



City Administrator Report: Bcj Ya VYf '202'

Administrative & Legislative Services Department
November 2023

Administration

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

- November 1:
 - White House Recreation Center Meeting
 - Proampac Leadership Team Luncheon

- November 2:
 - State of the County and Schools Lunch & Learn
 - Leisure Service Board Meeting

- November 14:
 - Interview for Robertson County Livability magazine
 - Advanex Hester Drive Extension
 - RFP Land Use Regulation Committee Review
 - Board/Volunteer Reception
 - Planning Commission Meeting

- November 15:
 - RTA Board Meeting
 - GNRC Transportation Policy Board
 - Industrial Development Board Meeting

- November 16:
 - City of White House Audit Update
 - FSEP CD&I Committee
 - Fairpointe Planning Transportation Meeting
 - BMA Study Session- Flashing Traffic Signals
 - Board of Mayor and Alderman Meeting

- November 20:
 - Committee Review for Banking Services
 - Christmas Event Planning Meeting
 - Economic Development Meeting

- November 21:
 - Forward Sumner Meeting
 - After Hours & Ribbon Cutting for Six One Five Real Estate Advisors

- November 27:
 - Department Head Staff Meeting
 - WWTP Update

- November 28:
 - Mayor Update Meeting
 - Power Hour- White House Chamber of Commerce

- November 29:
 - Sumner County Council of Governments Luncheon

- November 30:
 - TDEC SWIG 2022-8179 Meeting

**Administrative & Legislative Services Department
November 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 2023-2024.

| Budget | Budgeted Amount | Expended/ Encumbered* | % Over (↑) or Under (↓) (Anticipated expenditures by this point in the year) |
|----------------------|------------------------|------------------------------|---|
| General Fund | \$34,261,901 | \$13,595,304 | ↓17.06% |
| Economic Development | \$136,600 | \$4,278 | ↓8.06% |
| State Street Aid | \$505,000 | \$475,785 | ↑2.60% |
| Parks Sales Tax | \$2,296,00 | \$97,514 | ↑0.51% |
| Solid Waste | \$1,657,227 | \$1,195,648 | ↑0.45% |
| Parks Impact Fees | \$1,055,000 | \$17,741 | ↑5.26% |
| Police Impact Fees | \$110,000 | \$101,112 | ↑63.80% |
| Fire Impact Fees | \$274,000 | \$12,684 | ↑63.78% |
| Road Impact Fees | \$650,000 | \$642,287 | ↑57.52% |
| Police Drug Fund | \$25,000 | \$20,505 | ↑16.14% |
| Debt Services | \$2,512,200 | \$247,028 | ↑0.12% |
| Wastewater | \$15,952,225 | \$8,431,093 | ↑4.62% |
| Dental Care | \$100,000 | \$28,630 | ↑4.60% |
| Stormwater Fund | \$1,672,625 | \$933,849 | ↑2.62% |
| Cemetery Fund | \$42,690 | \$25,337 | ↑0.83% |

*Expended/Encumbered amounts reflect charges from July 1, 2023 – June 30, 2024.

Purchasing

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

Total Purchase Orders

| | FY 2024 | FY 2023 | FY 2022 | FY 2021 | FY 2020 | FY 2019 | FY 2018 |
|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| July | 341 | 313 | 325 | 261 | 269 | 346 | 362 |
| August | 161 | 166 | 132 | 128 | 106 | 151 | 166 |
| September | 108 | 104 | 98 | 106 | 98 | 126 | 119 |
| October | 145 | 98 | 98 | 79 | 97 | 91 | 147 |
| November | 130 | 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 | | 35 | 52 | 47 | 45 | 50 | 52 |
| Total | 885 | 1,517 | 1,506 | 1,355 | 1,199 | 1,595 | 1,813 |

| Purchase Orders by Dollars | Nov 2023 | FY 2024 | FY 2023 | FY 2021 | Total for FY24 | Total for FY23 | Total for FY22 |
|-----------------------------------|-----------------|----------------|----------------|----------------|-----------------------|------------------------|------------------------|
| Purchase Orders \$0-\$9,999 | 127 | 705 | 1,448 | 1281 | \$1,133,007.56 | \$1,645,212.29 | \$1,640,827.83 |
| Purchase Orders \$10,000-\$24,999 | 2 | 16 | 32 | 29 | \$329,952.44 | \$421,438.69 | \$404,406.65 |
| Purchase Orders over \$25,000 | 1 | 29 | 37 | 45 | \$6,225,613.97 | \$39,313,456.65 | \$11,687,700.37 |
| Total | 130 | 650 | 1,517 | 1355 | \$7,688,573.97 | \$41,380,107.63 | \$13,732,934.80 |

**Administrative & Legislative Services Department
November 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.

| | 2023-2024 Update Requests | 2022-2023 Update Requests | 2021-2022 Update Requests | 2020-2021 Update Requests | 2019-2020 Update Requests | 2023-2024 Page Visits | 2022-2023 Page Visits | 2021-2022 Page Visits | 2020-2021 Page Visits | 2019-2020 Page Visits |
|--------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| July | 51 | 52 | 54 | 15 | 152 | 34,294 | 31,946 | 32,401 | 11,536 | 1,164,517 |
| Aug. | 44 | 63 | 66 | 20 | 126 | 38,060 | 31,340 | 25,635 | 9,145 | 752,932 |
| Sept. | 48 | 65 | 48 | 17 | 43 | 31,899 | 27,594 | 24,833 | 8,335 | 679,248 |
| Oct. | 55 | 47 | 52 | 10 | 78 | 33,673 | 29,829 | 23,816 | 8,390 | 386,735 |
| Nov. | 42 | 54 | 63 | 174 | 56 | 30,149 | 30,449 | 23,022 | 7,587 | 695,971 |
| Dec. | | 32 | 39 | 13 | 156 | | 27,768 | 22,904 | 17,483 | 847,724 |
| Jan. | | 53 | 56 | 108 | 67 | | 31,686 | 26,942 | 17,123 | 720,531 |
| Feb. | | 47 | 52 | 135 | 22 | | 28,043 | 23,253 | 19,796 | N/A |
| March | | 62 | 57 | 39 | 85 | | 30,614 | 30,026 | 22,930 | N/A |
| April | | 72 | 68 | 101 | 43 | | 31,817 | 31,127 | 20,881 | N/A |
| May | | 51 | 54 | 38 | 27 | | 35,606 | 31,335 | 23,514 | 5,998 |
| June | | 42 | 674 | 214 | 48 | | 23,919 | 34,600 | 30,909 | 10,251 |
| Total | 240 | 640 | 609 | 884 | 901 | 168,075 | 360,611 | 329,885 | 197,629 | 5,263,907 |

“City of White House, TN” Mobile App

| | FY 24 New Downloads | FY 23 New Downloads | FY22 New Downloads | FY21 New Downloads |
|--------------|---------------------|---------------------|--------------------|--------------------|
| July | 9 | 8 | 8 | 45 |
| Aug. | 4 | 13 | 9 | 44 |
| Sept. | 4 | 9 | 13 | 19 |
| Oct. | 2 | 11 | 6 | 40 |
| Nov. | 4 | 11 | 6 | 29 |
| Dec. | | 10 | 10 | 10 |
| Jan. | | 18 | 18 | 11 |
| Feb. | | 10 | 9 | 20 |
| Mar. | | 9 | 14 | 11 |
| April | | 11 | 11 | 7 |
| May | | 3 | 10 | 11 |
| June | | 1 | 10 | 11 |
| Total | 23 | 114 | 124 | 258 |

| | FY24 # of Request | FY23 # of Request | FY22 # of Request | FY21 # of Request |
|-----------------|-------------------|-------------------|-------------------|-------------------|
| July | 55 | 50 | 38 | 20 |
| Aug. | 46 | 43 | 54 | 27 |
| Sept. | 52 | 40 | 46 | 16 |
| Oct. | 40 | 45 | 64 | 15 |
| Nov. | 38 | 53 | 19 | 20 |
| Dec. | | 70 | 42 | 27 |
| Jan. | | 61 | 41 | 18 |
| Feb. | | 20 | 41 | 72 |
| March | | 41 | 38 | 36 |
| April | | 68 | 26 | 26 |
| May | | 50 | 39 | 48 |
| June | | 47 | 47 | 58 |
| FY Total | 231 | 588 | 495 | 383 |

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

**Administrative & Legislative Services Department
November 2023**

White House Farmers Market

| | Application Fees # (amount collected) | Booth Payments (\$) |
|------------------|--|----------------------------|
| January | 2 (\$30) | \$300 |
| February | 5(\$75) | \$360 |
| March | 4(\$60) | \$600 |
| April | 4(\$60) | \$600 |
| May | 10(\$150) | \$1,620 |
| June | 5(\$75) | \$570 |
| July | 2(\$30) | \$120 |
| August | 0 | 0 |
| September | 0 | 0 |
| October | 0 | 0 |
| November | 0 | 0 |
| December | 0 | 0 |
| Total | 32(\$480) | \$4,170 |

Building Maintenance Projects

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

Major projects this month include:

| | 2022-2023 Work Order Requests | 2022-2023 Work Order Requests | 2021-2022 Work Order Requests | 2020-2021 Work Order Requests | 2019 – 2020 Work Order Requests | 2018 – 2019 Work Order Requests | 2017 – 2018 Work Order Requests |
|------------------|--|--|--|--|--|--|--|
| July | 18 | 14 | 19 | 11 | 10 | 22 | 21 |
| August | 23 | 23 | 8 | 27 | 10 | 26 | 24 |
| September | 13 | 21 | 12 | 9 | 13 | 19 | 22 |
| October | 13 | 13 | 10 | 6 | 7 | 14 | 18 |
| November | 13 | 12 | 23 | 16 | 7 | 18 | 34 |
| December | | 8 | 17 | 19 | 3 | 8 | 19 |
| January | | 11 | 6 | 11 | 16 | 14 | 16 |
| February | | 10 | 8 | 16 | 18 | 7 | 21 |
| March | | 16 | 14 | 12 | 11 | 7 | 17 |
| April | | 6 | 13 | 17 | 2 | 12 | 25 |
| May | | 34 | 20 | 25 | 11 | 6 | 26 |
| June | | 19 | 14 | 31 | 10 | 9 | 23 |
| Total | 80 | 187 | 164 | 200 | 98 | 162 | 266 |

**Finance Department
November 2023**

Finance Section

During November the Finance Office continued FYE 6/30/2023 audit tasks, and collecting current year property taxes. The total property taxes billed for tax year 2023 is \$5.6 million. As of the end of November, approximately \$350k (6.3%) was collected. Members of the Finance Office also participated in the following events during the month:

November 1: Assistant Finance Director passed CMFO “Payroll, Benefits, and Pensions” exam

November 1: Finance staff meeting

November 2-9: Tyler Tech Enterprise Permitting & Licensing credit card configuration virtual meetings

November 16: Virtual court training

November 16: Audit update meeting with KraftCPAs

November 16: Monthly BMA meeting

November 20: Banking Services Committee review meeting

November 28: Finance staff meeting

Performance Measures

Utility Billing

| | Nov 2023 | FY 2024 Total | FY 2023 Total | FY 2022 Total | FY 2021 Total | FY 2020 Total |
|--|---------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| New Build Applications (#) | 43 | 175 | 307 | 284 | 357 | 171 |
| Move In Applications (#) | 85 | 458 | 926 | 977 | 737 | 649 |
| Total Applications (#) | 128 | 633 | 1233 | 1261 | 1094 | 820 |
| Move Outs (#) | 22 | 149 | 831 | 898 | 743 | 602 |
| Electronic new customer signups (#) | 71 | 357 | 476 | 410 | 300 | 127 |
| Electronic new customer signups (%) | 55% | 56% | 39% | 33% | 27% | 15% |

Business License Activity

| | Nov 2023 | FY 2024 Total | FY 2023 Total | FY 2022 Total | FY 2021 Total | FY 2020 Total |
|--------------------------------------|---------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Opened | 4 | 31 | 95 | 92 | 76 | 69 |
| Closed (notified by business) | 0 | 4 | 9 | 7 | 6 | 10 |

Accounts Payable

| | Nov 2023 | FY 2024 Total | FY 2023 Total | FY 2022 Total | FY 2021 Total | FY 2020 Total |
|--------------------------------------|---------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Total # of Invoices Processed | 504 | 2194 | 4455 | 4254 | 4079 | 4003 |

Property Tax Relief Applications

| | Nov 2023 | FY 2024 Total | FY 2024 Est. | FY 2023 Total | FY 2022 Total |
|-------------------------------------|---------------------|--------------------------|-------------------------|--------------------------|--------------------------|
| New Parcels (#) | 4 | 4 | 29 | 27 | 29 |
| Existing Parcels (#) | 37 | 38 | 124 | 101 | 99 |
| Total Parcels (#) | 41 | 42 | 153 | 128 | 128 |
| State Relief Credits (\$) | 8,248 | 8,312 | 21,040 | 23,860 | 20,844 |
| City Relief Credits (\$) | 7,147 | 7,211 | 18,255 | 16,536 | 10,155 |
| Combined Relief Credits (\$) | 15,395 | 15,523 | 39,295 | 40,396 | 30,999 |

**Finance Department
November 2023**

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

| Operating Fund | Budgeted Operating Revenues (\$) | General Fund Cash Reserves Goal (\$) | Current Month Fund Cash Balance (\$) | G.F. Cash Reserves Goal Performance |
|----------------------|----------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|
| General Fund | 12,575,765 | 3,772,730 | 7,031,280 | 56% |
| Cemetery Fund | 55,450 | 16,635 | 257,505 | 464% |
| Debt Services | 2,530,300 | 759,090 | 1,607,306 | 64% |
| Dental Care Fund | 78,300 | 23,490 | 166,050 | 212% |
| Roads Impact Fees | 421,800 | 126,540 | 786,237 | 186% |
| Parks Impact Fees | 440,484 | 132,145 | 508,378 | 115% |
| Police Impact Fees | 315,200 | 94,560 | 1,003,739 | 318% |
| Fire Impact Fees | 208,200 | 62,460 | 663,519 | 319% |
| Economic Development | 141,900 | 42,570 | 259,272 | 183% |
| Parks Sales Tax | 1,093,500 | 328,050 | 788,426 | 72% |
| Police Drug Fund | 5,250 | 1,575 | 43,567 | 830% |
| Solid Waste | 1,577,500 | 473,250 | 825,119 | 52% |
| State Street Aid | 456,800 | 137,040 | 463,438 | 101% |
| Stormwater Fund | 1,100,750 | 330,225 | 924,026 | 84% |
| Wastewater | 6,293,000 | 1,887,900 | 8,742,259 | 139% |

*Balances do **not** reflect encumbrances not yet expended.*

These figures do NOT include November 2023 interest earnings because the State of TN Treasury did not post at the time of this report.

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 2023-2024.

| Operating Fund | Budgeted Operating Revenues (\$) | YTD Realized* (\$) | % Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year) |
|----------------------|----------------------------------|--------------------|--|
| General Fund | 12,575,765 | 3,094,551 | ↓ 17.06% |
| Cemetery Fund | 55,450 | 23,567 | ↑ 0.83% |
| Debt Services | 2,530,300 | 1,057,358 | ↑ 0.12% |
| Dental Care | 78,300 | 36,225 | ↑ 4.60% |
| Roads Impact Fees | 421,800 | 418,351 | ↑ 57.52% |
| Parks Impact Fees | 440,484 | 206,711 | ↑ 5.26% |
| Police Impact Fees | 315,200 | 332,426 | ↑ 63.80% |
| Fire Impact Fees | 208,200 | 219,536 | ↑ 63.78% |
| Economic Development | 141,900 | 47,691 | ↓ 8.06% |
| Parks Sales Tax | 1,093,500 | 461,160 | ↑ 0.51% |
| Police Drug Fund | 5,250 | 3,035 | ↑ 16.14% |
| Solid Waste | 1,577,500 | 664,392 | ↑ 0.45% |
| State Street Aid | 456,800 | 202,190 | ↑ 2.60% |
| Stormwater Fund | 1,100,750 | 487,491 | ↑ 2.62% |
| Wastewater | 6,293,000 | 2,912,608 | ↑ 4.62% |

*Realized amounts reflect revenues realized from July 1, 2023—November 30, 2023

These figures do NOT include November 2023 interest earnings because the State of TN Treasury did not post at the time of this report.

**Human Resources Department
November 2023**

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

- November 01: Part Time Library Clerk Interviews
- November 07: Public Entity Partners Supervisor Training
- November 08: Firefighter Interviews
- November 09: Library Board Meeting
- November 15: Part Time Library Clerk New Hire Orientation
- November 16: Police Officer Interview
Board of Mayor and Aldermen
- November 29: Tennessee City Managers Association Middle Tennessee Meeting
- November 30: Police Officer New Hire Orientation

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

| | FYE 2024 | FYE 2023 | FYE 2022 | FYE 2021 |
|-----------|-------------|-------------|-------------|-------------|
| July | 0 | 0 | 0 | 0 |
| August | 1 | 1 | 0 | 0 |
| September | 0 | 1 | 0 | 1 |
| October | 1 | 2 | 1 | 0 |
| November | 0 | 1 | 0 | 1 |
| December | | 0 | 0 | 0 |

Three-year average: 6.33

| | FYE 2024 | FYE 2023 | FYE 2022 | FYE 2021 |
|--------------|-------------|-------------|-------------|-------------|
| January | | 1 | 0 | 1 |
| February | | 0 | 1 | 0 |
| March | | 0 | 0 | 2 |
| April | | 0 | 0 | 1 |
| May | | 0 | 1 | 0 |
| June | | 0 | 1 | 3 |
| Total | 2 | 6 | 4 | 9 |

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

| | FYE 2024 | FYE 2023 | FYE 2022 | FYE 2021 |
|-----------|-------------|-------------|-------------|-------------|
| July | 0 | 0 | 0 | 1 |
| August | 0 | 0 | 1 | 1 |
| September | 0 | 0 | 0 | 1 |
| October | 0 | 2 | 1 | 1 |
| November | 0 | 0 | 1 | 3 |
| December | | 2 | 0 | 0 |

Three-year average: 5.33

| | FYE 2024 | FYE 2023 | FYE 2022 | FYE 2021 |
|--------------|-------------|-------------|-------------|-------------|
| January | | 0 | 0 | 0 |
| February | | 0 | 0 | 0 |
| March | | 0 | 1 | 0 |
| April | | 0 | 1 | 0 |
| May | | 0 | 0 | 0 |
| June | | 0 | 0 | 0 |
| Total | 0 | 4 | 5 | 7 |

**Human Resources Department
November 2023**

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

| | FYE 2024 | FYE 2023 | FYE 2022 | FYE 2021 |
|-----------|-------------|-------------|-------------|-------------|
| July | 2 | 1 | 1 | 1 |
| August | 3 | 1 | 1 | 1 |
| September | 1 | 1 | 2 | 0 |
| October | 0 | 1 | 0 | 0 |
| November | 1 | 2 | 0 | 1 |
| December | | 1 | 1 | 2 |

| | FYE 2024 | FYE 2023 | FYE 2022 | FYE 2021 |
|-------------------|--------------|--------------|---------------|---------------|
| January | | 0 | 4 | 2 |
| February | | 0 | 2 | 0 |
| March | | 2 | 3 | 0 |
| April | | 0 | 2 | 2 |
| May | | 0 | 2 | 0 |
| June | | 1 | 1 | 3 |
| Total | 7 | 10 | 19 | 12 |
| Percentage | 5.51% | 8.40% | 16.52% | 10.91% |

Current year turnovers that occurred within
90 day probationary period: 0

Three-year average: 11.94%

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

| | FYE 2024 | FYE 2023 | FYE 2022 | FYE 2021 |
|-----------|-------------|-------------|-------------|-------------|
| July | 0 | 0 | 0 | 1 (T) |
| August | 1 (T) | 0 | 0 | 0 |
| September | 0 | 0 | 0 | 0 |
| October | 0 | 1 (S) | 0 | 0 |
| November | 1 (T) | 0 | 0 | 0 |
| December | | 0 | 0 | 1 (T) |

| | FYE 2024 | FYE 2023 | FYE 2022 | FYE 2021 |
|--------------|-------------|-------------|-------------|-------------|
| January | | 0 | 1 (T) | 1 (T) |
| February | | 0 | 0 | 0 |
| March | | 1 (T) | 0 | 0 |
| April | | 0 | 0 | 0 |
| May | | 0 | 0 | 0 |
| June | | 0 | 0 | 0 |
| Total | 2 | 1 | 1 | 3 |

Three-year average: 1.667

**Police Department
November 2023**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in November:** White House Rotary Club Meeting (Nov 2, 9, 16, 23 & 30), Sumner County Drug Task Force Meeting (Nov. 15), Command Staff Meeting (Nov. 16), Board of Mayor & Alderman Meeting (Nov. 15), Chief's Interviews with 2 Certified Officers and Department Head Meeting (Nov. 27).

➤ **Police Department Administration Performance Measurements**

Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by April 2024.

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

She has submitted a letter to the Accreditation Specialist Ken Sircy for an extension till April 2024. It will be presented at The Tennessee Chief of Police meeting the first week of December 2023. He expects the extension to be approved.

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.

| Month | Admin Training Hours | Patrol Training Hours | Support Services Training Hours | Total Training Hours |
|--------------|----------------------|-----------------------|---------------------------------|----------------------|
| January | 0 | 168 | 0 | 168 |
| February | 0 | 610 | 0 | 610 |
| March | 0 | 652 | 24 | 676 |
| April | 0 | 280 | 0 | 280 |
| May | 0 | 264 | 0 | 264 |
| June | 0 | 144 | 0 | 144 |
| July | 0 | 308 | 0 | 308 |
| August | 24 | 434 | 16.5 | 474.5 |
| September | 0 | 208 | 39 | 247 |
| October | 84 | 0 | 20 | 104 |
| November | 0 | 227 | 0 | 227 |
| Total | 108 | 3,295 | 99.5 | 3,502.5 |

Patrol Division Performance Measurements

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 570 shifts during the Fiscal Year 2023-2024. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing went into effect August 5, 2015.***

| Number of Officers on Shift | November 2023 | FY 2023-24 |
|------------------------------|---------------|------------|
| Three (3) Officers per Shift | 21 | 84 |
| Four (4) Officers per Shift | 39 | 208 |

*Two Officer Minimum staffing was put in place due to staff shortage.

**Police Department
November 2023**

2. **Acquire and place into service two Police Patrol Vehicles.** We received our two new vehicles (November 18th) that were ordered from Lonnie Cobb Ford in August 2022 from the 2022-23 Budget Year. They are currently at Truckers Lighthouse for equipment to be added. Four new vehicles have been ordered from Lonnie Cobb Ford.
3. **Conduct two underage alcohol compliance checks during the Fiscal Year 2023-2024.**
Fall Compliance checks were completed in October. Three businesses failed – Kroger, EJ’s and Sudden Service (Hwy 31W).
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.**
** *Note: October stats are still unable to be obtained from Tyler Technologies.*

| Group A Offenses | November 2023 | Per 1,000 Pop. | Total 2023 | Per 1,000 Pop. |
|--------------------------------------|---------------|----------------|------------|----------------|
| <i>Serious Crime Reported</i> | | | | |
| Crimes Against Persons | | | 56 | |
| Crimes Against Property | | | 148 | |
| Crimes Against Society | | | 98 | |
| | | | | |
| Total | | | 302 | |
| Arrests | | | 207 | |

*U.S. Census Estimate 7/1/2022 – 14,516

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.**

| | November 2023 | TOTAL 2023 |
|---------------------------------|---------------|------------|
| Traffic Crashes Reported | 40 | 438 |
| Enforce Traffic Laws: | | |
| Written Citations | 56 | 513 |
| Written Warnings | 34 | 508 |
| Verbal Warnings | 346 | 2,860 |

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.**

| COLLISION RATIO | | | | |
|------------------------|-------------------|-----------------|----------------------|---------------------|
| <u>2023</u> | <u>COLLISIONS</u> | <u>INJURIES</u> | <u>MONTHLY RATIO</u> | <u>YEAR TO DATE</u> |
| November | 40 | 3 YTD 52 | 8% | 12% YTD 438 |

Traffic School: There was no Traffic School in the month of November.

**Police Department
November 2023**

Staffing:

- Ofc. Blake McClusky is currently in FTO. He will go to the Academy in January.
- We have hired two Certified Officers. Officer Adam Wims started November 30, 2023. Officer Tanner Pharris starts December 12, 2023.
- We currently have 2 positions open. We are testing two applicants on December 6th, 2023. We are approved for a new Police Officer position January 1st. We are continuing to accept applications.

Sumner County Emergency Response Team:

ERT held a three-day training in November:

- **15 Nov 2023 – Sumner Co Range**
New operator tryout – Gallatin, Sumner Co & White House. Ofc. Emmis Jake Hunter was selected to ERT.
- **16 Nov 2023 – Portland Range**
Sniper Team Stalking Exercise, Night Fire Qualifications.
- **17 Nov 2023 – Murfreesboro**
Room Entry, Hallways & Stairwells, Small Unit Tactics (SUT).

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 |
| November | | |

Communications Section

| | November | Total 2023 |
|-------------------|----------|------------|
| Calls for Service | 1025 | 11,794 |
| Alarm Calls | 52 | 515 |

Request for Reports

| | November | FY 2023-24 |
|----------------------|----------|------------|
| Requests for Reports | 12 | 78 |
| Amount taken in | \$11.55 | \$74.05 |
| Tow Bills | \$225.00 | \$225.00 |
| Emailed at no charge | 39 | 129 |
| Storage Fees | \$0.00 | \$0.00 |

Tennessee Highway Safety Office (THSO):

- THSO-Officers have begun working the grant for 23-24 year.
- Upcoming Holiday meeting and awards banquet 12/7 at FUMC in White House.

Volunteer Police Explorers: Nothing to report currently.

**Police Department
November 2023**

Item(s) sold on Govdeals: Nothing to report currently.

Crime Prevention/Community Relations Performance Measurements

- ***Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** Sgt Enck began D.A.R.E. August 28th, to 5th graders at White House Middle School. There are approximately 150 kids. Dare Graduation is scheduled for December 11th at 10:00am.
- ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House Expo was October 7th. ***Complete***
- ***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.
- ***Participate in joint community events monthly to promote the department’s crime prevention efforts and community relations programs.***

11/2 - WHPD assisted White House High School with a lockdown drill.

11/16 - Wheels in Motion H.B. Williams Elementary.

11/16 – “Thankful Thursday” Breakfast at Community Christian School.

11/30 – Wheels in Motion Heritage Elementary.

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

Upcoming Events:

- Christmas Parade.
- Shop with a Cop/Fireman.

| 2023 Participation in Joint Community Events | | |
|---|------------------------|----------------------------|
| | <u>November</u> | <u>Year to Date</u> |
| Community Activities | 4 | 82 |

**Fire Department
November 2023**



Summary of Month's Activities

Fire Operations

The Department responded to 157 requests for service during the month with 107 responses being medical emergencies. The Department also responded to 8 vehicle accidents of which 5 had injuries, and 3 had no injuries. Of the 157 responses in the month of November there were 21 calls that overlapped another call for service which is 13.38% of our responses for the month. That brings the overlapping call volume for FY23-24 to 130 or 17.56% 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 November from dispatch to on scene time averaged was, six minutes and fifteen seconds (6:15). The average time a fire unit spent on the scene of an emergency call was sixteen minutes and thirty-six seconds (16:36).

Department Event

- November 14th – Monthly Officer meeting
- November 14th – Touch-A-Truck with Temple Baptist
- November 16th – Thankful Breakfast at Community Christian School
- November 22nd – Thanksgiving meal by White House Heritage High School

Fire Administration

- November 2nd – Lock down drill at White House High School
- November 8th – Firefighter Interviews
- November 20th – Christmas Event Planning 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 | 19 |
| Rescue & Emergency Services | 500 |
| Hazardous Conditions (No Fire) | 14 |
| Service Calls | 58 |
| Good Intent Call | 57 |
| False Alarms & False Call | 81 |
| Calls for The Month | 157 |
| Total Responses FY to Date | 732 |

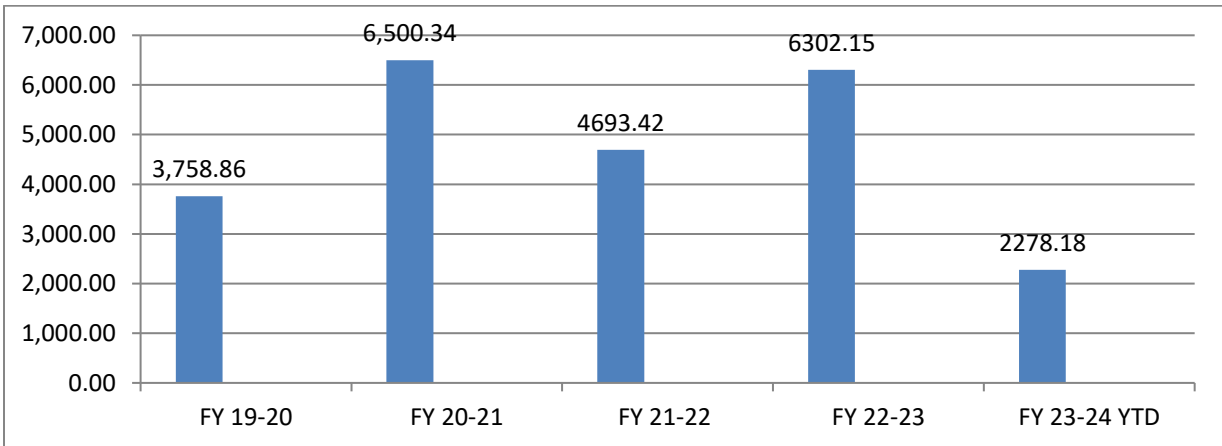
**Fire Department
November 2023**

Response by Station

| | Month | FY to Date | % |
|--------------------------------------|------------|------------|---------------|
| Station #1 (City Park) | 112 | 473 | 64.97% |
| Station #2 (Business Park Dr) | 45 | 255 | 35.02% |

Fire Fighter Training

The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4788 hours of training per year is based on twenty-one career firefighters.



| | Month | FYTD |
|-----------------------------------|---------------|----------------|
| Firefighter Training Hours | 514.17 | 2278.18 |

Training breakdown for ISO and NFPA*

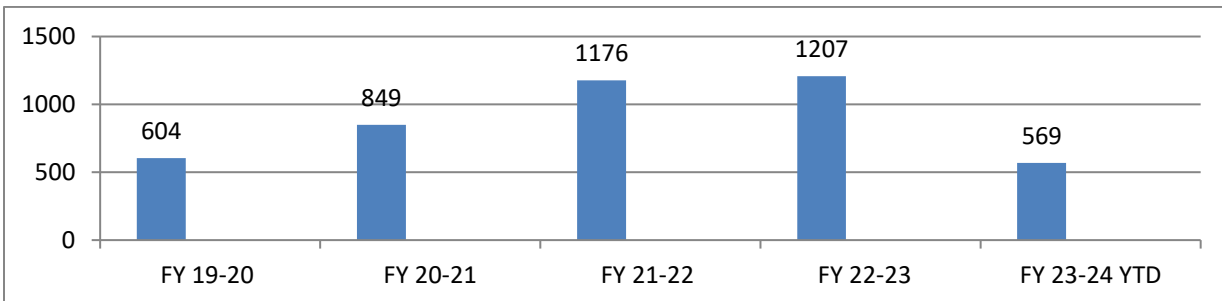
| | Fire Officer | Company | Facilities | NFPA | Non-ISO |
|---------------------|--------------|----------------|-------------|---------------|---------------|
| Month | 14 | 240.75 | 70.5 | 67.42 | 121.5 |
| Total for FY | 130 | 1284.25 | 214 | 602.38 | 628.45 |

*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 Inspection

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

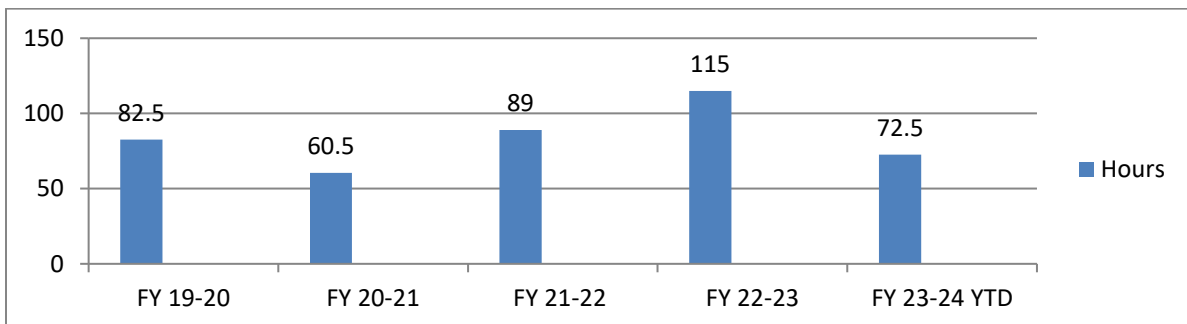
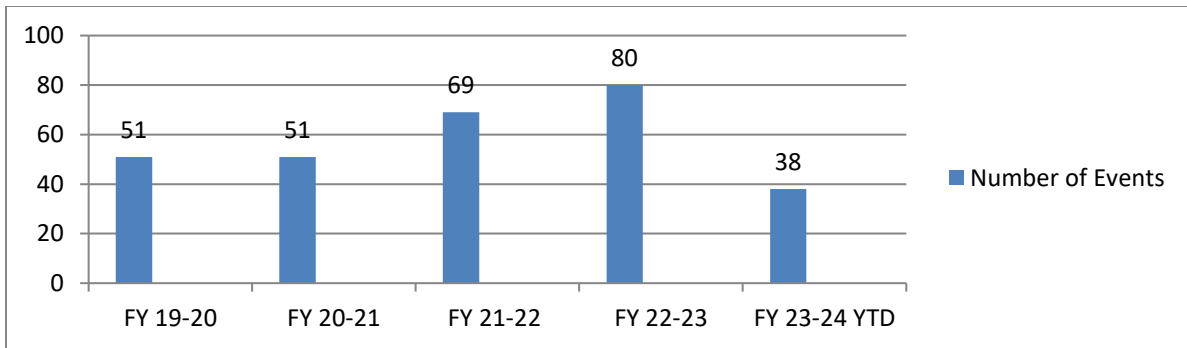
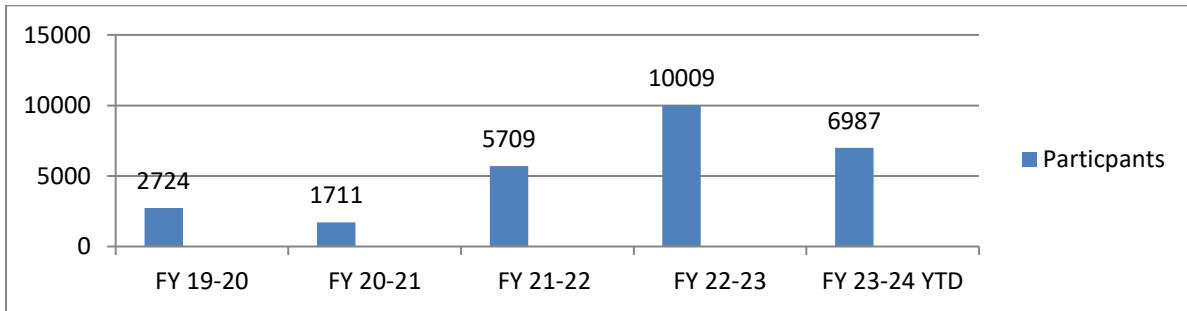


**Fire Department
November 2023**

| | Month | FYTD |
|---------------------------------|--------------|-------------|
| November Fire Inspection | 112 | 569 |
| Reinspection | 15 | 77 |
| Code Violation Complaint | 4 | 7 |
| Violations Cleared | 10 | 48 |
| Annual Inspection | 7 | 61 |
| Knox Box | 4 | 22 |
| Fire Alarms | 9 | 32 |
| Measure Fire Hydrant | 2 | 6 |
| Plans Review | 7 | 20 |
| Pre-C/O | 3 | 14 |
| Pre-incident Survey | 12 | 101 |
| Sprinkler Final | 0 | 1 |
| Final/Occupancy | 0 | 12 |

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.



**Fire Department
November 2023**

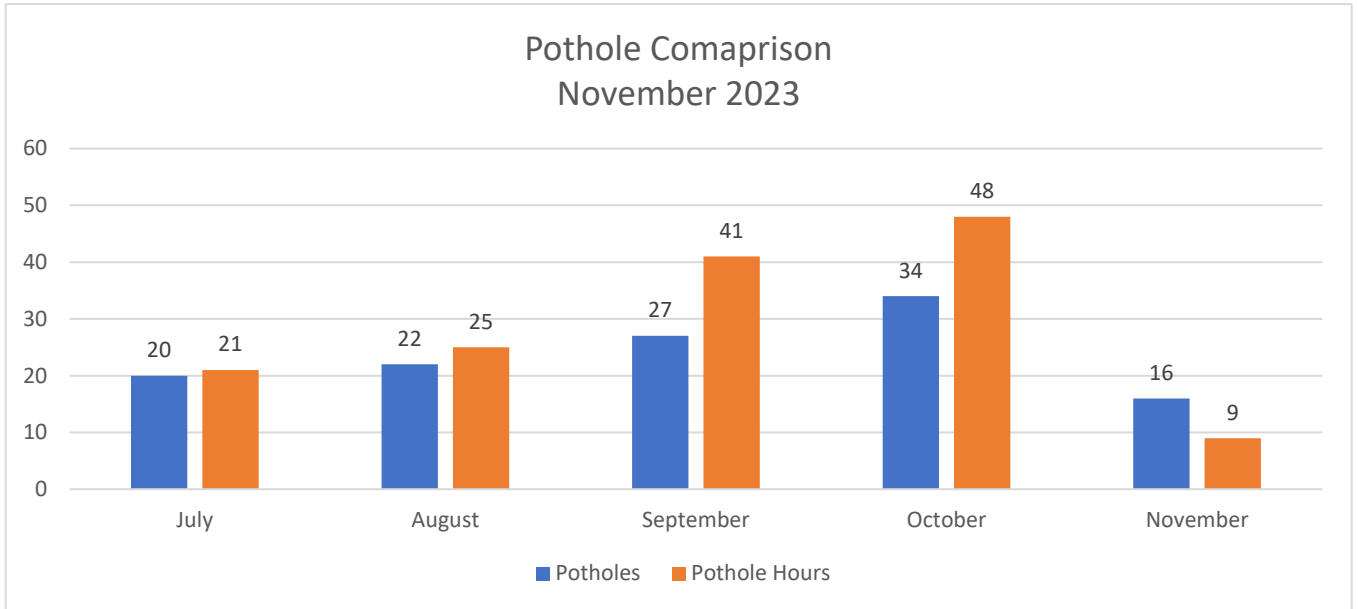
| | Month | FYTD |
|-------------------------|--------------|-------------|
| Participants | 227 | 6987 |
| Number of Events | 6 | 38 |
| Education Hrs. | 6.5 | 72.5 |

Social Media Statistics for the Month

| | |
|---------------------------|-------------|
| Post Reach | 1573 |
| Post Engagement | 42 |
| New Page Followers | 12 |

**Public Services Department – Public Works Division
November 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 **20 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 Public Works Division is required to respond to a pothole complaint within 24 business hours from the time the complaint is made until time a satisfactory repair is made.

| STREET ADDRESS OF COMPLAINT | DATE COMPLAINT LOGGED | DATE COMPLAINT RESOLVED | ELAPSED TIME BEFORE REPAIR MADE |
|------------------------------------|------------------------------|--------------------------------|--|
| 150 S. Palmers Chapel | November 20, 2023 7:16 AM | November 21, 2023 7:24 AM | 1 Day |
| 466-476 Marlin Road | November 20, 2023 7:19 AM | November 21, 2023 7:24 AM | 1 Day |
| Pleasant Grove Road | November 20, 2023 8:00 AM | November 21, 2023 10:00 AM | 1 Day |
| Lone Oak Drive | November 20, 2023 8:00 AM | November 21, 2023 11:00 AM | 1 Day |
| 182 Cherry Lane | November 21, 2023 10:20 AM | November 22, 2023 7:30AM | < 1 Day |

Public Services Department – Public Works Division
November 2023

Monthly Work Log

Note: Friday is logged now because of Tuesday – Friday Employee Schedule.

Wednesday 11-1-2023

- Loaded curb stops for Morgan Trace roadway swale repair / Delivered barricades for Jingle Mingle Event / Complete trailer repairs for parade float

Thursday 11-2-2023

- Replace Beechbrook Court road name sign / ROW Mowing on Pleasant Grove Road, Wilkinson Lane, Calista Road and Union Road

Friday 11-3-2023

- Completed inspections / Worked on parade float

Monday 11-6-2023

- Changed flashers in cabinets because battery back up installation caused rapid flash at traffic signals / Meeting with Isaiah and Andy / Picked up brush on Pinson Lane that was over the white line / Picked up barricades from Jingle Mingle event / Hauled off old yellow trailer to Volunteer Recycling / Pulled up curb stops at Morgan Trace due to citizen complaint

Tuesday 11-7-2023

- Cut asphalt parking lot at PW Admin Office so that gas line can be installed / Delivered shelf mounted loop detector to Stansell Electric at Raymond Hirsch and 31W as there was a detection issue at this intersection / Loaded up all recycled aluminum and delivered it to Volunteer Recycling / Begun construction of Christmas Tree.

Wednesday 11-8-2023

- Finished Christmas Tree frame and ran wiring to the Library / Traffic control on brush collection route / Picked up and installed electrical relays for Vehicle 1326

Thursday 11-9-2023

- Installed 4' x 4' Christmas Tree Panels

Friday 11-10-2023

- Inspections, parade float and conducted brush pick up operations

Monday 11-13-2023

- Holiday Veterans Day Observed (Thank you all Veterans!)

Tuesday 11-14-2023

- Loaded skid loader along with water tank and concrete / Finished panels for Christmas Tree / Also installed Garland around light poles near Library / Worked on installing and rewiring relays for 1326 / Changed IP addressing information at SR-76 & Sage, Wilkinson Lane and Love's Lane

Wednesday 11-15-2023

- Changed green light at Tyree Springs Road and Raymond Hirsch Parkway / Hung more garland at the Library and decorative street light poles / helped finish deck on parade float.

Thursday 11-16-2023

- String trimmed around all generators on Public Works Campus / Repaired pothole on Sunnybrook Drive / Stormwater and Road Inspections

Friday 11-17-2023

- Inspections / Went to Lowes to purchase material for parade float / Helped dig to find wiring that was damaged at the front gate at Public Services.

Monday 11-20-2023

- Cut down tree near Wilkinson Lift Station / Delivered volt meter to Isaiah at Raymond Hirsch and SR-76 / Installed Christmas Decorations throughout the City of White House.

Tuesday 11-21-2023

- Picked up chains for chainsaws at Ace Hardware / Clean Vehicle 1332 / Dug up detection loop at front gate / Fixed throttle body issue of truck 1303 / Repaired potholes on Lone Oak Drive / Pleasant Grove Road / Confirmed lights being out at Oak Place, Pleasant Lane and Meadows Road.

Wednesday 11-22-2023

- Facility Maintenance / Replaced fire extinguishers / Checked on the GFCI issue at Portland Road and 31W / Installed road plate at front of gate at Public Services.

Thursday 11-23-2023

- Holiday (Thanksgiving)

Monday 11-27-2023

- Worked on parade float

Tuesday 11-28-2023

- Attended Safety Committee Meeting / Repaired vehicle 1333 / Installed new Bluetooth Lane Light System at SR-76 Greenway Crossing

Wednesday 11-29-2023

- Continued working on Bluetooth Lane Light System at SR-76 / Discussed and reviewed maps for Snow Plow Route List

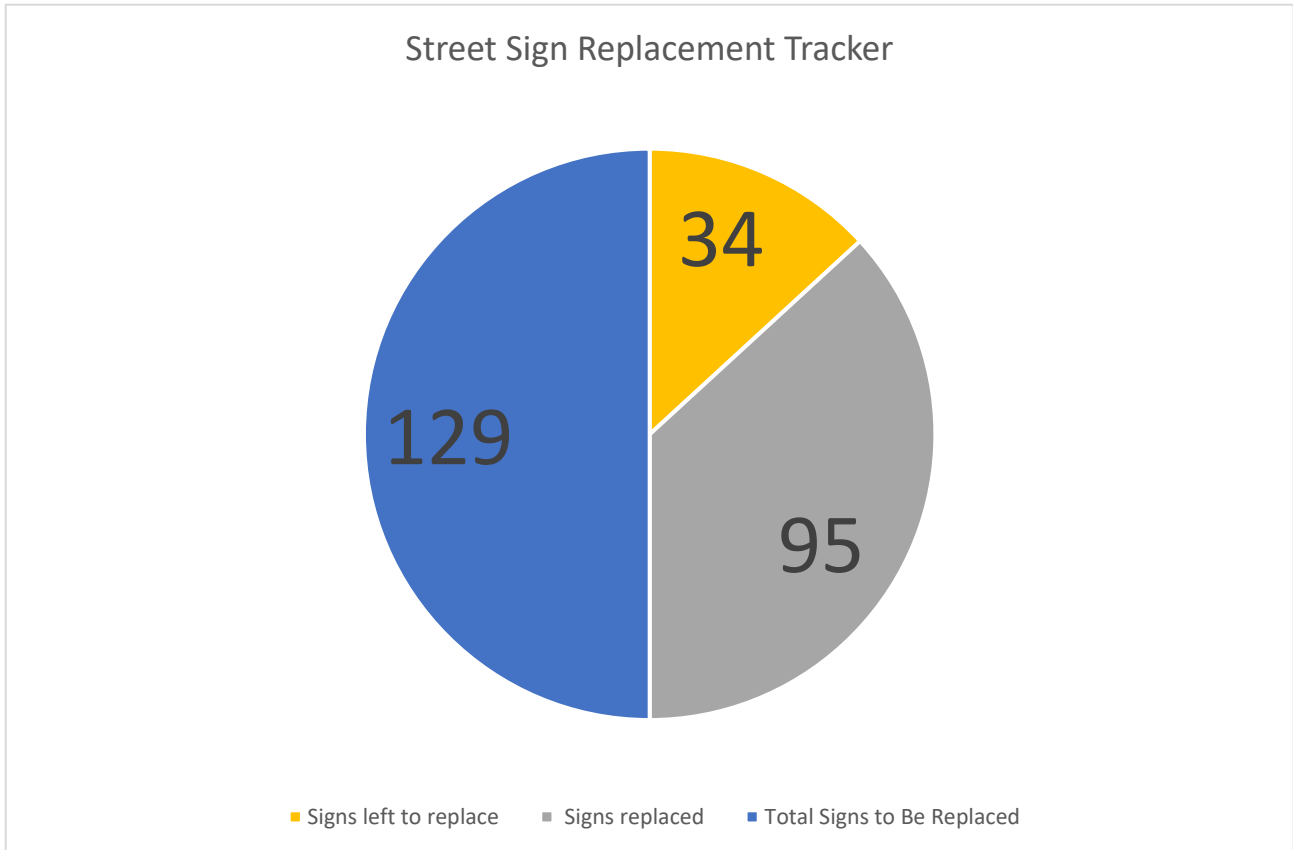
Thursday 11-30-2023

- Finished installation of Lane Light System at SR-76 / Delivered barricades for parade route / Prepared for parade.

**Public Services Department – Public Works Division
November 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).

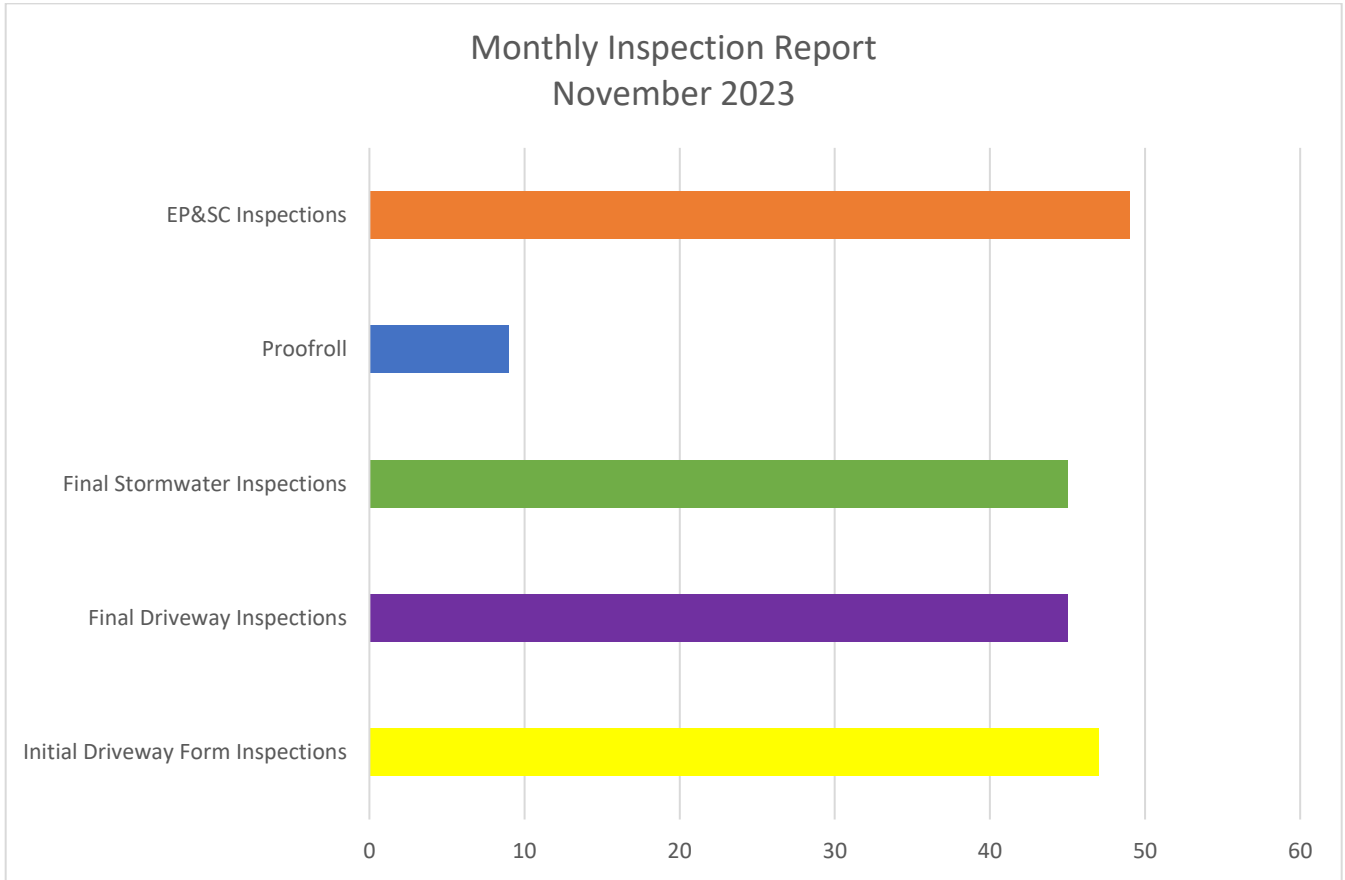


Note: Only signs that were damaged were repaired and no signs were brought into compliance for the month of November

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

New Construction and Inspections:

The Public Works Inspector performs various different types of inspections throughout the process of a new home being built within City of White House City Limits, additionally the Public Works Inspector performs proof rolls on subgrade and base stone during the construction of new roads within new developments that are being built within The City of White House. Below gives an accurate account of how many Initial Drive Form Inspections, Final Driveway Inspections, EP&SC (Erosion Prevention & Sediment Control Inspections, and Final Stormwater Inspections were performed on a monthly basis.



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

| Traffic Signal Complaints Log | November | FY 23/24 YTD |
|---|-----------------|---------------------|
| SR-76 & Love's Lane | 0 | 0 |
| SR-76 & I-65 Southbound Ramps | 0 | 0 |
| SR-76 & I-65 Northbound Ramps | 0 | 0 |
| SR-76 & Hester Drive | 1 | 1 |
| SR-76 & Wilkinson Lane | 1 | 1 |
| SR-76 & Sage Road | 0 | 0 |
| SR-76 & Raymond Hirsch | 2 | 2 |
| SR-76 & Hwy 31W | 0 | 0 |
| SR-76 & Pleasant Grove Road (Flashing Signal) | 1 | 1 |
| Hwy 31W & Portland Road | 0 | 0 |
| Hwy 31W & Raymond Hirsch | 0 | 0 |
| Hwy 31W & Sage Road | 0 | 0 |
| Tyree Spring Road & Raymond Hirsch Parkway | 0 | 0 |
| Wilkinson Lane & Richard Wilks | 0 | 0 |

Traffic Signal Complaint Details:

SR-76 & Hester Drive:

Complaint: Phase 8 light cycled 3 time and no green signal. **Resolution:** Adjustment to Gridsmart Detection Zone

SR-76 & Wilkinson Lane:

Complaint: Phase 1 No Left Turn Arrow at or after 9:00 PM. **Resolution:** City Engineer made adjustment to controller and repaired the issue.

SR-76 & Raymond Hirsch:

Complaint: Red light too long on Raymond Hirsch to left onto SR-76. **Resolution:** Being evaluated by City Engineer but no complaint since initial complaint

Complaint: Green arrow is too short. Not enough vehicles make it through before turning red.

Resolution: Evaluated and determined to be long enough. If adjusted it would negatively impact other approaches to the intersection

SR-76 & Pleasant Grove Road:

Complaint: Needs a signalized intersection. **Resolution:** CSR Designing signalized intersection.

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

Stormwater Division worked a total of 640 hours, including 0 hours of overtime, 160 hours of leave time and 100 hours of holiday time (Chris Keith remains on medical leave). The maintenance crew improved approximately 630 linear feet of the drainage system. Inspector spent 61% of time on Stormwater.

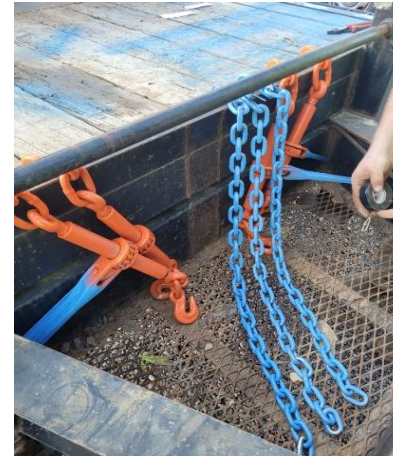
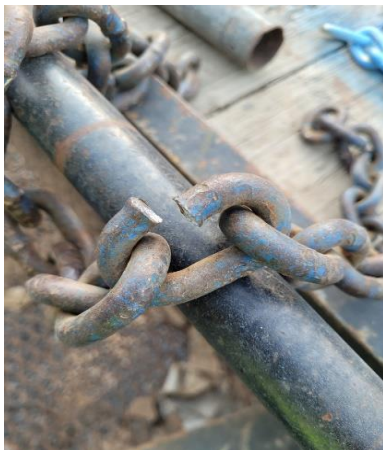
11/02/2023 – recycled old trailer, set up snow plow



11/06/2023 – remove tree debris, remove Morgan Trace gutter ramps.



11/07/2023 – Preventative maintenance, vehicle maintenance

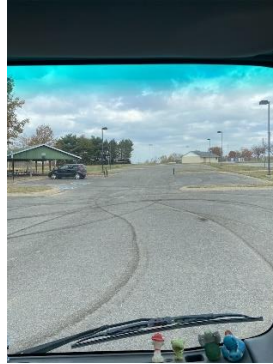


**Public Services Department – Stormwater Division
November 2023**

11/08/2023 – Wilkinson Ln. drainage improvements



11/08/2023 – street sweeping



11/09/2023 – set up Christmas tree, street sweeping



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

11/09/2023 – Apache Trail CIP tree removal and pole inspection (CEMC)



11/14/2023 – The Mills outfall modifications.



11/15/2023 – Apache Trail CIP, tree removal for design adjustments to flow path.



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

11/16/2023 – Tyree Springs drainage improvements



11/20/2023 - Storm cleanup at pump station

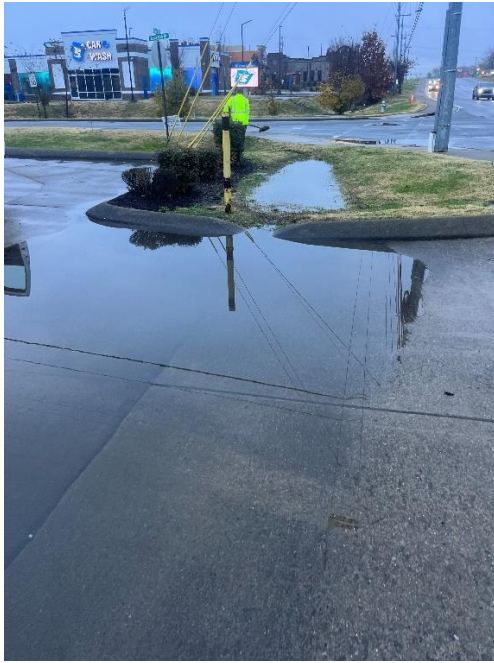


11/28/2023 - 219 Hobbs meeting, safety meeting, shop inspections, brush truck ride along



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

11/29/2023 - Street sweep, parade float, rain hot spots, assist public works

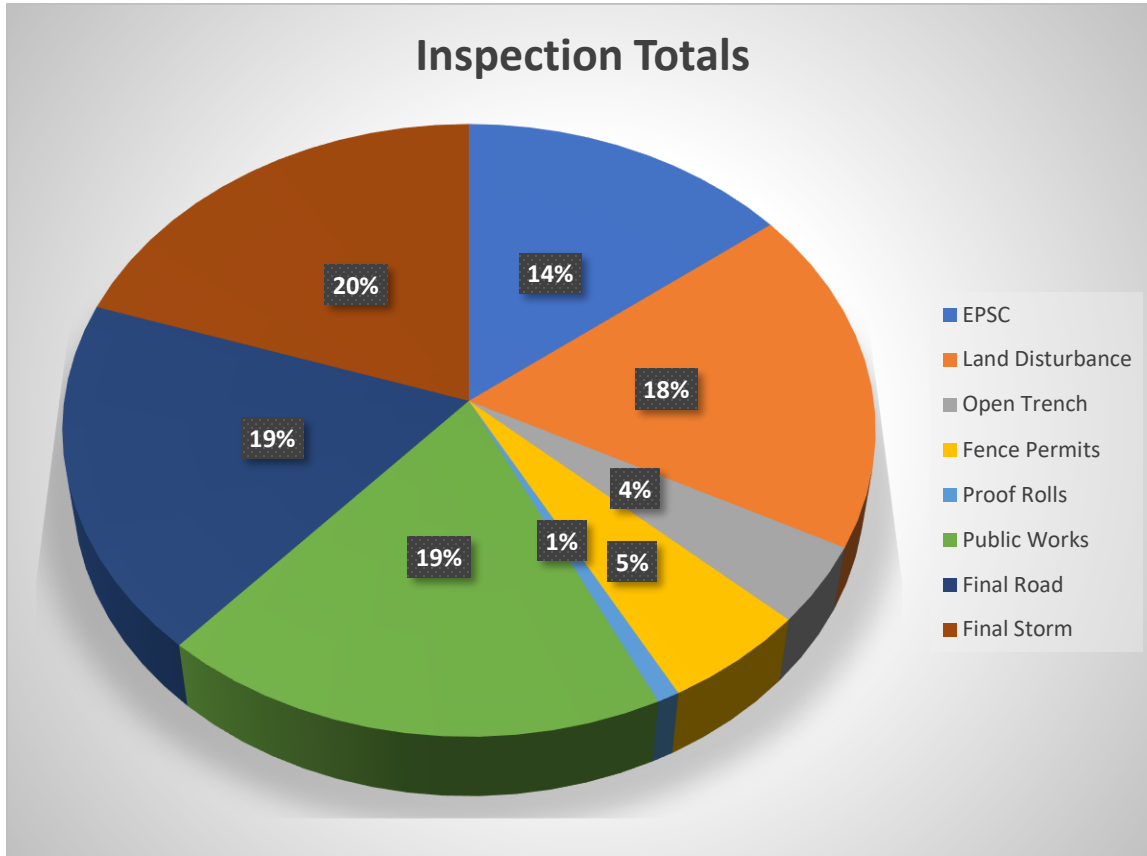


11/30/2023 - Street sweep, fire extinguisher inspection, parade decorations



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

Inspector Notes



| | |
|------------------|------------|
| EPSC | 35 |
| Land Disturbance | 44 |
| Open Trench | 10 |
| Fence Permits | 13 |
| Proof Rolls | 2 |
| Public Works | 45 |
| Final Road | 45 |
| Final Storm | 48 |
| Total | 242 |

Public Services Department – Stormwater Division
November 2023

Work Log:

- November 1 – Completed BMA Notes, updated LDP information/ spreadsheet tracker, and other information. Open trench Inspections at Calista Farms and Legacy Farms. Reviewed Fields @ Oakwood for Maintenance Bond on Stormwater.
- November 2 -Completed Burress Ridge Plans review. Reviewed Stop Work Order on Dorris Phase 2. Open Trench Inspections at Legacy Farms and Calista Farms.
- November 6 – Completed Updated LDP Spreadsheet. Inquired about additional and required Training. EPSC Inspections at Pinson Pointe, WHHHS, Legacy Farms, Jackson Farms, Fields at Oakwood, Frey Branch, Sage Farms, Cambria Phase 3b, Dorris Farms Phases 1 & 2, and Marlin Pointe.
- November 7 – Meeting with the Stormwater Team on Policy acknowledgment regarding Punctuality. Assisted Stormwater Manager with Software Troubleshooting. EPSC Inspections at Springbrook, Willow Grove, Summerlin, White House Shops, and Highland Park. Met with the Contractor at Springbrook to review concerns with castings at the curb line. Met with the Inspector at Willow Grove. Spoke with Chris at White House Shops about addressing track out and repairs needed.
- November 8 – Training with Greg on Concrete in regards to Title 16. Reviewed New Process for Fence Applications within Tyler CSS. Updated Inspection reports. Proof Roll of 1st lift base stone at Highland Park. Open Trench at Frey Branch Cottages.
- November 9 – P. T. O
- November 13 – Veterans Day Holiday
- November 14 -16 - P. T. O
- November 20 – 22 – P. T. O.
- November 23 – Thanksgiving Holiday
- November 27 – On-site Density Testing for Turning Land at Willow Grove. Open Trench Dorris Farms 2. Met with New Builders to discuss the expectations on the vertical construction of Dorris Farms 1 & 2.
- November 28 – Met with the Contractor at Legacy Farms to discuss issues on twice-weekly reports. EPSC inspections at Towne Center, The Mills, Cardinal Pointe, Core 5, and Copes Crossing.
- November 29 – Reviewed Stormwater Conflicts at White House Shops, per Andy. Met onsite to review and discuss the issues with the configured design. Open Trench at White House Shops. EPSC Inspections at White House Assisted Living, Fields at Oakwood, Calista Rd. Sub.
- November 30 – Updated Notes, reports, and Inspections reports. EPSC Inspection at Rec. Center.

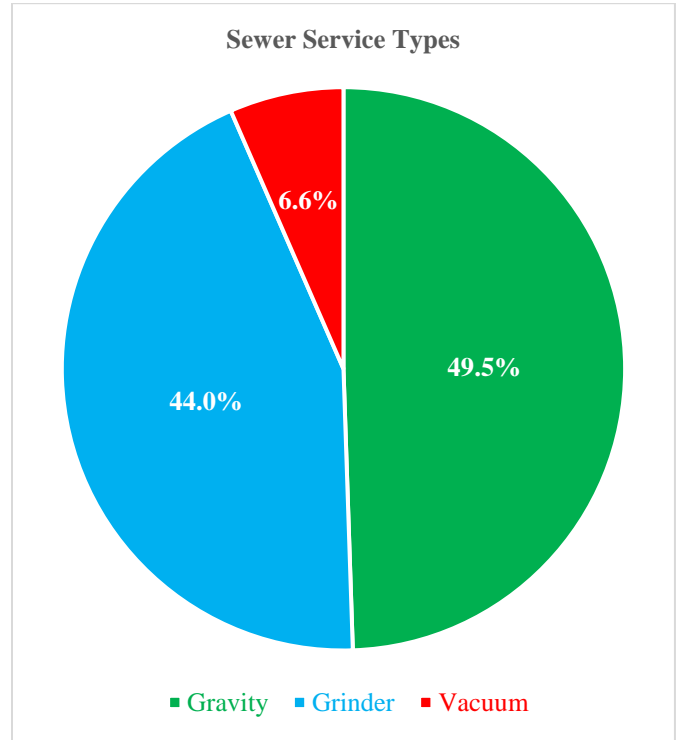
**Public Services Department - Wastewater Division
November 2023**

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 **November 30th, 2023**, City personnel count a total of **6,790** sewer system connections, with **44 new** applications for service in **November 2023**. Totalized counts of each type of connection are provided below:

| | |
|---|--------------|
| Gravity Sewer Connections | 3,359 |
| Low-Pressure Grinder Sewer Connections | 2,986 |
| Vacuum Sewer Connections | 445 |

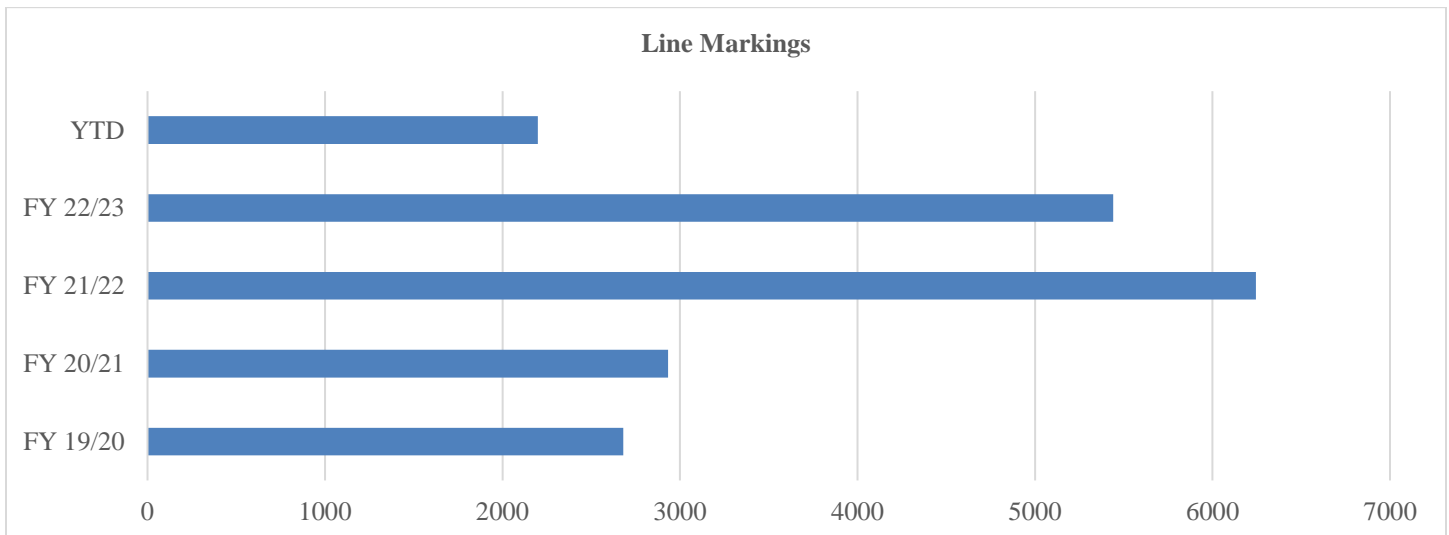
The City counts **189** commercial grinder stations, **2,795** residential grinder stations, and **29** major lift stations integrated into our Sanitary Sewer Collections System.



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-markings in the 2021/2022 fiscal year than in the 2020/2021 fiscal year, largely due to new construction and utility boring activities. Total requests decreased slightly in the 2022/2023 fiscal year, but remain nearly double 2020/2021 levels.**

| Line Markings | <u>FY 19/20</u> | <u>FY 20/21</u> | <u>FY 21/22</u> | <u>FY 22/23</u> | <u>November 2023</u> | <u>FY 23/24 YTD</u> |
|----------------------|------------------------|------------------------|------------------------|------------------------|-----------------------------|----------------------------|
| Tennessee 811 | 2680 | 2933 | 6245 | 5441 | 336 | 2199 |



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

| <u>Lift-Station Repairs</u> | <u>FY 19/20</u> | <u>FY 20/21</u> | <u>FY 21/22</u> | <u>FY 22/23</u> | | <u>Nov 2023</u> | <u>FY 23/24 YTD</u> |
|--|-----------------|-----------------|-----------------|-----------------|--|-----------------|-------------------------|
| Union Road | 6 | 9 | 0 | 0 | | 0 | 1 |
| Summerlin | 5 | 22 | 0 | 0 | | 1 | 1 |
| Settlers' Ridge | 1 | 1 | 1 | 1 | | 0 | 0 |
| Willow Grove | n/a | n/a | n/a | n/a | | 0 | 0 |
| Cope's Crossing | 8 | 6 | 9 | 9 | | 1 | 2 |
| Cambria | 4 | 3 | 4 | 4 | | 0 | 1 |
| Belmont Lodge Apartments | n/a | n/a | 0 | 0 | | 0 | 0 |
| Kensington Green | 1 | 0 | 0 | 0 | | 0 | 0 |
| Meadowlark Townhomes | n/a | n/a | 0 | 0 | | 0 | 0 |
| Meadowlark | 2 | 1 | 1 | 1 | | 0 | 0 |
| Sage Farms | n/a | n/a | n/a | n/a | | 0 | 0 |
| Sage Road (aka Hester) | 1 | 0 | 0 | 0 | | 0 | 0 |
| Loves Truck Stop | 0 | 0 | 3 | 3 | | 1 | 1 |
| Highway 76 (aka Springfield) | 1 | 0 | 0 | 0 | | 0 | 0 |
| Portland | 0 | 1 | 0 | 0 | | 0 | 0 |
| North Palmers Chapel Vacuum Station | 3 | 1 | 7 | 7 | | 0 | 0 |
| Villas at Honey Run | n/a | n/a | 1 | 1 | | 0 | 0 |
| 31W Apartments | n/a | n/a | 0 | 0 | | 0 | 0 |
| Calista Apartments | n/a | n/a | 0 | 0 | | 0 | 0 |
| Calista Vacuum Station | 2 | 1 | 9 | 9 | | 0 | 1 |
| Concord Springs | 0 | 0 | 2 | 2 | | 0 | 0 |
| Fields at Oakwood | n/a | 2 | 2 | 2 | | 0 | 0 |
| Los Jalapenos | n/a | n/a | 0 | 0 | | 2 | 2 |
| Mt. Vernon / Washington Square Apartments | n/a | n/a | 0 | 0 | | 0 | 1 |
| Grove at Kendall | n/a | n/a | 0 | 0 | | 0 | 0 |
| Wilkinson Lane | 3 | 1 | 3 | 3 | | 0 | 1 |
| Heritage High School | 1 | 0 | 0 | 0 | | 0 | 0 |
| Legacy Farms | n/a | n/a | 0 | 0 | | 1 | 1 |
| The Parks #1 | 0 | 0 | 0 | 0 | | 1 | 1 |
| Treatment Plant | 6 | 3 | 0 | 0 | | 0 | 0 |

Public Services Department - Wastewater Division
November 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:

Summerlin: The discharge line on the Summerlin station plugged with debris, causing pump #1 to malfunction. Upon investigation, several broken cleanouts were found in an active construction phase, and debris entered the lines and had caused the problem. The developer has been issued an NOV and is addressing the issues. Pump #1 was disassembled and the discharge line cleaned, and the station returned to normal operation.

Copes Crossing: The soft-starts inside the control panel malfunctioned during a rain event, disengaging the pumps, and resulting in the station entering high-water and overflowing. The soft-starts were able to be reset, and the station immediately returned to operation. Additionally, replacement of the control panel for this station (including replacing the soft-starts with VFD's) has begun. The pad is poured, and all conduit in place for the new panel. A temporary bypass test is scheduled, and once the bypass has demonstrated effectiveness in the field, removal of the old panel and replacement of the new will begin.

Loves: The in-manhole comminutor (grinder/chopper) pump at the Loves Truck Stop station has failed and been removed from service to prevent clogging and backing up of the gravity mains feeding this station. The comminutor is private infrastructure maintained by Loves, and the facility manager has been made aware of the failure and is working on sourcing a replacement. The station is otherwise functioning normally with no issues to City-maintained equipment.

Los Jalapenos: The Los Jalapenos station control board experienced a short, and was only capable of being operated manually (no automatic controls were functional). The control panel was replaced with an upgraded SCADA-capable unit, and the station returned to normal operation. Upon completion of the control board upgrade, pump #2 was found to be pulling low amps. Upon pulling the pump, it was found that the motor of the pump had failed. Spare pumps were in-stock for this station, and pump #2 has been replaced with a new pump and is now operating normally.

Legacy Farms: Pump #1 at the Legacy Farms lift-station has given a seal-failure and thermal overload alarm, and has been removed from service. The station is currently still under warranty, and the supplying vendor will perform repair/replacement of the pump.

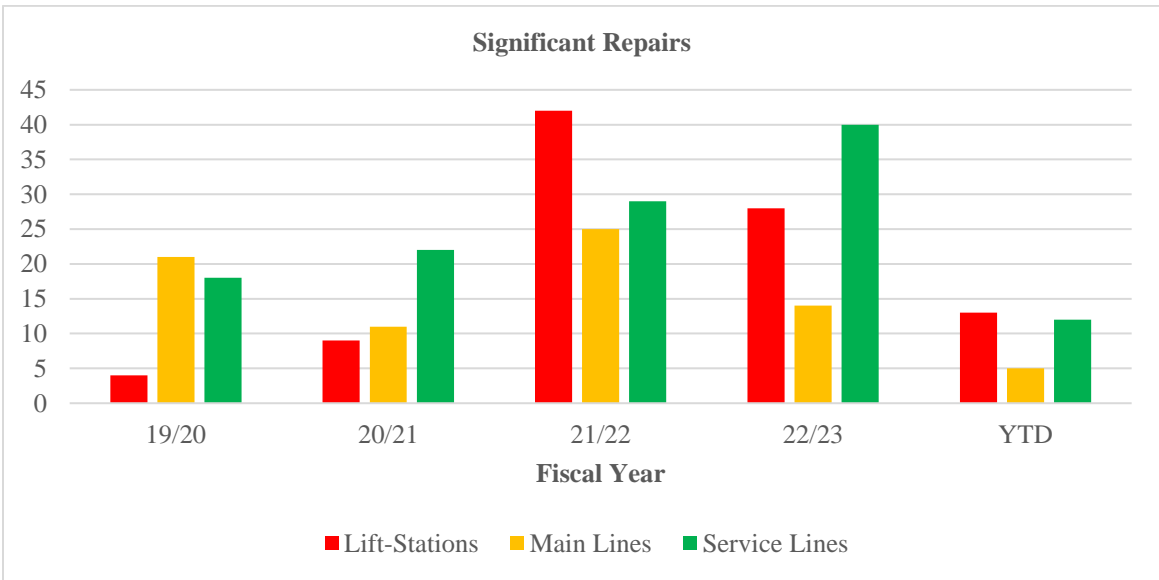
The Parks: The Parks' lift-station pump #1 was found to be malfunctioning due to a faulty air-release valve (ARV). The discharge line has also been found to be partially plugged with debris, similarly to the issue experienced by the Summerlin Station. The result is that pump #1 has cavitated and churned a large volume of biological foam, which has twice impacted our Headworks located at the Wastewater Treatment Plant. Pump #1 has been taken out of service, and the ARV has been scheduled for replacement.

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

System Repair Goals:

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

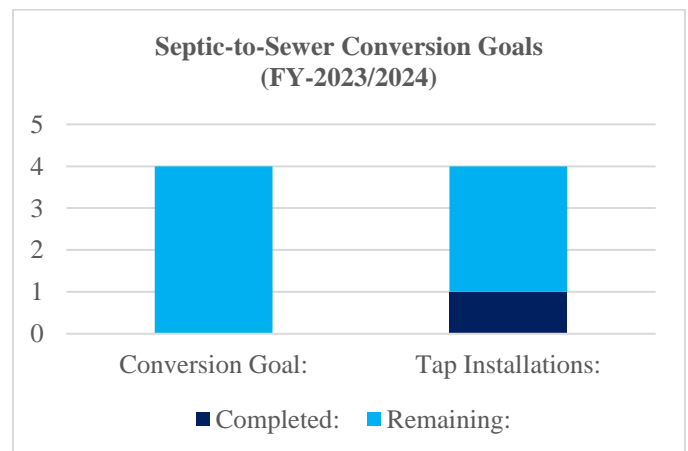
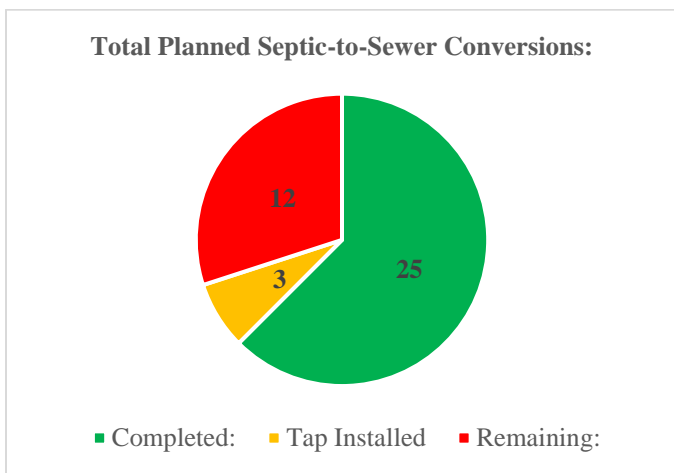
| <u>Repairs</u> | <u>FY 19/20</u> | <u>FY 20/21</u> | <u>FY 21/22</u> | <u>FY 22/23</u> | | <u>Nov 2023</u> | <u>FY 23/24 YTD</u> |
|-----------------------|------------------------|------------------------|------------------------|------------------------|--|------------------------|--------------------------------|
| Major Stations | 4 | 9 | 42 | 28 | | 7 | 13 |
| Main Line | 21 | 11 | 25 | 14 | | 0 | 5 |
| Service Line | 18 | 22 | 29 | 40 | | 2 | 12 |



Public Services Department - Wastewater Division
November 2023

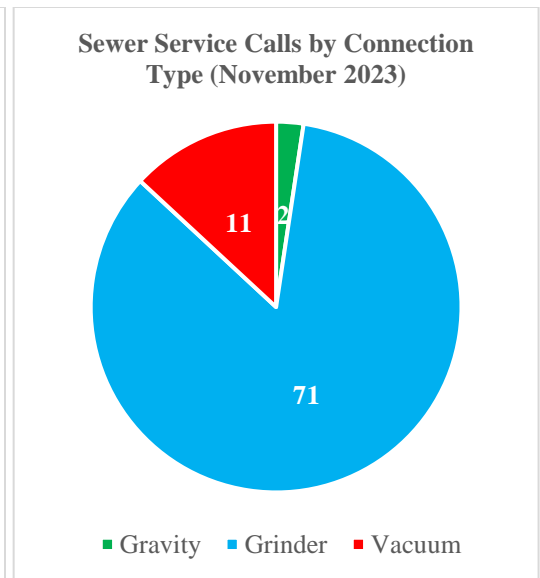
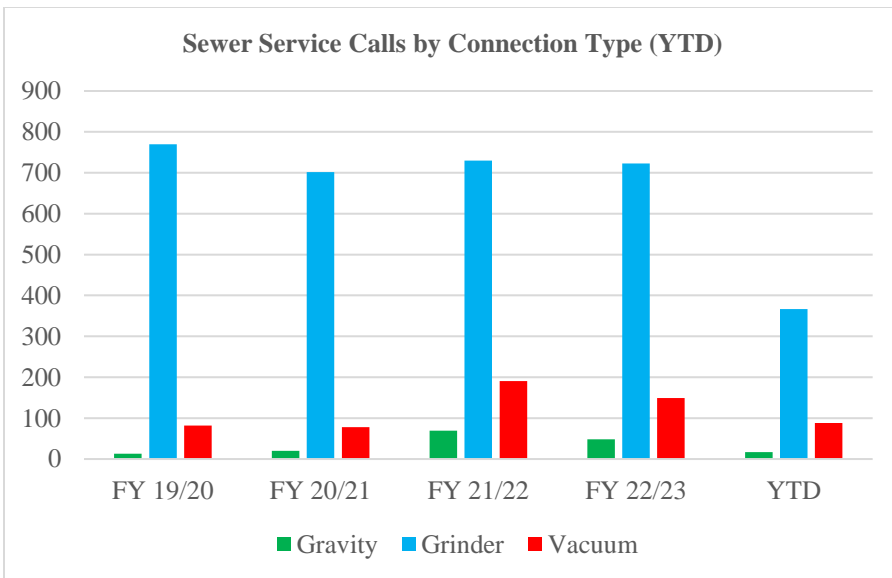
Ongoing Projects:

- 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 (from the intersection of DeeCee/SCT to the end of Hester Dr) has been fully completed. Phase-2 (Hester Dr to the intersection of Sage/Cardinal) pipe installation and site cleanup is complete, and is only pending final pavement patching of Sage Rd to close out. Phase-3 bids were opened on May 1st, and the bid has been awarded to Twin States. Phase-3 pipe installation, testing, and tie-ins have been completed, as have service line relocations along the Industrial Dr corridor. As of October 31st, 2023, all three phases of the new Southern Force-Main are receiving active flow (flow is diverting from the old 12” line into the new upsized line beginning at the intersection of Sage Rd / Cardinal Dr and flowing to the Wastewater Treatment Plant located at 725 Industrial Dr), and the old 12” and old 6” lines along Industrial Dr have been physically disconnected and abandoned from the intersection of SCT Dr and Industrial Dr to the treatment plant. Final paving of the disturbed areas within the campus of the Wastewater Treatment Plant, as well as full-width repaving of Industrial Dr and SCT Dr (including restriping) has also been completed. Remaining tasks for completion of Phase-3 include site cleanup, and the installation of one (1) additional 12-inch insert-a-valve.**
- 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. Four (4) full conversions are planned for the FY23/24 fiscal year, with one of the conversions already having a tap installed. **A total of 25 projects have now been completed on the list of 40. One conversion is scheduled for December, 2023.**
- 4. Apache Trail Vacuum Line Relocation:** An existing 4-inch PVC vacuum sewer line is in conflict with the Stormwater box-culvert replacement project on Apache Trail. Parts are on order for a temporary connection until the new culverts are installed, and then a permanent hard-line will be installed above the new culverts once the culverts are in place. **The permanent relocation of a 4-inch vacuum sewer line has been completed and is operating normally, with the permanent line being installed over top of the new box culvert (will be covered by sidewalk at project completion).**



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

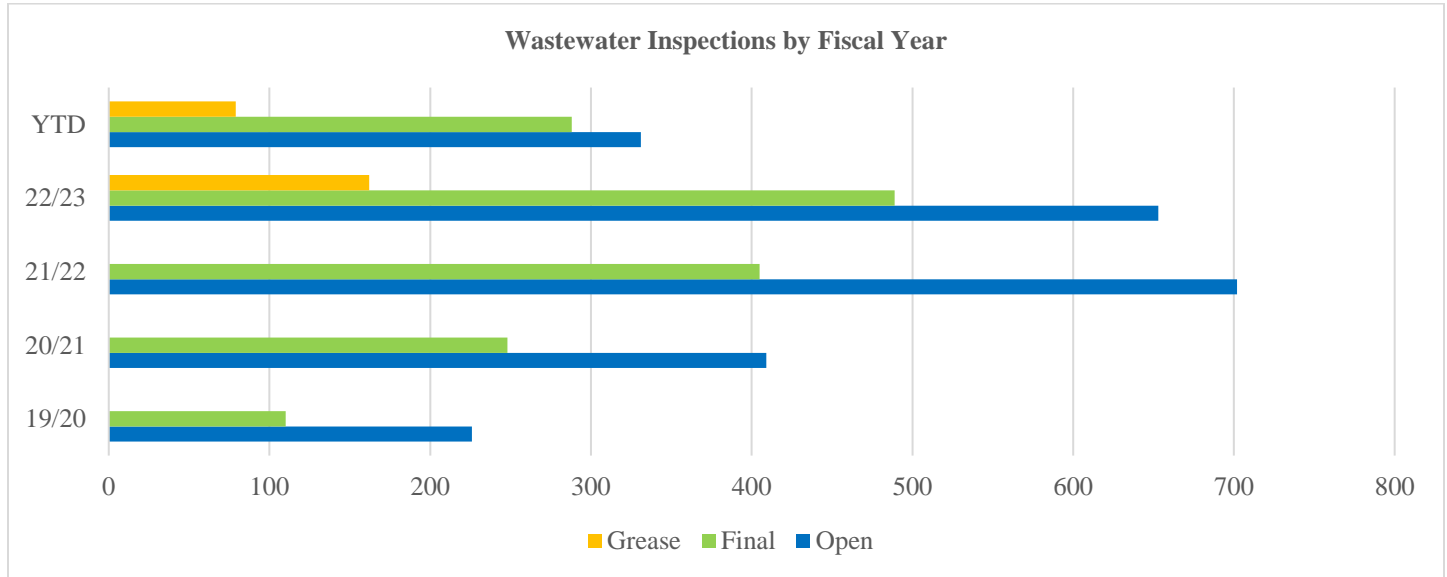
| <u>Work Orders</u> | <u>FY 19/20</u> | <u>FY 20/21</u> | <u>FY 21/22</u> | <u>FY 22/23</u> | <u>Nov 2023</u> | <u>FY 23/24 YTD</u> |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|
| Vacuum System Service Request | 82 | 78 | 191 | 149 | 11 | 88 |
| Gravity Service Request | 13 | 20 | 69 | 48 | 2 | 17 |
| Low Pressure Service Request | 770 | 702 | 730 | 723 | 71 | 367 |
| Total Pumps Replaced | 449 | 492 | 472 | 459 | 39 | 215 |
| Total Pumps Rebuilt | n/a | 135 | 114 | 30 | 0 | 15 |
| Total Warranty Pumps Returned | n/a | n/a | 129 | 125 | 5 | 38 |
| Grinder Tank PM Program | 267 | 219 | 117 | 132 | 11 | 67 |
| Open Trench Inspections | 226 | 409 | 702 | 653 | 51 | 331 |
| Final Inspection for New Service | 110 | 248 | 405 | 489 | 51 | 288 |
| Grease Trap Inspections | n/a | n/a | n/a | 162 | 17 | 79 |
| Sanitary Sewer Overflow (SSO) | 49 | 19 | 28 | 14 | 1 | 8 |
| Odor Complaints | 43 | 35 | 22 | 28 | 2 | 18 |



**Public Services Department - Wastewater Division
November 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 five years, with FY22/23 numbers remaining similar to the FY21/22 inspection requests.

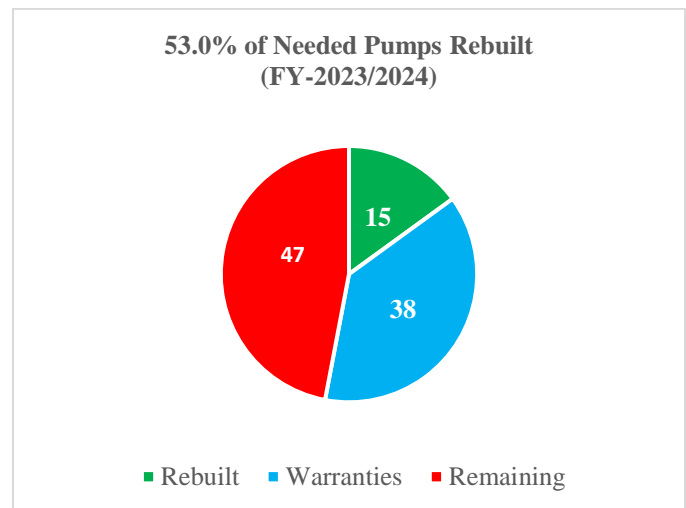


Pump Rebuilds:

The capital outlay budget was designed for a total purchase of 350 new E-One grinder pumps for the 2022/2023 Fiscal Year, though product price increases reduced the total number of anticipated new pumps to approximately 325. However, **459** 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 **30** pumps throughout the year, in addition to **125** 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 2023/2024 fiscal year was again designed for the purchase of approximately 325 new pumps, though the City was able to secure better pricing for a brief window to enable the purchase of 400 pumps, with an anticipated need for approximately 475 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps). As such, the City is targeting to rebuild a minimum of 100 pumps (inclusive of rebuilt warranty-return pumps) throughout the year for buffer.

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 have been an abnormally high number of warranty-returns in the last three years caused by a known manufacturing defect in the 2018/2019 E-One models that the manufacturer has since corrected.



**Public Services Department - Wastewater Division
November 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.

| Parameter | Aug - 23 | Sep - 23 | Oct - 23 | Nov - 23 | |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|---------------------------|
| Flow – To Creek | 0.571 MGD | 0.587 MGD | 0.526 MGD | 0.614 MGD | MGD = Million Gallons/Day |
| Flow – To Spray Field | 0.000 MGD | 0.000 MGD | 0.000 MGD | 0.000 MGD | |
| Total Flow Through Plant | 0.571 MGD | 0.587 MGD | 0.526 MGD | 0.614 MGD | |
| Capacity | 1.400 MGD | 1.400 MGD | 1.400 MGD | 1.400 MGD | |
| % of Plant Throughput | 40.8% | 41.9% | 37.6% | 43.9% | (0.614 MGD) / (1.400 MGD) |
| Actual Capacity | 1.120 MGD | 1.120 MGD | 1.120 MGD | 1.120 MGD | (1.400 MGD x 80%) |
| % of Allocated Capacity | 51.0% | 52.4% | 47.0% | 54.8% | (0.614 MGD) / (1.120 MGD) |
| Rainfall | 5.45” | 3.37” | 1.60” | 3.31” | |

| | FY 19/20 | FY 20/21 | FY 21/22 | FY 22/23 | | Nov 2023 | FY 23/24 YTD |
|----------------------------|-----------------|-----------------|-----------------|-----------------|--|-----------------|-------------------------|
| Effluent Violations | 12 | 7 | 32 | 25 | | 2 | 6 |

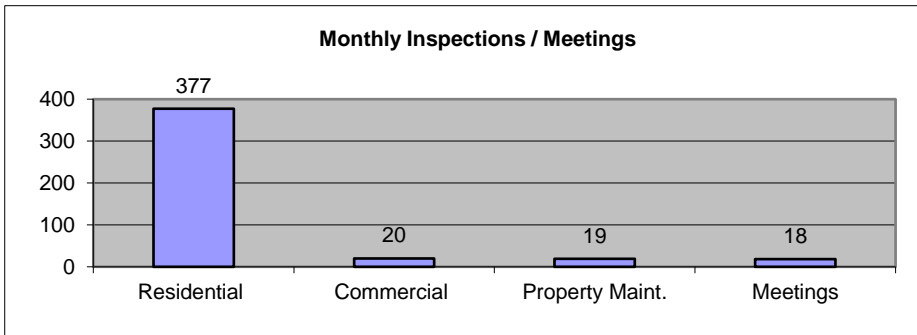
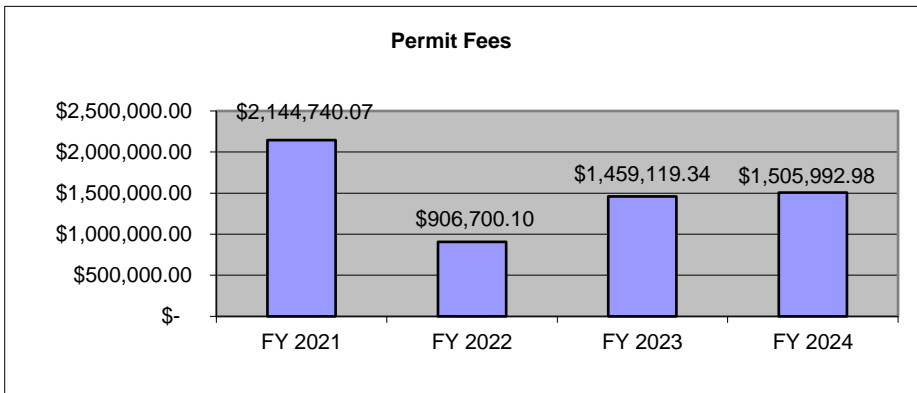
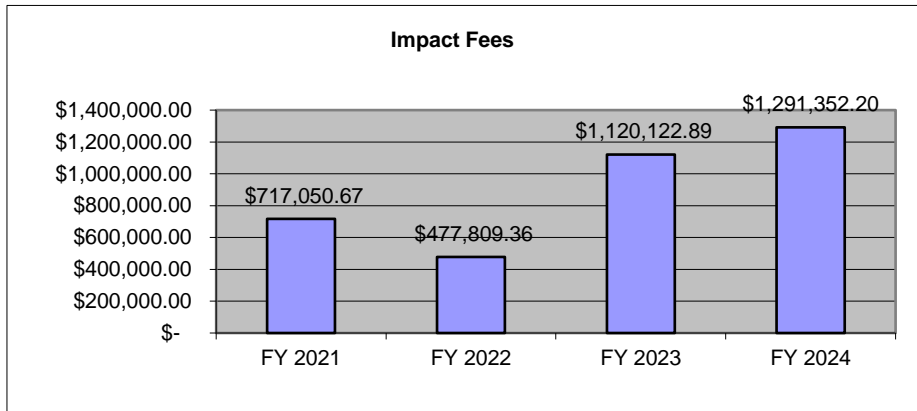
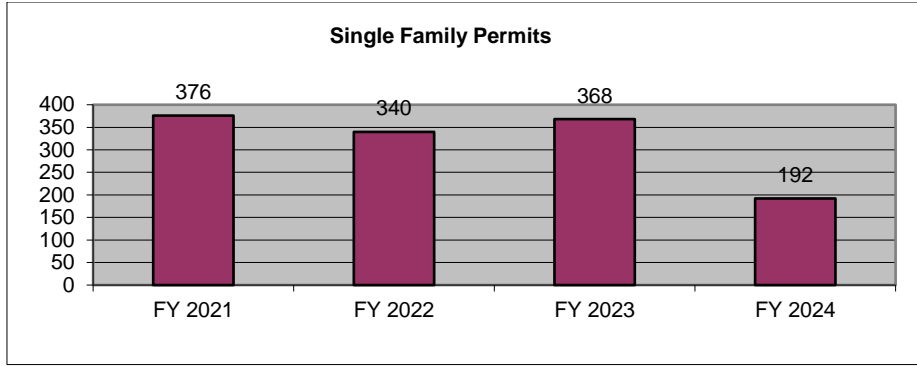
- Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.

The second violation is C. Dubia Reproduction rates in lab tests using effluent samples. A TIE/TRE test is currently underway via EnviroScience and a WET test underway by Waypoint Analytical to identify the cause of the failures, as per NPDES permit requirements. WET tests will include analyses for Mercury, Cadmium, Copper, and Silver; all of which are potential causes of the issues observed. The City has also released an Industrial Waste Survey to relevant commercial sites throughout the City to attempt to locate the potential source(s) of the noted contaminants.

- TDEC Order and Assessment:** On July 15th, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29th, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. **The City received written confirmation of this arrangement from TDEC on August 7th, 2020.**
- Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly. The PAA feed rate is operating at a constant **2.50** parts per million (ppm). The average residual was **0.12** ppm with a max residual of **0.25** ppm. **Last month the feed rate was 2.20 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 **49.00 CFU’s**, which is well below the limit. **Last month the average was 24.60 CFU.**

**Planning and Codes Department
NOVEMBER 2023**



**Planning and Codes Department
NOVEMBER 2023**

| | Month | FY2024 | FY2023 | FY2022 | FY2021 |
|------------------------------|---------------------|------------------------|------------------------|----------------------|---------------------|
| MEETING AGENDA ITEMS# | | | | | |
| Planning Commission | 6 | 39 | 91 | 67 | 74 |
| Construction Appeals | 0 | 0 | 0 | 0 | 0 |
| Zoning Appeals | 0 | 0 | 6 | 5 | 4 |
| Tech. Review/Study Session | 0 | 0 | 0 | 5 | 2 |
| Property Maintenance | 0 | 0 | 0 | 0 | 0 |
| PERMITS | | | | | |
| Single Family Residential | 46 | 192 | 368 | 340 | 376 |
| Multi-Family Residential | 0 | 0 | 226 | 0 | 22 |
| Other Residential | 4 | 38 | 96 | 89 | 83 |
| New Commercial | 0 | 6 | 7 | 7 | 6 |
| New Industrial | 0 | 1 | 0 | 0 | 0 |
| Other Com/Ind | 3 | 23 | 51 | 25 | 23 |
| Sign | 0 | 5 | 22 | 11 | 17 |
| Occupancy Permits | 45 | 181 | 397 | 319 | 400 |
| | | | | | |
| | | | | | |
| | | | | | |
| Other | 0 | 1 | 31 | 11 | 12 |
| BUILDING INSPECTIONS | | | | | |
| Residential | 377 | 2136 | 4885 | 5452 | 2621 |
| Hours | 94.25 | 732.75 | 2250.5 | 1367 | 533 |
| Commercial /Industrial | 20 | 86 | 125 | 139 | 92 |
| Hours | 5 | 27.25 | 125 | 139 | 92 |
| CODE ENFORCEMENT | | | | | |
| Total Cases | 19 | 100 | 35 | 98 | 179 |
| Hours | 4.75 | 29.25 | 35.75 | 70.24 | 86.75 |
| Complaints Received | 19 | 96 | 199 | 55 | 41 |
| MEETINGS | | | | | |
| Administration | 4 | 32 | 80 | 117 | 72 |
| Hours | 4 | 14.25 | 86 | 127 | 70 |
| Planning | 13 | 60 | 112 | 127 | 53 |
| Hours | 3.25 | 25.25 | 116.5 | 96 | 50 |
| Codes | 1 | 10 | 10 | 8 | 11 |
| Hours | 1 | 8.5 | 13 | 10 | 9 |
| FEES | | | | | |
| Permit Fees | \$164,705.00 | \$ 1,505,992.98 | \$ 1,459,119.34 | \$ 906,700.10 | ##### |
| Board Review Fees | \$430.00 | \$ 2,380.00 | \$ 18,050.00 | \$ 14,100.00 | \$84,775.00 |
| City Impact Fee | \$172,040.00 | \$ 1,291,352.20 | \$ 1,120,122.89 | \$ 477,809.36 | \$717,050.67 |
| Roads | \$52,762.00 | \$ 416,456.20 | \$ 323,964.51 | \$ 664,873.38 | \$301,769.60 |
| Parks | \$54,694.00 | \$ 228,288.00 | \$ 291,189.00 | \$ 114,114.00 | \$ 150,326.00 |
| Police | \$38,916.00 | \$ 389,431.90 | \$ 239,697.73 | \$ 125,535.54 | ##### |
| Fire | \$25,668.00 | \$ 257,176.10 | \$ 169,728.00 | \$ 76,498.26 | \$ 79,900.66 |
| OTHER ITEMS | | | | | |
| Subdivision Lots | 0 | 0 | 0 | 0 | 235 |
| Commercial/Ind. Sq Ft | 0 | 311,999 | 0 | 15,216 | 214,206 |
| Multi-Family Units | 0 | 0 | 22 | 0 | 96 |
| Other | n/a | n/a | n/a | n/a | n/a |
| Subdivision Bonds: 35 | \$ 18,916,412.74 | | \$3,374,092.67 | \$1,633,984.00 | \$922,141.63 |
| Workings Days in Month | 17 | | 17 | 16 | 15 |

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

Monthly Report

Update on ongoing projects:

Soccer Complex Renovation Phase II

- Approved by Board of Mayor & Alderman on November 16th
- Award notice sent to Rogers Group on November 21st
- Once contract documents are finalized work will begin
- Expected to get started in mid-December

Splash Pad Maintenance Building

- It was brought up in the meeting with the architect and contractor that the holding tank has incurred some damage during the project and will need to be fixed.
- All information regarding the damage and supplier information for the tank was sent to contractor and architects.
- Other than that, not much progress was made this month on the building.

Rec Center

- Work continued on the walls, footings and plumbing
- Elevator construction began
- Steel erection is upcoming and will last for several months



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

Maintenance Building Lean-To

- Surprisingly, this project actually got started and nearly finished this month – only lack some trim work and gutters to be installed
- We are already putting it to use and now have a building to store almost all of our expensive equipment and keep it out of the weather



Master Plan

- Work began with Kimley Horn
- Did facility tour
- Sent several documents regarding our current programming and current and upcoming projects
- Survey is being formulated that will go out to the public at the beginning of next month

List of upcoming projects yet to begin:

Parks Truck

- Still waiting on this project

Dirt for Laser Grading & Sand for Top Dressing

HVAC Unit for Museum

- Started collecting quotes

(2) Zero-Turn Mowers

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

Recreation- Assistant Director

Adult Programs

Adult Softball:

- Last games played 11/9
 - Champions- 33's

Women's Exercise Class:

- Dates: 11/8, 11/15, 11/29
- Total Attendees: 9

Youth Athletics

Youth Basketball

- Registration Closed: 10/22
- 344 Total Registered
- 43 Teams across all age groups:
 - 1st-2nd Grade: 13 Teams
 - 3rd-4th Girls: 5 Teams
 - 3rd-4th Boys: 10 Teams
 - 5th-8th Girls: 4 Teams
 - 5th-6th Boys: 8 Teams
 - 7th-8th Boys: 4 Teams
- Coaches Meetings: Nov. 1st & 2nd
- Practices Started: 11/11

Special Events

Christmas Parade: Dec 2nd 3:00pm

- Theme: Christmas Movies
- Registration Closed: 11/28
- Total Registered: 70
- Mandatory Meetings: 11/28 & 11/30 6:00pm

Other

Word on White House: Submitted 11/2

Gym closed: 10/30-11/4

- Floor refinishing

Open gyms: Averaged totals per a day

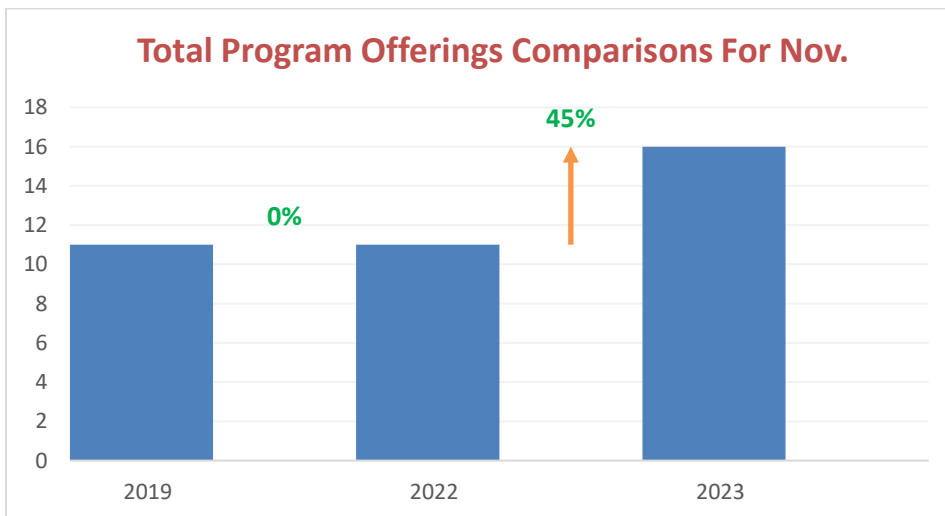
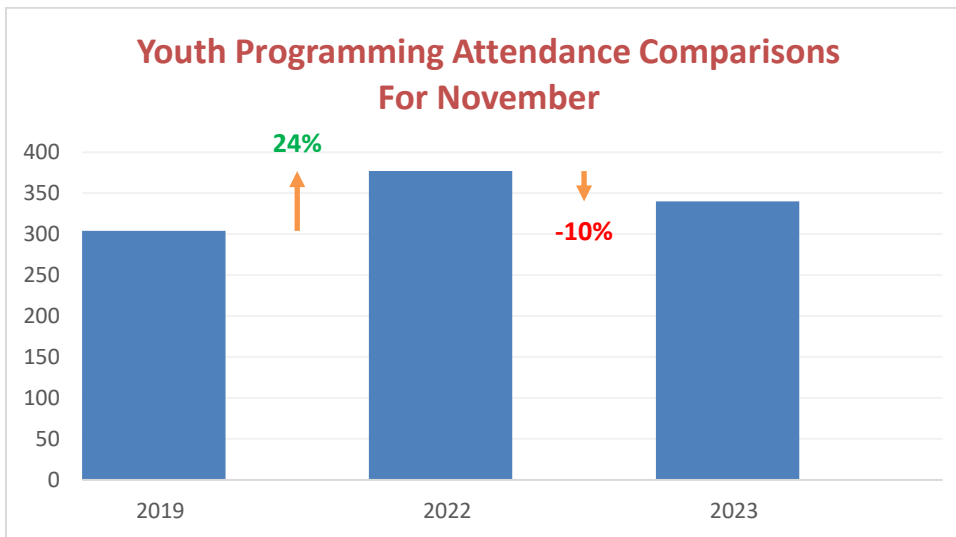
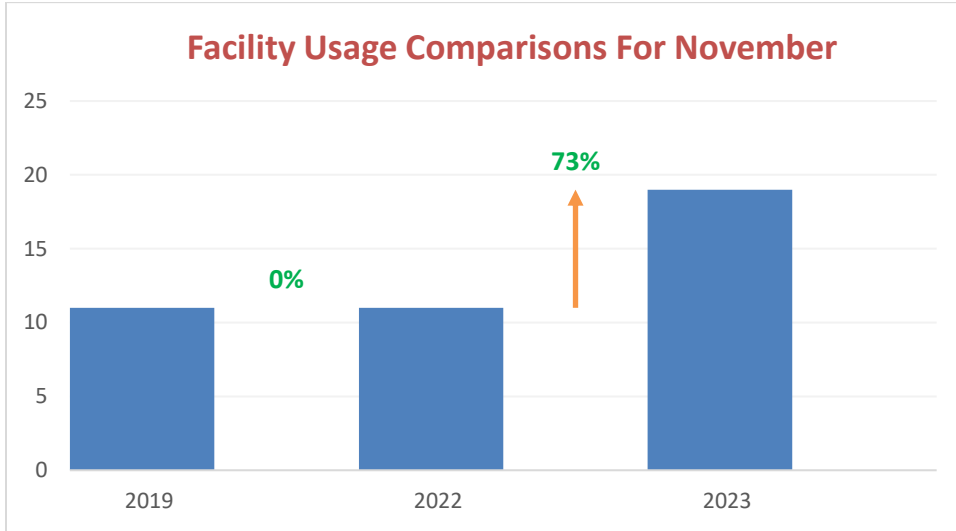
- Pickle Ball Open Gym
 - Tuesdays- 9
 - Thursdays- 10
- Open Gym Basketball - 12

Social Media & Website

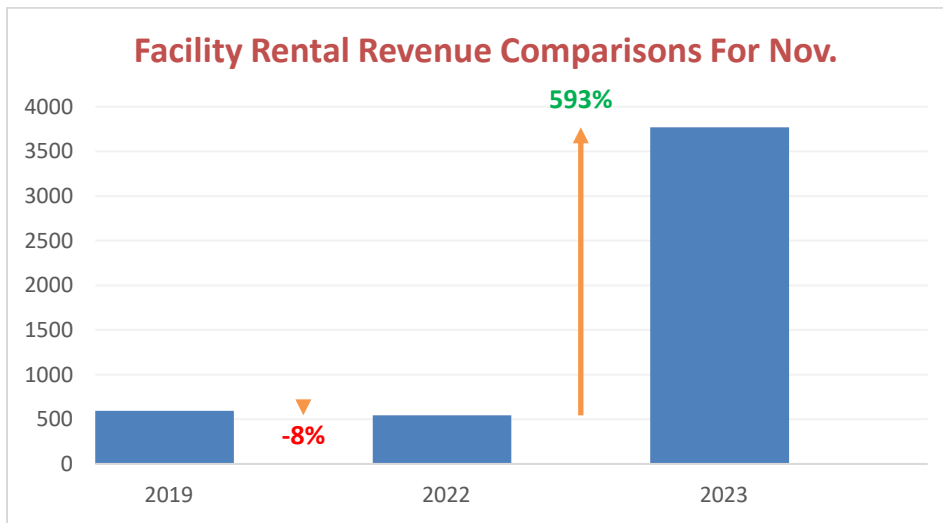
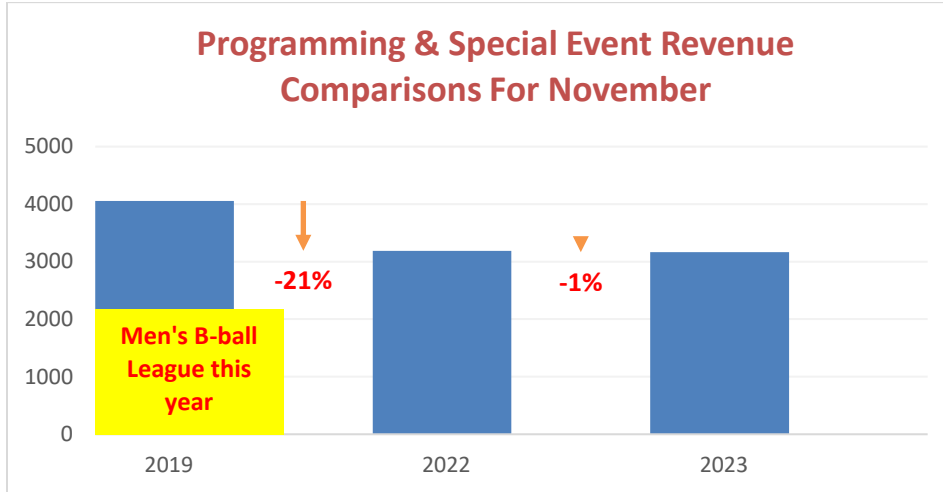
- Facebook
 - 918 Followers
 - Reach: 6,354
 - Total posts: 20
 - Best Performing Post: 11/8- Parade Route (3,500 reach & 3 Shares)



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



Parks, Recreation, & Cultural Arts Department
November 2023



Maintenance

- We trimmed trees at the library for the tree lighting event.
- We painted floors in the soccer bathrooms and walls in splash pad restrooms



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

- Everything has been winterized. (irrigation, buildings and drinking fountains)
- We borrowed a lift from PW and cut down a dead limb hanging over the Greenway.
- We removed a tree stump at the Museum.
- We have added playground mulch around all of the playground and fitness equipment at the park and Northwoods.
- We have put up the new rules sign and map at the Vet Clinic Trailhead.



- We painted the handrails at the splash pad around the stage and stairs.
- We made some wood side boards for the top dresser so we can load more sand on it.
- We have taken the reels to the company that services them. (waiting to hear back from him)
- We have been mulching leaves and we are getting close to getting them all mulched up.
- We put in the new concrete barricades at the cemetery where we want the dirt to be dumped.



- We rented a walk behind brush cutter and cleaned out under Greenway bridges and other places along the Greenway.



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

- We have painted parking spots at all of our parking lots. (only one left is splash pad)



- We removed the white fence behind Vet Clinic Trailhead parking lot



Museum

Volunteers

November is always an exciting month for the museum volunteers because we get the privilege of going out to the elementary schools in the area and teach the 2nd graders about pioneers. We are so pleased that the teachers contact us and invite us back each year at this time when their students are studying pioneers. Our presentation is broken up into three parts discussing the movement to this area and westward, pioneer women's jobs and the children's life in that time period.



We also got an opportunity to talk to two history classes at White House High School about White House history in general with a focus on the school having its 100th graduating class this spring. We were so pleased that Charlene Reid joined us for that presentation.

The White House Inn Museum presented to a total of 385 faculty and students. The volunteers have provided 54 hours of service for the month of November.



Museum volunteers also helped with decorating the museum's float for the Christmas parade.

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

Exhibits - The works of JT Albert are now on display until end of 2023.

Tours at Museum - Tours were given to walk ins.

On Thursday, November 9, Robertson Leadership Class toured the museum. For tours that are set in advance for a group, I like to be sure I am in period dress.

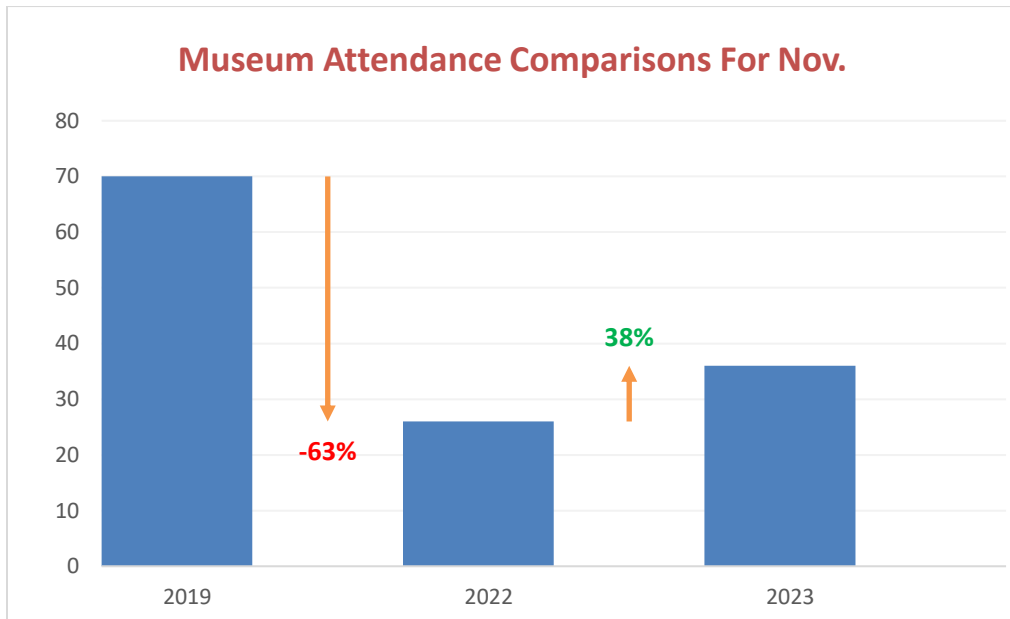


Events and Meetings Assisted with and/or Attended

- November 4 – Jingle and Mingle Around Town
- November 6 – Presentation at White House High School
- November 8 – Ribbon Cutting for Be Kind
- November 9 – Leadership Robertson County Tour Group
- November 15 – Pioneer Presentation Madison Creek Elementary
- November 16 – Pioneer Presentation Merrol Hyde Magnet School
- November 21 – Ribbon Cutting and After Hours at 615 Realty
- November 27 – Pioneer Presentation HB Williams
- November 28 – Employee Appreciation Luncheon
- November 28 – White House Youth Soccer used training room 6-8 pm

Visitors' Center and Museum Attendance

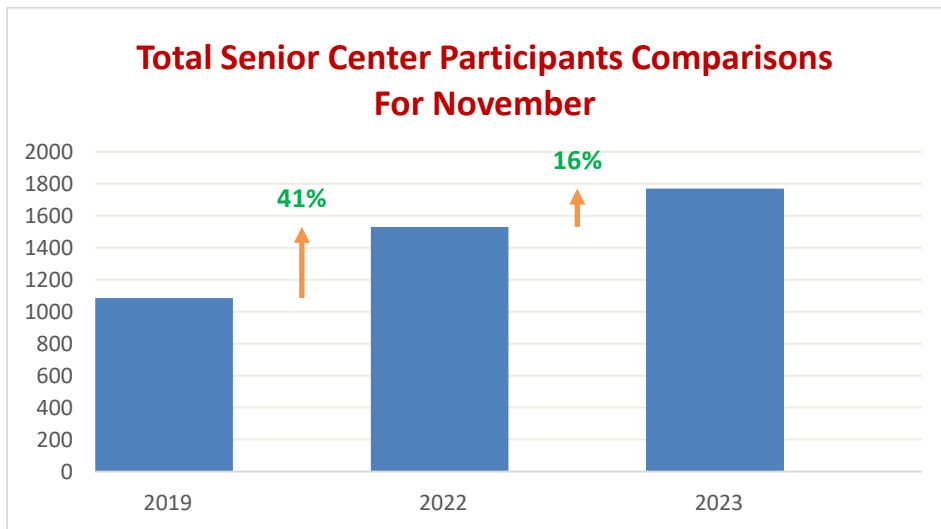
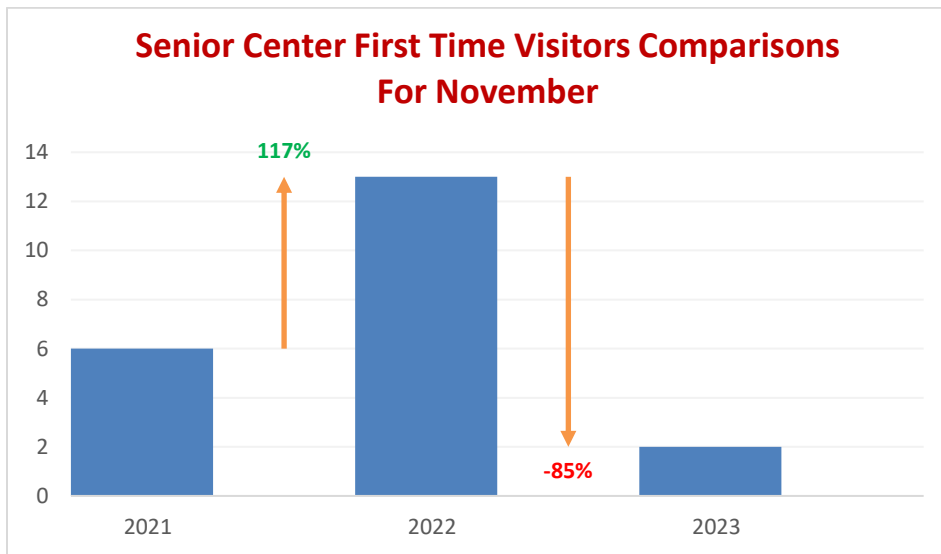
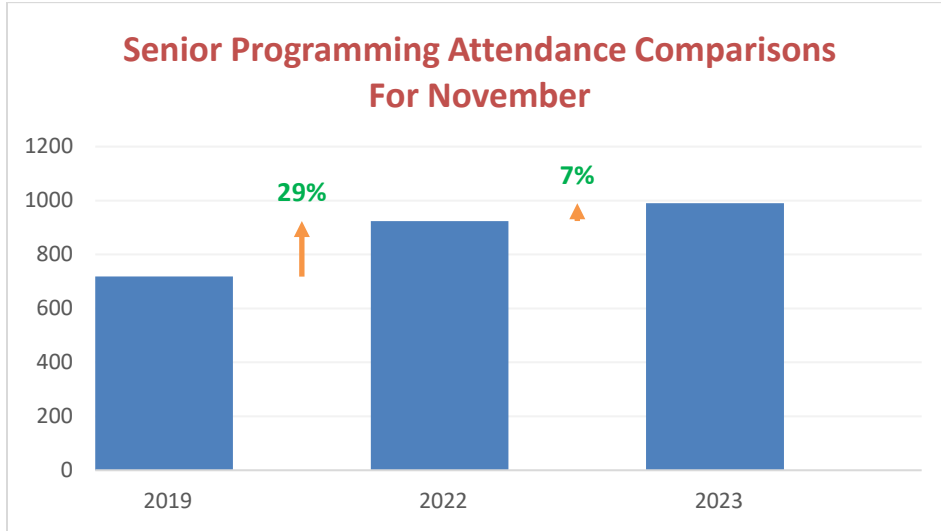
| Visitors' Center Only | Visitors' Center and Toured Museum | Museum Only | Total Museum Visitors | Off Site Presentations Attendees |
|-----------------------|------------------------------------|-------------|-----------------------|----------------------------------|
| 2 | 26 | 10 | 36 | 385 |



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

| Senior Center Participation - October 2023 | | | |
|---|-------------|-----------------------------------|--------------|
| <u>Outings:</u> | | | |
| Donoho Hotel | 46 | | |
| Poinsetta Farm | 18 | | |
| | | | |
| Total | 64 | | |
| <u>Events:</u> | | | |
| Veterans Celebration | 28 | | |
| | | | |
| Total | 28 | | |
| | | <u>Sr Meals Wednesdays</u> | |
| | | 155 | |
| | | 124 | |
| | | 156 | |
| | | 150 | |
| | | 132 | |
| | | 717 | TOTAL |
| <u>Programs:</u> | | | |
| Fittercise-Strength, Yoga | 383 | Holidays & gym closed | |
| Walk | 64 | | |
| Bingo | 58 | | |
| Birthday Potluck | 35 | | |
| Ballroom & Country Western Dance Lessons | 8 | | |
| Farmers Rummy | 0 | | |
| Garden Club | 36 | | |
| Quilting | 5 | | |
| Meals on Wheels | 156 | | |
| Bunco | 20 | | |
| Bible Study | 4 | | |
| Crafts | 10 | | |
| Cards, Games, Pool, Puzzles | 136 | | |
| Pickle Ball | 47 | | |
| TOTAL | 962 | | |
| MEMBERS | 372 | Updated members | as of 11/30 |
| 1st time visitors | 2 | | |
| New Members | 4 | | |
| TOTAL Sr Center Participants: | 1396 | Total | 1771 |

Parks, Recreation, & Cultural Arts Department
November 2023



| | FYE 2021 | FYE 2022 | FYE 2023 | Nov. 2019 | Nov. 2022 | Nov. 2023 | YTD 23-24 |
|--|-------------|-------------|--------------|------------|------------|------------|--------------|
| Facility Usage | | | | | | | |
| Special Use Permits Submitted | 39 | 20 | 23 | 0 | 0 | 1 | 9 |
| Pavilion 1 Usage | 21 | 16 | 16 | 0 | 0 | 0 | 11 |
| Pavilion 2 Usage | 13 | 16 | 14 | 0 | 0 | 0 | 9 |
| Pavilion 3 Usage | 74 | 94 | 137 | 1 | 0 | 1 | 70 |
| Splash Pad Pavilion Usage | 99 | 165 | 136 | 0 | 1 | 0 | 15 |
| Total Number of Pavilions Usage | 207 | 291 | 303 | 1 | 1 | 1 | 105 |
| Gymnasium Rentals | 23 | 83 | 82 | 11 | 6 | 3 | 10 |
| Amphitheater Usage | 1 | 9 | 9 | 0 | 0 | 0 | 1 |
| Community Room | | | 66 | 0 | 5 | 16 | 71 |
| Total Number of Facility Rentals | 30 | 92 | 157 | 11 | 11 | 19 | 82 |
| Ballfield Rentals | 146 | 134 | 165 | 0 | 16 | 5 | 74 |
| Vistor Center Attendance | 20 | 29 | 30 | 0 | 3 | 2 | 13 |
| Vistors Who Also Toured Museum | 70 | 303 | 191 | 23 | 8 | 26 | 51 |
| Museum Attendance Only | 115 | 1116 | 1142 | 47 | 18 | 10 | 1013 |
| Total Museum Attendance | 185 | 1419 | 1333 | 70 | 26 | 36 | 1064 |
| Programming | | | | | | | |
| Number of Youth Program Participants | 417 | 615 | 800 | 304 | 377 | 344 | 610 |
| Number of Adult Program Participants | 100 | 260 | 195 | 0 | 0 | 9 | 141 |
| Number of In-House Special Events Offered | 9 | 7 | 11 | 1 | 1 | 1 | 8 |
| Number of In-House Special Event Attendees | 1077 | 2223 | 2158 | 0 | 0 | 0 | 2010 |
| Number of Rec Programs Offered | 19 | 21 | 24 | 1 | 0 | 1 | 9 |
| Number of Senior Center Memberships | 2000 | 2454 | 3186 | 201 | 205 | 372 | 1810 |
| Number of New Senior Center Memberships | 0 | 5 | 38 | 1 | 0 | 4 | 47 |
| Senior Center Participants | 4412 | 11605 | 16,821 | 1,086 | 1,531 | 1,771 | 7781 |
| Senior Center First Time Visitors | 36 | 95 | 115 | 6 | 13 | 2 | 25 |
| Number of Senior Trips Offered | 9 | 28 | 46 | 3 | 3 | 2 | 16 |
| Number of Senior Trip Participants | 81 | 235 | 617 | 35 | 27 | 64 | 219 |
| Number of Senior Programs Offered | 34 | 101 | 142 | 10 | 11 | 15 | 70 |
| Number of Senior Program Participants | 1061 | 7304 | 10,566 | 718 | 924 | 990 | 4935 |
| Number of Senior Meals Served | 36 | 47 | 48 | 4 | 5 | 5 | 22 |
| Number of Meals Participants | 3277 | 3965 | 5658 | 263 | 580 | 718 | 3259 |
| Offsite Presentation Attendees | 0 | 145 | 435 | 0 | 300 | 385 | 385 |
| Total Number of Programs Offered | 53 | 124 | 166 | 11 | 11 | 16 | 79 |
| Revenues | | | | | | | |
| Youth Programs | \$44,261.00 | \$57,366.00 | \$ 79,821.40 | \$154.00 | \$1,284.00 | \$624.00 | \$ 53,602.00 |
| Adult Programs | \$ 6,230.00 | \$ 7,925.00 | \$ 11,780.00 | \$3,190.00 | \$0.00 | \$150.00 | \$ 4,325.00 |
| Special Events | \$ 3,495.00 | \$ 3,080.00 | \$ 2,940.00 | \$10.00 | \$0.00 | \$0.00 | \$ 785.00 |
| Senior Meals | \$ 8,222.50 | \$11,442.00 | \$ 18,754.00 | \$701.00 | \$1,904.50 | \$2,391.00 | \$ 10,869.00 |
| Shelter Reservations | \$ 9,112.50 | \$12,995.00 | \$ 7,675.00 | \$0.00 | \$30.00 | \$0.00 | \$ 2,037.50 |
| Facility Reservations | \$ 2,956.25 | \$19,181.75 | \$ 16,978.25 | \$593.75 | \$544.00 | \$3,768.75 | \$ 9,093.75 |
| Field Rentals | \$ 5,820.50 | \$ 3,913.00 | \$ 5,578.50 | \$0.00 | \$1,420.00 | \$450.00 | \$ 1,788.00 |
| Affiliate League/Tournament Fee Revenue | \$ - | \$13,666.50 | \$ 29,825.50 | \$0.00 | \$0.00 | \$0.00 | \$ 8,946.50 |
| Misc | \$ 9,686.39 | \$25,818.31 | \$ 8,763.20 | \$780.00 | \$755.52 | \$0.00 | \$ 4,401.95 |
| Maintenance | | | | | | | |
| Mowing Hours | 2,195 | 1660.25 | 1548.5 | 96 | 24 | 42 | 922 |
| Work Orders Received | 9 | 15 | 24 | 0 | 1 | 2 | 9 |
| Work Orders Completed | 9 | 14 | 23 | 0 | 1 | 2 | 9 |
| Number of Projects Started | 39 | 31 | 8 | 13 | | 4 | 8 |
| Number of Projects Completed | 32 | 29 | 8 | 7 | | 2 | 6 |
| Number of ballfield rainouts | NA | 156 | 321 | NA | 0 | 0 | 167 |
| Bags of Field Dry Used | NA | 100 | 42 | NA | 0 | 0 | 24 |

White House Public Library
November 2023

Summary of Activities

The library director and HR director conducted interviews for a part time library clerk. The position was offered to Tiffany McCall, who accepted the position. Her first day was November 15th.

The library director attended a virtual director check-in with the regional library. The region discussed the interlibrary loan system, weeding ebooks, upcoming regional training, collection development policies, and the new director at Humphrey County.

The library board met on November 9th. The board voted on updates to the collection development policy and to have the library director bring a late fee free proposal to the Board of Mayor and Aldermen to vote on in January and February. The board also reviewed the director's evaluation form that they will use in January.

The library director met with each staff member for her quarterly one-on-one meeting. During this meeting the director went over changes that would be taking place in the future such as schedule changes, straightening sections, measurable results, etc. The director also explained the mission of the library to each employee and how important their role is in meeting that mission. She thanked the staff and shared how meaningful each of their jobs are to the citizens.

The Youth Services Librarian and Library Supervisor attended H.B. Williams school night. At this event, the two gave out library calendars, bookmarks, and other information about the library to the school students. It was a successful event that the library is happy to be invited to every year.

The library sprinkler and fire alarm system had its annual inspection on November 28th. Everything is in proper working order.

The Library Director attended a regional training on working with your library board. The director learned some tips on how to better work with your board, having difficult conversations, and creating a board orientation packet. The training was very helpful with tips the director will be able to implement.

Department Highlights

The highlights for the month were hiring another part-time employee, the H.B. Williams school night, and the regional training.

**White House Public Library
November 2023**

Performance Measures

Official Service Area Populations

| 2019 | 2020 | 2021 | 2022 | 2023 |
|--------|--------|--------|--------|--------|
| 14,202 | 14,363 | 14,455 | 14,820 | 15,094 |

Membership

| November | 2019 | 2020 | 2021 | 2022 | 2023 |
|--|-------|-------|-------|-------|-------|
| New Members | 74 | 53 | 64 | 95 | 132 |
| Updated Members | 207 | 214 | 258 | 192 | 456 |
| Yearly Totals | 2019 | 2020 | 2021 | 2022 | 2023 |
| Total Members | 8,376 | 9,496 | 7,027 | 7,125 | 7,343 |
| % of population with membership | 59 | 66 | 49 | 48 | 49 |

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library did its annual purge in October, which is why there is a drop in total cardholders.

Total Material Available: 39,436

Estimated Value of Total Materials: \$985,900

Total Materials Available Per Capita: 2.61

Last Month: \$982,225

Last Month: 2.60

State Minimum Standard: 2.00

Materials Added in November

| 2019 | 2020 | 2021 | 2022 | 2023 |
|------|------|------|------|------|
| 311 | 127 | 326 | 120 | 295 |

Yearly Material Added

| 2019 | 2020 | 2021 | 2022 | 2023 |
|-------|-------|-------|-------|-------|
| 3,004 | 3,025 | 3,035 | 3,573 | 2,534 |

Physical Items Checked Out in November

| 2019 | 2020 | 2021 | 2022 | 2023 |
|-------|-------|-------|-------|-------|
| 4,393 | 4,465 | 5,438 | 6,353 | 5,997 |

Cumulative Physical Items Check Out

| 2019 | 2020 | 2021 | 2022 | 2023 |
|--------|--------|--------|--------|--------|
| 62,522 | 50,042 | 59,515 | 80,653 | 76,213 |

Miscellaneous item checkouts

| November | 2019 | 2020 | 2021 | 2022 | 2023 |
|---------------------------|------|------|------|------|------|
| Technology Devices | 65 | 56 | 68 | 61 | 80 |
| Study Rooms | 65 | 14 | 59 | 65 | 92 |
| Games and Puzzles | 77 | 140 | 125 | 180 | 162 |
| Seeds | 6 | 8 | 28 | 3 | 2 |
| STEAM Packs | 37 | 0 | 20 | 13 | 43 |
| Cake Pans | 2 | 1 | 0 | 12 | 7 |
| Outdoor Items | * | * | * | 3 | 2 |
| Honor Books | * | * | * | 4 | 1 |

Yearly Totals

| 2019 | 2020 | 2021 | 2022 | 2023 |
|------|------|-------|-------|-------|
| 137 | 381 | 725 | 743 | 733 |
| 253 | 305 | 395 | 746 | 822 |
| 222 | 955 | 1,263 | 2,060 | 1,668 |
| 112 | 302 | 878 | 883 | 764 |
| 61 | 25 | 160 | 234 | 322 |
| 1 | 28 | 21 | 69 | 38 |
| * | * | * | 17 | 59 |
| * | * | * | 19 | 102 |

Library Services Usage

| November | 2019 | 2020 | 2021 | 2022 | 2023 |
|----------------------------|-------|-------|-------|-------|-------|
| Test Proctoring | 6 | 0 | 5 | 1 | 0 |
| Charging Station | 8 | 7 | 4 | 6 | 2 |
| Notary Services | 9 | 4 | 14 | 3 | 11 |
| Library Visits | 3,891 | 2,566 | 3,236 | 3,517 | 3,604 |
| Website Usage | 1,372 | 2,094 | 2,191 | 3,040 | 707 |
| Reference Questions | 5 | 10 | 5 | 1 | 1 |

Yearly Totals

| 2019 | 2020 | 2021 | 2022 | 2023 |
|--------|--------|--------|--------|--------|
| 27 | 74 | 108 | 61 | 54 |
| 19 | 47 | 45 | 21 | 15 |
| 16 | 88 | 144 | 135 | 154 |
| 55,728 | 30,007 | 38,913 | 48,253 | 44,652 |
| 16,935 | 17,977 | 27,907 | 33,678 | 36,050 |
| 77 | 60 | 73 | 31 | 34 |

Computer Users

| November | 2019 | 2020 | 2021 | 2022 | 2023 |
|--------------------|------|------|------|------|------|
| Wireless | 443 | 387 | 425 | 331 | 285 |
| Adult Users | 292 | 261 | 171 | 188 | 145 |
| Kids Users | 136 | 8 | 89 | 219 | 120 |

Yearly Computer Users

| 2019 | 2020 | 2021 | 2022 | 2023 |
|-------|-------|-------|-------|-------|
| 2,017 | 3,829 | 3,878 | 4,544 | 4,073 |
| 1,103 | 2,138 | 2,235 | 2,608 | 2,115 |
| 556 | 427 | 957 | 2,987 | 1,918 |

**White House Public Library
November 2023**

Library Volunteers

| November | 2019 | 2020 | 2021 | 2022 | 2023 |
|--------------------|------|------|------|------|------|
| Library Volunteers | 24 | 6 | 12 | 10 | 12 |
| Volunteer Hours | 183 | 67 | 159 | 102 | 63 |

Yearly Totals

| 18-19 | 19-20 | 20-21 | 21-22 | 22-23 |
|-------|-------|-------|---------|-------|
| 82 | 36 | 20 | 48 | 75 |
| 809 | 1,286 | 1,204 | 1,492.5 | 1,453 |

Universal Class Counts

| November | |
|-------------------|----|
| Sign ups | 0 |
| Courses started | 1 |
| Lessons viewed | 12 |
| Class Submissions | 9 |

Yearly Totals

| 2019 | 2020 | 2021 | 2022 | 2023 |
|------|-------|-------|------|------|
| 9 | 10 | 13 | 18 | 21 |
| 16 | 53 | 39 | 2 | 22 |
| 194 | 1,771 | 1,008 | 876 | 410 |
| 105 | 800 | 515 | 465 | 557 |

Kanopy

| November | Visits | Pages | Plays | Accounts |
|----------|--------|-------|-------|----------|
| Monthly | 742 | 1,027 | 154 | 14 |
| Yearly | 1,562 | 2,248 | 367 | 77 |

Kanopy is the library's new movie streaming service. Patrons can stream movies and shows to watch free with their library card.

Programs

| 1,000 books | 2019 | 2020 | 2021 | 2022 | 2023 |
|------------------|------|------|------|------|------|
| Monthly Sign-ups | 7 | 2 | 1 | 2 | 2 |
| total Sign-ups | 214 | 67 | 174 | 132 | 155 |

| Achievements | 2019 | 2020 | 2021 | 2022 | 2023 |
|--------------|------|------|------|------|------|
| 100 Mark | 0 | 0 | 22 | 10 | 1 |
| 500 Mark | 2 | 0 | 2 | 5 | 6 |
| Completion | 1 | 2 | 4 | 7 | 7 |

Face-to-face Kids Programs

| November | 2019 | 2020 | 2021 | 2022 | 2023 |
|-----------|-------|-------|-------|-------|-------|
| Programs | 9 | 1 | 11 | 9 | 7 |
| Attendees | 202 | 17 | 203 | 246 | 163 |
| Yearly | 2019 | 2020 | 2021 | 2022 | 2023 |
| Programs | 154 | 43 | 91 | 136 | 124 |
| Attendees | 4,201 | 1,185 | 2,167 | 3,646 | 3,696 |

Grab & Go Kits

| November | 2020 | 2021 | 2022 | 2023 |
|----------|------|-------|------|------|
| Kits | 8 | 5 | 4 | 4 |
| Taken | 225 | 212 | 189 | 116 |
| Yearly | 2020 | 2021 | 2022 | 2023 |
| Kits | 38 | 44 | 7 | 4 |
| Taken | 1094 | 1,699 | 334 | 116 |

The library held fewer story times in November due to the Thanksgiving holiday

Teen/tween Face-to-Face Programs

| November | 2020 | 2021 | 2022 | 2023 |
|-----------|------|------|------|------|
| Programs | 0 | 7 | 7 | 7 |
| Attendees | 0 | 60 | 23 | 13 |
| Yearly | 2020 | 2021 | 2022 | 2023 |
| Programs | 11 | 43 | 98 | 106 |
| Attendees | 77 | 370 | 437 | 346 |

Grab & Go

| November | 2020 | 2021 | 2022 | 2023 |
|----------|------|------|------|------|
| Kits | 0 | 0 | 4 | 4 |
| Taken | 0 | 0 | 96 | 39 |
| Yearly | 2020 | 2021 | 2022 | 2023 |
| Kits | 13 | 24 | 7 | 6 |
| Taken | 152 | 409 | 151 | 58 |

There were fewer teen programs because of the Thanksgiving holiday.

Face-to-face Adult Programs

| November | 2019 | 2020 | 2021 | 2022 | 2023 |
|-----------|-------|------|------|------|------|
| Programs | 10 | 2 | 8 | 3 | 7 |
| Attendees | 27 | 6 | 23 | 9 | 49 |
| Yearly | 2019 | 2020 | 2021 | 2022 | 2023 |
| Programs | 157 | 42 | 63 | 75 | 101 |
| Attendees | 1,343 | 214 | 351 | 377 | 533 |

Device Advice

| November | 2019 | 2020 | 2021 | 2022 | 2023 |
|----------|------|------|------|------|------|
| Sessions | * | 0 | 5 | 6 | 11 |
| Yearly | 125 | 51 | 81 | 131 | 128 |
| Passive | | | | | |
| November | * | * | 0 | 0 | 0 |
| Yearly | * | * | 0 | 20 | 0 |

The library held fewer adult classes because of the Thanksgiving holiday.

Interlibrary Loan Services

| November | 2019 | 2020 | 2021 | 2022 | 2023 |
|----------|------|------|------|------|------|
| Borrowed | 59 | 46 | 42 | 66 | 45 |
| Loaned | 36 | 23 | 32 | 12 | 15 |

Yearly Interlibrary Loan Services

| 2019 | 2020 | 2021 | 2022 | 2023 |
|------|------|------|------|------|
| 690 | 534 | 673 | 872 | 554 |
| 410 | 151 | 226 | 317 | 177 |

| November | R.E.A.D.S |
|----------|-----------|
| Adults | 2,218 |
| Juvenile | 163 |

| Yearly Totals | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
|---------------|-----------|-----------|-----------|-----------|-----------|
| Adults | 21,138 | 23,138 | 19,466 | 21,110 | 37,185 |
| Juvenile | 1,430 | 1,189 | 1,032 | 2,013 | 2,726 |

The READS statistics come from the state.

CITY COURT REPORT
NOVEMBER 2023

CITATIONS

| | | |
|--------------------------------------|------------|--------------------|
| TOTAL MONIES COLLECTED FOR THE MONTH | \$6,963.50 | |
| TOTAL MONIES COLLECTED YTD | | \$37,100.00 |

STATE FINES

| | | |
|-----------------------------------|------------|-------------------|
| TOTAL MONIES COLLECTED FOR MONTH | \$1,142.85 | |
| TOTAL MONIES COLLECTED YTD | | \$9,440.96 |

| | | |
|--------------------------------|-------------------|--------------------|
| TOTAL REVENUE FOR MONTH | \$8,106.35 | |
| TOTAL REVENUE YTD | | \$46,540.96 |

DISBURSEMENTS

| | | |
|--------------------------------------|-------------------|-------------------|
| LITIGATION TAX | \$604.66 | |
| DOS/DOH FINES & FEES | \$360.05 | |
| DOS TITLE & REGISTRATION | \$171.00 | |
| RESTITUTION/REFUNDS | \$0.00 | |
| ON-LINE CC FEES | \$0.00 | |
| CREDIT CARD FEES | \$0.00 | |
| WORTHLESS CHECKS | \$0.00 | |
| TOTAL DISBURSEMENTS FOR MONTH | \$1,135.71 | |
| TOTAL DISBURSEMENTS YTD | | \$5,831.53 |

| | | |
|-----------------------------------|-------------------|--------------------|
| ADJUSTED REVENUE FOR MONTH | \$6,970.64 | |
| TOTAL ADJUSTED REVENUE YTD | | \$40,709.43 |

DRUG FUND

| | | |
|--------------------------------------|----------------|-------------------|
| DRUG FUND DONATIONS FOR MONTH | \$95.00 | |
| DRUG FUND DONATIONS YTD | | \$1,981.42 |

| Offenses Convicted & Paid For Month | Count | Paid |
|--|--------------|-------------|
| Failure to Yield | 1 | \$60.00 |
| Financial Responsibility Law | 18 | \$1,110.00 |
| Registration Law | 25 | \$1,400.00 |
| Improper Equipment | 2 | \$10.00 |
| Texting/Hands Free Law | 4 | \$203.00 |
| Codes Violation | 1 | \$0.00 |
| DL Exhibited | | |
| Red Light | 7 | \$697.50 |
| Animal Control | | |
| Stop Sign | 20 | \$1,542.50 |
| Speeding | 14 | \$1,415.00 |
| Seat Belt-Child Restraint | 3 | \$110.00 |
| Following Too Close | 2 | \$177.50 |
| Exercise Due Care | 6 | \$220.00 |
| Careless Driving | | |
| Total | 103 | \$6,945.50 |