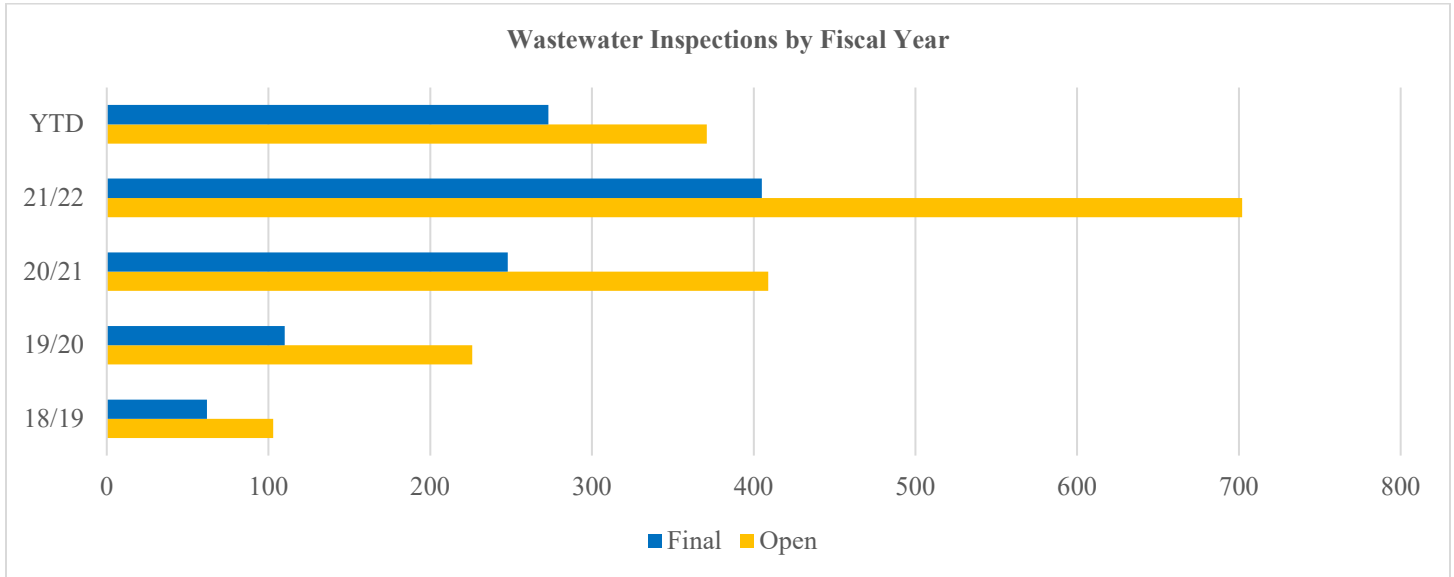
<u>Work Orders</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Jan 2023</u>	<u>FY 22/23 YTD</u>
<b>Vacuum System Service Request</b>	112	82	78	191		<b>10</b>	<b>83</b>
<b>Gravity Service Request</b>	10	13	20	69		<b>4</b>	<b>29</b>
<b>Low Pressure Service Request</b>	728	770	702	730		<b>45</b>	<b>454</b>
<b>Total Pumps Replaced</b>	361	449	492	472		<b>31</b>	<b>265</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	135	114		<b>11</b>	<b>30</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	129		<b>5</b>	<b>90</b>
<b>Grinder Tank PM Program</b>	358	267	219	117		<b>6</b>	<b>72</b>
<b>Open Trench Inspections</b>	103	226	409	702		<b>47</b>	<b>371</b>
<b>Final Inspection for New Service</b>	62	110	248	405		<b>27</b>	<b>273</b>
<b>Sanitary Sewer Overflow (SSO)</b>	3	49	19	28		<b>3</b>	<b>8</b>
<b>Odor Complaints</b>	43	43	35	22		<b>0</b>	<b>16</b>



**Public Services Department - Wastewater Division  
January 2023**

**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.

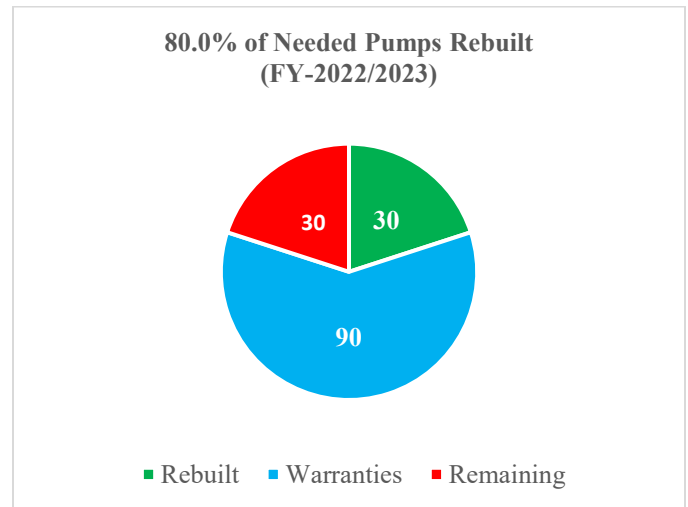


**Pump Rebuilds:**

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  
January 2023**

**Treatment System Activities:**

**Wastewater Treatment Plant Goals:**

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

<b>Parameter</b>	<b>Oct - 22</b>	<b>Nov - 22</b>	<b>Dec - 22</b>	<b>Jan - 23</b>	
<b>Flow – To Creek</b>	0.518 MGD	0.648 MGD	0.732 MGD	0.718 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
<b>Total Flow Through Plant</b>	0.518 MGD	0.648 MGD	0.732 MGD	0.718 MGD	
<b>Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
<b>% of Plant Throughput</b>	37.0%	46.3%	52.3%	51.3%	(0.718 MGD) / (1.400 MGD)
<b>Actual Capacity</b>	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.400 MGD x 80%)
<b>% of Allocated Capacity</b>	46.3%	57.9%	65.4%	64.1%	(0.718 MGD) / (1.120 MGD)
<b>Rainfall</b>	2.13”	4.95”	6.68”	6.37”	

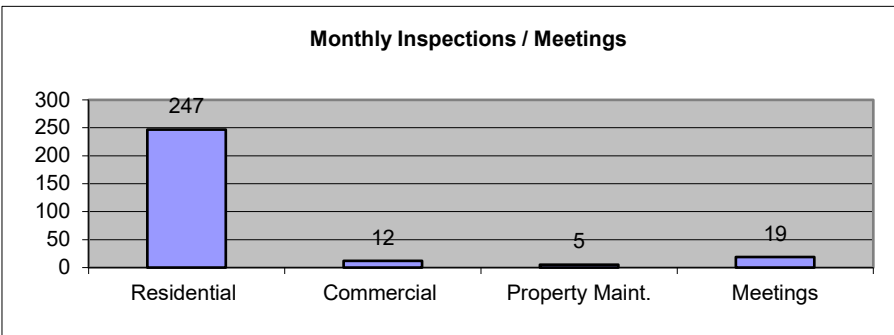
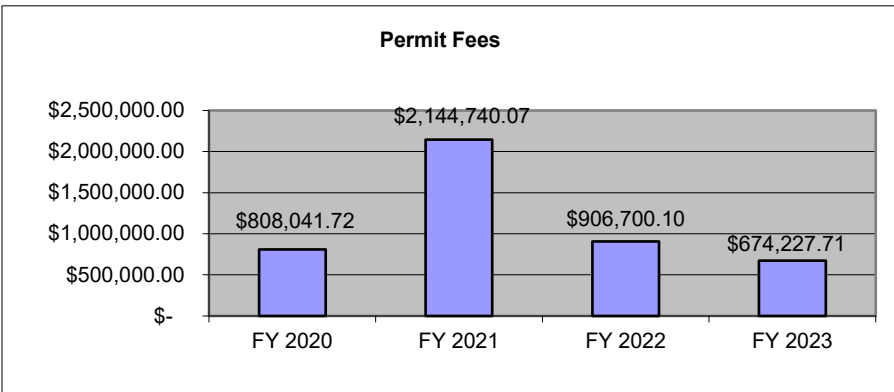
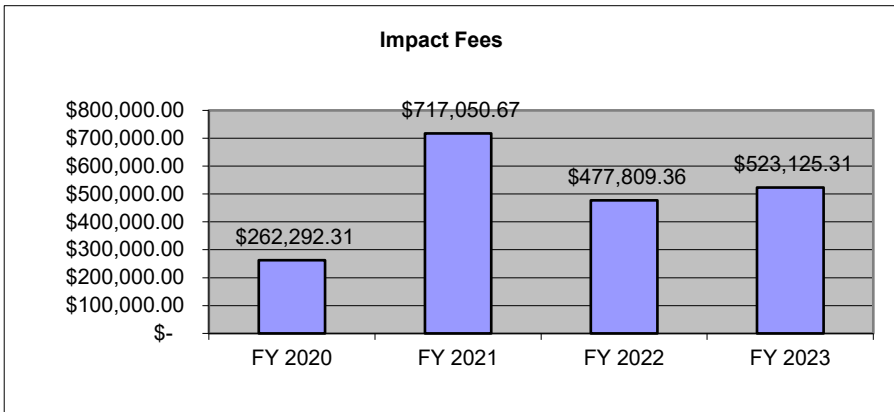
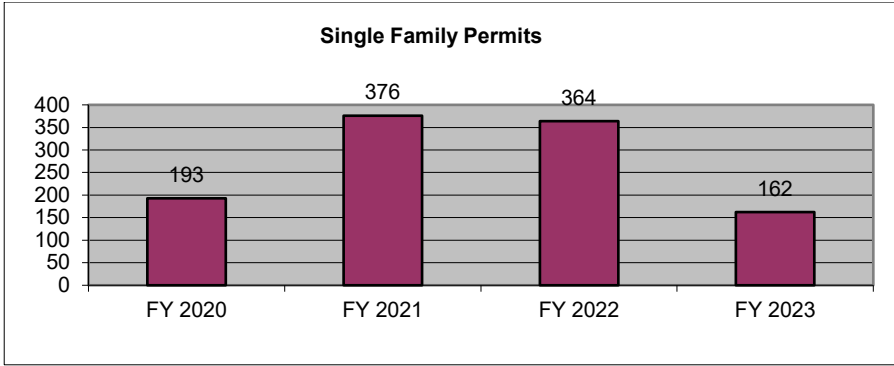
	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>		<b>January 2023</b>	<b>FY 22/23 YTD</b>
<b>Effluent Violations</b>	7	12	7	32		1	7

- 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.
- TDEC Order and Assessment:** On July 15<sup>th</sup>, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29<sup>th</sup>, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>, 2020.**
- Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly. The PAA feed rate is operating at a constant **2.50** parts per million (ppm). The average residual was **0.22** PPM with a max residual of **0.37** PPM. **Last month the feed rate was 2.90 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 **37.7 CFU’s** which is well below the limit. **Last month the average was 30.8 CFU.**



**Planning and Codes Department  
January 2023**



**Planning and Codes Department  
January 2023**

	Month	FY2023	FY2022	FY2021	FY2020
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	0	57	67	74	69
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	3	5	4	5
Tech. Review/Study Session	0	0	5	2	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	10	162	340	376	193
Multi-Family Residential	0	10	0	22	13
Other Residential	11	50	89	83	91
New Commercial	1	7	7	6	6
New Industrial	0	0	0	2	0
Other Com/Ind	3	20	25	23	33
Sign	0	11	11	17	14
Occupancy Permits	42	235	319	400	212
Other	1	10	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	247	3082	5452	2621	2858
Hours	123.5	1416.5	1367	533	699
Commercial /Industrial	12	61	139	92	110
Hours	10	40	48	18	12.83
<b>CODE ENFORCEMENT</b>					
Total Cases	5	83	35	98	179
Hours	2.5	46	35.75	70.24	86.75
Complaints Received	5	78	55	41	116
<b>MEETINGS</b>					
Administration	8	58	117	72	58
Hours	12	75	127	70	38
Planning	9	68	127	53	76
Hours	13.5	84.5	96	50	70
Codes	2	3	8	11	28
Hours	2	6	10	9	37
<b>FEES</b>					
Permit Fees	\$23,432.20	\$ 674,227.71	\$ 906,700.10	#####	\$808,041.72
Board Review Fees	\$2,750.00	\$ 9,575.00	\$ 14,100.00	\$ 84,775.00	\$11,000.00
City Impact Fee	<b>\$12,450.00</b>	<b>\$ 523,125.31</b>	<b>\$ 477,809.36</b>	<b>\$ 717,050.67</b>	<b>\$262,292.31</b>
Roads	\$3,810.00	\$ 143,837.51	\$ 664,873.68	\$ 301,769.60	\$77,860.90
Parks	\$3,960.00	\$ 107,526.00	\$ 114,114.00	\$ 150,326.00	\$ 74,646.00
Police	\$2,820.00	\$ 105,515.13	\$ 125,535.54	\$ 191,431.41	\$ 59,096.30
Fire	\$1,860.00	\$ 81,269.87	\$ 76,498.26	\$ 79,900.66	\$ 36,749.61
<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	212	212	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 30	\$ 9,584,953.60	\$7,074,276.17	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	16		17	16	15

**Parks, Recreation, & Cultural Arts Department**  
**January 2023**

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

- Received some revisions that need to be made on the design from TDEC this month.

*Tennis Courts*

- Parking lot now complete
- All that remains is establishing grass and landscaping and it should be fully complete
- We anticipate a soft opening sometime next month followed by a ribbon cutting event



*Rec Center*

- Work has slowly continued on the Rec Center project
- After discussion, it was decided to undercut for the parking lot on the north side of the gymnasium with how wet it has been. However, it has been so wet that hasn't gotten much traction either. They also may be installing a gravel lot for the time being once they are actually able to start work on it.
- There have been some issues with sewer lines being hit and not knowing where they go to, so that has slowed the progress on the south end of the gymnasium.
- Once the parking lot on the north side of the gymnasium is complete it will allow for work to continue on the south end and they will be able to re-route lines.

*Splash Pad Maintenance Building*

- Decided to stop construction to investigate whether we could replace holding tank due to it possibly being a future hindrance.
- After discussion we decided to re-size the building to not cover the holding tank so that we could more easily replace the tank if needed in the future.

**Parks, Recreation, & Cultural Arts Department  
January 2023**

*Cemetery Software*

- We have continued playing with the software and making corrections
- It may be another month before we are comfortable enough to go live as we keep finding some mistakes that need to be corrected before it goes out to the public.

*Museum Chimney Restoration*

- Collected 3 quotes
- Still finalizing things with the company we will end up using

*Greenway Bridge Restoration*

- This involves repairing the small Greenway bridge along Tyree Springs that is slumping and needs repairs to its foundation
- Received one quote back
- We will likely be moving forward with it soon but the creek will need to be drier and school will likely need to be out in order to complete the project as traffic control will be needed while it is going on
- In the meantime, we have temporarily jacked up the bridge and placed concrete bags underneath it to secure it a little more.



*Field 5 Fencing*

- Complete



**Parks, Recreation, & Cultural Arts Department  
January 2023**

*Utility Vehicle*

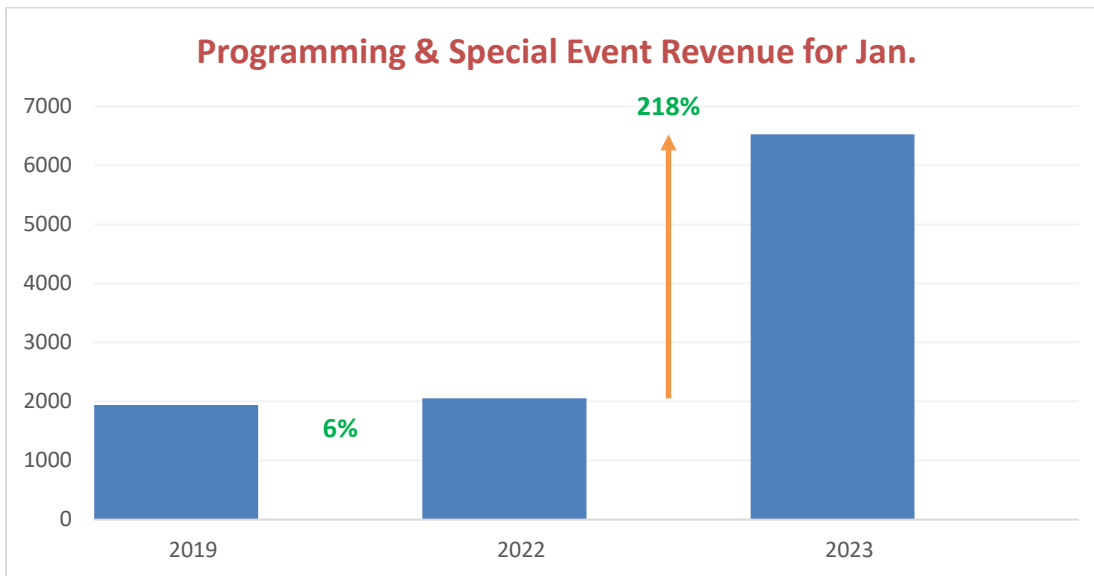
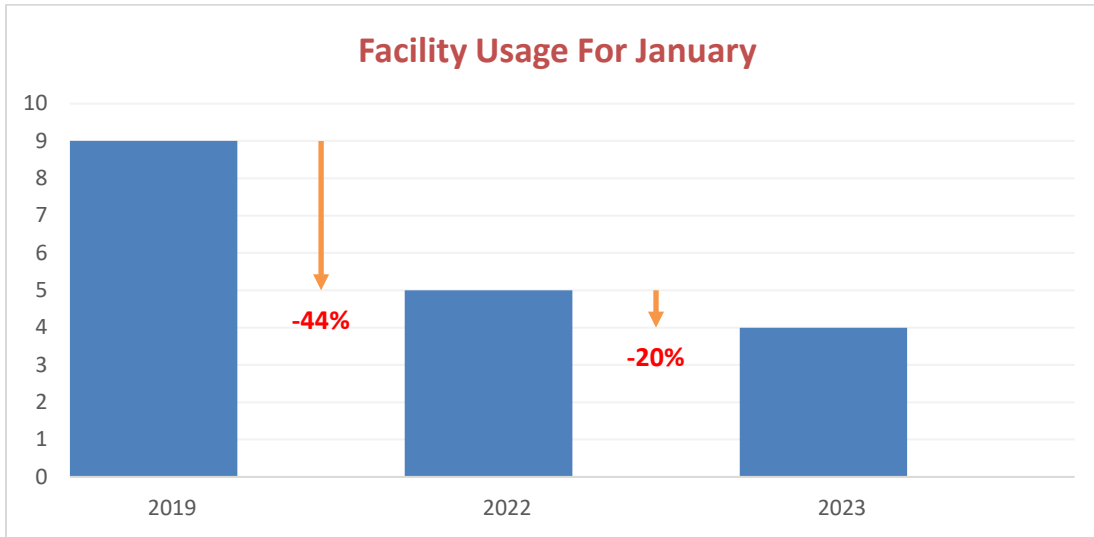
- Found Kawasaki Mule on state contract and put on order
- Should hopefully arrive before the end of the budget year

*Cemetery Fencing*

- This is to finish the decorative fencing that is between the cemetery and the neighboring property to the north.
- We went out to bid this month and bids are due back February 1<sup>st</sup>.
- Once complete, we will have the entire cemetery fenced in

**List of upcoming projects yet to begin:**

*Dog Park Parking lot paving/stripping*





**Parks, Recreation, & Cultural Arts Department  
January 2023**

**Recreation**

**Special Events**

None

**Adult Athletics**

Men's Basketball: Registration Jan 16<sup>th</sup>- Feb 28<sup>th</sup>

- 4 teams & 2 Free agents as of 01/31

Adult Softball: Registration Jan. 30<sup>th</sup>- Mar. 6<sup>th</sup>

- 1 Free agent as of 01/31

**Youth Athletics**

*Youth Basketball*

- 377 kids registered- 49 teams
- Games started December 10<sup>th</sup>
- Games set to end Feb 23<sup>rd</sup>

Girls' Volleyball: Registration Jan. 1<sup>st</sup> – Feb. 12<sup>th</sup>

- 64 registered as of 01/31

Challenger Baseball: Registration Jan. 1<sup>st</sup> – Feb. 28<sup>th</sup>

- 3 registered as of 01/31



Submitted RFP for photographer.

**Other**

Open gyms:

Pickle Ball Open Gym

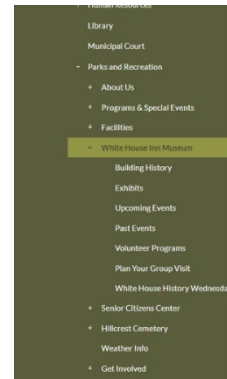
- Tuesdays and Thursdays- Averaging 15 people a day

Open Gym Basketball

- Averaging 6 people per day

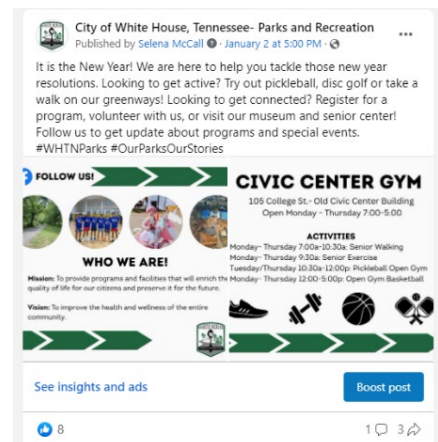
Website:

- Cleaned up tabs and content on Museum page.

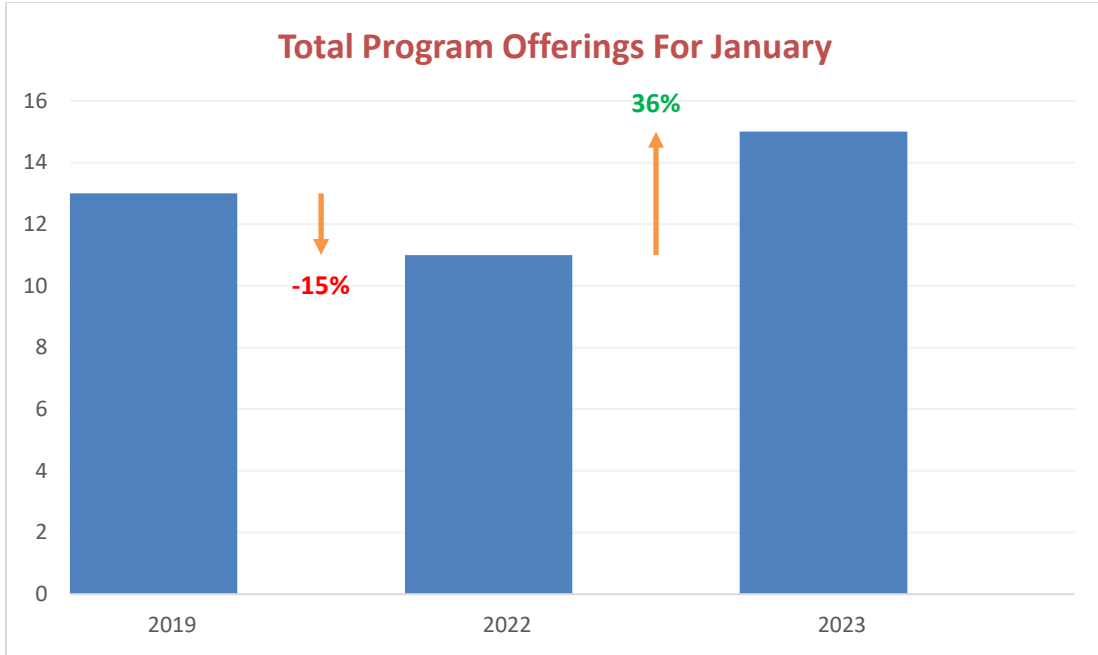


Facebook

- 296 Followers
- 20 total posts for January
- Best Performing Post:
  - New year post about department's Mission and vision
    - Reach: 4,597
    - 549 engagements



Parks, Recreation, & Cultural Arts Department  
January 2023



**Maintenance**

- Painted sign posts, Trailhead signs and picnic tables.



**Parks, Recreation, & Cultural Arts Department  
January 2023**

- Dug and poured a concrete pad for porta john at field 7. We also poured a pad under sidewalk by Jr pro to help with erosion.



- We are currently finishing dry wall in our shop so we can paint. Should be done early next month.
- We cleaned up and straightened our equipment shed at shop. Now it is clean and organized.
- Bought parts and repaired gate at the park playground.
- Bought parts and repaired the gate at cemetery.
- Put up a new flag at cemetery. (Bought some extra ones to have on hand)
- Put up Authorized Personnel signs on doors at the park and soccer complex.
- We put the green pads on back stops to be ready for season.
- We put the rubber back stops back on field 5 after the new fence was completed.
- We changed the oil and filter on our skid loader.

**Museum**

**Volunteers**

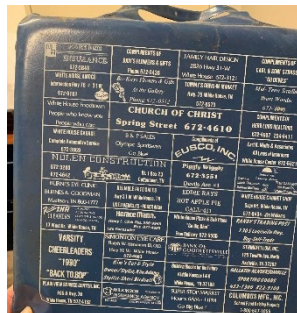
With the help of the museum's volunteers, we have been planning the year. We are preparing for school presentations, new displays and The Gathering at the White House Inn Museum. The volunteers have provided the museum with 12.5 hours of service in January.

**Exhibits**

The exhibit which celebrates the life of Mrs. Evelyn Palmer Guill has been taken down in order to put up the next month's display. The new exhibit will debut on February 1, 2023.

**Donations**

Chris Martin donated a prescription bag from White House Pharmacy, several funeral programs, 1990 First Baptist Church Directory with history and a White House High School seat cushion.





**Parks, Recreation, & Cultural Arts Department  
January 2023**

**Seminar**

Attended a seminar on Best Practices for Interpreting Black Tennessee History. The speaker was Brigitte Jones of the Belle Meade Mansion.

**Tours at Museum**

Tours were given to walk ins.

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

January 17 – Chamber Luncheon with Ferrell Haile

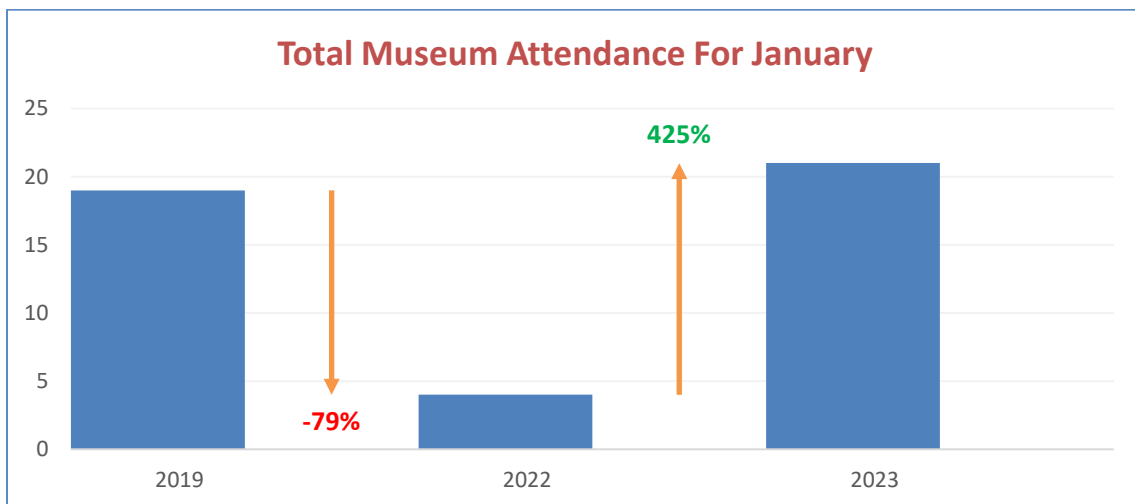
January 24 – Parks Recognition Luncheon

January 26 – Ribbon Cutting at Dash of Dez



**Visitors' Center and Museum Attendance**

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
1	2	19	21	0

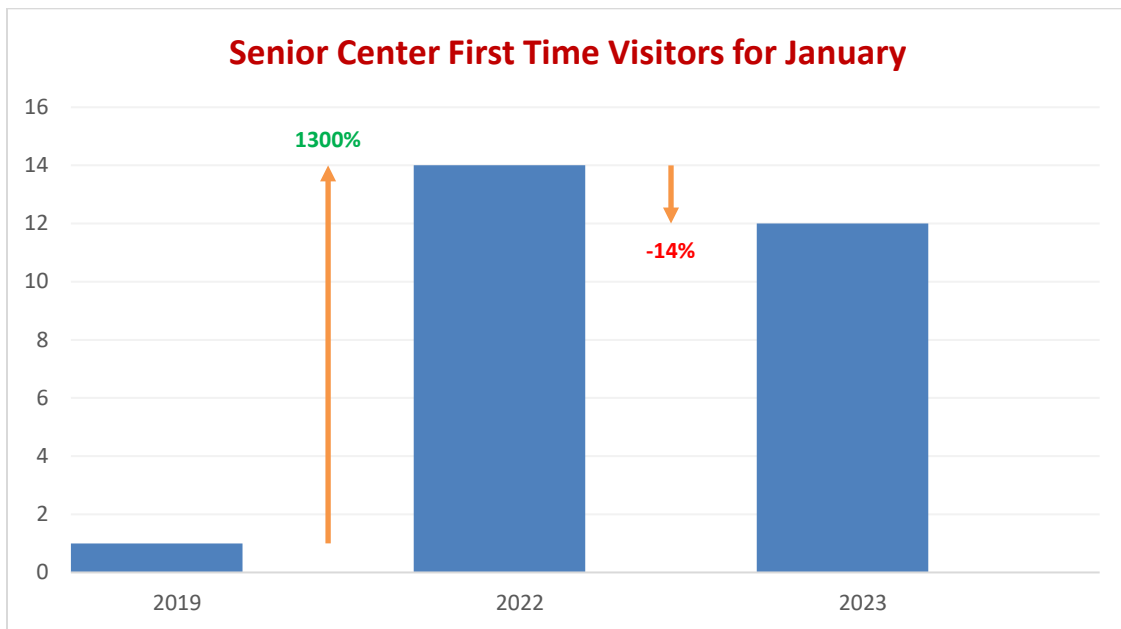
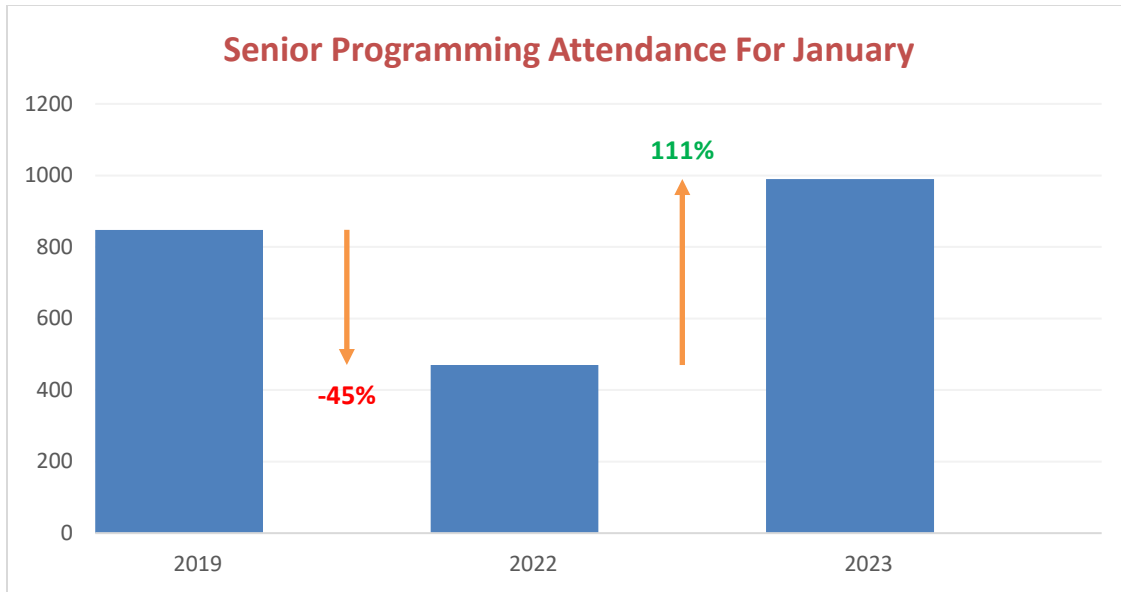


**Parks, Recreation, & Cultural Arts Department  
January 2023**

**Senior Center**

<b>Senior Center Participation - December 2022</b>			
<b>Outings/Events:</b>			
Birthday Lunch	24		
Garden Club	29		
Bunco	9		
Board Game Day	4		
Mystery Trip/Corvette Museum	13		
Bible Study	2		
Farmers Rummy	9		
<b>Total</b>	<b>90</b>		
		<b>Sr Meals Wednesdays</b>	
		129	
		132	
		125	
		117	
		<b>503</b>	<b>TOTAL</b>
<b>Programs:</b>			
Fittercise-Strength, Yoga	521		
Walk	157		
Bingo	34		
Cards, Games,Pool	134		
Pickle Ball	67		
<b>TOTAL</b>	<b>913</b>		
<b>MEMBERS</b>	<b>301</b>	Updated members	as of 1/31
<b>TOTAL Sr Center Participants:</b>	<b>1413</b>	<b>Total</b>	<b>1506</b>

Parks, Recreation, & Cultural Arts Department  
January 2023



Parks, Recreation, Cultural Arts Department  
January 2023

	FYE 2019	FYE 2020	FYE 2021	Jan. 19	Jan. 22	Jan. 2023	YTD 22-23
<b>Facility Usage</b>							
Special Use Permits Submitted	13	15	39	0	0	9	14
Pavilion 1 Usage	3	7	21	0	0	0	7
Pavilion 2 Usage	11	5	13	0	0	0	5
Pavilion 3 Usage	106	38	74	0	0	0	65
Splash Pad Pavilion Usage	177	106	99	0	0	0	122
Total Number of Pavilions Usage	297	156	207	0	0	0	199
Gymnasium Rentals	130	79	23	9	5	2	64
Amphitheater Usage	3	0	1	0	0	0	7
Community Room				0	0	2	11
Total Number of Facility Rentals	196	89	30	9	5	4	82
Ballfield Rentals	7	45	146	0	0	0	106
Vistor Center Attendance	6	21	20	2	2	1	16
Vistors Who Also Toured Museum	14	84	70	5	0	2	101
Museum Attendance Only	85	668	115	14	4	19	936
Total Museum Attendance	99	752	189	19	4	21	1037
<b>Programming</b>							
Number of Youth Program Participants	679	578	417	0	0	0	667
Number of Adult Program Participants	240	76	100	0	0	0	69
Number of In-House Special Events Offered	8	7	9	0	0	0	7
Number of In-House Special Event Attendees	2987	2964	1077	0	0	0	2150
Number of Rec Programs Offered	34	18	19	3	2	4	13
Number of Senior Center Memberships	319	1768	2000	201	205	301	1605
Number of New Senior Center Memberships	16	16	0	0	0	9	9
Senior Center Participants	14,966	9594	4412	1,272	712	1,506	9570
Senior Center First Time Visitors	32	59	36	0	14	12	84
Number of Senior Trips Offered	54	37	9	3	3	1	27
Number of Senior Trip Participants	896	613	81	37	35	13	335
Number of Senior Programs Offered	117	76	34	10	9	11	79
Number of Senior Program Participants	9,989	6798	1061	848	470	990	6282
Number of Senior Meals Served	54	34	36	5	3	4	28
Number of Meals Participants	4052	2235	3277	387	207	503	2953
Offsite Presentation Attendees	0	15	0	0	0	0	300
Total Number of Programs Offered			53	13	11	15	92
<b>Revenues</b>							
Youth Programs	\$55,825.00	\$41,183.00	\$44,261.00	\$1,939.00	\$2,053.00	\$4,460.00	\$ 64,582.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$ 6,230.00	\$0.00	\$0.00	\$2,065.00	\$ 6,270.00
Special Events	\$ 4,355.00	\$ 2,009.00	\$ 3,495.00	\$0.00	\$0.00	\$0.00	\$ 780.00
Senior Meals	\$10,875.00	\$ 5,961.50	\$ 8,222.50	\$1,015.00	\$602.00	\$1,663.50	\$ 9,793.50
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$ 9,112.50	\$170.00	\$290.00	\$70.00	\$ 3,730.00
Facility Reservations	\$19,305.00	\$ 8,046.88	\$ 2,956.25	\$1,668.75	\$2,750.00	\$2,787.50	\$ 9,621.50
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$ 5,820.50	\$0.00	\$0.00	\$0.00	\$ 4,015.00
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20	\$ -	-	\$0.00	\$0.00	\$ 22,045.50
Misc	\$11,744.00	\$15,394.74	\$ 9,686.39	\$1,629.06	\$59.68	\$2,567.12	\$ 4,417.18
<b>Maintenance</b>							
Mowing Hours	1,554	2,601	2,195	0	0	0	824.5
Work Orders Received	N/A	8	9		0	0	12
Work Orders Completed	N/A	8	9		0	0	11
Number of Projects Started	27	40	39		3	2	5
Number of Projects Completed	18	35	32		3	2	5
Number of ballfield rainouts	NA	NA	NA		NA	0	25
Bags of Field Dry Used	NA	NA	NA		NA	0	3

## **White House Library January 2023**

### **Summary of Activities**

The library director attended a director's check-in with the regional office. There was an introduction of new directors in the region, upcoming in-services, tracking training, technology grant, state and federal orders, and reconsideration of material policies.

The director and library supervisor got updated headshots at the Chamber office. These pictures will be used on the city website.

The library director met with Alderman elect Sam Matthews and Jana Spicer. The director explained what her role at the library was and gave them a folder with information about the library, the library board, and the regional board.

The library director attended a Lions club meeting on January 11. The director is going to follow up with Hank Dehaven about having eye screenings for kids at library.

The library director and catalog librarian did a follow up meeting with the LibCal representative to discuss the reservation software. The rep walked the two through some of the setting issues that were causing problems. The two will make the necessary adjustments and see if that fixes the issue before purchasing the software.

The library staff did an active shooter training on January 11 with Officer Enck. Staff were taught the three main strategies on what to do in that type of situation and how to be aware of your surroundings.

The library director attended a library board meeting on January 12. The board voted on a proposed budget, general policy updates, patron acceptable behavior policy, and computer policy. The board also completed the library director's evaluation at this meeting.

The library director and library supervisor attended a conflict management course at the regional library on January 24. A representative from MTAS presented on methods to help resolve conflict in the workplace.

The library director attended the BMA study session to conduct interviews for the Aldermen ward 3 vacancy.

The library director attended the first budget retreat session in which the department heads reviewed each of their CIP projects and gave them a score based on the matrix system. The library director will present her request to the city administrator in February.

### **Department Highlights**

The highlights for the month were the active shooter training, the conflict management training, and the library board voting to update library policy. All three of these will be helpful to the staff.

**White House Public Library  
January 2023 Performance Measures**

**Official Service Area Populations**

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

**Membership**

January	2019	2020	2021	2022	2023
New Members	111	100	85	95	151
Updated Members	283	332	332	326	991
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,254
% of population with membership	59	66	49	48	49

Every year the library will purge the system of patrons that have not used their cards in the past 3 years.

**Total Material Available:** 39,454

**Estimated Value of Total Materials:** \$986,350

**Total Materials Available Per Capita:** 2.66

**Last Month:** \$982,450

**Last Month:** 2.65

**State Minimum Standard:** 2.00

**Materials Added in January**

2019	2020	2021	2022	2023
436	176	120	365	183

**Yearly Material Added**

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	183

**Physical Items Checked Out in January**

2019	2020	2021	2022	2023
4,954	4,809	4,189	5,178	6,167

**Cumulative Physical Items Check Out**

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	6,167

**Miscellaneous item checkouts**

January	2019	2020	2021	2022	2023
Technology Devices	51	28	54	63	67
Study Rooms	95	77	21	58	65
Games and Puzzles	69	96	120	148	165
Seeds	0	16	50	23	96
STEAM Packs	22	30	0	24	20
Cake Pans	*	13	2	4	4
Outdoor Items	*	*	*	*	1
Honor Books	*	*	*	*	11

**Yearly Totals**

2019	2020	2021	2022	2023
137	381	725	743	67
253	305	395	746	65
222	955	1,263	2,060	165
112	302	878	883	96
61	25	160	234	20
1	28	21	69	4
*	*	*	17	1
*	*	*	19	11

**Library Services Usage**

January	2019	2020	2021	2022	2023
Test Proctoring	2	2	0	3	1
Charging Station	6	11	3	1	1
Notary Services	*	13	4	11	9
Library Visits	4,549	4,549	2,519	3,151	3,498
Website Usage	1,092	1,092	2,253	2,449	3,910
Reference Questions	2	2	4	4	0

**Yearly Totals**

2019	2020	2021	2022	2023
27	74	108	61	1
19	47	45	21	1
16	88	144	135	9
55,728	30,007	38,913	48,253	3,498
16,935	17,977	27,907	33,678	3,910
77	60	73	31	0

**Computer Users**

January	2019	2020	2021	2022	2023
Wireless	731	592	238	299	372
Adult Users	369	375	220	200	189
Kids Users	186	194	2	123	161

**Yearly Computer Users**

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	372
1,103	2,138	2,235	2,608	189
556	427	957	2,987	161

**Library Volunteers**

January	2019	2020	2021	2022	2023
Library Volunteers	17	14	12	10	8
Volunteer Hours	106	155	114	86	41

**Yearly Totals**

18-19	19-20	20-21	21-22	22-23
82	36	20	48	25
809	1,286	1,204	1,492.5	694

**White House Public Library  
January 2023 Performance Measures**

**Universal Class Counts**

January	
Sign ups	4
Courses started	2
Lessons viewed	67
Class Submissions	88

**Yearly Totals**

2019	2020	2021	2022	2023
9	10	13	18	4
16	53	39	2	2
194	1,771	1,008	876	67
105	800	515	465	88

**Programs**

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	2	1	9	0
total Sign-ups	214	67	174	133	133

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	0
500 Mark	2	0	2	5	0
Completion	1	2	4	7	1

**Face-to-face Kids Programs**

January	2019	2020	2021	2022	2023
Programs	15	12	0	12	11
Attendees	237	260	0	250	264
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	11
Attendees	4,201	1,185	2,167	3,646	264

**Grab & Go Kits**

January	2020	2021	2022	2023
Kits	0	6	0	0
Taken	0	251	0	0
Yearly	2020	2021	2022	2023
Kits	38	44	7	0
Taken	1094	1,699	334	0

The library did not start programs back up the first week of January to give both patrons and staff time to adjust after the holidays.

**Teen/tween Face-to-Face Programs**

January	2020	2021	2022	2023
Programs	0	0	8	8
Attendees	0	0	32	18
Yearly	2020	2021	2022	2023
Programs	11	43	98	8
Attendees	77	370	437	18

**Grab & Go**

January	2020	2021	2022	2023
Kits	0	4	0	0
Taken	0	55	0	0
Yearly	2020	2021	2022	2023
Kits	13	24	7	0
Taken	152	409	151	0

Since the library has only done combined teen/tween classes for the last year, the director will only record those numbers until the program grows and needs to be divided by age. The library did cancel one of its sewing classes due to weather and will reschedule it in February.

**Face-to-face Adult Programs**

January	2019	2020	2021	2022	2023
Programs	14	11	3	6	8
Attendees	88	54	17	27	36
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	8
Attendees	1,343	214	351	377	36

**Device Advice**

January	2019	2020	2021	2022	2023
Sessions	*	*	7	9	14
Yearly	125	51	81	131	14
Passive					
January	*	*	0	0	0
Yearly	*	*	0	20	0

The library had a special guest author visit during its creative writing program. In addition, device advice appointments were up, probably from so many individuals getting new devices for Christmas.

**Interlibrary Loan Services**

January	2019	2020	2021	2022	2023
Borrowed	58	53	59	27	54
Loaned	37	20	12	66	16

**Yearly Interlibrary Loan Services**

2019	2020	2021	2022	2023
690	534	673	872	54
410	151	226	317	16

January	R.E.A.D.S
Adults	2240
Juvenile	142

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	13,940
Juvenile	1,430	1,189	1,032	2,013	946

The READS statistics come from the state.

City Court  
January 2023

**CITY COURT REPORT**  
**JANUARY 2023**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$2,152.50	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$25,564.50</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$828.66	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$13,800.80</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$2,981.16</u>	
<b><u>TOTAL REVENUE YTD</u></b>		<b><u>\$39,365.30</u></b>

**DISBURSEMENTS**

LITIGATION TAX	\$197.02	
DOS/DOH FINES & FEES	\$98.80	
DOS TITLE & REGISTRATION	\$137.75	
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>\$433.57</u>	
<b><u>TOTAL DISBURSEMENTS YTD</u></b>		<b><u>\$5,215.56</u></b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$2,547.59</u>	
<b><u>TOTAL ADJUSTED REVENUE YTD</u></b>		<b><u>\$34,149.74</u></b>

**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH	\$6.65	
<b><u>DRUG FUND DONATIONS YTD</u></b>		<b><u>\$4,210.38</u></b>

Offenses Convicted & Paid For Month	Count	Paid
Improper Parking		
Financial Responsibility Law	5	\$472.50
Registration Law	8	\$700.00
Improper Equipment		
Texting/Hands Free Law	1	\$30.00
Codes Violation		
DL Exhibited		
Red Light	2	\$85.00
Animal Control		
Stop Sign		
Speeding	8	\$697.50
Seat Belt-Child Restraint	1	\$30.00
Anti-Noise Regulations		
Exercise Due Care	1	\$55.00
Following Too Close		
Total	26	\$2,070.00