



# **City Administrator Report: February 2023**

**Administrative & Legislative Services Department**  
**February 2023**

**Administration**

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

- February 1:
  - Management Fellow- Selection Committee Meeting
  - Bid Opening Cemetery Fence
- February 6:
  - Department Head Staff Meeting
  - Roads Assessment Review
  - Staff Plans Review
- February 7:
  - Tour of City Hall with City of Franklin
  - Industrial Development Board
- February 13:
  - Planning Commission
- February 14:
  - Mid-TN TCMA Luncheon
  - Robertson County Economic Development Board
- February 15:
  - GNRC Transportation Policy Board
- February 16:
  - Sumner County Joint Economic Development Board
  - Board of Mayor and Aldermen Study Session
  - Board of Mayor and Alderman Meeting
- February 21:
  - Power Hour at the Meat Sweats
  - Board of Zoning Appeals
- February 23:
  - Rotary Banquet- Fire Appreciation
- January 24:
  - White House Area Chamber Power Hour at Bad Ass Coffee
- February 27:
  - Ward 3 Alderman On-Boarding Meeting - Linda Silver
- February 28:
  - Mandatory Pre-Bid Trash Collection Contract
  - White House Area Chamber of Commerce Awards Luncheon

**Administrative & Legislative Services Department  
February 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	\$17,519,376	↓0.14
Industrial Development	\$86,000	\$13,777	↓50.65
State Street Aid	\$495,000	\$461,725	↑26.59
Parks Sales Tax	\$2,526,000	\$1,529,439	↓6.13
Solid Waste	\$1,356,081	\$809,497	↓6.98
Parks Impact Fees	\$405,744	\$421,406	↑37.18
Police Impact Fees	\$25,098	\$25,098	↑33.32
Fire Impact Fees	\$116,554	\$16,554	↓52.47
Road Impact Fees	\$33,909	\$33,909	↑33.32
Police Drug Fund	\$4,500	-	↓66.68
Debt Services	\$1,236,600	\$192,286	↓51.13
Wastewater	\$20,265,581	\$15,979,830	↑12.17
Dental Care	\$74,500	\$48,837	↓1.12
Stormwater Fund	\$1,972,599	\$1,460,242	↑7.34
Cemetery Fund	\$90,565	\$58,335	↓2.26

\*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	111	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>1,096</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>Feb 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	103	1,038	1,442	1281	\$1,218,736.14	\$1,640,827.83	\$1,482,989.65
Purchase Orders \$10,000-\$24,999	6	24	24	29	\$309,303.64	\$404,406.65	\$417,161.17
Purchase Orders over \$25,000	2	34	40	45	\$30,858,732.65	\$11,687,700.37	\$11,050,535.17
<b>Total</b>	<b>111</b>	<b>1,096</b>	<b>1,506</b>	<b>1355</b>	<b>\$32,386,772.43</b>	<b>\$13,732,934.80</b>	<b>\$12,367,741.04</b>

**Administrative & Legislative Services Department  
February 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>	47	52	135	22	40	28,043	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>413</b>	<b>609</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>238,655</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>	10	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>90</b>	<b>124</b>	<b>258</b>	<b>369</b>

	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>	20	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>382</b>	<b>495</b>	<b>383</b>	<b>356</b>

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

**Administrative & Legislative Services Department  
February 2023**

**White House Farmers Market**

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	2	\$300
<b>February</b>	5	\$360
<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>7</b>	<b>\$660</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>	10	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>112</b>	<b>164</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
February 2023**

**Finance Section**

During February 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 February, approximately \$4.91 million (90.9%) was collected. Members of the Finance Office also participated in the following events during the month:

February 14: City Employee Appreciation lunch provided by White House Area Chamber of Commerce

February 14: State of TN Comptroller Division of Local Government Finance introductory meeting

February 15: Refuse rate review with Public Services

February 22: Finance CIP budget meeting with City Administrator

February 27: Alderman Linda Silver Meet and Greet

February 28: Safety committee meeting

February 28: Finance staff meeting

**Performance Measures**

**Utility Billing**

	<b>February 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>	25	150	284	357	171	62
<b>Move Ins (#)</b>	64	607	977	737	649	534
<b>Move Outs (#)</b>	54	535	898	743	602	534
<b>Electronic new customer signups (#)</b>	38	282	410	300	127	104
<b>Electronic new customer signups (%)</b>	43%	37%	33%	27%	15%	17%

**Business License Activity**

	<b>February 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>	5	69	92	76	69	75
<b>Closed (notified by business)</b>	0	5	7	6	10	9

**Accounts Payable**

	<b>February 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>	343	2701	4254	4079	4003	3940

**Property Tax Relief Applications**

	<b>February 2023</b>	<b>FY 2023 Total</b>	<b>FY 2023 Est.</b>	<b>FY 2022 Total</b>
<b>New Parcels (#)</b>	8	20	30	29
<b>Existing Parcels (#)</b>	22	98	109	99
<b>State Relief Credits (\$)</b>	3,513	22,662	22,472	20,844
<b>City Relief Credits (\$)</b>	2,400	15,338	16,018	10,155
<b>Combined Relief Credits (\$)</b>	5,913	38,000	38,490	30,999

**Finance Department  
February 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	8,102,983	68%
Cemetery Fund	69,355	20,807	264,907	382%
Debt Services	1,112,015	333,605	1,467,637	132%
Dental Care Fund	38,650	11,595	176,653	457%
Roads Impact Fees	59,190	17,757	443,625	749%
Parks Impact Fees	61,429	18,429	210,698	343%
Police Impact Fees	43,930	13,179	512,965	1168%
Fire Impact Fees	28,875	8,663	339,446	1176%
Industrial Development	120,145	36,044	204,834	170%
Parks Sales Tax	1,207,310	362,193	303,060	25%
Police Drug Fund	5,050	1,515	42,253	837%
Solid Waste	1,146,400	343,920	647,251	56%
State Street Aid	467,832	140,350	543,751	116%
Stormwater Fund	1,036,000	310,800	1,551,987	150%
Wastewater	5,011,600	1,503,480	8,931,970	178%

*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	9,712,439	↑ 14.72%
Cemetery Fund	69,355	34,141	↓ 17.44%
Debt Services	1,112,015	799,087	↑ 5.19%
Dental Care	38,650	28,956	↑ 8.25%
Roads Impact Fees	59,190	228,944	↑ 320.13%
Parks Impact Fees	61,429	187,905	↑ 239.22%
Police Impact Fees	43,930	183,809	↑ 351.75%
Fire Impact Fees	28,875	121,406	↑ 353.79%
Industrial Development	120,145	133,256	↑ 44.25%
Parks Sales Tax	992,310	699,703	↑ 3.85%
Police Drug Fund	5,050	5,448	↑ 41.21%
Solid Waste	1,146,400	784,515	↑ 1.77%
State Street Aid	467,832	316,955	↑ 1.08%
Stormwater Fund	1,036,000	709,867	↑ 1.85%
Wastewater	5,011,600	5,325,994	↑ 39.61%

\*Realized amounts reflect revenues realized from July 1, 2022—February 28, 2023

**Human Resources Department  
February 2023**

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

- February 06: New Hire Orientation for Police Officer
- February 07: Chamber of Commerce Board Meeting
- February 09: Public Works Maintenance Worker Interviews
- February 14: Tennessee City Managers Association Middle Tennessee Meeting
- February 16: Board of Mayor and Aldermen Meeting
- February 21: New Hire Orientation for Public Works Maintenance Worker
- February 22: Rotary Banquest - Fire Appreciation

**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	0	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  
February 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	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	0	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  
February 2023

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in February:** White House Rotary Club (Feb. 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup>), Department Head Staff Meeting (Feb. 6<sup>th</sup>), Robertson County Chief's Meeting (Feb. 8<sup>th</sup>), Planning Commission Meeting (Feb. 13<sup>th</sup>), City Appreciation Lunch (Feb.14<sup>th</sup>), Command Staff Meeting (Feb. 16<sup>th</sup>), Board of Mayor and Alderman Meeting (Feb. 16<sup>th</sup>) and Ward 3 Alderman Introductions.

➤ **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.

No date as of yet for the Spring LEACT Conference but she will be attending it when it's announced.

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>February</b>	<b>0</b>	<b>610</b>	<b>0</b>	<b>610</b>
<b>Total</b>	<b>0</b>	<b>168</b>	<b>0</b>	<b>778</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>February 2023</b>	<b>FY 2022-23</b>
<b>Three (3) Officers per Shift</b>	11	421
<b>Four (4) Officers per Shift</b>	14	21

\*Two Officer Minimum staffing was put in place due to staff shortage. In the month of February, we had 31 shifts with Two (2) Officers per shift.

2. ***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.
3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2022-2023.***  
Fall Compliance Checks – 100% Passed. We will be doing Spring Compliance Checks.

Police Department  
February 2023

4. *Maintain or reduce TBI Group A offenses at the three-year average of 60 per 1,000 population during the calendar year of 2023.*

Group A Offenses	February 2023	Per 1,000 Pop.	Total 2023	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons	15	1	18	1
Crimes Against Property	27	2	45	3
Crimes Against Society	13	1	16	1
<b>Total</b>	55	4	79	6
<b>Arrests</b>	28		72	

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

5. *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.*

	February 2023	TOTAL 2023
<b>Traffic Crashes Reported</b>	48	86
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	22	39
<b>Written Warnings</b>	24	35
<b>Verbal Warnings</b>	213	363

6. *Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2023.*

<b>COLLISION RATIO</b>				
<b>2023</b>	<b>COLLISIONS</b>	<b>INJURIES</b>	<b>MONTHLY RATIO</b>	<b>YEAR TO DATE</b>
<b>February</b>	48	6 YTD 15	13%	17% YTD 86

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

**Staffing:**

- Ofc. Triston Twedt and Ofc. Jake Hunter have been released from FTO and are on the road.
- 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.
- Ofc. Terry Brown (TJ) is back from deployment and started back with us February 21<sup>st</sup>. He will be going to the Academy in April.
- Ofc. Christopher Sampson started on January 30<sup>th</sup> and Ofc. Blake McClusky started on February 6<sup>th</sup>. They are both on FTO.
- We currently have 1 position open and are continuing to accept applications.

Police Department  
February 2023

**Sumner County Emergency Response Team:**

- On February 17th, ERT members conducted a joint training exercise with Sumner County hostage negotiators and representatives from the Federal Aviation Administration. The training scenario simulated a hostage situation inside a grounded aircraft at the Music City Executive Airport in Gallatin.

**Support Services Performance Measurements**

- 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
February		

**Communications Section**

	February	Total 2023
Calls for Service	876	1,643
Alarm Calls	45	83

**Request for Reports**

	February	FY 2022-23
Requests for Reports	13	302
Amount taken in	\$21.00	\$230.05
Tow Bills	\$240.00	\$615.00
Emailed at no charge	39	386
Storage Fees	\$0.00	\$0.00

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

- Sgt. Bagwell attended the Super Bowl press event for THSO at Nissan Stadium Feb 10<sup>th</sup>.

**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 155 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.** Citizen's Police Academy has been cancelled. We are planning to have several new programs for the public.
4. **Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.**
  - February 15<sup>th</sup> - Wheels in Motion Helmet giveaway CCS.
  - February 16<sup>th</sup> – Wheels in Motion Helmet giveaway H. B. Williams Elementary.
  - February 23<sup>th</sup> – Wheels in Motion Helmet giveaway Heritage Elementary.
  - February 28<sup>th</sup> – Sgt. Enck spoke and presented the Citizen of the Year Award at the White House Chamber Luncheon.

**Special Events:** *WHPD Officers participated in the following events during the month of February:*  
Nothing to report.

**Upcoming Events:**

- March 2<sup>nd</sup> – White House Rotary Officer of the Year Banquet
- March 9<sup>th</sup> – Coffee with a Cop – Deja Moo

<i>2023 Participation in Joint Community Events</i>		
	<u>November</u>	<u>Year to Date</u>
<b>Community Activities</b>	4	8

**Fire Department  
February 2023**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 148 requests for service during the month with 95 responses being medical emergencies. The Department also responded to 10 vehicle accidents 3 of which had injuries, and 7 had no injuries. Of the 148 responses in the month of February there were 18 calls that overlapped another call for service that is 12.26% of our responses for the month. That brings the overlapping call volume for FY22-23 to 13.92%.

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 thirty-four seconds (5:34). The average time a fire unit spent on the scene of an emergency call was thirteen minutes and one second (13:01).

**Department Event**

- February 2<sup>nd</sup> – Station tour with Brownie Pack
- February 14<sup>th</sup> – Chamber of Commerce Employee Appreciation Luncheon
- February 17<sup>th</sup> – Station tour for Girl Scout Troop
- February 23<sup>rd</sup> – Firefighter of the Year Rotary Luncheon

**Fire Administration**

- February 1<sup>st</sup> – RV park plans review
- February 13<sup>th</sup> – Days Inn inspection
- February 14<sup>th</sup> – Monthly Officer meeting
- February 15<sup>th</sup> – Training tower inspection
- February 27<sup>th</sup> – Introductions with Linda Silver
- 

**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	30
Rescue & Emergency Services	863
Hazardous Conditions (No Fire)	29
Service Calls	79
Good Intent Call	96
False Alarms & False Call	130
Calls for The Month	148
Total Responses FY to Date	1230

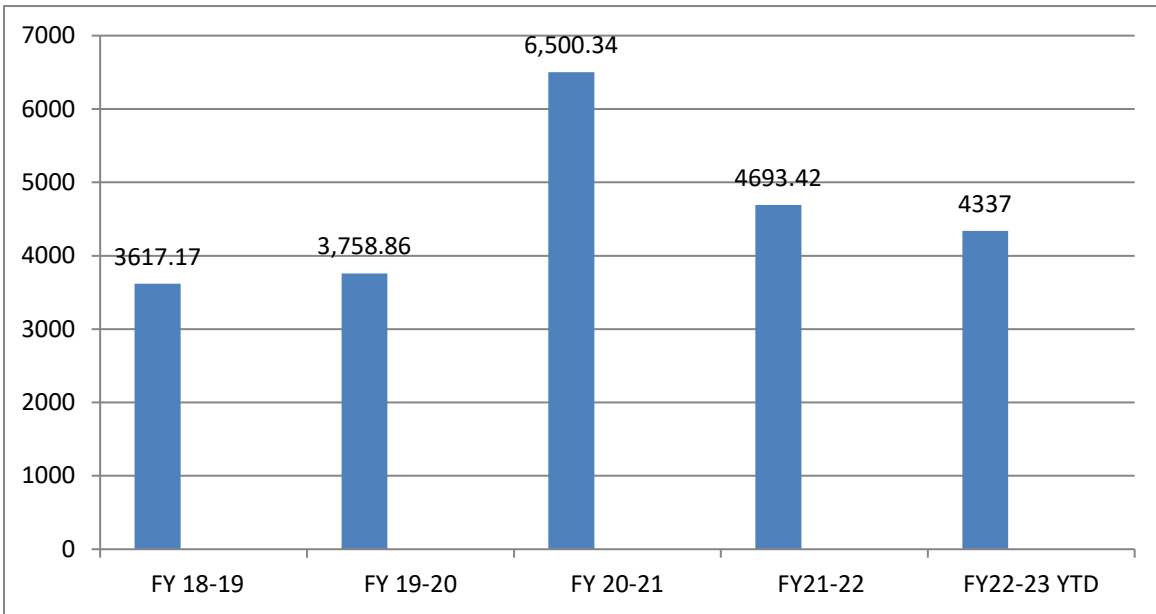
**Fire Department  
February 2023**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City Park)</b>	<b>96</b>	<b>786</b>	<b>63.90%</b>
<b>Station #2 (Business Park Dr)</b>	<b>52</b>	<b>444</b>	<b>36.09%</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>	590.03	4337.0

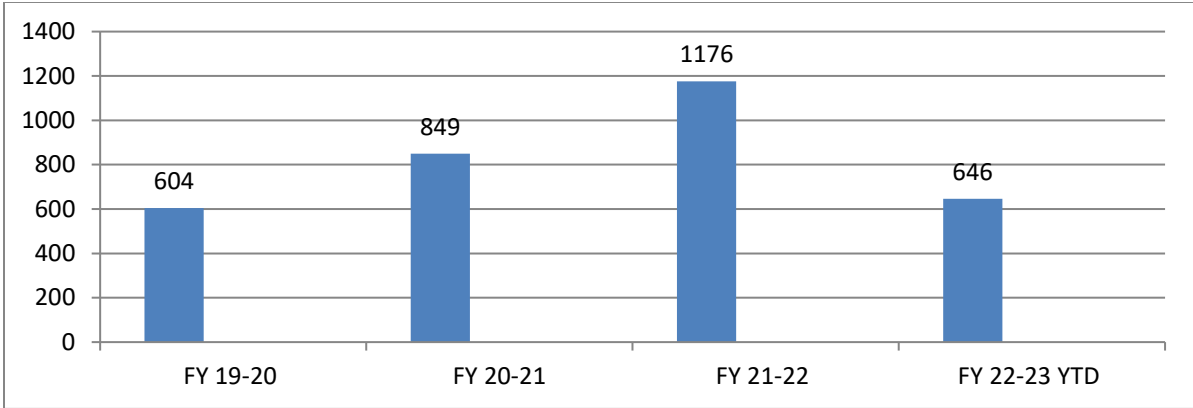
**Training breakdown for ISO and NFPA**

	Fire Officer	Company	Facilities	NFPA	Non-ISO
<b>Month</b>	<b>18</b>	<b>168.5</b>	<b>36</b>	<b>68.87</b>	<b>16.5</b>
<b>Total for FY</b>	<b>467.55</b>	<b>1966.55</b>	<b>290</b>	<b>524.88</b>	<b>1251.09</b>

**Fire Department  
February 2023**

**Fire Inspection**

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



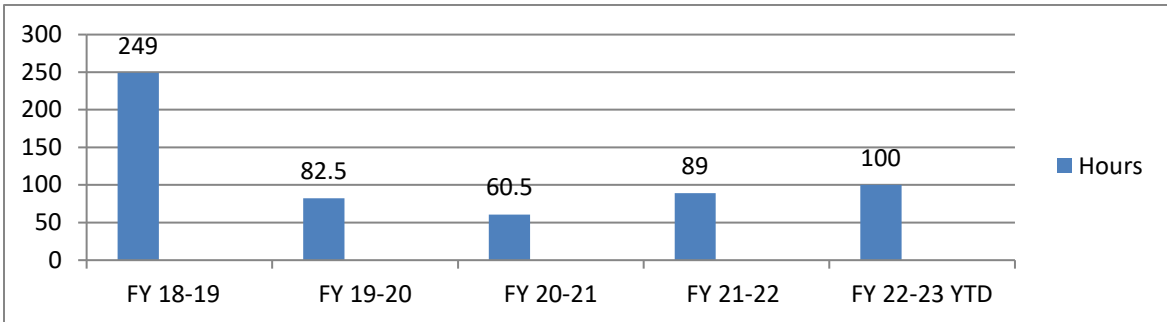
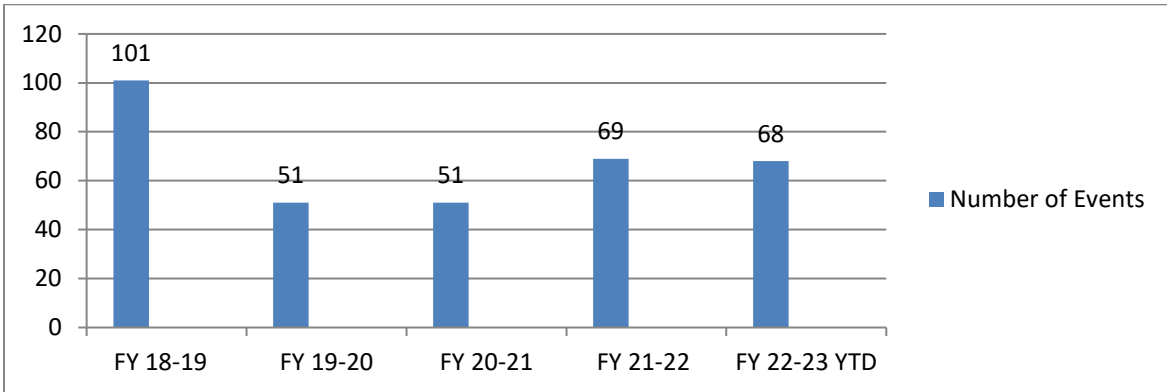
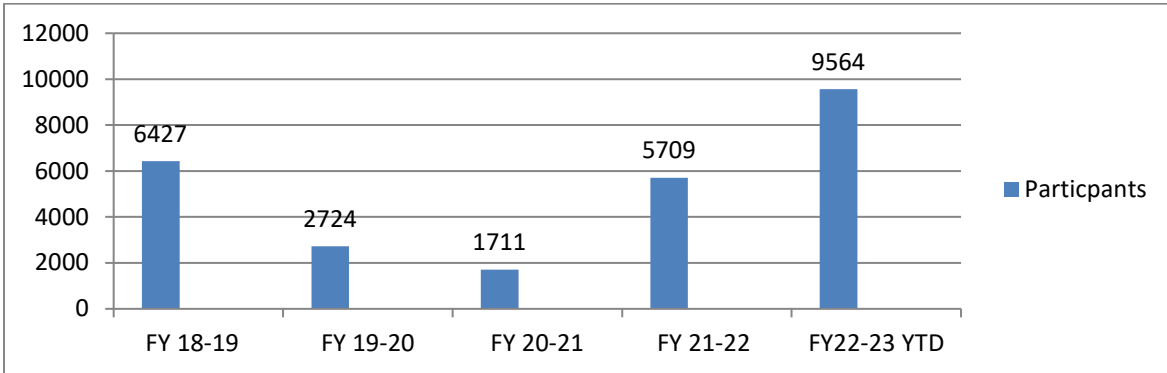
	<b>Month</b>	<b>FYTD</b>
<b>February Fire Inspection</b>	<b>107</b>	<b>753</b>
<b>Reinspection</b>	<b>8</b>	<b>61</b>
<b>Code Violation Complaint</b>	<b>4</b>	<b>5</b>
<b>Violations Cleared</b>	<b>6</b>	<b>51</b>
<b>Annual Inspection</b>	<b>16</b>	<b>71</b>
<b>Commercial Burn Pile</b>	<b>Discontinued</b>	<b>9</b>
<b>Knox Box</b>	<b>6</b>	<b>20</b>
<b>Fire Alarms</b>	<b>4</b>	<b>27</b>
<b>Measure Fire Hydrant</b>	<b>0</b>	<b>0</b>
<b>Plans Review</b>	<b>4</b>	<b>33</b>
<b>Pre-C/O</b>	<b>0</b>	<b>11</b>
<b>Pre-incident Survey</b>	<b>19</b>	<b>186</b>
<b>Sprinkler Final</b>	<b>0</b>	<b>19</b>
<b>Final/Occupancy</b>	<b>3</b>	<b>16</b>



**Fire Department  
February 2023**

**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.



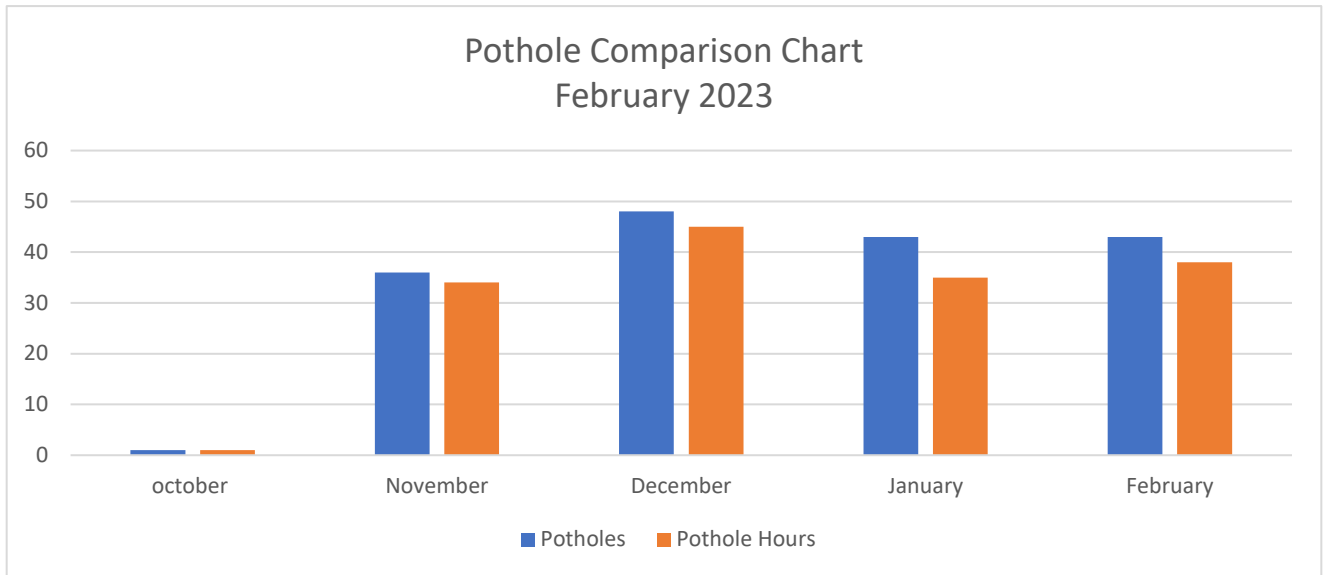
	Month	FYTD
<b>Participants</b>	<b>47</b>	<b>9564</b>
<b>Number of Events</b>	<b>4</b>	<b>68</b>
<b>Education Hrs.</b>	<b>4</b>	<b>100</b>

**Social Media Statistics for the Month**

<b>Post Reach</b>	<b>4560</b>
<b>Post Engagement</b>	<b>1711</b>
<b>New Page Followers</b>	<b>16</b>

**Public Services Department – Public Works Division  
February 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.

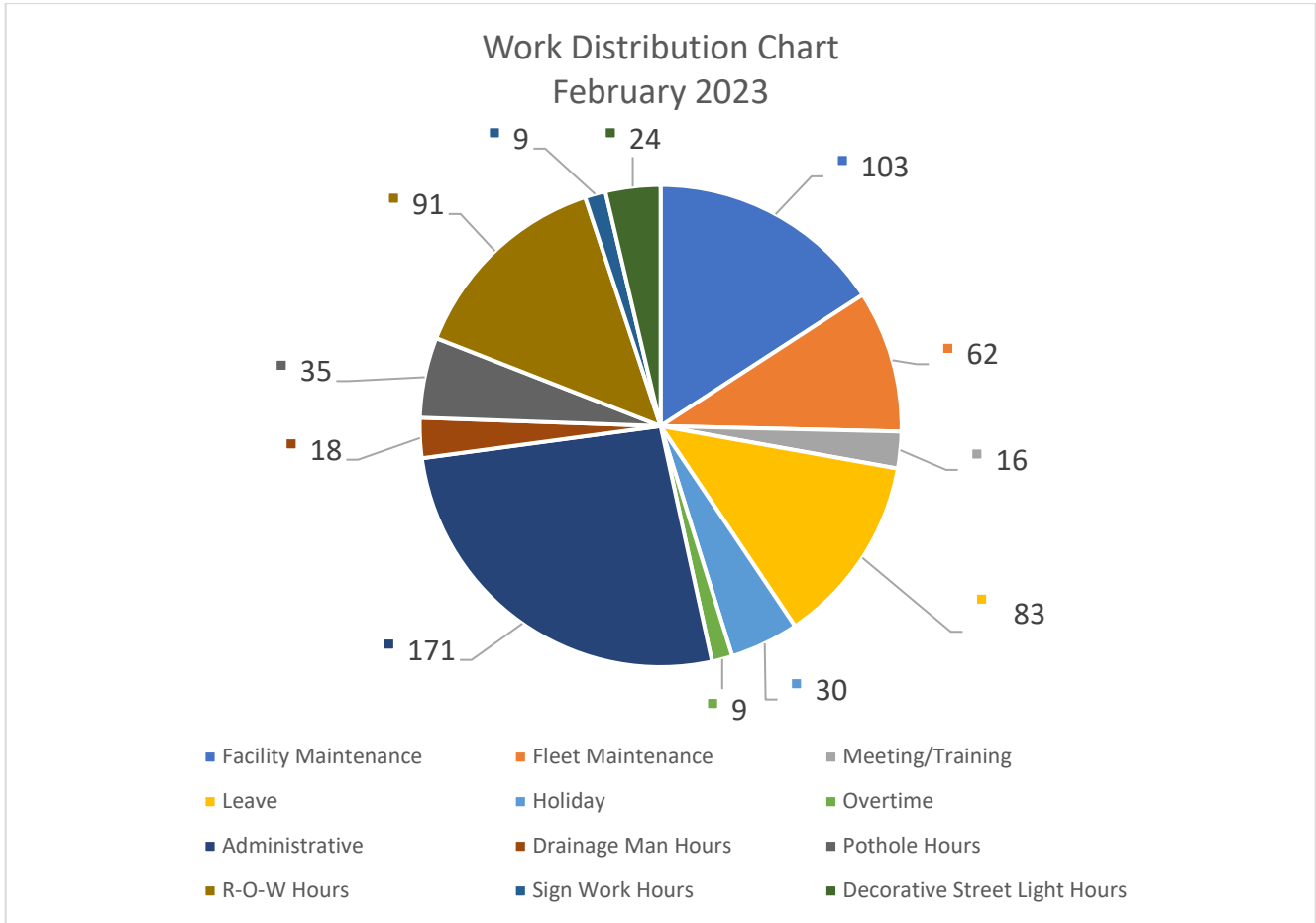
**Pothole Complaint Response Time**

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>
South Palmers Chapel Road	2-1-2023	2-5-2023	4 days
Calista Road	2-14-2023	2-15-2023	1 day
Meadowbrook Drive	2-14-2023	2-15-2023	1 day
Patana Drive	2-14-2023	2-15-2023	1 day
Beechbrook Drive	2-21-2023	2-21-2023	Same day
Rachel Court	2-28-2023	2-28-2023	Same day

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

Total Hours Worked in The Public Works Department were 699 Hours. The chart below show what percentage of time was spent on each job task.



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

**Monthly Work Log**

Wednesday 2-1-2023

- Salting and Plowing Operations

Thursday 2-2-2023

- Salted Union Road Bridge and Renee Court / Evaluated to Signal at Sage and 31W because it was in flash / Facility and Fleet Maintenance

Monday 2-6-2023

- Meeting about Tison Lane/ Removed deer from road on Brinkley Lane / Cut road to make straight edge on Tison Lane / Used cold patch to repair Tison Lane / Delivered barricades to City Hall fixed bucket truck battery terminals / Adjusted timeline on message board to let citizens know when paving will occur in Magnolia Subdivision

Tuesday 2-7-2023

- Reset Gridsmart Camera at SB Ramp / Cut and Dug out hole on Glory Court and repaired with cold patch / Cleaned salt and plowing equipment

Wednesday 2-8-2023

- Cleaned and organized tool room / Cleaned and organized 1332 / Organized bucket truck / Repaired area that was washing out on Wilkinson Lane near The Flats Apartment Complex with cold patch

Thursday 2-9-2023

- Meeting / Safety meeting / Safety stand down meeting at shop / Repaired globe on decorative street light on Brigham Court

Monday 2-13-2023

- Meeting about tree down on Blossom Court / Cut tree and brush from fallen tree and delivered to area easily accessible for brush truck to remove.

Tuesday 2-14-2023

Seed straw 102 blossom Court/ Meeting / Put up post for WHPD to mount digital speed sign / Repaired Decorative Street Lights in Holly Tree

Wednesday 2-15-2022

- Swept glass off Roadway on South Palmers Chapel Road / Retrieved IP address for camera at Richard Wilks and Wilkinson Lane / Picked up Sage and 31W cabinet USB Drive / Worked on appraisals / Repaired potholes on Calista Road Meadowbrook Lane Patana Drive / Troubleshooting of Pedestrian Button at Greenway Crossing near Firehall 1

Thursday 2-16-2022

- Employee luncheon / Ran wire for flashing lights on truck 200 / Picked up truck 200 from shop after repairs

Monday 2-20-2022

- Holiday President's Day

Tuesday 2-21-2023

- 1-65 brush clean-up / Repaired pothole on Beechbrook

Wednesday 2-22-2023

- Rewired Gridsmart Camera at Sage Road / Delivered barricades to City Hall

Thursday 2-23-2023

- Brush Clean-up on 65 / Installed Stop sign / Repaired pothole on Rachel Court

Monday 2-27-2023

- Moved stop sign and moved closer to the road on McCurdy Road / Cut tree away from stop sign / Checked Camera at Wilkinson Lane and 76 / Changed yield sign on SB Off Ramp to flashing yield sign . Moved barricades at City Hall / Installed two interstate signs.

Tuesday 2-28-2023

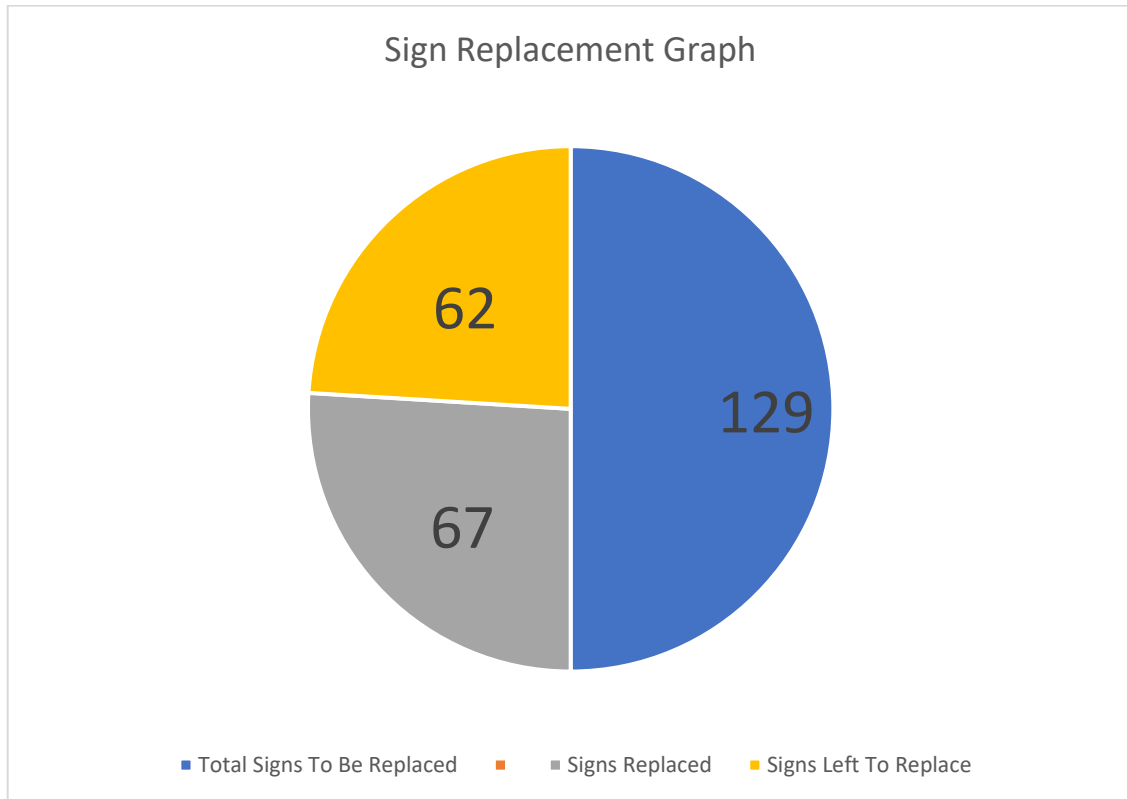
- Picked up Stump Grinder / Tested Camera at Wilkinson Lane and 76 and removed it to be sent back to be repaired / Reinstalled Street name sign on Hunterwood Drive / Checked pothole on Overlook Drive / Started grinding stumps on the interstate brush clean-up job

**Public Services Department – Public Works Division  
February 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 February. Only signs in need of repair were replaced in the month of February.**



Public Services Department – Public Works Division  
February 2023

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	23-Jan	23-Feb	YTD 22/23
Street	8,134	9,364	8,741	10,229	9191.25	540	699	4,956
Facility Maintenance	3494	2187	1,227	1,137	887.25	113	103	573
Fleet Maintenance	1034	514	282	380	422.5	37	62	378
Meeting/Training	502	510	517	400	457	23	16	161
Leave	1,253	576	613	810	823	54	83	402
Holiday	795	470	385	555	545	80	30	305
Overtime	508.5	488	414	311	152.75	3	9	245
Administrative	385	698	803	867	1153.25	180	171	1,179
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	18	18	63
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	43	43	222
Pothole Hours	0	759	734	1,181	831.5	35	35	186
R-O-W Hours	0	2835	2416	4,027	3044.5	91	91	1,183
Sign/Repaired	0	120	91	84	63	0	0	50
Sign Work Hours	0	289	179	234	109	9	9	62
Salt Hours	0	10	143	24	76.5	0	0	78.5
Salt Tons	0	12	20	23	18	0	0	18
Decorative Street Light Hours	0	57	46	125	133.5	24	24	153
Traffic Light Hours	0	0	65	20	158	0	0	15

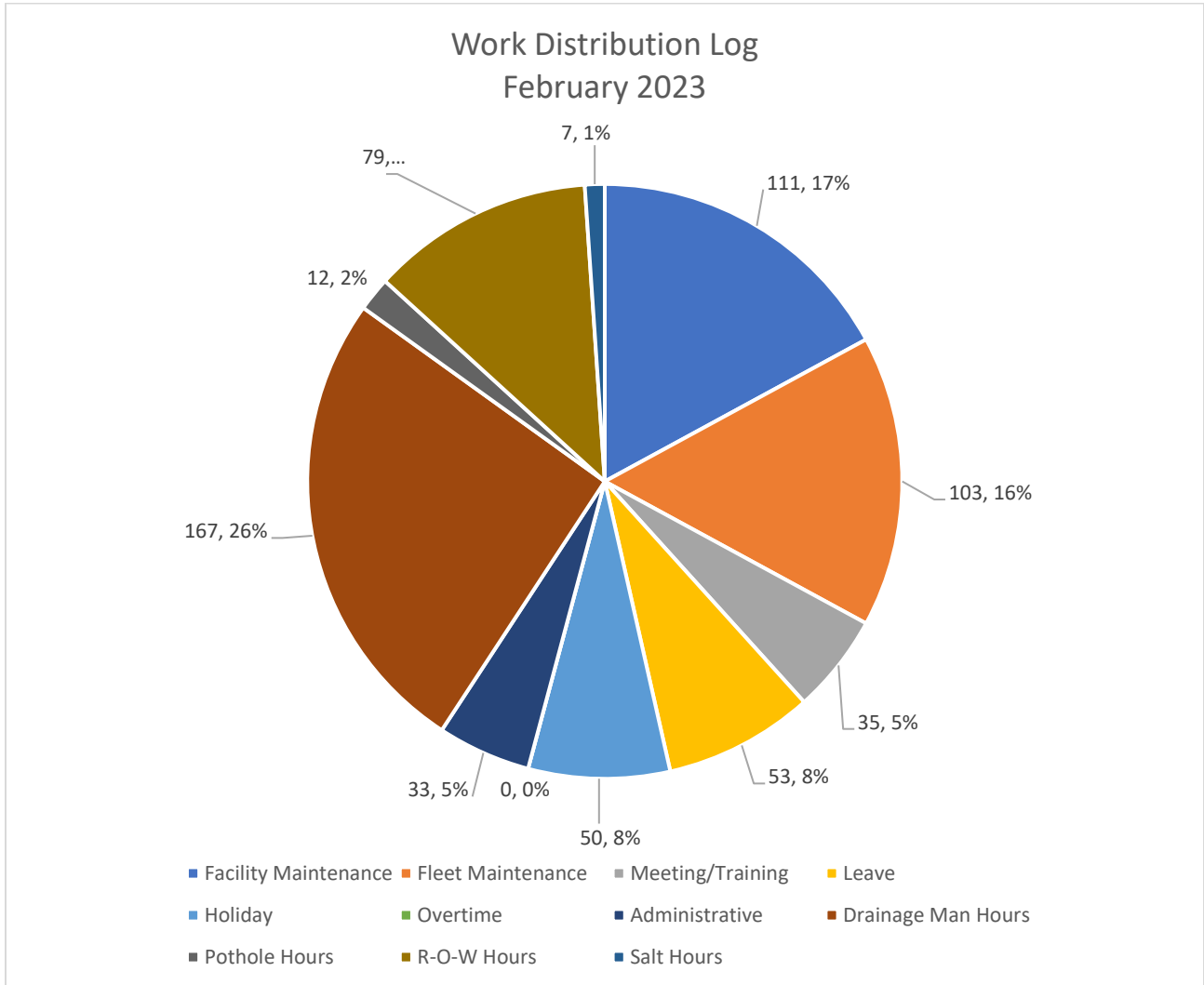
Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Jan	23-Feb	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	320	320	2,384
Facility Maintenance	3494	723	446	574	394.5	85	45	301
Fleet Maintenance	1034	488	445	331	294.5	18	19	108
Meeting/Training	502	265	130	135	127.5	9	7	98
Leave	1,253	428	700	476	336	10	50	341
Holiday	795	270	230	230	230	40	20	190
Overtime	508.5	119	4	12	39.5	0	0	4
Administrative	385	167	1	0	72.5	0	0	16
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW					9	7	36
R-O-W Hours	0	166	30	97	170	7	32	94
Salt Hours	0	0	0	0	0	0	0	79
Salt Tons	0	0	0	0	0	0	0	15

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Jan	23-Feb	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	240	320	3,476
Brush Truck Loads	459	551	522	578	584	18	45	309
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	459	240	2,684
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	49	97	742
Litter Pickup Bags	334	507	546	511	456	43	21	298
Litter Pickup Hours	1147	1132	985	957	892	62	43	584

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

Total Hours Worked in The Stormwater Division were 800 Hours. The chart below show what percentage of time was spent on each job task.



**Monthly Work Log**

02/01/2023 WO020123001 Snow/Salting operation

02/02/2023 WO020223007 Preventative Maintenance on equipment 416(Kubota Excavator) during drainage operations we notice that the hydraulic hose with rubbing. We purchase a hose guard (\$30.96) to stop it from failing.



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

02/06/2023 WO020623001 Preventative Maintenance on equipment 1330 Oil Change, wiper blades. Due to Safety concern, we added work light on plow, strobe lights in rear bumper and salt box.



WO020623004 Equipment 237 driver side lights wouldn't come on after inspection found the connected was loose and dirty cleaned and repaired.



02/07/2023 WO020823006 Received a complaint at 108 Bedrock due to drainage concerns. After inspection we don't have an easement for this area contacted the HOA and advised them that there landscaping personal could address this issue.



02/08/2023 Road Maintenance South Palmers at Tison Lane. Joint operation with streets and roads repairing damage road.



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

02/09/2023 WO020823007 and WO020823008 Customer came into the office and advised that they were run off the road into a hole. Added cold patch and repaired. Found another area on Wilkerson Lane and repaired it also.



02/13/2023 WO021323008 Received a complaint at 504 Cedarbrook of dead trees in the ditch behind the property. After inspection the trees are still standing and we don't have an easement or drainage in the rear of the property and it would fall to the homeowner to clean up the yard.



02/14/2023 Target Solution, vehicle inspection.

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

02/15/2023 WO021523005 Inspection of drains before rain storms. There were 23 issues found and were corrected before the storms came into the area.



02/16/2023 WO021623006 Received a call from 106 East Side Drive, Mr. Banker states that there is ponding water in the field near his home. After inspection and talking to Mr. Banker there is standing water in this area and it is not a field the area is in a trust, we have no easement to enter the property to correct the problem.



02/20/2023 Holiday (President's Day)

02/21/2023 WO022123007 Cleaning, removing trees, trash from I-65 and SR-76 area. This work continues until the 23<sup>rd</sup>



02/22/2023 Continue WO022123007

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

02/23/2023 Facility Maintenance: Due to safety and access to the electrical meter we cleaned and moved the pipe in from of the building.



02/27/2023 WO022723002 Took F-150, (#1329), to mechanic shop for General Repair on AC, General Repair on Engine Fan, and Cabin Air Filter Replaced... Engine fan kept running on high constantly and AC only blew warm/hot air. Total cost of repair \$3453.59



Inspector Notes / Daily Log

Stormwater / Public Works Inspection	
EPSC Site Inspections	12
Land Disturbance	22
Open Trench Inspections	10
Fence Inspections	10
Proof Rolls	2
Public Works Inspection	12
Final Storm	33
Final Road	35

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

Daily Work Log:

Feb 1. - Re-inspection on concrete forms at Legacy Farms. Updated reports, work logs, work orders, BMA. Assisted with salt operations. Delivered Ice-Melt.

Feb. 6 – Proof Roll at Copes. Tidal Inspection of Storm Infrastructure. Legacy Farms Open Trench. Calista Farms track out issues addressed.

Feb. 7 – Cambria Open Trench & EPSC. Cardinal Pointe Open Trench and EPSC. Legacy Farms Open Trench. Sage Farms EPSC.

Feb. 8 – Site Walkthrough at Dorris Farms Ph.1, Jackson Farms Ph.1. Copes Crossing Site meeting. EnerGov meeting. Form inspection at The Reserve.

Feb. 9 – Inspection of The Flatts. Updated LTMAP to the Flatts. Proof Roll at Legacy Farms.

Feb. 13 – LDP discussion with engineer and director. Cambria Open Trench. Fence Permits. Form inspections at 300 Covington bend. Copes Crossing inspections on forms.

Feb. 14 – Open Trench @ Cambria. Final Inspections at Legacy. LDP for Legacy’s Monthly New Starts.

Feb. 15 – LD Permits and Inspections for Summerlin and Willow Grove. Update work orders and inspections.

Feb. 16 - Sick Time.

Feb. 21 – Legacy Farms Open trench. The Parks Final Inspections on 13 lots. The Reserve form inspections. Complaint Regarding Track out from the Mill. Addressed questions regarding LTMAP for Twin Springs. Moved Equipment for Parks and Rec.

Feb. 22 – Legacy Farms Open Trench. Finals at Legacy Farms. The Parks Finals and EPSC Inspection. 1 hr. PTO.

Feb. 23 – Summerlin Walkthrough, remarking curbs and sidewalks for Repair. 2 hrs. PTO.

Inspector Hours:

Hours Worked: 137  
Holiday Hours: 10  
PTO: 13  
Total Hours: 160

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

Public Works Stormwater Division

<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-Feb</b>	<b>YTD 22/23</b>
Stormwater	8,134	9,364	8,741	10,229	9191.25	720	800	6,528
Facility Maintenance	3494	2187	1,227	1,137	887.25	146	111	619
Fleet Maintenance	1034	514	282	380	422.5	45	103	507
Meeting/Training	502	510	517	400	457	23	35	347
Leave	1,253	576	613	810	823	107	53	961.75
Holiday	795	470	385	555	545	70	50	435
Overtime	508.5	488	414	311	152.75	3	0	183
Administrative	385	698	803	867	1153.25	22	33	200
Drainage Work (feet)	0	906	2749	10	0	1,628	423	7,566
Drainage Man Hours	0	1470	1045	170	14	265	167	2480.5
Debris Removed Load	0	100	35	44	0	28	0	111
Sweeping Man Hours	0	18	13	0	0	0	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	0	0	20
Shoulder Hours	0	155	160	49	176	0	0	12
# of Potholes	0	250	473	346	385	43	0	69
Pothole Hours	0	759	734	1,181	831.5	12	12	57
R-O-W Hours	0	2835	2416	4,027	3044.5	22	79	432
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	0	7	56
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	11	0	11
Traffic Light Hours	0	0	65	20	158	0	0	0
Inspector Hours						180	0	626

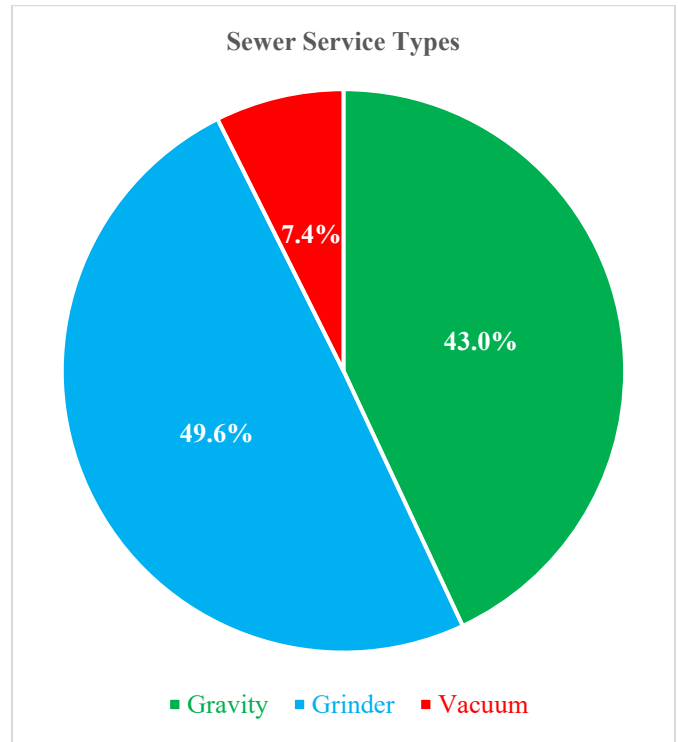
**Public Services Department - Wastewater Division  
February 2023**

**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 **February 28<sup>th</sup>, 2023**, City personnel count a total of **6,015** sewer system connections, with **25 new** applications for service in **February 2023**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,589</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,982</b>
<b>Vacuum Sewer Connections</b>	<b>444</b>

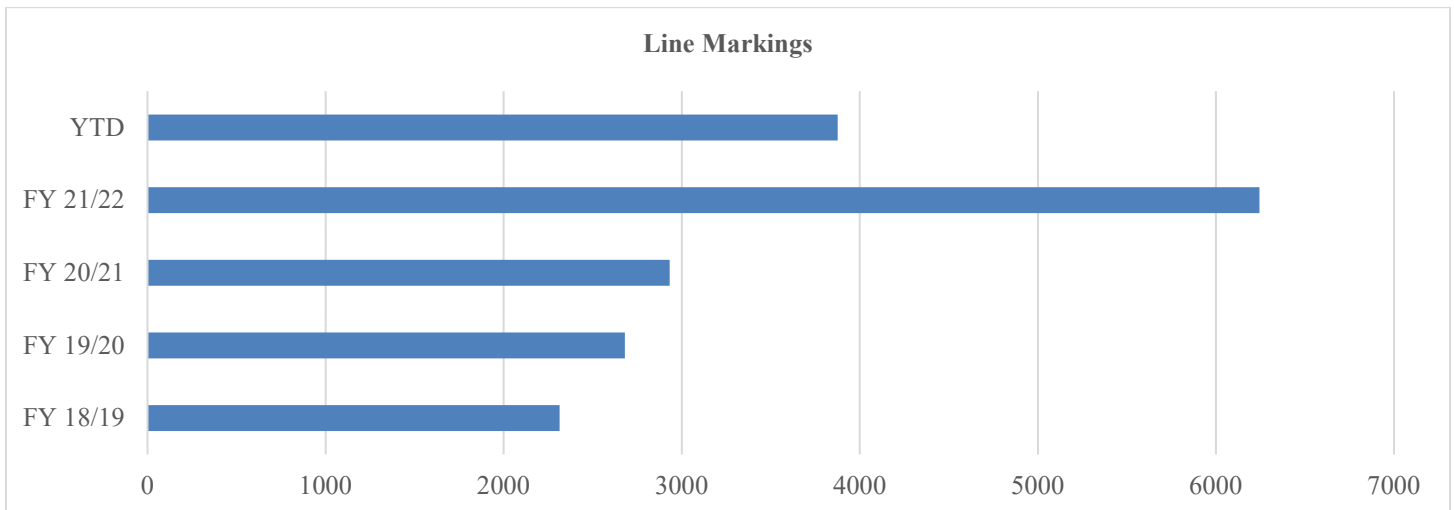
The City counts **187** commercial grinder stations, **2,795** residential grinder stations, and **28** major lift stations integrated into our system.



**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>February 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
Tennessee 811	2315	2680	2933	6245	351	3876



**Public Services Department - Wastewater Division  
February 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>Feb 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		0	3
Cambria	1	4	3	4		0	0
Belmont Lodge Apartments	n/a	n/a	n/a	0		0	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		1	1
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  
February 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.

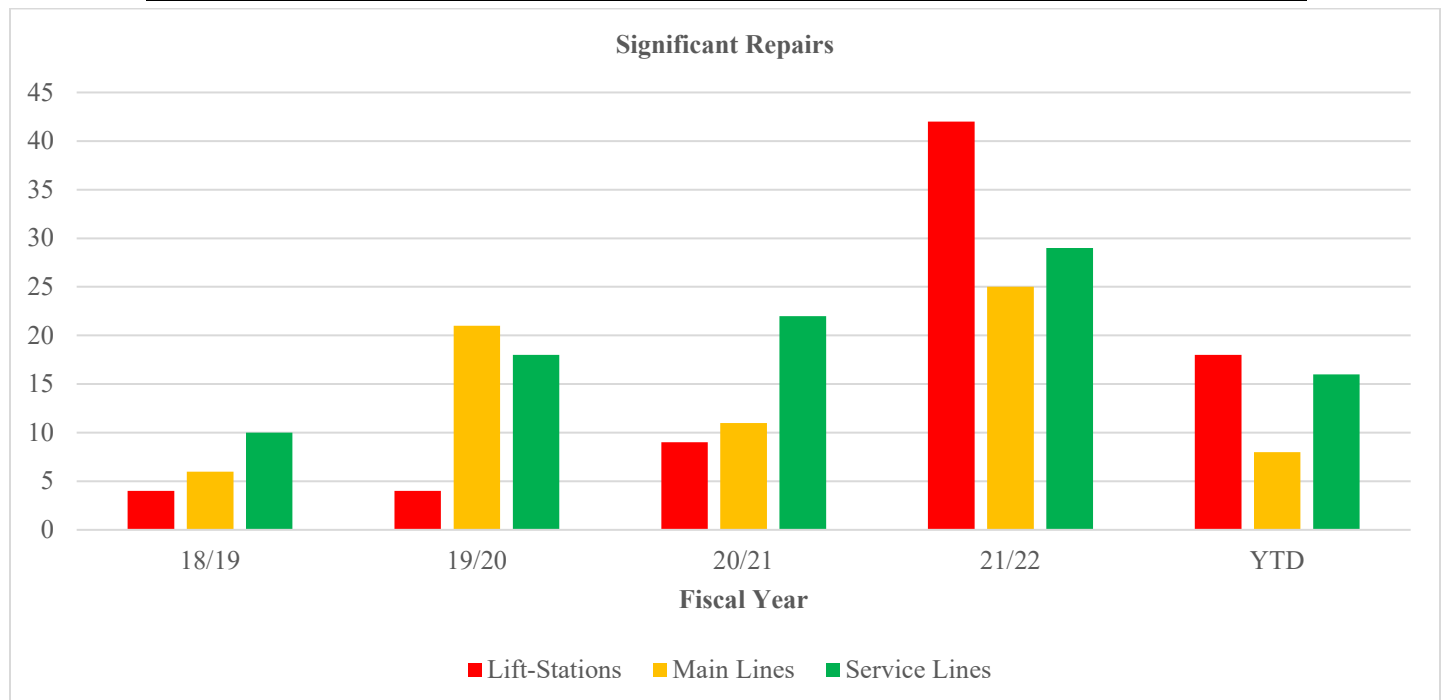
**Major Alarms:**

- Wilkinson Lane: Discharge line on pump-1 within the wet-well has completely separated, and pump-2 line has developed a small hole. Pump-1 has been temporarily taken out of order, and plans are in motion to repair/replace both lines. Parts are currently on order, and repairs are expected to be completed by mid-March.

**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>Feb 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
Major Lift Stations	4	4	9	42		1	18
Main Line	6	21	11	25		2	8
Service Line	10	18	22	29		0	16

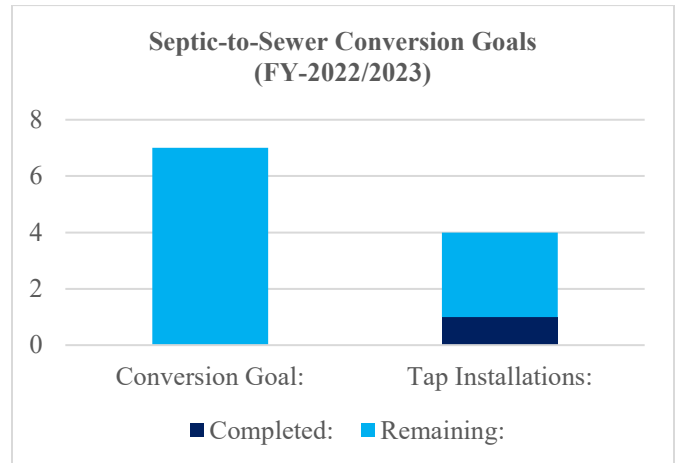
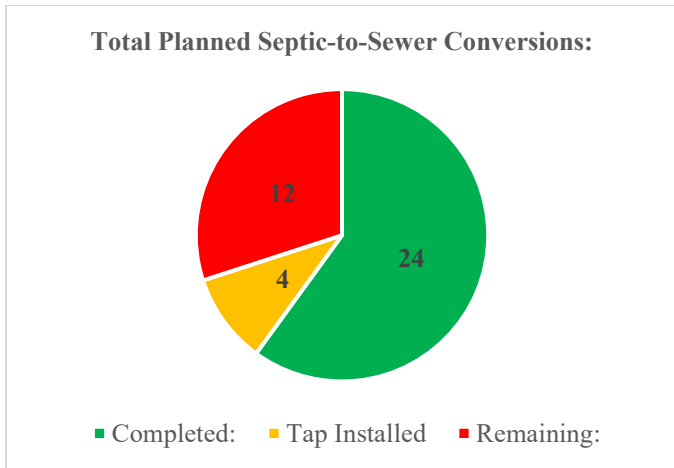




**Public Services Department - Wastewater Division  
February 2023**

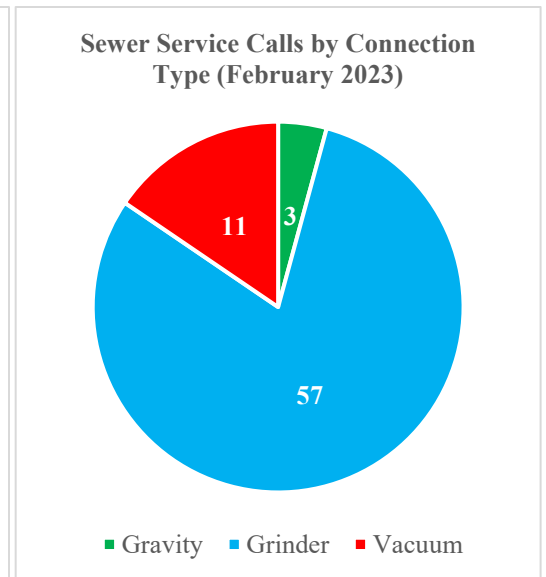
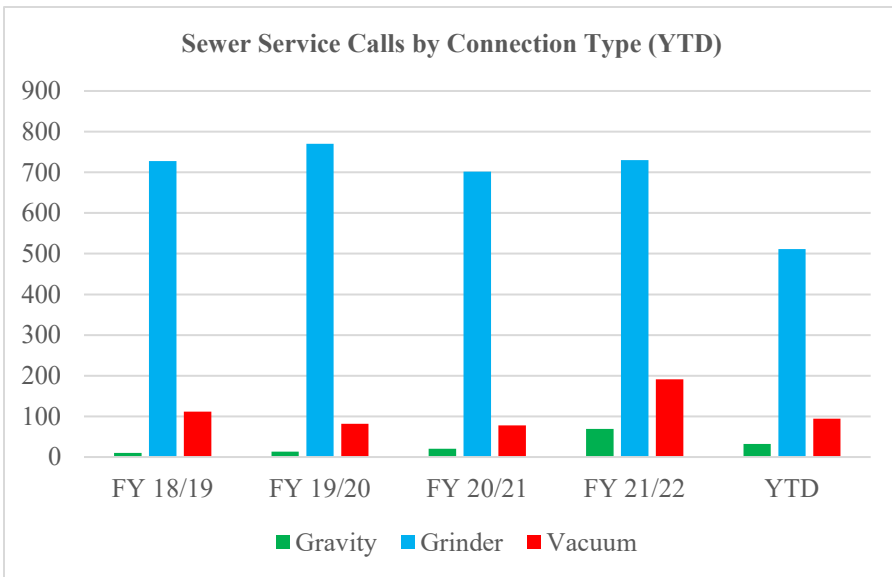
**Ongoing Projects:**

- 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 pipe fusing has begun. 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  
February 2023**

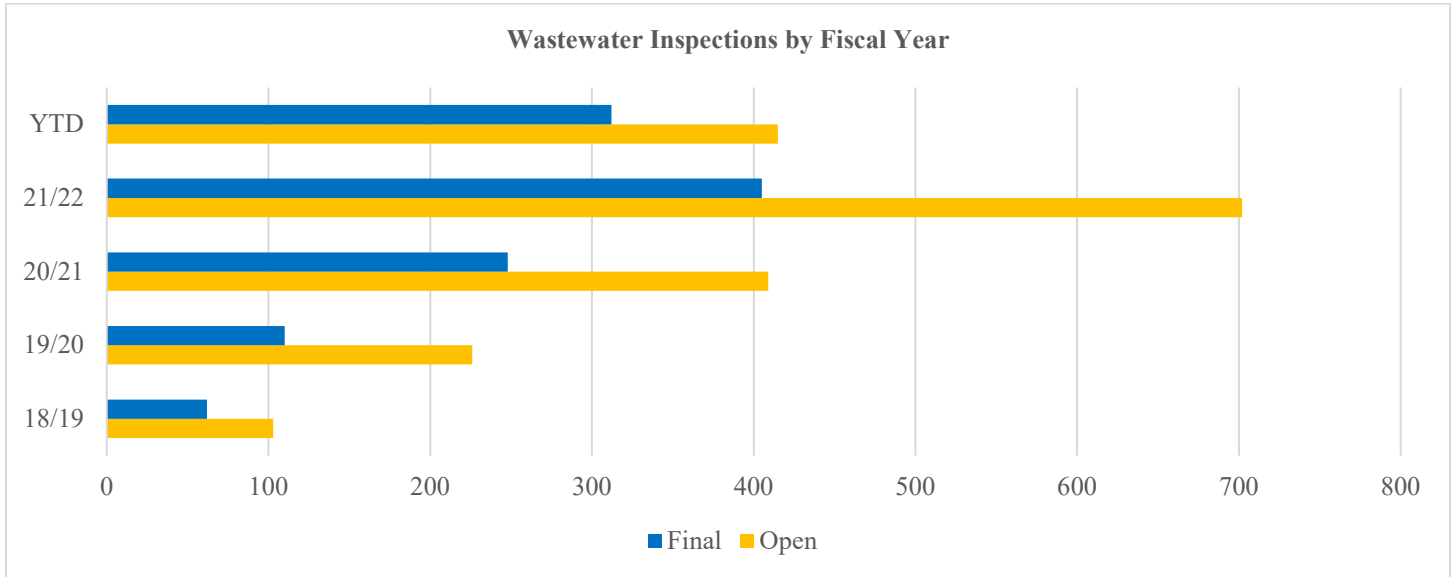
<u>Work Orders</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Feb 2023</u>	<u>FY 22/23 YTD</u>
<b>Vacuum System Service Request</b>	112	82	78	191		<b>11</b>	<b>94</b>
<b>Gravity Service Request</b>	10	13	20	69		<b>3</b>	<b>32</b>
<b>Low Pressure Service Request</b>	728	770	702	730		<b>57</b>	<b>511</b>
<b>Total Pumps Replaced</b>	361	449	492	472		<b>43</b>	<b>308</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	135	114		<b>0</b>	<b>30</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	129		<b>4</b>	<b>94</b>
<b>Grinder Tank PM Program</b>	358	267	219	117		<b>13</b>	<b>85</b>
<b>Open Trench Inspections</b>	103	226	409	702		<b>44</b>	<b>415</b>
<b>Final Inspection for New Service</b>	62	110	248	405		<b>39</b>	<b>312</b>
<b>Sanitary Sewer Overflow (SSO)</b>	3	49	19	28		<b>0</b>	<b>8</b>
<b>Odor Complaints</b>	43	43	35	22		<b>1</b>	<b>17</b>



**Public Services Department - Wastewater Division  
February 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.

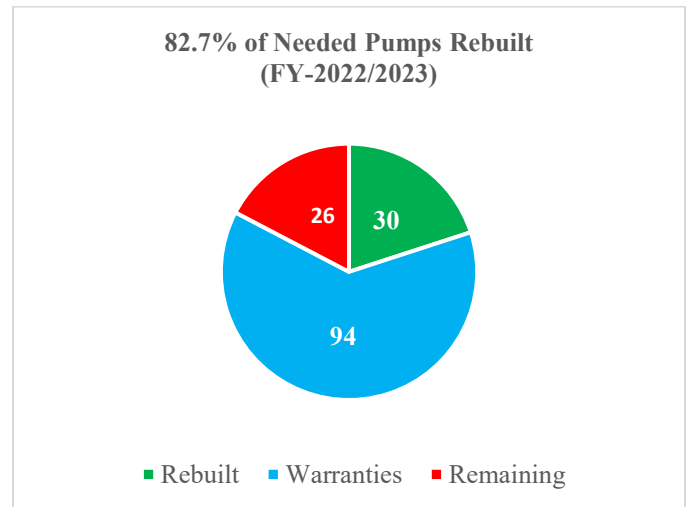


**Pump Rebuilds:**

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  
February 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>Nov - 22</b>	<b>Dec - 22</b>	<b>Jan - 23</b>	<b>Feb - 23</b>	
<b>Flow – To Creek</b>	0.648 MGD	0.732 MGD	0.718 MGD	0.701 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>	0.648 MGD	0.732 MGD	0.718 MGD	0.701 MGD	
<b>Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
<b>% of Plant Throughput</b>	46.3%	52.3%	51.3%	50.1%	(0.701 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>	57.9%	65.4%	64.1%	62.6%	(0.701 MGD) / (1.120 MGD)
<b>Rainfall</b>	4.95”	6.68”	6.37”	3.36”	

	<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>February 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
<b>Effluent Violations</b>	7	12	7	32		5	12

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.

On February 25<sup>th</sup>, an aerator bearing failed on the oxidation ditch, which prevented the treatment plant from being able to entrain enough air in the water, and resulted in three daily failures on ammonia limits. Although a spare bearing was on-hand, repairs on this particular bearing could not be completed without access to a large crane to remove the gearbox and shaft. As of March 1<sup>st</sup>, this repair has been completed and the plant has been returned to normal operation.

Annual WET testing of C. Dubia reproduction rates failed on diluted samples (but passed on undiluted effluent). Retests are currently underway, as required by permit.

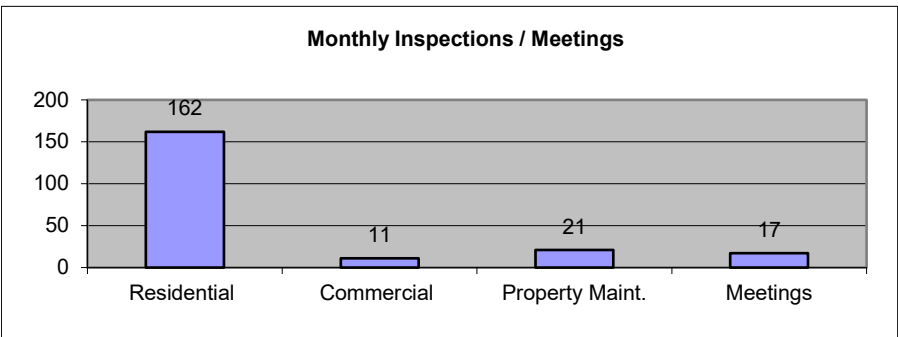
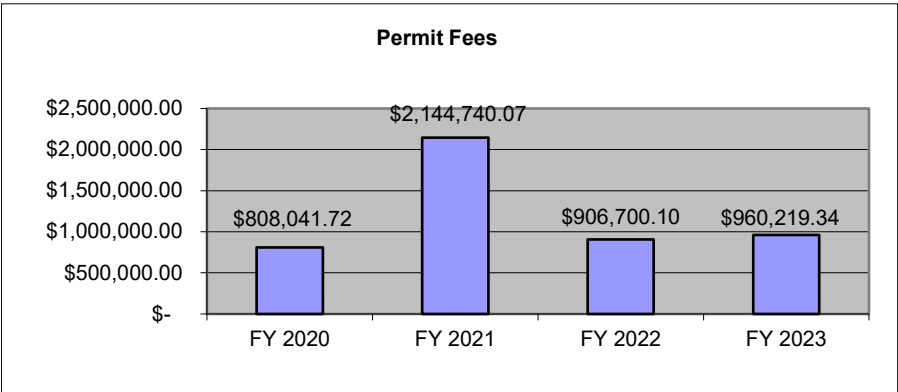
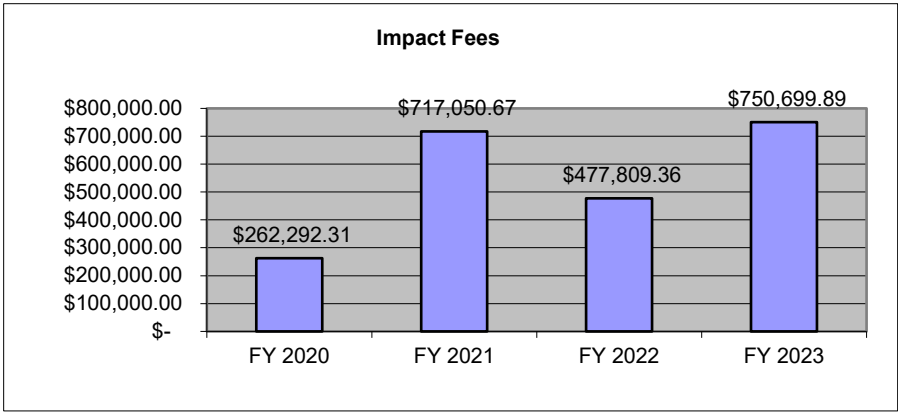
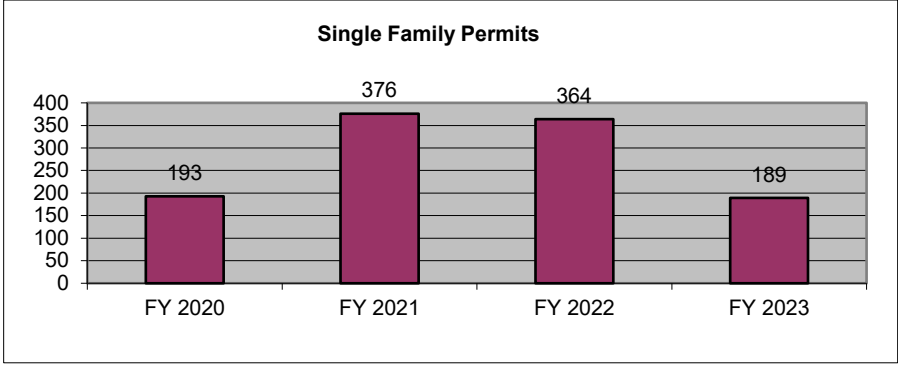
2. **TDEC Order and Assessment:** On July 15<sup>th</sup>, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous 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.**

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

3. **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 **2.12** parts per million (ppm). The average residual was **0.21** PPM with a max residual of **0.30** PPM. *Last month the feed rate was 2.50 ppm.*

Our TDEC permit states in part that, “The concentration of the E. Coli group after disinfection shall not exceed **126 CFU’s** (colony forming units) per 100 ml.” Additionally, our *daily maximum* concentration limit is **941/1000ml**. Our E Coli testing for the month was an average of **75.1 CFU’s** which is well below the limit. *Last month the average was 37.7 CFU.*

**Planning and Codes Department  
February 2023**



**Planning and Codes Department  
February 2023**

	Month	FY2023	FY2022	FY2021	FY2020
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	2	59	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	27	189	340	376	193
Multi-Family Residential	216	226	0	22	13
Other Residential	8	58	89	83	91
New Commercial	0	7	7	6	6
New Industrial	0	0	0	2	0
Other Com/Ind	6	26	25	23	33
Sign	3	14	11	17	14
Occupancy Permits	25	260	319	400	212
Other	7	17	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	162	3244	5452	2621	2858
Hours	81	1497.5	1367	533	699
Commercial /Industrial	11	72	139	92	110
Hours	5.5	45.5	48	18	12.83
<b>CODE ENFORCEMENT</b>					
Total Cases	21	83	35	98	179
Hours	10	56	35.75	70.24	86.75
Complaints Received	21	78	55	41	116
<b>MEETINGS</b>					
Administration	3	61	117	72	58
Hours	1.5	76.5	127	70	38
Planning	14	82	127	53	76
Hours	7	91.5	96	50	70
Codes	2	5	8	11	28
Hours	2	8	10	9	37
<b>FEES</b>					
Permit Fees	\$285,991.63	\$ 960,219.34	\$ 906,700.10	#####	\$808,041.72
Board Review Fees	\$1,775.00	\$ 11,350.00	\$ 14,100.00	\$ 84,775.00	\$11,000.00
City Impact Fee	<b>\$227,574.58</b>	<b>\$ 750,699.89</b>	<b>\$ 477,809.36</b>	<b>\$ 717,050.67</b>	<b>\$262,292.31</b>
Roads	\$71,284.00	\$ 215,121.51	\$ 664,873.68	\$ 301,769.60	\$77,860.90
Parks	\$63,612.00	\$ 171,138.00	\$ 114,114.00	\$ 150,326.00	\$ 74,646.00
Police	\$48,736.60	\$ 154,251.73	\$ 125,535.54	\$ 191,431.41	\$ 59,096.30
Fire	\$32,100.13	\$ 113,370.00	\$ 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	216	428	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 30	\$ 9,592,874.60	\$25.00	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	15		17	16	15

# Parks, Recreation, & Cultural Arts Department

## February 2023

### Update on ongoing projects:

#### *Soccer Complex Renovation Phase II*

- Continue to work with TDEC on revising plans to meet the grant specifications
- Probably won't be until late fall/winter before construction actually begins

#### *Tennis Courts*

- Installed nets which allowed for soft opening
- Sod and seed/straw complete
- Problems with wind screen – cut in half moons to mitigate
- Only thing left is to run through punch list items
- Ribbon cutting March 8<sup>th</sup> at 4:00pm



#### *Rec Center*

- The only thing to really report this month was some progress on the north parking lot – better weather should speed that along and allow for the project to get fully going soon.

#### *Splash Pad Maintenance Building*

- No update



## Parks, Recreation, & Cultural Arts Department February 2023

### *Cemetery Software*

- Looks like next month is when we will finally be able to go live as almost all of the initial errors we have found have been corrected.

### *Museum Chimney Restoration*

- Ended up awarding project to Allegiance Chimney Solutions
- Job will be complete early next month

### *Greenway Bridge Restoration*

- Allowing CSR to review the quote before giving the go ahead

### *Utility Vehicle*

- Unfortunately, the Kawasaki Mule we ordered got cancelled due to there not being enough inventory.
- We were able to find and purchase a brand-new utility vehicle for the park off state contract through Coleman Tractor here in town but it was a little mor expensive than the Kawasaki we originally planned on purchasing.
- Already in use



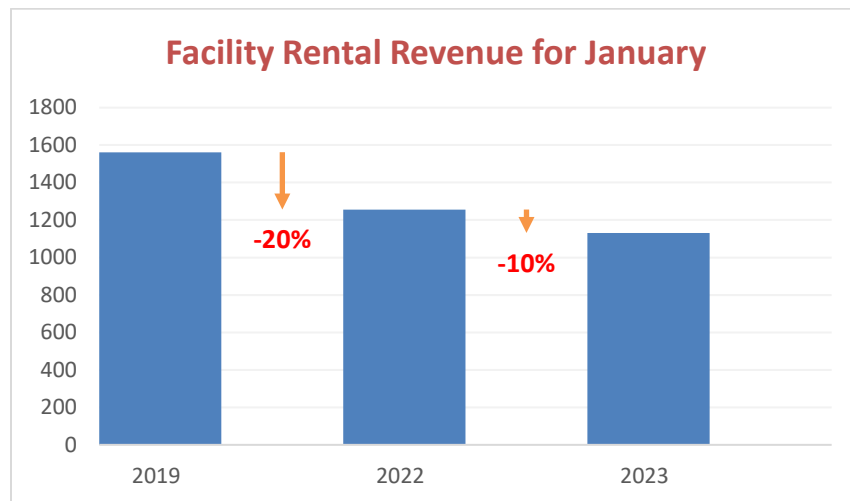
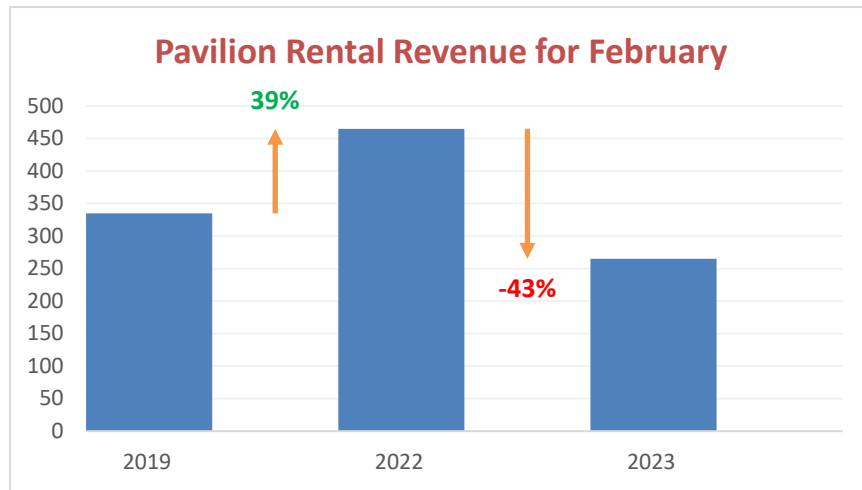
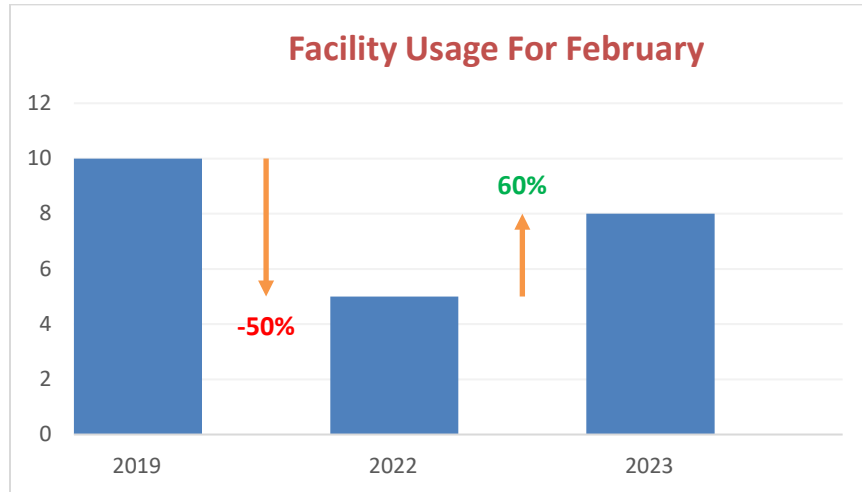
### *Cemetery Fencing*

- Received two bids – All-Star Fencing was awarded the bid
- Currently waiting for front of cemetery to be surveyed to ensure we are not encroaching on adjacent property during fence install
- Once complete the entire Cemetery will be completely fenced in

### *Dog Park Parking Lot Paving/Striping*

- Currently under design

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



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

**Recreation**

**Special Events**

- Finalized and received Egg signs for March Event

**Adult Athletics**

Men's Basketball: Registration closed Feb 21st

- 9 Teams and 5 Free agents

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

- 2 Teams 7 Free agents

**Youth Athletics**

Youth Basketball

- Ended 02/23

Girls' Volleyball: Registration ended Feb. 12<sup>th</sup>

- 6 teams: 3<sup>rd</sup>-5<sup>th</sup> Grade
- 8 Teams: 6<sup>th</sup>-8<sup>th</sup> Grade
- Evaluation Day: Feb 35<sup>th</sup>
  - 104 Girls attended

Challenger Baseball: Registration Jan. 1<sup>st</sup> – March 16th

- 4 registered
- Registration extended

**Other**

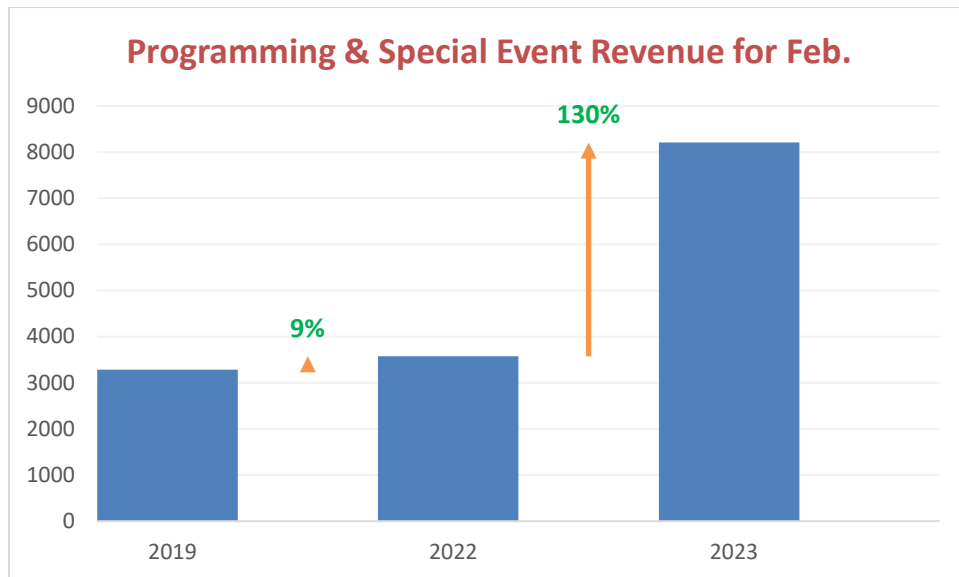
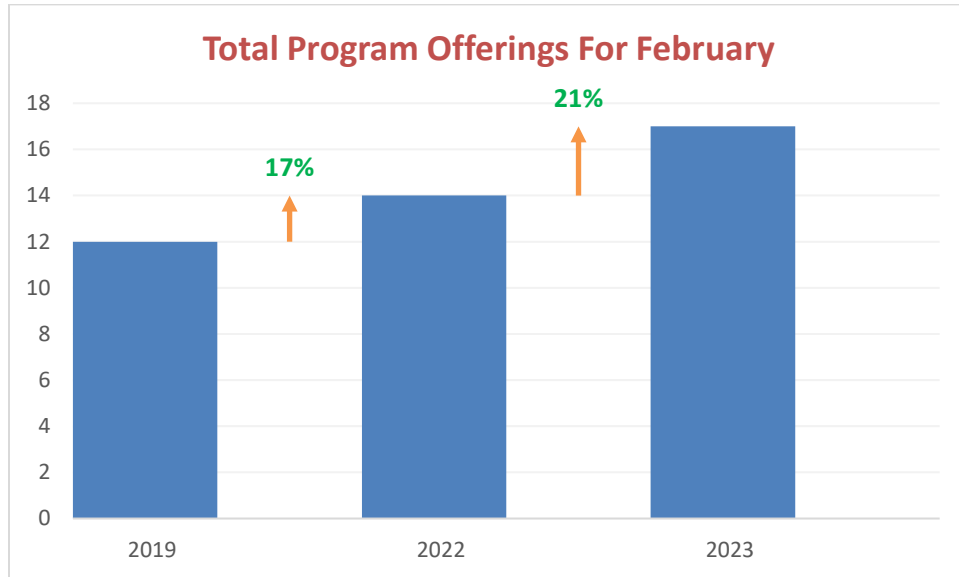
Open gyms

- Pickle Ball Open Gym
  - Tuesdays and Thursdays- Averaging 12 people a day
- Open Gym Basketball
  - Averaging 4 people per day

Facebook

- 327 Followers
- 26 total posts for February
- Best Performing Post: Linda's Recognition Post
  - 3.4K reach
  - 191 Likes/ Reaction's
  - 88 Comments

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



**Maintenance**

- We installed drains, put up a wood border and filled it in with playground mulch to help with the muddy area in dog park.

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

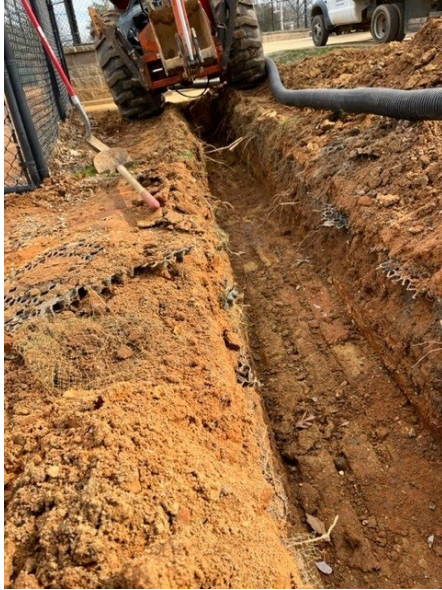


- We have turned the water back on at soccer, dog park and all drinking fountains.
- We rented a trencher and installed 100' of erosion fence in the back corner of the cemetery.
- We have been weed eating and spraying ballfield fences.
- We dug a drainage ditch and placed rip rap in the ditch next to the Jr. pro football field.



- We have piled up the dirt that was left at the cemetery to make it easier to haul out.
- We have been working on baseball infields to be ready for season. We took out humps under bases so they would set level and we packed mound clay around the home plates.
- We installed 65' base anchors on field 3 for WH Youth Baseball & Softball league.
- We are mowing soccer and baseball fields with the reel mowers.
- We installed a new drain at field 1 where water was standing and people were having to wade through water to get into dugout.

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



- We added rip rap to the drainage ditch and around drain at the soccer complex. (The drain in corner next to woods)
- We walked between all soccer fields and filled in holes with dirt.
- We sprayed Jr. pro field with round-up and pre-emergent.
- Pure Green sprayed quad, field 7 and soccer fields on 2/28 with pre-emergent and broad leaf weed control.
  
- We cleared out overgrown brush and trees in the back corner of the cemetery to look good for the new fence that is going up at the cemetery.

## Parks, Recreation, & Cultural Arts Department February 2023



### Museum

#### **Volunteers**

The volunteers were very excited to be invited to Liberty Creek Elementary to present about life and events leading up to the Revolutionary War as well as what was happening in this area at that time in history. The volunteers have provided the museum with 19.5 hours of service in February.



#### **Exhibits**



The museum's newest exhibit for Black History Month provides historic information on young people in black history.

#### **Tours at Museum**

Tours were given to walk ins.

#### **Building Maintenance**

Chimney repairs began on February 28.

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

February 8 – Met with Kay Hurt from the Sumner County School Board Archives about some scrapbooks.

February 14 – City Employees Appreciation Luncheon

February 15 – Presentation at Liberty Creek Elementary

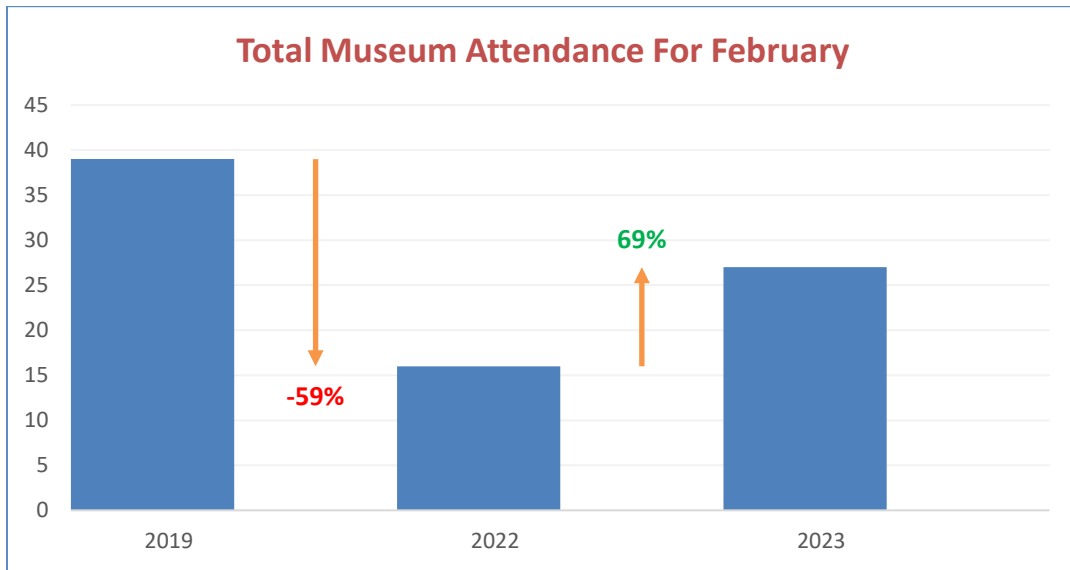
February 22 – Met with Steve Mitchell with HRP Residential about filming in the museum for promotion of the new property being built by spotlighting places in the city.

February 28 – Awards Luncheon

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

**Visitors' Center and Museum Attendance**

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
3	17	10	27	135



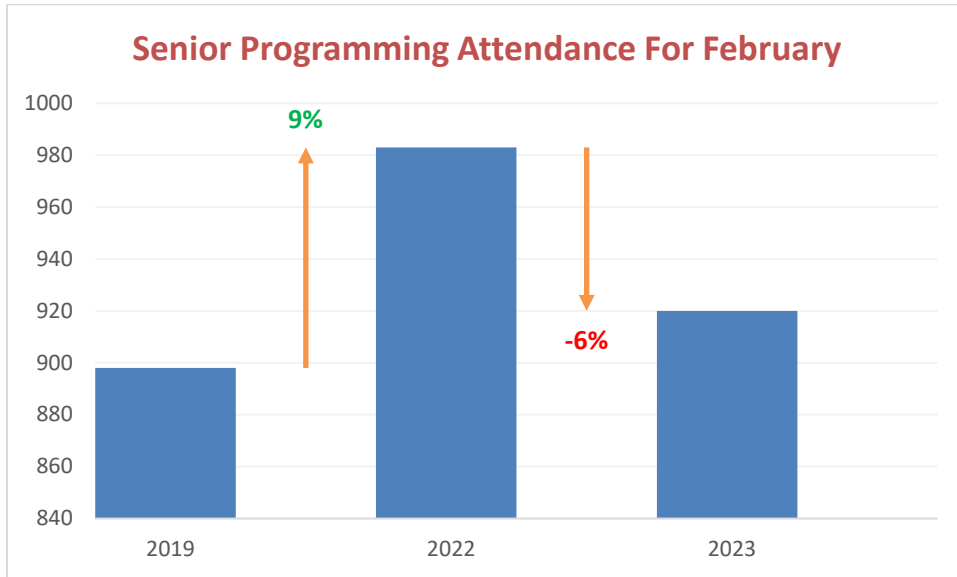


**Parks, Recreation, & Cultural Arts Department  
February 2023**

**Senior Center**

<b>Senior Center Participation - February 2023</b>			
<b><u>Outings/Events:</u></b>			
Eddie K	27		
Vallentines Party	36		
Chocolate Strawberry	13		
Bowling	9		
Hermitage	13		
NCG Movie	13		
Veterans-Doughnuts & Coffee	9		
Movie at the Center	3		
<b>Total</b>	<b>123</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		131	
		138	
		132	
		<b>401</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Fittercise-Strength, Yoga	444		
Walk	160		
Bingo	41		
Birthday Potluck	28		
Garden Club	31		
Bunco	25		
Farmers Rummy	9		
Bible Study	0		
Cards, Games,Pool, Puzzles	97		
Pickle Ball	37		
<b>TOTAL</b>	<b>872</b>		
<b>MEMBERS</b>	<b>307</b>	Updated members	as of 2/28
<b>1st time visitors</b>			6
<b>New Members</b>			6
<b>TOTAL Sr Center Participants:</b>	<b>1396</b>	<b>Total</b>	<b>1396</b>

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



	FYE 2019	FYE 2020	FYE 2021	Feb-19	Feb-22	Feb. 2023	YTD 22-23
<b>Facility Usage</b>	Parks and Recreation						
Special Use Permits Submitted	13	15	19	0	5	0	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	2	0	65
Splash Pad Pavilion Usage	177	106	99	0	0	0	122
Total Number of Pavilions Usage	297	156	207	0	2	0	199
Gymnasium Rentals	130	79	23	10	5	2	66
Amphitheater Usage	3	0	1	0	0	0	7
Community Room				0	0	6	17
Total Number of Facility Rentals	196	89	30	10	5	8	90
Ballfield Rentals	7	45	146	0	0	2	108
Vistor Center Attendance	6	21	20	1	3	3	19
Vistors Who Also Toured Museum	14	84	70	5	8	17	118
Museum Attendance Only	85	668	115	34	8	10	946
Total Museum Attendance	99	752	189	39	16	27	1064
<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	3	4	17
Number of Senior Center Memberships	319	1768	2000		205	307	1912
Number of New Senior Center Memberships	16	16	0	0	0	6	15
Senior Center Participants	14,966	9594	4412	1,250	1,325	1,396	10966
Senior Center First Time Visitors	32	59	36	0	19	6	90
Number of Senior Trips Offered	54	37	9	4	2	5	32
Number of Senior Trip Participants	896	613	81	73	17	75	410
Number of Senior Programs Offered	117	76	34	9	11	13	92
Number of Senior Program Participants	9,989	6798	1061	898	983	920	7202
Number of Senior Meals Served	54	34	36	4	4	3	31
Number of Meals Participants	4052	2235	3277	279	325	401	3354
Offsite Presentation Attendees	0	15	0		0	135	435
Total Number of Programs Offered			53	12	14	17	109
<b>Revenues</b>							
Youth Programs	\$55,825.00	\$41,183.00	\$44,261.00	\$3,283.00	\$3,509.00	\$4,041.00	\$ 68,623.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$ 6,230.00	\$0.00	\$65.00	\$4,165.00	\$ 10,435.00
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	\$900.50	\$949.00	\$1,332.50	\$ 11,126.00
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$ 9,112.50	\$335.00	\$465.00	\$265.00	\$ 3,995.00
Facility Reservations	\$19,305.00	\$ 8,046.88	\$ 2,956.25	\$1,562.50	\$1,256.25	\$1,131.25	\$ 10,752.75
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$ 5,820.50	\$0.00	\$175.00	\$56.00	\$ 4,071.00
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20	\$ -	\$0.00	\$5,817.00	\$0.00	\$ 22,045.50
Misc	\$11,744.00	\$15,394.74	\$ 9,686.39	\$6,384.00	\$1,775.00	\$0.00	\$ 4,417.18
<b>Maintenance</b>							
Mowing Hours	1,554	2,601	2,195	0	0	6	830.5
Work Orders Received	N/A	8	9	0	0	3	15
Work Orders Completed	N/A	8	9	0	0	3	14
Number of Projects Started	27	40	39		2	3	8
Number of Projects Completed	18	35	32		2	3	8
Number of ballfield rainouts	NA	NA	NA		53	25	50
Bags of Field Dry Used	NA	NA	NA		0	3	6

**White House Library**  
**February 2023**

**Summary of Activities**

The marketing committee met on February 7 to discuss the Fandomcon. The committee discussed the date and time of the event, the event location and the name of the event. Once the committee decided on those items, the library director has been actively getting vendors, performers, etc. for the event and has made some good progress.

The Library Director and Children's Librarian met to discuss Summer Reading performers, dates, and prizes.

The library staff attended an appreciation luncheon hosted by the chamber of commerce. The staff was very appreciative of the meal.

The library director attended a Lions club meeting on February 15. She reported that she had invited a community member to join the club and had spoken with Doctor DeHaven about possibly getting eye screenings done at the library. Dr. DeHaven said he would work on getting the equipment brought over to the library. The director picked up the eyeglasses that were donated to Farmer's bank and will bring them to the next Lion's club meeting so that another member can take those to Nashville. The director also received information about leader dogs, which are guide dogs for the blind. A brochure with that information was put out in the library. Lastly, the director is going to learn how to add new members to the lion's club database and is working on getting a box at the library for people to donate their old glasses.

The library director met with the city administrator to present the library board's recommended budget request of general fund increases and CIP projects. The city administrator also showed the library director their evaluation. Lastly, because the city believes there will be enough funds in the employee health insurance line to make up for the TCRS increase, the city administrator approved the library to move forward with the self-check kiosk for this budget year. Thus, there will only be two CIP projects next year, the one carry over and the one new one.

The library director completed the yearly evaluations of all the staff at the library and turned that in to HR.

Representatives from Stokes Brown met with the library director and library assistant at the White House Library to look at the RFID tags system. The group was shown how to write and erase tags, how the gate system worked, how the self-checkout station functioned, and a number of other details. This meeting was very helpful for Stokes Brown as they are going to be getting their own RFID system.

The library director met with the newly appointed Alderwoman for ward 3, Linda Silver. Linda was on the library board in the past, so the director updated her on the newly hired Youth Services Librarian, possible changes to the teen programs, and that she will be planning a meet and greet with all library staff, library board members and the board of mayor and aldermen.

**Department Highlights**

The highlights for the month were the progress made on the con, the lion's club work, and being able to get the self-check kiosk this year.

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

**Official Service Area Populations**

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

**Membership**

February	2019	2020	2021	2022	2023
<b>New Members</b>	91	100	46	60	80
<b>Updated Members</b>	214	259	339	254	183
<b>Yearly Totals</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Total Members</b>	8,376	9,496	7,027	7,125	7,367
<b>% of population with membership</b>	59	66	49	48	50

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

**Total Material Available:** 39,569

**Estimated Value of Total Materials:** \$989,225

**Total Materials Available Per Capita:** 2.67

**Last Month:** \$986,350

**Last Month:** 2.66

**State Minimum Standard:** 2.00

**Materials Added in February**

2019	2020	2021	2022	2023
181	140	218	204	163

**Yearly Material Added**

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	346

**Physical Items Checked Out in February**

2019	2020	2021	2022	2023
4,992	5,320	3,782	5,331	6,612

**Cumulative Physical Items Check Out**

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	12,779

**Miscellaneous item checkouts**

February	2019	2020	2021	2022	2023
<b>Technology Devices</b>	41	33	54	50	67
<b>Study Rooms</b>	74	66	19	47	77
<b>Games and Puzzles</b>	67	127	109	101	158
<b>Seeds</b>	28	115	135	64	119
<b>STEAM Packs</b>	19	32	0	12	14
<b>Cake Pans</b>	0	2	5	1	2
<b>Outdoor Items</b>	*	*	*	*	1
<b>Honor Books</b>	*	*	*	*	9

**Yearly Totals**

2019	2020	2021	2022	2023
137	381	725	743	134
253	305	395	746	77
222	955	1,263	2,060	323
112	302	878	883	215
61	25	160	234	34
1	28	21	69	6
*	*	*	17	2
*	*	*	19	20

**Library Services Usage**

February	2019	2020	2021	2022	2023
<b>Test Proctoring</b>	11	10	0	3	4
<b>Charging Station</b>	5	4	3	0	4
<b>Notary Services</b>	*	10	1	1	5
<b>Library Visits</b>	4,445	4,242	2,305	3,186	3,677
<b>Website Usage</b>	1,079	1,559	1,859	2,089	4,065
<b>Reference Questions</b>	4	3	5	4	2

**Yearly Totals**

2019	2020	2021	2022	2023
27	74	108	61	5
19	47	45	21	5
16	88	144	135	14
55,728	30,007	38,913	48,253	7,175
16,935	17,977	27,907	33,678	7,975
77	60	73	31	2

**Computer Users**

February	2019	2020	2021	2022	2023
<b>Wireless</b>	636	532	186	290	378
<b>Adult Users</b>	354	399	160	211	194
<b>Kids Users</b>	176	123	5	276	153

**Yearly Computer Users**

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	750
1,103	2,138	2,235	2,608	383
556	427	957	2,987	314

**Library Volunteers**

February	2019	2020	2021	2022	2023
<b>Library Volunteers</b>	16	12	9	8	9
<b>Volunteer Hours</b>	88	143	82.5	85.5	64

**Yearly Totals**

18-19	19-20	20-21	21-22	22-23
82	36	20	48	27
809	1,286	1,204	1,492.5	758

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

**Universal Class Counts**

February	
Sign ups	2
Courses started	0
Lessons viewed	28
Class Submissions	43

**Yearly Totals**

2019	2020	2021	2022	2023
9	10	13	18	6
16	53	39	2	2
194	1,771	1,008	876	95
105	800	515	465	131

**Programs**

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	0	2	1	2	3
total Sign-ups	60	83	84	106	136

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	0
500 Mark	2	0	2	5	5
Completion	1	2	4	7	3

**Face-to-face Kids Programs**

February	2019	2020	2021	2022	2023
Programs	15	11	0	11	12
Attendees	216	272	0	256	362
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	23
Attendees	4,201	1,185	2,167	3,646	626

**Grab & Go Kits**

February	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 is pleased that story times are still drawing large attendance even with the limited parking situation.

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

February	2020	2021	2022	2023
Programs	0	0	8	11
Attendees	0	0	37	28
Yearly	2020	2021	2022	2023
Programs	11	43	98	19
Attendees	77	370	437	46

**Grab & Go**

February	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 rescheduled it in February.

**Face-to-face Adult Programs**

February	2019	2020	2021	2022	2023
Programs	13	11	2	5	7
Attendees	77	58	12	21	28
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	15
Attendees	1,343	214	351	377	64

**Device Advice**

February	2019	2020	2021	2022	2023
Sessions	*	*	2	3	7
Yearly	125	51	81	131	21
Passive					
February	*	*	0	0	0
Yearly	*	*	0	20	0

**Interlibrary Loan Services**

February	2019	2020	2021	2022	2023
Borrowed	53	69	41	74	48
Loaned	45	16	10	33	15

**Yearly Interlibrary Loan Services**

2019	2020	2021	2022	2023
690	534	673	872	102
410	151	226	317	31

February	R.E.A.D.S
Adults	1,958
Juvenile	147

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	15,898
Juvenile	1,430	1,189	1,032	2,013	1093

The READS statistics come from the state.

City Court Report  
February 2023

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$3,354.50	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$28,919.00</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$1,074.31	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$14,875.11</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$4,428.81</u>	
<b><u>TOTAL REVENUE YTD</u></b>		<b><u>\$43,794.11</u></b>

**DISBURSEMENTS**

LITIGATION TAX	\$207.47	
DOS/DOH FINES & FEES	\$205.20	
DOS TITLE & REGISTRATION	\$57.00	
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>\$469.67</u>	
<b><u>TOTAL DISBURSEMENTS YTD</u></b>		<b><u>\$5,685.23</u></b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$3,959.14</u>	
<b><u>TOTAL ADJUSTED REVENUE YTD</u></b>		<b><u>\$38,108.88</u></b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$420.85</u>	
<b><u>DRUG FUND DONATIONS YTD</u></b>		<b><u>\$4,631.23</u></b>

Offenses Convicted & Paid For Month	Count	Paid
Careless Driving	1	\$105.00
Financial Responsibility Law	8	\$360.00
Registration Law	9	\$445.00
Improper Equipment	1	\$10.00
Texting/Hands Free Law	6	\$202.00
Codes Violation	2	\$892.50
DL Exhibited		
Red Light	3	\$290.00
Animal Control		
Stop Sign	1	\$75.00
Speeding	7	\$602.50
Seat Belt-Child Restraint	3	\$50.00
Anti-Noise Regulations		
Exercise Due Care	4	\$277.50
Following Too Close		
Total	45	\$3,309.50