



City Administrator Report: 8 YWVa VYf '202'

**Administrative & Legislative Services Department
December 2023**

Administration

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

- December 2:
 - Christmas Parade and Christmas on Main Street

- December 4:
 - Staff Plan Reviews

- December 5:
 - White House Chamber of Commerce Premium Investors Reception

- December 6:
 - Presentation at Springfield Rotary
 - White House Recreation Center OAC Meeting

- December 7:
 - TML District 5 Meeting
 - 2023 TN NCSR Office Hours
 - Beer Board Meeting

- December 11:
 - Stormwater Advisory Board Meeting
 - Transportation Committee/ Roads Projects Discussion
 - Planning Commission

- December 12:
 - Department Head Staff Meeting
 - Robertson County Economic Development Board

- December 13:
 - Christmas Parade and Christmas on Main Street Debrief
 - 2023 WHMS DARE Graduation
 - Cigna Quarterly Review Meeting

- December 14:
 - Sumner County JECDB
 - Board of Mayor and Alderman Meeting

- December 19:
 - Public Services Employee of the Year Luncheon
 - Stagecoach Collaborative

- December 21:
 - City of White House Employee Luncheon

**Administrative & Legislative Services Department
December 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	\$34,221,901	\$14,849,679	↓6.67%
Economic Development	\$136,600	\$4,278	↓46.88%
State Street Aid	\$505,000	\$477,015	↑44.73%
Parks Sales Tax	\$1,526,000	\$164,314	↓42.86%
Solid Waste	\$1,657,227	\$1,217,452	↑23.44%
Parks Impact Fees	\$55,000	\$17,741	↓48.33%
Police Impact Fees	\$110,000	\$101,112	↑41.90%
Fire Impact Fees	\$274,000	\$32,684	↓38.09%
Road Impact Fees	\$650,000	\$642,287	↑48.79%
Police Drug Fund	\$25,000	\$20,855	↑33.40%
Debt Services	\$2,512,200	\$247,028	↓40.28%
Wastewater	\$15,952,225	\$6,891,141	↑7.53%
Dental Care	\$100,000	\$33,810	↓16.20%
Stormwater Fund	\$1,672,625	\$989,890	↑9.16%
Cemetery Fund	\$42,690	\$25,336	↑9.33%

*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	98	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	983	1,517	1,506	1,355	1,199	1,595	1,813

Purchase Orders by Dollars	Dec 2023	FY 2024	FY 2023	FY 2021	Total for FY24	Total for FY23	Total for FY22
Purchase Orders \$0-\$9,999	93	933	1,448	1281	\$1,212,256.46	\$1,645,212.29	\$1,640,827.83
Purchase Orders \$10,000-\$24,999	4	23	32	29	\$399,878.42	\$421,438.69	\$404,406.65
Purchase Orders over \$25,000	1	27	37	45	\$6,300,613.97	\$39,313,456.65	\$11,687,700.37
Total	130	983	1,517	1355	\$7,912,748.85	\$41,380,107.63	\$13,732,934.80

**Administrative & Legislative Services Department
December 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.	38	32	39	13	156	30,202	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	278	640	609	884	901	198,280	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.	3	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	26	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.	34	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	265	588	495	383

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

**Administrative & Legislative Services Department
December 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:

- Christmas tree and decorations setup
- Christmas on Main Street setup
- Community Center and Gymnasium Demolition Punch List

	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	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	88	187	164	200	98	162	266

**Finance Department
December 2023**

Finance Section

During December 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 December, approximately \$1.0 million (17.9%) was collected. From January 1 through January 8 an additional \$2.5 million was collected. Members of the Finance Office also participated in the following events during the month:

December 5: Regions Bank meeting

December 6: Tyler Enterprise Permitting & Licensing review call

December 7: Assistant Finance Director passed CMFO “Purchasing and Risk Management” exam

December 11: Stormwater Advisory Board meeting

December 13: TCRS meeting with HR and City Administrator

December 14: Monthly BMA meeting

December 18: Sage Rd ROW closing wire transfer meeting

December 19: Finance staff meeting

Performance Measures

Utility Billing

	Dec 2023	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
New Build Applications (#)	33	208	307	284	357	171
Move In Applications (#)	64	522	926	977	737	649
Total Applications (#)	97	730	1233	1261	1094	820
Move Outs (#)	62	211	831	898	743	602
Electronic new customer signups (#)	49	406	476	410	300	127
Electronic new customer signups (%)	51%	56%	39%	33%	27%	15%

Business License Activity

	Dec 2023	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
Opened	3	34	95	92	76	69
Closed (notified by business)	1	5	9	7	6	10

Accounts Payable

	Dec 2023	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
Total # of Invoices Processed	485	2679	4455	4254	4079	4003

Property Tax Relief Applications

	Dec 2023	FY 2024 Total	FY 2024 Est.	FY 2023 Total	FY 2022 Total
New Parcels (#)	3	7	29	27	29
Existing Parcels (#)	12	50	124	101	99
Total Parcels (#)	15	57	153	128	128
State Relief Credits (\$)	2,144	10,456	21,040	23,860	20,844
City Relief Credits (\$)	1,804	9,015	18,255	16,536	10,155
Combined Relief Credits (\$)	3,948	19,471	39,295	40,396	30,999

**Finance Department
December 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	6,998,035	56%
Cemetery Fund	55,450	16,635	259,782	468%
Debt Services	2,530,300	759,090	1,827,251	72%
Dental Care Fund	78,300	23,490	169,909	217%
Roads Impact Fees	421,800	126,540	827,471	196%
Parks Impact Fees	440,484	132,145	537,698	122%
Police Impact Fees	315,200	94,560	1,029,168	327%
Fire Impact Fees	208,200	62,460	684,141	329%
Economic Development	141,900	42,570	295,473	208%
Parks Sales Tax	1,093,500	328,050	876,765	80%
Police Drug Fund	5,250	1,575	41,824	797%
Solid Waste	1,577,500	473,250	929,263	59%
State Street Aid	456,800	137,040	489,528	107%
Stormwater Fund	1,100,750	330,225	750,992	68%
Wastewater	6,293,000	1,887,900	8,944,343	142%

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

The Finance Department’s goal is to meet or exceed each fund’s total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 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	4,297,478	↓ 15.83%
Cemetery Fund	55,450	27,717	↓ 0.01%
Debt Services	2,530,300	1,277,303	↑ 0.48%
Dental Care	78,300	44,643	↑ 7.02%
Roads Impact Fees	421,800	459,585	↑ 58.96%
Parks Impact Fees	440,484	245,716	↑ 5.78%
Police Impact Fees	315,200	365,965	↑ 66.11%
Fire Impact Fees	208,200	241,670	↑ 66.08%
Economic Development	141,900	79,052	↑ 5.71%
Parks Sales Tax	1,093,500	556,279	↑ 0.87%
Police Drug Fund	5,250	3,513	↑ 16.91%
Solid Waste	1,577,500	799,864	↑ 0.70%
State Street Aid	456,800	243,780	↑ 3.37%
Stormwater Fund	1,100,750	581,182	↑ 2.80%
Wastewater	6,293,000	3,443,369	↑ 4.72%

*Realized amounts reflect revenues realized from July 1, 2023—December 31, 2023

**Human Resources Department
December 2023**

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

- December 02: Christmas Parade & Christmas on Main Street Celebration
- December 05: Chamber of Commerce Board Meeting
Premium Investors Holiday Cocktail Reception
- December 06: Police Officer Testing
- December 07: Retire Ready TN Plan Service Center Discrepancy Reporting Training
- December 11: Firefighter New Hire Orientation
Police Officer Testing
- December 12: Police Officer New Hire Orientation
- December 13: Ribbon Cutting for Quinnderella’s Kids Consignment
- December 14: Board of Mayor and Aldermen
Evergreen Solutions Draft Salary Survey Results Meeting
- December 18: Police Officer Interviews
- December 19: Compensation Study Committee Meeting

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	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	0	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
December 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	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	8	10	19	12
Percentage	6.30%	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	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

City of White House Police Department
 Monthly Report December 2023

Highlights



December 9, 2023, was our annual **SHOP WITH A COP/FIREFIGHTER** event. This event is the most gratifying event that we hold each year. The White House Police Department would like to thank the WHITE HOUSE ROTARY CLUB for sponsoring this event. We would also like to extend our thanks to White House Wal-Mart, who once again was kind enough to roll out the red carpet for these kids. We were able to provide Christmas for 28 kids from the White House area. They each were able to spend \$300.00. Food was provided by White House Pizza & Pub, Little Ceasar's, Zaxby's, Colorado Grill and Walmart. We also appreciate all the Family and Friends of the Police and Fire who came out to help.

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in December:** White House Christmas Parade (Dec. 2), White House Rotary Meeting (Dec. 7 & 14), Beer Board Meeting (Dec. 7), Shop with a Cop/Fireman (Dec. 9), Department Head Staff Meeting (Dec. 12), Command Staff Meeting (Dec. 13) and Board of Mayor & Alderman Meeting (Dec. 21).

➤ **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.

We have received our approved extension on the three-year accreditation cycle in the TN Law Enforcement Accreditation Program.

The Professional Standards Committee gave us the extension until March 6, 2024.

At the end of this 90-day extension, we will need to be prepared for a formal file review and onsite.

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

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

City of White House Police Department
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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
December	0	8	0	8
Total	108	3,303	99.5	3,510.5

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	<i>December</i> 2023	<i>FY</i> 2023-24
Three (3) Officers per Shift	20	104
Four (4) Officers per Shift	42	250

- 1. 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.
- 2. 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).
- 3. Maintain or reduce TBI Group A offenses at the three-year average of 60 per 1,000 population during the calendar year of 2023.*

Group A Offenses	<i>December</i> 2023	<i>Per 1,000</i> Pop.	<i>Total</i> 2023	<i>Per 1,000</i> Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	14	1	173	12
Crimes Against Property	30	2	411	28
Crimes Against Society	16	1	266	18
<i>Total</i>	60	4	850	59
Arrests	67		955	

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

City of White House Police Department
Monthly Report December 2023

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

	December 2023	TOTAL 2023
Traffic Crashes Reported	51	489
Enforce Traffic Laws:		
Written Citations	38	551
Written Warnings	48	556
Verbal Warnings	392	3,252

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

COLLISION RATIO				
<u>2023</u>	<u>COLLISIONS</u>	<u>INJURIES</u>	<u>MONTHLY RATIO</u>	<u>YEAR TO DATE</u>
December	51	11 YTD 63	22%	13% YTD 489

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

Staffing:

- Ofc. Blake McClusky is currently in FTO. He will go to the Academy in January 7th.
- Officer Adam Wims has been released from FTO and on the road.
- Officer Tanner Pharris is on FTO and should be released early January.
- We tested three applicants in December and had interviews. Two applicants were given conditional offers and should start in January.
- We are approved for a new Police Officer position January 1st. We are continuing to accept applications.

Sumner County Emergency Response Team:

For ERT:

- Dec. 13, 2023, ERT executed high-risk narcotics search warrant on an address in Gallatin for the 18th Judicial Drug Task Force. Investigators recovered an unspecified amount of narcotics and seized an undisclosed sum of money from the suspect.
- Dec. 15 2023, ERT held its annual Christmas breakfast at the Gallatin Training Center. Following the breakfast, ERT members conducted firearms training at the Sumner County range.
- Dec 19, 2023, ERT responded to a barricaded suspect at an address in Westmoreland. The suspect was wanted in connection with a kidnapping which occurred on 18 Dec 2023. After a standoff which lasted approximately 3 hours, ERT made entry into the suspect’s residence and located him hiding inside. The suspect was apprehended without incident.

City of White House Police Department
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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
December		

Communications Section

	December	Total 2023
Calls for Service	989	12,783
Alarm Calls	36	551

Request for Reports

	December	FY 2023-24
Requests for Reports	15	93
Amount taken in	\$8.85	\$82.90
Tow Bills	\$0.00	\$225.00
Emailed at no charge	30	159
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Sgt. Bagwell, Sgt. Enck, Det. Sgt. Hunter and Det. Anglin attended the THSO Holiday Awards Luncheon held on December 7th at White House First United Methodist Church.

Volunteer Police Explorers: Nothing to report currently.

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.*** D.A.R.E. Graduation was held on December 13th at 10:00am. 150 students graduated from D.A.R.E. at White House Middle School. ***Complete.***
- ***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.***
 - Sgt. Enck instructed 8 hours of Defensive Tactics for 2 Hendersonville and on White House Officer on December 14th.

City of White House Police Department
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Special Events: *WHPD Officers participated in the following events during the month of December:*

- White House Christmas Parade
- Shop with a Cop/Firefighter

Upcoming Events:

Nothing currently.

<i>2023 Participation in Joint Community Events</i>		
	<u>December</u>	<u>Year to Date</u>
Community Activities	4	86

**Fire Department
December 2023**



Summary of Month's Activities

Fire Operations

The Department responded to 183 requests for service during the month with 143 responses being medical emergencies. The Department also responded to 18 vehicle accidents of which 11 had injuries, and 7 had no injuries. Of the 183 responses in the month of December there were 31 calls that overlapped another call for service which is 16.94% of our responses for the month. That brings the overlapping call volume for FY23-24 to 163 or 17.66% 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 December from dispatch to on scene time averaged was, five minutes and eighteen seconds (5:18). The average time a fire unit spent on the scene of an emergency call was twelve minutes (12:00).

Department Event

- December 1st – Cash Express Fill a Fire Truck event
- December 2nd – Christmas Parade
- December 9th – Shop with a Cop/Firefighter
- December 13th – Appreciation lunch by local Pastoral Group
- December 18th & 19th – Narcan training by CCCEC
-

Fire Administration

- December 11th – Met with Cheatham County Community Enhancement Coalition
- December 13th – Christmas on Main Debrief

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	21
Rescue & Emergency Services	643
Hazardous Conditions (No Fire)	18
Service Calls	63
Good Intent Call	66
False Alarms & False Call	100
Calls for The Month	183
Total Responses FY to Date	915

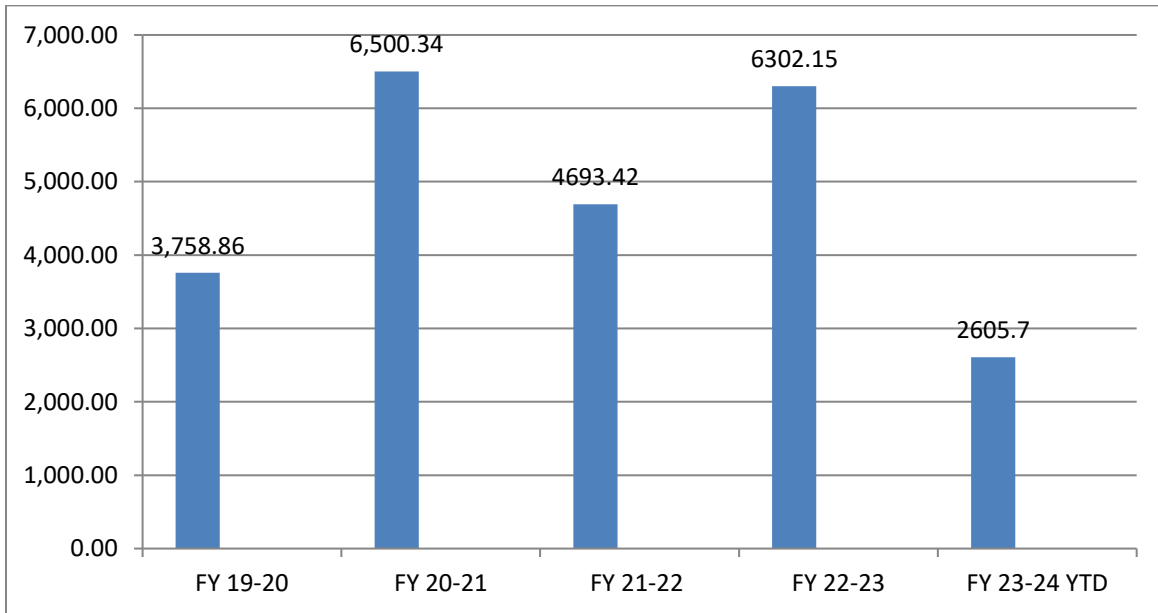
**Fire Department
December 2023**

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	123	596	65.13%
Station #2 (Business Park Dr)	59	314	34.31%

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	327.52	2605.7

Training breakdown for ISO and NFPA*

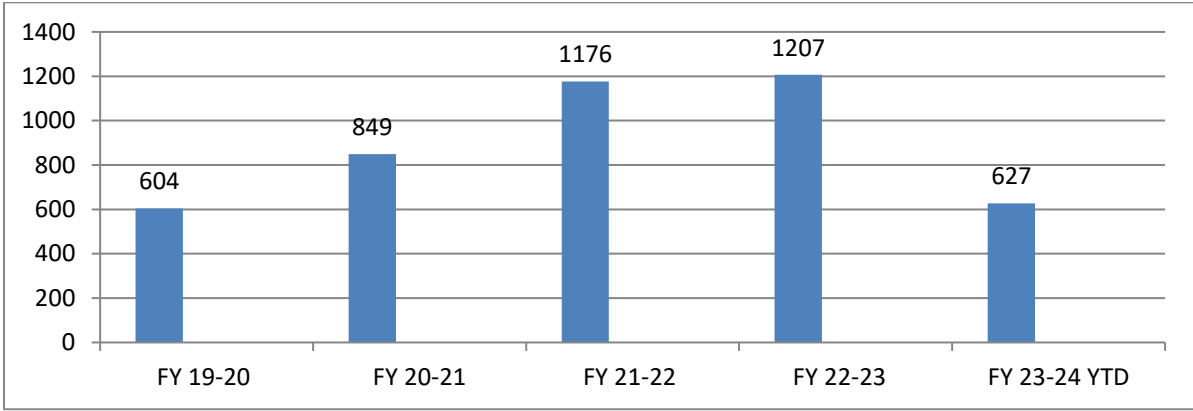
	Fire Officer	Company	Facilities	NFPA	Non-ISO
Month	0	127.5	34	78.02	88
Total for FY	130	1411.75	248	680.4	716.45

*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.

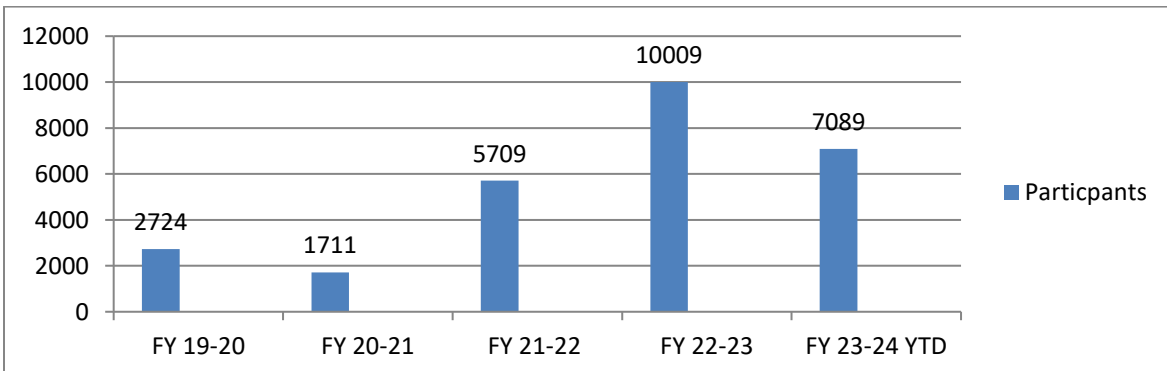
**Fire Department
December 2023**



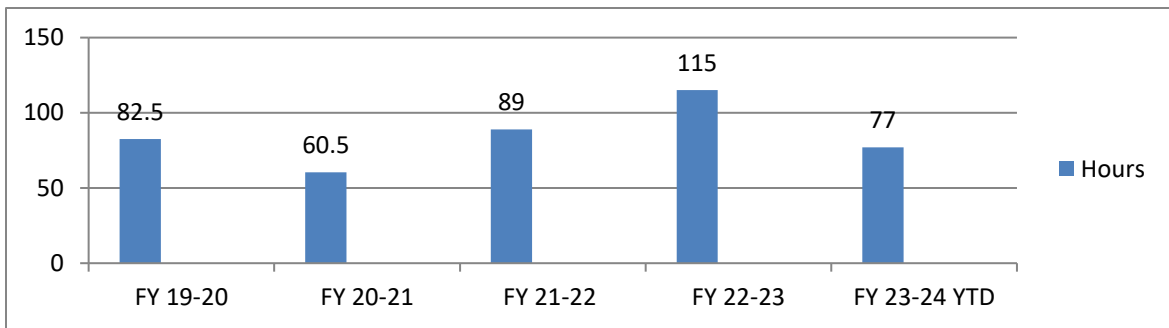
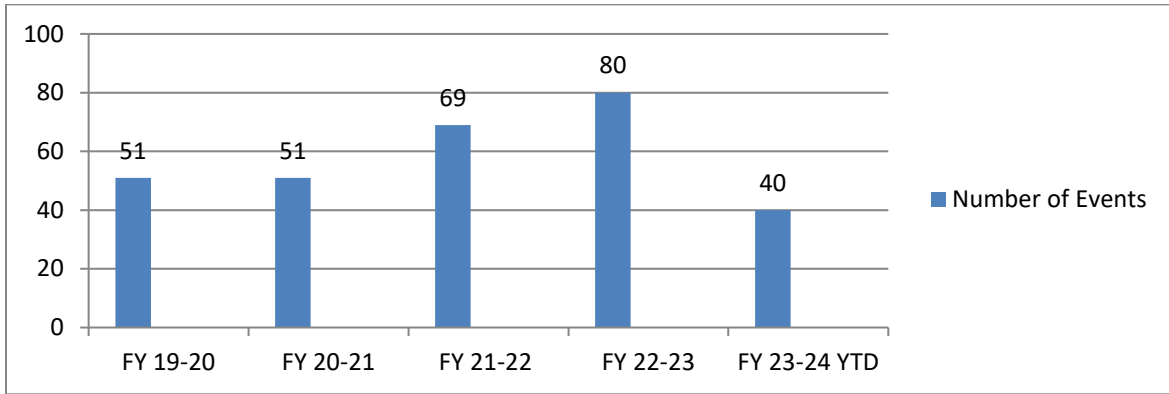
	Month	FYTD
December Fire Inspection	58	627
Reinspection	8	85
Code Violation Complaint	1	8
Violations Cleared	6	54
Annual Inspection	3	64
Knox Box	3	25
Fire Alarms	5	37
Measure Fire Hydrant	1	7
Plans Review	4	24
Pre-C/O	1	15
Pre-incident Survey	13	114
Sprinkler Final	0	1
Final/Occupancy	1	13

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
December 2023**



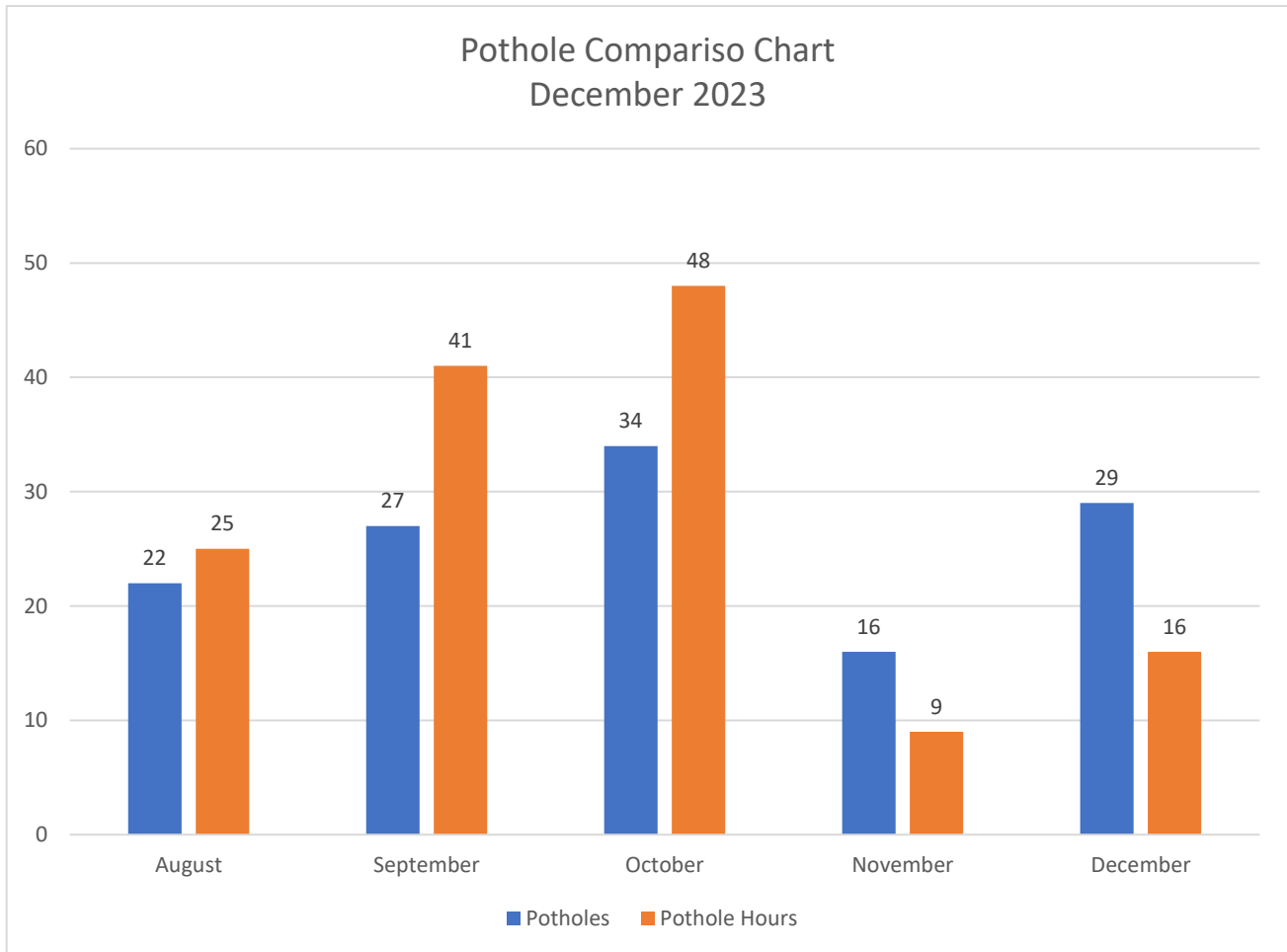
	Month	FYTD
Participants	102	7089
Number of Events	2	40
Education Hrs.	4.5	77

Social Media Statistics for the Month

Post Reach	3299
Post Engagement	239
New Page Followers	12

**Public Services Department – Public Works Division
December 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.

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

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
101 Larkspur Court	December 16, 2023	December 18, 2023	2 Days
Calista Road (All identified were repaired)	December 18, 2023	December 18, 2023	Same Day
Pleasant Grove Road (All identified were repaired)	December 18, 2023	December 18, 2023	Same Day
112 Meadow Court	December 29, 2023	January 8, 2024	10 Days (Holiday observed within time frame)

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

Monthly Work Log

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

Friday 12-1-2023

- Various inspection in various subdivisions

Saturday 12-2-2023

- Installed the rest of the Christmas Decorations at all intersections / Performed traffic control and participated in Christmas Parade

Monday 12-4-2023

- Picked up barricades, signs, and cones from parade / Returned manlift to Sunbelt / Repaired decorative street lights in The Parks Subdivision / Performed maintenance on salt equipment

Tuesday 12-5-2023

- Removed dead tree from S. Pinson Court / Repaired decorative street lights in Holly Tree Subdivision / Started repairing decorative street lights in Concord Springs / Repaired decorative street lights in Parks Subdivision.

Wednesday 12-6-2023

- Performed traffic control for dead animal removal / Cleared out another bay for additional road salt delivery / Performed preventative maintenance on Gridsmart Camera at SR-76 & 31W.

Thursday 12-7-2023

- Repaired Pedestrian Button at Wilkinson Lane & SR-76 and checked Pedestrian Head / Cleaned off ADA Truncated Dome Detectable Warning Mat on Maiden Lane, Knight Circle and KFC / Facility maintenance / Performed maintenance on Truck 1326

Friday 12-8-2023

- Performed inspections in Willow Grove Subdivision / Repaired Lane loop for gate at Public Works Facility.

Monday 12-11-2023

- Performed maintenance on snow plow equipment associated with vehicle 1326 / Repaired Snowflake Decoration at Loves Lane / Took delivery of second load of road salt.

Tuesday 12-12-2023

- Safety walkthrough clean-up / Repaired leaning sign at Dee Cee and S.C.T / Inventoried Decorative Street Lights for Insurance Appraiser and created report

Wednesday 12-13-2023

- Picked up millings from Twin States laydown yard on Industrial Drive / Repaired leaning sign at Dee Cee and S.C.T

Thursday 12-14-2023

- Inventoried of Speed Limit Signs in order to change them from 25 or 30 MPH to 20 MPH / Facility maintenance

Friday 12-15-2023

- Completed various inspections in Subdivisions / Repaired pothole on Marlin Road / Delivered 1332 to Stringfellow for repairs / Assisted Hiller Plumbing in repairing bathroom toilets.

Monday 12-18-2023

- Repaired potholes on Larkspur, Calista, Pleasant Grove Road, and Union Road / Picked up and installed battery for vehicle 206 / Cut Wastewater Collection Ponds at 725 Industrial Drive

Tuesday 12-19-2023

- Went to Stansell Electric to pick up new flashers needed for Signal Cabinets / Installed new fire extinguisher tags on all extinguishers / Employee of the Year Luncheon

Wednesday 12-20-2023

- Fixed Pedestrian Button at Marathon Gas Station / Installed new starter in bucket truck / Repaired pothole at 189 Calista Road / Installed new computer monitors / Troubleshooting mechanical issue on 1303.

Thursday 12-21-2023

- Picked up SDLC Cable to attempt to repair Raymond Hirsch & 76 intersection / Changed SDLC Cable / Power cycled controller / Christmas Holiday Luncheon.

Monday 12-25-2023

- Holiday (Christmas Day)

Tuesday 12-26-2023

- Holiday (Christmas Eve Observed)

Wednesday 12-27-2023

- Delivered trash carts to residents that were missed by WM / Assisted Stormwater in removing brush from the creek at Patana Road bridge / Removed brush from Millstone Way

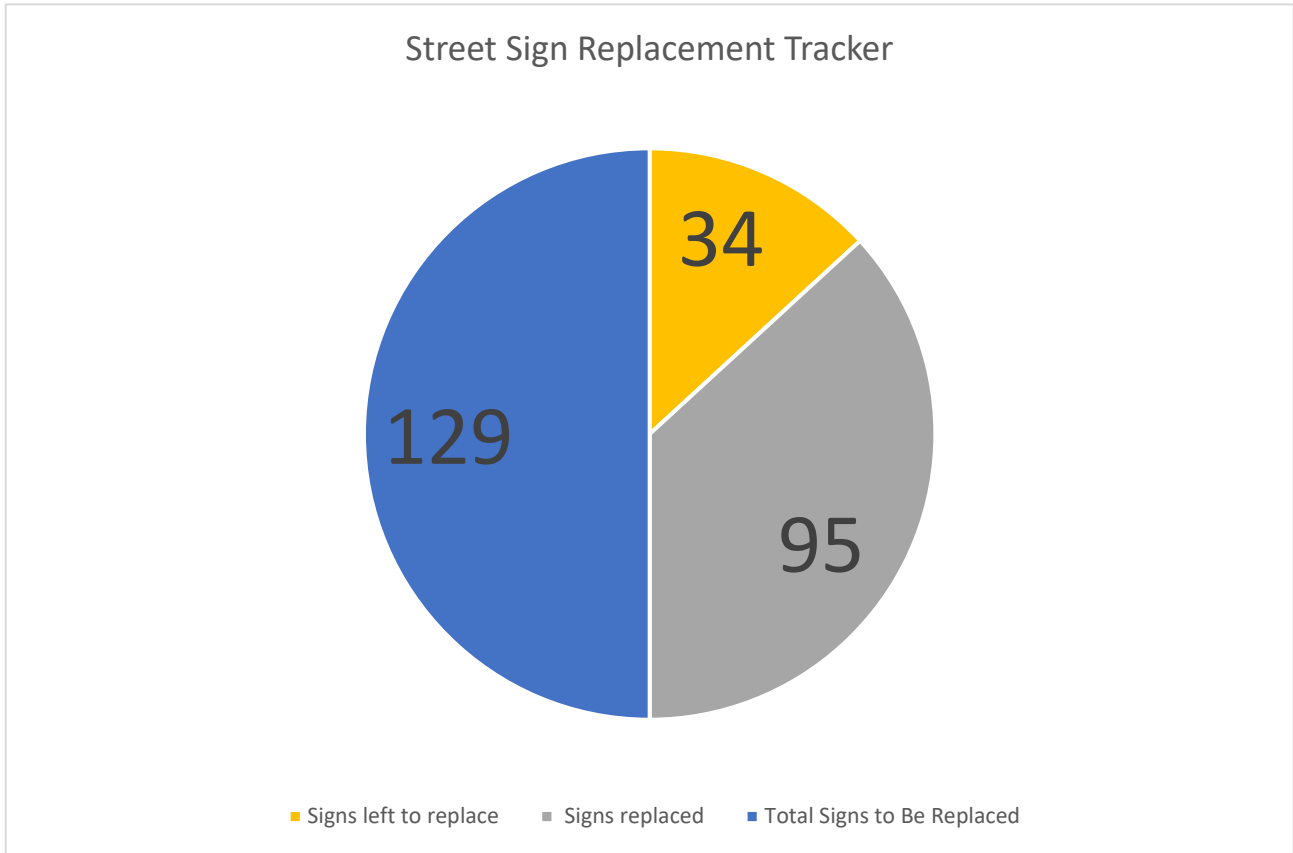
Thursday 12-28-2023

- Picked up 1326 from Stringfellow after repairs were completed / Facility maintenance and repair to gate loop / Meeting with Public Services Director and Public Works Manager about budget.

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



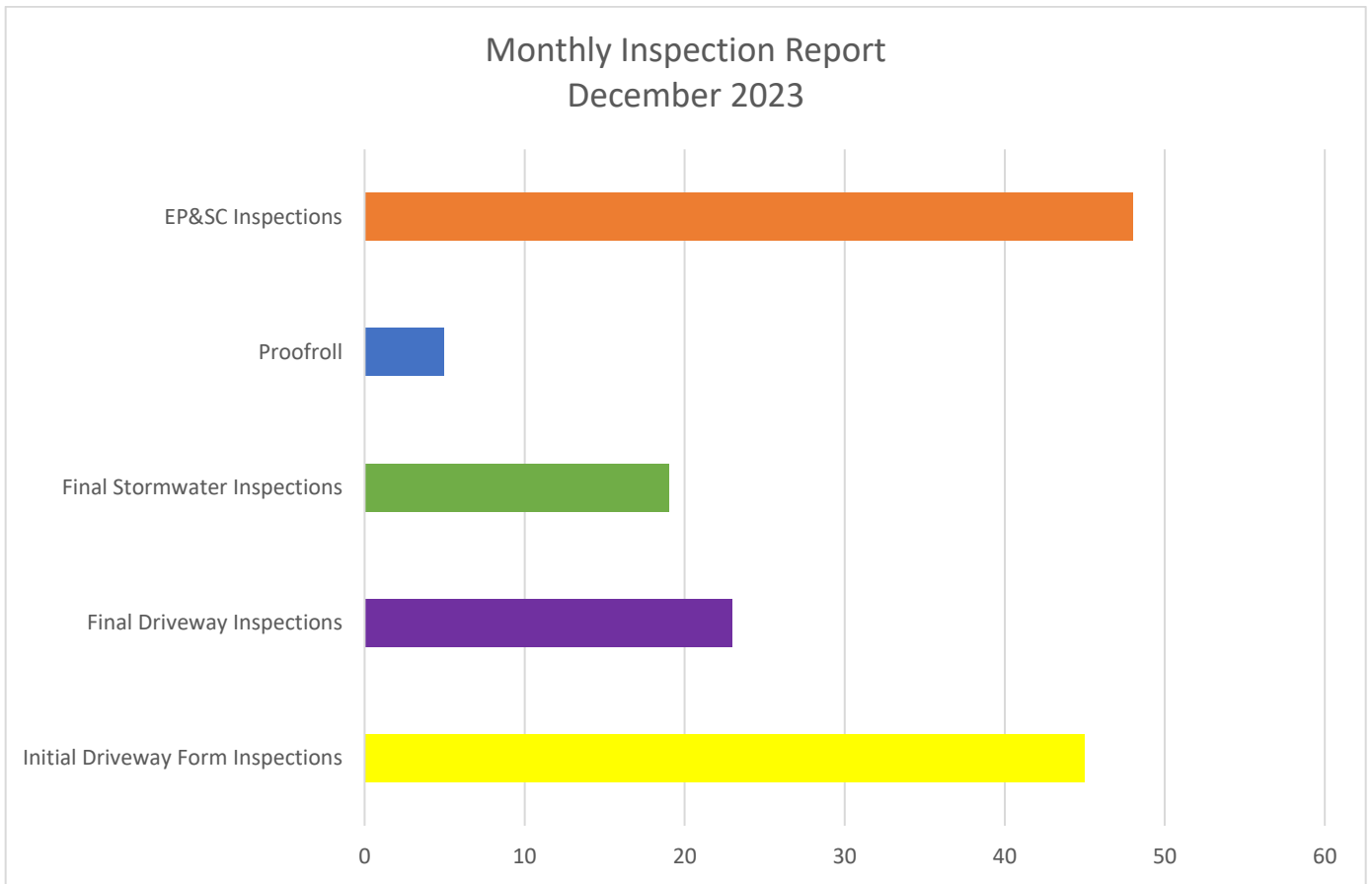
Note: Only signs that were damaged were repaired and no signs were brought into compliance for the month of December

Inspector Notes

New Construction and Inspections:

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

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
December 2023**

<u>Traffic Signal Complaints Log</u>	<u>November</u>	<u>December</u>	<u>FY 23/24 YTD</u>
SR-76 & Love's Lane	0	0	0
SR-76 & I-65 Southbound Ramps	0	0	0
SR-76 & I-65 Northbound Ramps	0	0	0
SR-76 & Hester Drive	1	1	2
SR-76 & Wilkinson Lane	1	0	1
SR-76 & Sage Road	0	0	0
SR-76 & Raymond Hirsch	2	1	3
SR-76 & Hwy 31W	0	0	0
SR-76 & Pleasant Grove Road (Flashing Signal)	1	1	2
Hwy 31W & Portland Road	0	0	0
Hwy 31W & Raymond Hirsch	0	0	0
Hwy 31W & Sage Road	0	0	0
Tyree Spring Road & Raymond Hirsch Parkway	0	0	0
Wilkinson Lane & Richard Wilks	0	0	0

Traffic Signal Complaint Details:

SR-76 & Hester Drive:

Complaint: (Accela Logged Complaint, Same as November) Phase 8 light cycled 3 time and no green signal. **Resolution:** Adjustment to Gridsmart Detection Zone. **Further Troubleshooting needed.**

SR-76 & Raymond Hirsch:

Complaint: (Accela Logged Complaint) Light is only letting 3 cars out at a time from Byrum Drive. **Resolution:** Malfunctioning SDLC Port on McCain Controller (Out for repairs). Installed new controller and issue was resolved.

SR-76 & Pleasant Grove Road:

Complaint: (Verbal complaint, Same as November) Needs a signalized intersection. **Resolution:** CSR Designing signalized intersection.

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

Stormwater Division worked a total of 825 hours, including 25 hours of overtime, 101 hours of PTO and 100 hours of holiday time. Maintenance crew improved approximately 310 linear feet of the drainage system. Inspector spent 61% of time on Stormwater.

PW/SW MONTHLY WORK LOG								BMA Dec 2023	
Date: December 2023	Ed	Chris	Jacob	Tristian					
Facility Maintenance Hours	17	29	20	15				81	
Fleet Maintenance Hours	19	20	42	41				122	
Meeting/Training Hours	34	10	3	5				52	
Personal/Sick/Vacation Hrs	20	31	20	30				101	
Holiday Hours	25	25	25	25				100	
Administrative Hours	20							20	
Special Event Hours	7		5	5				17	
Emergency Hours								0	
Stormwater									
Brush Collection Stops									
Brush Truck Loads									
Leaf Pick-up Bags									
Brush/Leaves Hours								0	
Litter Pick-up Bags									
Liter Pick-up Hours								0	
Stormwater									
Drainage (Feet)									
Worked Drainage Hours	24	36	37	30				127	
Debris Removed Loads									
Street Sweeping Hours	2	4	9	9				24	
Mowing Hours								0	
Stormwater									
Curb (Feet)									
Shoulder (Feet)									
Shoulder/Curb Hours								0	
# Of Patches/Pothole Repairs									
Pothole Hours								0	
R-O-W Hours	5	4	4	4				17	
# Signs Repaired/Replaced									
Sign Work Hours								0	
Salt Hours	2	1		1				4	
Salt Tons									
Decorative St Light Hours								0	
High Mast Light Hours								0	
Total Monthly Hours								665	
Total Hours Worked:	<u>Regular</u>				<u>Overtime</u>				<u>Total</u>
	Ed	160			Ed	15		Ed	175
	Chris	160			Chris	0		Chris	160
	Jaboc	160			Jaboc	5		Jacob	165
	Tristian	160			Tristian	5		Tristian	165
	Shawn	160			Shawn	0		Shawn	160

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

12/02/2023 – Christmas Parade! 2nd place float!



12/04/2023

Dee Cee @ 76 – 7-11 construction track out, illicit discharge

12/04/2023

725 Industrial Dr. – preventative maintenance, street sweeper pick-up hose



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

12/05/2023

31W @ 76 – traffic control, camera cleaning



12/05/2023

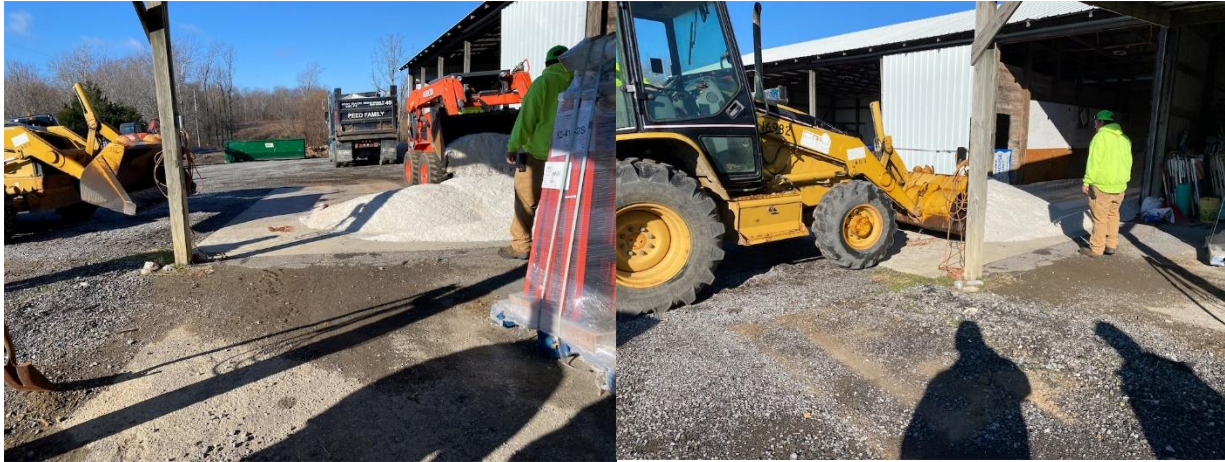
401 Valley View Dr. – drainage mitigation,



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

12/11/2023

725 Industrial Dr. – snow removal, salt delivery



12/11/2023

City wide – traffic control, decoration maintenance

12/12/2023

725 Industrial Dr. – facility maintenance, camera installation



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

12/13/2023

217 Apache Trail – drainage mitigation, install flexmat for new box culvert



12/14/2023

725 Industrial Dr. – facility maintenance, cleanup from safety inspection

City wide – street sweeping and trash pickup

12/18/2023

725 Industrial Dr. – gate repair



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

12/27/2023

Pantana Dr. Bridge – drainage mitigation



12/28/2023

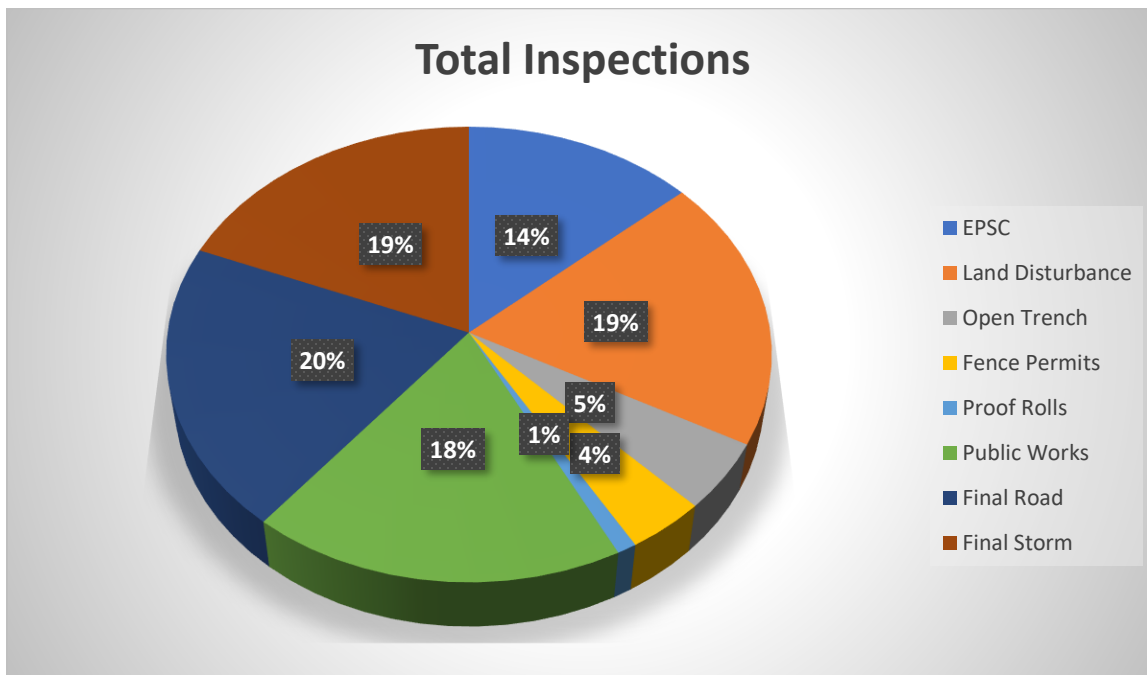
City Wide – drainage mitigation, hot spotting



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

12/28/2023

Apache Trail – traffic control



EPSC	28
Land Disturbance	40
Open Trench	10
Fence Permits	8
Final Storm	39
Public Works	38
Final Road	42
Proof Roll	2
Total	207

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

Work Log:

December 4 – Form inspections at Fields at Oakwood. Open trench inspections at Calista Farms and 711. EPSC inspections at Marlin Pointe and Liberty Market. Caliber Collision review to close the project.

December 5 – EPSC Inspections at Sage Farms, Cambria Phase 3B, Dorris Farms Phases 1 & 2, Willow Grove, and Cardinal Pointe. LD Inspection at 200 Cardinal Dr. Final Inspections at Willow Grove, Legacy Farms, and Summerlin. Composed November Report. Reviewed Fence Concerns at 1005 Apache Trail. Open Trench Inspection at 711.

December 6 – EPSC inspections at Springbrook and Summerlin. LD Inspections at Copes. Proof Roll was scheduled but was not completed due to a misunderstanding of the process.

December 7 – Reviewed Final Inspections for the Reserve at Palmers Crossing; Curbing and ADA Ramps. Completed Target Solutions and TNEPSC LVL. 1 Recertification.

December 11 – Updated LTMAP information for The Mill and Twin Springs. Troubleshooting CSS and Tyler Hub fence permitting issues for customers. Reviewed LD request for 121 Brookview Dr., and established communication for initiating Pre-Con Meeting. Meeting onsite to review issues regarding Collins Crossing. EPSC inspections at SRM,

December 12 – Troubleshooting EP&L issues with applications for Fence and LD. Conversating with the team on ADA concerns and changes needed. Proof Roll at Highland Park. LD Inspections at The Parks, Willow Grove, and Dorris Farms Phase 2.

December 13 – Reviewed Drew Christenson's Project on SR76 for pre-con on 12/14. Open Trench at 711. EPSC inspections at 711, Jackson Farms, The Parks, Pinson Pointe, Frey Branch Cottages, Fields at Oakwood, and White House Heritage High School.

December 14 – EPSC Inspections at Legacy Farms. Open Trench inspections at 711. Pre-Construction Meeting for Drew Christenson Project.

December 18 – Reviewing revision for Publix/White House Shops Right of Way Storm Changes. EPSC Inspections at Rec. Center, The Mill, and Cops Crossing.

December 19 – Employee Luncheon. EPSC inspection at Core5, Calista Rd., and Towne Center. Open Trench Inspections at 711 and Calista Rd.

December 20 – P. T. O.

December 21 – Updated Work Orders, Permits, Email Correspondence, etc. reviewed PROWAG. Personal Year End Review. Open Trench Inspections at 711 and Calista Rd. Half Day Holiday. Employee Luncheon. 5 years of Service.

December 25 – Christmas Eve Holiday

December 26 – Christmas Day Holiday

December 27 – Scheduled Inspections, reviewed Permits, Issued Permits. Reviewing issues with Tyler and collecting information to troubleshoot.

December 28 – EPSC Inspections at White House Assisted Living.

Total Hours:

Regular Hours – 130.0

Holiday – 25.0

P. T. O. – 5.0

Total: 160.0

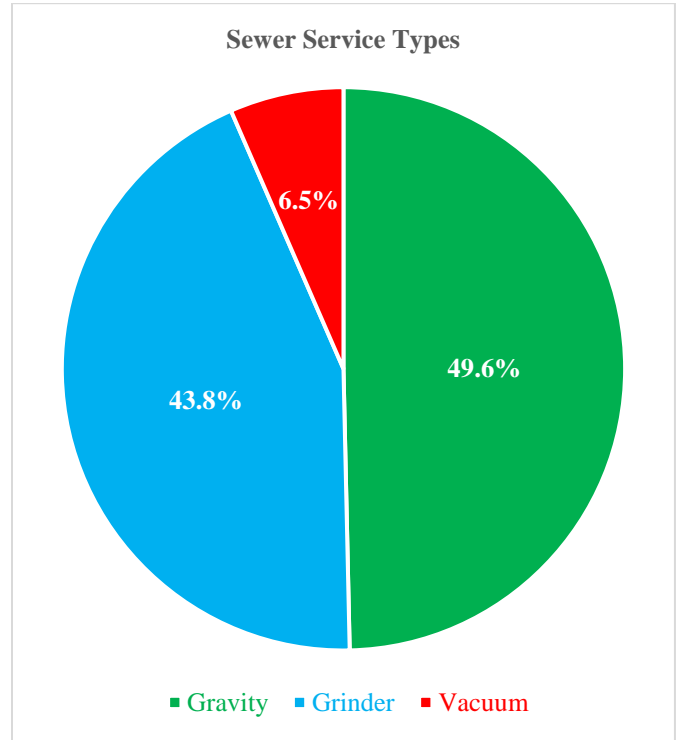
**Public Services Department - Wastewater Division
December 2023**

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 **December 31st, 2023**, City personnel count a total of **6,820** sewer system connections, with **30 new** applications for service in **December 2023**. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	3,386
Low-Pressure Grinder Sewer Connections	2,988
Vacuum Sewer Connections	446

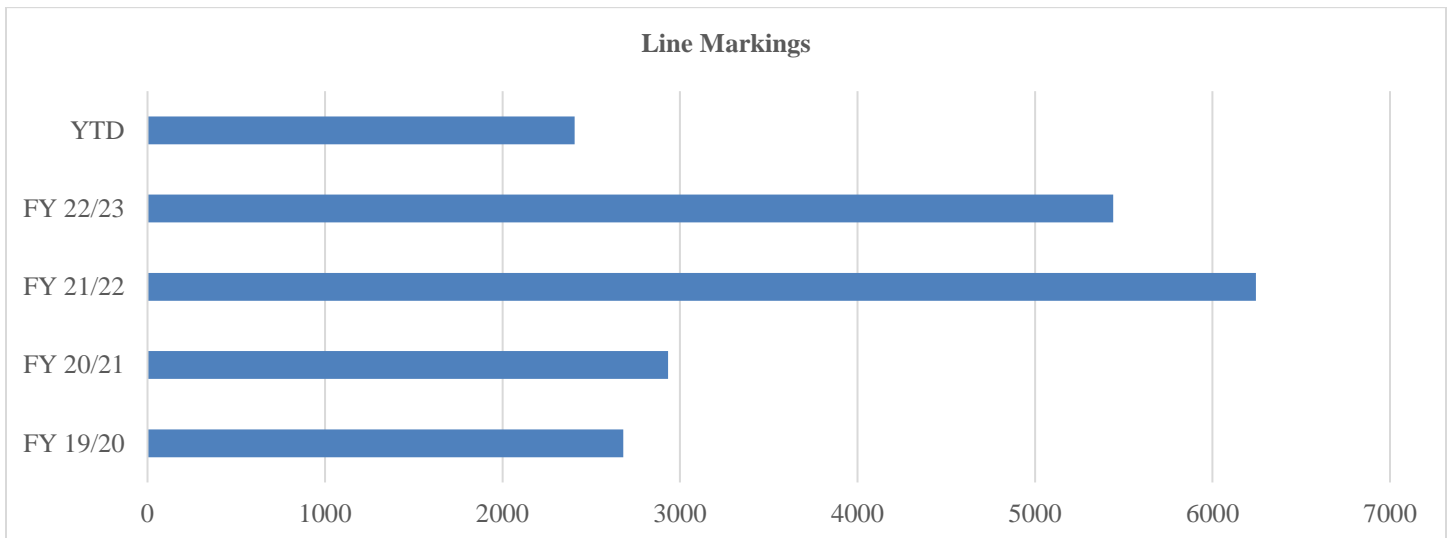
The City counts **189** commercial grinder stations, **2,795** residential grinder stations, and **29** major lift stations integrated into our Sanitary Sewer Collections System.



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>December 2023</u>	<u>FY 23/24 YTD</u>
Tennessee 811	2680	2933	6245	5441	207	2406



**Public Services Department - Wastewater Division
December 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>Dec 2023</u>	<u>FY 23/24 YTD</u>
Union Road	6	9	0	0		0	1
Summerlin	5	22	0	0		0	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	3
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		0	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		1	1
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		0	2
Mt. Vernon / Washington Square Apartments	n/a	n/a	0	0		1	2
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		0	1
The Parks #1	0	0	0	0		0	1
Treatment Plant	6	3	0	0		0	0

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

SCADA (Supervisory Control and Data Acquisition) Alarm Response Goal:

Our goal is to reduce the number of responses through an ongoing, proactive maintenance program at the major lift stations. However, there are uncontrollable factors that create an alarm condition; such as high-water levels due to large rain events, loss of vacuum, power outages, and/or loss of phase. These types of alarms notify us that a problem exists. A service technician can access the SCADA system from any location via a smart device and acknowledge the alarm. The SCADA system at every lift station will allow the technician to remotely operate the components at the station.

Major Alarms:

Copes Crossing: The control panel for Copes Crossing station has been replaced, and the station is operating normally. This follows the successful operation testing of a portable bypass pump to run the station during the panel replacement. The new panel includes Variable Frequency Drives (VFD's), which allow the pumps to slowly ramp up to speed as needed, instead of firing up at full speed from a cold start. Additionally, the new panel provides a "power conditioner", which provides a steady power stream and buffering effect for the site's electronic components from "dirty power", which has been documented at this site before. During the installation of the new control panel, it was found that the power cables running from the pumps to the panel were also in a deteriorated condition, and will soon require replacement. A quote has been solicited for the additional repairs, and discussions are underway regarding project timing and sequencing.

North Palmers Chapel Vacuum Station: The volute (casing) of one of the two in-line centrifugal pumps at this station has cracked, and the pump has been removed from service. This particular volute has cracked and been repaired before, but it is now beyond our current means of in-field repair. We are awaiting a quote on a replacement pump; as well as a quote for removal, shop repair, and reinstallation of the existing pump (if possible). The station is currently operating normally on the one pump, though the pump with the cracked casing can still be operated manually in the event of an emergency (though this creates a mess if it is).

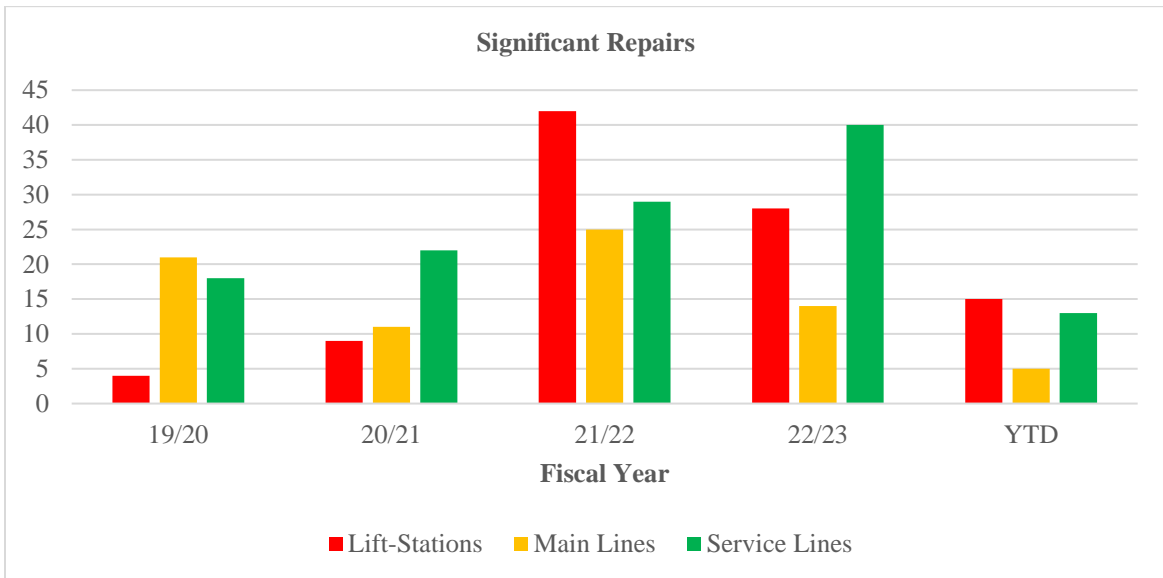
Mt. Vernon / Washington Square Apartments: The station servicing the Mt. Vernon and Washington Square apartments experienced a clog in the check-valve on the discharge line of the station. The station was pumped down, and the clogged check-valve repaired. The station was then returned to normal operation.

**Public Services Department - Wastewater Division
December 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 five (5) 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>Dec 2023</u>	<u>FY 23/24 YTD</u>
Major Stations	4	9	42	28		2	15
Main Line	21	11	25	14		0	5
Service Line	18	22	29	40		1	13



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

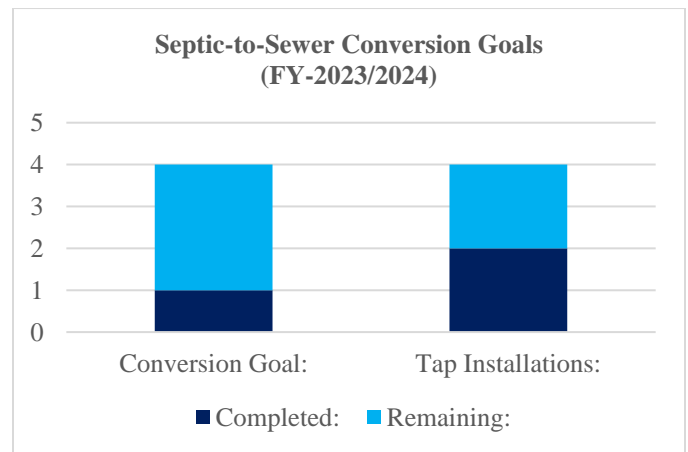
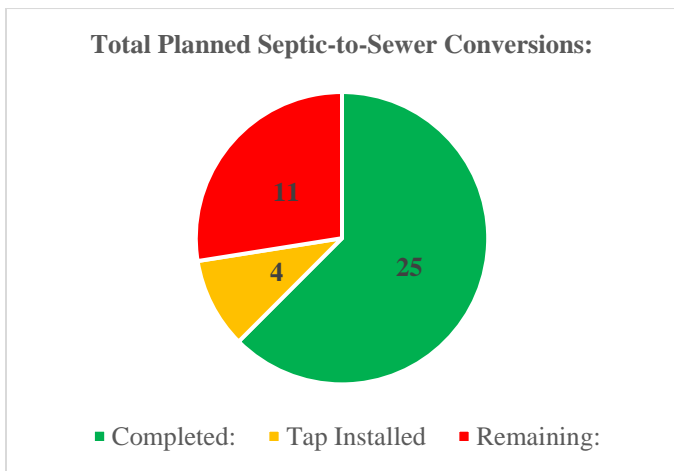
Ongoing Projects:

- 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 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 the installation of one (1) additional 12-inch insert-a-valve, with location to be determined by the City.**

- 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.**

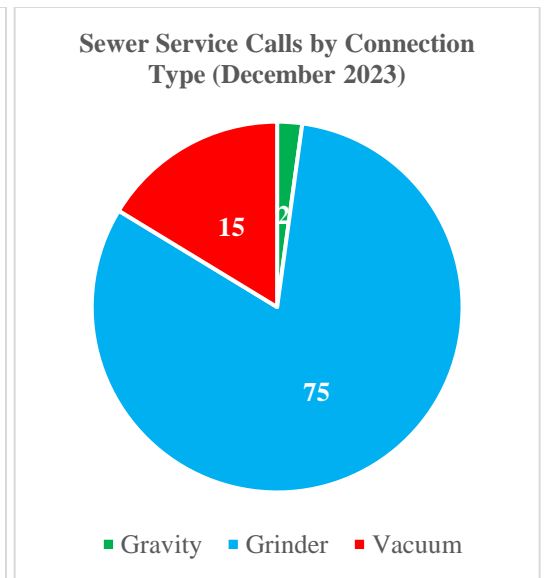
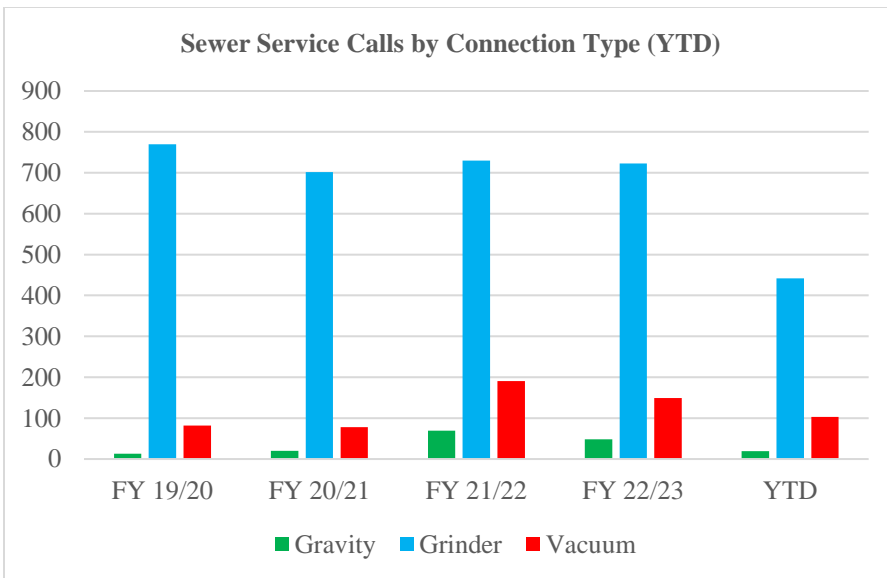
- 3. Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) full conversions are planned for the FY23/24 fiscal 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 has been partially completed in December, 2023; and is awaiting site power for the grinder pump to be installed by the homeowner.**

- 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
December 2023**

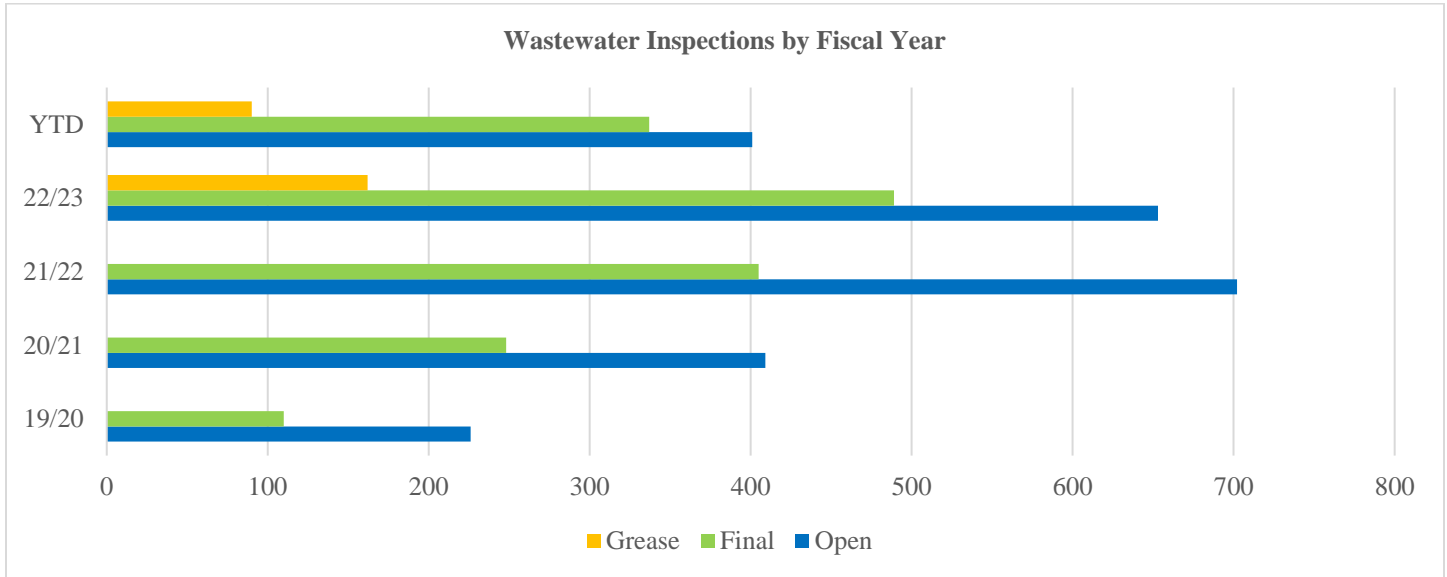
<u>Work Orders</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>Dec 2023</u>	<u>FY 23/24 YTD</u>
Vacuum System Service Request	82	78	191	149	15	103
Gravity Service Request	13	20	69	48	2	19
Low Pressure Service Request	770	702	730	723	75	442
Total Pumps Replaced	449	492	472	459	42	257
Total Pumps Rebuilt	n/a	135	114	30	0	15
Total Warranty Pumps Returned	n/a	n/a	129	125	0	38
Grinder Tank PM Program	267	219	117	132	12	79
Open Trench Inspections	226	409	702	653	70	401
Final Inspection for New Service	110	248	405	489	49	337
Grease Trap Inspections	n/a	n/a	n/a	162	11	90
Sanitary Sewer Overflow (SSO)	49	19	28	14	1	9
Odor Complaints	43	35	22	28	2	20



**Public Services Department - Wastewater Division
December 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.

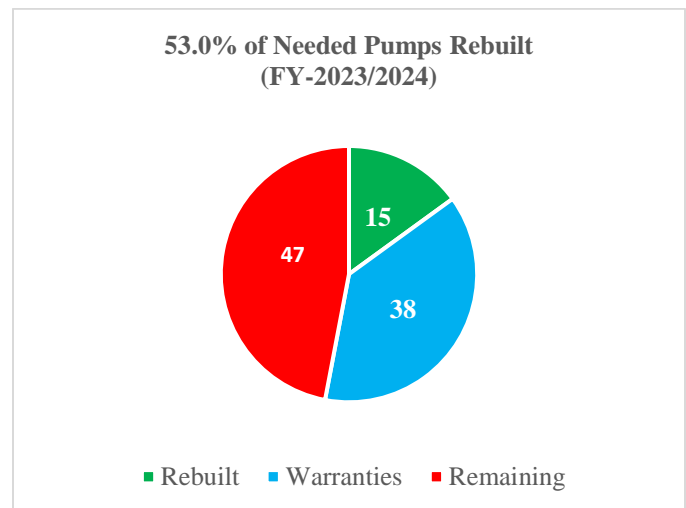


Pump Rebuilds:

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
December 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.

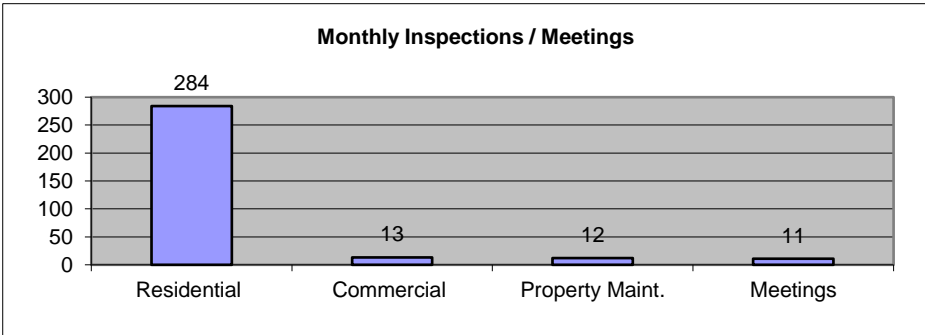
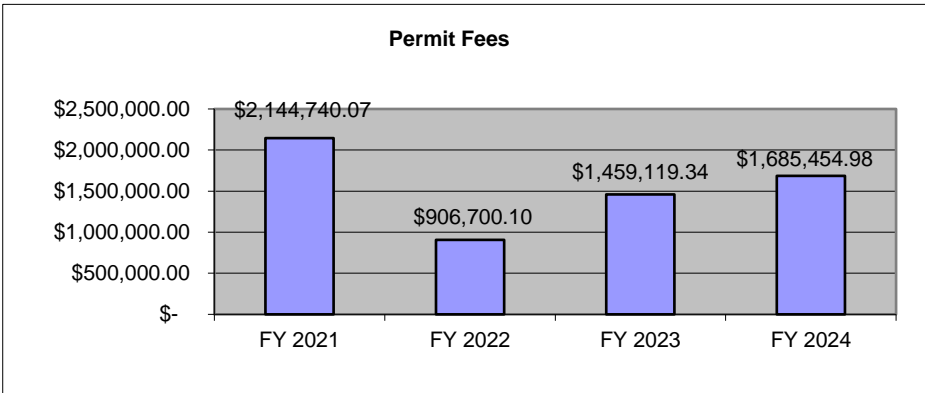
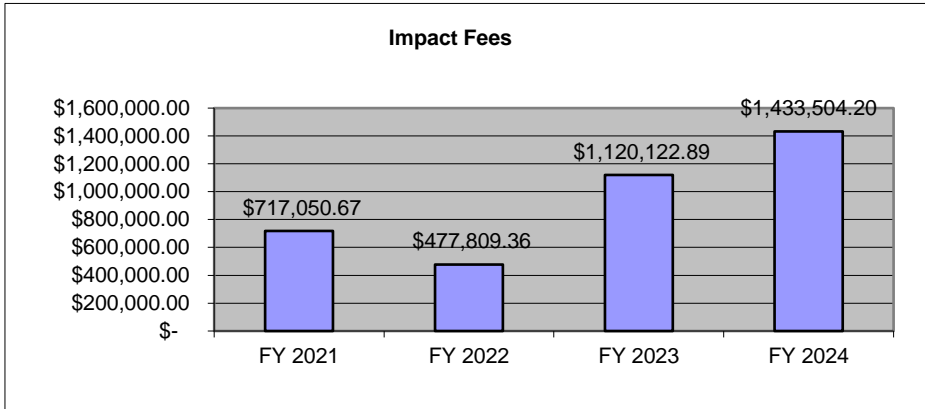
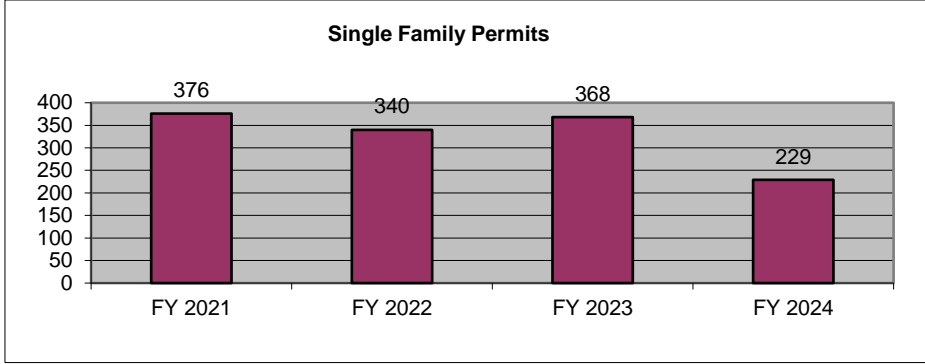
Parameter	Sep - 23	Oct - 23	Nov - 23	Dec - 23	
Flow – To Creek	0.587 MGD	0.526 MGD	0.614 MGD	0.646 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
Total Flow Through Plant	0.587 MGD	0.526 MGD	0.614 MGD	0.646 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	41.9%	37.6%	43.9%	46.1%	(0.646 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	52.4%	47.0%	54.8%	57.7%	(0.646 MGD) / (1.120 MGD)
Rainfall	3.37”	1.60”	3.31”	2.15”	

	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Dec 2023</u>	<u>FY 23/24 YTD</u>
Effluent Violations	12	7	32	25		3	9

- 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. Two additional violations for ammonia occurred during heavy I&I events, which decreased detention time within the plant, and reduced the effectiveness of the treatment process during that time as a result.
- 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 **2.20** parts per million (ppm). The average residual was **0.14** ppm with a max residual of **0.19** ppm. **Last month the feed rate was 2.50 ppm.**

Our TDEC permit states in part that, “The concentration of the E. Coli group after disinfection shall not exceed **126 CFU’s** (colony forming units) per 100 ml.” Additionally, our **daily maximum** concentration limit is **941/1000ml**. Our **E Coli** testing for the month was an average of **40.80 CFU’s**, which is well below the limit. **Last month the average was 49.00 CFU.**

**Planning and Codes Department
DECEMBER 2023**



**Planning and Codes Department
DECEMBER 2023**

	Month	FY2024	FY2023	FY2022	FY2021
MEETING AGENDA ITEMS#					
Planning Commission	7	46	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	37	229	368	340	376
Multi-Family Residential	0	0	226	0	22
Other Residential	4	42	96	89	83
New Commercial	2	8	7	7	6
New Industrial	0	1	0	0	0
Other Com/Ind	3	26	51	25	23
Sign	2	7	22	11	17
Occupancy Permits	20	191	397	319	400
Other	0	1	31	11	12
BUILDING INSPECTIONS					
Residential	284	2420	4885	5452	2621
Hours	142	874.75	2250.5	1367	533
Commercial /Industrial	13	99	125	139	92
Hours	6.5	33.75	125	139	92
CODE ENFORCEMENT					
Total Cases	12	112	35	98	179
Hours	6	35.25	35.75	70.24	86.75
Complaints Received	12	108	199	55	41
MEETINGS					
Administration	5	37	80	117	72
Hours	5	19.25	86	127	70
Planning	6	66	112	127	53
Hours	3	28.25	116.5	96	50
Codes	0	10	10	8	11
Hours	0	8.5	13	10	9
FEES					
Permit Fees	\$179,462.00	\$ 1,685,454.98	\$ 1,459,119.34	\$ 906,700.10	#####
Board Review Fees	\$1,250.00	\$ 3,630.00	\$ 18,050.00	\$ 14,100.00	\$84,775.00
City Impact Fee	\$142,152.00	\$ 1,433,504.20	\$ 1,120,122.89	\$ 477,809.36	\$717,050.67
Roads	\$44,385.28	\$ 460,841.48	\$ 323,964.51	\$ 664,873.38	\$301,769.60
Parks	\$43,993.00	\$ 272,281.00	\$ 291,189.00	\$ 114,114.00	\$ 150,326.00
Police	\$32,401.54	\$ 421,833.44	\$ 239,697.73	\$ 125,535.54	#####
Fire	\$21,372.18	\$ 278,548.28	\$ 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	\$ 19,575,374.37		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	14		17	16	15

**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

Update on ongoing projects:

Soccer Complex Renovation Phase II

- Silt fence installed and equipment mobilized to site
- Should start breaking ground next month

Splash Pad Maintenance Building

- Framing failed inspection so that slowed some things down
- Other than that, they have done some smaller things here and there to the interior but the overall appearance hasn't changed much

Rec Center

- Steel work began on west side of building where the wall is complete
- Walls continued on the opposite side



**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

Maintenance Building Lean-To

- Complete

Master Plan

- Work continued with Kimley Horn
- Survey went live to the public and will last for approximately 30 days – we have over 600 responses so far

HVAC Unit for Museum

- Completed this month

(2) Zero-Turn Mowers

- Completed this month



List of upcoming projects yet to begin:

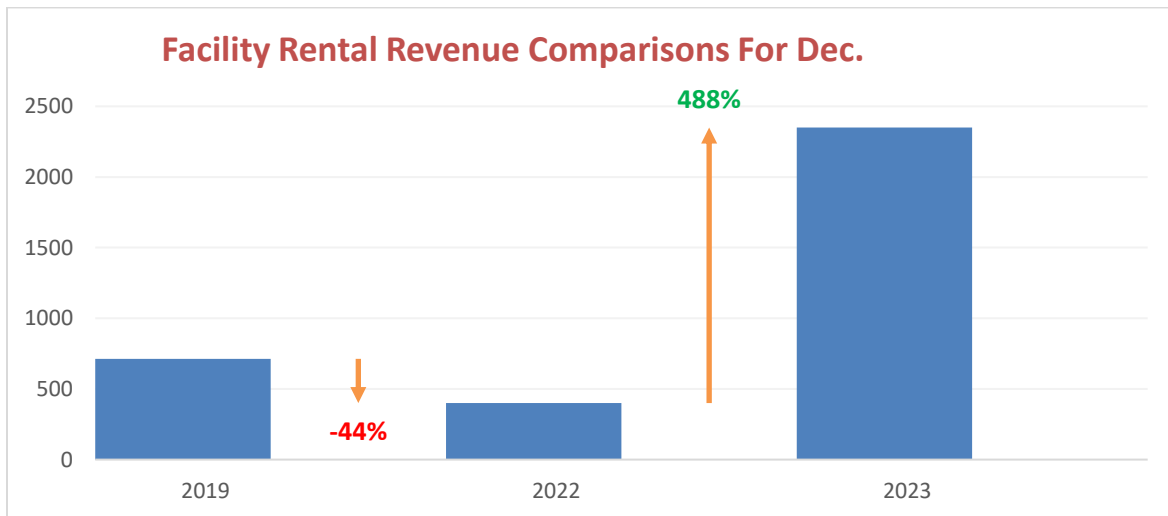
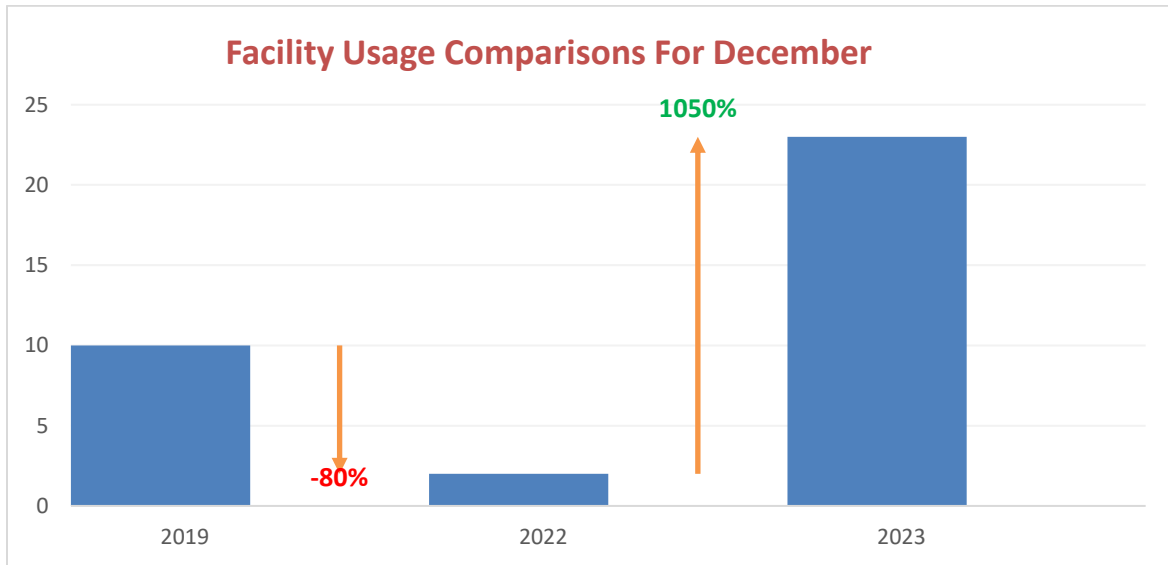
Parks Truck

- Still waiting on this project

Dirt for Laser Grading & Sand for Top Dressing

- Laser grading will likely take place next month

**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**



**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

Recreation- Assistant Director

Adult Programs

Women's Exercise Class:

- Dates: 12/6, 12/13
- Total Attendees: 4

Youth Athletics

Youth Basketball

- Games started: 12/09

Special Events

Christmas Parade: Dec 2nd 3:00pm

- Theme: Christmas Movies
- 72 organizations registered
 - 66 Showed up
- Award Winners
 - 1st- WHUD
 - 2nd- Public Services
 - 3rd- NP Clinic

Other

Master Plan:

- Created section on department website
- Promoted public input survey 12/10
 - Social Media
 - Bulk email via Rec Desk (12/20)
 - Print Copies for Seniors
 - Signs posted throughout parks and at library

Open gyms: Averaged totals per a day

- Pickle Ball Open Gym
 - Tuesdays- 16
 - Thursdays- 15
- Open Gym Basketball - 18

Social Media & Website

- Facebook
 - 953 Followers
 - Reach: 9,567
 - Total posts: 16
 - Best Performing Post: 12/10- Master Plan Survey
 - 7,900 Reach
 - 44 Shares
 - 1,200 engagements (clicks, shares, comments and re



White House Parks and Recreation Master Plan
PUBLIC INPUT NEEDED!

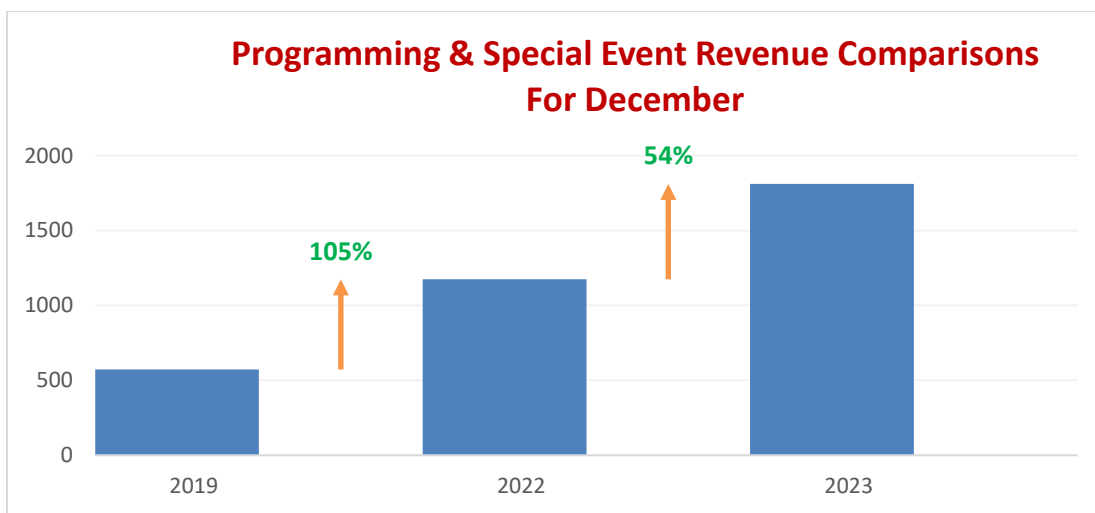
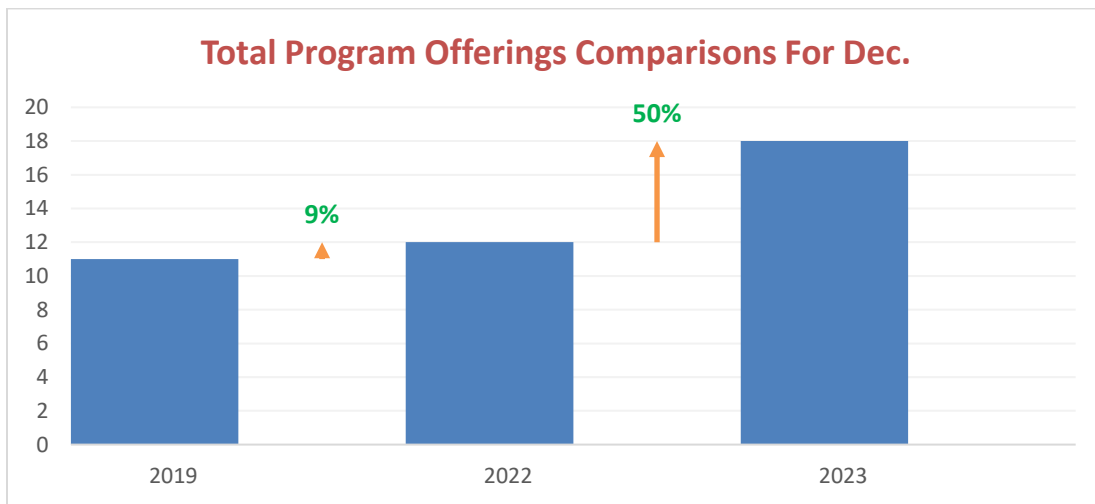
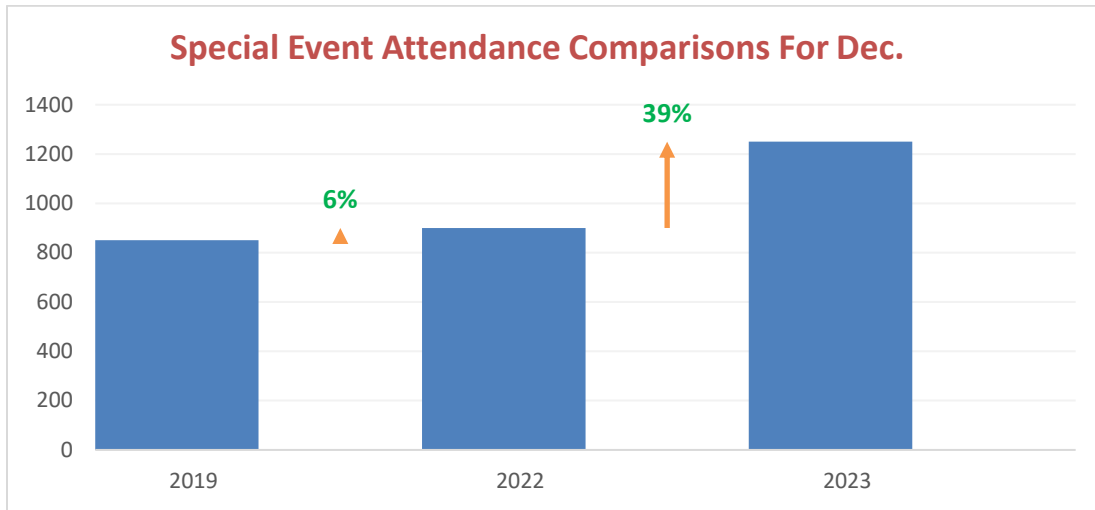
Help us plan for the future of White House Parks and Recreation!



https://www.surveymonkey.com/r/WhiteHouse_MP



City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023



**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

Maintenance

- We extended our shop lot to make room for trailers. We also cleaned up our shop lot.
- We planted 6 new trees on greenway to make a buffer for homeowner.



- We took down the broken white fence at the Vet Clinic Trailhead.



**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

- We sanded and painted the drinking fountains at the Trailheads.



- We hauled out piles of brush that was piled up next to greenway from March storm.
- We trimmed ornamental grass and crepe myrtles.

Museum

Volunteers

High school volunteers were characters on the museum's Christmas parade float portraying *A Christmas Carol* by Charles Dickens.

The volunteers are preparing for our next 3 exhibits for the winter going into spring.

Unfortunately, because of the December 9, 2023 tornados, we were not able to do the pioneer presentation for Beech Elementary. We are hoping to reschedule in the new year. Volunteers provided the museum with 12 hours of service in December.



Exhibits – New exhibits are being prepared for Black History Month, Women's History Month and 100th Graduating Class from White House High School.

Tours at Museum - Tours were given to walk ins.

Building Maintenance

After collecting 3 quotes, the planned replacement of the upstairs training room HVAC was completed in December by Key's Heating and Cooling.

**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

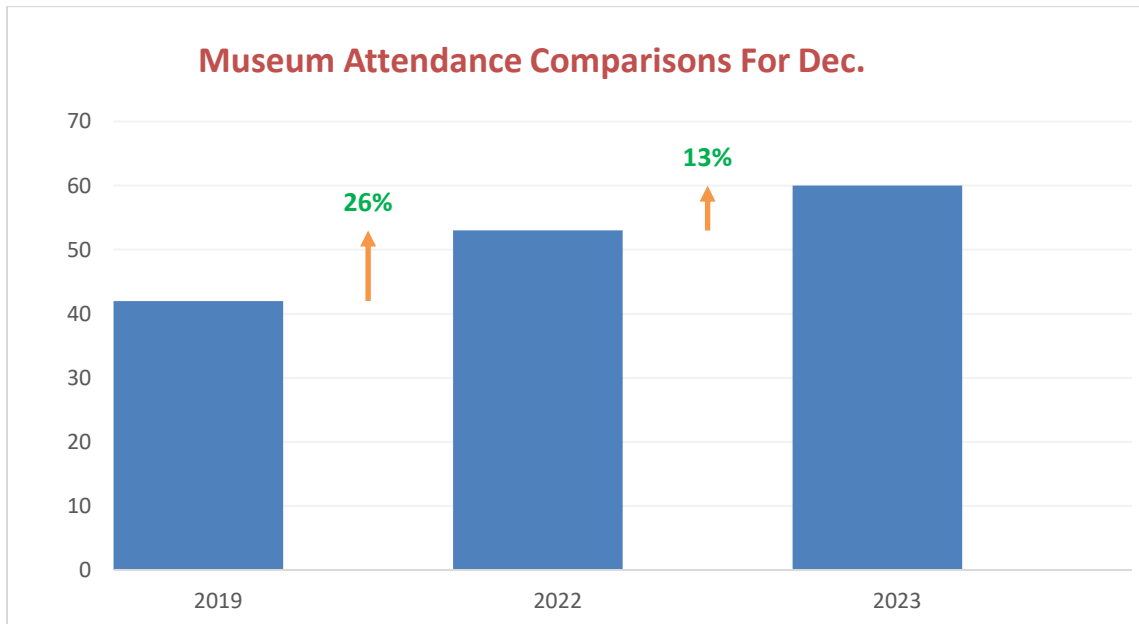
Events and Meetings Assisted with and/or Attended

- December 2 – Parade and Christmas on Main
- December 5 – Attended Premium Investors Holiday Cocktail Hour
- December 7 – QRM used the training room
- December 13 – VIP used the training room
- December 14 – Attended Diana Health’s Holiday Open House



Visitors’ Center and Museum Attendance

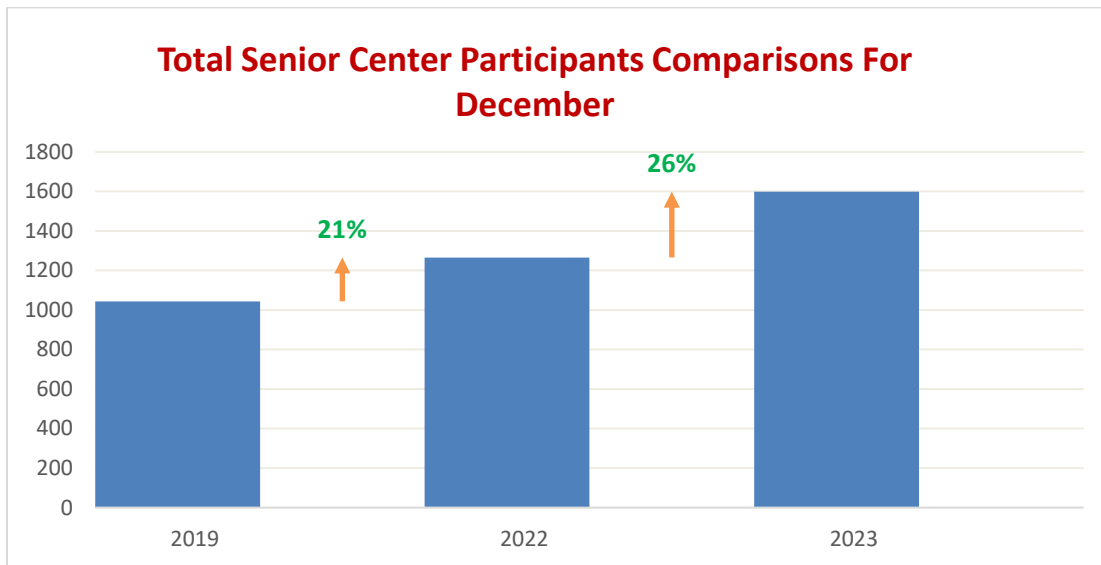
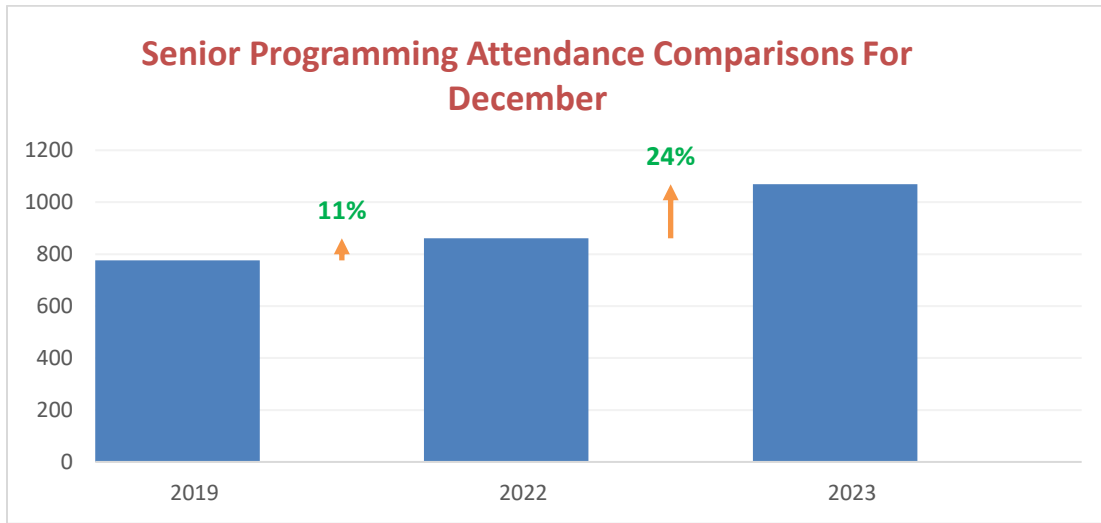
Visitors’ Center Only	Visitors’ Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
1	58	2	60	



**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

Senior Center Participation - DECEMBER 2023			
Total			
Events:			
Farmers Christmas Breakfast	105		
Christmas Party	59		
Memories by Jane Mankin	41		
Total	205		
		Sr Meals Wednesdays	
		123	
		142	
		127	
		138	
		530	TOTAL
Programs:			
Fittercise-Strength, Yoga	415		
Walk	72		
Bingo	32		
Birthday Potluck	34		
Ballroom & Country Western Dance Lessons	17		
Farmers Rummy	0		
Garden Club	0		
Quilting	3		
Meals on Wheels	51		
Bunco	13		
Bible Study	0		
Crafts	0		
Cards, Games,Pool, Puzzles	161		
Pickle Ball	66		
TOTAL	864		
MEMBERS	373	Updated members	as of12/31
1st time visitors	3		
New Members	1		
TOTAL Sr Center Participants:	1396	Total	1599

**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**



PARKS AND RECREATION
DECEMBER 2023

	FYE 2021	FYE 2022	FYE 2023	Dec. 2019	Dec. 2022	Dec. 2023	YTD 23-24
Facility Usage							
Special Use Permits Submitted	39	20	23	0	0	6	15
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	0	0	0	70
Splash Pad Pavilion Usage	99	165	136	0	0	0	15
Total Number of Pavilions Usage	207	291	303	0	0	0	105
Gymnasium Rentals	23	83	82	10	1	6	16
Amphitheater Usage	1	9	9	0	0	0	1
Community Room			66	0	1	17	88
Total Number of Facility Rentals	30	92	157	10	2	23	105
Ballfield Rentals	146	134	165	0	0	0	74
Vistor Center Attendance	20	29	30	0	1	1	14
Vistors Who Also Toured Museum	70	303	191	37	52	58	109
Museum Attendance Only	115	1116	1142	5	1	2	1015
Total Museum Attendance	185	1419	1333	42	53	60	1124
Programming							
Number of Youth Program Participants	417	615	800	0	0	0	610
Number of Adult Program Participants	100	260	195	76	0	4	145
Number of In-House Special Events Offered	9	7	11	1	1	0	8
Number of In-House Special Event Attendees	1077	2223	2158	850	900	1,250	3260
Number of Rec Programs Offered	19	21	24	0	0	1	10
Number of Senior Center Memberships	2000	2454	3186	201	281	373	2183
Number of New Senior Center Memberships	0	5	38	0	0	1	48
Senior Center Participants	4412	11605	16,821	1,044	1,266	1,599	9380
Senior Center First Time Visitors	36	95	115	1	1	3	28
Number of Senior Trips Offered	9	28	46	3	4	0	16
Number of Senior Trip Participants	81	235	617	53	50	0	219
Number of Senior Programs Offered	34	101	142	11	12	17	87
Number of Senior Program Participants	1061	7304	10,566	776	861	1069	6004
Number of Senior Meals Served	36	47	48	3	3	4	26
Number of Meals Participants	3277	3965	5658	215	355	530	3789
Offsite Presentation Attendees	0	145	435	0	0	0	385
Total Number of Programs Offered	53	124	166	11	12	18	97
Revenues							
Youth Programs	\$44,261.00	\$57,366.00	\$ 79,821.40	\$0.00	\$0.00	\$0.00	\$ 53,602.00
Adult Programs	\$ 6,230.00	\$ 7,925.00	\$ 11,780.00	\$0.00	\$0.00	\$45.00	\$ 4,370.00
Special Events	\$ 3,495.00	\$ 3,080.00	\$ 2,940.00	\$0.00	\$0.00	\$0.00	\$ 785.00
Senior Meals	\$ 8,222.50	\$11,442.00	\$ 18,754.00	\$572.00	\$1,173.50	\$1,765.50	\$ 12,634.50
Shelter Reservations	\$ 9,112.50	\$12,995.00	\$ 7,675.00	\$0.00	\$0.00	\$70.00	\$ 2,107.50
Facility Reservations	\$ 2,956.25	\$19,181.75	\$ 16,978.25	\$712.50	\$400.00	\$2,350.00	\$ 11,443.75
Field Rentals	\$ 5,820.50	\$ 3,913.00	\$ 5,578.50	\$0.00	\$0.00	\$0.00	\$ 1,788.00
Affiliate League/Tournament Fee Revenue	\$ -	\$13,666.50	\$ 29,825.50	\$0.00	\$6,773.00	\$0.00	\$ 8,946.50
Misc	\$ 9,686.39	\$25,818.31	\$ 8,763.20	\$237.00	\$0.00	\$0.00	\$ 4,401.95
Maintenance							
Mowing Hours	2,195	1660.25	1548.5	0	4	16	938
Work Orders Received	9	15	24	0	2	1	10
Work Orders Completed	9	14	23	0	2	1	10
Number of Projects Started	39	31	8	2		2	10
Number of Projects Completed	32	29	8	2		2	8
Number of ballfield rainouts	NA	156	321	0	0	0	167
Bags of Field Dry Used	NA	100	42	0	0	0	24

White House Library December Monthly Report 2023

Summary of Activities

The library partnered with the city and chamber for the Christmas on Main Street event. The library sponsored pictures with Santa and worked with the chamber to have 5 craft stations set up in the story time room. Outside on the library patio were refreshments for patrons to enjoy. The event was very successful with an estimated 400 people coming through, however, the event was cut short due to the rain. Still the staff heard a lot of positive feedback Santa and the craft stations.

The Friends of the Library ended their Larry t-shirt sale on December 2nd. In addition to this fundraiser, the friends also had a wish tree in the lobby for the month of December. Individuals could purchase an item off the wish tree and donated to the library in exchange for the one year friend's membership. This event allows the library to obtain items for its collection without having to purchase them with library funds.

The Library Director, Children's Librarian and a Library Intern all visited the Hendersonville Public Library Homeschool program on December 4th. The group sat in during the program and then toured the library to get ideas and inspiration for White House.

The library had guest author and editor Jeanne Hardt present a workshop to the adult creative writing group. Ms. Hardt gave out handouts on how to improve your writing, the steps to getting published, additional resources to review, and then answer questions from those in attendance. It was a very helpful workshop for those trying to get improve their writing or get published.

The two adult book clubs had their special Christmas gathering with refreshments provided by the Friends of the Library.

The Library Budget Committee met on December 18th. The committee reviewed the library director's proposed budget and made recommended changes. The director will bring those changes to the library board at their January 11th meeting.

The library director attended a regional training on culture making for leaders. This was a great workshop that went over how we influence culture, stresses we face at work, the 4 responses to pain, and self-help tips. The director found this information helpful and will implement some of these tactics. In addition, the presenter also gave some further resources that the director plans to review.

Department Highlights

The highlights for the month were the success with the Christmas on Main Street, visiting the Hendersonville library, the author presentation, the success of the Friend's wish tree and t-shirt sale, and the regional training.

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

Official Service Area Populations

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

Membership

December	2019	2020	2021	2022	2023
New Members	41	38	56	47	105
Updated Members	211	528	293	155	329
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,442
% 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: 39,525

Estimated Value of Total Materials: \$988,125

Total Materials Available Per Capita: 2.62

Last Month: \$985,900

Last Month: 2.61

State Minimum Standard: 2.00

Materials Added in December

2019	2020	2021	2022	2023
247	120	296	102	107

Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	2,641

Physical Items Checked Out in December

2019	2020	2021	2022	2023
4,464	4,133	4,418	4,819	5,454

Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	81,667

Miscellaneous item checkouts

December	2019	2020	2021	2022	2023
Technology Devices	626	52	43	64	61
Study Rooms	81	16	44	46	66
Games and Puzzles	103	0	122	158	187
Seeds	1	4	37	1	3
STEAM Packs	25	0	17	12	29
Cake Pans	2	8	0	3	7
Outdoor Items	*	*	*	3	0
Honor Books	*	*	*	1	2

Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	794
253	305	395	746	888
222	955	1,263	2,060	1,855
112	302	878	883	767
61	25	160	234	351
1	28	21	69	45
*	*	*	17	59
*	*	*	19	104

Library Services Usage

December	2019	2020	2021	2022	2023
Test Proctoring	8	0	2	5	0
Charging Station	27	6	7	0	1
Notary Services	2	8	11	13	13
Library Visits	4,252	2,395	3,373	3,430	3,401
Website Usage	1,358	1,920	1,870	2,792	598
Reference Questions	6	10	12	1	3

Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	54
19	47	45	21	16
16	88	144	135	167
55,728	30,007	38,913	48,253	48,053
16,935	17,977	27,907	33,678	36,648
77	60	73	31	37

Computer Users

December	2019	2020	2021	2022	2023
Wireless	423	441	304	296	265
Adult Users	270	232	146	161	140
Kids Users	114	0	107	194	112

Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	4,338
1,103	2,138	2,235	2,608	2,255
556	427	957	2,987	2,030

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

Library Volunteers

December	2019	2020	2021	2022	2023
Library Volunteers	19	7	10	9	9
Volunteer Hours	146	99	91	48	41

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	77
809	1,286	1,204	1,492.5	1,494

Universal Class Counts

December	
Sign ups	1
Courses started	2
Lessons viewed	9
Class Submissions	2

Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	22
16	53	39	2	24
194	1,771	1,008	876	419
105	800	515	465	559

Kanopy

December	Visits	Pages	Plays	Accounts
Monthly	788	1,299	241	12
Yearly	2,350	3,547	608	89

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	2	2	1	1	2
total Sign-ups	214	67	174	132	157

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

December	2019	2020	2021	2022	2023
Programs	9	0	7	7	5
Attendees	445	17	114	99	109
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	129
Attendees	4,201	1,185	2,167	3,646	3,805

Grab & Go Kits

December	2020	2021	2022	2023
Kits	8	5	3	3
Taken	225	212	145	68
Yearly	2020	2021	2022	2023
Kits	38	44	7	7
Taken	1094	1,699	334	184

The library held fewer story times in December due to the holidays.

Teen/tween Face-to-Face Programs

December	2020	2021	2022	2023
Programs	0	5	4	6
Attendees	0	25	33	15
Yearly	2020	2021	2022	2023
Programs	11	43	98	112
Attendees	77	370	437	361

Grab & Go

November	2020	2021	2022	2023
Kits	3	2	3	4
Taken	45	70	55	42
Yearly	2020	2021	2022	2023
Kits	13	24	7	10
Taken	152	409	151	100

Face-to-face Adult Programs

December	2019	2020	2021	2022	2023
Programs	11	1	7	4	6
Attendees	532	17	35	28	56
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	107
Attendees	1,343	214	351	377	589

Device Advice

December	2019	2020	2021	2022	2023
Sessions	*	0	5	4	16
Yearly	125	51	81	131	144
Passive					
December	*	*	0	0	0
Yearly	*	*	0	20	0

The library had special guest author and editor Jeanne Hardt do a presentation on writing for the adult creative writing group.

Interlibrary Loan Services

December	2019	2020	2021	2022	2023
Borrowed	66	28	50	61	43
Loaned	15	10	11	13	7

Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	597
410	151	226	317	184

December	R.E.A.D.S
Adults	2,241
Juvenile	156

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	39,426
Juvenile	1,430	1,189	1,032	2,013	2,882

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

The READS statistics come from the state.

Winter Reading Numbers

Sign-ups	2021	2022	2023
Kids	29	37	19
Tween/teen	20	30	17
Total	49	67	36

Participated	2021	2022	2023
Kids	19	34	15
Tween/teens	14	25	13
Total	33	59	28

Reading Benchmarks

Kids Benchmarks	1	2	3	4	5	6	7	8
2021	18	17	17	16	15	14	*	*
2022	23	23	22	21	16	15	14	14
2023	15	13	13	13	12	10	8	8
Tween/teen Benchmarks	1	2	3	4	5	6	7	8
2021	14	14	12	11	10	9	*	*
2022	21	19	16	14	11	10	9	8
2023	13	13	12	7	7	7	6	6

Total minutes read	2021	2022	2023
Kids	6,539	15,785	14,160
Tween/teens	6,786	11,308	17,297
Totals	13,325	27,093	31,457

Hours read	2021	2022	2023
Kids	109	263	236
Teens	113	188	288
Totals	222	451	524

Guessing Jar

November	2021	2022	2023
Kids	*	159	45
Tween/teen	*	149	27
Adults	*	1,172	37

December	2021	2022	2023
Kids	18	119	37
Tween/teen	26	208	20
Adults	21	279	20

CITY COURT REPORT
DECEMBER 2023

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$2,824.50	
TOTAL MONIES COLLECTED YTD		\$39,924.50

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$870.67	
TOTAL MONIES COLLECTED YTD		\$10,311.63

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$3,695.17</u>	
<u>TOTAL REVENUE YTD</u>		<u>\$50,236.13</u>

DISBURSEMENTS

LITIGATION TAX	\$203.38	
DOS/DOH FINES & FEES	\$228.00	
DOS TITLE & REGISTRATION	\$114.00	
RESTITUTION/REFUNDS	\$0.00	
ON-LINE CC FEES	\$0.00	
CREDIT CARD FEES	\$0.00	
WORTHLESS CHECKS	\$0.00	
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$545.38</u>	
<u>TOTAL DISBURSEMENTS YTD</u>		<u>\$6,376.91</u>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$3,149.79</u>	
<u>TOTAL ADJUSTED REVENUE YTD</u>		<u>\$43,859.22</u>

DRUG FUND

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$47.50</u>	
<u>DRUG FUND DONATIONS YTD</u>		<u>\$2,028.92</u>

Offenses Convicted & Paid For Month	Count	Paid
Improper Passing	1	\$55.00
Financial Responsibility Law	11	\$502.50
Registration Law	15	\$1,015.00
Improper Equipment	1	\$0.00
Texting/Hands Free Law		
Codes Violation		
DL Exhibited		
Red Light	5	\$410.00
Animal Control		
Stop Sign	3	\$227.50
Speeding	6	\$472.50
Seat Belt-Child Restraint	5	\$160.00
Following Too Close		
Exercise Due Care	1	\$0.00
Careless Driving		
Total	48	\$2,842.50