



CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
January 19, 2023
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the December 15th Study Session and Board of Mayor and Aldermen meeting
7. Welcome Visitors
8. Proclamations
9. Public Hearings
 - a. **Ordinance 22-28:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to C-2, General Commercial, at 2811 Highway 31W.
10. Communication from Mayor, Aldermen, City Attorney, and City Administrator
11. Acknowledge Reports
 - A. General Government
 - B. Finance
 - C. Human Resources
 - D. Police
 - E. Fire
 - F. Public Services
 - G. Planning & Codes
 - H. Parks & Recreation
 - I. Library/Museum
 - J. Municipal Court
12. Consideration of the Following Resolutions:
 - a. None
13. Consideration of the Following Ordinances:
 - a. **Ordinance 22-28:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to C-2, General Commercial, at 2811 Highway 31W. *Second Reading.*
 - b. **Ordinance 23-01:** An ordinance to amend the Municipal Code Title 1, Chapter 1 Board of Mayor and Aldermen, Sections 1-104 and 1-108. *First Reading.*
 - c. **Ordinance 23-02:** An ordinance to amend the Municipal Code Title 2, Chapter 1 Leisure Services Board, Section 2-101. *First Reading.*

14. Purchasing:

- a. To approve or reject the purchase of a Marathon RJ225 Stationary Compactor off the Sourcewell Cooperative Contract #040621-MEC in the amount of \$26,199.50. The Public Services Director recommends approval.

15. Other Business:

- a. To approve or reject subdivision infrastructures and street acceptance for Cambria Phase 3A. The Planning and Codes Director recommends approval.
- b. To approve or reject subdivision infrastructures and street acceptance for the Settlers Ridge subdivision. The Planning and Codes Director recommends approval.
- c. To approve or reject entering into an agreement with Valerie Webb and Associates to provide services as the City Attorney.

16. Discussion Items:

- a. None

17. Other Information:

- a. None

18. Adjournment:

CITY OF WHITE HOUSE
Board of Mayor and Aldermen
Study Session
Minutes
December 15, 2022
6:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:31 pm.

2. Roll Call

Mayor Bibb - Present; Ald. Decker - Present; Ald. Hutson - Present; Ald. Corbitt – Present; Ald. Payne - Present; **Quorum – Present.**

3. Adoption of the Agenda

Motion was made by Ald. Bibb, second by Ald. Decker to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

4. New Business

a. Review the annual audit financial reports for FYE 2022

Finance Director Jason Barnes introduced Jared King and Jessica Beshear from KraftCPAs, PLLC and stated they would review the audit findings for the Board.

Ms. Jessica Beshear reviewed the FYE 2022 audited financial statements and independent auditor's report in detail and answered the Board's questions. There were no findings in FYE 2022 audit.

Mayor Bibb congratulated Finance Director Jason Barnes and staff for their hard work on a successful audit with no findings two years in a row.

City Administrator Gerald Herman thanked Finance Director Jason Barnes, KraftCPA, and the staff in the Finance Department for all their hard work and getting the reports done on time.

5. Adjournment

Meeting was adjourned at 6:54 pm.

ATTEST:

Farris H. Bibb, Jr., Mayor

Derek Watson, City Recorder

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
December 15, 2022
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:02 pm.

2. Prayer by Community Pastor

Prayer was led by Pastor Greg Young from Cherry Mound Baptist Church.

3. Pledge by Aldermen

The Pledge to the American Flag was led by Mayor Bibb.

4. Roll Call

Mayor Bibb – Present; Ald. Hutson – Present; Ald. Decker - Present; Ald. Corbitt – Present; Ald. Payne - Present; **Quorum – Present.**

5. Adoption of the Agenda

Motion was made by Ald. Payne, second by Ald. Corbitt to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

6. Approval of Minutes of the November 17th Board of Mayor and Aldermen meeting

Motion was made by Ald. Hutson, second by Ald. Payne to approve the minutes. A voice vote was called for with all members voting aye. **The November 17th Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Bibb welcomed all visitors.

8. Proclamations

Mayor Bibb presented a proclamation to Ms. Lilly Dunnagan for Mayor for the Day on December 3rd, 2022.

9. Public Hearings

- a. **Resolution 22-14:** A resolution to annex certain territories and incorporate same within the corporate boundaries of the City of White House, TN.

No one spoke for or against.

- b. **Resolution 22-16:** A resolution to annex certain territories and incorporate same within the corporate boundaries of the City of White House, TN.

No one spoke for or against.

- c. **Ordinance 22-15:** An ordinance to amend the Municipal Code Title 11, Chapter 4 Offenses Against the Peace and Quiet, Section 11-402.

No one spoke for or against.

- d. **Ordinance 22-16:** An ordinance to amend the Municipal Code Title 13, Property Maintenance Regulations, Chapters 1 and 3, as well as establishing Chapter 4 Enforcement.

No one spoke for or against.

- e. **Ordinance 22-17:** An ordinance to amend the Municipal Code Title 4, Chapter 6 Code of Ethics.

No one spoke for or against.

- f. **Ordinance 22-18:** An ordinance to amend the Municipal Code Title 7, Chapter 5 Open Burning Regulations, Section 7-502.

Ms. Linda Fure of White House spoke for Ordinance 22-18.

- g. **Ordinance 22-19:** An ordinance to amend the fiscal budget for the period ending June 30, 2023.

No one spoke for or against.

- h. **Ordinance 22-20:** An ordinance to amend Article V, Section 5.053.2, C-2 General Commercial, B. "Automobile Sales" from a permitted use to a permitted as special exception.

No one spoke for or against.

- i. **Ordinance 22-21:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to I-1, Light Industrial on Union Road.

No one spoke for or against.

- j. **Ordinance 22-22:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to I-1, Light Industrial on Union Road.

No one spoke for or against.

- k. **Ordinance 22-23:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to I-1, Light Industrial at Melton Road and Union Road.

No one spoke for or against.

- l. **Ordinance 22-24:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to I-1, Light Industrial on Melton Road.

No one spoke for or against.

- m. **Ordinance 22-25:** An ordinance amending Article V, Section 5.053.2, C-2 General Commercial, to add an Industrial Overlay District to include certain boundaries within I-1, Light Industrial.

No one spoke for or against.

- n. **Ordinance 22-26:** An ordinance to amend the Zoning Map from Sumner County Agricultural to R-20, Low Density Residential, on Highway 31W and New Hall Road.

No one spoke for or against.

- o. **Ordinance 22-27:** An ordinance to amend the Zoning Map from Robertson County C-2, General Commercial, to I-1, Light Industrial at Love's Lane and Union Road.

No one spoke for or against.

10. Communication from Mayor, Aldermen, City Attorney, and City Administrator

Mayor Bibb thanked the citizens of White House for allowing him to serve the city for thirty-one (31) years. Mayor Bibb stated that there were roughly 3,000 citizens in the city when he started, and the Board had to make tough decisions over the years. Mayor Bibb mentioned that the city is doing well now when looking back in the city's history. Mayor Bibb noted that there are more people wanting to move into White House than there are houses built for them. Mayor Bibb thanked the citizens of White House again for the opportunity to serve and represent them.

Alderman John Decker stated that he worked at four (4) high performance companies in the private sector throughout his career that allowed him to recognize qualities of a great company to work for. Ald. Decker discussed that one of the characteristics is giving proper training and educational opportunities. Ald. Decker mentioned that another quality is that the company should be ethical and treat employees with respect. Ald. Decker noted that no other company has shown these qualities better than the City of White House. Ald. Decker continued that these qualities come from the leadership, and the city's leadership through City Administrator Gerald Herman can be a testament to that through his education and discipline. Ald. Decker stated that the department heads of the city are also educated and dedicated to service. Ald. Decker noted that he was honored to be part of the Board and serve the citizens of White House. Ald. Decker thanked all the city employees for their hard work and the citizens of White House to allow him to serve for so long.

Alderman Corbitt thanked Mayor Bibb and Ald. Decker for their service to the city. Ald. Corbitt stated that there is over 76 years of experience leaving the Board between them which is incredible and unheard of. Ald. Corbitt thanked Ald. Payne for stepping up to fill a vacancy on the Board and serving the citizens of White House.

Alderman Payne stated that he appreciated the fellow board members and the citizens of White House for his time on the Board. Ald. Payne thanked the city's department heads for allowing him to ask questions to gain knowledge on the innerworkings of the city. Ald. Payne noted that there is a lot of people working behind the scenes that go unnoticed and appreciates them as well.

Alderman Hutson thanked Mayor Bibb and Ald. Decker for their years of service. Ald. Hutson mentioned that he knows that they truly have a servant heart because they did not serve that many years for the recognition or pay. Ald. Hutson stated that they should be very proud for their work in making the city what it is today.

City Administrator Gerald Herman announced that the US31W/Sage Road/McCurdy Road intersection is back under construction after a several month delay. Mr. Herman mentioned that Rogers Group is on track to finish the project by the end of their contract.

City Administrator Gerald Herman showed the Board a the most recent aerial photo of the new tennis courts. Mr. Herman noted that the parking lot is prepped to be paved.

City Administrator Gerald Herman shared recent photos of the sewer plant expansion construction. Mr. Herman stated that there are newly installed stairways and rails around the structure. Mr. Herman continued with another photo of the new lab building. Mr. Herman showed a third photo of the electrical building that will hold most of the electronic components for the plant.

City Administrator Gerald Herman introduced Ms. Vonda Gates with the Robertson County Economic Development Director. Mr. Herman announced that Ms. Gates will be replacing Ms. Margot Fosnes. Mr. Herman mentioned that Ms. Gates has many years of experience in the economic development field. Mr. Herman stated that Ms. Gates will be working with the city to help keep existing industry and expand the opportunity for new job growth. Mr. Herman continued that Ms. Fosnes has approved a three-month contract with the Robertson County Economic Development Board to assist White House with the new industrial parking off of Sage Road. Mr. Herman noted that Ms. Gates is here to show support and to answer any questions the Board may have on the proposed industrial park.

City Administrator Gerald Herman mentioned that this is the last official Board of Mayor and Alderman meeting for the year 2022, but also for three board members. Mr. Herman thanked Alderman Carlos Payne for his service on the Board for the last year. Mr. Herman noted that the City appreciates him for dedicating his time away from his family to serve on the Board of Mayor and Aldermen and Leisure Services Board.

City Administrator Gerald Herman mentioned that Mayor Farris H. Bibb, Jr. and Alderman John Decker are both retiring from the Board. Mr. Herman stated that both men have served more than thirty years each on this Board along with serving on other Boards. Mr. Herman noted that Ald. Decker has chaired the Board of Zoning Appeals for many years. Mr. Herman continued that Mayor Bibb has chaired the Beer Board and served on the Leisure Services Board for many years. Mr. Herman presented Mayor Bibb and Ald. Decker a parting gift for their many years of service. Ald. Decker received a framed rendition picture of the John W. Decker Police Facility, and Mayor Bibb received a framed rendition picture of the Farris H. Bibb, Jr. Municipal Recreation Complex. Mr. Herman thanked them both for their many years of service to the community.

11. Acknowledge Reports

- | | | |
|-----------------------|-----------------------|--------------------|
| A. General Government | E. Fire | I. Library/Museum |
| B. Finance | F. Public Services | J. Municipal Court |
| C. Human Resources | G. Planning & Codes | |
| D. Police | H. Parks & Recreation | |

Motion was made by Ald. Decker, second by Ald. Payne to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Motion passed.**

12. Consideration of the Following Resolutions:

- a. **Resolution 22-13:** Whereas, T.C.A. 6-51-102 requires that a plan of service be adopted by the governing body of the City prior to passage of a resolution annexing any area.

Motion was made by Ald. Decker, second by Ald. Payne to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- b. **Resolution 22-14:** A resolution to annex certain territories and incorporate same within the corporate boundaries of the City of White House, TN. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Payne to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Payne - aye; Mayor Bibb - aye. Motion was approved. **Resolution 22-14 was approved on Second Reading.**

- c. **Resolution 22-15:** Whereas, T.C.A. 6-51-102 requires that a plan of service be adopted by the governing body of the City prior to passage of a resolution annexing any area.

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- d. **Resolution 22-16:** A resolution to annex certain territories and incorporate same within the corporate boundaries of the City of White House, TN. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Resolution 22-16 was approved on Second Reading.**

13. Consideration of the Following Ordinances:

- a. **Ordinance 22-15:** An ordinance to amend the Municipal Code Title 11, Chapter 4 Offenses Against the Peace and Quiet, Section 11-402. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Payne to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-15 was approved on Second Reading.**

- b. **Ordinance 22-16:** An ordinance to amend the Municipal Code Title 13, Property Maintenance Regulations, Chapters 1 and 3, as well as establishing Chapter 4 Enforcement. *Second Reading.*

Motion was made by Ald. Payne, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-16 was approved on Second Reading.**

- c. **Ordinance 22-17:** An ordinance to amend the Municipal Code Title 4, Chapter 6 Code of Ethics. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-17 was approved on Second Reading.**

- d. **Ordinance 22-18:** An ordinance to amend the Municipal Code Title 7, Chapter 5 Open Burning Regulations, Section 7-502. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Payne to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-18 was approved on Second Reading.**

- e. **Ordinance 22-19:** An ordinance to amend the fiscal budget for the period ending June 30, 2023. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Payne to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-19 was approved on Second Reading.**

- f. **Ordinance 22-20:** An ordinance to amend Article V, Section 5.053.2, C-2 General Commercial, B. “Automobile Sales” from a permitted use to a permitted as special exception. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-20 was approved on Second Reading.**

- g. **Ordinance 22-21:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to I-1, Light Industrial on Union Road. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Payne to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - abstained; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-21 was approved on Second Reading.**

- h. **Ordinance 22-22:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to I-1, Light Industrial on Union Road. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Payne to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - abstained; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-22 was approved on Second Reading.**

- i. **Ordinance 22-23:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to I-1, Light Industrial at Melton Road and Union Road. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Payne to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - abstained; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-23 was approved on Second Reading.**

- j. **Ordinance 22-24:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to I-1, Light Industrial on Melton Road. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Payne to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - abstained; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-24 was approved on Second Reading.**

- k. **Ordinance 22-25:** An ordinance amending Article V, Section 5.053.2, C-2 General Commercial, to add an Industrial Overlay District to include certain boundaries within I-1, Light Industrial. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Payne to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-25 was approved on Second Reading.**

- l. **Ordinance 22-26:** An ordinance to amend the Zoning Map from Sumner County Agricultural to R-20, Low Density Residential, on Highway 31W and New Hall Road. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Corbitt to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-26 was approved on Second Reading.**

- m. **Ordinance 22-27:** An ordinance to amend the Zoning Map from Robertson County C-2, General Commercial, to I-1, Light Industrial at Love's Lane and Union Road. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-27 was approved on Second Reading.**

- n. **Ordinance 22-28:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to C-2, General Commercial, at 2811 Highway 31W. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Payne to approve. A voice vote was called for by Mayor Bibb with all members voting aye. **Ordinance 22-28 was approved on First Reading.**

14. Purchasing:

- a. To approve or reject the Covenant Constructors' bid of \$967,759.75 for the Stormwater Box Culverts project. The Public Services Directors recommend approval.

Motion was made by Ald. Decker, second by Ald. Payne to approve. A voice vote was called for by Mayor Bibb with all members voting aye. **Motion passed.**

15. Other Business:

- a. To approve or reject the results of the financial audit completed by KraftCPAs for the year ending June 30, 2022. The Finance Director recommends approval.

Motion was made by Ald. Hutson, second by Ald. Payne to approve. A voice vote was called for by Mayor Bibb with all members voting aye. **Motion passed.**

- b. To approve or reject the 2023-2024 Budget Calendar.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for by Mayor Bibb with all members voting aye. **Motion passed.**

- c. To approve or reject the 2023 Board of Mayor and Aldermen meeting calendar.

Motion was made by Ald. Hutson, second by Ald. Payne to approve. A voice vote was called for by Mayor Bibb with all members voting aye. **Motion passed.**

- d. To approve or reject re-appointment of Gerald O. Herman as City Administrator.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for by Mayor Bibb with Ald. Decker, Ald. Hutson, Ald. Payne, and Mayor Bibb voting aye, and Ald. Corbitt voting no. **Motion passed.**

16. Discussion Items:

- a. None

17. Other Information:

- a. None

18. Adjournment:

Meeting was adjourned at 7:52 pm.

ATTEST:

Farris H. Bibb, Jr., Mayor

Derek Watson, City Recorder

REPORTS....

**Administrative & Legislative Services Department
December 2022**

Administration

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

- December 5:
 - Bid Opening: Box Culvert Project
 - Staff Plan Reviews
- December 6:
 - Police Sergeant Interview
 - Police Corporal Interview
 - White House Area Chamber of Commerce Premium Investors Holiday Reception
 - Beer Board Meeting
- December 7:
 - OAC Meeting for Recreation Center
 - Christmas Events Debrief Meeting
- December 8:
 - Coffee with a Cop
 - GNRC Project Delivery Task Force Meeting
- December 10:
 - Fire Department Banquet
- December 12:
 - Stormwater Advisory Board Meeting
 - Planning Commission Meeting
- December 13:
 - Ribbon Cutting: Artistic Behavior
 - Robertson County Economic Development Board Meeting
 - Retirement Party for Margot Fosnes with Robertson County Economic Development
- December 15:
 - Vol State's Legislative Breakfast
 - Union Springs Industrial Park Discussion
 - Board of Mayor and Aldermen Study Session
 - Board of Mayor and Aldermen meeting
- December 19:
 - TDEC American Rescue Plan Infrastructure Investment Program Update
- December 20:
 - Beer Board
 - Board of Zoning Appeals
- December 21:
 - Employee Christmas Luncheon

**Administrative & Legislative Services Department
December 2022**

Performance Measurements

Finance Update

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2022-2023.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$26,329,432	\$15,920,641	↑10.44
Industrial Development	\$86,000	\$7,940	↓40.78
State Street Aid	\$495,000	\$444,780	↑39.83
Parks Sales Tax	\$2,526,000	\$1,529,439	↑10.52
Solid Waste	\$1,356,081	\$658,965	↓1.42
Parks Impact Fees	\$405,744	\$405,744	↑49.98
Police Impact Fees	\$25,098	\$25,098	↑49.98
Fire Impact Fees	\$116,554	\$16,554	↓35.81
Road Impact Fees	\$33,909	\$33,909	↑49.98
Police Drug Fund	\$4,500	\$0	↓50.02
Debt Services	\$1,236,600	\$192,286	↓34.47
Wastewater	\$20,265,581	\$14,509,052	↑21.57
Dental Care	\$74,500	\$33,691	↓4.79
Stormwater Fund	\$1,972,599	\$1,357,923	↑18.81
Cemetery Fund	\$90,565	\$31,411	↓15.33

*Expended/Encumbered amounts reflect charges from July 1, 2022 – June 30, 2023.

Purchasing

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

Total Purchase Orders

	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	313	325	261	269	346	362
August	166	132	128	106	151	166
September	104	98	106	98	126	119
October	98	98	79	97	91	147
November	104	103	72	78	120	125
December	84	73	71	58	72	104
January		117	123	81	122	177
February		105	75	93	119	113
March		145	106	107	131	142
April		105	154	85	138	185
May		153	133	82	129	121
June		52	47	45	50	52
Total	869	1,506	1,355	1,199	1,595	1,813

Purchase Orders by Dollars	Dec 2022	FY 2023	FY 2022	FY 2021	Total for FY23	Total for FY22	Total for FY21
Purchase Orders \$0-\$9,999	81	823	1,442	1281	\$1,021,570.66	\$1,640,827.83	\$1,482,989.65
Purchase Orders \$10,000-\$24,999	2	17	24	29	\$286,037.18	\$404,406.65	\$417,161.17
Purchase Orders over \$25,000	1	29	40	45	\$29,949,823.65	\$11,687,700.37	\$11,050,535.17
Total	84	869	1,506	1355	\$31,257,431.49	\$13,732,934.80	\$12,367,741.04

**Administrative & Legislative Services Department
December 2022**

Website Management

It is important that the city maintain a reliable web site that is updated as requests come in from various sources. The number of page visits confirms that we are providing reliable and useful information for staff and the public.

	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits
July	52	54	15	152	61	31,946	32,401	11,536	1,164,517	1,080,668
Aug.	63	66	20	126	133	31,340	25,635	9,145	752,932	835,519
Sept.	65	48	17	43	22	27,594	24,833	8,335	679,248	214,406
Oct.	47	52	10	78	86	29,829	23,816	8,390	386,735	864,091
Nov.	54	63	174	56	40	30,449	23,022	7,587	695,971	812,527
Dec.	32	39	13	156	82	27,768	22,904	17,483	847,724	1,055,111
Jan.		56	108	67	68		26,942	17,123	720,531	934,562
Feb.		52	135	22	40		23,253	19,796	N/A	762,985
March		57	39	85	61		30,026	22,930	N/A	879,671
April		68	101	43	56		31,127	20,881	N/A	820,505
May		54	38	27	29		31,335	23,514	5,998	946,897
June		674	214	48	123		34,600	30,909	10,251	901,328
Total	313	609	884	901	801	178,926	329,885	197,629	5,263,907	9,053,159

“City of White House, TN” Mobile App

	FY 23 New Downloads	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
July	8	8	45	19
Aug.	13	9	44	21
Sept.	9	13	19	21
Oct.	11	6	40	12
Nov.	11	6	29	13
Dec.	10	10	10	15
Jan.		18	11	23
Feb.		9	20	70
March		14	11	69
April		11	7	41
May		10	11	29
June		10	11	36
Total	62	124	258	369

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

	FY23 # of Request	FY22 # of Request	FY21 # of Request	FY20 # of Request
July	50	38	20	36
Aug.	43	54	27	39
Sept.	40	46	16	18
Oct.	45	64	15	40
Nov.	53	19	20	27
Dec.	70	42	27	20
Jan.		41	18	24
Feb.		41	72	41
March		38	36	34
April		26	26	35
May		39	48	26
June		47	58	28
FY Total	301	495	383	356

**Administrative & Legislative Services Department
December 2022**

White House Farmers Market

	Application Fees # (amount collected)	Booth Payments (\$)
January	0	0
February	3	\$150
March	4	\$350
April	1	\$150
May	6	\$1,000
June	1	\$240
July	2	\$75
August	1	0
September	0	0
October	0	0
November	0	0
December	0	0
Total	18	\$1,965

Building Maintenance Projects

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

Major projects this month include:

- Christmas on Main Street

	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	2016 – 2017 Work Order Requests
July	14	19	11	10	22	21	27
August	23	8	27	10	26	24	28
September	21	12	9	13	19	22	13
October	13	10	6	7	14	18	12
November	12	23	16	7	18	34	12
December	8	17	19	3	8	19	9
January		6	11	16	14	16	23
February		8	16	18	7	21	6
March		14	12	11	7	17	16
April		13	17	2	12	25	14
May		20	25	11	6	26	27
June		14	31	10	9	23	14
Total	91	164	200	98	162	266	201

**Finance Department
December 2022**

Finance Section

During December the Finance Office continued training / planning for new utility customer application process changes and finished working with the City audit firm (KraftCPAs) for FYE 6/30/2022 audit tasks. The total property taxes billed for tax year 2022 is \$5.4 million. As of the end of December, approximately \$3.07 million (56.9%) was collected. Members of the Finance Office also participated in the following events during the month:

December 12: Stormwater Advisory Board meeting

December 15: BMA Audit Study Session

December 15: Monthly BMA meeting

December 19: Finance Staff meeting

December 19: TDEC ARPA Water Infrastructure Investment Program virtual meeting

December 21: City Employee Holiday Luncheon

Performance Measures

Utility Billing

	December 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
New Builds (#)	1	118	284	357	171	62
Move Ins (#)	77	477	977	737	649	534
Move Outs (#)	63	430	898	743	602	534
Electronic new customer signups (#)	44	216	410	300	127	104
Electronic new customer signups (%)	56%	36%	33%	27%	15%	17%

Business License Activity

	December 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
Opened	9	64	92	76	69	75
Closed (notified by business)	3	5	7	6	10	9

Accounts Payable

	December 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
Total # of Invoices Processed	297	2012	4254	4079	4003	3940

Property Tax Relief Applications

	December 2022	FY 2023 Total	FY 2023 Est.	FY 2022 Total
New Parcels (#)	3	6	30	29
Existing Parcels (#)	13	46	109	99
State Relief Credits (\$)	2,716	10,809	22,472	20,844
City Relief Credits (\$)	1,716	6,760	16,018	10,155
Combined Relief Credits (\$)	4,432	17,569	38,490	30,999

**Finance Department
December 2022**

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	11,933,868	3,580,160	6,569,700	55%
Cemetery Fund	69,355	20,807	263,739	380%
Debt Services	1,112,015	333,605	1,231,758	111%
Dental Care Fund	38,650	11,595	183,428	475%
Roads Impact Fees	59,190	17,757	398,777	674%
Parks Impact Fees	61,429	18,429	338,747	551%
Police Impact Fees	43,930	13,179	482,563	1098%
Fire Impact Fees	28,875	8,663	319,332	1106%
Industrial Development	120,145	36,044	176,184	147%
Parks Sales Tax	1,207,310	362,193	100,096	8%
Police Drug Fund	5,050	1,515	41,536	822%
Solid Waste	1,146,400	343,920	609,814	53%
State Street Aid	467,832	140,350	464,670	99%
Stormwater Fund	1,036,000	310,800	1,443,348	139%
Wastewater	5,011,600	1,503,480	10,015,108	200%

Balances do not reflect encumbrances not yet expended.

The Finance Department's goal is to meet or exceed each fund's total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2022-2023.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	11,933,868	6,482,628	↑ 4.32%
Cemetery Fund	69,355	27,504	↓ 10.34%
Debt Services	1,112,015	563,208	↑ 0.65%
Dental Care	38,650	21,467	↑ 5.54%
Roads Impact Fees	59,190	150,186	↑ 203.74%
Parks Impact Fees	61,429	118,509	↑ 142.92%
Police Impact Fees	43,930	128,309	↑ 242.08%
Fire Impact Fees	28,875	84,738	↑ 243.46%
Industrial Development	120,145	103,057	↑ 35.78%
Parks Sales Tax	992,310	496,739	↑ 0.06%
Police Drug Fund	5,050	4,730	↑ 43.66%
Solid Waste	1,146,400	584,785	↑ 1.01%
State Street Aid	467,832	237,836	↑ 0.84%
Stormwater Fund	1,036,000	530,382	↑ 1.20%
Wastewater	5,011,600	4,412,256	↑ 38.04%

*Realized amounts reflect revenues realized from July 1, 2022—December 31, 2022

**Human Resources Department
January 2023**

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

December 03: Christmas Parade & Christmas on Main Street Celebration
December 05: Interview for Police Officer
New Hire Orientation for Part Time Parks Attendant
December 06: Interview for Police Sergeant
Interview for Police Corporal
December 13: Interview for Public Works Maintenance Worker
December 14: Interviews for Firefighter
December 15: Board of Mayor and Aldermen Meeting
December 19: National Incident Management IS-300 Training Class
December 20: National Incident Management IS-300 Training Class
December 28: New Hire Orientation for Police Officer

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

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

Three-year average:

8.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		0	1	1
February		1	0	3
March		0	2	0
April		0	1	2
May		1	0	1
June		1	3	0
Total	5	4	9	8

Human Resources Department
January 2023

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	1	1
August	0	1	1	0
September	0	0	1	0
October	2	1	1	1
November	0	1	3	1
December	2	0	0	0

Three-year average: 5.5

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

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	1	1	1	1
August	1	1	1	1
September	1	2	0	2
October	1	0	0	3
November	2	0	1	2
December	1	1	2	1

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

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

Three-year average: 14.56%

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	1 (T)	0
August	0	0	0	2 (S)
September	0	0	0	0
October	1 (S)	0	0	0
November	0	0	0	1 (S)
December	0	0	1 (T)	0

Three-year average: 3.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		1 (T)	1 (T)	0
February		0	0	0
March		0	0	0
April		0	0	0
May		0	0	0
June		0	0	1 (T)
Total	1	1	3	4

Highlights



December 10, 2022 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'd also like to extend our gratitude to White House Wal-Mart, who was once again was gracious enough to roll out the red carpet for these kids. We were able to provide Christmas for 28 kids from the White House area.

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in November:** White House Rotary Club Meeting (Dec. 1, 8, 15 and 29), White House Christmas Parade (Dec. 3), New Police Officer Interview (Dec. 6), Beer Board Meeting (Dec. 6), Christmas Events Debriefing (Dec. 7), Coffee with a Cop (Dec. 8), Shop with a Cop//Fireman (Dec. 10), Department Head Staff Meeting (Dec. 12), Planning Commission Meeting (Dec. 12), Robertson County Chief's Meeting (Dec. 14), Department Head Christmas Luncheon (Dec. 14), Board of Mayor and Alderman Meeting (Dec. 15) and City of White House Employee Christmas Luncheon (Dec. 21).

➤ Police Department Administration Performance Measurements

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

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

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

Police Department
December 2022

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 27 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,080 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	105	0	105
February	0	49	16	65
March	15	41.4	0	56.4
April	3	222	14	239
May	4	45	0	49
June	29	200	0	229
July	24.5	0	0	24.5
August	0	270	30	300
September	0	236	22	258
October	16	256	8	280
November	0	174	32	206
December	0	297	0	297
Total	91.5	1,895.40	122	2,108.90

Patrol Division Performance Measurements

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

Number of Officers on Shift	December 2022	FY 2022-23
Three (3) Officers per Shift	62	348
Four (4) Officers per Shift	0	7

1. *Acquire and place into service two Police Patrol Vehicles.* Two new vehicles were approved at the August Board of Mayor & Alderman Meeting. The vehicles have been ordered from Lonnie Cobb Ford.
2. *Conduct two underage alcohol compliance checks during the Fiscal Year 2022-2023.*
Fall Compliance Checks have been completed. We had 100% pass.
3. *Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1,000 population during the calendar year of 2022.*

Group A Offenses	December 2022	Per 1,000 Pop.	Total 2022	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	10	1	111	9
Crimes Against Property	45	3	268	21
Crimes Against Society	21	2	308	24
Total	76	6	686	53
Arrests	52		467	

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

Police Department
December 2022

4. *Maintain a traffic collision rate at or below the three-year average of 426 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2022.*

	December 2022	TOTAL 2022
Traffic Crashes Reported	41	450
Enforce Traffic Laws:		
Written Citations	15	572
Written Warnings	29	412
Verbal Warnings	137	2,311

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 2022.*

COLLISION RATIO				
2022	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
December	41	4 YTD 35	10%	8% YTD 450

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

Staffing:

- Ofc. Terry Brown (TJ) has been deployed for eight months. He is suspended back in February.
- Ofc. Triston Twedt and Ofc. Jake Hunter graduated from the Tennessee Law Enforcement Training Academy on December 23rd.
- Ofc. Katie Sizemore, Ofc. Kris Sykes and Ofc. Dillon Loafman are on FTO. They will start the Academy in January 8th.
- Ofc. Nicholas Lepore started on December 28th. He is currently in FTO.
- We currently have 3 positions open and are continuing to accept applications. We have new hire testing on January 5th.
- Cpl. David Segerson will be promoted to Sergeant January 1st.
- Ofc. Lars Carlson will be promoted to Corporal January 1st.

Sumner County Emergency Response Team:

- Nothing to report at this time.

Support Services Performance Measurements

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2022.*

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.

2022 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
December		

Communications Section

	December	Total 2022
Calls for Service	775	9,879
Alarm Calls	45	418

Request for Reports

	December	FY 2021-22
Requests for Reports	16	269
Amount taken in	\$12.30	\$193.90
Tow Bills	\$0.00	\$375.00
Emailed at no charge	20	331
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Sgt. Patrick Bagwell will be the THSO new representative for the WHPD.
- THSO Christmas Banquet and meeting was December 13th.
- Holiday Impaired Driving Campaign 16 Dec 16, 2022 – January 1, 2023.
- First quarter of traffic enforcement grant complete. Preparing stats to be entered now.

Volunteer Police Explorers: Nothing to report at this time.

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

Crime Prevention/Community Relations Performance Measurements

1. *Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.* Sgt. Enck will be instructing D.A.R.E. classes at White House Elementary School in the Spring.
2. *Plan and coordinate Public Safety Awareness Day as an annual event.* Discover White House Expo & Safety Day is on October 1st. **Complete.**
3. *Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*
We are currently accepting applications for 2023 Citizen's Police Academy.
4. *Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.*
 - 12/05 - Sgt. Enck instructed 6 hours of Defensive Tactics at TLETA.
 - 12/06 - Sgt. Enck instructed 4 hours of Defensive Tactics at TLETA.
 - 12/14 - HB Williams Wheels in Motion helmet giveaway
 - 12/18 – WHPD hosted a SPEARE Class with 9 women attending. Sgt. Enck was the instructor.

Police Department
December 2022

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

- 12/3 - White House Christmas Parade.
- 12/8 - Coffee with a Cop at Deja Moo.
- 12/10 – Shop with a Cop/Firefighter

Upcoming Events:

2022 Participation in Joint Community Events		
	<u>November</u>	<u>Year to Date</u>
Community Activities	7	82

**Fire Department
December 2022**



Summary of Month's Activities

Fire Operations

The Department responded to 166 requests for service during the month with 112 responses being medical emergencies. The Department also responded to 11 vehicle accidents 5 of which had injuries, 6 had no injuries, and 3 were general clean up. Of the 166 responses in the month of December there were 24 calls that overlapped another call for service that is 14.46% of our responses for the month. That brings the overlapping call volume for FY22-23 to 13.69%.

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 forty-two seconds (5:42). The average time a fire unit spent on the scene of an emergency call was Fourteen minutes and thirty-four seconds (14:34).

Department Event

- December 3rd – Christmas Parade
- December 10th – Shop with a Cop/Firefighter
- December 10th – Annual Awards Banquet (Hunter Chapman, Firefighter of the Year)
- December 13th – Monthly Officer meeting
- December 19 & 20 – ICS 300 class (TEMA & RCMA)

Fire Administration

- December 1st – In-service Audit (Asst. Chief Brewer)
- December 13-16 – TSFIA Conference (Insp. Johnson)
- December 14th – Firefighter Interviews
- December 29th – Rotary Luncheon

Emergency Calls Breakdown

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

Incident Responses FY to Date

Fires	22
Rescue & Emergency Services	669
Hazardous Conditions (No Fire)	24
Service Calls	55
Good Intent Call	69
False Alarms & False Call	105
Calls for The Month	166
Total Responses FY to Date	947

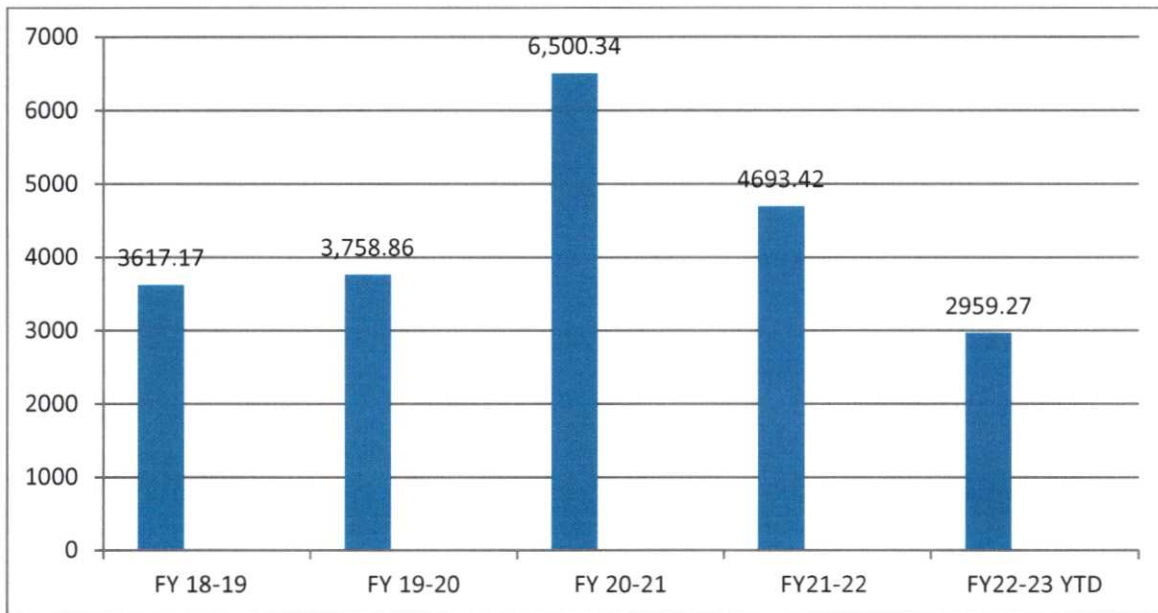
**Fire Department
December 2022**

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	100	599	63.25%
Station #2 (Business Park Dr)	66	348	36.74%

Fire Fighter Training

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



	Month	FYTD
Firefighter Training Hours	726.01	2959.27

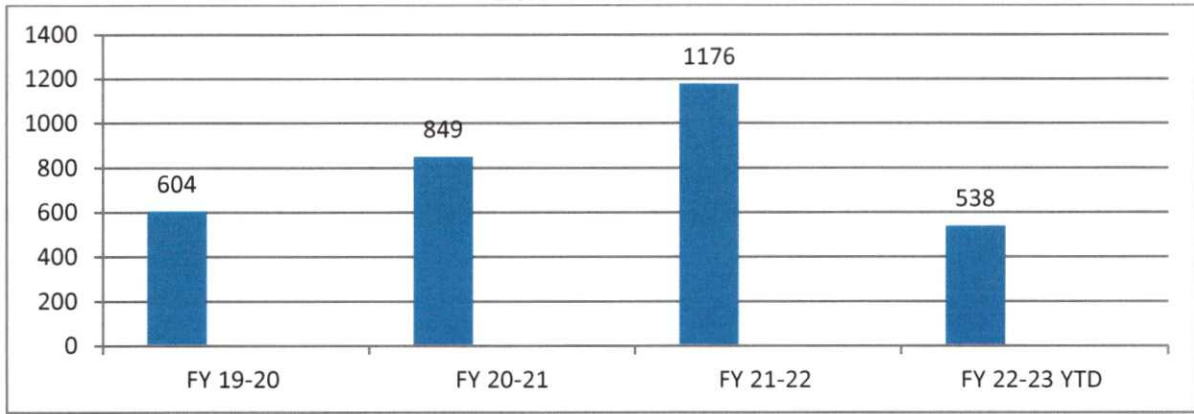
Training breakdown for ISO and NFPA

	Fire Officer	Company	Facilities	NFPA	Non-ISO
Month	176.05	332	13	113.51	91
Total for FY	353.55	1402.55	248	374.31	1158.59

Fire Inspection

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

**Fire Department
December 2022**

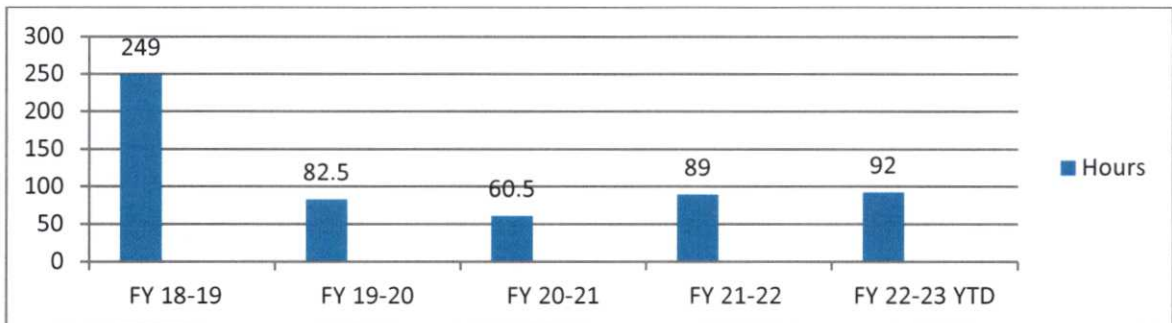
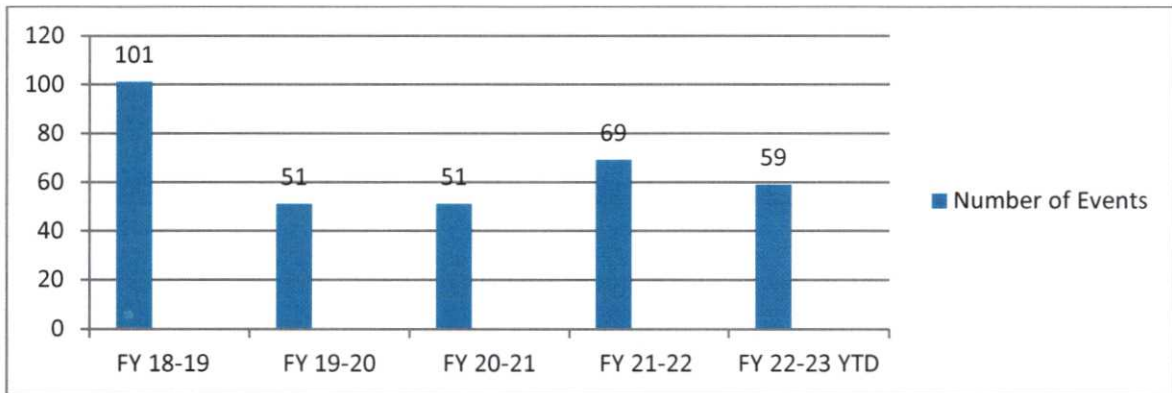
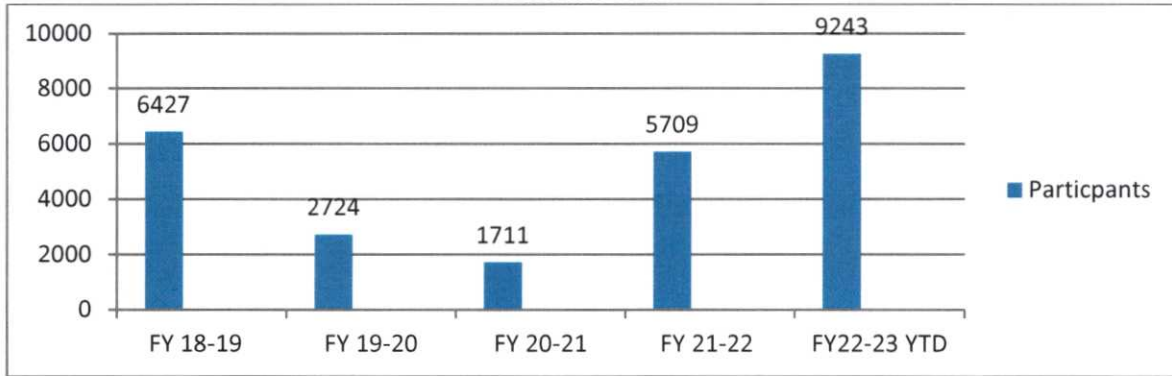


	Month	FYTD
December Fire Inspection	28	538
Reinspection	0	40
Code Violation Complaint	0	3
Violations Cleared	0	37
Annual Inspection	1	43
Commercial Burn Pile	1	9
Knox Box	0	12
Fire Alarms	1	17
Measure Fire Hydrant	0	0
Plans Review	2	28
Pre-C/O	1	8
Pre-incident Survey	15	136
Sprinkler Final	0	19
Final/Occupancy	1	10

Public Fire Education

It is a department goal to exceed our last three years averages in Participants (5720) Number of Events (112) and Contact Hours (215). The following programs are being utilized at this time; Career Day, Station tours, Fire Extinguisher training and Discover WH/Safety Day.

**Fire Department
December 2022**



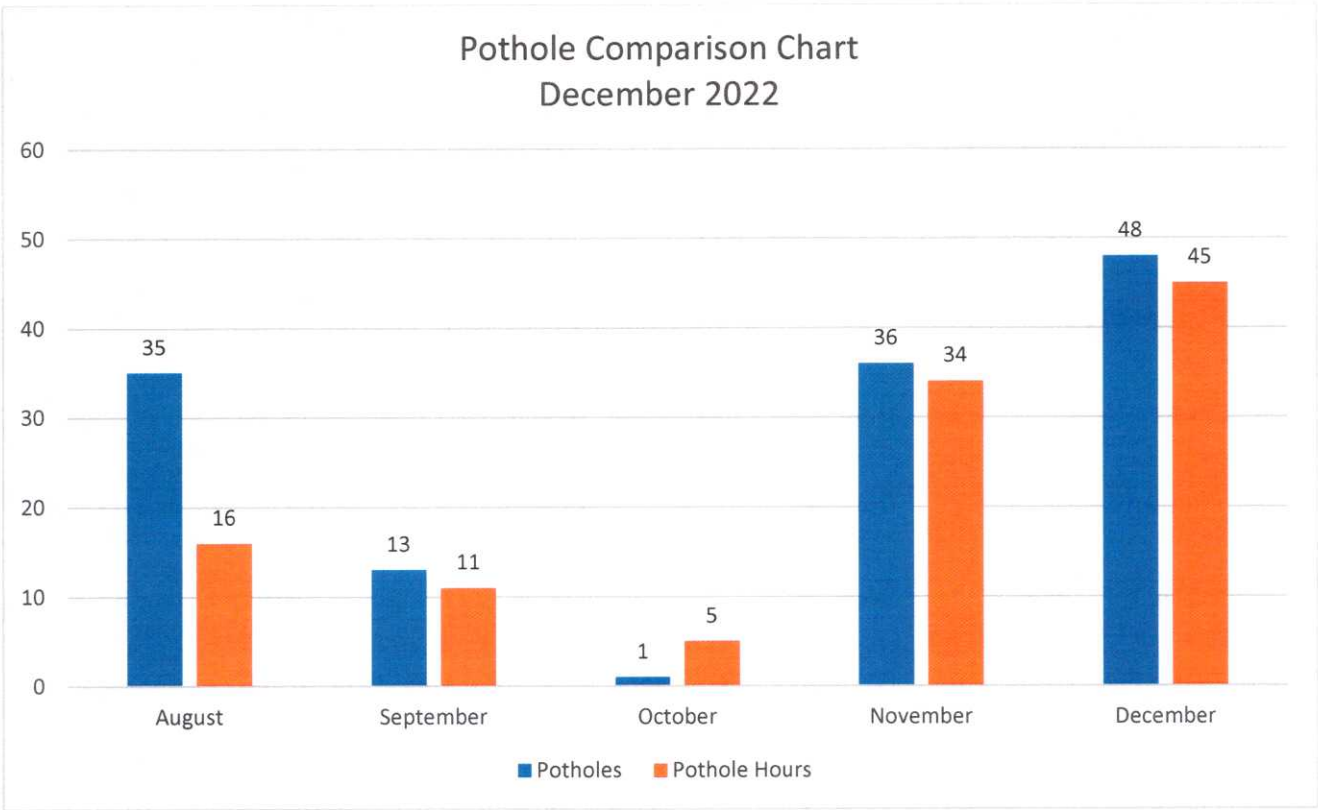
	Month	FYTD
Participants	1122	9343
Number of Events	5	59
Education Hrs.	10.5	92

Social Media Statistics for the Month

Post Reach	7,972
Post Engagement	1,897
New Page Followers	28

Public Services Department – Public Works Division
December 2022

Pothole Comparison



The purpose of this chart is to gauge the amount of time spent repairing potholes and the number of potholes repaired in that time frame. It is also going to be used to show how long it currently takes to repair potholes in comparison to how long it will take when the milling head is used to make repairs.

-The goal for this job task is 50 potholes per month. When this chart is completed each month consideration will be given to the size of the potholes that have been repaired that month.

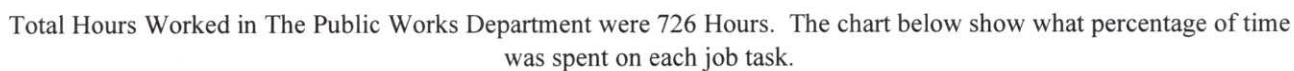
**Public Services Department – Public Works Division
December 2022**

Pothole Complaint Response Time

According to Ordinance the Streets and Roads Department is required to respond to a pothole complaint within 24 business hours from the time the complaint is made until time a satisfactory repair is made.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
McCurdy Road	December 12 2022	December 13, 2022	No elapsed time because potholes repaired when identified
Peachtree Street	December 13 2022	December 13, 2022	No elapsed time because potholes repaired when identified
Applewood Drive	December 13 2022	December 13, 2022	No elapsed time because potholes repaired when identified
Cherry Lane	December 13 2022	December 13, 2022	No elapsed time because potholes repaired when identified
Blueberry Drive	December 13 2022	December 13, 2022	No elapsed time because potholes repaired when identified
Orchard Park Drive	December 13 2022	December 13, 2022	No elapsed time because potholes repaired when identified
Wilkinson Lane	December 13 2022	December 13, 2022	No elapsed time because potholes repaired when identified

Total Hours Worked in The Public Works Department were 726 Hours. The chart below show what percentage of time was spent on each job task.



**Public Services Department – Public Works Division
December 2022**

Monthly Work Log

Thursday 12-1-2022

- Parade Meeting / Installed parade sign post washed and decorated 1332 for parade / picked up brush on Hester Drive

Friday 12-2-2022

- Worked on Dee Cee and SB Ramp Gridsmart Cameras

Saturday 12-3-2022

Christmas parade

Monday 12-5-2022

Crew meeting / Changed stop sign at Timberwood Ct / Picked up barricades and Detour Signs from parade
BMA Report / Target Solutions / Installed rip rap in shoulder of Wilkinson / String Trimmed / ROW Mowing

Tuesday 12-6-2022

- Worked on little dump / Took barricades to City Hall took 206 and 317 to Ford for repairs / worked on traffic signal issue at SB ramp

Wednesday 12-7-2022

- Repaired Potholes on Pleasant Grove Rd and Calista / Checked intersection signs in need of repair / Monitored traffic signal at Dee Cee / Fleet Maintenance / Helped Stormwater at Calista Pond

Thursday 12-8-2022

- Cleaned out South Aztec Creek from tree debris / Chevrolet for maintenance / Installed exhaust fan in main office bathroom

Monday 12-12-2022

- Meeting / Repaired pothole on McCurdy Road / Attached ground wire to pole and camera at SB Ramps / Picked up cold patch / Cut trees on Hickerson / Picked up portable handicap signs

Tuesday 12-13-2022

- Potholes in Orchard Park / Changed Stop Sign at McCurdy 30 potholes 30 bags of cold patch

Wednesday 12-14-2022

- Removed camera from SB ramp to be sent out for repair / Repositioned camera at Byrum Drive

Thursday 12-15-2022

- Cut driveway in Briarwood looked at curb on Carrissa Court helped Facility Maintenance / Inspected issue at 108 West Winterberry Trail because asphalt was too high in front of his driveway.

Monday 12-19-2022

- Meeting / Repaired Pothole on Pleasant Grove Road checked Decorative Street light at 309 Holly Lane / Picked up Street Sweeper parts from String Fellow picked up bars for Stormwater Drainage picked up 317 from Ford.

Tuesday 12-20-2022

- Snow Meeting / Picked up rip rap from Chamber of Commerce / Delivered backhoe to Firehall 2 for training / Installed plow on 309

Wednesday 12-21-2022

- Installed salt box and plow on Unit 309 in preparation of impending weather / Employee Luncheon

Thursday 12-22-2022

- Called in at 3PM for snow salt and plow snow till 2am / Slept at the PW Building in case of emergency with snow and ice

Friday 12-23-2022

- Crew was up at 7AM to salt and plow till 10:30AM went home due to excessively cold weather (Salt is not effective below 15 degrees F)

Monday 12-26-2022

Salt and plowed main roads

Tuesday 12-27-2022

- Salt and cleared all roads in the city / Unloaded and cleaned all snow equipment

Wednesday 12-28-2022

Buried a deer / Finished cleaning snow equipment / Grinded asphalt at 108 West Winterberry / Performed Maintenance on snow equipment

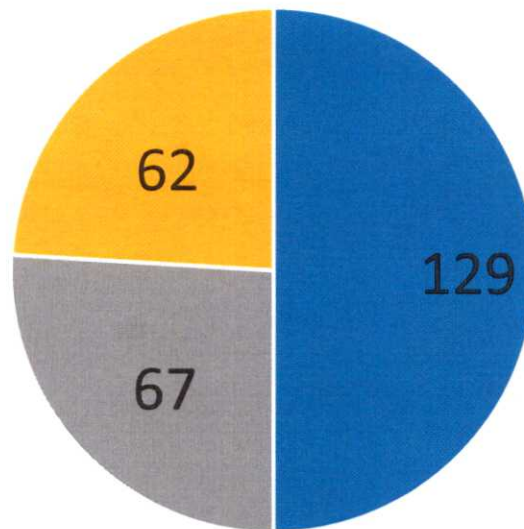
Public Services Department – Public Works Division
December 2022

Street Name Sign MUTCD Compliance List

The purpose of this list is to track the updating and bringing into compliance The City of White House's Street name signs with the current requirements the Manual on Uniform Traffic Control Devices (MUTCD) Standards. Street name signs can no longer have all letters capitalized on the sign. (Harpers Way and Loves Lane Road Signs were installed in compliance with current MUTCD Standards).

NOTE: No Signs were installed in the month of December

Sign Replacement Graph



■ Total Signs To Be Replaced ■ Signs Replaced ■ Signs Left To Replace

**Public Services Department – Public Works Division
December 2022**

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Nov	22-Dec	YTD 22/23
Street	8,134	9,364	8,741	10,229	9191.25	726	721	3,558
Facility Maintenance	3494	2187	1,227	1,137	887.25	76	91	357
Fleet Maintenance	1034	514	282	380	422.5	92	138	279
Meeting/Training	502	510	517	400	457	37	19	122
Leave	1,253	576	613	810	823	30	97	265.5
Holiday	795	470	385	555	545	60	75	195
Overtime	508.5	488	414	311	152.75	6	112	233
Administrative	385	698	803	867	1153.25	190	108	828
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	3	11	28
Debris Removed Load	0	100	35	44	0	0	0	0
Sweeping Man Hours	0	18	13	0	0	0	0	0
Mowing Hours	0	22	175	219	221	1	0	176.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	36	48	136
Pothole Hours	0	759	734	1,181	831.5	34	45	116
R-O-W Hours	0	2835	2416	4,027	3044.5	177	120	1,001
Sign/Repaired	0	120	91	84	63	5	6	50
Sign Work Hours	0	289	179	234	109	5	8	44
Salt Hours	0	10	143	24	76.5	0	79	78.5
Salt Tons	0	12	20	23	18	0	18	18
Decorative Street Light Hours	0	57	46	125	133.5	21	2	105
Traffic Light Hours	0	0	65	20	158	0	15	15

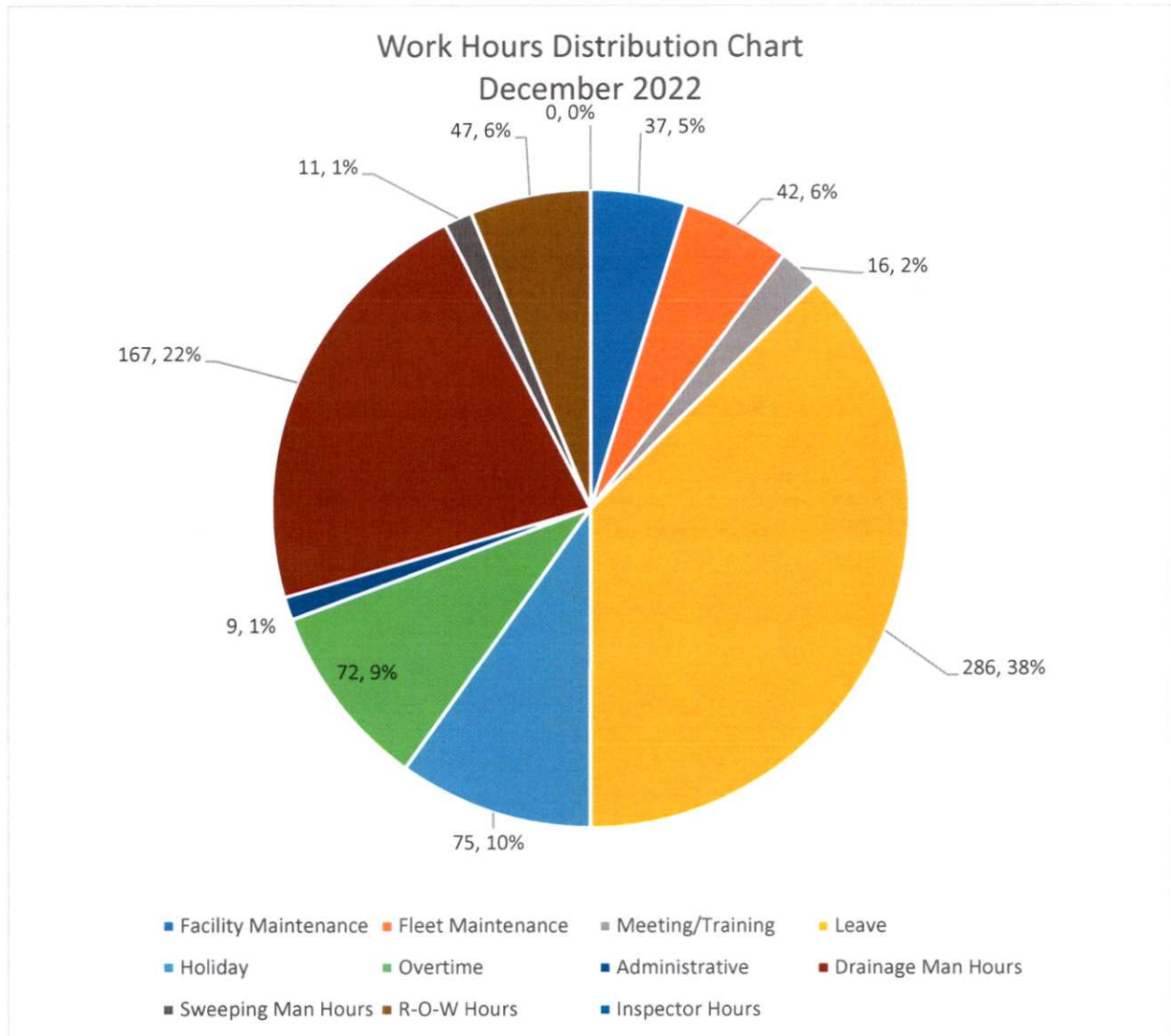
Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Nov	22-Dec	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	360	343.5	1,744
Facility Maintenance	3494	723	446	574	394.5	28	57	171
Fleet Maintenance	1034	488	445	331	294.5	19	13	71
Meeting/Training	502	265	130	135	127.5	23	12	82
Leave	1,253	428	700	476	336	47	75	281
Holiday	795	270	230	230	230	40	50	130
Overtime	508.5	119	4	12	39.5	0	3.5	4
Administrative	385	167	1	0	72.5	0	4.5	16
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW					0	16	20
R-O-W Hours	0	166	30	97	170	9	3	55
Salt Hours	0	0	0	0	0	0	78.5	79
Salt Tons	0	0	0	0	0	0	15 Tons	15

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Nov	22-Dec	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	442	240	2,432
Brush Truck Loads	459	551	522	578	584	35	18	208
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	910	459	2,022
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	108	49	493
Litter Pickup Bags	334	507	546	511	456	50	43	207
Litter Pickup Hours	1147	1132	985	957	892	86	62	411

Public Services Department – Stormwater Division
December 2022

Total Hours Worked in The Stormwater Division were 720 Hours. The chart below show what percentage of time was spent on each job task.



Public Services Department – Stormwater Division
December 2022

Monthly Work Log

Thursday 12/01/2022

- This is some of the drainage that are clogged on a regular basic and we check Before and after rain storms. We clean them as needed. Before anyone calls them in.



**Public Services Department – Stormwater Division
December 2022**

Thursday 12/01/2022

- Installed parade signs / Washed and decorated vehicles for parade / Picked up brush on Hester Drive / Parade Meeting

Friday 12/03/2022

- Gridsmart Camera Repair at Loves and SR-76

Monday 12/05/2022

- Clean up Christmas decorations, clean trucks and shop.

Tuesday 12/06/2022

- Checked Stormwater Hot spots / Facility and Fleet Maintenance

Wednesday 12/07/2022

- Received a complaint at 103 Laura Drive Leaves from the housing next to them blocking the drainage and I spoke with the HOA and they are going to have the mowing crew address the issue.



Thursday 12/08/2022

- Received a complaint from 218 Hillwood Mr. DeWeese reports that he's experiencing a drainage issue in his yard. He said when it rains it brings all sorts of debris into his yard.
Area was cleaned and debris was removed



Monday 12/12/2022

- Stormwater crew worked with Streets and Roads.

Tuesday 12/13/2022

- Installed strobe light and lightbar on the snow plows to help with Safety when vehicles approach from behind.
- Drainage culvert blocked by leaves and needed clean out.

Public Services Department – Stormwater Division
December 2022



Wednesday 12/14/2022

- Pumping of Calista Pond using a 3" Trash pump we pumped out 246,960 gal of water out in 12 hours.



Thursday 12/15/2022

- 124 Sundance Way cut out 20ft section of curb to be replace do to, flooding a home.

Public Services Department – Stormwater Division
December 2022



Monday 12/19/2022

- Installed headwall bars at Wilkerson and Meadows Ct



Tuesday 12/20/2022

- 216 Shady Lane 237 Feet of drainage work to stop flooding in her home. Repair and regrade the headwalls and next to road.

Public Services Department – Stormwater Division
December 2022



Wednesday 12/21/2022

- Half Day Holiday

Thursday 12/22/2022

- Holiday/ Salt Plowing



Friday 12/23/2022

- Salt Plowing



Public Services Department – Stormwater Division
December 2022

Monday 12/26/2022

- Holiday/ Slat Plowing



Tuesday 12/27/2022

- All personal vacation or sick

12/28/2022

- All personal vacation or sick

12/29/2022

- All personal vacation or sick

**Public Services Department – Stormwater Division
December 2022**

Inspectors December Report

Thursday 12/01/2022

- -Form inspections at the Parks. Final Inspections at The Reserve (36), Summerlin (172), Concord (107). Update the BMA report for November.

Monday 12/05/2022

- Team Meeting. Pre-Con with Twin States for Southern Force Main. Pre-Con with Peed for Recreation Center. Pre-Con with Lamberth for Calista Farms.

Tuesday 12/06/2022

- Inspection at Willow Grove for Concrete forms in Common Areas. Met with Fence Contractor. Update work logs. Vehicle Inspection.

Wednesday 12/07/2022

- Outfall inspections @ The Parks, Legacy, Jackson, Concord, Fields, Calista, Reserve, Copes, Dorris, and Marlin for post-rain event.

Monday 12/12/2022

- Issued NOV's from post-rain event inspection on Dec. 7. Form inspections at Fields (205,79,77) and Reserve (44,60,58). Final inspection at Reserve (65).

Tuesday 12/13/2022

- Open Trench at Cardinal Point. Caliber Collision EPSC inspection. Form Inspections at Parks (303-306). Fence Permit for 8278 Jesse Way. EPSC Inspection at Summerlin and Legacy Farms.

Wednesday 12/14/2022

- Issued NOV for Dorris Phase 2.

Thursday 12/15/2022

- EP&SC Inspections at Dorris Farms PH. 1&2. Followed up with illicit discharge violation from Dorris Farms Phase 2. Met with Fence Contractor regarding issues in HOA communities.

Monday 12/19/2022

- Issued NOV for Marlin Pointe. Final Inspections at Legacy. Land Disturbance Inspections and permits for Reserve (2, 45) Fence Inspections.

Tuesday 12/20/2022

- Form Inspection at Willow Grove common areas. Open Trench at Cardinal Pointe. Proof roll at Legacy Farms. Met with Safe Harbor on EP&SC regarding All sites. Inspection at Rec. Center.

Wednesday 12/21/2022

- Pre-Con with Davidson Homes for Sage Farms. Updated Work Logs. Final Inspections at Reserve (62,44)

Tuesday 12/26/2022

- Emailed Pre-Con Notes to Staff and Builder. Assisted w/ Salt Operations Clean Up. Form Inspections at Rec. Center. Final Inspections at Reserve (61&44). Inspected Complaint at 221 Hobbs.

Thursday 12/28/2022

- Clean Up around Public Works Facility. Hauled Machine back to the shop. LD inspections at Reserve (52) and Willow Grove (72,73). Form Inspections at Willow Grove (2, Common Areas) and Summerlin (148).

Public Services Department – Stormwater Division
December 2022

Inspection Work Orders

121322010: Open Trench at Cardinal Pointe:



121322022: Summerlin EP&SC Inspection:



121322023: Legacy Farms EP&SC Inspection:



122022007: New System Inspection: Rec. Center/ Splash Pad:



Public Services Department – Public Works Division
December 2022

Public Works Stormwater Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Nov	22-Dec	YTD 22/23
Stormwater	8,134	9,364	8,741	10,229	9191.25	720	752	5,008
Facility Maintenance	3494	2187	1,227	1,137	887.25	76	37	362
Fleet Maintenance	1034	514	282	380	422.5	107	42	359
Meeting/Training	502	510	517	400	457	30	16	289
Leave	1,253	576	613	810	823	205	286	801.75
Holiday	795	470	385	555	545	80	75	315
Overtime	508.5	488	414	311	152.75	0	72	180
Administrative	385	698	803	867	1153.25	27	9	145
Drainage Work (feet)	0	906	2749	10	0	585	237	5,515
Drainage Man Hours	0	1470	1045	170	14	149	167	2048.5
Debris Removed Load	0	100	35	44	0	9	14	83
Sweeping Man Hours	0	18	13	0	0	18	11	73
Mowing Hours	0	22	175	219	221	0	0	109
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	20	20
Shoulder Hours	0	155	160	49	176	0	12	12
# of Potholes	0	250	473	346	385	0	1	26
Pothole Hours	0	759	734	1,181	831.5	0	1	33
R-O-W Hours	0	2835	2416	4,027	3044.5	30	47	331
Sign/Repaired	0	120	91	84	63	0	0	6
Sign Work Hours	0	289	179	234	109	0	0	4
Salt Hours	0	10	143	24	76.5	0	49	49
Salt Tons	0	12	20	23	18	0	3 Tons	0
Decorative Street Light Hours	0	57	46	125	133.5	0	0	0
Traffic Light Hours	0	0	65	20	158	0	0	0
Inspector Hours						0	178	446

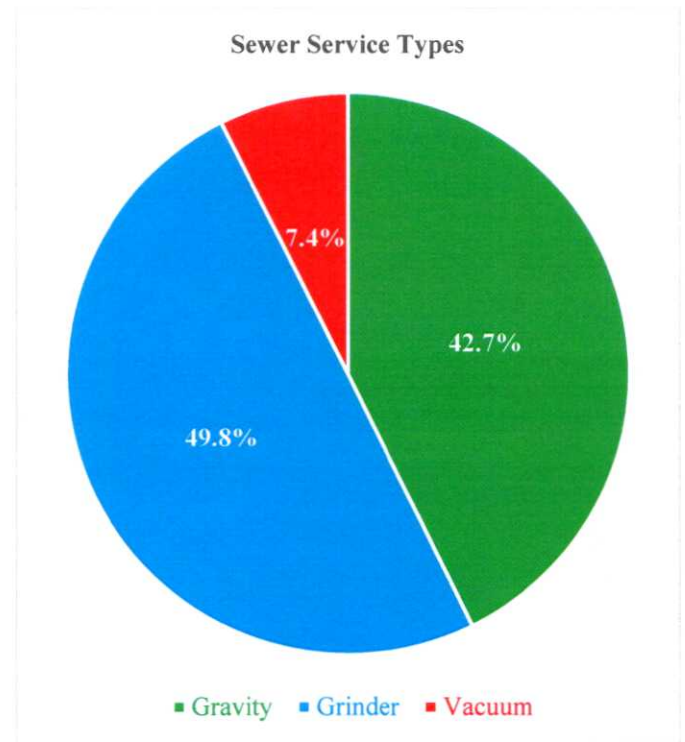
**Public Services Department - Wastewater Division
December 2022**

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, 2022**, City personnel count a total of **5,983** sewer system connections, with **1 new** application for service in **December, 2022**. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	2,557
Low-Pressure Grinder Sewer Connections	2,982
Vacuum Sewer Connections	444

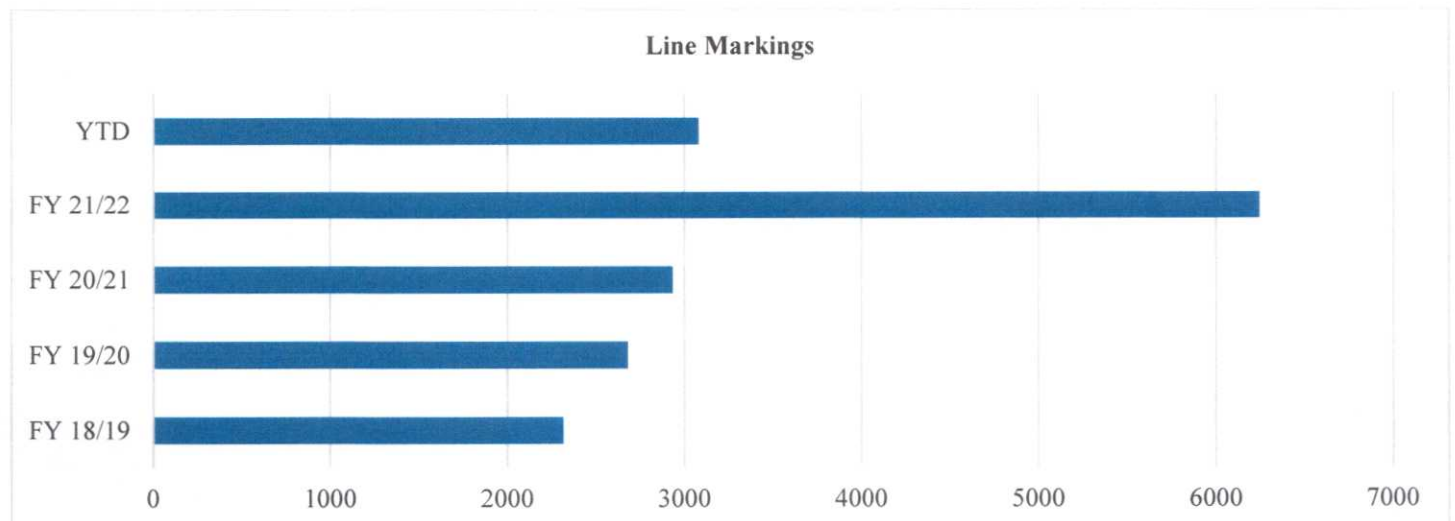
The City counts **187** commercial grinder stations, **2,795** residential grinder stations, and **28** major lift stations integrated into our system.



811 Utility Locate Service:

Tennessee 811 is the underground utility notification center for Tennessee and is not a goal-driven task: This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities. **Wastewater personnel received 213% more line-marking in the 2021/2022 fiscal year than in the 2020/2021 fiscal year, largely due to new construction and utility boring activities.**

Line Markings	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>December 2022</u>	<u>FY 22/23 YTD</u>
Tennessee 811	2315	2680	2933	6245	475	3080



**Public Services Department - Wastewater Division
December 2022**

<u>Lift Station Location</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Dec 2022</u>	<u>FY 22/23 YTD</u>
Union Road	6	6	9	0		0	1
Summerlin	2	5	22	0		0	0
Settlers' Ridge	1	1	1	1		0	0
Cope's Crossing	7	8	6	9		0	2
Cambria	1	4	3	4		0	0
Belmont Lodge Apartments	n/a	n/a	n/a	0		0	0
Kensington Green	n/a	1	0	0		0	0
Meadowlark Townhomes	n/a	n/a	n/a	0		0	0
Meadowlark	4	2	1	1		0	2
Sage (aka Hester)	0	1	0	0		0	1
Loves Truck Stop	n/a	0	0	3		0	1
Highway 76 (aka Springfield)	1	1	0	0		0	0
Portland	1	0	1	0		0	1
North Palmers Chapel Vacuum Station	8	3	1	7		0	1
Villas at Honey Run	n/a	n/a	n/a	1		0	2
31W Apartments	n/a	n/a	n/a	0		0	0
Calista Apartments	n/a	n/a	n/a	0		0	0
Calista Vacuum Station	4	2	1	9		1	3
Concord Springs	n/a	0	0	2		0	0
Fields at Oakwood	n/a	n/a	2	2		0	0
Los Jalapenos	n/a	n/a	n/a	0		0	0
Mt. Vernon Apartments	n/a	n/a	n/a	0		0	0
Grove at Kendall	n/a	n/a	n/a	0		0	0
Wilkinson Lane	1	3	1	3		0	0
Heritage High School	2	1	0	0		0	0
Legacy Farms	n/a	n/a	n/a	0		0	0
The Parks #1	n/a	0	0	0		0	0
Treatment Plant	4	6	3	0		0	0

**Public Services Department - Wastewater Division
December 2022**

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.

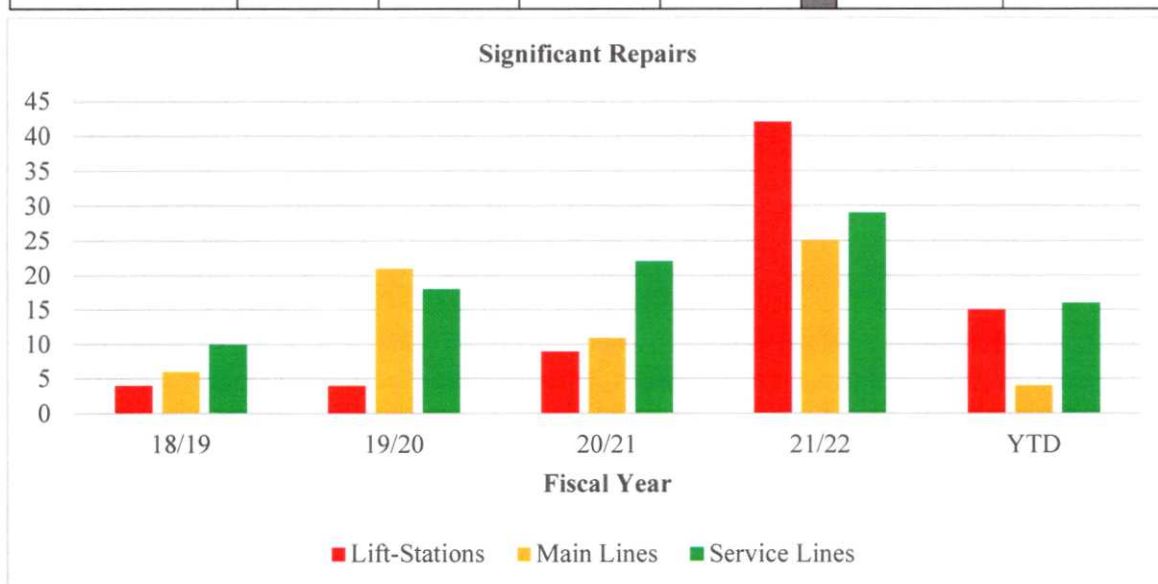
Major Alarms:

- Calista: The old Busch pump installed at the Calista vacuum station to replace the Mink pump that was removed for repairs had a seal failure. A second Busch pump is available for swap as we await repairs of the Mink.
- Additional alarms throughout the system were caused by multiple power outage events. No stations overflowed during any outages, and were able to be reset and returned to service.

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 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Dec 2022</u>	<u>FY 22/23 YTD</u>
Major Lift Stations	4	4	9	42		1	15
Main Line	6	21	11	25		1	4
Service Line	10	18	22	29		4	16

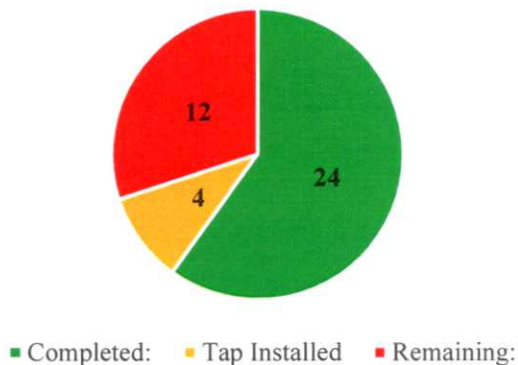


Public Services Department - Wastewater Division
December 2022

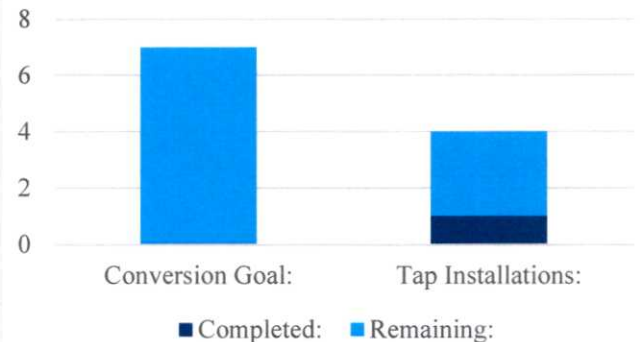
Ongoing Projects:

- 1. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. The first phase of the project has been bid out to Twin States, and consists of installing approximately 4,500 ft of 20" DR11 HDPE pipe, including a 490 ft bore under I-65, and running pipe from Hester Dr to the intersection of DeeCee CT and SCT Dr. **Phase-1 installation is almost complete, pending the installation of one final valve and final site cleanup / road patches. Phase-2 bids have been received, and Twin States awarded the contract for the second phase as well. Phase-2 will run approximately 5,600 ft from Hester Dr to the intersection of Sage Rd and Cardinal Dr. The pre-construction meeting for Phase-2 was held on Monday, 12-05-2022.**
- 2. Calista Vacuum Station:** All three of the new Mink vacuum pumps installed in 2019 have failed prematurely, with metal shavings discovered in the oil pan of pump #3, and a splined coupler failure in both pump #1 and pump #2. We are sending pump #3 back to the manufacturer to discover the cause of the failure, and for a quote on repairs. The replacement cost for a new pump is approximately \$30,000. **One of the older model Busch pumps previously removed from the station has been retrofitted as a replacement until the Mink pump can either be repaired or replaced. Pumps 1 and 2 have been repaired and are operating normally once again. The exhaust pipes for pump 3 have been modified to reduce smoking from the older Busch pump.**
- 3. Copes Crossing:** One of the submersible pump seals has failed, and the motor has gotten wet. This is the second time this pump has experienced this failure, and it has been sent back to the vendor for diagnostics and repairs to determine and correct the cause of the seal failure. **Repairs are currently underway.**
- 4. Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Seven (7) conversion projects are planned for the 2022/2023 fiscal year. **A total of 24 projects have now been completed on the list of 40.**

Total Planned Septic-to-Sewer Conversions:



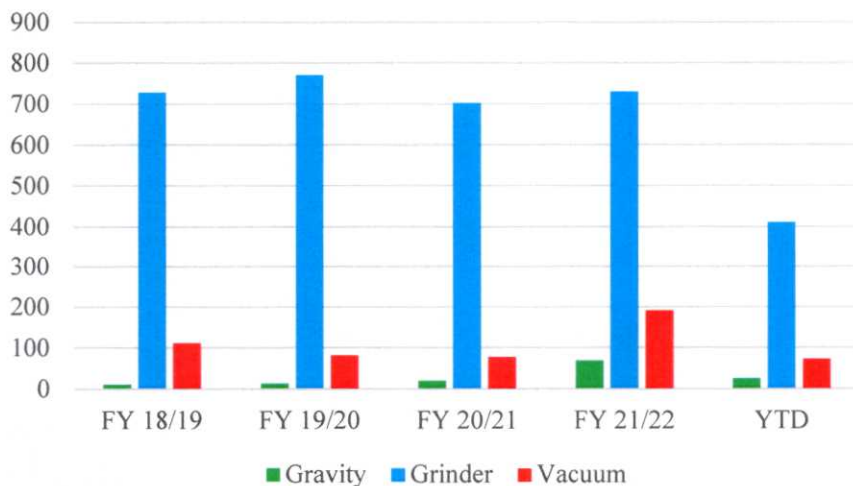
Septic-to-Sewer Conversion Goals
(FY-2022/2023)



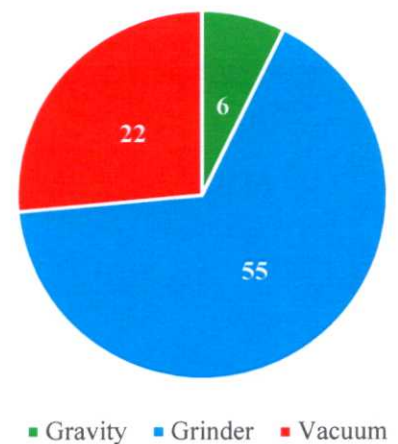
**Public Services Department - Wastewater Division
December 2022**

<u>Work Orders</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Dec 2022</u>	<u>FY 22/23 YTD</u>
Vacuum System Service Request	112	82	78	191		22	73
Gravity Service Request	10	13	20	69		6	25
Low Pressure Service Request	728	770	702	730		55	409
Total Pumps Replaced	361	449	492	472		28	234
Total Pumps Rebuilt	n/a	n/a	135	114		3	19
Total Warranty Pumps Returned	n/a	n/a	n/a	129		23	85
Grinder Tank PM Program	358	267	219	117		12	66
Open Trench Inspections	103	226	409	702		29	324
Final Inspection for New Service	62	110	248	405		36	246
Sanitary Sewer Overflow (SSO)	3	49	19	28		2	5
Odor Complaints	43	43	35	22		3	16

Sewer Service Calls by Connection Type



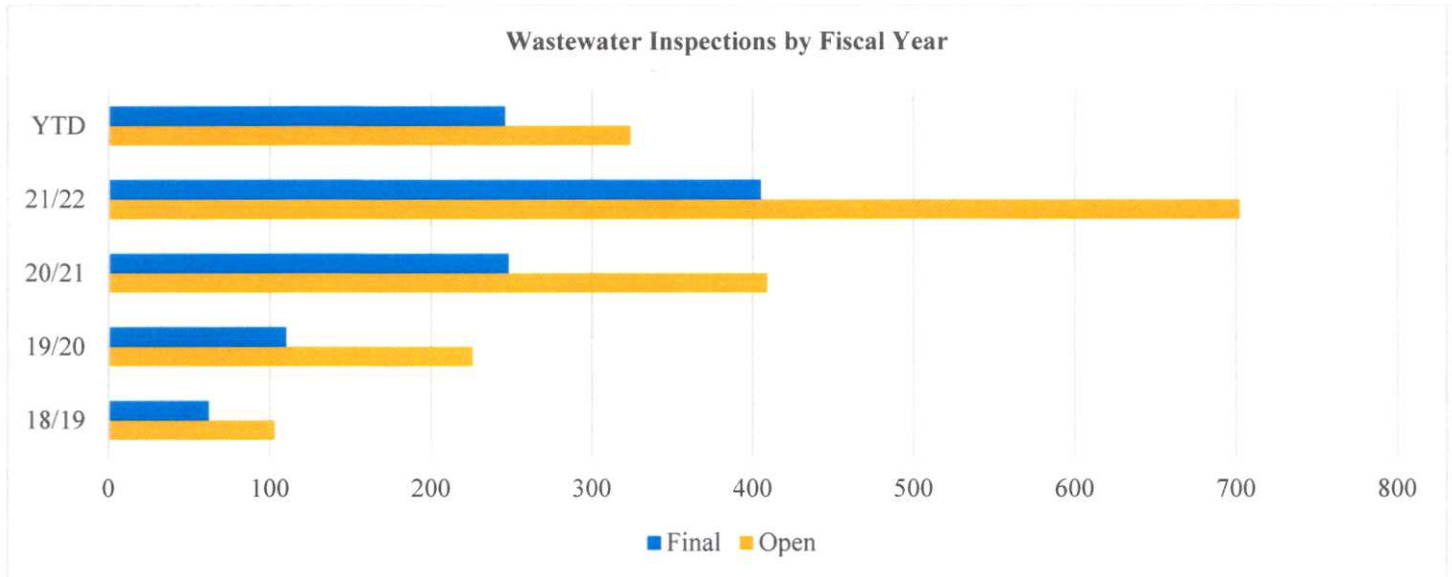
Sewer Service Calls by Connection Type (December 2022)



Public Services Department - Wastewater Division
December 2022

New Constructions and Inspections:

Wastewater inspectors perform open-trench inspections for all sewer infrastructure installed within our Collections System, as well as final inspections on all new construction buildings. New constructions throughout the City, both commercial and residential, have drastically increased the frequency of both inspection activities. We have seen an approximate doubling in the number of inspections every year for the last 5 years.

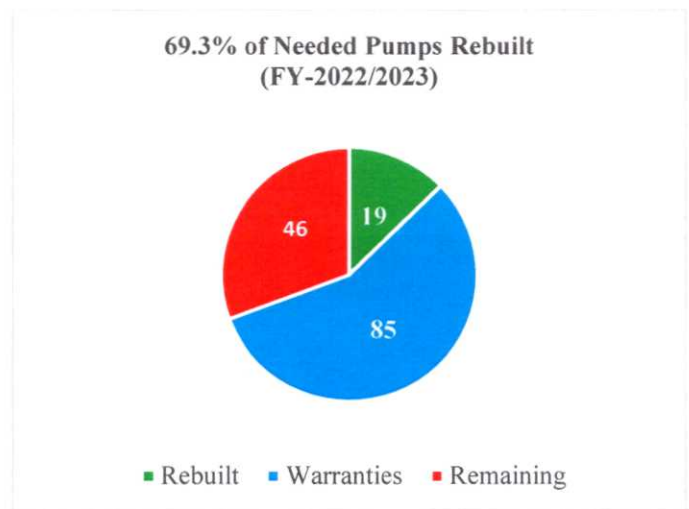


Pump Rebuilds:

The capital outlay budget was designed for a total purchase of 350 new E-One grinder pumps for the 2021/2022 Fiscal Year. However, 472 grinder pumps were needed to meet all the service call requests for the year, and supply-chain issues led to long delays in receiving new pumps that were on order. To supplement the amount of pumps on-hand, the department rebuilt 114 pumps throughout the year, in addition to 129 warranty-return pumps received. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period. The capital outlay budget for the 2022/2023 fiscal year was again designed for the purchase of approximately 350 new pumps, with an anticipated need for approximately 500 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps).

New pumps are anticipated to have an average operating lifespan of approximately 7-10 years. Rebuilt pumps are anticipated to have an average operating lifespan of approximately 2-3 years.

There was an abnormally high number of warranty-returns in the 2021/2022 fiscal year caused by a known manufacturing defect in the 2018/2019 E-One models that the manufacturer has since corrected.



**Public Services Department - Wastewater Division
December 2022**

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.

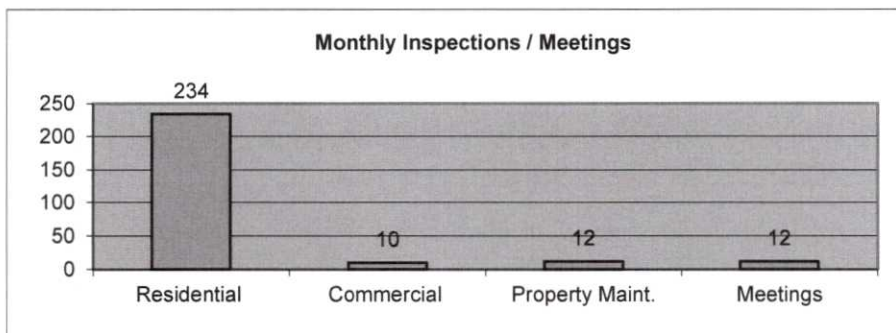
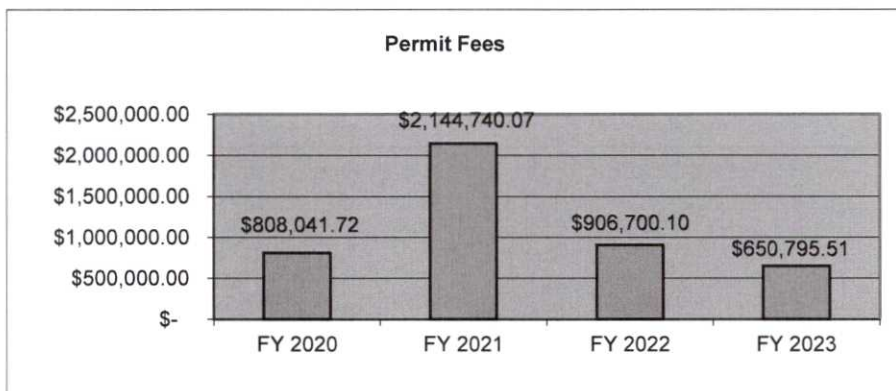
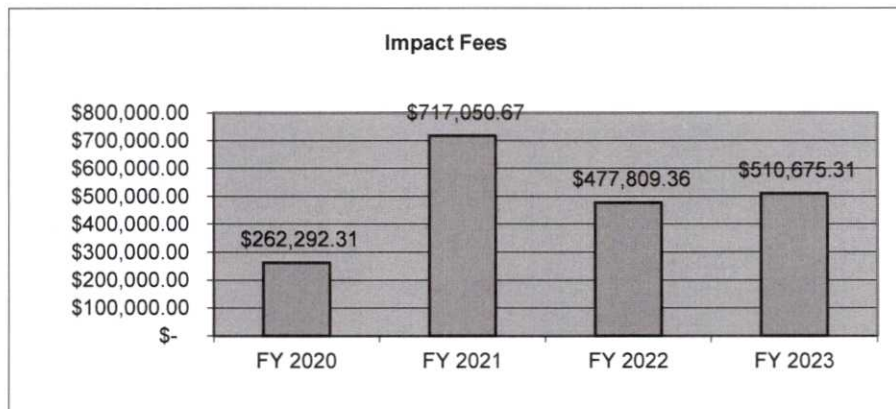
<u>Parameter</u>	<u>Sep - 22</u>	<u>Oct - 22</u>	<u>Nov - 22</u>	<u>Dec - 22</u>	
Flow – To Creek	0.671 MGD	0.518 MGD	0.648 MGD	0.732 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
Total Flow Through Plant	0.671 MGD	0.518 MGD	0.648 MGD	0.732 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	47.9%	37.0%	46.3%	52.3%	(0.732 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	59.9%	46.3%	57.9%	65.4%	(0.732 MGD) / (1.120 MGD)
Rainfall	5.18"	2.13"	4.95"	6.68"	

	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>December 2022</u>	<u>FY 22/23 YTD</u>
Effluent Violations	7	12	7	32	1	6

1. **Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.
2. **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. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7th, 2020.**
3. **Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly. The PAA feed rate is operating at a constant **2.90** parts per million (ppm). The average residual was **0.20** PPM with a max residual of **0.35** PPM. ***Last month the feed rate was 2.90 ppm.***

Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed **126 CFU's** (colony forming units) per 100 ml." Additionally, our **daily maximum** concentration limit is **941/1000ml**. Our E Coli testing for the month was an average of **30.8 CFU's** which is well below the limit. ***Last month the average was 51.4 CFU.***

Planning and Codes Department
DECEMBER 2022



**Planning and Codes Department
DECEMBER 2022**

	Month	FY2023	FY2022	FY2021	FY2020
MEETING AGENDA ITEMS#					
Planning Commission	12	57	67	74	69
Construction Appeals	0	0	0	0	0
Zoning Appeals	1	3	5	4	5
Tech. Review/Study Session	0	0	5	2	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	5	152	340	376	193
Multi-Family Residential	0	10	0	22	13
Other Residential	2	39	89	83	91
New Commercial	0	6	7	6	6
New Industrial	0	0	0	2	0
Other Com/Ind	12	20	25	23	33
Sign	3	11	11	17	14
Occupancy Permits	21	193	319	400	212
Other	0	10	11	12	3
BUILDING INSPECTIONS					
Residential	234	2835	5452	2621	2858
Hours	120	1293	1367	533	699
Commercial /Industrial	10	49	139	92	110
Hours	5	30	48	18	12.83
CODE ENFORCEMENT					
Total Cases	12	78	35	98	179
Hours	6	43.5	35.75	70.24	86.75
Complaints Received	12	73	55	41	116
MEETINGS					
Administration	6	50	117	72	58
Hours	3	63	127	70	38
Planning	6	59	127	53	76
Hours	3	71	96	50	70
Codes	0	1	8	11	28
Hours	0	4	10	9	37
FEES					
Permit Fees	\$16,550.00	\$ 650,795.51	\$ 906,700.10	#####	\$808,041.72
Board Review Fees	\$75.00	\$ 6,825.00	\$ 14,100.00	\$ 84,775.00	\$11,000.00
City Impact Fee	\$6,225.00	\$ 510,675.31	\$ 477,809.36	\$ 717,050.67	\$262,292.31
Roads	\$1,905.00	\$ 140,027.51	\$ 664,873.68	\$ 301,769.60	\$77,860.90
Parks	\$1,980.00	\$ 103,566.00	\$ 114,114.00	\$ 150,326.00	\$ 74,646.00
Police	\$1,410.00	\$ 102,695.13	\$ 125,535.54	\$ 191,431.41	\$ 59,096.30
Fire	\$930.00	\$ 79,409.87	\$ 76,498.26	\$ 79,900.66	\$ 36,749.61
OTHER ITEMS					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	212	212	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 30	\$ 9,395,228.58	\$7,074,276.17	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	14		17	16	15

Update on ongoing projects:

Soccer Complex Renovation Phase II

- Plans went to Planning Commission for review / approval per LPRF Grant requirements
- Received LPRF Grant sign. Waiting on TDEC approval of proofs for other signage before purchasing

Tennis Courts

- All work for Tennis Courts is essentially complete at this point
- Parking lot work has continued



Rec Center

- Civic Center demolition is essentially complete
- Fire protection still isn't 100% yet because of the backflow part that is needed. Hopefully we will have that taken care of soon.
- Natural gas meter was installed and is now up and running.
- Work continues on the parking lot
- Lean-to was demolished
- Lower parking lot was blocked off and earth work has started

Parks, Recreation, & Cultural Arts Department
December 2022

Splash Pad Maintenance Building

- Site preparation has started

Greenway Bridge Restoration

- This involves repairing the small Greenway bridge along Tyree Springs that is slumping and needs repairs to its foundation
- We received approval to enter the creek from TDEC this month
- Will do RFQ to find company to do repairs



Tyler Parks Software

- No update

Cemetery Software

- Continued working with company to make necessary changes
- Continued to get familiar with software
- Could potentially go live next month

Museum Chimney Restoration

- Collecting quotes

Playground Restoration

- Ordered parts for swing
- Received quote on surfacing and put on order

Field 5 Fencing - Maintenance Building Fencing

- This is to finish the fencing (dugouts and backstop) and to finish the fencing surrounding the maintenance shop (side and back portion)
- Did RFQ with a December 14th deadline
- Received one quote back from Volunteer Fence
- Work completed for Maintenance Shop
- Work is ongoing on Field 5

Parks, Recreation, & Cultural Arts Department
December 2022



List of upcoming projects yet to begin:

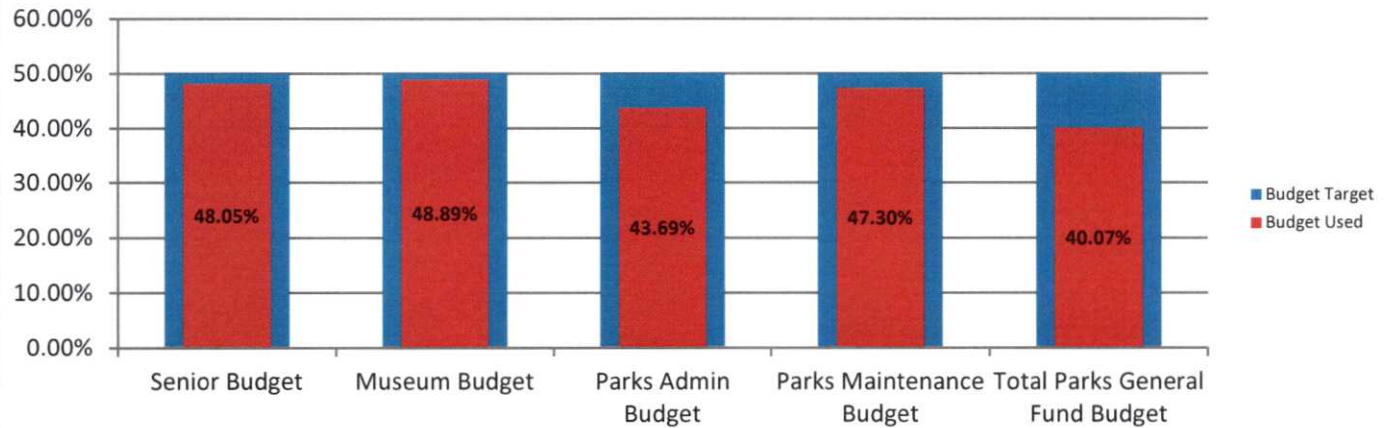
Cemetery Fencing

Utility Vehicle

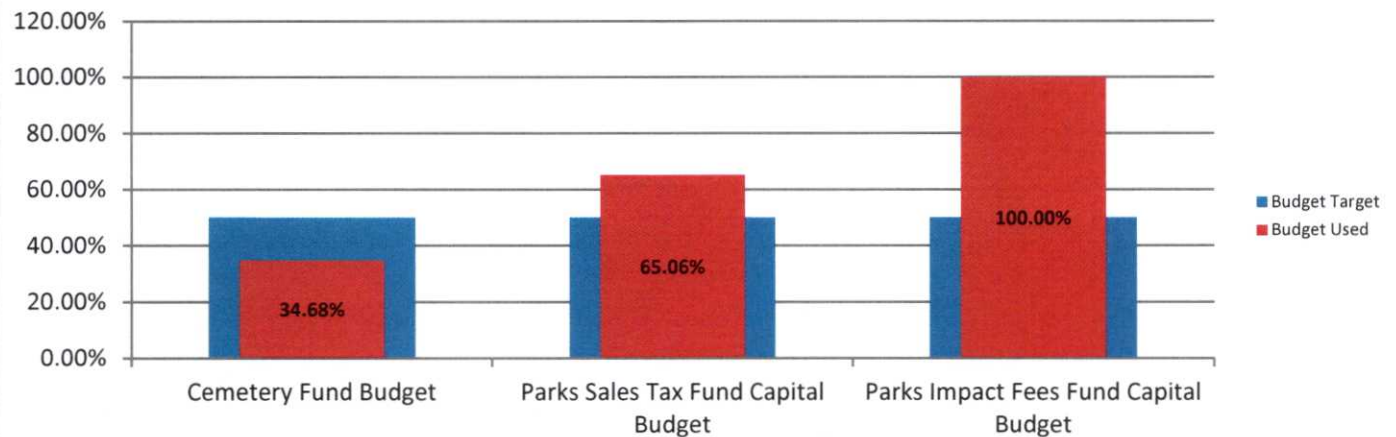
Dog Park Parking lot paving/stripping

Parks, Recreation, & Cultural Arts Department
December 2022

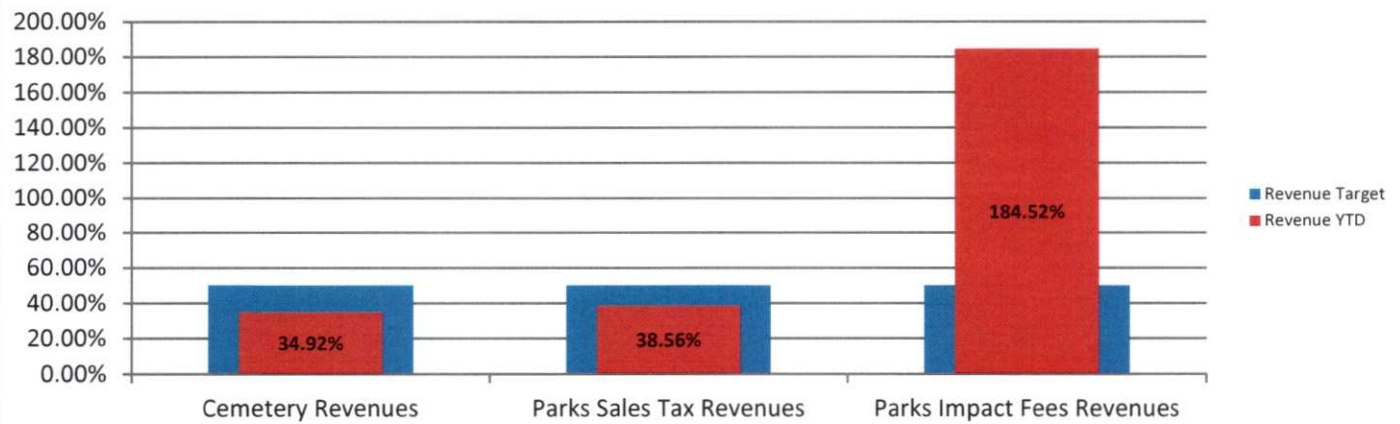
General Fund Budgets



Special Funds Budget



Revenue Accounts



Parks, Recreation, & Cultural Arts Department
December 2022

Recreation

Special Events:

- Christmas parade: December 3rd 3:00pm
 - 53 parade registrations
 - 1st place: Farmers Bank



- 2nd Place: Heritage Middle School
- 3rd Place: White House Youth Baseball and Softball



- Developed concept for White House Egg-cellent Adventure: The Great Egg Hunt
 - Two-week egg hunt throughout the parks with Giant eggs (Signs/Cutouts)
 - As eggs are found and people submit their name through QR codes to win an overall prize.
 - Set to be in Word on White House Feb and March Issue
 - Goal to boost social media engagement and passive participation in parks

Parks, Recreation, & Cultural Arts Department
December 2022



Adult Athletics

Pickle Ball Open Gym

- Tuesdays and Thursdays- Averaging 11 people a day
 - Best Attendance Days:
 - Dec 15th- 32 people
 - Dec 20th: 30 people
 - Purchased a third net



Open Gym Basketball

- Averaging 4 people per day
 - Best Attendance Days
 - Dec 28th- 20 people

Youth Athletics

Youth Basketball

- 378 kids registered- 49 teams
- Games started December 10th

Parks, Recreation, & Cultural Arts Department December 2022



Other

Website:



- Updated programs and special events page
- Added program evaluation to programs and special events page



- Created a "get involved" page
 - Volunteer opportunities
 - Adopt a trail
 - A Living legacy tree program

Facebook

- 153 Followers
- 4 Post a week

**Parks, Recreation, & Cultural Arts Department
December 2022**

- Best Performing Post:
 - Farmers Bank Breakfast post: 2.9K people reached & 507 post engage



Parks, Recreation, & Cultural Arts Department
December 2022

Maintenance

- We painted the floors in the soccer bathrooms. We also painted all of the doors on bathrooms and concession stand buildings at the park and complex.



- We rented a walk behind brush cutter and cleared out overgrown areas around and under the bridges along the Greenway.



- We have started hauling off the large dirt pile at the back of the cemetery. The pile is from the extra dirt after digging graves. Once the weather allows we will be able to finish this up.

Parks, Recreation, & Cultural Arts Department
December 2022



- We have planted two trees on the Greenway that was purchased through our Living Legacy Tree Program. In this program you can pick an area where you would like the tree to be planted and then there is an engraved stone marker placed at the base of tree with a family name, or in remembrance of someone.



- Trimmed all of the crepe myrtles and cut back all of the ornamental grass.
- Cut down a couple of dead trees along the Greenway.
- Fixed settled pavers at the Dog Park entrance. We used sand under them to level them back up.
- We pulled up the row of shrubs along the Mccurdy Road parking lot at the soccer complex.
- We took down the old wooden fence at the museum and we are currently putting up the new one.

Parks, Recreation, & Cultural Arts Department
December 2022

Museum

Volunteers

During the month of December, the volunteers worked 8.5 hours. The hours were completed on parade day. We were excited to portray some more historic heroes, Paul Bunyan and Babe the Blue Ox; Popeye; Robin Hood; and Zorro.



Tours at Museum

Tours were given to walk ins and several visitors enjoyed the museum during the Invest & Connect open house for Chamber Partners.



Parks, Recreation, & Cultural Arts Department
December 2022

Social Media Promotion



A teaser post was made about the museum's parade float heroes a couple days before the parade.

Exhibits

Currently, the exhibit which celebrates the life of Mrs. Evelyn Palmer Guill is up as we prepare for our next planned exhibit which should debut in February 2023.

Events and Meetings Assisted with and/or Attended

December 1 – Ribbon Cutting at White House Heritage Elementary for their book vending machine.

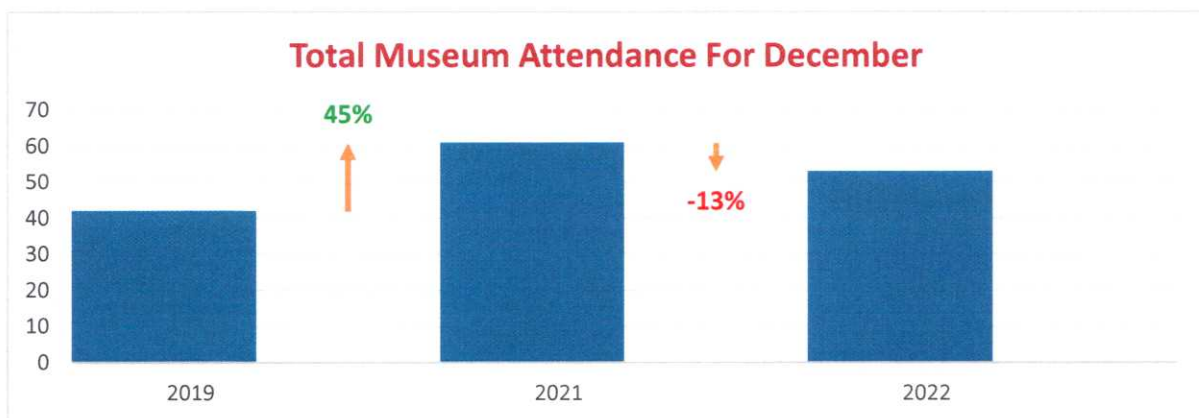
December 8 – Coffee with a Cop at Deja Moo

December 8 – Ribbon Cutting Temple Baptist

November 16 – Ribbon Cutting for The Shasta Booth

Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
1	52	1	53	0

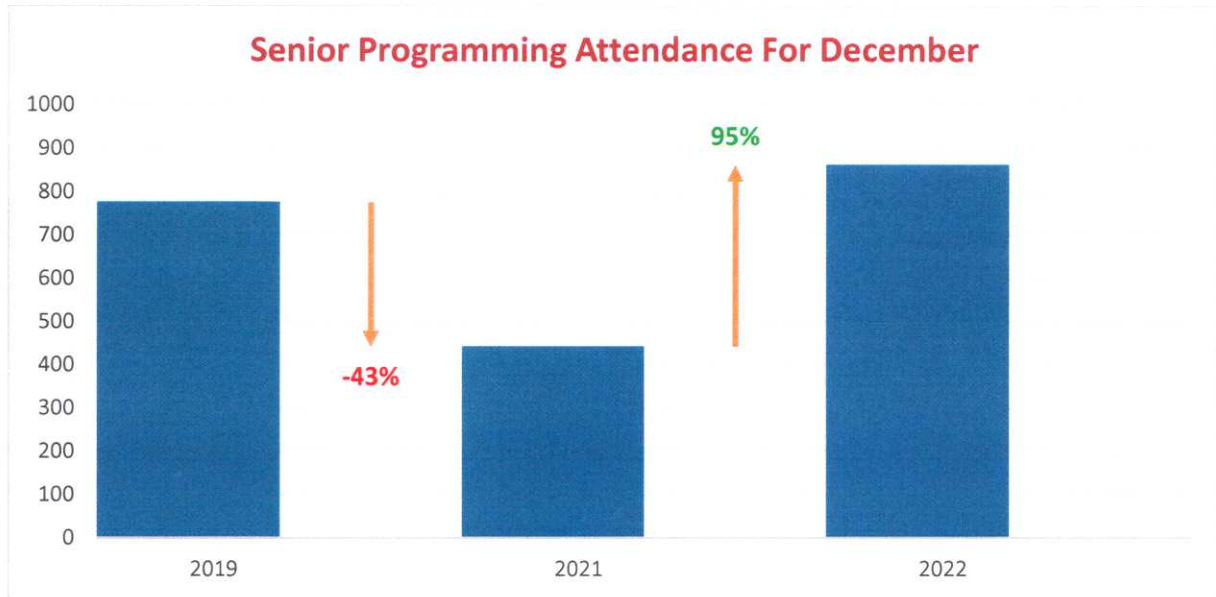


Parks, Recreation, & Cultural Arts Department
December 2022

Senior Center

Senior Center Participation - December 2022			
<u>Outings/Events:</u>			
Birthday Lunch	25		
Bowling	5		
Christmas Shop	11		
Farmers Breakfast	90		
G'ville-Eddie K Concert	19		
Opryland Hotel	15		
Robertson Co Band	91		
Exercise Party	20		
Senior Christmas Party	53		
White Elephant Gifts	8		
Farmers Rummy	6		
Total	343		
		<u>Sr Meals Wednesdays</u>	
		115	
		124	
		116	
		355	TOTAL
<u>Programs:</u>			
Fittercise-Strength, Yoga	298		
Walk	120		
Bingo	45		
Cards, Games, Pool	70		
Pickle Ball	35		
TOTAL	568		
MEMBERS	281	Updated members	
FIRST TIME ATTENDEE	1		
TOTAL Sr Center Participants:	1413	Total	1266

Parks, Recreation, & Cultural Arts Department
December 2022



	FYE 2019	FYE 2020	FYE 2021	Dec. 19	Dec. 20	Dec. 21	Dec. 2022	YTD 22-23
Facility Usage								
Special Use Permits Submitted	13	15	39	0	9	0	0	5
Pavilion 1 Usage	3	7	21	0	0	0	0	7
Pavilion 2 Usage	11	5	13	0	0	0	0	5
Pavilion 3 Usage	106	38	74	0	0	0	0	65
Splash Pad Pavilion Usage	177	106	99	0	0	0	0	122
Total Number of Pavilions Usage	297	156	207	0	0	0	0	199
Gymnasium Rentals	130	79	23	10	0	4	1	62
Amphitheater Usage	3	0	1	0	0	0	0	7
Community Room				0	0	0	1	9
Total Number of Facility Rentals	196	89	30	10	0	4	2	78
Ballfield Rentals	7	45	146	0	0	0	0	106
Vistor Center Attendance	6	21	20	0	2	2	1	15
Vistors Who Also Toured Museum	14	84	70	37	3	41	52	99
Museum Attendance Only	85	668	115	5	0	20	1	917
Total Museum Attendance	99	752	189	42	5	61	53	1016
Programming								
Number of Youth Program Participants	679	578	417	0	0	0	0	667
Number of Adult Program Participants	240	76	100	76	0	0	0	69
Number of In-House Special Events Offered	8	7	9	1	1	1	1	7
Number of In-House Special Event Attendees	2987	2964	1077	850	500	1,000	900	2150
Number of Rec Programs Offered	34	18	19	0	0	0	0	9
Number of Senior Center Memberships	319	1768	2000	201	200	205	281	1304
Number of New Senior Center Memberships	16	16	0	0	0	0	0	0
Senior Center Participants	14,966	9594	4412	1,044	403	824	1,266	8064
Senior Center First Time Visitors	32	59	36	1	2	1	1	72
Number of Senior Trips Offered	54	37	9	3	0	2	4	26
Number of Senior Trip Participants	896	613	81	53	0	22	50	322
Number of Senior Programs Offered	117	76	34	11	1	10	12	68
Number of Senior Program Participants	9,989	6798	1061	776	49	492	861	5292
Number of Senior Meals Served	54	34	36	3	4	4	3	24
Number of Meals Participants	4052	2235	3277	215	354	310	355	2450
Offsite Presentation Attendees	0	15	0	0	0	0	0	300
Total Number of Programs Offered			53	11	1	10	12	77
Revenues								
Youth Programs	\$55,825.00	\$41,183.00	\$44,261.00	\$0.00	\$0.00	\$80.00	\$0.00	\$ 60,122.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$ 6,230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 4,205.00
Special Events	\$ 4,355.00	\$ 2,009.00	\$ 3,495.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 780.00
Senior Meals	\$10,875.00	\$ 5,961.50	\$ 8,222.50	\$572.00	\$885.00	\$813.00	\$1,173.50	\$ 8,130.00
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$ 9,112.50	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3,660.00
Facility Reservations	\$19,305.00	\$ 8,046.88	\$ 2,956.25	\$712.50	\$100.00	\$400.00	\$400.00	\$ 6,834.00
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$ 5,820.50	\$0.00	\$0.00	\$0.00	\$0.00	\$ 4,015.00
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20	\$ -	-	\$0.00	\$0.00	\$6,773.00	\$ 22,045.50
Misc	\$11,744.00	\$15,394.74	\$ 9,686.39	\$237.00	\$176.00	\$0.00	\$0.00	\$ 1,850.06
Maintenance								
Mowing Hours	1,554	2,601	2,195	0	0	24	4	824.5
Work Orders Received	N/A	8	9	0	0	0	2	12
Work Orders Completed	N/A	8	9	0	1	0	2	11
Number of Projects Started	27	40	39	2	4	4		3
Number of Projects Completed	18	35	32	2	4	4		3
Number of ballfield rainouts	NA	NA	NA	NA	NA	NA	N/A	25
Bags of Field Dry Used	NA	NA	NA	NA	NA	NA	0	3

White House Library December 2022

Summary of Activities

The library had pictures with Santa and the White House Dulcimer Players at the city's Christmas event on December 3rd. The event was very successful with many individuals coming to see Santa and the dulcimer players.

The library director and catalog librarian had a meeting with a rep for a reservation software call Libcal. This software would allow patrons to reserve study rooms, device advice appointments, proctor exams as well as museum passes. Libcal is giving the library a demo of this software to let them see if it is something the library would like to purchase in the future to help reduce staff time and allow patrons more autonomy.

The library director and catalog librarian worked on the asset list for the city. They updated it with new purchases and removed items that have been donated or sold on GovDeals. This list was sent to the city and will be turned into our insurance company should something ever happen to the building.

The library director attended the city's Christmas event debriefing. During the meeting, the group discussed what went well and what could be changed for next year.

The library budget committee met on December 13th. Those in attendance included: Carter Beck, Katy Hornbeck, John Corbitt, and Library Director, Elizabeth Kozlowski. The group discussed the director's proposed budget request for the 2023-2024 fiscal year. The committee made some suggested changes and the library will present the updated proposal at the January meeting.

The library director attended a Lions club meeting on December 14th.

The policy committee met on December 20th. Those in attendance included: Doreen Brown, Cherry Richardson, Martha Montgomery and Library Director, Elizabeth Kozlowski. The group reviewed updates to the general policies, computer and Internet policy, disruptive behavior and banning policy, and the code of conduct. The director will take the committee's recommendations to the library board in January.

Department Highlights

The highlights for the month were the success of the city's Christmas event, software demo trial, and the two committee meetings.

**White House Public Library
December 2022 Performance Measures**

Official Service Area Populations

2018	2019	2020	2021	2022
14,035	14,202	14,363	14,455	14,820

Membership

December	2018	2019	2020	2021	2022
New Members	62	41	38	56	47
Updated Members	219	211	528	293	155
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	7,125
% of population with membership	51	59	66	49	48

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library just did one to update our records, which is why there is a drop in users.

Total Material Available: 39,298

Estimated Value of Total Materials: \$982,450

Total Materials Available Per Capita: 2.65

Last Month: \$980,100

Last Month: 2.71

State Minimum Standard: 2.00

Materials Added in December

2018	2019	2020	2021	2022
119	247	120	296	102

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	3,573

Physical Items Checked Out in December

2018	2019	2020	2021	2022
3,512	4,464	4,133	4,418	4,819

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	80,653

The library is happy that our checkout numbers have to exceed pre-covid checkouts.

Miscellaneous item checkouts

December	2018	2019	2020	2021	2022
Technology Devices	47	626	52	43	64
Study Rooms	82	81	16	44	46
Games and Puzzles	83	103	0	122	158
Seeds	0	1	4	37	1
STEAM Packs	15	25	0	17	12
Cake Pans	*	2	8	0	3
Outdoor Items	*	*	*	*	3
Honor Books	*	*	*	*	1

Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	743
1,082	253	305	395	746
743	222	955	1,263	2,060
586	112	302	878	883
148	61	25	160	234
6	1	28	21	69
*	*	*	*	17
*	*	*	*	19

Library Services Usage

December	2018	2019	2020	2021	2022
Lego Table	83	103	0	0	0
Test Proctoring	3	8	0	2	5
Charging Station	6	27	6	7	0
Notary Services	*	2	8	11	13
Library Visits	3,911	4,252	2,395	3,373	3,430
Website Usage	836	1,358	1,920	1,870	2,792
Reference Questions	2	6	10	12	1

Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	61
90	19	47	45	21
*	16	88	144	135
52,565	55,728	30,007	38,913	48,253
2,517	16,935	17,977	27,907	33,678
59	77	60	73	31

Our library visits are very close to our pre-covid numbers. The library hopes that this number will continue to increase.

Computer Users

December	2018	2019	2020	2021	2022
Wireless	511	423	441	304	296
Adult Users	328	270	232	146	161
Kids Users	118	114	0	107	194

Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	4,544
4,642	1,103	2,138	2,235	2,608
2,088	556	427	957	2,987

Library Volunteers

December	2018	2019	2020	2021	2022
Library Volunteers	17	19	7	10	9
Volunteer Hours	98	146	99.5	91	48

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	25
809	1,286	1,204	1,492.5	653

**White House Public Library
December 2022 Performance Measures**

Universal Class Counts

December	
Sign ups	2
Courses started	2
Lessons viewed	111
Class Submissions	145

Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	18
52	16	53	39	2
661	194	1,771	1,008	876
445	105	800	515	465

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	2	1	1
total Sign-ups	163	214	67	174	133

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	10
500 Mark	2	2	0	2	5
Completion	0	1	2	4	7

Face-to-face Kids Programs

December	2018	2019	2020	2021	2022
Programs	12	9	0	7	7
Attendees	177	445	17	114	99
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	136
Attendees	4,260	4,201	1,185	2,167	3,646

Virtual Kids Programs

December	2020	2021	2022
Videos	0	0	0
Views	0	0	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

Grab & Go Kits

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

The library only had children's programs the first two weeks in December due to the holidays and people traveling.

Face-to-face Teen Programs

December	2018	2019	2020	2021	2022
Programs	2	3	0	0	0
Attendees	2	11	0	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

December	2020	2021	2022
Programs	0	0	0
Attendees	0	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

Combined Face-to-Face

December	2020	2021	2022
Programs	0	5	4
Attendees	0	25	33
Yearly	2020	2021	2022
Programs	11	43	98
Attendees	77	370	437

Virtual Teen & Tweens

December	2020	2021	2022
Videos	2	0	0
Views	40	0	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

December	2020	2021	2022
Kits	3	2	3
Taken	45	70	55
Yearly	2020	2021	2022
Kits	13	24	7
Taken	152	409	151

The library only held two special programs for teens since the library is closed a number of days due to the holidays.

Face-to-face Adult Programs

December	2018	2019	2020	2021	2022
Programs	9	11	1	7	4
Attendees	284	532	17	35	28
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	75
Attendees	1,009	1,343	214	351	377

Virtual

December	2020	2021	2022
Videos	0	0	0
Views	0	0	0
Yearly	2020	2021	2022
Videos	18	1	0
Views	4,972	20	0

Device Advice

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

The library does not hold programs the last two weeks in December as many people are out of town traveling.

Interlibrary Loan Services

December	2018	2019	2020	2021	2022
Borrowed	47	66	28	50	61
Loaned	35	15	10	11	13

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	872
410	410	151	226	317

December	R.E.A.D.S
Adults	1,804
Juvenile	139

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	11,700
Juvenile	1,430	1,189	1,032	2,013	804

The READS statistics come from the state.

CITY COURT REPORT

December 2022

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$2,427.00	
TOTAL MONIES COLLECTED YTD		\$23,412.00

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$1,815.53	
TOTAL MONIES COLLECTED YTD		\$12,972.14

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$4,242.53</u>	
TOTAL REVENUE YTD		\$36,384.14

DISBURSEMENTS

LITIGATION TAX	\$188.42	
DOS/DOH FINES & FEES	\$42.75	
DOS TITLE & REGISTRATION	\$57.00	
RESTITUTION/REFUNDS	\$0.00	
ON-LINE CC FEES	\$0.00	
CREDIT CARD FEES	\$0.00	
WORTHLESS CHECKS	\$0.00	
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$288.17</u>	
TOTAL DISBURSEMENTS YTD		\$4,781.99

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$3,954.36</u>	
TOTAL ADJUSTED REVENUE YTD		\$31,602.15

DRUG FUND

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$665.86</u>	
DRUG FUND DONATIONS YTD		\$4,203.73

Offenses Convicted & Paid For Month	Count	Paid
Improper Parking	1	\$51.00
Financial Responsibility Law	4	\$165.00
Registration Law	6	\$390.00
Improper Equipment	1	\$0.00
Texting/Hands Free Law	1	\$26.00
Codes Violation	1	\$0.00
DL Exhibited	1	\$0.00
Red Light	6	\$535.00
Animal Control	2	\$0.00
Stop Sign	1	\$70.00
Speeding	9	\$905.00
Seat Belt-Child Restraint		
Anti-Noise Regulations	1	\$112.50
Exercise Due Care	2	\$55.00
Following Too Close		
Total	36	\$2,309.50

RESOLUTIONS....

ORDINANCES....

ORDINANCE 22-28

**AN ORDINANCE TO AMEND THE ZONING MAP FROM ROBERTSON
COUNTY R-20, LOW DENSITY RESIDENTIAL, TO C-2, GENERAL
COMMERCIAL AT 2811 HIGHWAY 31W.**

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, reconstruction, alteration, and use of buildings, structures, and land for residential, business, commercial uses; and,

WHEREAS, the City's Comprehensive Plan defines the area as a transitional place between existing uses and development patterns. The intent of this Character Area is to be flexible and accommodating to development, while fitting new development into the City's overall character.; and,

WHEREAS, The City of White House Municipal Planning Commission on Monday December 12, 2022 reviewed and approved the rezoning request; and,

**NOW, THEREFORE, BE IT ORDNANIED BY THE BOARD OF MAYOR AND ALDERMEN OF THE
CITY OF WHITE HOUSE, TENNESSEE THAT THE FOLLOWING APPLY:**

SECTION 1. ROBERTSON COUNTY R-20, LOW DENSITY RESIDENTIAL, TO C-2, GENERAL
COMMERCIAL for the property included in "EXHIBIT A" and described as follows:

1.23 ACRES ARE REFERENCED AS PART OF ROBERTSON COUNTY TAX MAP 106, PARCEL 201.00.
PROPERTY IS LOCATED AT 2811 HIGWAY 31W.

SECTION 2. That the Board of Mayor and Aldermen of the City of White House, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of White House for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days' notice of the time and place of said meeting has been published in a newspaper circulated in the City of White House, Tennessee. This Ordinance shall take effect fifteen (15) days from the date of its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of White House, the most restrictive shall in all cases apply.

First Reading: December 15, 2022 PASSED

Second Reading: January 19, 2022

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 22-28
"EXHIBIT A"



ORDINANCE 23-01

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 1, CHAPTER 1 BOARD OF MAYOR AND ALDERMEN, SECTIONS 1-104 AND 1-108.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the Order of Business;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 1, Chapter 1 Board of Mayor and Aldermen, Sections 1-104 AND 1-108 be amended from the Municipal Code as follows:

TITLE 1: GENERAL ADMINISTRATION
CHAPTER 1: BOARD OF MAYOR AND ALDERMEN
SECTIONS: 1-104 and 1-108

***Amends are made in bold, italics, and underlined text.**

Section 1-104. Order of Business. At each meeting of the board of mayor and aldermen, the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:

- (1) Call to order by the mayor.
- (2) ~~Adoption of agenda~~ **Prayer**
- (3) Pledge of Allegiance.
- (4) Roll Call by the recorder
- (5) Adoption of agenda
- (6) Approval of minutes of the previous meeting(s).
- (7) Welcome visitors.
- (8) **Proclamations**
- (9) **Public Comment**
- (8) ~~(10)~~ Public hearings or delegations.
- (9) ~~(11)~~ Communications from the mayor, aldermen, city attorney, and city administrator.
- (10) ~~(12)~~ Acknowledge reports and/or appointments made by the mayor.
- (11) ~~(13)~~ Consideration of Resolutions
- (12) ~~(14)~~ Consideration of Ordinances
- (13) ~~(15)~~ Purchasing
- (14) ~~(16)~~ Other business
- (15) ~~(17)~~ Discussion items
- (16) ~~(18)~~ Other information
- (17) ~~(19)~~ Adjournment.

Section 1-108. ~~Community meetings~~ **Public Comment.** (1) The board of mayor and aldermen shall **at their regular monthly meeting** ~~periodically establish a time for community meetings to~~ allow time to hear from the public on their views of the city government and its activities.

(2) Citizens wishing to speak at the meeting must sign in prior to the commencement of the ~~community~~ meeting, stating their name, address, and subject to which they would like to speak.

(3) Every citizen of the city shall be entitled to speak for (3) three minutes concerning any item in city government. After citizen speaks or time runs out, citizen shall step away from the podium to allow for the next speaker. Board member may or may not respond to a speaker for further clarification. Citizens are not allowed to debate board members.

(4) All public meetings shall be orderly and conducted with proper decorum.

First Reading: January 19, 2022

Second Reading: February 16, 2022

ATTEST:

John Corbitt, Mayor

Derek Watson, City Recorder

ORDINANCE 23-02

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 1 LEISURE SERVICES BOARD, SECTION 2-101.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the Leisure Services Board requirements;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 1 Leisure Services Board, Section 2-101 be amended from the Municipal Code as follows:

TITLE 1: BOARDS AND COMMISSIONS, ETC.

CHAPTER 1: LEISURE SERVICES BOARD

SECTION: 2-101

***Amends are made in bold, italics, and underlined text.**

Section 2-101. Board created, membership, terms, appointments and vacancies. There is hereby created the White House Board of Leisure Services, hereinafter called "the board." The board shall consist of seven (7) members who shall serve without compensation and who shall be appointed by the mayor. The board shall be composed of the mayor, or the mayor's designee from the board of mayor and aldermen or city administrator, one (1) alderman elected by the mayor and alderman and five (5) ~~citizens who are residents of the City of White House~~ **additional members (4 of which shall be residents of the City of White House)** and appointed by the mayor. The term of office for the five (5) citizens shall be staggered three (3) years or until their successors are appointed. Vacancies in such board shall be filled by the mayor for the unexpired term.

First Reading: January 19, 2022

Second Reading: February 16, 2022

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

PURCHASING....



City of White House Public Works

Memo

To: Public Services Department
From: Andy Cieslak, DPW
Date: January 19th, 2023
Re: Request to Authorize – Marathon RJ225 Stationary Compactor

On this date, January 19th, 2023, I am requesting that the Board of Mayor Alderman approve the purchase and installation of Marathon RJ225 Stationary Compactor. The Sanitation Division will utilize an existing concrete pad instead of pouring another; thus, retrofitting the current pad for the use of a stationary compactor.

Trash compactors consolidate waste materials, reducing the volume and size of the trash; thus, reduces the need for hauling/travel time and manpower for garbage handling, resulting in further cost reduction.

The proposal total from Municipal Equipment, Inc is for \$26,199.50 and will be purchased through the Sourcewell contract# 040621-MEC. I have attached the benefits of compactors and the proposal for you review and consideration.

Should you have any questions regarding this request, please feel free to call me at 615-672-3654 ext. 5102.

Andy Cieslak
Director of Public Services

BENEFITS OF COMPACTORS

Commercial Trash Compactors Offer Quick Paybacks

In addition to the Quick Investment Returns, Commercial Compactors can help:

Improve Labor Efficiency
Increase Productivity
Improve Security
Improve Sanitation
Improve Image
Improve Employee Morale
Improve Customer Experience

Helpful Articles for Deciding on Utility Compactors:

About Compactors
Industrial Trash Compactors
Waste Compactors- Reduce the Trash Burden
Trash Compactors - Not Glamorous But Very Useful
Trash Compactors - Purchase Considerations and Tips
Trash Compactors - Preliminary Considerations Checklist
Waste Generated by Industry & Building Type (in lbs)
Waste Generated by Industry & Building Type (in CY)

- Reduces dumpster pickups many times by 50%
- Can easily eliminate dumpster overflows
- Compacted trash is containerized and can reduce vermin & rodents around dumpsters and within the establishment

Owner/Operators benefit...

- Save up to 75% on labor
- Save up to 50% on Waste Hauling
- Save up to 30% on trash liners
- Reduces chance of employee theft
- Improves employee morale
- Creates a cleaner more sanitary environment for employees and customers
- Frees up space in your establishment. Fits well in most utility rooms so the compactor can be conveniently located and easily accessible by employees.

Employees LOVE Compactors!...

- Employees tend to other important responsibilities other than trash tasks
- No longer have to touch unsanitary trash & leaking trash bags are usually eliminated
- Employees like the 'no-handling' system of trash removal via the use of a handcart for transporting.

Patrons benefit...

- No longer have to witness the trash being taken out constantly
- Usually eliminates leaks, spills and trash overflows in areas where customers may be exposed
- Employees focus on other responsibilities rather than trash
- Creates a cleaner, more presentable environment

Improve Labor Efficiency Increase Productivity Compactors Improve Security

Compactors (Mobile models) are usually emptied only 1 time for every 15 to 20 times required for conventional collection methods. Empty indoor compactors during off-peak times to improve employee efficiency.

Improve Sanitation and Enhance Image

Compacted trash is neat and containerized and not easily recognizable as trash by close-by patrons. Trash is accumulated inside a solid container which is not usually associated with the "look of trash" as you are transporting it for removal from your facility. Containerized, compacted waste is clean and neat. Waste spills and overflows are reduced or eliminated inside the establishment and also around dumpsters. Keeping trash compacted and contained reduces vermin and rodents inside the facility and around dumpsters. Employees and customers experience a much cleaner and more sanitary environment.

Incredible Savings & Payback

Waste Hauling Savings

Loose, non-compacted trash occupies up to 20 times more dumpster space than compacted waste. Waste hauling costs are reduced by fewer and/or smaller dumpsters, and many times dumpster pickups can be reduced by 50%.

Labor Savings

Time-consuming and distracting employee trips to the dumpster are dramatically reduced when trash is compacted. Compacting as close as possible to the source of generation produces incredible benefits. Trips to take out the trash are dramatically reduced! The capacity of up to 15 or 20 (according to the size of indoor compactor and the contents of your waste) of the 55-gallon size bags of trash can be deposited before the compactor is emptied. Labor requirements are substantially reduced and employees can tend to other important responsibilities versus trash removal!

Bag Usage Reduction

Replace the use of up to 20 trash liners with only one heavy duty poly bag used with compacted trash. Substantial savings can be realized. And, you also have the option of not using trash bags.

Return on Investment

Considering labor and waste hauling savings alone, paybacks can be immediate. Other savings include 1) tax write-offs, 2) reduced pilferage, 3) cooling/heating savings, 4) labor wage increases and savings associated, 5) indirect labor cost savings including employee benefits, 6) inflation, 7) improved security, 8) increase in employee morale due to a better, cleaner work environment, 9) recycling capabilities, etc.

OTHER BUSINESS...

January 11, 2023

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Ceagus Clark, Planning and Codes Director
Re: Subdivision and Street Acceptance

The White House Planning Commission on Monday December 12, 2022 recommended acceptance of the improvements of Phase 3A in Cambria which consists of two lots on Montelena Drive. The Subdivision Plat was recorded in April 2022. There was a \$76,405 maintenance bond held for the following completed infrastructures:

1. Street lights
2. Sidewalks
3. Roadway

The above public subdivision improvements were inspected and approved by Public Services. There are no remaining improvements to be made.

January 11, 2023

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Ceagus Clark, Planning and Codes Director
Re: Subdivision and Street Acceptance

The White House Planning Commission on Monday November 14, 2022 recommended acceptance of the improvements in Settlers Ridge including Riley Drive, Jocelyn Drive and Lola Lane. The Subdivision Plat was recorded in September 2016. There was a \$119,102 maintenance bond held for the following completed improvements:

1. Property boundary landscaping
2. Sections of retaining walls
3. Drainage ditch installation and alteration
4. Drainage headwall replacements
5. Sidewalk ramp replacement

The above public subdivision improvements were inspected and approved by Public Services. There are no remaining improvements to be made.

1/11/2022

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: City Attorney Contract

Valerie Webb with Webb Sanders, PLLC has been working with the City as the City's Attorney since November 2012. In recent months, Mrs. Webb's firm has undergone a name change to Valerie Webb and Associates, PLLC. With this ongoing partnership, Mrs. Webb's office has provided legal guidance at all the Board of Mayor and Aldermen, Planning Commission, and Board of Zoning Appeals meetings. Mrs. Webb has also provided representation for the City on legal litigation for or against the City.

The contract with Valerie Webb and Associates, PLLC for the City Attorney expired at the end of 2022. The contract details are similar to the previous contract with the monthly retainer fee increasing by \$100 each calendar year starting with \$2,800 for the 2023 calendar year. The total cost of legal fees over the past four (4) years are below as reference for costs of this service.

Year	Total
FY 2022	\$52,186.00
FY 2021	\$48,489.00
FY 2020	\$33,541.50
FY 2019	\$39,918.33

It is my recommendation that the Board of Mayor and Aldermen renew this partnership to keep Valerie Webb as the appointed City Attorney.

Please contact me directly or Valerie Webb, our Human Resources Director if you would like more information the contract.

Respectfully,

Gerald Herman
615-672-4350 option 4

Attorney-Client Agreement for Representation

This Agreement is made between Valerie Webb & Associates PLLC, 3037 Highway 31W, White House, TN 37188, referred to in this Agreement as “attorney,” and The City of White House, 105 College Street, White House, Tennessee 37188, referred to in this Agreement as “client,” in order to set out the terms and conditions under which attorney will represent client.

Section One Effectiveness

This Agreement shall take effect upon January 1, 2023, and shall continue for a period of five (5) years from the date of execution. Either party may terminate this agreement by giving at least ninety (90) days written notice to the other. The agreement may be terminated earlier if for any reason Valerie Webb is no longer licensed to practice law in the State of Tennessee. This Agreement may be renewed upon the agreement of the parties.

Section Two Scope Of Service

Attorney agrees to represent client on an ongoing basis and shall be deemed to be City Attorney for the client pursuant to the laws of the State of Tennessee and the provisions of the Municipal Code of the client.

Attorney will represent client and provide the legal services described on Exhibit A attached hereto and incorporated herein by reference to client and designated officials of the client, specifically including the City Administrator of the Client. It is understood and agreed there may be circumstances where specialized legal service will be required due to the nature of the representation needed or if a conflict of interest exists and in such circumstances the attorney will advise the client and assist the client in obtaining other representation.

Section Three Attorney's Fees

Client agrees to pay attorney's fees in accordance with the following rate schedule:

- a. 2023: Client shall pay a monthly retainer of \$2,800.00 which shall cover the first ten (10) hours of service. After the first ten (10) hours of service per month, Client shall pay \$280 per hour of service for such month.
- b. 2024: Client shall pay a monthly retainer of \$2,900.00 which shall cover the first ten (10) hours of service. After the first ten (10) hours of service per month, Client shall pay \$290 per hour of service for such month.

- c. 2025: Client shall pay a monthly retainer of \$3,000.00 which shall cover the first ten (10) hours of service. After the first ten (10) hours of service per month, Client shall pay \$300 per hour of service for such month.
- d. 2026: Client shall pay a monthly retainer of \$3,100.00 which shall cover the first ten (10) hours of service. After the first ten (10) hours of service per month, Client shall pay \$310 per hour of service for such month.
- e. 2027: Client shall pay a monthly retainer of \$3,200.00 which shall cover the first ten (10) hours of service. After the first ten (10) hours of service per month, Client shall pay \$320 per hour of service for such month.
- f. In addition to the amount specified above the client will also pay the customary closing fees in real estate closings where the attorney is conducting the closing or is providing title insurance. The client will also pay the customary fee in bond transactions, but not greater than the fee charged by bond counsel for the issuance, if the attorney is required to render an opinion with respect to bond issuance.
- g. Cost and expenses. The client will also reimburse the attorney for any costs expended on behalf of the client in the ordinary course of business.
- h. Professional organizations. The client also agrees to pay the expenses incurred by the attorney to join any professional association related to the representation including the Tennessee Municipal Attorneys Association and the Tennessee Municipal League. The expenses shall include costs of travel, meals and lodging to events and seminars sponsored by said organizations. The attorney will submit requests for approval of expenses prior to incurring same, and will provide the client a statement detailing the expenses requested for reimbursement. The requests are subject to approval by the City Administrator of the client whose decision will be binding upon the attorney.

Attorney will charge client for the time attorney spends on telephone calls relating to client's representation, including calls with client, opposing counsel, court personnel, witnesses or other parties, including personnel of the city. If more than one legal personnel attends a meeting, court hearing, or proceeding, then there will be a charge for the time spent. Attorney will charge for waiting time in court and in such other places as necessary. Attorney will also charge for travel whether in town or out of town.

Section Four Retainer Fee/Deposit

Client agrees to pay attorney a monthly amount as specified above which amount will be attorney's retainer fee paid in exchange for attorney's agreement to represent client. This retainer fee is nonrefundable. In the event the charges exceed the monthly retainer amount the attorney will detail the charges.

Attorney will send client periodic statements of fees, costs, and expenses incurred.

Section Five
Costs and Expenses

- a. Clint agrees to pay for costs and expenses incurred in connection with client's representation.
- b. Client agrees to pay transportation, meals, lodging, and all other costs of any necessary out-of-town travel by attorney's personnel. Client also agrees to pay for the time attorney and legal personal spend traveling. All requests for reimbursement for expenses incurred by the attorney pursuant to this section shall be approved by the City Administrator whose decision will be binding upon the attorney.
- c. If it becomes necessary to hire expert witnesses, consultants or investigators, attorney will not hire such persons unless client agrees to pay their fee and charges.

Section Six
Client's Duties

Client agrees to tell attorney the truth, to cooperate with the attorney, to keep attorney informed of any developments that are relevant to attorney's representation, and to faithfully comply with this agreement.

Section Seven
Disclaimer of Guarantee

Attorney will use attorney's best efforts in representing client, but makes no promise or guarantees regarding the outcome of any case arising during the course of representation. Attorney's comments regarding the outcome of the case are more expressions of opinion. Neither does attorney guarantee any time frame within which client's case will be resolved but will keep the client informed of time expectations related to any matter arising during the course of representation.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, or have caused this Contract to be duly executed, as of the ____ day of _____, 2023.

Valerie Webb & Associates PLLC

By: _____
Name: _____
Title: _____

City of White House, Tennessee

By: _____
Name: _____
Title: _____

EXHIBIT A

GENERAL SCOPE OF SERVICES

1. Providing a variety of high-quality and timely legal opinions to the Board of Mayor and Aldermen and city staff.
2. Attending regular meetings of the Board of Mayor and Aldermen, the Planning Commission, the Board of Zoning Appeals, and occasional special-called meetings.
3. Being familiar with the City's charter, Code of Ordinances, applicable state and federal laws, and other applicable documents (such as the City Personnel Policies and Procedures, code enforcement process, etc.).
4. Providing advice to the City on a variety of legal matters.
5. Representing the City as City Attorney in legal matters.
6. Serving as the City Attorney by prosecuting violations of municipal ordinances.
7. Reviewing and occasionally drafting ordinances, resolutions, charter changes, contracts, and other documents as requested by the Board of Mayor and Aldermen.
8. Reviewing and making recommendations on a variety of projects and proposals which have legal ramifications (such as codification of the City's ordinances, changes to the City's charter, etc.).
9. Maintaining an appropriate relationship with professional organizations in the field of municipal legal services.
10. Staying abreast of new or proposed state and federal legislation affecting the City.
11. Researching alternative approaches to resolving legal problems.
12. Assisting and/or advising on the collection of delinquent taxes and/or other delinquent revenues including filing bankruptcy claims on behalf of the City.

DISCUSSION ITEMS...

OTHER INFORMATION....