



# **City Administrator Report: May 2023**

**Administrative & Legislative Services Department**  
**May 2023**

**Administration**

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

- May 1:
  - Department Head Staff Meeting
  - Bid Opening SFM PH3
  - Bid Opening WHHHS Driveway Connection
  - Staff Plan Reviews
  - BMA Study Session
  
- May 2:
  - Police Detective Meeting
  - Robertson County Election Commission
  - Mayor Update
  
- May 3:
  - White House Recreation Center- Architect Meeting
  - Learn at Lunch- Mental Health in the Workplace
  - Active Shooter Training
  
- May 4:
  - Casualty Loss Insurance Meeting
  - Ribbon Cutting for SKINriched
  - Bid Review- SFM PH3
  - Leisure Services Board
  
- May 8:
  - Planning Commission
  
- May 9:
  - Retainage Meeting
  - Rotary Scholastic Banquet
  
- May 10:
  - Sumner Co. Economic Development
  
- May 11:
  - D.A.R.E graduation
  - Stormwater Manager Interviews
  - Library Board
  
- May 15:
  - Department Head Staff Meeting
  
- May 18:
  - Sumner County Joint Economic Development Board
  - Board of Mayor and Alderman Meeting
  
- May 29:
  - Memorial Day Ceremony

**Administrative & Legislative Services Department  
May 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	\$20,597,561	↓13.44
Industrial Development	\$86,000	\$59,158	↓22.88
State Street Aid	\$495,000	\$472,104	↑3.70
Parks Sales Tax	\$2,526,000	\$1,715,971	↓25.56
Solid Waste	\$1,356,081	\$1,083,077	↓11.80
Parks Impact Fees	\$405,744	\$405,744	↑8.33
Police Impact Fees	\$25,098	\$25,098	↑8.33
Fire Impact Fees	\$116,554	\$16,554	↓77.47
Road Impact Fees	\$33,909	\$33,909	↑8.33
Police Drug Fund	\$4,500	\$2,000	↓47.23
Debt Services	\$1,236,600	\$1,273,640	↑7.71
Wastewater	\$20,265,581	\$17,715,610	↓4.25
Dental Care	\$74,500	\$69,650	↓12.07
Stormwater Fund	\$1,972,599	\$1,584,157	↓11.36
Cemetery Fund	\$90,565	\$65,855	↓18.95

\*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	145	106	107	131	142
April	103	105	154	85	138	185
May	138	153	133	82	129	121
June		52	47	45	50	52
<b>Total</b>	<b>1,482</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>May 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	135	1,415	1,442	1281	\$1,628,564.25	\$1,640,827.83	\$1,482,989.65
Purchase Orders \$10,000-\$24,999	3	31	24	29	\$399,701.69	\$404,406.65	\$417,161.17
Purchase Orders over \$25,000	0	36	40	45	\$39,093,456.65	\$11,687,700.37	\$11,050,535.17
<b>Total</b>	<b>138</b>	<b>1,482</b>	<b>1,506</b>	<b>1355</b>	<b>\$41,121,722.59</b>	<b>\$13,732,934.80</b>	<b>\$12,367,741.04</b>

**Administrative & Legislative Services Department  
May 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>	62	57	39	85	61	30,614	30,026	22,930	N/A	879,671
<b>April</b>	72	68	101	43	56	31,817	31,127	20,881	N/A	820,505
<b>May</b>	51	54	38	27	29	35,606	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>598</b>	<b>609</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>336,692</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>Mar.</b>	9	14	11	69
<b>April</b>	11	11	7	41
<b>May</b>	3	10	11	29
<b>June</b>		10	11	36
<b>Total</b>	<b>113</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>	41	38	36	34
<b>April</b>	68	26	26	35
<b>May</b>	50	39	48	26
<b>June</b>		47	58	28
<b>FY Total</b>	<b>541</b>	<b>495</b>	<b>383</b>	<b>356</b>

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

**Administrative & Legislative Services Department  
May 2023**

**White House Farmers Market**

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	2 (\$30)	\$300
<b>February</b>	5(\$75)	\$360
<b>March</b>	4(\$60)	\$600
<b>April</b>	4(\$60)	\$600
<b>May</b>	10(\$150)	\$1,620
<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>25 (\$375)</b>	<b>\$3,480</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>	16	14	12	11	7	17	16
<b>April</b>	6	13	17	2	12	25	14
<b>May</b>	34	20	25	11	6	26	27
<b>June</b>		14	31	10	9	23	14
<b>Total</b>	<b>168</b>	<b>164</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
May 2023**

**Finance Section**

During May the Finance Office began implementation of the new utility customer application process, continued working on fiscal year 2024 budgeting tasks, and began preparing for the Assistant Finance Director position vacancy. The total property taxes billed for tax year 2022 is \$5.4 million. As of the end of May, approximately \$5.19 million (96.1%) was collected. The Assistant Finance Director, Rachael Krohn, has been with the City since July 2015 and her final day with the City is June 8, 2023. Ms. Krohn has been an integral part in accomplishing many tasks on behalf of the City and Finance Department. We thank her for her outstanding performance and dedication to the City. Members of the Finance Office also participated in the following events during the month:

- May 1: BMA FY 2024 Budget study session
- May 3: Active Shooter training
- May 9: WWTP Expansion Retainage Account meeting
- May 9: Tyler Technologies A/P Software meeting
- May 18: Finance Department Phone System Needs meeting
- May 18: Monthly BMA meeting
- May 22: Finance staff meeting

**Performance Measures**

**Utility Billing**

	<b>May 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>	30	251	284	357	171	62
<b>Move Ins (#)</b>	101	860	977	737	649	534
<b>Move Outs (#)</b>	74	760	898	743	602	534
<b>Electronic new customer signups (#)</b>	56	437	410	300	127	104
<b>Electronic new customer signups (%)</b>	43%	39%	33%	27%	15%	17%

**Business License Activity**

	<b>May 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	90	92	76	69	75
<b>Closed (notified by business)</b>	2	9	7	6	10	9

**Accounts Payable**

	<b>May 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>	509	4026	4254	4079	4003	3940

**Finance Department  
May 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	7,324,789	61%
Cemetery Fund	69,355	20,807	249,241	359%
Debt Services	1,112,015	333,605	695,039	63%
Dental Care Fund	38,650	11,595	166,301	430%
Roads Impact Fees	59,190	17,757	519,894	878%
Parks Impact Fees	61,429	18,429	254,677	415%
Police Impact Fees	43,930	13,179	575,046	1309%
Fire Impact Fees	28,875	8,663	380,427	1317%
Industrial Development	120,145	36,044	183,661	153%
Parks Sales Tax	1,207,310	362,193	331,496	27%
Police Drug Fund	5,050	1,515	58,397	1156%
Solid Waste	1,146,400	343,920	694,403	61%
State Street Aid	467,832	140,350	342,046	73%
Stormwater Fund	1,036,000	310,800	1,463,885	141%
Wastewater	5,011,600	1,503,480	9,125,838	182%

*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	11,996,237	↑ 8.86%
Cemetery Fund	69,355	46,103	↓ 25.19%
Debt Services	1,112,015	1,107,842	↑ 7.96%
Dental Care	38,650	40,478	↑ 13.06%
Roads Impact Fees	59,190	305,212	↑ 423.98%
Parks Impact Fees	61,429	268,631	↑ 345.64%
Police Impact Fees	43,930	245,890	↑ 468.06%
Fire Impact Fees	28,875	162,387	↑ 470.71%
Industrial Development	120,145	162,724	↑ 43.77%
Parks Sales Tax	992,310	962,636	↑ 5.34%
Police Drug Fund	5,050	23,591	↑ 375.48%
Solid Waste	1,146,400	1,092,443	↑ 3.63%
State Street Aid	467,832	426,888	↓ 0.42%
Stormwater Fund	1,036,000	981,220	↑ 3.05%
Wastewater	5,011,600	6,801,786	↑ 44.05%

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

**Human Resources Department  
May 2023**

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

- May 01: Board of Mayor and Aldermen Budget Study Session
- May 02: Chamber of Commerce Board Meeting
- May 03: Chamber of Commerce Lunch and Learn: Breaking the Stigma
- May 04: Wastewater Tech I Interview
- May 10: Part Time Parks Attendant Interviews
- May 11: Stormwater Manager Interviews
- May 12: Chamber of Commerce Monthly Luncheon  
White House Police Department Annual Awards Banquet
- May 13: Tennessee City Managers Association Middle Tennessee Managers Meeting
- May 18: Board of Mayor and Aldermen Meeting
- May 22: Firefighter Testing
- May 23: Two (2) Part Time Parks Attendant New Hire Orientations
- May 24: Sumner County Council of Governments Luncheon  
Farmers Market
- May 30: Stormwater Manager New Hire Orientation

**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	0	2	0
April	0	0	1	2
May	0	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  
May 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	0	1	0	0
April	0	1	0	0
May	0	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: 5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January	0	4	2	2
February	0	2	0	1
March	2	3	0	1
April	0	2	2	0
May	0	2	0	2
June		1	3	2
<b>Total</b>	<b>9</b>	<b>19</b>	<b>12</b>	<b>18</b>
<b>Percentage</b>	<b>8.74%</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	0
March	1 (T)	0	0	0
April	0	0	0	0
May	0	0	0	0
June		0	0	1 (T)
<b>Total</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>4</b>

**Police Department  
May 2023**

**Highlights**

May 14<sup>th</sup> to May 20<sup>th</sup> was National Police Week

On May 16<sup>th</sup>, the White House Police Department held their Annual Awards Ceremony in the Donald L. Eden Community Room. We had an outstanding attendance and a magnificent dinner catered by The Meat Sweats with the awards presentation to follow.

**Officer of the Year 2021** – Corporal JC White

**Police Star Awards**

**Five Years of Service** – Corporal Ethan Hoffman

**Distinguished Service Award**

**Ten Years** – Susan Johnson

**Five Years** – Chelsey Hough

**Life Saving Award**

Corporal J C White

Officer Brent Loveday

**Exceptional Duty Award**

Corporal J C White

Officer Caleb Railey

Corporal Brandon Waller

Corporal Brandon Waller and Sergeant Eric Enck

**Enforcement Awards**

**Most Criminal Arrests** – Corporal J C White (124 Arrests)

**Most DUI's** – Corporal Ethan Hoffman (14 DUI's)

**Most Citations** – Sergeant David Segerson (247 Citations)

**Citizen Commendations**

Alexandria Oliver

Derek Hales

Brian Goedde II

Michael Lopez

**Meetings/Civic Organizations**

- ***Chief Brady attended the following meetings in May:*** Department Head Staff Meeting (5/1 & 5/15), Board of Mayor and Alderman Study Session (5/1), Planning Commission (5/8), Rotary Scholarship Dinner (5/9), Robertson County Chief's Meeting (5/10), D.A.R.E. Graduation (5/11), LEACT Meeting – TBI (5/12), White House Police Department Awards Recognition Ceremony (5/16), Board of Mayor and Alderman Meeting (5/18), Sumner County Drug Task Force Meeting (5/24) and "Making a Difference in Robertson County" (VSCC 5/25).

➤ **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.

The goal is to achieve re-accreditation from the Tennessee Law Enforcement Accreditation program December 2023.

Susan attended the LEACT meeting at TBI Friday May 12.

She will be attending the 2023 LEACT Fall Conference in Pigeon Forge this August 29- Sept. 1.

**Police Department  
May 2023**

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>	0	168	0	168
<b>February</b>	0	610	0	610
<b>March</b>	0	652	24	676
<b>April</b>	0	280	0	280
<b>May</b>	0	264	0	264
<b>Total</b>	0	1,974	24	1,998

**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>May 2023</b>	<b>FY 2022-23</b>
<b>Three (3) Officers per Shift</b>	21	548
<b>Four (4) Officers per Shift</b>	41	66

\*Two Officer Minimum staffing was put in place due to staff shortage. In the month of March, we had 12 shifts with Two (2) Officers per shift.

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 – 100% Passed.
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.**

\*\*\*Tyler Technologies did an update on the Software the end of March. Now our reporting software is not showing any data. Stats are not available at the present time.

<b>Group A Offenses</b>	<b>May 2023</b>	<b>Per 1,000 Pop.</b>	<b>Total 2023</b>	<b>Per 1,000 Pop.</b>
<b>Serious Crime Reported</b>				
Crimes Against Persons			32	2
Crimes Against Property			72	6
Crimes Against Society			51	4
<b>Total</b>			155	12
<b>Arrests</b>			72	

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

**Police Department  
May 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.*

	May 2023	TOTAL 2023
<b>Traffic Crashes Reported</b>	37	195
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	53	152
<b>Written Warnings</b>	99	291
<b>Verbal Warnings</b>	333	923

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.*

COLLISION RATIO				
<u>2023</u>	<u>COLLISIONS</u>	<u>INJURIES</u>	<u>MONTHLY RATIO</u>	<u>YEAR TO DATE</u>
<b>May</b>	37	4 YTD 29	11%	15% YTD 195

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

**Staffing:**

- Ofc. Terry Brown (TJ) started the Tennessee Law Enforcement Academy April 2<sup>nd</sup>. He will graduate from the Academy on June 23<sup>rd</sup>.
- Ofc. Christopher Sampson and Ofc. Blake McClusky are on FTO. They have been approved for the Tennessee Law Enforcement Academy that will start July 9<sup>th</sup>.
- We currently have 1 position open and are continuing to accept applications.

**Sumner County Emergency Response Team:**

- ERT will be going to Ranger Green Uniforms.
- They will be getting new Ranger green kits and Plate Carriers.

**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
<b>May</b>		

**Police Department  
May 2023**

**Communications Section**

	<b>May</b>	<b>Total 2023</b>
Calls for Service	1,280	4,998
Alarm Calls	47	222

**Request for Reports**

	<b>May</b>	<b>FY 2022-23</b>
Requests for Reports	13	353
Amount taken in	\$12.10	\$267.05
Tow Bills	\$225.00	\$840.00
Emailed at no charge	16	457
Storage Fees	\$0.00	\$0.00

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

- Equipment for the THSO Grant is being ordered.
- \$6,000 of the \$25,000 overtime DUI Grant has been used to far.
- No events attended.

***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.*** D.A.R.E Graduation was May 11<sup>th</sup> at 10:00 am at White House Middle School. Approximately 154 kids graduated.
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.***
  - May 3<sup>rd</sup> – Sgt. Enck instructed an Active Shooter Class at City Hall.
  - May 4<sup>th</sup> – Wheels in Motion at H.B. Williams. We gave away a helmet.
  - May 5<sup>th</sup> – Sgt. Enck instructed a SPEARE class at Heritage High School. Thirty girls attended.
  - May 8<sup>th</sup> & 9<sup>th</sup> – Sgt Enck instructed Defensive Tactics at Tennessee Law Enforcement Academy.
  - May 15<sup>th</sup> – Sgt. Enck instructed a SPEARE class at White House High School. Fifteen girls attended.
  - May 17<sup>th</sup> – Sgt. Enck gave out badges and free ice cream coupons at the Farmers Market.
  - May 24<sup>th</sup> – Sgt. Enck handed out badges at Deja Moo to a large group of kids.
  - May 24<sup>th</sup> – Sgt. Enck gave out badges and free ice cream coupons at the Farmers Market.
  - May 31<sup>st</sup> – Sgt. Enck instructed Ground Defense for two Hendersonville Police cadets.

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

- National Day of Prayer.
- White House Police Department Annual Awards Recognition.
- Memorial Day Special Event.

**Police Department  
May 2023**

**Upcoming Events:**

- June 23<sup>rd</sup> - #NoFilter.
- July 1<sup>st</sup> - White House Americana.

<i>2023 Participation in Joint Community Events</i>		
	<u>May</u>	<u>Year to Date</u>
<b>Community Activities</b>	14	34

**Fire Department  
May 2023**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 152 requests for service during the month with 106 responses being medical emergencies. The Department also responded to 6 vehicle accidents of which 2 had injuries and required extrication, and 4 had no injuries. On May 5th the department responded to the Willow Grove Subdivision for a box truck fire, and on May 23rd the department responded to a dumpster fire at Mid-South Insulation on Sage Rd. Of the 152 responses in the month of May there were 38 calls that overlapped another call for service that is 25% of our responses for the month. That brings the overlapping call volume for FY22-23 to 301 or 17.01% of the call volume.

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 May from dispatch to on scene time averaged was, five minutes and twenty-nine seconds (5:29). The average time a fire unit spent on the scene of an emergency call was thirteen minutes and twelve seconds (13:12).

**Department Event**

- May 1<sup>st</sup> – Annual Ladder testing
- May 1<sup>st</sup> – Lockdown Drill at HB Williams Elementary
- May 4<sup>th</sup> – National Day of Prayer
- May 5<sup>th</sup> – FF Clint Meyer graduated TN Fire and Codes Academy 10-week recruit course
- May 11<sup>th</sup> – Annual inspection of Breathing air compressor
- May 22<sup>nd</sup> – New Firefighter written and physical agility tests
- May 23<sup>rd</sup> – Staff participated in a Challenger Baseball Game

**Fire Administration**

- May 1<sup>st</sup> – BMA Study Session FY24 Budget review
- May 4<sup>th</sup> – Received new Fire Inspectors vehicle from Lonnie Cobb Ford
- May 9<sup>th</sup> – Monthly Officer meeting
- May 16<sup>th</sup> – Fandom Fair meeting with WH Library
- May 18<sup>th</sup> – BMA meeting
- May 30 – Monthly Safety Committee meeting

**Emergency Calls Breakdown**

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

**Incident Responses FY to Date**

Fires	35
Rescue & Emergency Services	1203
Hazardous Conditions (No Fire)	58
Service Calls	109
Good Intent Call	128
False Alarms & False Call	175
Calls for The Month	152
Total Responses FY to Date	1726

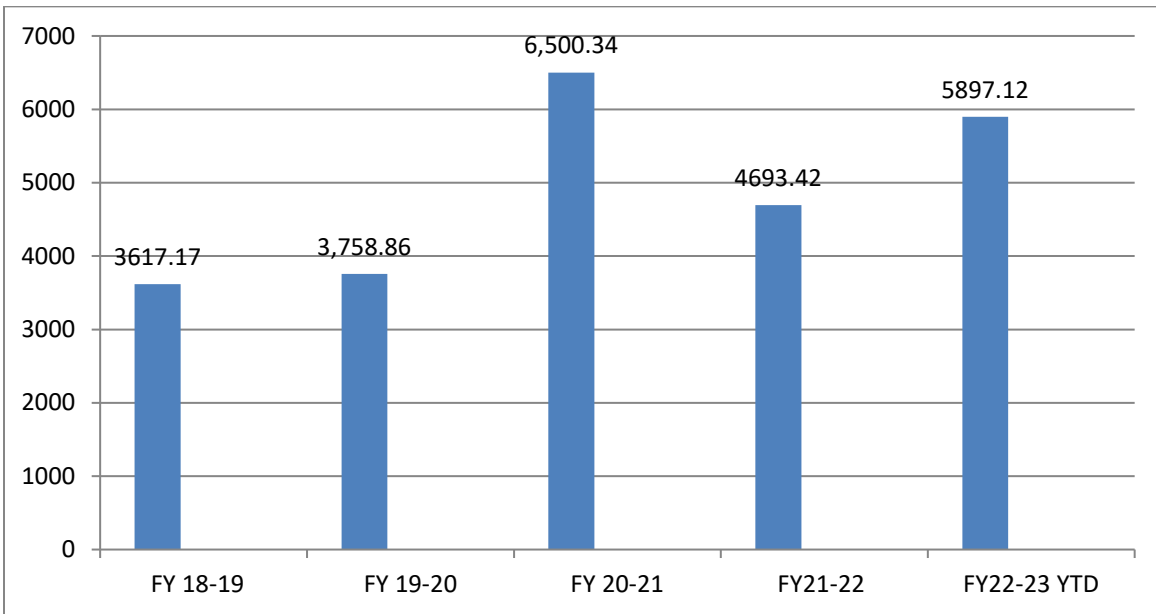
**Fire Department  
May 2023**

**Response by Station**

	Month	FY to Date	%
Station #1 (City Park)	95	1120	64.88%
Station #2 (Business Park Dr)	57	606	35.11%

**Fire Fighter Training**

The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4560 hours of training per year is based on twenty career firefighters.



	Month	FYTD
<b>Firefighter Training Hours</b>	528.12	<b>5897.12</b>

**Training breakdown for ISO and NFPA\***

	Fire Officer	Company	Facilities	NFPA	Non-ISO
Month	38	163	92	67.29	92
<b>Total for FY</b>	<b>46.05</b>	<b>2368</b>	<b>648</b>	<b>710.65</b>	<b>486.59</b>

\*National Fire Protection Association – The fire service industry standard.

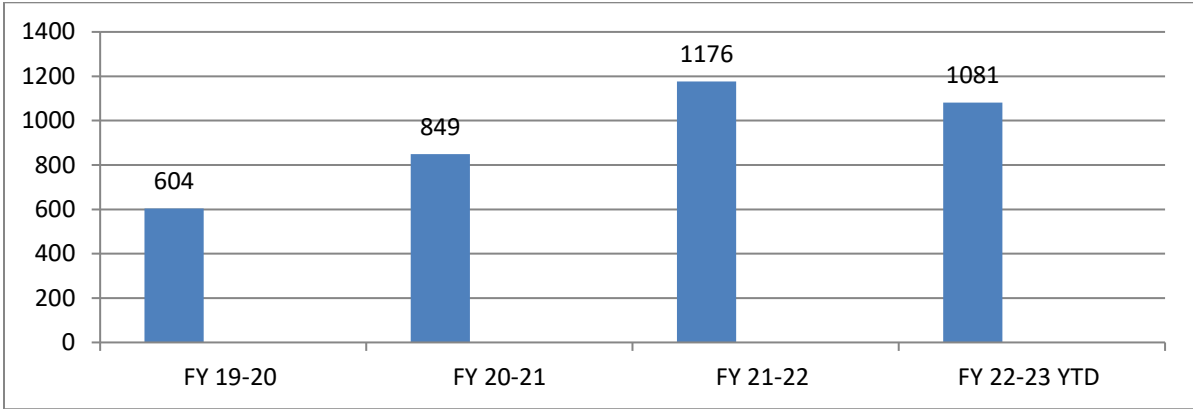
Insurance Service Office – A nationally recognized agency that rates fire departments on their level of readiness. This rating is used by insurance companies to determine insurance rates for their customers.



**Fire Department  
May 2023**

**Fire Inspection**

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

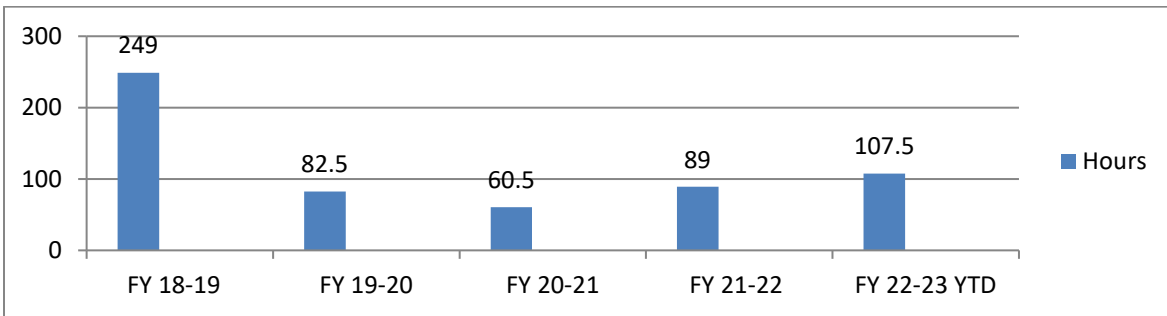
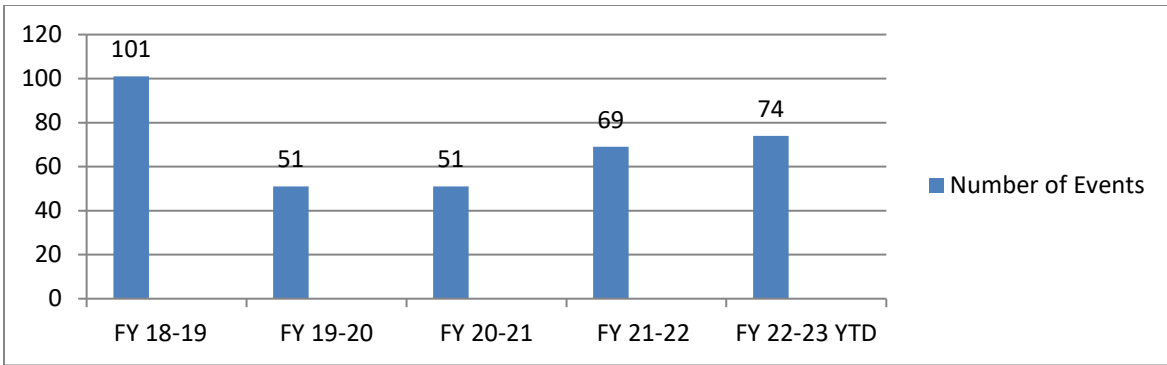
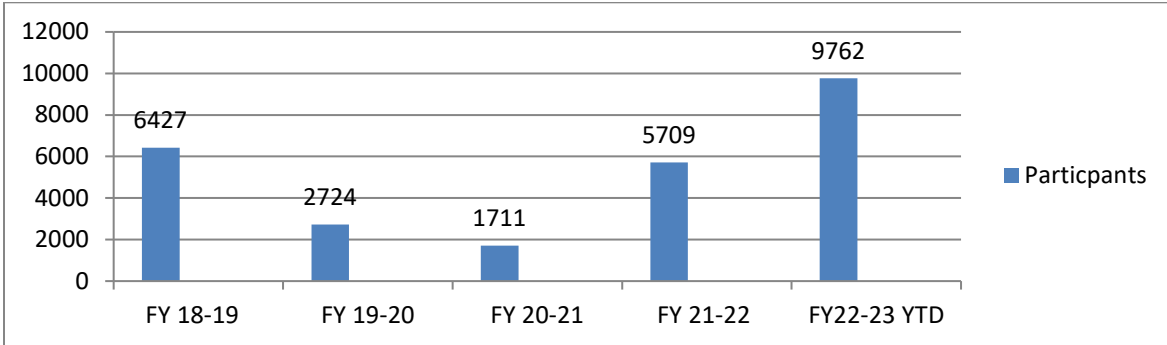


	<b>Month</b>	<b>FYTD</b>
<b>May Fire Inspection</b>	<b>100</b>	<b>1081</b>
<b>Reinspection</b>	<b>17</b>	<b>108</b>
<b>Code Violation Complaint</b>	<b>4</b>	<b>12</b>
<b>Violations Cleared</b>	<b>0</b>	<b>67</b>
<b>Annual Inspection</b>	<b>5</b>	<b>108</b>
<b>Commercial Burn Pile</b>	<b>Discontinued</b>	<b>9</b>
<b>Knox Box</b>	<b>2</b>	<b>29</b>
<b>Fire Alarms</b>	<b>1</b>	<b>32</b>
<b>Measure Fire Hydrant</b>	<b>1</b>	<b>2</b>
<b>Plans Review</b>	<b>16</b>	<b>73</b>
<b>Pre-C/O</b>	<b>2</b>	<b>17</b>
<b>Pre-incident Survey</b>	<b>8</b>	<b>229</b>
<b>Sprinkler Final</b>	<b>0</b>	<b>19</b>
<b>Final/Occupancy</b>	<b>1</b>	<b>22</b>

**Fire Department  
May 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 currently; Career Day, Station tours, Fire Extinguisher training and Discover WH/Safety Day.



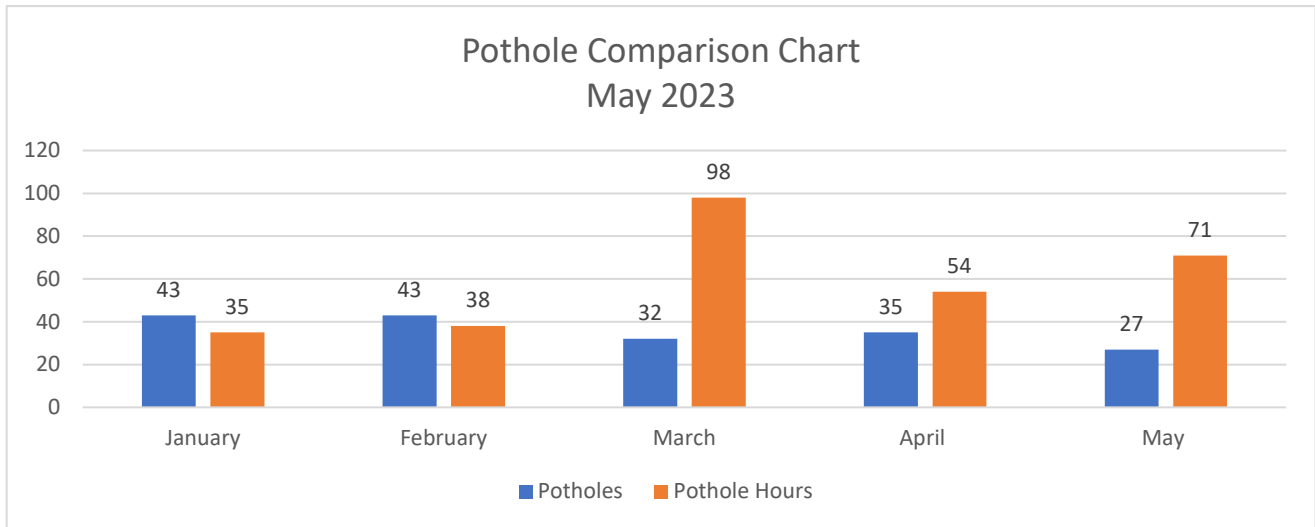
	Month	FYTD
<b>Participants</b>	<b>30</b>	<b>9762</b>
<b>Number of Events</b>	<b>1</b>	<b>74</b>
<b>Education Hrs.</b>	<b>2</b>	<b>107.5</b>

**Social Media Statistics for the Month**

<b>Post Reach</b>	<b>979</b>
<b>Post Engagement</b>	<b>81</b>
<b>New Page Followers</b>	<b>17</b>

**Public Services Department – Public Works Division  
May 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.

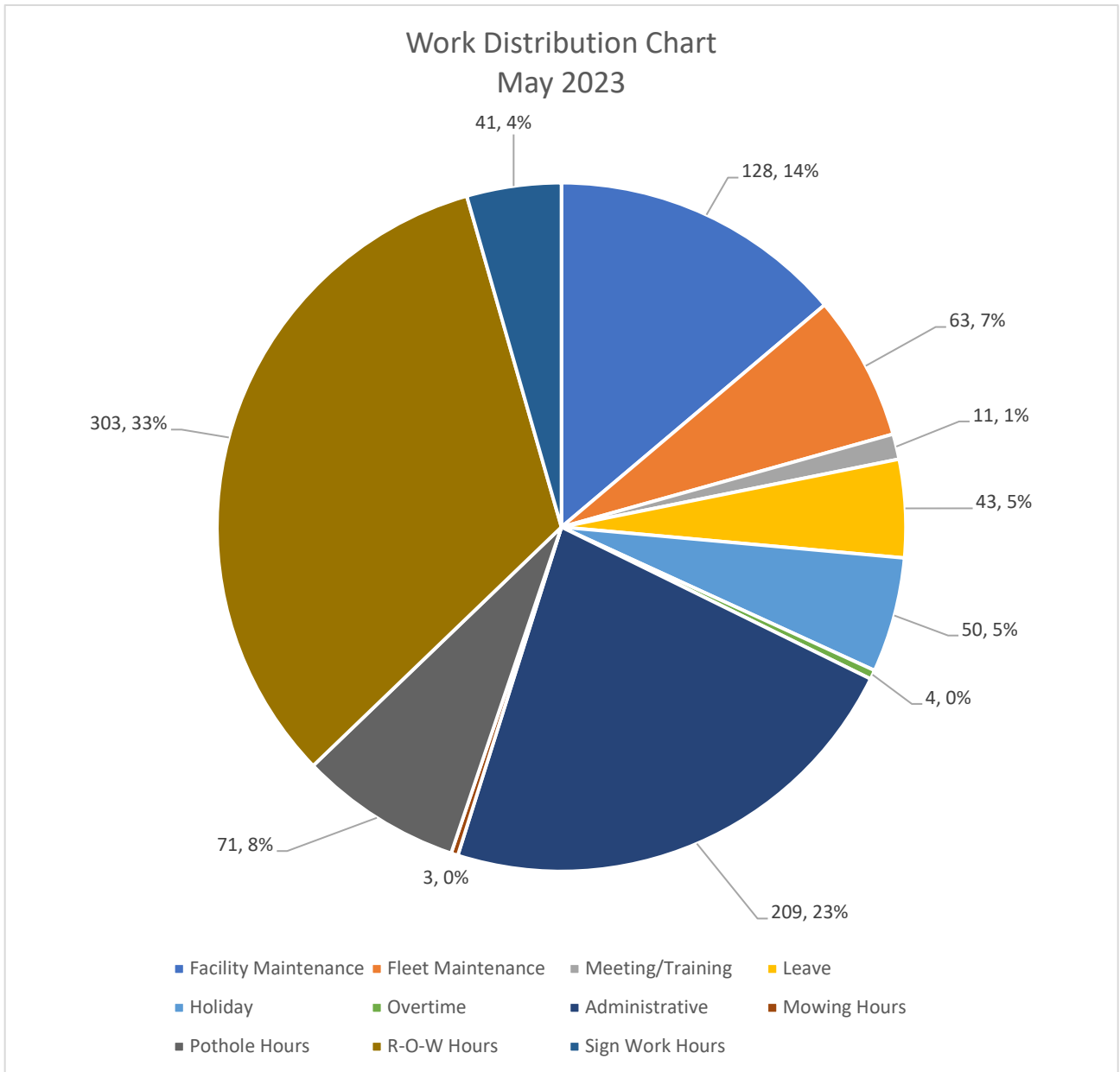
**Pothole Complaint Response Time**

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>
Roaden Court	May 1	May 1	Same Day
Villages Court	May 7	May 8	1 day
Sugartree Court	May 9	May 10	1 day
Kennedy Drive	May 9	May 10	1 day
Union Road	May 9	May 10	1 day
Walnut Court	May 9	May 10	1 day
Business Park Drive	May 10	May 11	1 day
Wilkinson Lane	May 10	May 11	7 days

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

Total Hours Worked in The Public Works Department were 954 Hours. The chart below show what percentage of time was spent on each job task.



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

**Monthly Work Log**

Monday 5-1-2023

- Repaired Potholes on Roaden Court / Weed control Union Road on guard rails / Weed control in rock island on SR-76 near Hardees / Installed Chevron Signs on Tyree Springs Road.

Tuesday 5-2-2023

- Planted trees in median in island in front of Speedway on SR-76 / Practiced using curbing machine / Assembled zero turn mower jack / Removed posts from pump enclosure to prepare for trash compactor to be installed.

Wednesday 5-3-2023

- Back filled electrical conduit trench for trash compactor / Repaired junction box at SR-76 and Byrum Drive on Gridsmart Camera / Housekeeping / clean-up to prepare for safety inspection

Thursday 5-4-2023

- Restacked Christmas Wreaths for better storage / Met at Covington Bend to evaluate curbing repair / Delivered scrap aluminum signs and batteries to Volunteer Recycling / Unloaded pallets of concrete into storage bay / Loaded weed sprayer in the bed of 1332 / Cut down trees and bushes near WHHS as it was impeding view of the speed limit sign as well as sprayed this area to eliminate it from growing back.

Monday 5-8-2023

- Cut limbs back away from McCurdy Rd and Cedarbrook Drive Intersection / Repaired potholes on Villages Court / Evaluated sidewalk issues at 128 Larkspur Drive and on 31W in front of TN Flea / Picked up brush in Springbrook / Cut weeds from in front of the electrical panel near new trash compactor enclosure / Repaired area in front of Gym door with cold patch asphalt to eliminate a trip hazard.

Tuesday 5-9-2023

- Backfilled electrical ditch for new compactor / Poured concrete curbing at the shop to replace curbing that was removed for electrical ditch for conduit running to new compactor.

Wednesday 5-10-2023

- Repaired potholes on Sugartree Court, Walnut Court, Kennedy Drive / Replaced bolts in Bill Moss and Calista Road Signs / Weed control on SR-76 Sidewalks from Hardees to City Hall

Thursday 5-11-2023

- Installed new Radar Signs on Tyree Springs Road / Repaired pothole on Business Park Drive / Repaired pothole on Wilkinson Lane / Performed maintenance on Ferris Zero Turn Mower / Repaired Stop Sign at Business Park Drive / Repaired School Bus Stop Sign and Fire Truck sign at 31W and Business Park Drive / Took Unit 1332 for an oil change.

Monday 5-15-2023

- Milled utility crossings on Stoval Drive / Removed trees and brush from in front of Stop Sign on North Swift Road

Tuesday 5-16-2023

- Milled areas on Stoval Drive / Replaced hose on box broom.

Wednesday 5-17-2023

- Picked up Unit 1332 from oil change / Repaired Union Road as it was being undermined due to Stormwater to keep from the road collapsing / Finished milling Stoval Drive and cleaned to prep for asphalt.

Thursday 5-18-2022

- Lead Rogers Group back to shop in order to have millings delivered to our shop free of charge so they could continue to mill and pave The Reserve at Palmers Crossing / String trimmed sidewalk on Apache Trail to keep snakes away / Delivered asphalt roller at Stoval Drive / Delivered milling head and road sweeper to Stoval Drive / Repaired utility crossings with asphalt on Stoval Drive

Monday 5-22-2023

- Cut hedges on Cedarbrook Drive and McCurdy Road due to line of site issue / Prepared equipment to mill and repair dip in the road on Pleasant Grove Road / Milled and repaired asphalt on Pleasant Grove Road / Cleaned concrete pad so that the trash compactor could be delivered.

Tuesday 5-23-2023

- Mowed Industrial Drive / Fixed Right on Red Arrow sign at NB Ramps / Cleaned Camera on Sage and 31W / Fixed Meadows Road Sign near WHHS / Installed asphalt in shoulder of Calista Road and Bill Moss Road

Wednesday 5-24-2023

- Attempted to repair Gridsmart Camera at Wilkinson Lane and SR-76 / Began installing Lithium-Ion Batteries to repair lights in Settlers Ridge Subdivision.

Thursday 5-25-2023

- Finished repairing Decorative Street Lights in Settlers Ridge Subdivision / Went to Home Depot to purchase operating supplies / Picked up zero turn mower parts for Hustler Mower / conducted proof rolls in Parks Subdivision.

Monday 5-29-2023

- Holiday

Tuesday 5-30-2023

- Safety Committee Meeting and Building walkthrough at WHPD / Core drilled hole in concrete island at Madeline Way in order to install damaged Stop Sign / Installed Running Boards on 1332

Wednesday 5-31-2023

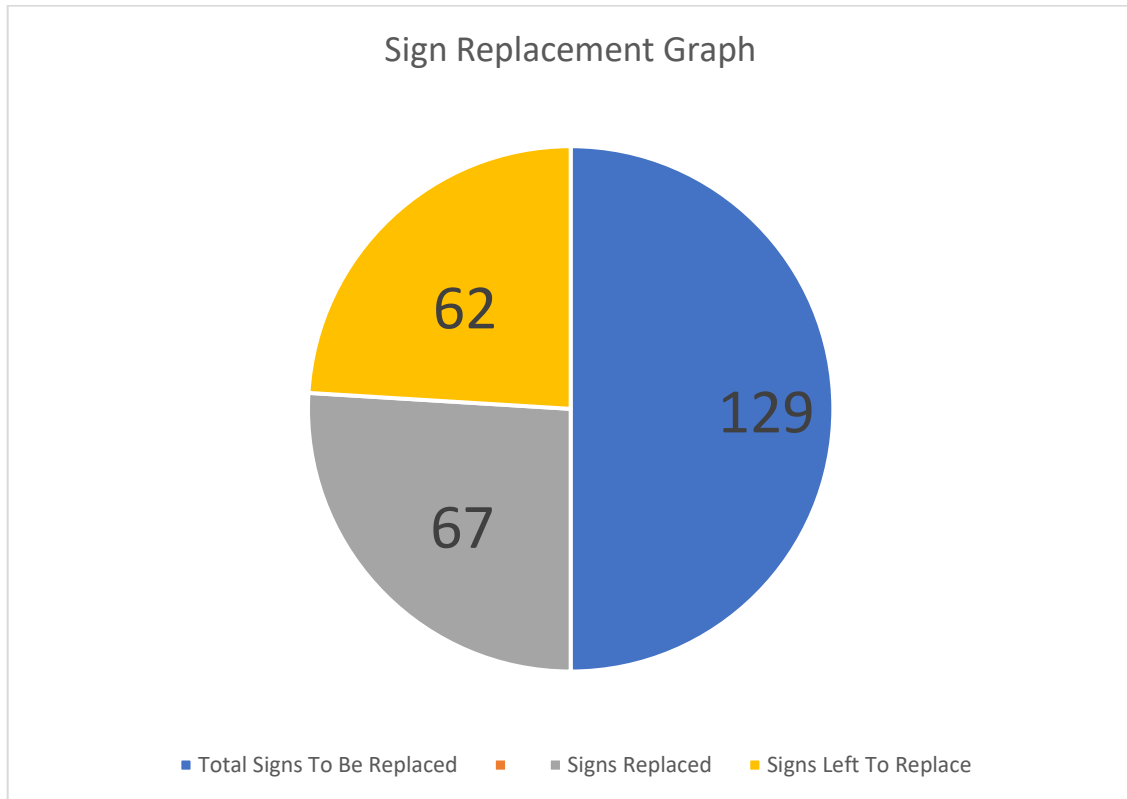
- Changed Radad Sign Batteries on Tyree Springs / Attempted to sync Chevron signs on Tyree Springs / Conducted maintenance on Zero Turn Mowers / Loaded dirt for Stormwater Crew / Cleaned up glass left behind from garbage truck in Hampton Village / Mowed NB Ramps grassy area, Meadowlark, Shady Lane Pond.

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



**Public Services Department – Public Works Division**  
**May 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-Apr	23-May	YTD 22/23
Street	8,134	9,364	8,741	10,229	9191.25	686	954	7,415
Facility Maintenance	3494	2187	1,227	1,137	887.25	132	128	917
Fleet Maintenance	1034	514	282	380	422.5	36	63	508
Meeting/Training	502	510	517	400	457	50	11	264
Leave	1,253	576	613	810	823	69	43	675.5
Holiday	795	470	385	555	545	0	50	355
Overtime	508.5	488	414	311	152.75	6	4	277
Administrative	385	698	803	867	1153.25	173	209	1,641
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	0	0	85
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	3	179.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	35	27	316
Pothole Hours	0	759	734	1,181	831.5	54	71	408.5
R-O-W Hours	0	2835	2416	4,027	3044.5	107	303	1,824
Sign/Repaired	0	120	91	84	63	0	10	70
Sign Work Hours	0	289	179	234	109	13	41	185
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	6	0	159
Traffic Light Hours	0	0	65	20	158	0	0	15

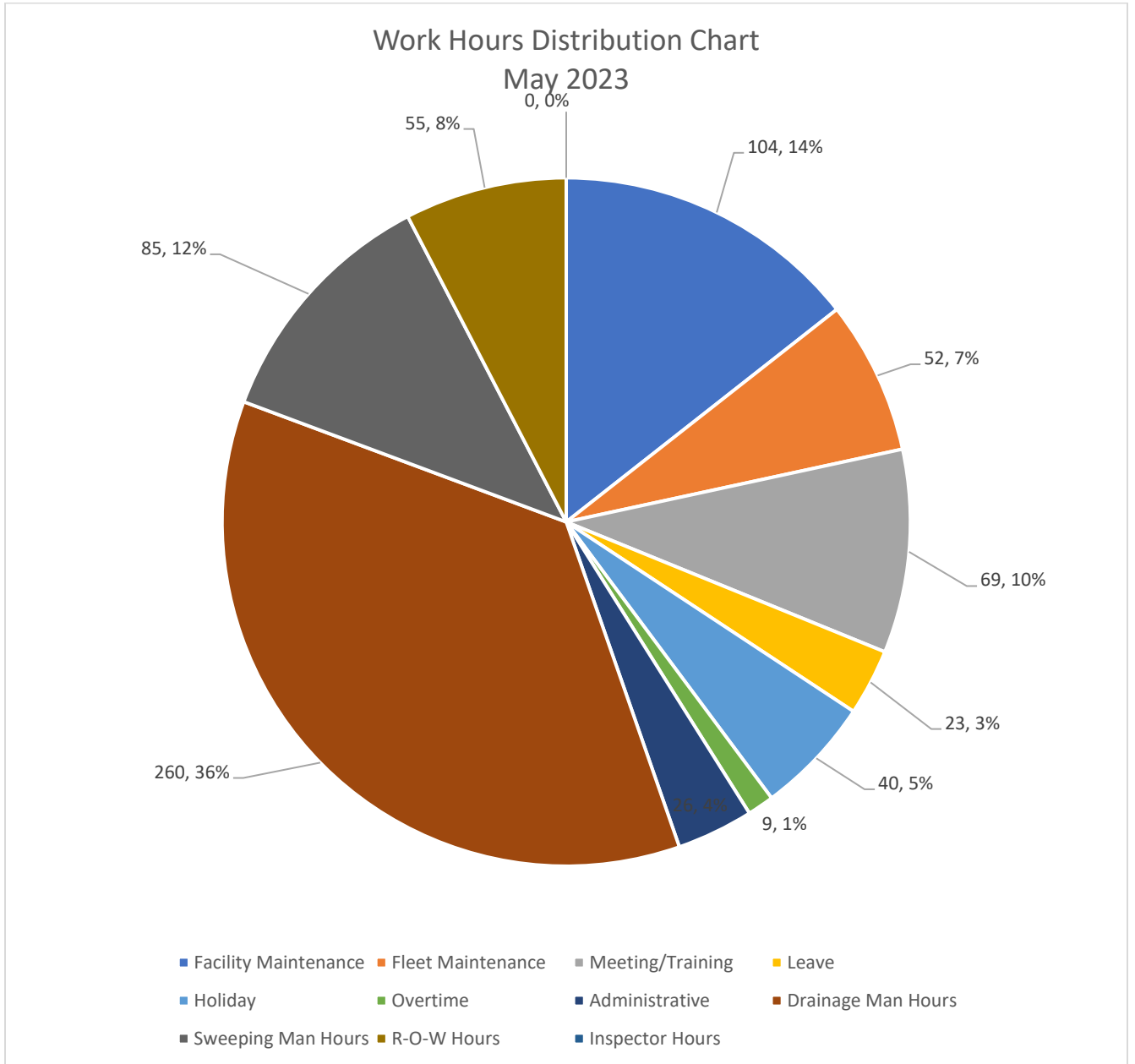
Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Apr	23-May	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	330	380	3,096
Facility Maintenance	3494	723	446	574	394.5	19	0	315
Fleet Maintenance	1034	488	445	331	294.5	3	50	162
Meeting/Training	502	265	130	135	127.5	14	4	107
Leave	1,253	428	700	476	336	20	30	405
Holiday	795	270	230	230	230	0	20	210
Overtime	508.5	119	4	12	39.5	10	0	16
Administrative	385	167	1	0	72.5	2	5	22
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours						0	3	39
R-O-W Hours	0	166	30	97	170	5	2	111
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-Apr	23-May	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	648	751	5,098
Brush Truck Loads	459	551	522	578	584	84	75	511
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	487	356	3,639
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	191	146	1,132
Litter Pickup Bags	334	507	546	511	456	66	62	484
Litter Pickup Hours	1147	1132	985	957	892	122	119	891

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

Total Hours Worked in The Stormwater Division were 769 Hours. The chart below show what percentage of time was spent on each job task.

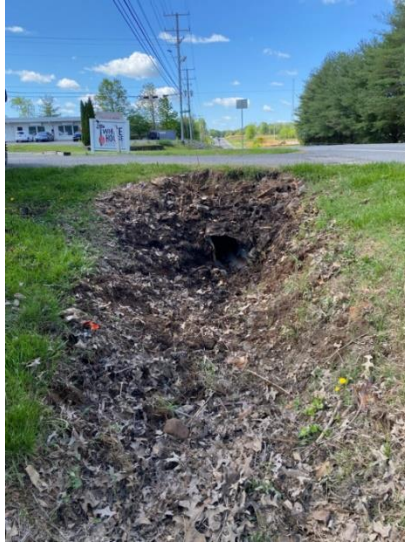




Public Services Department – Stormwater Division  
May 2023

Monthly Work Log

05/01/2023 – 05/03/2023 WO050123013 2404 US-31W, White House, TN 37188, USA. Cleaned catch basin to Pizza & Pub entrance on 31W side.



WO052223006 Sage Road Project Phase one. Had to contact CEMC to remove trees from drainage.



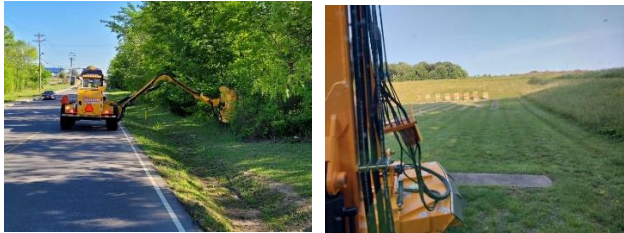


**Public Services Department – Stormwater Division  
May 2023**

WO050423001 3123 Pleasant Grove Rd, White House, TN 37188, USA. After road work some areas didn't grow grass requested more seed



05/04/2023 Street Sweeping and Mowing



05/08/2023 – 05/10/2023

WO050823004 2500 U.S. 31W, White House, Tennessee 37188 Super stop drainage project due to semi running over drainage it crushed the pipe causing flooding on CRANOR Drive.





Public Services Department – Stormwater Division  
May 2023

05/11/2023 Received a call from Eric Enck the contractor dump trucks are dumping gravel in the intersection. Myself and Chris Keith have to come in at 0300 in the morning due to the intersection.



05/15/2023 – 05/17/2023

WO051723001 3045 Union Road, White House, Tennessee 37188. Due to heavy equipment and the creek Union Road was washing out. We added Flex Matting



WO051623009 321 College St Cleaned out catch basin... removed branches.





Public Services Department – Stormwater Division  
May 2023

05/18/2023 Operator Expo counting education



05/22/2023 – 05/24/2023

WO050123012 300 VALLEY VIEW DRIVE. Mr. Corey Lindsey was looking to speak with someone regarding having a culvert installed in his yard.



05/29/2023 – 05/31/2023

WO05312033 321 College Street, White House, Tennessee 37188. homeowners called in drainage pipe coming out of the ground



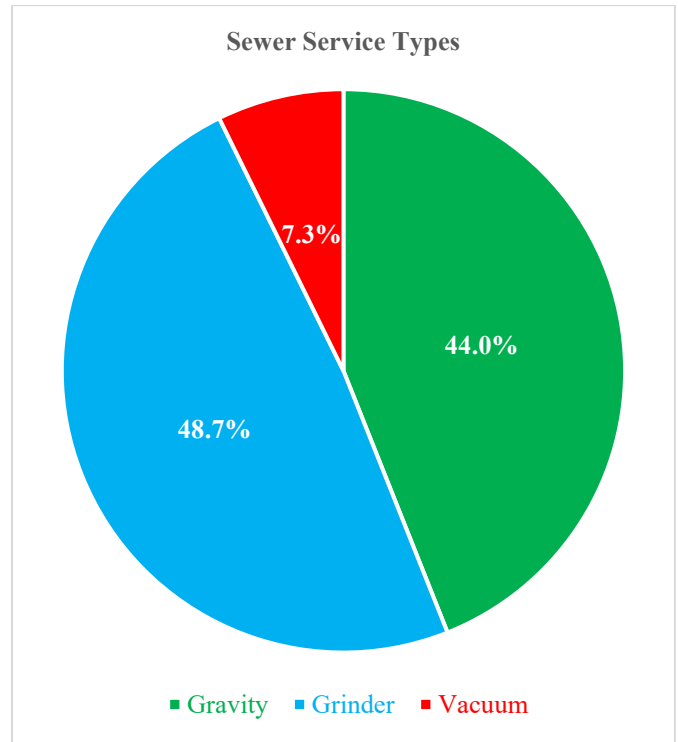
**Public Services Department - Wastewater Division  
May 2023**

**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 **May 31<sup>st</sup>, 2023**, City personnel count a total of **6,117** sewer system connections, with **30 new** applications for service in **May 2023**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,690</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,982</b>
<b>Vacuum Sewer Connections</b>	<b>445</b>

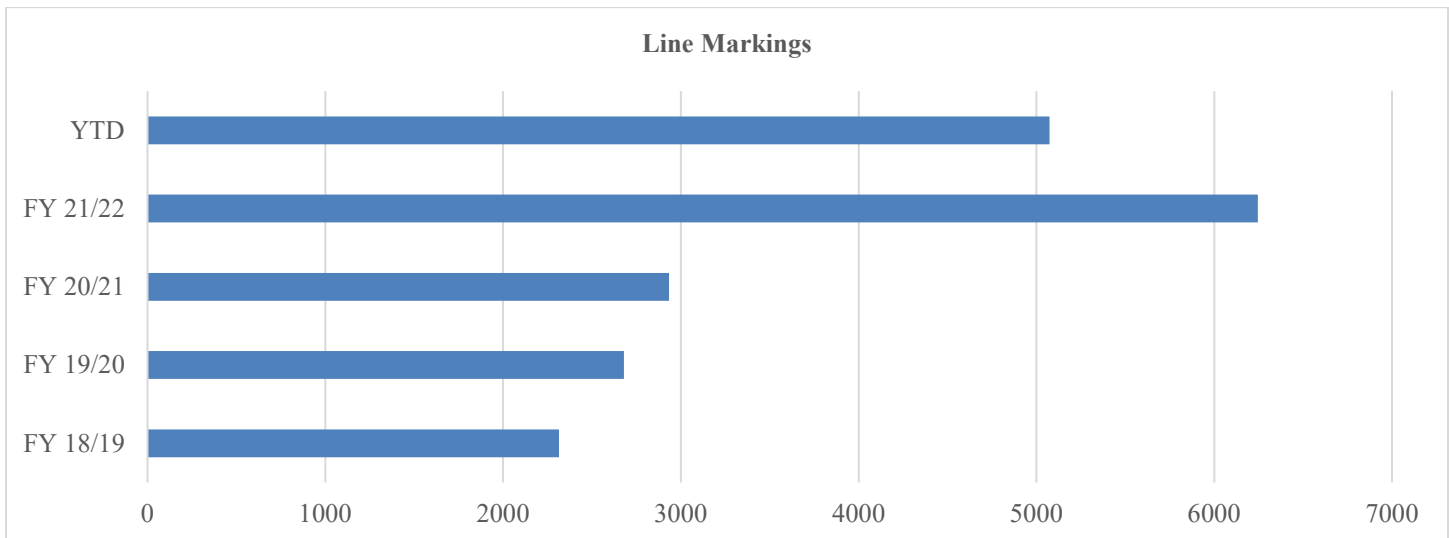
The City counts **187** commercial grinder stations, **2,795** residential grinder stations, and **28** major lift stations integrated into our system.



**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>May 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
Tennessee 811	2315	2680	2933	6245	400	5074



**Public Services Department - Wastewater Division  
May 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>May 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
Willow Grove	n/a	n/a	n/a	n/a		0	0
Cope's Crossing	7	8	6	9		0	3
Cambria	1	4	3	4		1	1
Belmont Lodge Apartments	n/a	n/a	n/a	0		1	2
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	2
Villas at Honey Run	n/a	n/a	n/a	1		0	3
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	4
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	1
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	2
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  
May 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:**

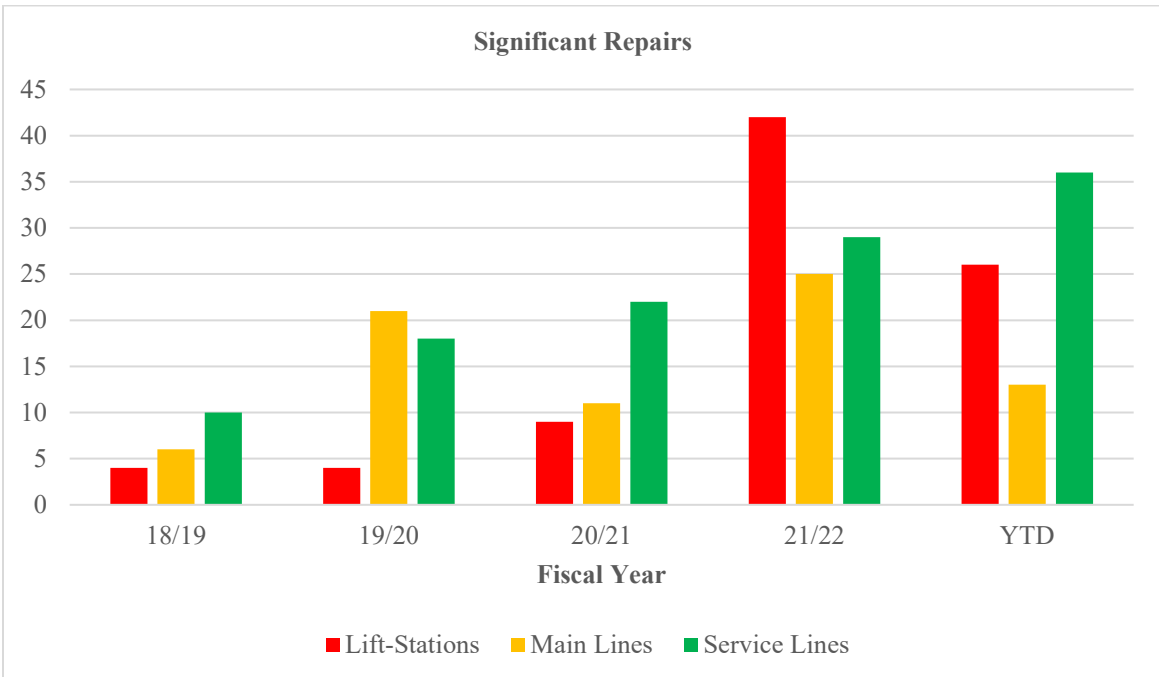
**Belmont Lodge:** This station is serviced by a pair of Zoeller grinder pumps. The cutter-wheels of pump #2 were clogged with rags and required removal and disassembly to repair. Once cleared of rags, the pump was reinstalled and returned to normal operation.

**Cambria:** Bearing failure in pump #1 caused damaged to the rotating assembly for this pump. A replacement has been ordered, and we are awaiting receipt of the parts to complete the repairs. The station is currently operating on a single pump. Additionally, the concrete pad of this station was cracked and has partially sank following a developer coring a second influent line into the wet well. The pad will need to be removed and repoured, and will be the responsibility of the developer to complete.

**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.

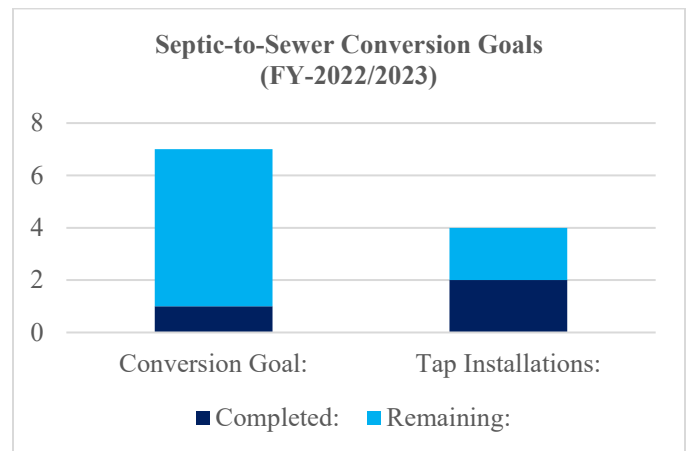
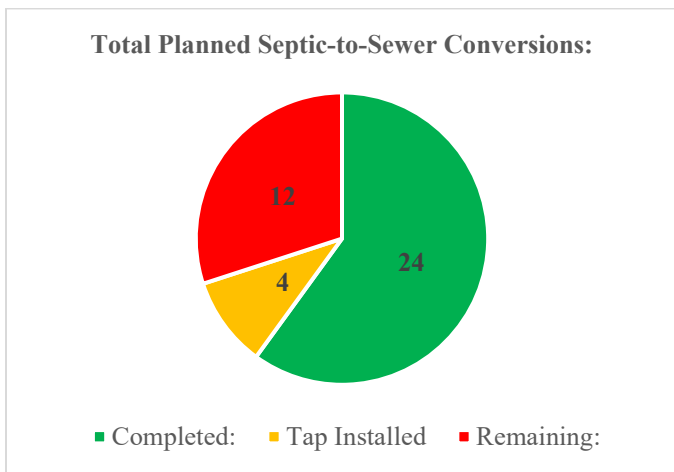
<b><u>Repairs</u></b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>		<b><u>May 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
Major Stations	4	4	9	42		2	26
Main Line	6	21	11	25		0	13
Service Line	10	18	22	29		6	36



Public Services Department - Wastewater Division  
May 2023

**Ongoing Projects:**

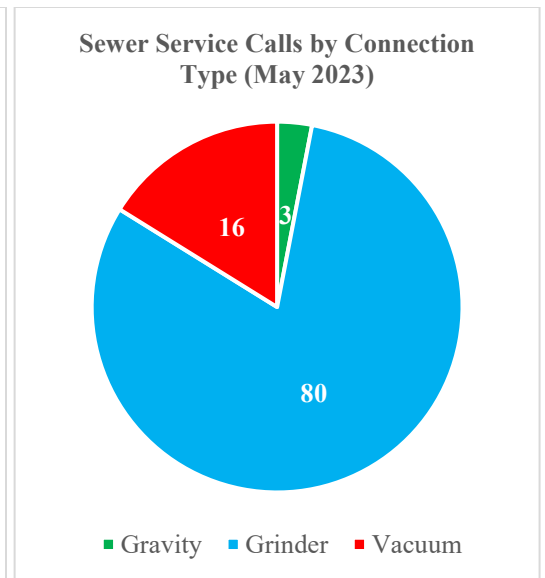
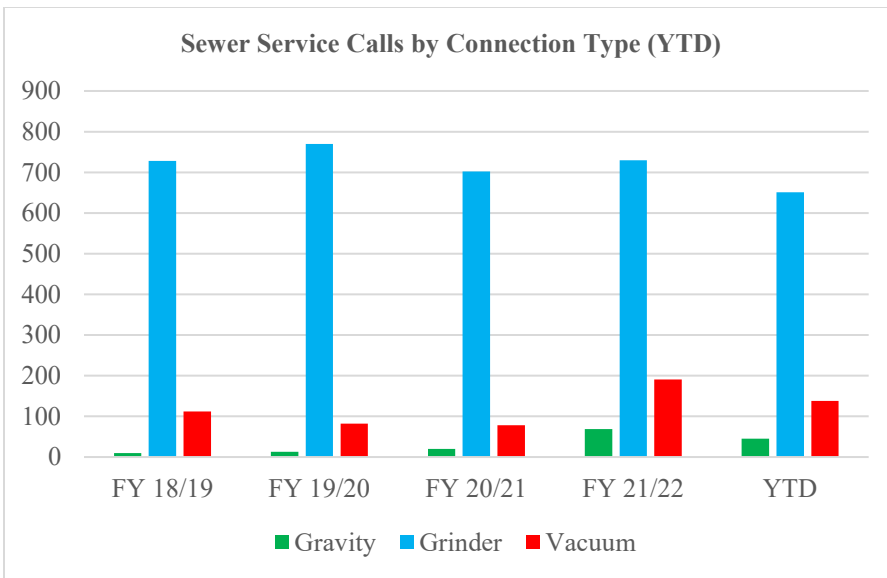
- 1. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require 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. **Phase-1 and Phase-2 pipe installation is complete, and both phases have passed testing and are pending final site cleanup. Phase-3 bids were opened on May 1<sup>st</sup>, and the bid has been awarded to Twin States. Pipe materials and fittings are on order, and we are anticipating work to begin on the project within the coming weeks. Phase-3 will run from the intersection of DeeCee and SCT Dr to the Wastewater Treatment Plant located at the end of Industrial Dr.**
- 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 pumps #2 and #3, and a splined coupler failure in both pump #1 and pump #2. We are sending pumps #2 and #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. A second Busch pump has been rebuilt by the manufacturer and installed, and the station is currently operating normally.**
- 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 25 projects have now been completed on the list of 40.**





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

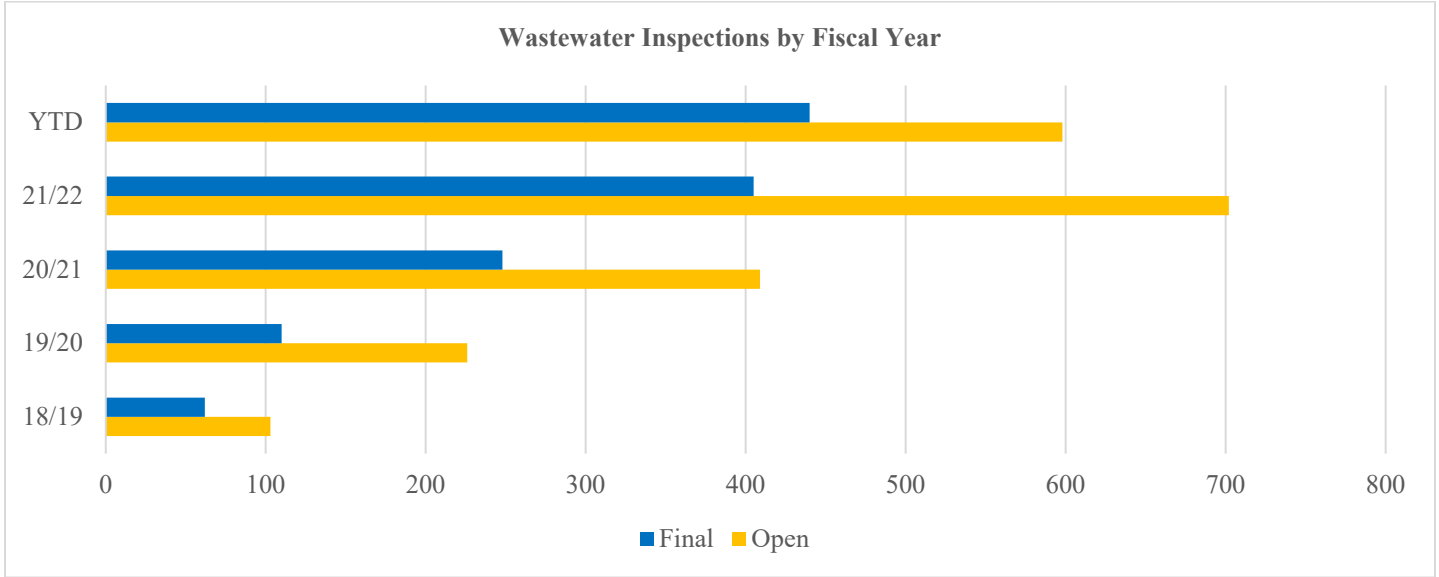
<u>Work Orders</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>May 2023</u>	<u>FY 22/23 YTD</u>
<b>Vacuum System Service Request</b>	112	82	78	191		<b>16</b>	<b>138</b>
<b>Gravity Service Request</b>	10	13	20	69		<b>3</b>	<b>45</b>
<b>Low Pressure Service Request</b>	728	770	702	730		<b>80</b>	<b>651</b>
<b>Total Pumps Replaced</b>	361	449	492	472		<b>47</b>	<b>417</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>5</b>	<b>115</b>
<b>Grinder Tank PM Program</b>	358	267	219	117		<b>19</b>	<b>120</b>
<b>Open Trench Inspections</b>	103	226	409	702		<b>52</b>	<b>598</b>
<b>Final Inspection for New Service</b>	62	110	248	405		<b>57</b>	<b>440</b>
<b>Grease Trap Inspections</b>	n/a	n/a	n/a	n/a		<b>24</b>	<b>138</b>
<b>Sanitary Sewer Overflow (SSO)</b>	3	49	19	28		<b>1</b>	<b>13</b>
<b>Odor Complaints</b>	43	43	35	22		<b>4</b>	<b>25</b>



**Public Services Department - Wastewater Division  
May 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.

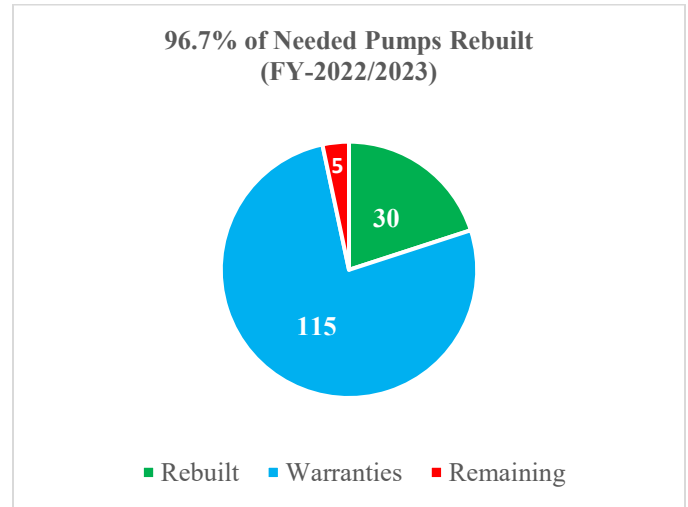


**Pump Rebuilds:**

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  
May 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.

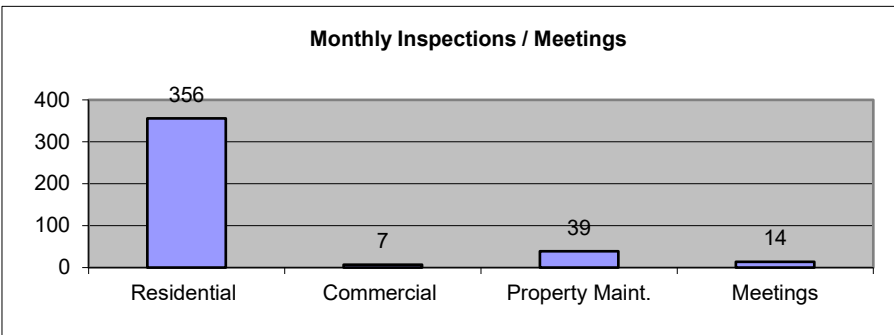
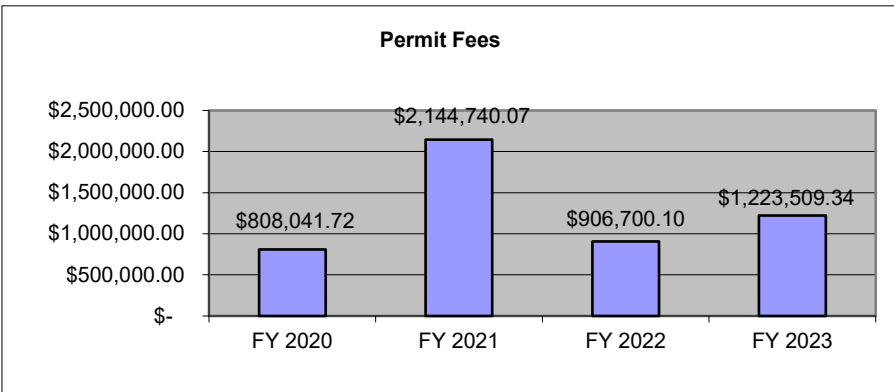
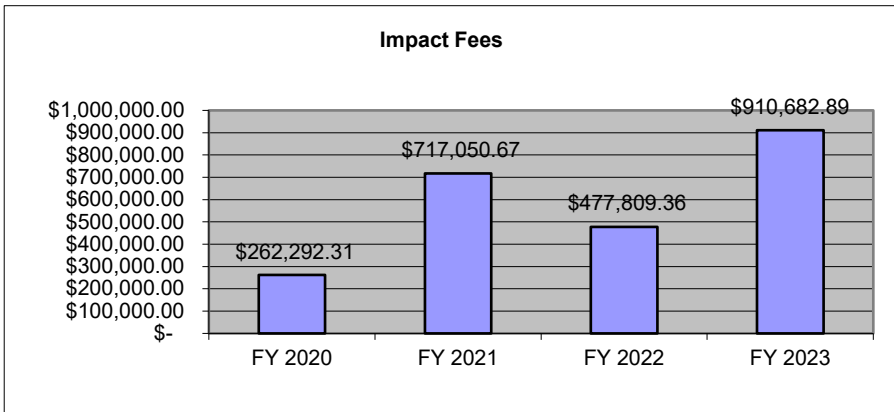
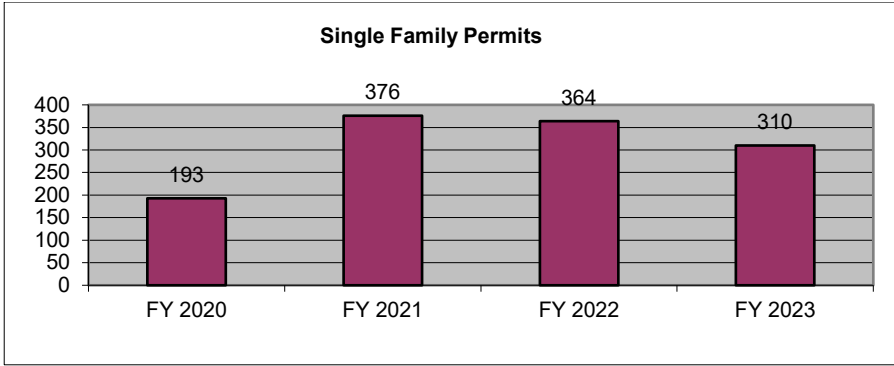
<b>Parameter</b>	<b>Feb - 23</b>	<b>Mar - 23</b>	<b>Apr - 23</b>	<b>May - 23</b>	
<b>Flow – To Creek</b>	0.701 MGD	0.711 MGD	0.725 MGD	0.449 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
<b>Total Flow Through Plant</b>	0.701 MGD	0.711 MGD	0.725 MGD	0.449 MGD	
<b>Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
<b>% of Plant Throughput</b>	50.1%	50.8%	51.8%	32.1%	(0.449 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>	62.6%	63.5%	64.7%	40.1%	(0.449 MGD) / (1.120 MGD)
<b>Rainfall</b>	3.36”	4.99”	3.31”	7.23”	

	<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>May 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
<b>Effluent Violations</b>	7	12	7	32		5	24

- 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. Three additional daily ammonia limit violations occurred in mid-May following the failure of an aerator motor, caused by a power surge to the facility. An additional violation occurred in late-May when clarifier #2 entered a “short-circuit” state, resulting in solids washing out to the plant outfall. The short-circuit appears to have been caused by the sudden restart of aerator #1, which pushed a large slug of grit from the oxidation ditch into the clarifiers that had accumulated during the slower-velocity and lower dissolved oxygen state caused by aerator #1’s failure.
- 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. **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 **2.30** parts per million (ppm). The average residual was **0.20** PPM with a max residual of **0.34** PPM. **Last month the feed rate was 2.25 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 **64.0 CFU’s** which is well below the limit. **Last month the average was 27.3 CFU.**

**Planning and Codes Department  
May 2023**



**Planning and Codes Department  
May 2023**

	Month	FY2023	FY2022	FY2021	FY2020
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	3	88	67	74	69
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	5	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	38	310	340	376	193
Multi-Family Residential	0	226	0	22	13
Other Residential	4	82	89	83	91
New Commercial	0	7	7	6	6
New Industrial	0	0	0	2	0
Other Com/Ind	0	42	25	23	33
Sign	2	20	11	17	14
Occupancy Permits	35	362	319	400	212
Other	2	25	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	356	4236	5452	2621	2858
Hours	178	1926	1367	533	699
Commercial /Industrial	7	113	139	92	110
Hours	3.5	66	48	18	12.83
<b>CODE ENFORCEMENT</b>					
Total Cases	39	183	35	98	179
Hours	19.5	106	35.75	70.24	86.75
Complaints Received	39	170	55	41	116
<b>MEETINGS</b>					
Administration	6	77	117	72	58
Hours	3	84.5	127	70	38
Planning	7	107	127	53	76
Hours	3.5	104	96	50	70
Codes	1	9	8	11	28
Hours	1	12	10	9	37
<b>FEES</b>					
Permit Fees	\$91,100.00	\$ 1,223,509.34	\$ 906,700.10	#####	\$808,041.72
Board Review Fees	\$1,875.00	\$ 16,800.00	\$ 14,100.00	\$ 84,775.00	\$11,000.00
City Impact Fee	<b>\$56,648.00</b>	<b>\$ 910,682.89</b>	<b>\$ 477,809.36</b>	<b>\$ 717,050.67</b>	<b>\$262,292.31</b>
Roads	\$12,958.00	\$ 259,732.51	\$ 664,873.68	\$ 301,769.60	\$77,860.90
Parks	\$20,599.00	\$ 224,605.00	\$ 114,114.00	\$ 150,326.00	\$ 74,646.00
Police	\$14,664.00	\$ 192,321.73	\$ 125,535.54	\$ 191,431.41	\$ 59,096.30
Fire	\$9,672.00	\$ 138,480.00	\$ 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: 34	\$ 19,090,376.04	\$25.00	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	18		17	16	15

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

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

- Attended “Obtaining Your Grant Funds” Workshop
- Will go out for bid in July
- Pre-bid set for July 27<sup>th</sup>
- Bid opening: August 7<sup>th</sup> at 2pm

*Tennis Courts*

- Retention ponds have been completed
- Fencing repairs have begun – they took down the damaged fencing this month – still waiting on new fencing to be installed
- It is looking like it will be sometime in early to mid-June for completion

*Rec Center*

- Have been using the new parking lot with only binder on it
- Dirt work got going in full swing this month





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

*Splash Pad Maintenance Building*

- Change order for reduction in size of building was signed
- Still waiting on construction to begin

*Greenway Bridge Restoration*

- Have spoken to company to try and get this done early next month
- May need to block off road in order to complete project

*Cemetery Fencing*

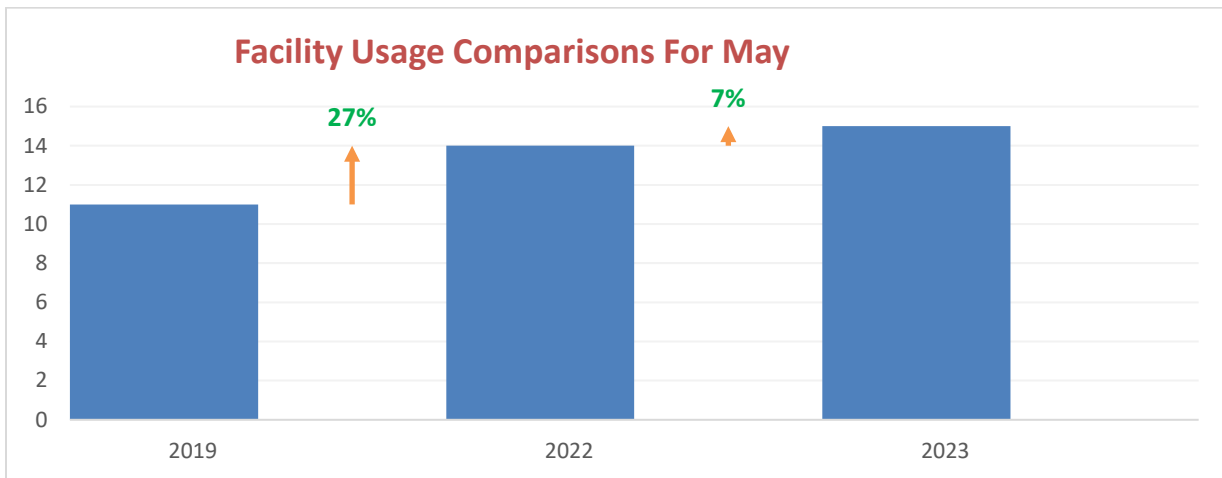
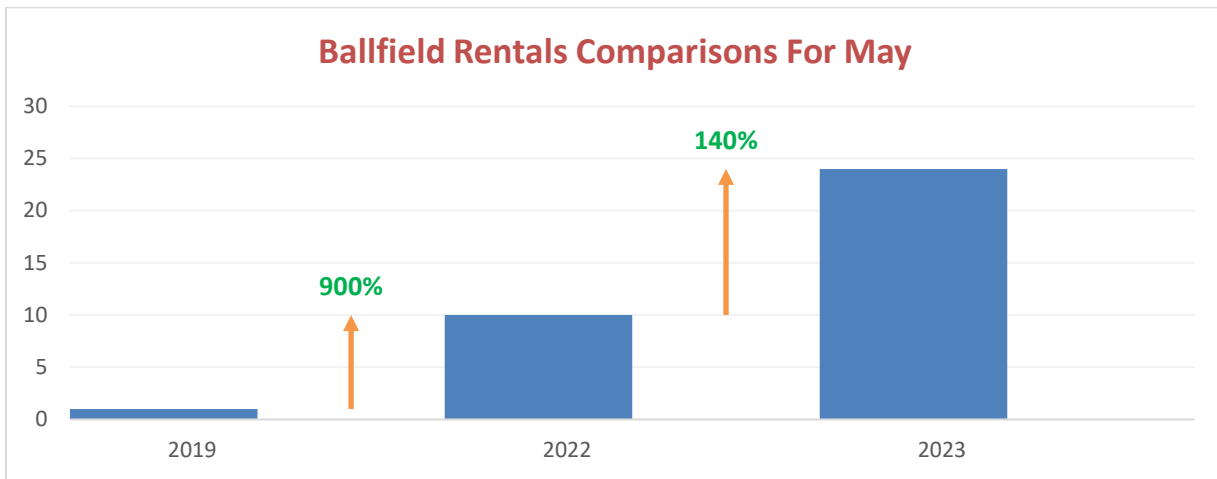
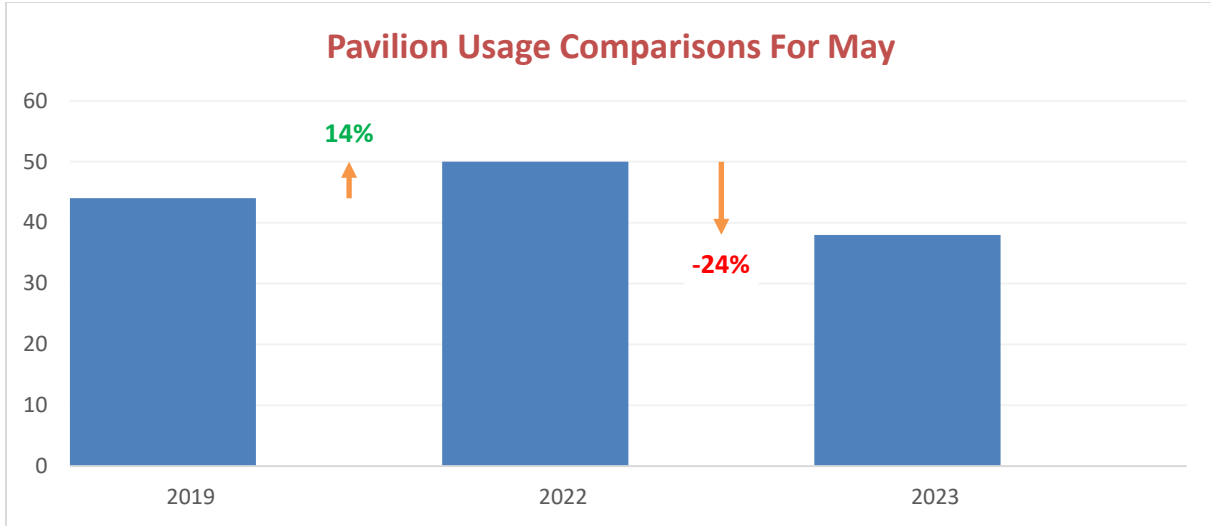
- Complete



*Laser Grading & Top-Dressing Fields*

- Laser Grading is complete
- Top dressing of soccer fields will take place next month

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





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

**Recreation**

**Special Events**

- Independence 5k Registration
  - Opened May 15<sup>th</sup>

**Adult Athletics**

- Men's Basketball
  - Finished Season May 31<sup>st</sup>
- Adult Softball
  - Finished Season May 22<sup>nd</sup>

**Youth Athletics**

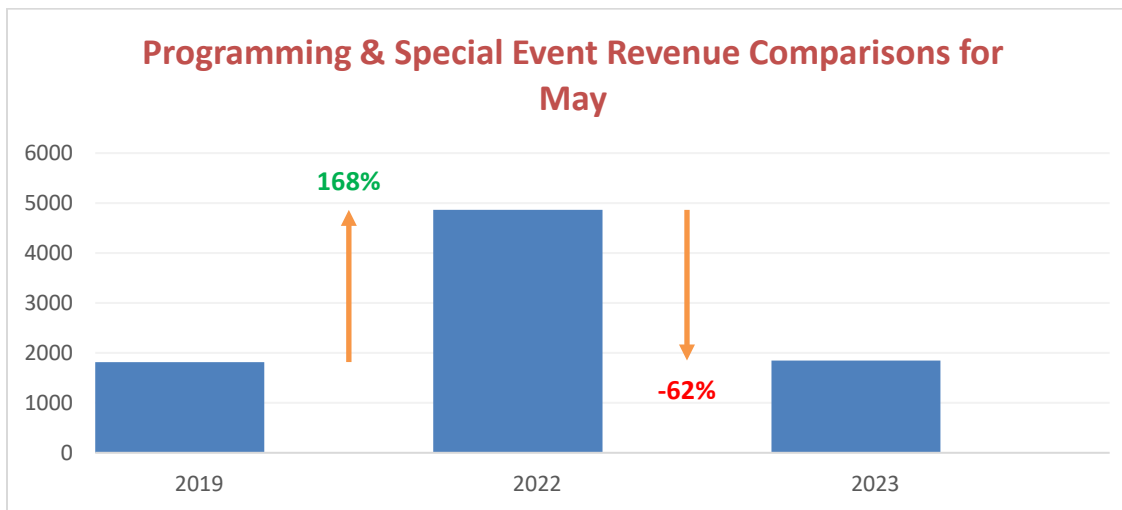
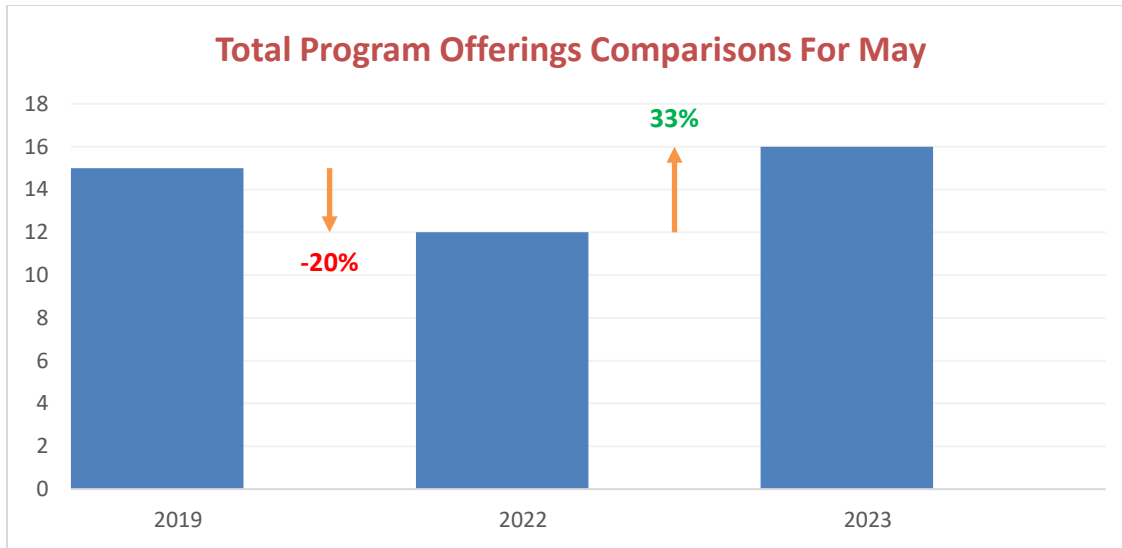
- Girls' Volleyball:
  - Regular Season End 05/11
  - Tournament Ended 05/18
- Challenger Baseball:
  - Picture day 05/20
  - Police & Fire game 05/23
- Fall Sports registration
  - Opened May 22<sup>nd</sup>

**Other**

- Open gyms: Averaged totals per day
- Pickle Ball Open Gym
  - Tuesdays- 6
  - Thursdays- 14
- Open Gym Basketball - 14
- Facebook
  - 596 Followers (63 New Followers)
  - Total posts for April: 33
  - Best Performing Post: Splash Pad Announcement
    - Reach: 14,115
    - Shares: 28
- Word on White House
  - Parks page, senior center, special events, and museum graphics.
- Completed Marketing Certificate Course- NRPA



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



**Maintenance**

- Replaced the rotten board on High School bridge.
- We have mowed and cleaned up the area around tennis courts.
- Put out fertilizer on fields at the park and soccer.
- Fields were sprayed to kill off rye.
- We have been trimming low limbs that are hanging over the trails.
- We pressure washed the dog park pavilion to be ready for event.
- We have irrigation up and running at the park and soccer.
- We have been spot spraying round up to help out with weed eating.
- We installed more border and playground mulch in the Dog Park area.

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

**Museum**

**Volunteers**

The museum volunteers have been helping with an exhibit for the summer featuring the works of JT Albert which will run now until the end of the year. We also got caught up on some newspaper clippings. The museum volunteers have provided 10 volunteer hours to the museum.

**Exhibits**

The works of JT Albert are now on display.



**Tours at Museum**

Tours were given to walk ins.

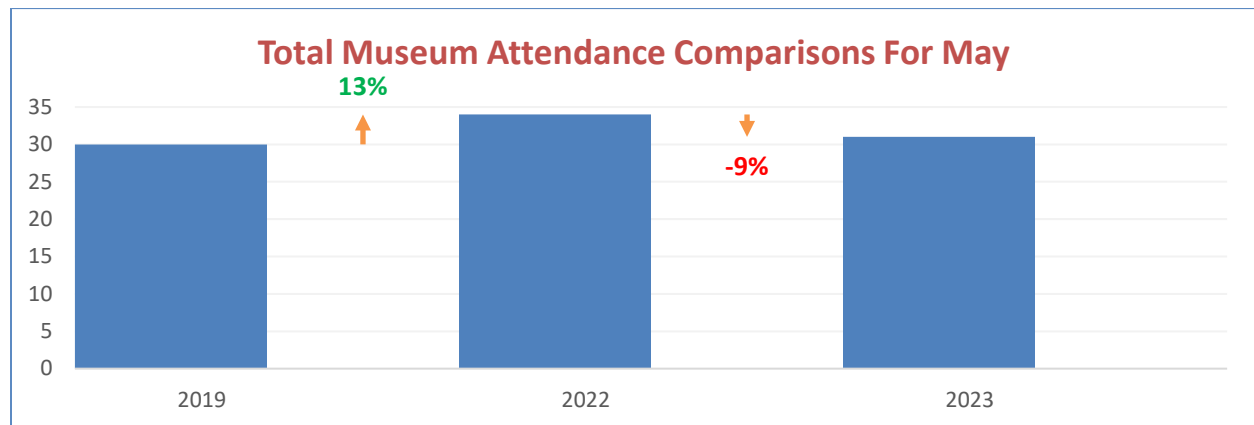
**Events and Meetings Assisted with and/or Attended**

- May 3 – Learn at Lunch Mental Health
- May 3 – Active Shooter presentation
- May 23 – Power Hour @ Café 31
- May 24 – Ribbon Cutting for Black Sheep Food Truck
- May 25 – Ribbon Cutting The Pink Truck
- May 25 – Music Under the Stars



**Visitors' Center and Museum Attendance**

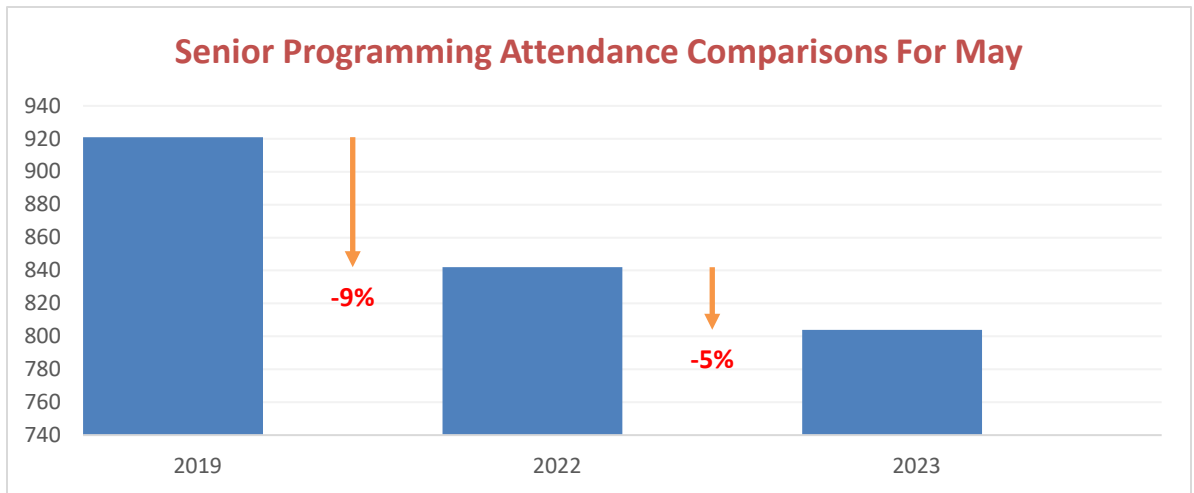
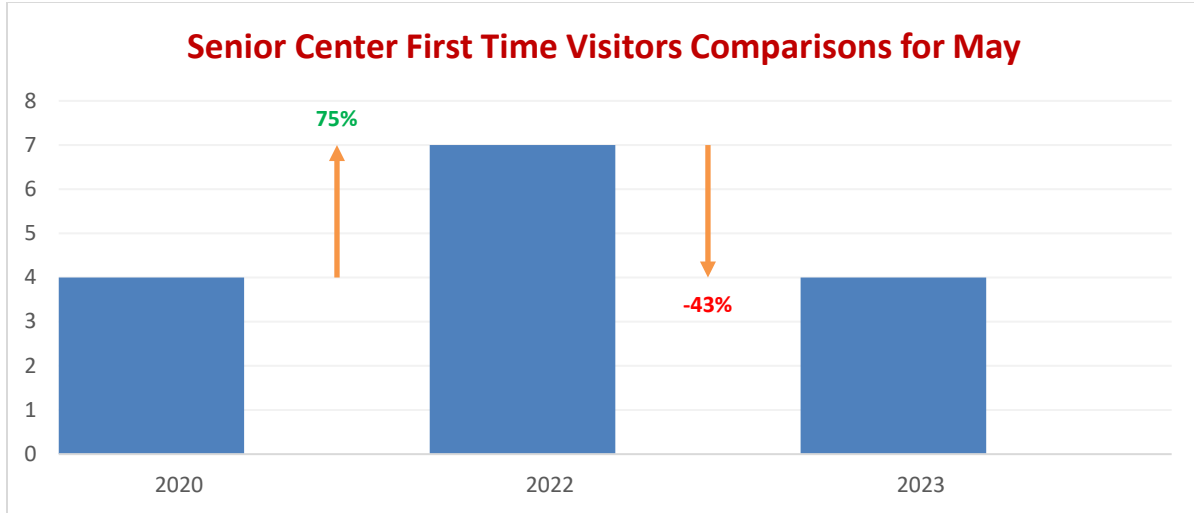
Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	13	18	31	



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

<b>Senior Center Participation - May 2023</b>			
<b>Outings:</b>			
Bowling	12		
Go to Movies	12		
Railway Museum	15		
<b>Total</b>	<b>39</b>		
<b>Events:</b>			
Mother's Day Tea	34		
Dance	65		
Facials (Mother's Day)	13		
<b>Total</b>	<b>112</b>		
		<b>Sr Meals Wednesdays</b>	
		116	
		125	
		149	
		133	
		130	
		<b>653</b>	<b>TOTAL</b>
<b>Programs:</b>			
Fittercise-Strength, Yoga	345		
Walk	109		
Bingo	46		
Birthday Potluck	25		
Garden Club	24		
Farmers Rummy	8		
Bunco	10		
Bible Study	5		
Cards, Games, Pool, Puzzles	106		
Pickle Ball	14		
<b>TOTAL</b>	<b>692</b>		
<b>MEMBERS</b>	<b>320</b>	Updated members	as of 5/31
<b>1st time visitors</b>			4
<b>New Members</b>			6
<b>TOTAL Sr Center Participants:</b>	<b>1396</b>	<b>Total</b>	<b>1496</b>

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



	FYE 2020	FYE 2021	FYE 2022	May 2019	May-22	May 2023	YTD 22-23
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**Facility Usage**

Special Use Permits Submitted	15	39	20
Pavilion 1 Usage	7	21	16
Pavilion 2 Usage	5	13	16
Pavilion 3 Usage	38	74	94
Splash Pad Pavilion Usage	106	99	165
Total Number of Pavilions Usage	156	207	291
Gymnasium Rentals	79	23	83
Amphitheater Usage	0	1	9
Community Room			
Total Number of Facility Rentals	89	30	92
Ballfield Rentals	45	146	134
Vistor Center Attendance	21	20	29
Vistors Who Also Toured Museum	84	70	303
Museum Attendance Only	668	115	1116
Total Museum Attendance	752	185	1419

1	1	1	20
1	3	5	16
2	4	5	12
18	19	24	112
23	24	4	134
44	50	38	274
11	12	3	74
0	2	2	9
		10	57
11	14	15	140
1	10	24	156
1	6	2	29
0	11	13	185
30	23	18	994
30	34	31	1179

**Programming**

Number of Youth Program Participants	578	417	615
Number of Adult Program Participants	76	100	260
Number of In-House Special Events Offered	7	9	7
Number of In-House Special Event Attendees	2964	1077	2223
Number of Rec Programs Offered	18	19	21
Number of Senior Center Memberships	1768	2000	2454
Number of New Senior Center Memberships	16	0	5
Senior Center Participants	9594	4412	11605
Senior Center First Time Visitors	59	36	95
Number of Senior Trips Offered	37	9	28
Number of Senior Trip Participants	613	81	235
Number of Senior Programs Offered	76	34	101
Number of Senior Program Participants	6798	1061	7304
Number of Senior Meals Served	34	36	47
Number of Meals Participants	2235	3277	3965
Offsite Presentation Attendees	15	0	145
Total Number of Programs Offered	94	53	124

0	8	0	800
70	100	0	195
1	1	1	10
0	0	0	2158
5	0	3	20
	205	320	2859
12	0	6	31
1,311	1,122	1,496	15467
4	7	4	103
4	4	3	42
55	36	39	549
10	12	13	130
921	842	804	9695
5	3	5	45
325	244	653	5243
0	0	0	435
15	12	16	150

**Revenues**

Youth Programs	\$41,183.00	\$44,261.00	\$57,366.00
Adult Programs	\$ 3,580.00	\$ 6,230.00	\$ 7,925.00
Special Events	\$ 2,009.00	\$ 3,495.00	\$ 3,080.00
Senior Meals	\$ 5,961.50	\$ 8,222.50	\$11,442.00
Shelter Reservations	\$ 4,780.00	\$ 9,112.50	\$12,995.00
Facility Reservations	\$ 8,046.88	\$ 2,956.25	\$19,181.75
Field Rentals	\$ 1,203.34	\$ 5,820.50	\$ 3,913.00
Affiliate League/Tournament Fee Revenue	\$16,017.20	\$ -	\$13,666.50
Misc	\$15,394.74	\$ 9,686.39	\$25,818.31

\$962.00	\$1,014.00	\$1,238.00	\$ 70,003.00
\$0.00	\$3,425.00	\$0.00	\$ 11,580.00
\$855.00	\$425.00	\$610.00	\$ 1,390.00
\$980.00	\$830.50	\$2,172.50	\$ 17,383.50
\$2,035.00	\$2,535.00	\$1,195.00	\$ 7,265.00
\$1,237.50	\$1,962.50	\$1,743.75	\$ 15,205.75
\$15.00	\$148.00	\$642.50	\$ 5,363.50
\$0.00	\$0.00	\$5,424.00	\$ 28,419.50
\$0.00	\$3,250.00	\$0.00	\$ 6,263.20

**Maintenance**

Mowing Hours	2,601	2,195	1660.25
Work Orders Received	8	9	15
Work Orders Completed	8	9	14
Number of Projects Started	40	39	31
Number of Projects Completed	35	32	29
Number of ballfield rainouts	NA	NA	156
Bags of Field Dry Used	NA	NA	100

237	122	223	1277.5
	3	1	21
	3	1	20
1	2	0	8
1	2	0	8
	5	69	296
	82	16	42

## **White House Library May 2023**

### **Summary of Activities**

The library director attended the Board of Mayor and Alderman Budget Study Session. At this meeting, the director presented the library budget request and went over what lines increased.

The library director meet with Alderman Matthews for a new library trustee orientation on May 9th. At this meeting the library director provided Alderman Matthews with his orientation packet and discussed the board by-laws, state law, library programs, regional library, etc.

The library director attended a Lions Club meeting on May 10<sup>th</sup>. The director dropped off the glasses that have been donated to the library. The group discussed that in the fall a neighboring Lions group will need help putting together food care packets.

The library board met on May 11. The group reviewed the city ordinance and voted to ask the BMA to update the gender restrictions for the library board. The group also discussed who would be allowed on board committees and voted to update how a member of the community would speak at committee meetings.

The library director attended a meeting with the police, fire, public works and admin to discuss closing College St. for the Fandom Fair. The director sent out calendar invites to all those present to make sure they would have a reminder of when the road needed to be closed.

The library director attended a Friends of the Library meeting. At the meeting the group discussed finishing pavers, the Fandom Fair, garden benches, a new sign over the juvenile section, and the by-laws/board application.

The children's librarian and library assistant conducted interviews for the summer internship positions. Four students applied and all four were chosen for the internship. They will each work a different day each week in the summer and have different tasks assigned to them to complete.

The library director attended the Board of Mayor and Alderman meeting on May 15<sup>th</sup> as it was their first reading of the budget.

The library director attended a leadership webinar that was hosted by the state library and archives on May 15<sup>th</sup>.

The library director met with the Regional Library Director and Assistant Director on May 22<sup>nd</sup> for an annual consultation. At this meeting the group discussed different things specific to White House such as our succession plans for all the staff, previous work with Tenn-share, etc.

The library director attended a director's roundtable at the regional library on May 23<sup>rd</sup>. At this roundtable, directors from all around the region discussed different strategies for dealing with book challenges, disasters, personnel issues, time management and more.

The library director met with Karen House to discuss the plants for the Friends of the Library garden.

The library staff and director worked on Fandom Fair escape rooms, fliers, etc. for the event.

### **Department Highlights**

The highlight for the month was all the work done on the Fandom Fair.

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

**Official Service Area Populations**

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

**Membership**

May	2019	2020	2021	2022	2023
<b>New Members</b>	102	7	91	116	124
<b>Updated Members</b>	528	58	333	366	243
Yearly Totals	2019	2020	2021	2022	2023
<b>Total Members</b>	8,376	9,496	7,027	7,125	7,716
<b>% of population with membership</b>	59	66	49	48	52

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library is also sending out notices when a patron's card is expired to help reduce the number of inactive cards.

**Total Material Available:** 38,344

**Estimated Value of Total Materials:** \$958,600

**Total Materials Available Per Capita:** 2.59

**Last Month:** \$959,650

**Last Month:** 2.60

**State Minimum Standard:** 2.00

**Materials Added in May**

2019	2020	2021	2022	2023
127	145	339	228	213

**Yearly Material Added**

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	1,025

**Physical Items Checked Out in May**

2019	2020	2021	2022	2023
5,434	1,141	4,329	6,616	6,544

**Cumulative Physical Items Check Out**

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	33,505

**Miscellaneous item checkouts**

May	2019	2020	2021	2022	2023
<b>Technology Devices</b>	36	13	54	71	65
<b>Study Rooms</b>	83	0	25	42	73
<b>Games and Puzzles</b>	82	8	124	134	119
<b>Seeds</b>	96	5	147	171	95
<b>STEAM Packs</b>	*	31	0	0	21
<b>Cake Pans</b>	3	0	0	15	2
<b>Outdoor Items</b>	*	*	*	*	9
<b>Honor Books</b>	*	*	*	*	4

**Yearly Totals**

2019	2020	2021	2022	2023
137	381	725	743	308
253	305	395	746	321
222	955	1,263	2,060	705
112	302	878	883	629
61	25	160	234	99
1	28	21	69	12
*	*	*	17	21
*	*	*	19	67

**Library Services Usage**

May	2019	2020	2021	2022	2023
<b>Test Proctoring</b>	24	195	0	0	21
<b>Charging Station</b>	19	0	6	2	1
<b>Notary Services</b>	*	1	9	13	6
<b>Library Visits</b>	4,255	0	2,725	3,884	4,255
<b>Website Usage</b>	1,148	1,088	2,238	2,472	4,581
<b>Reference Questions</b>	5	11	5	1	3

**Yearly Totals**

2019	2020	2021	2022	2023
27	74	108	61	30
19	47	45	21	9
16	88	144	135	37
55,728	30,007	38,913	48,253	19,948
16,935	17,977	27,907	33,678	20,600
77	60	73	31	18

**Computer Users**

May	2019	2020	2021	2022	2023
<b>Wireless</b>	658	41	250	472	318
<b>Adult Users</b>	384	13	142	224	196
<b>Kids Users</b>	152	0	72	319	199

**Yearly Computer Users**

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	1,949
1,103	2,138	2,235	2,608	1,012
556	427	957	2,987	897

**Library Volunteers**

May	2019	2020	2021	2022	2023
<b>Library Volunteers</b>	13	1	6	9	14
<b>Volunteer Hours</b>	82	20	127	146	61.5

**Yearly Totals**

18-19	19-20	20-21	21-22	22-23
82	36	20	48	36
809	1,286	1,204	1,492.5	981.5



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

**Universal Class Counts**

May	
Sign ups	1
Courses started	0
Lessons viewed	9
Class Submissions	1

**Yearly Totals**

2019	2020	2021	2022	2023
9	10	13	18	12
16	53	39	2	4
194	1,771	1,008	876	178
105	800	515	465	234

**Programs**

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	1	1	3	2
total Sign-ups	60	83	84	113	145

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**

May	2019	2020	2021	2022	2023
Programs	10	0	5	9	11
Attendees	181	0	32	200	180
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	62
Attendees	4,201	1,185	2,167	3,646	1,505

**Grab & Go Kits**

May	2020	2021	2022	2023
Kits	0	5	0	0
Taken	0	147	0	0
Yearly	2020	2021	2022	2023
Kits	38	44	7	0
Taken	1094	1,699	334	0

We did not have story time the week we opened late in order to move the Juvenile and YA collections. Thus, our numbers for April are a bit smaller.

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

May	2020	2021	2022	2023
Programs	0	4	8	10
Attendees	0	16	46	36
Yearly	2020	2021	2022	2023
Programs	11	43	98	52
Attendees	77	370	437	167

**Grab & Go**

May	2020	2021	2022	2023
Kits	0	3	0	0
Taken	0	25	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.

**Face-to-face Adult Programs**

May	2019	2020	2021	2022	2023
Programs	11	0	4	6	7
Attendees	50	0	20	43	33
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	37
Attendees	1,343	214	351	377	180

**Device Advice**

May	2019	2020	2021	2022	2023
Sessions	*	42	8	14	12
Yearly	125	51	81	131	49
Passive					
May	*	*	0	0	0
Yearly	*	*	0	20	0

**Interlibrary Loan Services**

May	2019	2020	2021	2022	2023
Borrowed	60	0	52	90	75
Loaned	35	0	20	35	5

**Yearly Interlibrary Loan Services**

2019	2020	2021	2022	2023
690	534	673	872	287
410	151	226	317	84

May	R.E.A.D.S
Adults	2,582
Juvenile	198

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	22,799
Juvenile	1,430	1,189	1,032	2,013	1,608

The READS statistics come from the state.

**CITY COURT REPORT**

**MAY 2023**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$2,176.00
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$34,293.50</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$2,935.01
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$22,795.00</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$5,111.01</u>
<b>TOTAL REVENUE YTD</b>	<b>\$57,088.50</b>

**DISBURSEMENTS**

LITIGATION TAX	\$182.60
DOS/DOH FINES & FEES	\$118.75
DOS TITLE & REGISTRATION	\$147.25
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>\$448.60</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$6,742.30</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$4,662.41</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$50,346.20</b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$1,270.62</u>
<b>DRUG FUND DONATIONS YTD</b>	<b>\$7,160.60</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Careless Driving		
Financial Responsibility Law	3	\$0.00
Registration Law	11	\$760.00
Improper Equipment	1	\$10.00
Texting/Hands Free Law		
Codes Violation	1	\$132.50
DL Exhibited		
Red Light		
Animal Control	1	\$0.00
Stop Sign	2	\$235.00
Speeding	6	\$660.00
Seat Belt-Child Restraint	2	\$60.00
Improper Passing	1	\$117.50
Exercise Due Care	2	\$110.00
Following Too Close		
Total	30	\$2,085.00