

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Meeting  
Agenda  
January 16, 2025  
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 the Minutes from the December 9<sup>th</sup> Study Session and the December 19<sup>th</sup> Study Session and regularly scheduled Board of Mayor and Aldermen meeting.
7. Welcome Visitors
8. Proclamations
  - a. None
9. Public Comment
10. Public Hearings
  - a. None
11. Communication from Mayor, Aldermen, City Attorney, and City Administrator
12. 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
  - J. Municipal Court
13. Consideration of the Following Resolutions:
  - a. **Resolution 25-01:** A resolution approving certain amendments and revisions to the Personnel Manual.
14. Consideration of the Following Ordinances:
  - a. **Ordinance 24-19:** An ordinance to amend the Fiscal Budget for the period ending June 30, 2025. *Second Reading.*
  - b. **Ordinance 24-20:** An ordinance to amend the Municipal Code Title 18 Chapter 4 Stormwater Management Sections 18-409, 18-410, and 18-411. *Second Reading.*

15. Purchasing:

- a. To approve or reject City Administrator Gerald Herman to acquire by purchase or condemnation of a portion of land owned by Norma Apple for the Sage Road Widening project in the amount of \$63,809.64. The City Administrator recommends approval.
- b. To approve or reject the purchase of a Tri-Max Mower attachment from Ladd's Golf and Turf, LLC on the Statewide Contract #66045 in the amount of \$42,442.80. The Parks and Recreation Director recommends approval.

16. Other Business:

- a. To approve or reject appointments to various Boards and Commissions.

17. Discussion Items

18. Other Information

19. Adjournment

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen  
Minutes  
*Study Session*  
December 9, 2024  
5:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order by Mayor John Corbitt at 5:30pm.

2. Roll Call

Mayor Corbitt – Present; Ald. Matthews - Present; Ald. Silver – Absent; Ald. Spicer– Present; Ald. Wall – Present; **Quorum – Present.**

3. Adoption of the Agenda

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

4. Public Comment

Mr. Cagley of White House spoke regarding stormwater issues in his area.

Ms. Henderson of White House spoke regarding flooding in her backyard.

Mr. Underhill of White House spoke regarding flooding issues in his area.

5. New Business

- a. Discuss the Hydraulic Analysis and Cost Estimate Report for Covington Bend and Winchester Ct.

City Engineer Jason Reynolds and CSR Engineer Nettie Boyle spoke regarding the Hydraulic Analysis and Cost Estimate Report for Covington Bend and Winchester Ct. During review, there were three options presented to upsize the existing stormwater infrastructure. During discussion, it was mentioned if a retention pond was an additional option. Mr. Reynolds stated due to the lack of land, he would not advise a retention pond. At the end of the discussion, it was determined by the Board to get a more definite cost estimate including easements for drainage infrastructure that can handle a 50-year storm to present during the FYE 2026 budget process.

6. Adjournment

Meeting was adjourned at 6:11 pm.

ATTEST:

\_\_\_\_\_  
John Corbitt, Mayor

\_\_\_\_\_  
Derek Watson, City Recorder

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen  
*Study Session*  
Minutes  
December 19, 2024  
6:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order by Mayor John Corbitt at 6:00pm.

2. Roll Call

Mayor Corbitt – Present; Ald. Matthews - Present; Ald. Silver – Absent; Ald. Spicer– Present; Ald. Wall – Present; **Quorum – Present.**

3. Adoption of the Agenda

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

4. Public Comment

No one signed up to speak.

5. New Business

a. Review the annual audit financial reports for FYE 2024

Finance Director, Jason Barnes introduced Jessica Beshear and Kayce Syler with KraftCPAs to review the FYE 2024 Audit Report and a finding regarding internal control. Ms. Beshear and Ms. Syler discussed the FYE 2024 audited statements and independent auditor's report in detail and answered the Board's questions. There was one finding regarding internal control measures, but the City still received a clean opinion from KraftCPAs, PLLC.

6. Adjournment

Meeting was adjourned at 6:48 pm.

ATTEST:

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John Corbitt, Mayor

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Derek Watson, City Recorder



CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Meeting  
Minutes  
December 19, 2024  
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order by Mayor John Corbitt at 7:00pm.

2. Prayer by Community Pastor

Prayer was led by Stone Chapel Church Elder, Reggie Ordeñez.

3. Pledge by Aldermen

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

4. Roll Call

Mayor Corbitt – Present; Ald. Matthews - Present; Ald. Silver – Absent; Ald. Spicer– Present; Ald. Wall – Present;  
**Quorum – Present.**

5. Adoption of the Agenda

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

6. Approval of the Minutes from November 21<sup>st</sup> Board of Mayor and Aldermen meeting.

Motion was made by Ald. Spicer, second by Ald. Wall to approve the minutes. A voice vote was called for with all members voting aye. **The November 21st regularly scheduled Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Corbitt welcomed all visitors.

8. Proclamations

a. 12U White House Warriors Jr. Pro Football Team

Mayor Corbitt read a proclamation to recognize the 12U White House Warriors Jr. Pro Football Team on winning their Championship. The proclamation was presented the White House Warriors team and coaches for their successful season.

b. Greyson Koch, WHHHS Golf

Mayor Corbitt read a proclamation to recognize WHHHS golfer, Greyson Koch on winning the State Championship in men's golf. The proclamation was presented the Mr. Koch for his successful season.

9. Public Comment

Carla Muenlhauer of White House spoke regarding the need for animal control within the City.

10. Public Hearings

a. None

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

Alderman Spicer thanked the City of White House Department heads for their hard work for the City.

Alderman Matthews thanked Kevin Whittaker, Parks and Recreation Director, for putting on a successful Christmas Parade. City Administrator Gerald Herman echoed Alderman Matthews and thanked all staff for participating and their work behind the scenes in the Christmas Parade and Christmas on Main Street event

City Administrator Gerald Herman stated that traffic problems along the SR76 on the west side of Interstate 65 have increased in the past couple of days. Mr. Herman discussed that Rogers Group hours of lane reductions are limited from 8:00 a.m. to 3:00 p.m. on our project. Mr. Herman continued that, in addition to the City's project, TDOT required Crown Paving, the sub-contractor for the new Speedway, to correct the paving on SR76 related to the Speedway project. Mr. Herman said that the City is unaware of any restrictions TDOT may or may not have had on Crown Paving.

City Administrator Gerald Herman updated the Board that bidding out the Sage Road widening from Cardinal Drive to US31W project will happen soon. Mr. Herman discussed that, of the five parcels of land, the City needs at the intersection of Sage and Cardinal they have agreements on four. Mr. Herman continued that as soon as an agreement is reached on the fifth, the project will go out to bid.

City Administrator Gerald Herman thanked Mayor Corbitt for bringing awareness to him concerning a couple of recent crashes at the intersection of Wilkinson and Calista roads. Mr. Herman discussed that after researching further with the police department records, they discovered that they had three crashes, one on October 16<sup>th</sup>, one on November 6<sup>th</sup> and one on December 11<sup>th</sup>. Mr. Herman continued that the October 16<sup>th</sup> and December 11<sup>th</sup> crashes reported injuries to occupants of vehicles. Mr. Herman stated that, in both two vehicle crashes, property damage was significant, requiring all four vehicles to be towed from the crash site. Mr. Herman discussed that staff have had discussions in the past concerning this intersection and were planning on reviewing and making changes as needed with the Calista Road widening project. Mr. Herman discussed that crashes are likely to increase at that intersection with the deteriorating road conditions in that area and the increasing number of homes under construction. Mr. Herman continued that the Public Services Department has been diligent in enhancing the visibility of signage and placing speed monitoring for traffic calming near that intersection; however, due to these recent crashes and the severity of injury and property damage, the City is taking action. Mr. Herman noted that the Public Services is ordering signage and preparing for installation to transform the intersection into an all-way (4-way) stop. Mr. Herman stated that this change should be completed by mid-January.

City Administrator Gerald Herman announced that there will be an open house and ribbon cutting on June 30<sup>th</sup> for the Recreation Center and it will be opened fully to the public on July 1, 2025. Mr. Herman continued that the transition period for programs from the old gym to the new gym will be challenging as the date comes closer.

12. Acknowledge Reports

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

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



13. Consideration of the Following Resolutions:

- a. **Resolution 24-16:** A resolution to establish a Stormwater Enforcement Response Plan.

Motion was made by Ald. Wall, second by Ald. Spicer to discuss. After discussion, a motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. Motion passed. **Resolution 24-16 was approved.**

14. Consideration of the Following Ordinances:

- a. **Ordinance 24-19:** An ordinance to amend the Fiscal Budget for the period ending June 30, 2025.  
*First Reading.*

Motion was made by Ald. Wall, second by Ald. Spicer to discuss. After discussion, motion was made by Ald. Matthews, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. **Ordinance 24-19 was approved on First Reading.**

- b. **Ordinance 24-20:** An ordinance to amend the Municipal Code Title 18 Chapter 4 Stormwater Management Sections 18-409, 18-410, and 18-411. *First Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. **Ordinance 24-20 was approved on First Reading.**

15. Purchasing:

- a. To approve or reject the purchase of miscellaneous furniture for the Recreation Center from Nashville Office Interiors on the Statewide Contract #28266 in the amount of \$147,553.34. The Parks and Recreation Director recommends approval.

Motion was made by Ald. Wall, second by Ald. Matthews to discuss. After discussion, a motion was made by Ald. Matthews, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- b. To approve or reject the purchase of gaming equipment for the Recreation Center from CDW-G on the Sourcewell Purchasing Cooperative Contract #121923-CDW in the amount of \$63,095.31. The Parks and Recreation Director recommends approval.

Motion was made by Ald. Wall, second by Ald. Matthews to discuss. After discussion, a motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. **Motion passed.**

16. Other Business:

- a. To approve or reject the results of the financial audit completed by KraftCPAs for the year ending June 30, 2024. The Finance Director recommends approval.

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

- b. To approve or reject the 2025-2026 Budget Calendar.

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

- c. To approve or reject the 2025 Board of Mayor and Aldermen meeting calendar.

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

- d. To approve or reject subdivision infrastructures and street acceptance for Concord Springs Phase 3. The Planning Director recommends approval.

Motion was made by Ald. Spicer, second by Ald. Matthews to discuss. After discussion, a motion was made by Ald. Matthews, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- e. To approve or reject a Certificate of Compliance for J & L Liquors Store located at 322 Hester Drive.

Motion was made by Ald. Matthews, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Wall, second by Ald. Matthews to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- f. To approve or reject scheduling a Board of Mayor and Aldermen Study Session regarding animal control within the City.

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

- g. To approve or reject scheduling a Joint Study Session with the Board of Mayor and Aldermen and Planning Commission regarding land use regulations updates.

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

17. Discussion Items

- a. none

18. Other Information

- a. none

19. Adjournment

Meeting was adjourned at 7:41 pm.

ATTEST:

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John Corbitt, Mayor

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Derek Watson, City Recorder

# REPORTS....

**Administrative & Legislative Services Department  
December 2024**

**Administration**

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

- December 3:
  - Sealed Bid Opening- Baseball Field 8 Fence
- December 4:
  - White House Recreation Center- Owner Architect Contractor Meeting
- December 5:
  - Pier 31 Ribbon Cutting- White House Area Chamber of Commerce
- December 7:
  - Christmas Parade and Christmas on Main 2024
- December 9:
  - Department Head Staff Meeting
  - White House Special Census Check-In
  - Stormwater Advisory Board Meeting
  - BMA Study Session- Hydraulic Analysis for Covington Bend and Winchester Court
- December 10:
  - Robertson County Economic Development Board
- December 12:
  - Mayor Update Meeting
- December 16:
  - LPRF Check Presentation
- December 17:
  - Christmas on Main and Parade Debrief
  - Economic Development Team Meeting
- December 19:
  - White House Special Census Check-In
  - BMA Study Session- FY24 Audit
- December 23:
  - Employee Christmas Luncheon
- December 30:
  - Wastewater Strategic Plan for growth



**Administrative & Legislative Services Department  
December 2024**

**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 2024-2025.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$31,329,803	\$15,211,540	↓1.44
Economic Development	\$166,500	\$ 41,259	↓25.21
State Street Aid	\$540,000	\$6,499	↓48.79
Parks Sales Tax	\$826,000	\$ 621,537	↑25.24
Solid Waste	\$1,715,444	\$ 1,288,147	↑25.09
Parks Impact Fees	\$304,544	\$ 297,549	↑47.70
Police Impact Fees	\$125,000	\$ 110,802	↑38.64
Fire Impact Fees	\$115,000	\$ 79,907	↑19.48
Road Impact Fees	\$0	\$ 0	0.00
Police Drug Fund	\$4,000	\$1,120	↓21.97
Debt Services	\$3,899,000	\$ 627,606	↓33.90
Wastewater	\$11,268,670	\$ 6,230,590	↑5.29
Dental Care	\$108,000	\$ 30,880	↓21.40
Stormwater Fund	\$1,506,160	\$ 564,836	↓12.49
Cemetery Fund	\$62,150	\$ 22,248	↓14.20

\*Expended/Encumbered amounts reflect charges from July 1, 2024 – June 30, 2025.

**Purchasing**

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

**Total Purchase Orders**

	<b>FY 2025</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	351	341	313	325	261	269	346	362
August	156	161	166	132	128	106	151	166
September	148	108	104	98	106	98	126	119
October	176	145	98	98	79	97	91	147
November	130	130	104	103	72	78	120	125
December	130	98	84	73	71	58	72	104
January		125	116	117	123	81	122	177
February		132	111	105	75	93	119	113
March		112	145	145	106	107	131	142
April		147	103	105	154	85	138	185
May		174	138	153	133	82	129	121
June		49	35	52	47	45	50	52
<b>Total</b>	<b>1,091</b>	<b>1,722</b>	<b>1,517</b>	<b>1,506</b>	<b>1,355</b>	<b>1,199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>Dec 2024</b>	<b>FY 2025</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>Total for FY25</b>	<b>Total for FY24</b>	<b>Total for FY23</b>
Purchase Orders \$0-\$9,999	125	1,028	1,654	1,448	\$1,312,995.49	\$1,922,492.41	\$1,645,212.29
Purchase Orders \$10,000-\$24,999	3	26	28	32	\$347,641.65	\$471,516.05	\$421,438.69
Purchase Orders over \$25,000	2	37	40	37	\$7,454,224.76	\$14,573,250.85	\$39,313,456.65
<b>Total</b>	<b>130</b>	<b>1,091</b>	<b>1,722</b>	<b>1,517</b>	<b>\$9,114,861.90</b>	<b>\$16,967,259.31</b>	<b>\$41,380,107.63</b>

**Administrative & Legislative Services Department  
December 2024**

**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.

	2024-2025 Update Requests	2023-2024 Update Requests	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2024-2025 Page Visits	2023-2024 Page Visits	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits
<b>July</b>	36	51	52	54	15	45,557	34,294	31,946	32,401	11,536
<b>Aug.</b>	42	44	63	66	20	38,639	38,060	31,340	25,635	9,145
<b>Sept.</b>	33	48	65	48	17	36,360	31,899	27,594	24,833	8,335
<b>Oct.</b>	44	55	47	52	10	37,416	33,673	29,829	23,816	8,390
<b>Nov.</b>	36	42	54	63	174	33,502	30,149	30,449	23,022	7,587
<b>Dec.</b>	31	38	32	39	13	38,997	30,202	27,768	22,904	17,483
<b>Jan.</b>		46	53	56	108		32,467	31,686	26,942	17,123
<b>Feb.</b>		58	47	52	135		35,251	28,043	23,253	19,796
<b>Mar.</b>		43	62	57	39		35,610	30,614	30,026	22,930
<b>April</b>		50	72	68	101		44,802	31,817	31,127	20,881
<b>May</b>		41	51	54	38		41,768	35,606	31,335	23,514
<b>June</b>		32	42	74	214		44,887	23,919	34,600	30,909
<b>Total</b>	<b>222</b>	<b>548</b>	<b>640</b>	<b>683</b>	<b>884</b>	<b>230,471</b>	<b>433,065</b>	<b>360,611</b>	<b>329,885</b>	<b>197,629</b>

**“City of White House, TN” Mobile App**

	FY 25 New Downloads	FY 24 New Download s	FY 23 New Downloads	FY22 New Downloads
<b>July</b>	3	9	8	8
<b>Aug.</b>	14	4	13	9
<b>Sept.</b>	12	4	9	13
<b>Oct.</b>	8	2	11	6
<b>Nov.</b>	13	4	11	6
<b>Dec.</b>	11	3	10	10
<b>Jan.</b>		3	18	18
<b>Feb.</b>		1	10	9
<b>Mar.</b>		4	9	14
<b>April</b>		4	11	11
<b>May</b>		6	3	10
<b>June</b>		5	1	10
<b>Total</b>	<b>61</b>	<b>49</b>	<b>114</b>	<b>124</b>

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

	FY25 # of Requ ests	FY24 # of Requ ests	FY23 # of Reques ts	FY2 2 # of Reque sts
<b>July</b>	56	55	50	38
<b>Aug.</b>	60	46	43	54
<b>Sept.</b>	46	52	40	46
<b>Oct.</b>	34	40	45	64
<b>Nov.</b>	46	38	53	19
<b>Dec.</b>	36	34	70	42
<b>Jan.</b>		61	61	41
<b>Feb.</b>		82	20	41
<b>March</b>		66	41	38
<b>April</b>		61	68	26
<b>May</b>		81	50	39
<b>June</b>		66	47	47
<b>FY Total</b>	<b>278</b>	<b>682</b>	<b>588</b>	<b>495</b>



**Administrative & Legislative Services Department  
December 2024**

**White House Farmers Market 2024**

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	3(\$45)	2(\$300)
<b>February</b>	6(\$90)	5(\$660)
<b>March</b>	3(\$45)	4(\$510)
<b>April</b>	7(\$105)	9 (\$1,260)
<b>May</b>	10(\$150)	9(\$1,080)
<b>June</b>	6(\$90)	8(\$900)
<b>July</b>	1(\$15)	1(\$150)
<b>August</b>	0(\$0)	0(\$0)
<b>September</b>	0(\$0)	0(\$0)
<b>October</b>	0(\$0)	0(\$0)
<b>November</b>	0(\$0)	0(\$0)
<b>December</b>	0(\$0)	0(\$0)
<b>Total</b>	<b>36(\$540)</b>	<b>37(\$4,860)</b>

**Building Maintenance Projects**

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

	<b>2024-2025 Work Order Requests</b>	<b>2023-2024 Work Order Requests</b>	<b>2022-2023 Work Order Requests</b>	<b>2021-2022 Work Order Requests</b>	<b>2020-2021 Work Order Requests</b>	<b>2019 – 2020 Work Order Requests</b>	<b>2018 – 2019 Work Order Requests</b>
<b>July</b>	15	18	14	19	11	10	22
<b>August</b>	11	23	23	8	27	10	26
<b>September</b>	15	13	21	12	9	13	19
<b>October</b>	16	13	13	10	6	7	14
<b>November</b>	15	13	12	23	16	7	18
<b>December</b>	6	8	8	17	19	3	8
<b>January</b>		14	11	6	11	16	14
<b>February</b>		7	10	8	16	18	7
<b>March</b>		7	16	14	12	11	7
<b>April</b>		10	6	13	17	2	12
<b>May</b>		17	34	20	25	11	6
<b>June</b>		15	19	14	31	10	9
<b>Total</b>	<b>78</b>	<b>158</b>	<b>187</b>	<b>164</b>	<b>200</b>	<b>98</b>	<b>162</b>

**Finance Department  
December 2024**

**Finance Section**

During December the Finance Office completed the FYE 6/30/2024 audit tasks and continued processing property tax payments and tax relief applications for tax year 2024. Also, during December, Assistant Finance Director, Marcie Dixon, successfully completed the CMFO certification program. Members of the Finance Office also participated in the following events during the month:

December 3: Assistant Finance Director passed CMFO "Government Wide Reporting" exam

December 19: BMA FYE 6/30/2024 Audit Study Session

December 19: Monthly BMA meeting

**Performance Measures**

\* = Data Not Currently Available

Property Tax Relief Applications	Dec 2024	FY 2025 Total	FY 2025 Est.	FY 2024 Total	FY 2023 Total	FY 2022 Total
New Parcels (#)	7	10	35	48	27	29
Existing Parcels (#)	21	60	159	115	101	99
Total Parcels (#)	28	70	194	163	128	128
State Relief Credits (\$)	5,519	14,600	30,869	26,510	23,860	20,844
City Relief Credits (\$)	4,912	13,008	27,451	22,984	16,536	10,155
Combined Relief Credits (\$)	10,431	27,608	58,320	49,494	40,396	30,999

Business License Activity	Dec 2024	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
Opened	5	33	91	95	92	76
Closed (notified by business)	0	2	11	9	7	6

Accounts Payable	Dec 2024	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
Total # of Invoices Processed	625	2920	5657	4455	4254	4079

**Finance Department  
December 2024**

<b>Finance Office Calls / Emails</b>	<b>Dec 2024</b>	<b>FY 2025 Total</b>	<b>Nov 2024</b>	<b>Oct 2024</b>	<b>Sept 2024</b>	<b>Aug 2024</b>
<b>Total Calls</b>	910	6,051	866	1,100	1,063	963
<b>Calls per day</b>	61	62	62	62	67	57
<b>Total Emails Sent/Received</b>	3,166	20,877	3,018	3,504	3,425	3,907
<b>Emails per day</b>	212	214	216	195	215	230

<b>Finance Cashiering Transactions (#)</b>	<b>Dec 2024</b>	<b>FY 2025 Total</b>	<b>FY 2024 Total</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>
<b>In-Person</b>	507	2,218	7,459	6,369	7,747	8,138
<b>Drop Box / Mail</b>	1,316	6,164	13,986	15,138	16,804	18,328
<b>Online</b>	6,462	21,356	32,727	28,084	27,460	28,548
<b>Deposit Batches Prepared</b>	154	978	2,684	2,594	2,326	2,082

<b>Utility Billing</b>	<b>Dec 2024</b>	<b>FY 2025 Total</b>	<b>FY 2024 Total</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>
<b>New Build Applications (#)</b>	41	252	588	307	284	357
<b>Move In Applications (#)</b>	133	748	1071	926	977	737
<b>Total Applications (#)</b>	174	1000	1659	1233	1261	1094
<b>Electronic new customer signups (#)</b>	65	495	796	476	410	300
<b>Electronic new customer signups (%)</b>	37%	50%	48%	39%	33%	27%
<b>Move Outs (#)</b>	84	599	342	831	898	743
<b>Addl. Trash/Recycle Req. Accts. (#)</b>	3	13	*	*	*	*
<b>New Build Account Activations (#)</b>	64	400	*	*	*	*
<b>Accounts Billed (#)</b>	6,278	36,470	*	*	*	*
<b>Disconnect Warning Calls / Emails (#)</b>	242	1,265	*	*	*	*
<b>Disconnect Warning Letters (#)</b>	80	540	*	*	*	*
<b>Non-Active / Delinquent Disconnects (#)</b>	19	144	*	*	*	*
<b>Delinquent Accts. Ref. to Collections (#)</b>	0	21	*	*	*	*
<b>Delinquent Accts. Ref. to Collections (\$)</b>	\$2,151	\$8,012	*	*	*	*
<b>Successful Delinquent Collections (\$)</b>	\$168	\$1,426	*	*	*	*
<b>Processed Account Adjustments (#)</b>	15	168	*	*	*	*
<b>Denied Account Adjustments (#)</b>	4	19	*	*	*	*
<b>Auto Draft Pre-Notes (#)</b>	30	240	*	*	*	*
<b>Returned Payments (#)</b>	3	20	*	*	*	*



**Finance Department  
December 2024**

**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	13,958,712	4,187,614	22,178,097	159%
Economic Development Fund	171,200	51,360	303,338	177%
State Street Aid Fund	486,251	145,875	562,888	116%
Parks Sales Tax Fund	736,600	220,980	321,062	44%
Sanitation Fund	1,682,500	504,750	1,217,004	72%
Parks Impact Fees Fund	474,510	142,353	613,068	129%
Police Impact Fees Fund	375,540	112,662	1,542,717	411%
Fire Impact Fees Fund	247,620	74,286	985,243	398%
Roads Impact Fees Fund	485,130	145,539	1,293,647	267%
Police Drug Fund	8,400	2,520	52,110	620%
Debt Service Fund	3,955,000	1,186,500	2,202,903	56%
Wastewater Fund	6,663,400	1,999,020	8,047,300	121%
Dental Care Fund	98,040	29,412	190,921	195%
Stormwater Fund	1,145,800	343,740	1,144,478	100%
Cemetery Fund	63,660	19,098	287,169	451%

*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 2024-2025.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	13,958,712	7,186,853	↑ 1.49%
Economic Development Fund	171,200	77,701	↓ 4.61%
State Street Aid Fund	486,251	249,564	↑ 1.32%
Parks Sales Tax Fund	736,600	613,163	↑ 33.24%
Solid Waste Fund	1,682,500	874,976	↑ 2.00%
Parks Impact Fees Fund	474,510	251,512	↑ 3.00%
Police Impact Fees Fund	375,540	258,847	↑ 18.93%
Fire Impact Fees Fund	247,620	170,593	↑ 18.89%
Roads Impact Fees Fund	485,130	401,000	↑ 32.66%
Police Drug Fund	8,400	8,005	↑ 45.30%
Debt Services Fund	3,955,000	1,683,877	↓ 7.42%
Wastewater Fund	6,663,400	3,838,503	↑ 7.61%
Dental Care Fund	98,040	50,129	↑ 1.13%
Stormwater Fund	1,145,800	627,857	↑ 4.80%
Cemetery Fund	63,660	24,853	↓ 10.96%

\*Realized amounts reflect revenues realized from July 1, 2024—December 31, 2024

**Human Resources Department  
December 2024**

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

December 02: Part Time Parks Attendant Interviews

December 03: Chamber of Commerce Board Meeting  
Premium Investors Holiday Cocktail Reception

December 04: Stormwater Inspector Interviews

December 05: Police Officer Testing

December 07: Christmas Parade & Christmas on Main Street Celebration

December 09: BMA Study Session - Hydraulic Analysis for Covington Bend & Winchester Court

December 16: Police Officer New Hire Orientation  
Part Time Park Attendant Interviews

December 19: Police Officer New Hire Orientation  
Part Time Park Attendant New Hire Orientation  
Board of Mayor and Aldermen Study Session - FY24 Audit  
Board of Mayor and Aldermen Meeting

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	1	0	0	0
August	0	1	1	0
September	1	0	1	0
October	0	1	2	1
November	0	0	1	0
December	0	0	0	0

Three-year average: 5.67

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January		1	1	0
February		0	0	1
March		1	0	0
April		1	0	0
May		1	0	1
June		1	0	1
<b>Total</b>	<b>2</b>	<b>7</b>	<b>6</b>	<b>4</b>

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	1	0	0	1
August	0	0	1	1
September	1	0	0	1
October	1	0	1	1
November	0	0	1	3
December	0	0	0	0

Three-year average: 4.33

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January		0	0	0
February		0	0	0
March		0	1	0
April		1	1	0
May		0	0	0
June		0	0	0
<b>Total</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>7</b>

**Human Resources Department  
December 2024**

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	1	2	1	1
August	3	3	1	1
September	1	1	1	2
October	0	0	1	0
November	1	1	2	0
December	1	1	1	1

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January		2	0	4
February		2	0	2
March		0	2	3
April		2	0	2
May		1	0	2
June		2	1	1
<b>Total</b>	<b>7</b>	<b>17</b>	<b>10</b>	<b>19</b>
<b>Percentage</b>	<b>5.51%</b>	<b>13.39%</b>	<b>8.40%</b>	<b>16.52%</b>

Three-year average: 12.77%

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	0	0	0	0
August	0	1 (T)	0	0
September	0	0	0	0
October	0	0	1 (S)	0
November	0	1 (T)	0	0
December	0	0	0	0

Three-year average: 1.333

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January		0	0	1 (T)
February		0	0	0
March		0	1 (T)	0
April		0	0	0
May		0	0	0
June		0	0	0
<b>Total</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>



**City of White House  
Police Department  
Monthly Report  
December 2024**

**Highlight**



December 14, 2024, was our annual **SHOP WITH A COP/FIREFIGHTER** event. This event is the most gratifying event that we hold each year. The White House Police Department would like to thank the WHITE HOUSE ROTARY CLUB for sponsoring this event. We would also like to extend our thanks to White House Wal-Mart, who once again was kind enough to roll out the red carpet for these kids. We were able to provide Christmas for 31 kids from the White House area. They each were able to spend \$300.00. Food was provided by Walmart, White House Fire Department, Domino's Pizza and Little Ceasars. We also appreciate all the Family and Friends of the Police and Fire who came out to help.

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in December:** White House Rotary Club Meeting (Dec. 5, 12, 19), Department Head Staff Meeting (Dec. 9), Board of Mayor and Alderman Study Session (Dec. 9), Command Staff Meeting (Dec. 19), and Board of Mayor and Alderman Meeting (Dec. 19).

➤ **Police Department Administration Performance Measurements**

*Achieve our 5<sup>th</sup> re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2026.*

Achieve our 5th re-accreditation award from the Tennessee Law Enforcement Accreditation program by December 2026.

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

She is working on a few things to finish up 2024 year and will start working on 2025 proofs.

Susan will be going to a class in January with TLEA/LEACT in Nashville.

1.

Our department training goal is that each police employee receives 40 hours of in-service training each year. The White House Police Department has 28 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,120 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	460	0	460
February	0	300	24	324
March	20	500	38	558
April	0	208	40	248
May	0	242	0	242
June	0	320	0	320
July	0	296	0	296
August	0	224	34	258
September	0	120	0	120
October	0	60	24	84
November	0	48	32	80
December	0	0	0	0
Total	20	2,778	192	2,990

**Patrol Division Performance Measurements**

1. *Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 382 shifts during the Fiscal Year 2023-2024. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.*

Number of Officers on Shift	December 2024	FY 2024-25
Three (3) Officers per Shift	21	109
Four (4) Officers per Shift	41	238

1. *Acquire and place into service four Police Patrol Vehicles.* Our Four new vehicles ordered from Lonnie Cobb Ford in the FY24 have been received and on the road. The CID Explorer was received in October. CID is using it but it still needs to be equipped. The Community Relations Truck was received in December. **Complete.**



2. *Conduct two underage alcohol compliance checks during the Fiscal Year 2024-2025.*  
Fall 2024 Compliance Checks Complete. We will address Spring Compliance Checks later in Spring.
3. *Maintain or reduce TBI Group A offenses at the three-year average of 60 per 1,000 population during the calendar year of 2024.*

Group A Offenses	December 2024	Per 1,000 Pop.	Total 2024	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons	8	1	159	11
Crimes Against Property	22	2	239	16
Crimes Against Society	20	1	174	12
<b><i>Total</i></b>	50	3	572	39
<b>Arrests</b>	49		632	

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

4. *Maintain a traffic collision rate at or below the three-year average of 446 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2024.*

	December 2024	TOTAL 2024
<b>Traffic Crashes Reported</b>	49	481
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	79	715
<b>Written Warnings</b>	42	438
<b>Verbal Warnings</b>	294	3,483

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 2024.*

COLLISION RATIO				
<b><u>2024</u></b>	<b><u>COLLISIONS</u></b>	<b><u>INJURIES</u></b>	<b><u>MONTHLY RATIO</u></b>	<b><u>YEAR TO DATE</u></b>
<b>December</b>	49	7 YTD 66	14%	14% YTD 481

**Staffing:**

- Officer Testing for one applicant was held on December 5<sup>th</sup>. The applicant passed all testing and was given a contingent offer with passing of psychological, physical and drug testing. Due to the Holidays this process is taking longer than normal.
- Ofc. Dalaino Walker started on December 16<sup>th</sup>.
- Ofc. Stubblefield and Ofc. Walker will be attending Law Enforcement Academy in Blount County on January 12<sup>th</sup> and will graduate April 11<sup>th</sup>.
- Cpl. Triston Twedt resigned and his last day was December 31<sup>st</sup>.
- We are continuing to accept applications.
- Currently, we have three open positions. January 1<sup>st</sup>, we gain another position.

***Sumner County Emergency Response Team:*****November 2024 ERT Activity****Training:**

- Sumner County SWAT and Negotiation Team Christmas Breakfast was held December 20<sup>th</sup>.

**K-9 – Zeus**

- Nothing to report at this time.

**Support Services Performance Measurements****Communications Section**

	<b>December</b>	<b>Total 2024</b>
Calls for Service	964	11,368
Alarm Calls	42	459

**Request for Reports**

	<b>December</b>	<b>FY 2024-25</b>
Requests for Reports	7	54
Amount taken in	\$7.35	\$42.85
Tow Bills	\$0.00	\$0.00
Emailed at no charge	23	126
Storage Fees	\$0.00	\$0.00

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

- Nothing to report currently.

***Volunteer Police Explorers:*** Nothing to report currently.***Item(s) sold on Govdeals:*** Nothing to report currently.

### Crime Prevention/Community Relations Performance Measurements

- *Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.* D.A.R.E. started for White House Intermediate School. Due to their teaching constraints and time, Sgt. Enck only taught 4 classes. There will not be D.A.R.E. graduation. **Complete.**
- *Plan and coordinate Public Safety Awareness Day as an annual event.* Discover White House/Safety Day was October 5<sup>th</sup>. **Complete.**
- *Participate in joint community events monthly to promote the department's crime prevention efforts and community relations programs.*
- Dec. 1<sup>st</sup> – SPEARE class for approximately 16 girls from a Girl Scout Troop.

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

- 12/7 - Christmas Parade
- 12/14 – Shop with a Cop/Fireman

### Upcoming Events:

Nothing at this time.

2024 Participation in Joint Community Events		
	<u>October</u>	<u>Year to Date</u>
Community Activities	3	67

Fire Department  
December 2024



### Summary of Month's Activities

#### Fire Operations

We are still transitioning from one reporting program to another. The process has proven more involved than original planned.

The Department responded to 208 requests for service during the month with 139 responses being medical emergencies. The Department also responded to 1 building fire, 2 construction dumpster fires, 9 vehicle accidents of which 7 had injuries, 2 had no injuries. Of the 208 responses in the month of December there were 18 calls that overlapped another call for service which is 9% of our responses for the month. That brings the overlapping call volume for FY24-25 to 137 or 18% of the call volume.

#### Department Event

- December 7<sup>th</sup> – Christmas Parade
- December 7<sup>th</sup> – Fill-a-Truck Cash Express
- December 14<sup>th</sup> – Shop with a Cop/Firefighter

#### Fire Administration

- December 10<sup>th</sup> – Monthly Officer meeting
- Dec 17<sup>th</sup> to 20<sup>th</sup> – Fire Inspectors Conference
- December 17<sup>th</sup> – Christmas on Main debrief

#### Emergency Calls Breakdown

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

#### Incident Responses FY to Date

Fires	21
Rescue & Emergency Services	796
Hazardous Conditions (No Fire)	24
Service Calls	74
Good Intent Call	82
False Alarms & False Call	142
Calls for The Month	208
Total Responses FY to Date	1146

#### Response by Station (Unable to update due to transitioning to new reporting software)

	Month	FY to Date	%
Station #1 (City Park)	116	445	60.21%
Station #2 (Business Park Dr)	71	288	38.97%
Administration	1	2	.27%



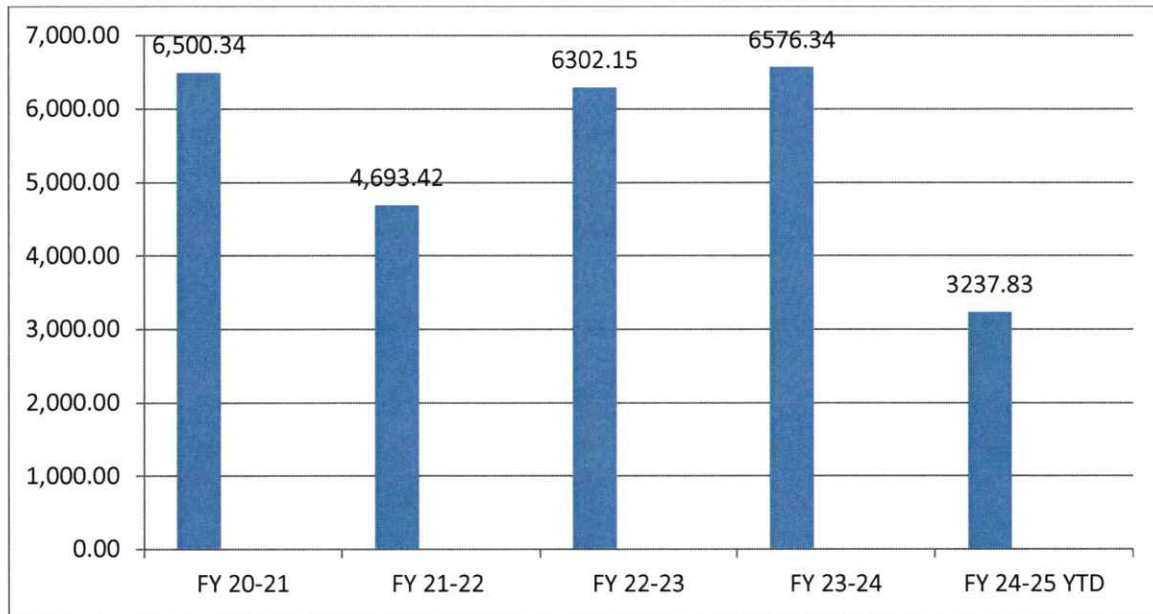
**Fire Department  
December 2024**

**Response by County**

	Month	FY to Date
<b>Sumner County</b>	<b>61</b>	<b>285</b>
<b>Robertson County</b>	<b>130</b>	<b>465</b>
<b>Other</b>	<b>0</b>	<b>0</b>

**Fire Fighter Training**

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



	Month	FYTD
<b>Firefighter Training Hours</b>	<b>480.93</b>	<b>3237.83</b>

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

	Fire Officer	Company	Facilities	NFPA	Non-ISO
<b>Month</b>	<b>48.5</b>	<b>227</b>	<b>0</b>	<b>78.93</b>	<b>126.5</b>
<b>Total for FY</b>	<b>157.75</b>	<b>1579.1</b>	<b>158.5</b>	<b>636.04</b>	<b>660.93</b>

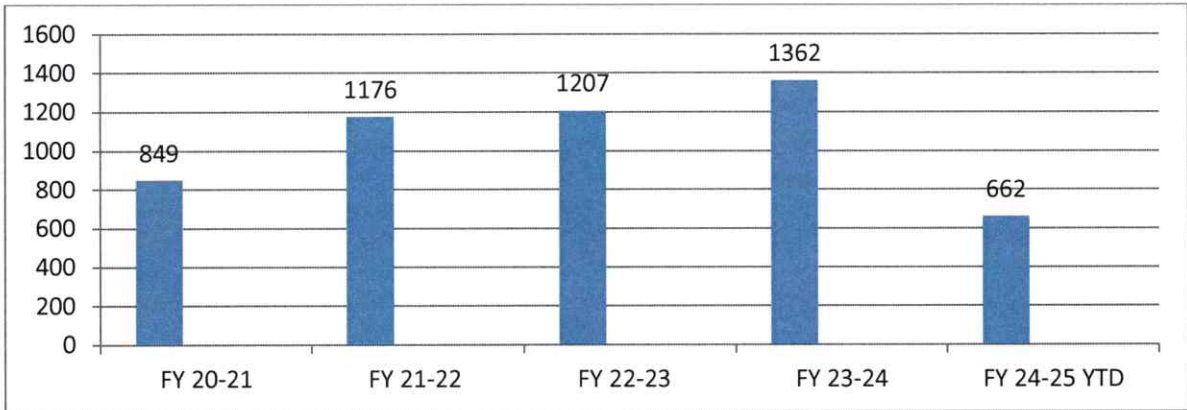
\*National Fire Protection Association – The fire service industry standard.

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

**Fire Department  
December 2024**

**Fire Inspection**

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

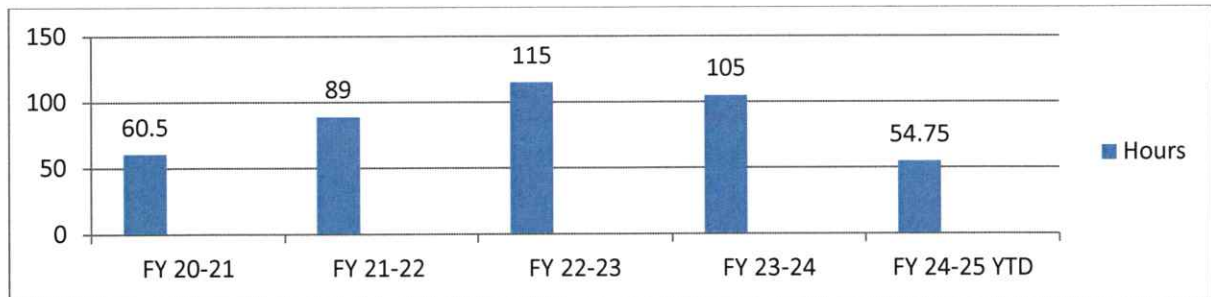
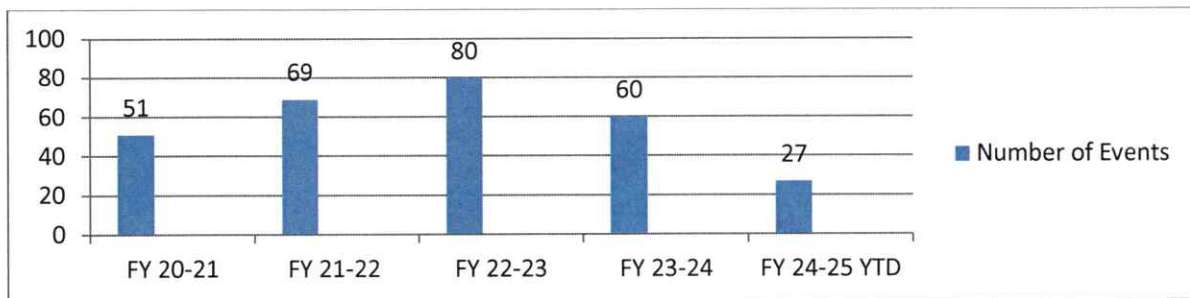
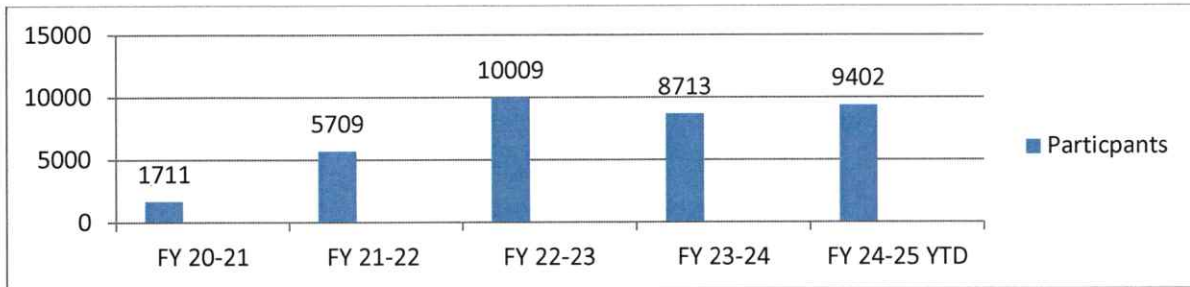


	Month	FYTD
December Fire Inspection	66	622
Re-Inspection	13	65
Code Violation Complaints	0	3
Violations Cleared	11	51
Annual Inspection	3	45
Knox Box	2	35
Fire Alarms	5	52
Measure Fire Hydrant	0	1
Plans Review	4	28
Pre-C/O	4	16
Pre-incident Survey	4	63
Sprinkler Final	0	10
Final/Occupancy	3	32

## Fire Department December 2024

### Public Fire Education

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

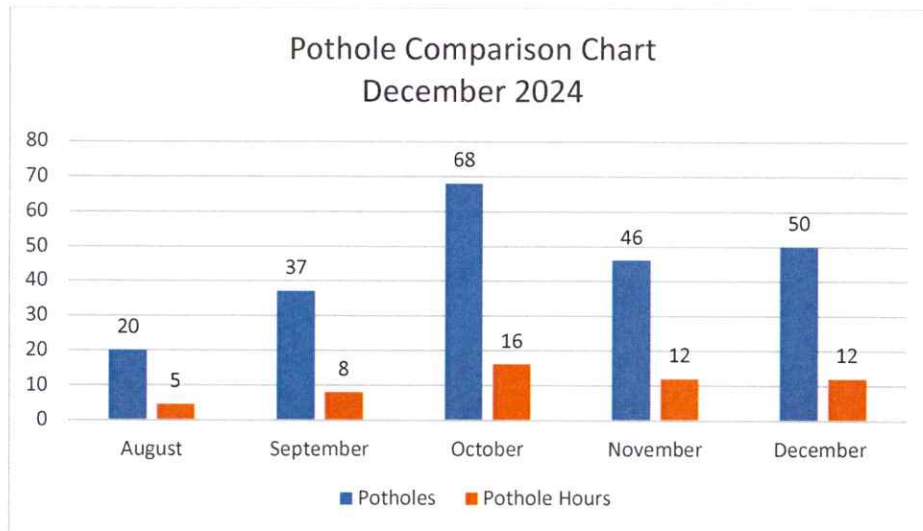


	Month	FYTD
Participants	50	9402
Number of Events	1	27
Education Hrs.	4	54.75

### Social Media Statistics for the Month

Post Reach	10,000
Post Engagement	2,100
New Page Followers	10

**Public Services Department  
Public Works  
December 2024**



**Location of Pothole Repairs**

Street Address	Date Resolved
Kennedy Drive	12/9/2024
Union Road	12/11/2024
Calista Road	12/16/2024
Applewood Drive	12/16/2024
Calista Road	12/18/2024
Union Road	12/18/2024
Pleasant Grove Road	12/19/2024
Sage Road	12/19/2024
Pleasant Grove Road	12/30/2024



**Public Services Department  
Public Works  
December 2024**

**Monthly Work Log**

Monday 12-2-2024

- Delivered large dump truck to Loves for service / Drove through all subdivisions to mark non functioning Solar Lights / Turned on all Christmas decorations city wide.

Tuesday 12-3-2024

- Retrieved RCP and head wall on Pleasant Grove Rd / Repaired wreath electrical plug at Loves Lane & SR-76 intersection / Replaced batteries in digital speed limit sign / Repaired decorative street light globe on Sundance Way.

Wednesday 12-4-2024

- Repaired decorative street lights in Holly Tree Subdivision / Decorated trucks for parade / Delivered barricades to block roadways for parade / Changed oil in vehicle 1333 / Trimmed tree in Holly Tree.

Thursday 12-5-2024

- Finished decorating trucks for Christmas parade / Staged cones, barricades, and signs for parade.

Saturday 12-7-2024

- Christmas Parade Participation and traffic control.

Monday 12-9-2024

- Removed all Christmas decorations from all vehicles / Retrieved all cones, signs, and barricades from parade route / Installed pug milled base stone to Pleasant Grove to temporarily repair road cut / Repaired potholes on Kennedy Drive / Removed brushguard and winch from vehicle 1333 and installed on 1303 / Conducted staff meeting.

Tuesday 12-10-2024

- Staff meeting / Assisted Best One with tires on backhoe / Took inventory Summerlin and Settlers Ridge to count Solar lights. Cleaned around the shop.

Wednesday 12-11-2024

- Repaired pothole on Union Road / Performed traffic control for stormwater on Tyree Springs / Removed brush and trees associated with Southern Force Main Project from Autumnwood Drive / Attended meeting about solar lights / Assisted stormwater repair matting issue on Apache Trail / Went to Settlers Ridge and changed out light bulb with Isaiah and Bill from Solar light distributor (test conducted to identify what proper course of action should be moving forward).

Thursday 12-12-2024

- Cleaned Gridsmart camera / Changed out Gridsmart camera at SR-76 & SB Ramp.

Monday 12-16-2024

- Adjusted Gridsmart Camera at Tyree Springs and Raymond Hirsch Parkway / Repaired potholes at Applewood Drive and Calista Road / Performed vehicle inspections on fleet vehicles / Removed & replaced trailer towing hitches / Unclogged drains on Hwy 31W at the Mills Apartment Complex Entrance.

**Public Services Department  
Public Works  
December 2024**

Tuesday 12-17-2024

- TDEC Level 1 Inspector Class / Went to Tractor Supply and bought winch / Cut towing hitches off small trailer / Facility and Fleet Maintenance / Welded trailer towing hitches back on both trailers / Delivered trash and recycling carts to Fire Hall 1 / Mounted winch on stormwater trailer, so that logs and other objects can be winched onto the trailer.

Wednesday 12-18-2024

- Cleared clogged stormwater ditch on Hillwood Drive / Filled road cut on Pleasant Grove with pug milled basestone / Removed port-a-johns from Raymond Hirsch that were utilized for the parade / Repaired Road May Flood Sign on Calista Road / Filled potholes on Calista Road and Union Road / Bought straw bales from Ace and took to Patana for stormwater ditch remediation project / Used Street Sweeper to clean road debris from in front of Cracker Barrel Entrance on Hester Drive.

Thursday 12-19-2024

- Changed light bulb in solar light on Lola Lane / Repaired 2 solar lights at Chamber of Commerce / Cleaned drainage on Brinkley Lane / Retrieved signs from Speeway and picked up barricades at Library from Christmas Parade / Repaired snowflake at SR-76 and Wilkinson Lane.

Monday 12-23-2024

- Repaired road cut with pugmilled base stone on Pleasant Grove Road / Went to Thompson Machinery to pick up backhoe parts. Employee Christmas Luncheon.

Tuesday 12-24-2024

- Holiday, Christmas Eve

Wednesday 12-25-2024

- Holiday, Christmas Day.

Thursday 12-26-2024

- Fixed safety latch on back hoe / Pumped Calista Pond / Staged pump at Winchester Court

Friday 12-27-2024

- Installed pug milled base stone Pleasant Grove Road / Utilize Vac-trailer to remove excess water from Intersection of Owens Lane & Scotlyn Way

Saturday 12-28-2024

- Pumped Calista Pond and monitored Winchester Ct., during potential flooding event.

Monday 12-30-2024

- Installed pug milled base stone on Pleasant Grove Road / Repaired light on Greyson Court / Repaired flagpole at cemetery / Cut parking lot at shop for electric so that side gate can open automatically / Repaired Stop Sign at Madeline Way / Inspected and started removing cab bushings from vehicle 206.

**Public Services Department  
Public Works  
December 2024**

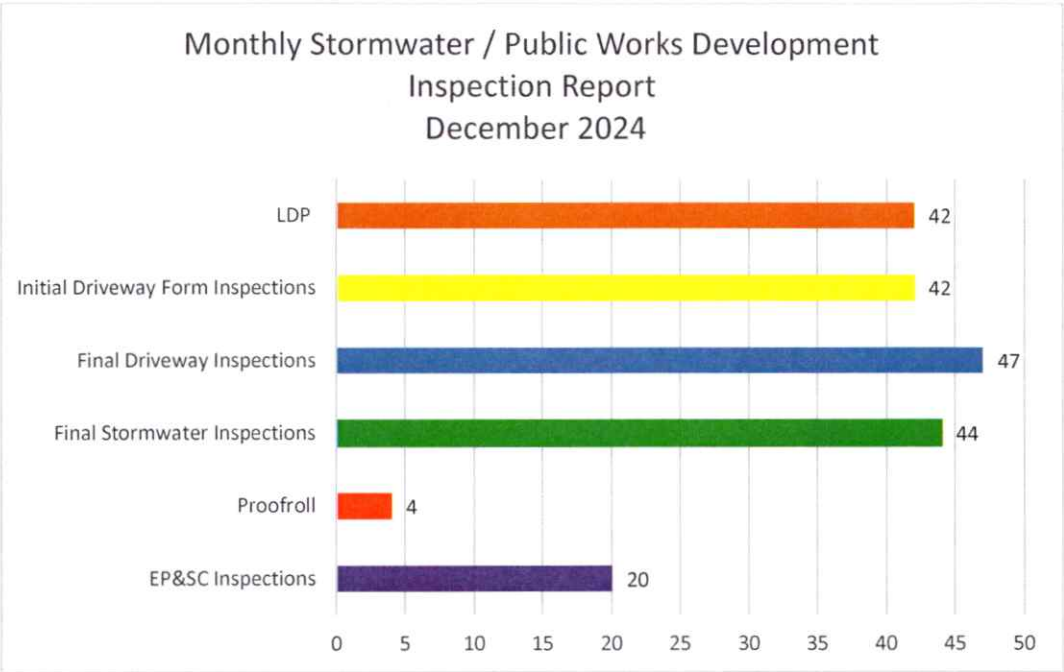
Tuesday 12-31-2024

- Inspected Boyles Rd for drainage issue / Removed replaced cab bushings in vehicle 206 / Performed minor maintenance and tested all snow removal equipment in preparation for bad weather / Repaired vehicle #1330 salt spreader.

**Inspector Notes**

**New Construction and Inspections:**

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



**Public Services Department  
Public Works  
December 2024**

Current Month Traffic Signal Monitoring Log:

December 2024

<b>Traffic Signal Monitoring Log</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>FY 23/24 YTD</b>
SR-76 & Love's Lane	1	0	1	0	7
SR-76 & I-65 Southbound Ramps	0	0	0	0	1
SR-76 & I-65 Northbound Ramps	0	0	0	0	0
SR-76 & Hester Drive	0	0	0	0	2
SR-76 & Wilkinson Lane	0	0	0	0	1
SR-76 & Sage Road	0	2	1	0	3
SR-76 & Raymond Hirsch	0	2	0	3	11
SR-76 & Hwy 31W	0	0	0	0	5
SR-76 & Pleasant Grove Road (Flashing Signal)	0	0	0	0	2
Hwy 31W & Portland Road	0	1	0	0	1
Hwy 31W & Raymond Hirsch	0	0	1	2	4
Hwy 31W & Sage Road	0	0	0	0	3
Tyree Spring Road & Raymond Hirsch Parkway	0	0	0	1	5
Wilkinson Lane & Richard Wilks	0	0	0	0	0
Tyree Springs Road & South Palmers Chapel	0	1	0	0	9
Raymond Hirsch & Publix	0	1	3	0	4

Current Month Traffic Signal Monitoring Log:

December 2024

<b>SR-76 &amp; Love's Lane</b>
<b>SR-76 &amp; I-65 Southbound Ramps</b>
<b>SR-76 &amp; I-65 Northbound Ramps</b>
<b>SR-76 &amp; Hester Drive</b>
<b>SR-76 &amp; Wilkinson Lane</b>
<b>SR-76 &amp; Sage Road</b>
<b>SR-76 &amp; Raymond Hirsch</b> Reported issue – Light not cycling. Resolution – Turned on Visibility Detection and extended visibility detection zone. Object mask adjusted to keep non-vehicle objects from activating detection zone.
<b>SR-76 &amp; Hwy 31W</b>
<b>SR-76 &amp; Pleasant Grove Road (Flashing Signal)</b>
<b>Hwy 31W &amp; Portland Road</b>
<b>Hwy 31W &amp; Raymond Hirsch</b> Reported Issue – Intersection not cycling Resolution - Believed to be a malfunctioning shelf mounted detector. Reset detector (Still in monitoring stage)
<b>Hwy 31W &amp; Sage Road</b>
<b>Tyree Spring Road &amp; Raymond Hirsch Parkway</b> Reported Issue – Traffic signal not cycling Resolution – Detection camera was rotated by high winds and was not detecting properly. Camera was adjusted and detection resumed properly.
<b>Wilkinson Lane &amp; Richard Wilks</b>
<b>Tyree Springs Road &amp; South Palmers Chapel</b>
<b>Raymond Hirsch &amp; Publix</b>



Public Services Department  
Stormwater Division  
December 2024

Monthly Stormwater Maintenance Review

Throughout the month of December, The Stormwater Division continued its focus on drainageway improvements along rights-of-way within the city. At the request of the Public Works Division, the Stormwater Division provided assistance on their projects. Some projects listed below will require additional monitoring and improvements in future reporting periods. A summary of each project, including a before and after photograph is provided below.

WO080724003 – 215 Tyree Springs Road, White House, TN (Sumner County)





Public Services Department  
Stormwater Division  
December 2024

WO120524002 – 538 Raymond Hirsch Pkwy, White House, TN (Sumner County)



Notes: Pine needles from upgradient pine trees clogged up the drainage pipe and required clean out.

WO121024002 – Apache Trail Project, White House, TN (Robertson County)

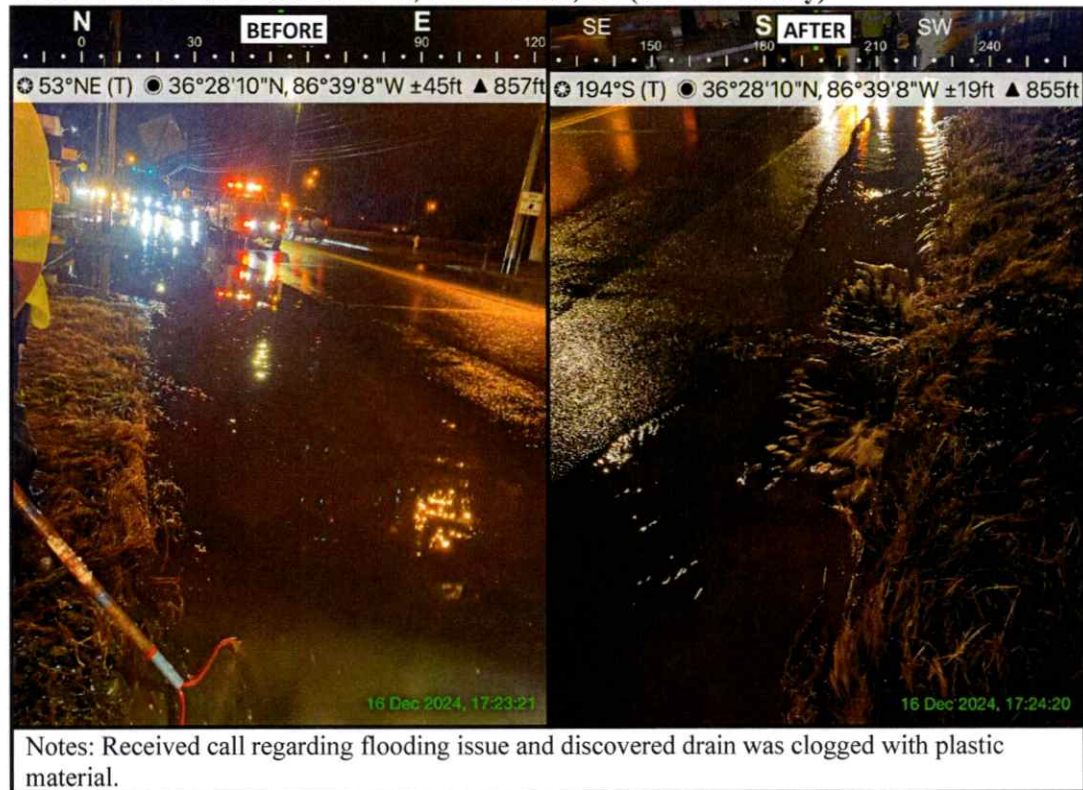


Notes: Repaired flex-matting at outlet structure during routine inspection.



Public Services Department  
Stormwater Division  
December 2024

WO121624018 – 31W and HWY 76, White House, TN (Sumner County)



WO121824004 – 336 Brinkley Ln, White House, TN (Sumner County)





Public Services Department  
Stormwater Division  
December 2024

WO121824013 – 370 Hester Dr, White House, TN (Robertson County)



Notes: Removed debris from rain event at Crackel Barrel entrance.

WO123024006 – 127 Industrial Drive, White House, TN (Robertson County)

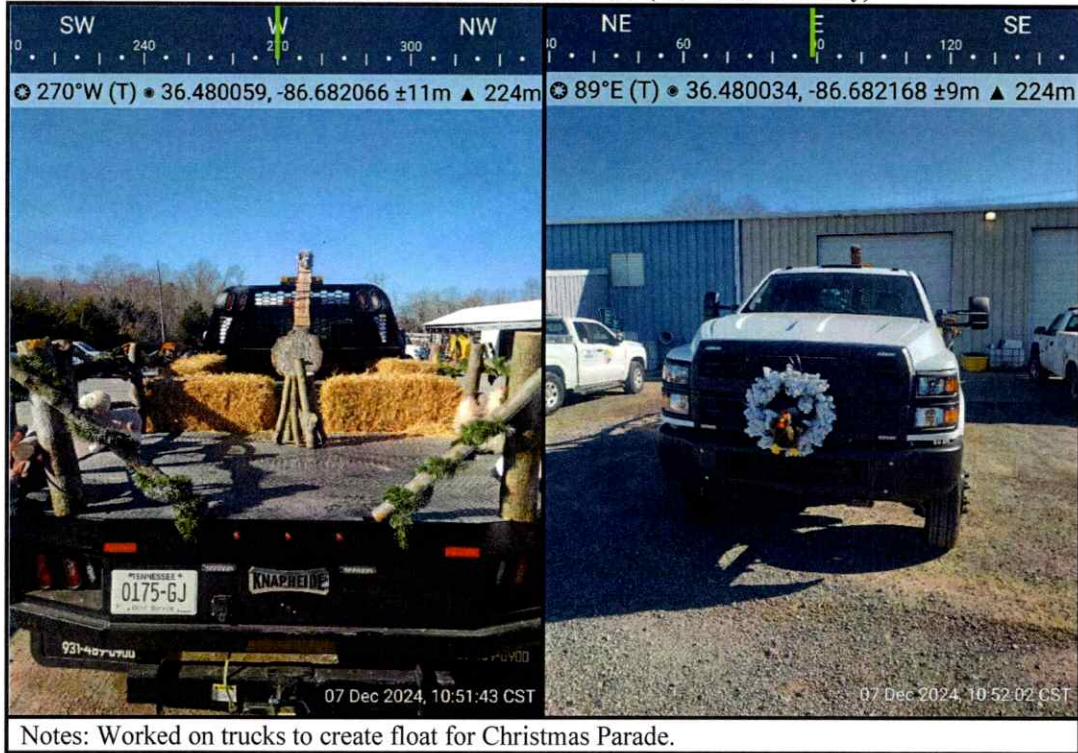


Notes: We received a called about flooding. Upon inspection, a tree was blocking the area. The tree was removed to provide positive flow.



Public Services Department  
Stormwater Division  
December 2024

WO120324012 – 427 Industrial Drive, White House, TN (Robertson County)



WO120324014 – 120 Sundance Way, White House, TN (Robertson County)



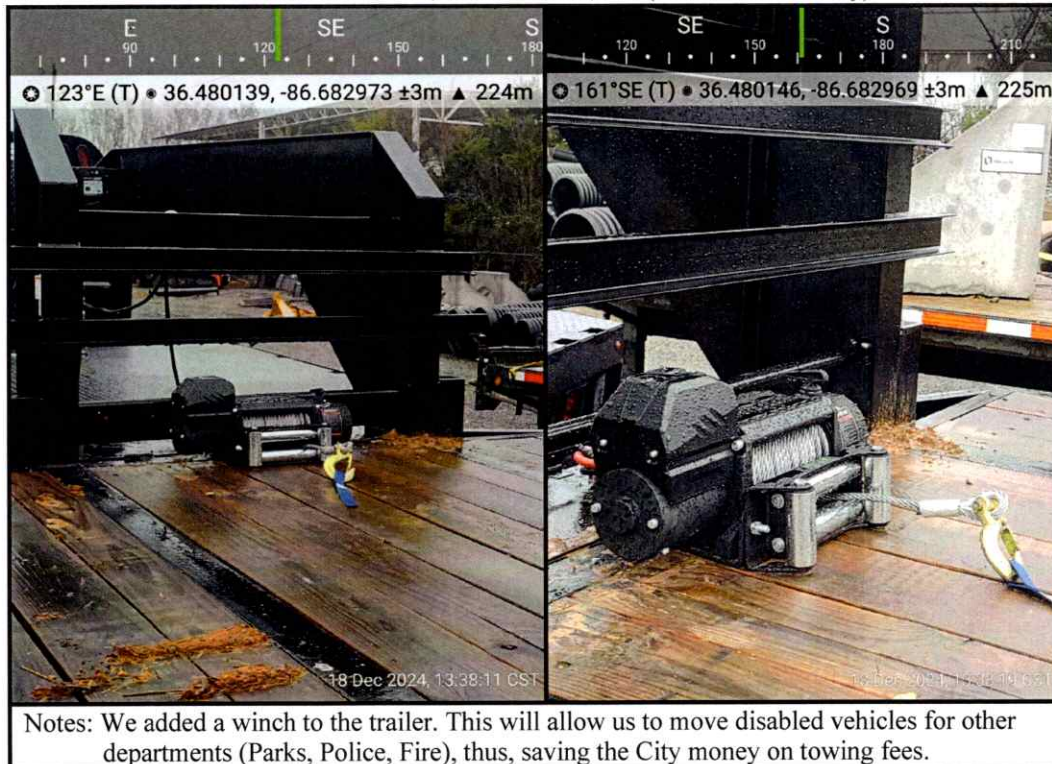


Public Services Department  
Stormwater Division  
December 2024

WO120724001 – 105 College St, White House, TN (Robertson County)



WO141724006 – 725 Industrial Drive, White House, TN (Robertson County)



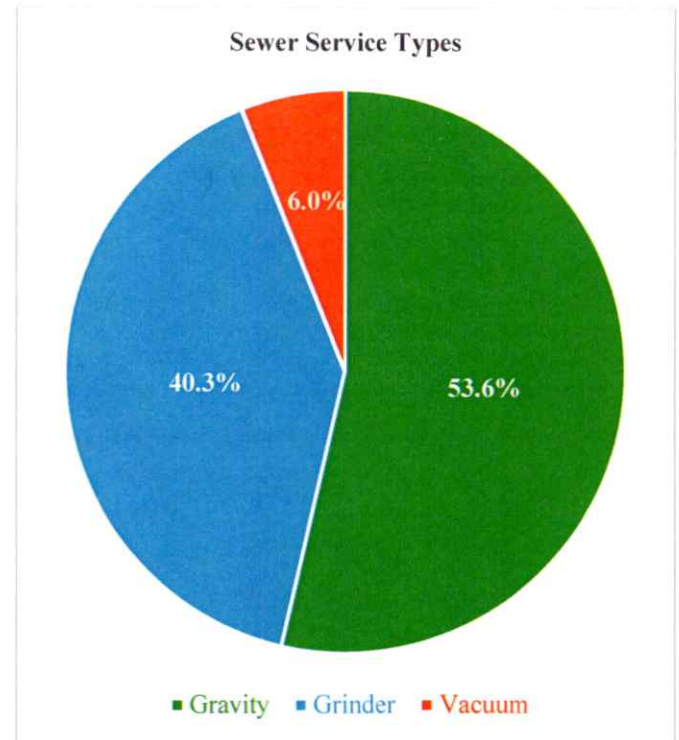
**Wastewater Department  
December 2024**

**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 31<sup>st</sup>, 2024**, City personnel count a total of **7,439** sewer system connections, with **41 new** applications for service in **December 2024**. A total of **598 new** connections were permitted during the 2023/2024 fiscal year. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>3,948</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>3,001</b>
<b>Vacuum Sewer Connections</b>	<b>449</b>

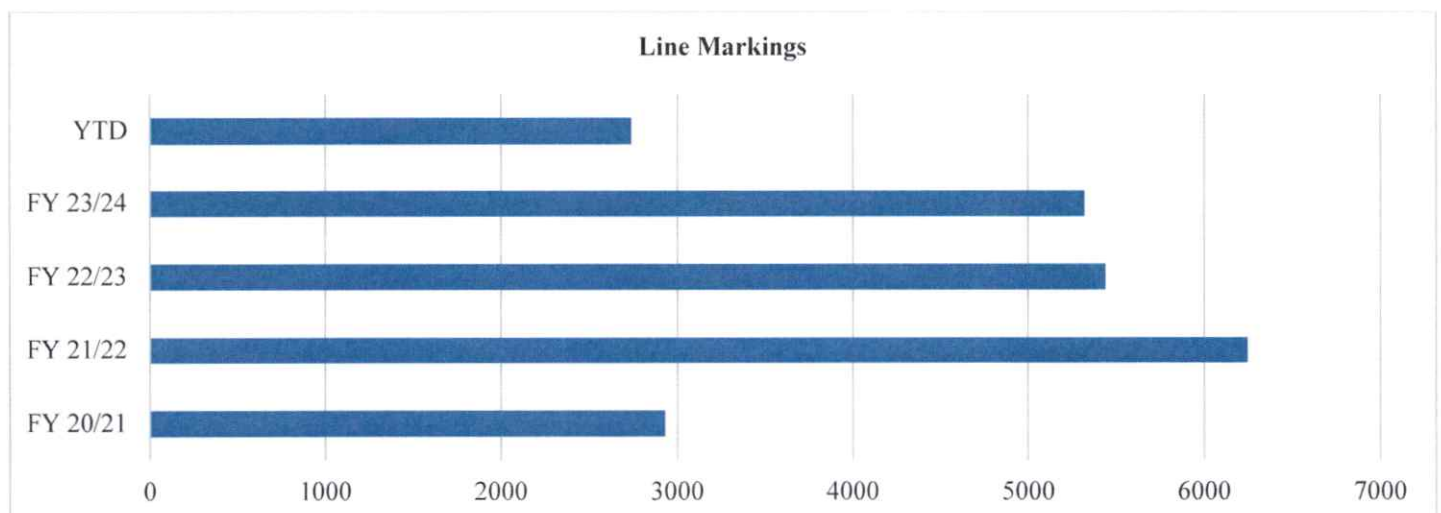
The City counts **199** commercial grinder connections, **2,802** residential grinder stations, and **41** lift-stations integrated into our Sanitary Sewer System.



**811 Utility Locate Service:**

**Tennessee 811 is the underground utility notification center for Tennessee and is not a goal-driven task:** This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities. **Wastewater personnel received 213% more line-markings in the 2021/2022 fiscal year than in the 2020/2021 fiscal year, largely due to new construction and utility boring activities. Total requests decreased slightly in the 2022/2023 fiscal year, but remain nearly double 2020/2021 levels. Total requests in the 2023/2024 fiscal year were very similar to 2022/2023 numbers.**

<b>Line Markings</b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>FY 22/23</u></b>	<b><u>FY 23/24</u></b>	<b><u>December 2024</u></b>	<b><u>FY 24/25 YTD</u></b>
Tennessee 811	2933	6245	5441	5320	396	2740





**Wastewater Department  
December 2024**

<b><u>Lift-Station Repairs</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>FY 22/23</u></b>	<b><u>FY 23/24</u></b>		<b><u>Dec 2024</u></b>	<b><u>FY 24/25 YTD</u></b>
Union Road	9	0	0	2		0	2
Marlin Pointe	n/a	n/a	n/a	n/a		0	0
Summerlin	22	0	0	2		0	1
Bridle Creek	n/a	n/a	n/a	n/a		0	0
Settlers' Ridge	1	1	1	0		0	0
Springbrook	n/a	n/a	n/a	0		0	0
Willow Grove	n/a	n/a	n/a	1		0	0
Dorris Farms	n/a	n/a	n/a	1		0	0
Cope's Crossing	6	9	9	5		0	0
Cambria	3	4	4	2		1	1
Belmont Apartments	n/a	0	0	0		0	0
Kensington Green	0	0	0	0		0	0
Meadowlark Townhomes	n/a	0	0	0		0	0
Meadowlark	1	1	1	3		0	0
Sage Farms	n/a	n/a	n/a	1		0	0
Sage Rd (Hester Dr)	0	0	0	0		0	0
Loves Truck Stop	0	3	3	1		0	0
Highway 76	0	0	0	0		0	0
Portland	1	0	0	1		0	0
North Palmers Vacuum	1	7	7	4		0	0
Villas at Honey Run	n/a	1	1	0		0	0
31W Apartments	n/a	0	0	0		0	0
Calista Apartments	n/a	0	0	0		0	0
Calista Vacuum	1	9	9	3		0	2
Concord Springs	0	2	2	1		0	1
Calista Farms	n/a	n/a	n/a	n/a		0	0
Fields at Oakwood	2	2	2	0		0	0
The Mill	n/a	n/a	n/a	0		0	0
Publix	n/a	n/a	n/a	n/a		0	0
Highland Park	n/a	n/a	n/a	0		0	0
Los Jalapenos	n/a	0	0	2		0	1
Mt. Vernon Apartments	n/a	0	0	3		0	0
Grove at Kendall	n/a	0	0	0		0	0
Wilkinson Lane	1	3	3	3		0	0
Jackson Farms	n/a	n/a	n/a	n/a		0	0
Heritage High School	0	0	0	0		0	0
Legacy Farms	n/a	0	0	1		0	0
The Parks #1	0	0	0	3		0	0
The Parks #2	n/a	n/a	n/a	0		0	0
Treatment Plant #1	3	0	0	0		0	0
Treatment Plant #2	0	0	0	1		0	0



**Wastewater Department  
December 2024**

**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 view the components at the station.

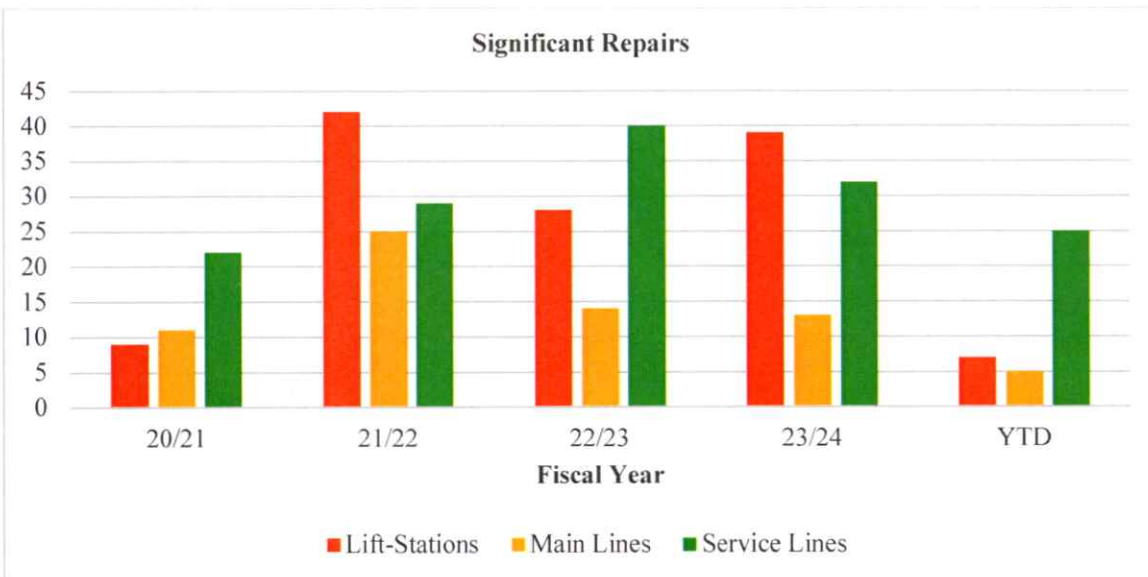
**Major Alarms/Repairs:**

**Cambria:** Pump #1 entered an overheat state in mid-December. Upon investigation, it was found that the rotating assembly was badly worn, and requires replacement. We are waiting on a quote from the supplying vendor, and will order once the quote is in-hand and a PO has been opened. The station is otherwise operating normally.

**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 six (6) years on the proper operation and maintenance of the major lift-stations. This program has been very successful in reducing the number of station failures. Some of the lift-stations are either at or near their anticipated useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced. The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

<b><u>Repairs</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>FY 22/23</u></b>	<b><u>FY 23/24</u></b>		<b><u>Dec 2024</u></b>	<b><u>FY 24/25 YTD</u></b>
Major Stations	9	42	28	39		0	7
Main Line	11	25	14	13		1	5
Service Line	22	29	40	32		3	25

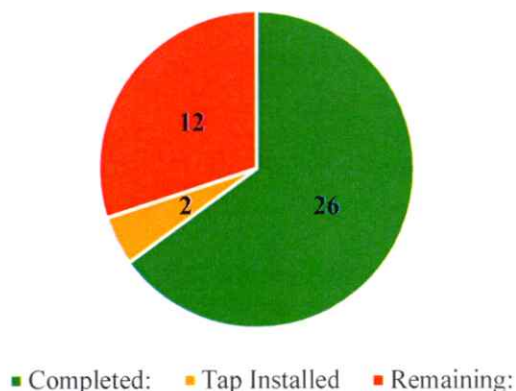


Wastewater Department  
December 2024

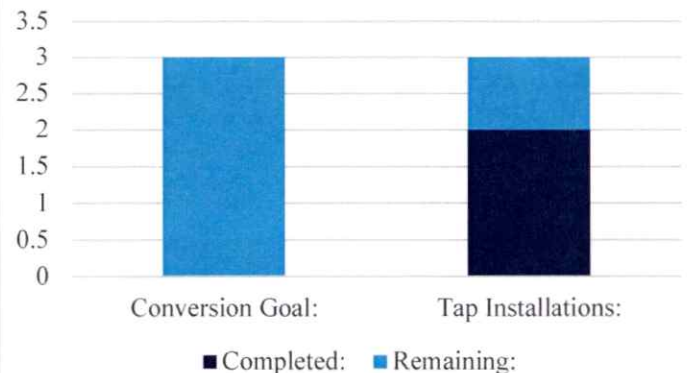
**Ongoing Collections System Projects:**

1. **New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. **Phase-1 (from the intersection of DeeCee/SCT to the end of Hester Dr) has been fully completed. Phase-2 (from Hester Dr to the intersection of Sage/Cardinal) has been fully completed. Phase-3 (from the intersection of DeeCee/SCT to the Wastewater Treatment Plant) has been completed.** As of October 31<sup>st</sup>, 2023, Ph1, Ph2, and Ph3 of the new Southern Force-Main began receiving active flow (flow is diverting from the old 12" line into the new upsized line beginning at the intersection of Sage Rd / Cardinal Dr and flowing to the Wastewater Treatment Plant located at 725 Industrial Dr), and the old 12" and old 6" lines along Industrial Dr have been physically disconnected and abandoned from the intersection of SCT Dr and Industrial Dr to the treatment plant. As of October 31<sup>st</sup>, 2024, Phase-4 (from the intersection of Sage/Cardinal to the intersection of McCurdy/Cedarbrook) is also complete and functioning, including relocation of a small-diameter force-main along the north side of Sage Rd ahead of the planned Sage Rd Widening project. Construction of Phase-5 (from the intersection of McCurdy/Cedarbrook to the Cedarbrook roundabout) is currently underway, with completion expected this calendar year.
2. **Calista Vacuum Station:** All three of the new Mink vacuum pumps installed in 2019 have failed prematurely, with metal shavings discovered in the oil pan of pumps #2 and #3, and a splined coupler failure in both pump #1 and pump #2. Only one (1) of the three (3) Mink pumps remains in operation. **Two (2) older-model Busch pumps have been rebuilt by the manufacturer and retrofitted back into the station in place of the Mink pumps, and the station is currently operating normally.** We have purchased spare Busch pumps to keep in inventory for if/when the final Mink pump fails, and to have in the event or additional emergencies. Both of the spare pumps have already been delivered. These pumps are interchangeable with the North Palmers vacuum station pumps. On September 4<sup>th</sup>, one of the Busch vacuum pumps failed catastrophically. The station and system are operational, and a root cause analysis determined that the exhaust piping (which was replaced when the station was converted from the old-style Busch RC0 pumps to the new style Mink pumps) is inadequate for the older style Busch pumps (which have been re-installed following premature failure of the Minks). We issued a PO for rebuilding the needed exhaust piping, and will replace the both the failed Busch pump and the last remaining Mink pump with the two in-stock Busch RC0's once the exhaust piping has been replumbed.
3. **Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) full conversions are planned for the FY23/24 fiscal year, with one of the conversions already having a tap installed. **A total of 26 projects have now been completed on the list of 40, and taps are installed for two additional locations.**
4. **Copes Crossing Lift-Station:** The control panel for the Copes Crossing lift-station has been replaced. However, an additional issue was identified with the pump power cables during the panel replacement, and following that the pump itself experienced a mechanical failure. **A quote for replacement of the cables was solicited, and the replacement power cables have been placed on order. Pump #2 has since experienced an electrical and mechanical issue due to the corroded cables, and has been pulled for repairs. The new power cables have been delivered, and we are awaiting installation. The replacement pump has been delivered and installed.**

Total Planned Septic-to-Sewer Conversions:



Septic-to-Sewer Conversion Goals  
(FY-2024/2025)

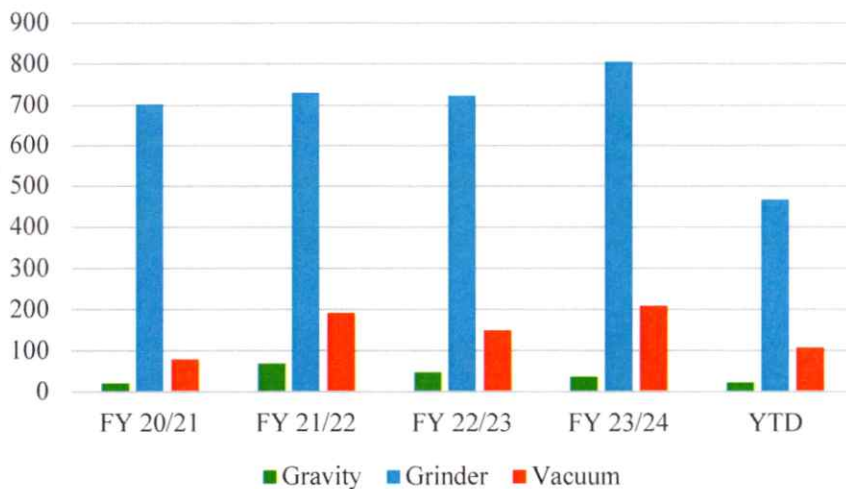




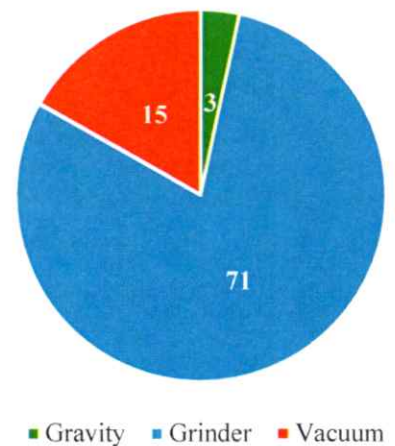
**Wastewater Department  
December 2024**

<u>Work Orders</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>Dec 2024</u>	<u>FY 24/25 YTD</u>
<b>Vacuum System Service Request</b>	78	191	149	208		<b>15</b>	<b>91</b>
<b>Gravity Service Request</b>	20	69	48	37		<b>3</b>	<b>20</b>
<b>Low Pressure Service Request</b>	702	730	723	805		<b>71</b>	<b>396</b>
<b>Total Pumps Replaced</b>	492	472	459	454		<b>43</b>	<b>268</b>
<b>Total Pumps Rebuilt</b>	135	114	30	43		<b>0</b>	<b>20</b>
<b>Total Warranty Pumps Returned</b>	n/a	129	125	83		<b>10</b>	<b>64</b>
<b>Grinder Tank PM Program</b>	219	117	132	151		<b>15</b>	<b>90</b>
<b>Open Trench Inspections</b>	409	702	653	930		<b>63</b>	<b>485</b>
<b>Final Inspection for New Service</b>	248	405	489	635		<b>58</b>	<b>441</b>
<b>Grease Trap Inspections</b>	n/a	n/a	162	161		<b>9</b>	<b>69</b>
<b>Sanitary Sewer Overflow (SSO)</b>	19	28	14	18		<b>1</b>	<b>5</b>
<b>Odor Complaints</b>	35	22	28	39		<b>12</b>	<b>33</b>

**Sewer Service Calls by Connection Type (YTD)**



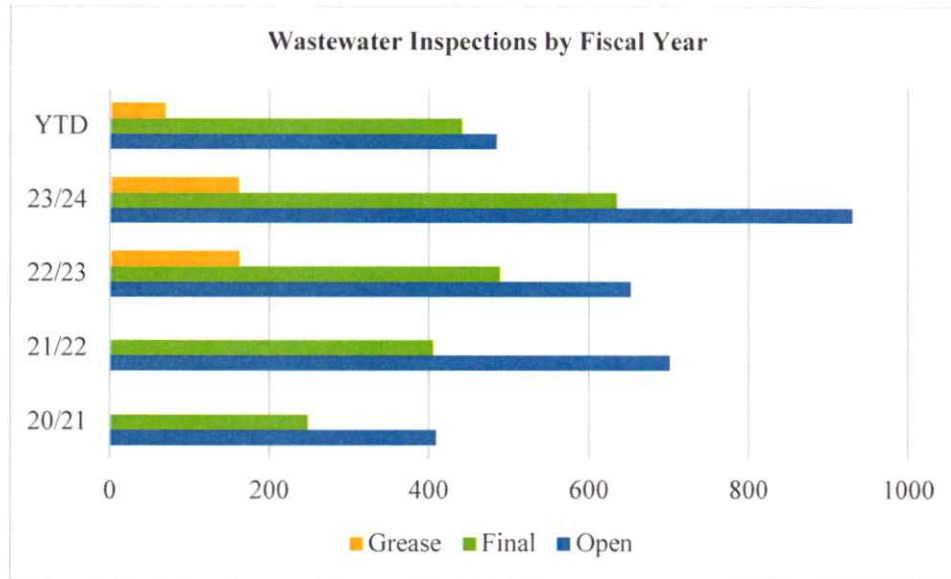
**Sewer Service Calls by Connection Type (December 2024)**



**Wastewater Department  
December 2024**

**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 six years, with FY22/23 numbers remaining similar to the FY21/22 inspection requests, and FY23/24 numbers again breaking previous years' records.



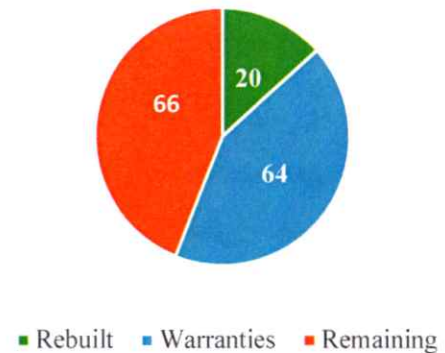
**Pump Rebuilds:**

The capital outlay budget was designed for a total purchase of approximately 350 new E-One grinder pumps for the 2023/2024 Fiscal Year. However, **454** grinder pumps were needed to meet all the service call requests for the previous fiscal year. To supplement the amount of pumps on-hand, the department rebuilt **43** pumps throughout the year, in addition to **83** 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 2024/2025 fiscal year was again designed for the purchase of approximately 350 new pumps, with an anticipated need for approximately 475 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps). As such, the City is targeting to rebuild a minimum of 150 pumps (inclusive of rebuilt warranty-return pumps) throughout the year for inventory buffer.

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

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

**56.0% of Needed Pumps Rebuilt  
(FY-2024/2025)**





**Wastewater Department  
December 2024**

**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>Sept - 24</u>	<u>Oct - 24</u>	<u>Nov - 24</u>	<u>Dec - 24</u>	
<b>Influent – To Plant</b>	1.054 MGD	1.313 MGD	1.357 MGD	1.341 MGD	MGD = Million Gallons/Day
<b>Effluent – To Creek</b>	0.982 MGD	1.160 MGD	1.581 MGD	1.746 MGD	MGD = Million Gallons/Day
<b>Effluent – To Spray Field</b>	0.261 MGD	0.213 MGD	0.000 MGD	0.000 MGD	
<b>Total Flow Through Plant</b>	1.243 MGD	1.373 MGD	1.581 MGD	1.746 MGD	
<b>Design Capacity</b>	2.000 MGD	2.000 MGD	2.000 MGD	2.000 MGD	
<b>% of Influent Capacity</b>	52.7%	65.7%	67.9%	67.1%	(Influent) / (2.000 MGD)
<b>% of Effluent Capacity</b>	49.1%	58.0%	79.1%	87.3%	(Effluent) / (2.000 MGD)
<b>Actual Capacity</b>	1.600 MGD	1.600 MGD	1.600 MGD	1.600 MGD	(2.000 MGD x 80%)
<b>% Actual Influent Capacity</b>	65.9%	82.1%	84.8%	83.8%	(Influent) / (1.600 MGD)
<b>% Actual Effluent Capacity</b>	61.4%	72.5%	98.8%	109.1%	(Effluent) / (1.600 MGD)
<b>Rainfall</b>	8.25"	0.14"	6.81"	6.48"	

	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>December 2024</u>	<u>FY 24/25 YTD</u>
<b>Effluent Violations</b>	7	32	25	29	2	9

- Violations:** Two (2) violations for Total Phosphorus and Total Nitrogen Rolling Averages in pounds per year. Rolling average 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.
- TDEC Order and Assessment:** On July 15<sup>th</sup>, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within "significant compliance" of the facility's permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29<sup>th</sup>, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the "significant compliance" period to begin one (1) year after completion of construction, to allow for the influence of the old facility's treatment effectiveness on annual rolling averages to be completely phased out. **The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>, 2020.**

**Wastewater Department  
December 2024**

3. **Peracetic Acid:** Although TDEC has approved our use of peracetic acid (PAA) as the method of disinfection and has modified our NPDES permit accordingly, our new permit allows for the use of Ultraviolet (UV) Light disinfection, and the UV system has recently been brought online as part of the new facility expansion. *Last month there was no PAA feed rate.*

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 operating on the new UV disinfection system showed an average of **1.4 CFU's**, with a maximum detection of **34.1 CFU's**. *Last month the average was 1.1 CFU, operating on the UV for disinfection.*

4. **WWTP Expansion Project:**

Effluent Flow-Meter: The flume was found to be misshapen and not to design width. The flume was cut, ground, and concrete repoured to exact measurements, and the flow-meter provided anticipated measurements for a time, but has since been found to be off again. [Re]calibration and reprogramming has again been completed, and effluent totals now report as expected.

UV Disinfection: The UV disinfection has been successfully started up and is functioning normally. The UV is now being used as the primary means of disinfection for the existing plant, and preliminary analyses have shown it is providing more effective disinfection than the PAA. PAA totes are still on-site as a backup if needed.

Secondary Effluent Filters: The secondary effluent filters have also been successfully started up and are now functioning.

RAS/WAS Pumps: The Return (RAS) and Waste (WAS) sludge pumps for clarifiers #1 and #2 have been replaced and are operating, and flow rates for these pumps are being adjusted to the needs of the facility. An issue was identified with the wiring of the flow-meter on RAS pump #2, and has since been corrected.

Clarifier #1: Upgrades to Clarifier #1 are completed, and it has been returned to service following the transition to the bioreactors for treatment.

Clarifier #2: Upgrades to Clarifier #2 are completed, and it has been returned to service following the transition to the bioreactors for treatment.

Clarifier #3: As of May 6<sup>th</sup>, 2024, Clarifier #3 was live and functional. However, it experienced a mechanical failure due to electrical phase reversal in early June. The electrical issue has been corrected and the mechanical failures repaired, and Clarifier #3 has now been returned to service.

Bioreactor #1: As of May 6<sup>th</sup>, 2024, Bioreactor #1 is live and functional. We will operate exclusively on this new bioreactor until Bioreactor #2 is completed and brought online, and the old oxidation ditch is disconnected and decommissioned.

Bioreactor #2: As of July 31<sup>st</sup>, Bioreactor #2 has entered testing, though raw water flows have not been directed to it at this time.

Grit Chamber: As of May 6<sup>th</sup>, 2024, the Grit Chamber is live and functional.

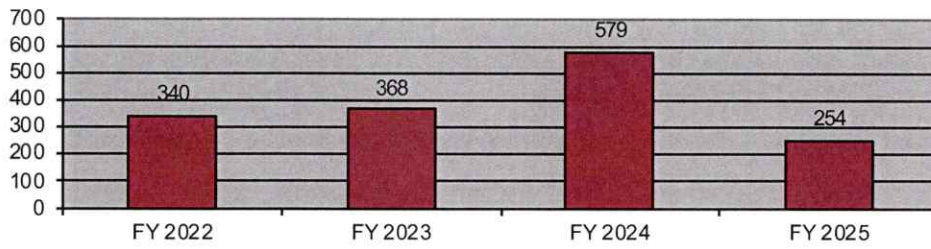
Generator: The generator is currently functioning normally / as expected. An issue was discovered in the wiring of the transfer switch in early June that was causing the phases to be reversed when running exclusively on the generator-feed for the facility. Once the issue was identified and corrected, as well as several components trouble-shot and reprogrammed, then the phasing issues were eliminated.

Site Work: Final paving has been completed around the facility. Final site cleanup is in progress.

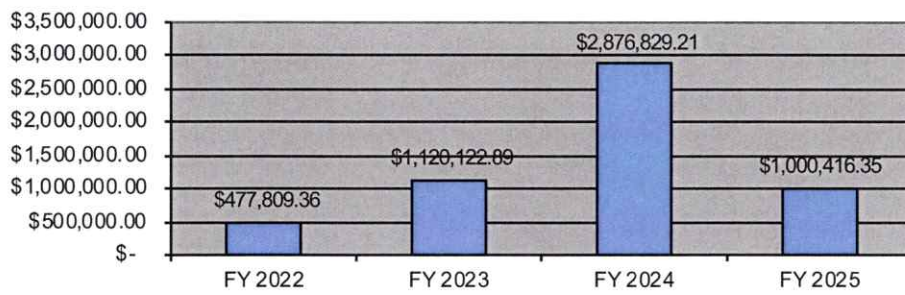


Planning and Codes Department  
DECEMBER 2024

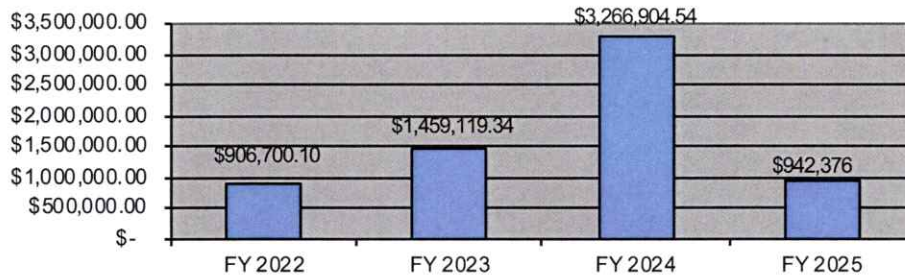
Single Family Permits



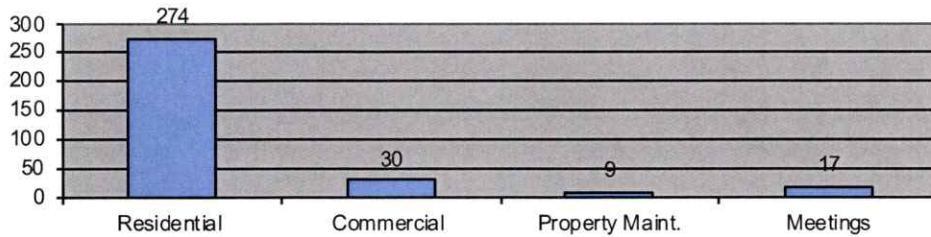
Impact Fees



Permit Fees



Monthly Inspections / Meetings



**Planning and Codes Department  
DECEMBER 2024**

	Month	FY2025	FY2024	FY2023	FY2022
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	0	39	74	91	67
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	0	0	6	5
Tech. Review/Study Session	0	0	0	0	5
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	53	254	579	368	340
Multi-Family Residential	0	0	0	226	0
Other Residential	5	30	83	96	89
New Commercial	1	9	13	7	7
New Industrial	0	0	1	0	0
Other Com/Ind	2	13	55	51	25
Sign	1	21	19	22	11
Occupancy Permits	14	222	366	397	319
Other	0	0	8	31	11
<b>BUILDING INSPECTIONS</b>					
Residential	274	3048	5291	4885	5452
Hours	137	1524	2385	2250.5	1367
Commercial /Industrial	30	215	205	125	139
Hours	15	107.5	84.75	125	139
<b>CODE ENFORCEMENT</b>					
Total Cases	9	104	247	35	98
Hours	4.5	61.5	96.25	35.75	70.24
Complaints Received	9	82	220	199	55
<b>MEETINGS</b>					
Administration	3	32	73	80	117
Hours	1.5	17	37.25	86	127
Planning	14	59	143	112	127
Hours	7	33	74.25	116.5	96
Codes	0	13	24	10	8
Hours	0	7.5	14.5	13	10
<b>FEES</b>					
Permit Fees	\$234,410.00	\$942,376.00	\$ 3,266,904.54	\$ 1,459,119.34	\$906,700.10
Board Review Fees	\$0.00	\$ 3,550.00	\$ 15,790.00	\$ 18,050.00	\$14,100.00
City Impact Fee	<b>\$198,220.00</b>	<b>\$ 1,000,416.35</b>	<b>\$ 2,876,829.21</b>	<b>\$ 1,120,122.89</b>	<b>\$477,809.36</b>
Roads	\$60,791.00	\$ 399,765.62	\$ 904,039.09	\$ 323,964.51	\$664,873.38
Parks	\$63,017.00	\$ 261,514.00	\$ 670,596.00	\$ 291,189.00	\$ 114,114.00
Police	\$44,838.00	\$ 238,470.51	\$ 742,656.45	\$ 239,697.73	\$ 125,535.54
Fire	\$29,574.00	\$ 157,357.00	\$ 487,161.85	\$ 169,728.00	\$ 76,498.26
<b>OTHER ITEMS</b>					
Subdivision Lots	0	85	173	0	0
Commercial/Ind. Sq Ft	0	20,482	337,914	0	15,216
Multi-Family Units	0	0	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 31	\$42,289,842.36		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	16	37	17	16	15



**Parks, Recreation, & Cultural Arts Department  
December 2024**

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

- Project is complete
- Final inspection from TDEC scheduled for January 6<sup>th</sup> – will be able to collect the final reimbursements once this is complete
- Final reimbursement will be for \$655,225.50



*Splash Pad Maintenance Building*

- All that remains is to fence the area around the tank and some general site cleanup

*Rec Center*

- Metal panels continue being installed – should be complete next month
- Painting began on gymnasium ceiling
- Floor and wall tile work in first floor restrooms complete
- Sidewalk around first floor entrance and mechanical yard has been poured
- Underground work has continued
- Door frame installation has begun
- Power for the building should be on soon
- Romach is trying to figure some things out with the gas meter so they can have heat and finish up flooring



**Parks, Recreation, & Cultural Arts Department  
December 2024**

*2024 LPRF Grant*

- We finally got confirmation that we received the full \$539,500 (50% of the total projected cost) for the Municipal Park Renovation that includes renovating the concession stand and adding a new building for baseball storage and meeting space, tennis shade structure and benches and the dog park parking lot

*2025 LPRF Grant*

- We will be applying for another LPRF Grant, this time for Pickleball Courts (which will be located where the fitness equipment used to be at Municipal Park) and a restroom facility in the back of the park.
- Attended Intent to Apply Workshop
- We are now able to start the Intent to Apply process – due by January 14<sup>th</sup>
- Then full application process starts – ends sometime this spring

*Infield Groomer*

- Still waiting on this to be delivered

*Furniture for Rec Center*

- Approved at December Board of Mayor & Alderman meeting and ordered the week after
- Should be delivered by March (if building is ready)

*Miscellaneous Rec Center Equipment*

- Score tables and chairs were ordered
- Other items (warming cabinet, ice maker, restroom dispensers, etc.) to follow as we get closer to opening

*Fitness Equipment for Rec Center*

- Approved at November Board of Mayor & Alderman meeting
- Equipment has been ordered and should arrive in by late March/early April

*Gaming & Game Room Equipment for Rec Center*

- Approved at December Board of Mayor & Alderman meeting
- Will have to wait to order after budget amendment has passed – maybe late January or early February

*Field 8 Renovation*

- Received bids for the fencing but we were not completely happy with them so we are trying to find more quotes – we should be able to save a lot more money this way and get a company we are more comfortable with
- Still on track to have this completed sometime in January

*Bleacher Pads at Fields 5 & 6*

- Project underway
- Should be completed whenever we get some good weather to pour the concrete

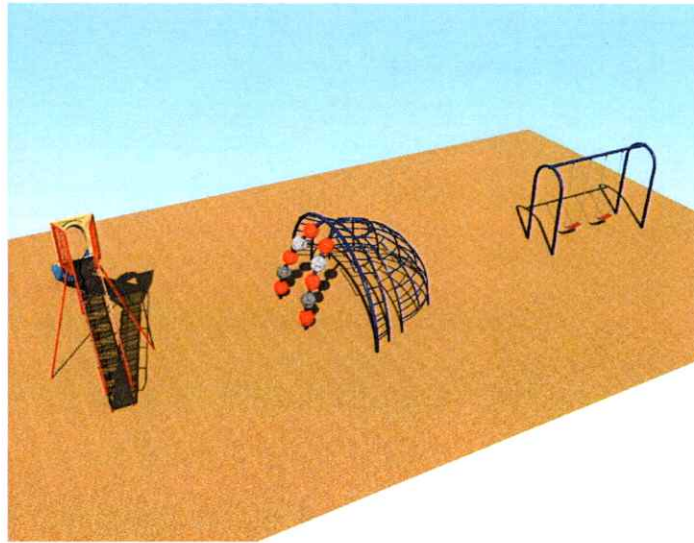
*Drinking Fountain for the Quad*

- Drinking fountain was ordered and has already been delivered
- Will use a plumber to get it installed soon

**Parks, Recreation, & Cultural Arts Department  
December 2024**

*Northwoods Park Improvements*

- Received quote for new swing set and climbing structure but will have to wait on budget amendment to do anything



*Split HVAC Unit for Museum Storage Room*

- Collected 3 quotes
- Purchase Order issued
- Installation scheduled for January 7<sup>th</sup>

**List of upcoming projects yet to begin:**

- *Park Signage*
- *Dirt for Laser Grading*
- *Tri-Max Mower*
- *Lean-To Renovation*



Parks, Recreation, & Cultural Arts Department  
December 2024

Recreation- Assistant Director

**Adult Programs**

None

**Youth Athletics**

**Youth Basketball:**

- First Games: 12/14

**Special Events**

Christmas Parade: December 7<sup>th</sup> 3:00pm

- Registration: 10/01/24- 12/03/24
- Grand Marshal: Ava Paige
- Mandatory Meetings: 12/3 & 12/5
- Winners:
  - 1<sup>st</sup> Place: Advanex Americas
  - 2<sup>nd</sup> Place: The farmers Bank
  - 3<sup>rd</sup> Place: ProAmpac
- 59 Organizations Participated (66 Registered)
  - 823 participants in parade

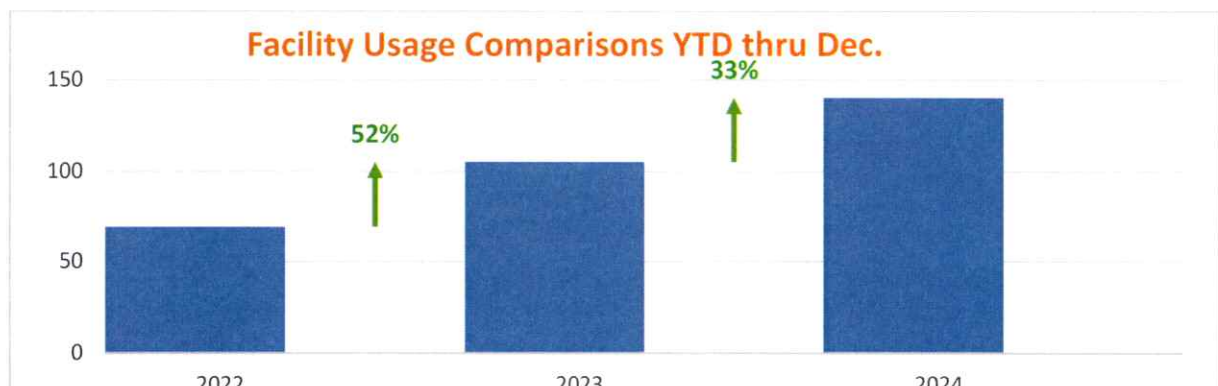
**Other**

Open gyms: Averaged totals per a day

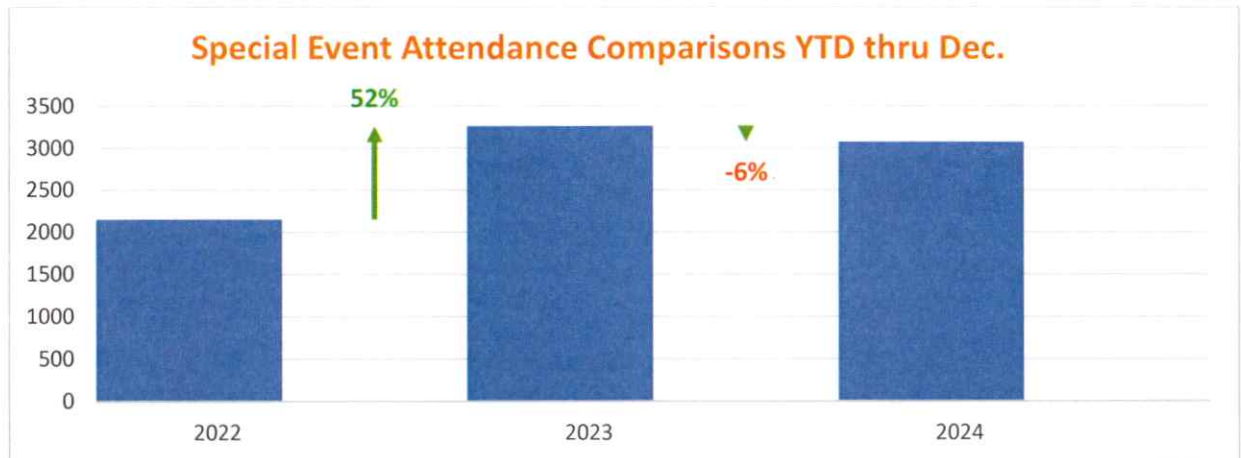
- Pickle Ball Open Gym- 14
- Open Gym - 9

Social Media:

- Reach: 4,900
- Followers: 1,828
- Total Posts: 22



Parks, Recreation, & Cultural Arts Department  
December 2024



**Maintenance**

- We have dug the footers for the new dugouts at field 8. We will pour concrete and start putting up new dugouts early next month weather permitting.



- We will also pour bleacher pads at fields 5 and 6 early next month.
- We have been doing our winter service on all trucks and equipment.
- We have put down 100 yards of playground mulch in the playgrounds.





**Parks, Recreation, & Cultural Arts Department  
December 2024**

We have upgraded our spray rig with a new wooden frame and new hoses.

- We cut up and removed a couple of trees that had fell on the Greenway.
- Replaced bulbs and ballasts at the Splash Pad/Amphitheater.
- Had to put new zip ties on the fence fabric at Tennis several times from strong winds.
- We repaired the wall pads in the gym because some had come loose from the wall. We also had to rent a lift to hang back up a light in the gym that had come loose from being hit by a ball.
- We have planted another Living Legacy Tree.



**Museum**

**Volunteers** – The volunteers have provided the museum with 42 volunteer hours this month. The volunteers and I have given the Pioneer Presentation to HB Williams and Robert F. Woodall in December. We have been preparing and planning a new event for March 2025.

**Tours at Museum** – Guided tours have been provided as needed for walk-ins.

**School Presentations** – We are continuing with our Pioneer Presentations to 2<sup>nd</sup> grade students in the area.

**Building Maintenance** – The installation of the split unit for the storage area has been scheduled for January 2025.

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

December 3 – Invest & Connect Cocktail Hour at the Museum

December 5 – Parade meeting for parade participants

December 7 – Parade and Christmas on Main

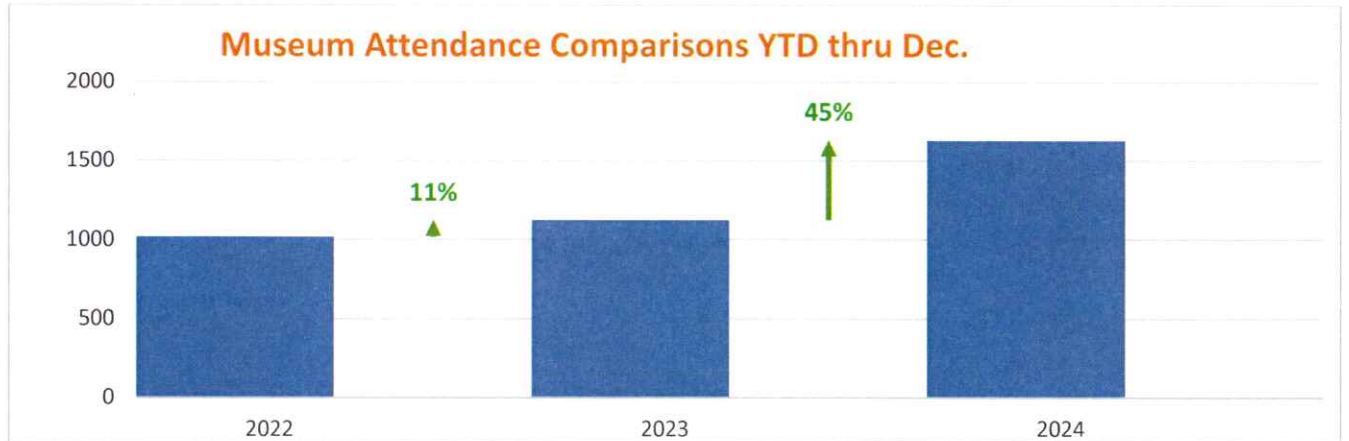
December 11 and 12 – Pioneer Presentation at HB Williams





**Parks, Recreation, & Cultural Arts Department  
December 2024**

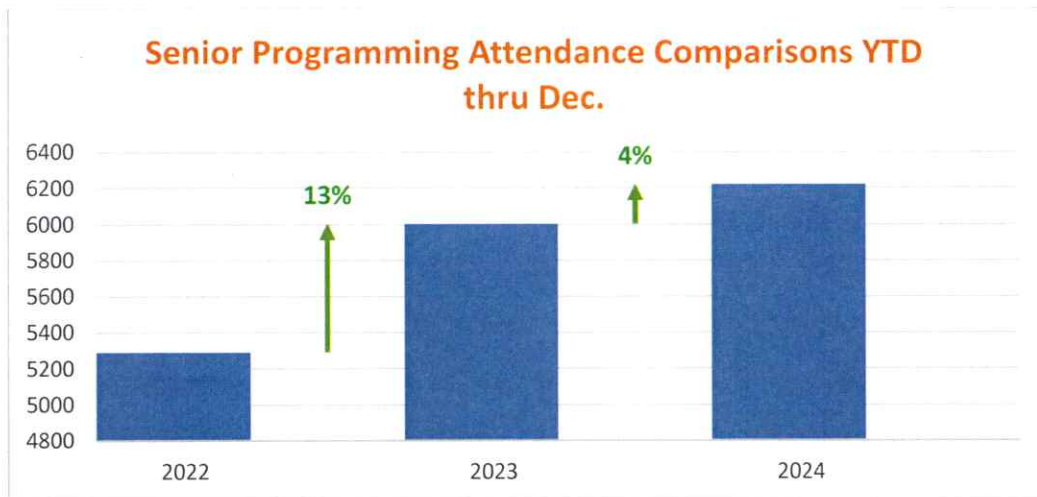
Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
1	77	5	82	310



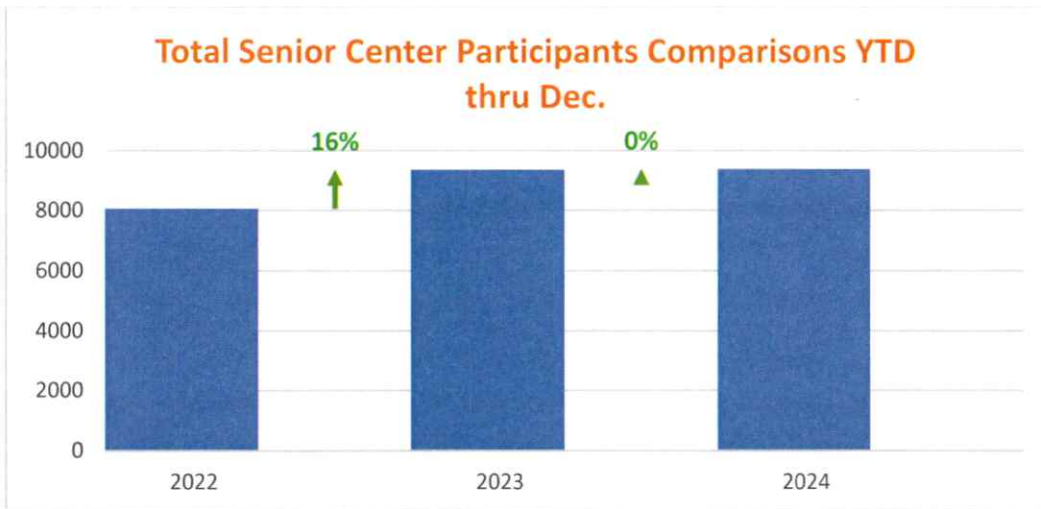
Senior Center Participation - DECEMBER 2024			
<b>Outings:</b>			
Bowling	13		
Bluebird Café	14		
<b>TOTAL</b>	<b>27</b>		
<b>Events:</b>			
Farmer Christmas Breakfast	104		
Christmas Movie	16		
Christmas Party	68		
Art w/Nicole	13		
White Elephant Exchange	32		
Show & Tell	15		
Decorate Senior Room for Christmas	15		
<b>Total</b>	<b>263</b>		
		<b>Sr Meals Wednesdays</b>	
		105	
		126	
		122	
		<b>353</b>	<b>TOTAL</b>

**Parks, Recreation, & Cultural Arts Department  
December 2024**

<b><u>Programs:</u></b>			
Fittercise-Strength, Yoga	29		
Walk	133		
Bingo	65		
Birthday Potluck	45		
Farmers Rummy	0		
Garden Club	0		
Meals on Wheels	90		
Bunco/Golf	10		
Bible Study	9		
Cards, Games, Pool, Puzzles	191		
Pickle Ball	106		
<b>TOTAL</b>	<b>678</b>		
<b>MEMBERS</b>	<b>432</b>	Updated members	through
<b>1st time visitors</b>	<b>5</b>		Dec-24
<b>New Members</b>	<b>1</b>		
<b>TOTAL Sr Center Participants:</b>	<b>1402</b>	<b>Total</b>	<b>1321</b>



Parks, Recreation, & Cultural Arts Department  
December 2024





**Parks, Recreation, Cultural Arts Department**  
**December 2024**

	FYE 2016	FYE 2021	FYE 2022	FYE 2023	YTD Dec. 2022	YTD Dec. 2023	Dec. 2024	YTD 24-25
<b>Facility Usage</b>								
Special Use Permits Submitted		39	20	23	5	15	2	7
Pavilion 1 Usage		21	16	16	7	11	0	9
Pavilion 2 Usage		13	16	14	5	9	0	12
Pavilion 3 Usage		74	94	137	65	70	0	70
Splash Pad Pavilion Usage		99	165	136	122	15	0	73
Total Number of Pavilions Usage		207	291	303	199	105	0	164
Gymnasium Rentals		23	83	82	62	16	5	27
Amphitheater Usage		1	9	9	7	1	0	1
Community Room				66	9	88	19	112
Total Number of Facility Rentals		30	92	157	69	105	24	140
Ballfield Rentals		146	134	165	106	74	0	79
Vistor Center Attendance		20	29	30	15	14	1	30
Vistors Who Also Toured Museum		70	303	191	99	109	77	207
Museum Attendance Only		115	1116	1142	917	1,015	5	1425
Total Museum Attendance		185	1419	1333	1,016	1,124	82	1632
<b>Programming</b>								
Number of Youth Program Participants Registered		417	615	800	667	610	0	701
Number of Adult Program Participants Registered		100	260	195	69	145	0	0
Number of In-House Special Events Offered		9	7	11	7	8	1	7
Number of In-House Special Event Attendees		1077	2223	2158	2,150	3,260	823	3073
Number of Rec Programs Offered		19	21	24	9	10	0	7
Number of Senior Center Memberships		2000	2454	3186	1304	2183	432	2544
Number of New Senior Center Memberships		0	5	38	0	48	1	29
Senior Center Participants		4412	11605	16,821	8,064	9,380	1,321	9388
Senior Center First Time Visitors		36	95	115	72	28	5	41
Number of Senior Trips Offered		9	28	46	26	16	2	20
Number of Senior Trip Participants		81	235	617	322	219	27	377
Number of Senior Programs Offered		34	101	142	68	87	18	90
Number of Senior Program Participants		1061	7304	10,566	5292	6004	941	6221
Number of Senior Meals Served		36	47	48	24	26	3	24
Number of Meals Participants		3277	3965	5658	2450	3789	353	2790
Offsite Presentation Attendees		0	145	435	300	385	310	667
Total Number of Programs Offered		53	124	166	77	97	18	97
<b>Revenues</b>								
Youth Programs		\$ 44,261.00	\$ 57,366.00	\$ 79,821.40	\$60,122.00	\$53,602.00	\$0.00	\$ 57,695.00
Adult Programs		\$ 6,230.00	\$ 7,925.00	\$ 11,780.00	\$4,205.00	\$4,370.00	\$0.00	\$ 2,145.00
Special Events		\$ 3,495.00	\$ 3,080.00	\$ 2,940.00	\$780.00	\$785.00	\$0.00	\$ 2,160.00
Senior Meals		\$ 8,222.50	\$ 11,442.00	\$ 18,754.00	\$8,130.00	\$12,634.50	\$1,330.59	\$ 9,412.59
Shelter Reservations		\$ 9,112.50	\$ 12,995.00	\$ 7,675.00	\$3,660.00	\$2,107.50	\$80.00	\$ 3,280.00
Facility Reservations		\$ 2,956.25	\$ 19,181.75	\$ 16,978.25	\$6,834.00	\$11,443.75	\$2,125.00	\$ 13,103.13
Field Rentals		\$ 5,820.50	\$ 3,913.00	\$ 5,578.50	\$4,015.00	\$1,788.00	\$0.00	\$ 2,290.00
Affiliate League/Tournament Fee Revenue		\$ -	\$ 13,666.50	\$ 29,825.50	\$22,045.50	\$8,946.50	\$0.00	\$ 1,710.00
Misc		\$ 9,686.39	\$ 25,818.31	\$ 8,763.20	\$1,850.06	\$4,401.95	\$625.00	\$ 4,404.33
<b>Maintenance</b>								
Mowing Hours		2,195	1660.25	1548.5	824.5	938	0	594
Work Orders Received		9	15	24	12	10	1	8
Work Orders Completed		9	14	23	11	10	1	8
Number of Projects Started		39	31	8	3	8	0	7
Number of Projects Completed		32	29	8	3	6	0	6
Number of ballfield rainouts		NA	156	321	25	167	0	44
Bags of Field Dry Used		NA	100	42	3	24	0	12

## **White House Library December Monthly Report**

### **Summary of Activities**

The Friends of the Library hosted a Cookies with Santa event at the library on December 5<sup>th</sup>. The event was well received with 107 coming to get their pictures with Santa.

The Friends of the Library set up their wish tree. People who purchase and donate an item from the tree receive a one-year Friends membership. This helps the library not have to spend as much as their own budget for items that they want to add to the collection.

The Marketing Committee met on December 6<sup>th</sup> to review the marketing plan for the library. The group discussed a few different items that needed to be updated on the plan before it is submitted to the library board for approval in January 2025.

The Library Director and Assistant Director attended a training at the regional library on December 7<sup>th</sup> on how to find your voice as a leader. The group looked at what it meant to be an assertive leader, ways to say no, and where we had learned different skill sets we possess e.g. formal training or life experiences.

The Policy Committee met on December 7<sup>th</sup>. The group reviewed the library director's job description and the library by-laws. The recommended changes will be brought to the January 9, 2025 board meeting for approval.

The Budget Committee met on December 16<sup>th</sup>. The group reviewed the director's proposal, but decided to have a follow up meeting on January 7<sup>th</sup> to review items in more detail. The committee will bring a budget proposal to the January 9<sup>th</sup> board meeting.

The Executive Committee met on December 17<sup>th</sup>. The group reviewed the library director's goals for 2024 and her proposed goals for 2025. In addition, the group looked at the director's evaluation form and made some suggested changes that they will bring to the January 9, 2025 board meeting.

The Library Director met with the regional assistant director to discuss what type of Continuing education training she would like for the 2025-2026 calendar year.

The muralist started working on extending the mural in the area where the stage was removed. He is working on adding Larry to that area and extending the curtains down to the floor.

### **Department Highlights**

The highlights for the month was the Friends of the Library's two programs: the wish tree and Cookies with Santa. Both of them were successful events that the library plans to repeat next year.

White House Public Library  
December 2024 Performance Measures

**Official Service Area Populations**

2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
14,363	14,455	14,820	15,094	15,355

**Membership**

December 2024 Performance Measures	2020	2021	2022	2023	2024
New Members	41	38	56	47	47
Updated members	211	528	293	155	251
Yearly Totals	2020	2021	2022	2023	2024
Total Members	9,496	7,027	7,125	7,442	8,036
% of population with membership	66	49	48	49	52

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

**Total Material Available:** 39,530

**Estimated Value of Total Materials:** \$988,250

**Total Materials Available Per Capita:** 2.57

**Last Month:** \$988,550

**Last Month:** 2.57

**State Minimum Standard:** 2.00

**Materials Added in December**

2020	2021	2022	2023	2024
120	296	102	107	175

**Yearly Material Added**

2020	2021	2022	2023	2024
3,025	3,035	3,573	2,641	2,033

**Physical Items Checked Out in December**

2020	2021	2022	2023	2024
4,133	4,418	4,819	5,454	6,534

**Cumulative Physical Items Checked Out**

2020	2021	2022	2023	2024
50,042	59,515	80,653	81,667	85,458

**Miscellaneous Items Checked Out**

December	2020	2021	2022	2023	2024
Technology Devices	56	68	61	80	127
Study Rooms	14	59	65	92	58
Games and Puzzles	140	125	180	162	211
Seeds	8	28	3	2	31
STEAM Packs	0	20	13	43	36
Cake Pans	1	0	12	7	9
Outdoor Items	*	*	3	2	0
Honor Books	*	*	4	1	3
Adult Kits	*	*	*	*	2
Museum Passes	*	*	*	*	3
Instruments	*	*	*	*	23

**Miscellaneous Items Checked Out**

Yearly Totals	2020	2021	2022	2023	2024
Technology Devices	381	725	743	794	1,069
Study Rooms	305	395	746	888	881
Games and Puzzles	955	1,263	2,060	1,855	2,104
Seeds	302	878	883	767	946
STEAM Packs	25	160	234	351	419
Cake Pans	28	21	69	45	65
Outdoor Items	*	*	17	59	86
Honor Books	*	*	19	104	109
Adult Kits	*	*	*	*	51
Museum Passes	*	*	*	*	109
Instruments	*	*	*	*	30

**Library Services Usage**

December	2020	2021	2022	2023	2024
Test Proctoring	0	5	1	0	0
Charging Station	7	4	6	2	1

**Library Services Usage**

Yearly Totals	2020	2021	2022	2023	2024
Test Proctoring	74	108	61	54	73
Charging Station	47	45	21	16	16



Notary Services	4	14	3	11	12
Library Visits	2,566	3,236	3,517	3,604	4,582
Website Usage	2,094	2,191	3,040	707	980
Reference Questions	10	5	1	1	2

Notary Services	88	144	135	167	227
Library Visits	30,007	38,913	48,253	48,053	58,329
Website Usage	17,977	27,907	33,678	36,648	13,141
Reference Questions	60	73	31	37	65

#### Computer Users

December	2020	2021	2022	2023	2024
Wireless Users	387	425	331	285	232
Adult Users	261	171	188	145	166
Kids Users	8	89	219	120	178
Osmo Users (hours)	*	*	*	*	78.25

#### Computer Users

Yearly Totals	2020	2021	2022	2023	2024
Wireless	3,829	3,878	4,544	4,338	3,449
Adult Users	2,138	2,235	2,608	2,255	2,327
Kids Users	427	957	2,987	2,030	1,801
Osmo Users (hours)	*	*	*	*	501

#### Library Volunteers

December	2020	2021	2022	2023	2024
Library Volunteers	6	12	10	12	6
Volunteer Hours	67.00	159.00	102.00	63.00	45.75

#### Library Volunteers

Yearly Totals	20-21	21-22	22-23	23-24	24-25
Library Volunteers	20	48	48	50	22
Volunteer Hours	1,204.00	1,492.50	1,289.00	533.50	316.00

#### Databases

Universal Class	December
Sign-ups	2
Courses Started	4
Lessons Viewed	102
Submissions	104

Yearly Totals	2020	2021	2022	2023	2024
Sign-ups	10	13	18	22	14
Courses Started	53	39	2	24	34
Lessons Viewed	1,771	1,008	876	419	708
Submissions	800	515	465	559	793

Fiero Code	December
Logins	0
Hours	0
Tasks	0

Yearly Totals	2020	2021	2022	2023	2024
Logins	*	*	*	31	116
Hours	*	*	*	19.6	81.6
Tasks	*	*	*	29	334

Comics Plus	December
New Users	1
Check Outs	1

Yearly Totals	2020	2021	2022	2023	2024
Total Users	*	*	*	*	34
Check Outs	*	*	*	*	112

Kanopy	December
Visits	504
Plays	58
Accounts	2

Yearly Totals	2020	2021	2022	2023	2024
Visits	*	*	*	2,350	6,249
Plays	*	*	*	608	1,110
Accounts	*	*	*	89	173

#### Programs

1,000 Books	2020	2021	2022	2023	2024
Monthly Sign-ups	3	1	0	3	0
Total Program Sign-ups	67	174	132	153	53

Achievements	
500 Mark	25
Total Completion	25

#### Face-to-Face Kids Programs

December	2020	2021	2022	2023	2024
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#### Face-to-Face Kids Programs

Yearly Totals	2020	2021	2022	2023	2024
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Programs	1	11	9	7	13
Attendees	17	203	246	163	258

#### Face-to-Face Tween Programs

December	2020	2021	2022	2023	2024
Programs	0	7	7	7	6
Attendees	0	60	23	13	23

#### Teen Programs

December	2020	2021	2022	2023	2024
Programs	*	*	*	*	1
Attendees	*	*	*	*	1

#### Face-to-Face Adult Programs

December	2020	2021	2022	2023	2024
Programs	2	8	3	7	8
Attendees	6	23	9	49	71

#### Device Advice

December	2020	2021	2022	2023	2024
Sessions	0	5	6	11	18

#### Passive (Number of Participants)

December	2020	2021	2022	2023	2024
Adult	*	0	0	0	26
Teen / Tween	0	0	96	39	32
Kids	225	212	189	116	75

#### General Interest Programs

December	2020	2021	2022	2023	2024
Programs	*	*	*	*	1
Attendees	*	*	*	*	107

#### Interlibrary Loan Services

December	2020	2021	2022	2023	2024
Borrowed	65	55	59	23	48
Loaned	23	20	10	11	17

December	R.E.A.D.S
E-books	1,163
Audiobooks	1,804
E-videos	0
E-series	217

Programs	43	91	136	129	157
Attendees	1,185	2,167	3,646	3,805	3,286

#### Face-to-Face Tween Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	11	43	98	112	121
Attendees	77	370	437	361	352

#### Teen Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	*	*	*	*	19
Attendees	*	*	*	*	24

#### Face-to-Face Adult Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	42	63	75	107	142
Attendees	214	351	377	589	1,034

#### Device Advice

Yearly Totals	2020	2021	2022	2023	2024
Sessions	51	81	131	144	176

#### Passive (Number of Participants)

Yearly Totals	2020	2021	2022	2023	2024
Adult	*	0	20	0	100
Teen / Tween	152	409	151	100	65
Kids	1,094	1,699	334	184	75

#### General Interest Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	*	*	*	*	2
Attendees	*	*	*	*	1,322

#### Interlibrary Loan Services

Yearly Totals	2020	2021	2022	2023	2024
Borrowed	534	673	872	597	596
Loaned	151	226	317	184	331

Yearly Totals	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
E-books	*	*	*	*	5,536
Audiobooks	*	*	*	*	9,020
E-videos	*	*	*	*	0
E-series	*	*	*	*	965

<b>CITY COURT REPORT</b>			
<b>DECEMBER 2024</b>			
<b>CITATIONS</b>			
TOTAL MONIES COLLECTED FOR THE MONTH		\$4,586.50	
<b>TOTAL MONIES COLLECTED YTD</b>			<b>\$29,650.25</b>
<b>STATE FINES</b>			
TOTAL MONIES COLLECTED FOR MONTH		\$949.61	
<b>TOTAL MONIES COLLECTED YTD</b>			<b>\$9,273.94</b>
<b>TOTAL REVENUE FOR MONTH</b>			
		\$5,536.11	
<b>TOTAL REVENUE YTD</b>			<b>\$38,924.19</b>
<b>DISBURSEMENTS</b>			
LITIGATION TAX	\$335.74		
DOS/DOH FINES & FEES	\$331.55		
DOS TITLE & REGISTRATION	\$57.00		
RESTITUTION/REFUNDS	\$0.00		
ON-LINE CC FEES	\$0.00		
CREDIT CARD FEES	\$0.00		
WORTHLESS CHECKS	\$0.00		
TOTAL DISBURSEMENTS FOR MONTH		\$724.29	
<b>TOTAL DISBURSEMENTS YTD</b>			<b>\$3,883.09</b>
<b>ADJUSTED REVENUE FOR MONTH</b>			
		\$4,811.82	
<b>TOTAL ADJUSTED REVENUE YTD</b>			<b>\$35,041.10</b>
<b>DRUG FUND</b>			
DRUG FUND DONATIONS FOR MONTH		\$142.50	
<b>DRUG FUND DONATIONS YTD</b>			<b>\$2,347.49</b>
<b>Offenses Convicted &amp; Paid For Month</b>			
	<b>Count</b>	<b>Paid</b>	
Animal Control			
Financial Responsibility Law	9	\$572.50	
Registration Law	8	\$582.50	
Improper Equipment			
Texting/Hands Free Law	5	\$243.00	
Codes Violation	2	\$320.00	
DL Exhibited			
Red Light	5	\$480.00	
Misc			
Stop Sign	3	\$290.00	
Speeding	22	\$2,297.50	
Seat Belt-Child Restraint	1	\$132.50	
Following Too Close	1	\$55.00	
Exercise Due Care	5	\$390.00	
Failure to Yield	1	\$55.00	
Illegal Parking	1	\$51.00	
Judgment Released	78	\$0.00	
Total	141	\$5,469.00	



RESOLUTIONS....

**RESOLUTION 25-01**

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.**

**WHEREAS**, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

**WHEREAS**, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

**WHEREAS**, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

**WHEREAS**, this professional has made a number of recommendations to revise the personnel rules and procedures; and

**WHEREAS**, the Board of Mayor and Aldermen wish to amend the current personnel manual;

**NOW, THEREFORE**, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

This resolution shall be effective upon passage.

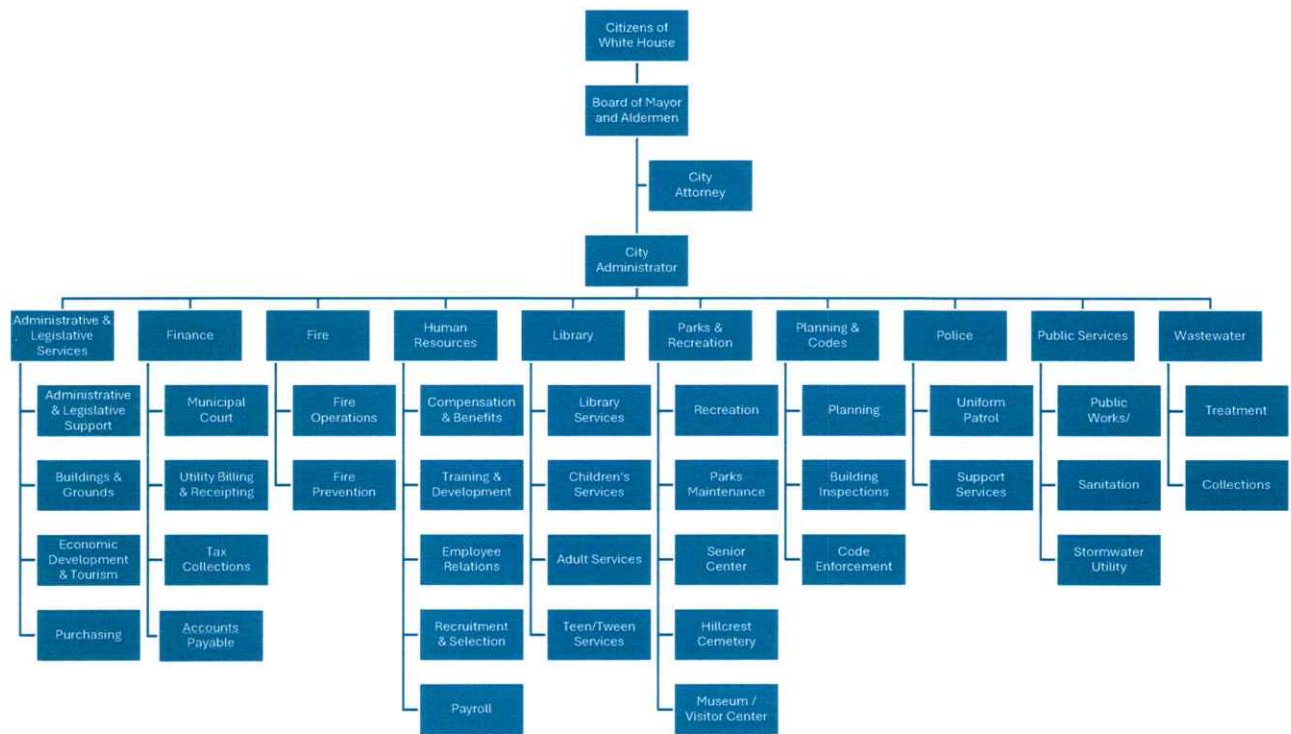
Adopted this 16<sup>th</sup> day of January 2025.

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

\_\_\_\_\_  
Derek Watson, City Recorder

**City of White House Organizational Chart 1.5**





## SECTION 3 - CLASSIFICATION PLAN

### 3.1. PURPOSE

The classification plan provides a complete inventory of all positions in the City's service and an accurate description and specifications for each employment class. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities and has the same meaning throughout the City.

### 3.2. COMPOSITION OF THE CLASSIFICATION PLAN

The classification plan may consist of:

- a. a grouping of classes of positions that are approximately equal in difficulty and responsibility that call for the same general qualifications and that can be equitably compensated within the same range of pay under similar working conditions;
- b. class titles descriptive of the work of the class;
- c. written specifications for each class of positions; and
- d. physical standards for performance of the duties of the position

### 3.3. USE OF CLASSIFICATION PLAN

The classification plan may be used:

- a. as a guide in recruiting and examining candidates for employment;
- b. in determining lines of promotion and developing employee training programs;
- c. in determining salaries to be paid for various types of work;
- d. in determining personal service items in departmental budgets;
- e. in providing uniform job terminology understandable by all local government officers and employees and by the general public

### 3.4. ALLOCATION OF POSITIONS

Before a new position is established, Department Heads shall submit in writing 1) a job description describing in detail the duties of such a position and 2) justification of the need for an additional position. The City Administrator shall then approve or deny such recommendation. If the City Administrator agrees that the new position is necessary, then the recommendation is put before the Board of Mayor and Aldermen for approval or denial.

### 3.5. REQUEST FOR RECLASSIFICATION

Positions may be reclassified by the City Administrator based on a written request from the Department Head outlining justification for the change.

### 3.5. JOB DESCRIPTIONS

A written job description will be maintained for each position recognized by the City. Job descriptions will follow the prescribed format. Job descriptions will be updated annually (or as needed) when performance

appraisals are conducted. Supervisors are responsible for accurate job documentation and are to be certain that up-to-date job documentations are submitted to the Human Resources Department.

## SECTION 4 - PAY PLAN AND COMPENSATION

### 4.1. PURPOSE OF THE PAY PLAN

The pay plan is intended to provide fair compensation for all classes of positions in consideration of ranges of pay for other positions, general rates of pay for similar employment in private establishments and other public agencies in the area, cost of living data, the financial condition of the City, and other factors as the budget allows.

### 4.2. COMPOSITION OF THE PAY PLAN

The pay plan for the City of White House shall consist of minimum and maximum rates of pay for each existing pay grade.

### 4.3. MAINTENANCE OF THE PAY PLAN

The City Administrator will from time to time make comparative studies of all factors affecting the level of salary ranges and may recommend to the Board of Mayor and Aldermen approval of appropriate changes in the salary ranges as the budget allows.

### 4.4. USE OF SALARY RANGES

Salary ranges are intended to furnish administrative flexibility in recognizing individual differences among positions and in providing incentives to employees.

The minimum rate established for a position is the normal hiring rate except, in those cases where unusual circumstances (such as inability to fill the position at the hiring rate or exceptional qualifications of an applicant) appear to warrant employment of an individual at a higher rate in the pay range. Any Department Head desiring to appoint an applicant to start at a salary above the minimum must submit a written justification to the City Administrator for approval. Such appointments shall be made only in exceptional cases as decided by the City Administrator.

### 4.1. PURPOSE OF THE PAY PLAN

This policy provides guidelines for the administration of employee wages and salaries, including starting pay rates, pay increases, promotional increases and other salary adjustments. The pay plan is intended to provide fair compensation for all classes of positions in consideration of ranges of pay for other positions, general rates of pay for similar employment in private establishments and other public agencies in the area, cost of living data, the financial condition of the City, and other factors as the budget allows.

### 4.2. OBJECTIVES OF THE PAY PLAN

This policy is intended to promote the following:

- Ensure competitive pay practices to allow the City of White House to effectively compete in the labor market for the talent needed to serve the needs of citizens.
- Ensure fair, consistent and unbiased treatment of employees relative to pay administration.
- Ensure City pay practices support career paths and employee development.
- Ensure City payroll expense complies with City budgetary constraints.

### 4.3. COMPENSATION STRATEGY



To ensure the City of White House can attract and retain employees with the desired knowledge, skills and abilities needed to serve the citizens and customers of the City. The pay plan is designed to over time position employee compensation at the average of the labor market.

#### **4.3. RESPONSIBILITY FOR ADMINISTRATION**

All Department Heads and the City Administrator are responsible for consistent application of the policy.

#### **4.4. PAY STRUCTURE: PAY GRADES AND PAY RANGES**

##### **1. Job Market Rates**

The City's pay plan reflects a market driven approach to establishing pay rates for City employees.

Accordingly, a Market Rate is defined for each job. The Market Rate is a guideline for the administration of compensation for each job. The Market Rate is determined from labor market data from local governments.

##### **2. Pay Structure**

The City of White House Pay Structure is comprised of three (3) pay plans: General Government, Police, and Fire each with a corresponding set of twenty (20) pay steps. All steps represent a 2.5% increase.

The pay steps are designed to be annual merit pay adjustments based on criteria set forth in Section 5.12. Merit / Pay for Performance Plan.

##### **3. Assignment of Jobs to Pay Grades**

Each job is to be assigned to the Pay Grade which the pay range midpoint best matches the Market Rate for the job. Exceptions may be made if strategic business considerations dictate that certain jobs (not employees) should be valued differently than their market value. Such exceptions must be approved by the City Administrator.

##### **4. Adjustment of Pay Structure**

The Pay Structure is subject to review on a periodic basis by the Human Resources Director and City Administrator. The pay structure may be adjusted periodically as necessary to ensure that the City's pay practices remain competitive with changes in labor market conditions. If a review is proposed and deemed to be appropriate by the Board of Mayor and Aldermen, the City will request the services of a qualified firm to complete a full compensation analysis.

##### **5. New Hire Rates of Pay**

Step 1 pay for a job classification is the normal hiring rate for individuals with no experience in the position. Individuals with experience in the primary job duties of the position will receive an additional step for each year of corresponding experience. If the department head believes an individual should be started at a higher step than the Human Resources Director or if the individual's experience does not match the job duties exactly but are similar, the department head will submit a request to the Compensation Committee for review and approval. The Compensation Committee will be comprised of the City Administrator, Human Resources Director, Police Chief, Fire Chief, and Benefits Specialist.

##### **6. Pay Adjustments**

###### **a. Annual Merit Increases**

###### **i. Purpose**



Annual merit increases reward employees for continued service and reflect employees' increasing job knowledge and skills.

**ii. Eligibility**

All regular full- and part-time employees who meet the criteria set forth in Section 5.12. Merit / Pay for Performance will be eligible.

**iii. Effective Date**

All merit increases will be effective the first day of the first full pay period of the fiscal year.

**b. Annual Cost of Living Adjustments**

**i. Purpose**

Annual cost-of-living adjustments allow for the pay structure to remain competitive in the job market.

**ii. Administration**

An annual cost-of-living adjustment will be recommended to the Board of Mayor and Aldermen based on a three-year rolling average of inflation per the Consumer Price Index. The Board of Mayor and Aldermen will vote annually to approve or deny based on budgetary constraints.

**iii. Effective Date**

All cost-of-living adjustments, if approved, will be effective the first day of the first full pay period of the fiscal year.

**c. Topped Out Employees**

Each employee whose pay rate equals the top pay step for the employee's position will only be eligible for any cost-of-living adjustments that are approved by the Board of Mayor and Aldermen.

**d. Promotional Increases**

**i. Definition of Promotion**

Permanent placement of an individual in a position which is in a Pay Grade that is higher than the individual's current Pay Grade will be considered a promotion. All promotions must be approved by the City Administrator.

**ii. Increase Amount**

At the time of the promotion, the individual's salary is to be adjusted to reflect the increased demands and responsibility of the new position per the pay plan. One of the following three formulas will be used in determining the increase whichever results in the highest increase:

1. An increase of 5% per grade for each grade that the new position is above the current position; OR,
2. 50% of the individual's total years of service with the City of White House; OR,
3. Step 1 of the new grade.

After the new pay rate is determined based on the appropriate formula, if the new rate of pay falls between two steps of the new grade, the employee will be moved up into the next available step for that grade.

**e. Lateral Reassignments**

Reassignment from one job to another in the same Pay Grade will be considered a lateral move. No immediate adjustment to pay will be made.

**f. Reassignments to a Lower Pay Grade**

**i. Temporary Reassignments for FMLA and/or Workers' Compensation and/or ADA Accommodations**

Reassignments to a lower pay grade to accommodate for light duty restrictions will not result in a change in pay rate.

**ii. Permanent Reassignment**

Employees may by request or by a disciplinary demotion be moved to a lower pay grade. When this occurs, one of the following three formulas will be used in to determine the decrease in pay:

1. A decrease of 5% per grade for each grade that the new position is below the current position; OR,
2. 50% of the individual's total years of service with the City of White House; OR,
3. Step 20 of the new grade.

After the new pay rate is determined based on the appropriate formula, if the new rate of pay falls between two steps of the new grade, the employee will be moved up into the next available step for that grade.

**g. Reclassification of Position**

A job may be reclassified if warranted by significant changes in job responsibilities. To request a reclassification, department heads must submit a revised job description and completed request for reclassification to the City Administrator. The Market Rate of the job will be determined based on comparison of the job to available salary survey data. The job will be reassigned to a different Pay Grade if indicated by the new Market Rate for the job. Reclassification of a job to a higher Pay Grade normally would be treated as a promotion which must be approved by the City Administrator.

**7. Budgetary Constraints**

Nothing in this section shall be construed as any guarantee of future pay increases. City management and the Board of Mayor and Aldermen will make every effort to ensure administration of wages and salaries in a manner is consistent with the intent of this policy, but any employee pay adjustments will be subject to availability of funds as determined in the budgeting process.

**4.5. PAY FOR PART-TIME WORK**

When an employment decision is for a part-time position, the employee will only be paid for the actual hours worked.

**4.6. MINIMUM WAGE**

In accordance with FLSA, no employee whether full-time, part-time, or within his/her probationary period, shall be paid less than the Federal minimum wage unless they are expressly exempt from the minimum wage requirement by FLSA regulations. Employees paid on an hourly rate basis are paid for all time actually worked.



#### 4.7. OVERTIME PAY

Overtime work will be compensated in accordance with the provisions of the FLSA at a rate of one-and-one half the non-exempt employee's regular rate after the employee has completed 40 hours actually worked in a workweek. Vacation, sick leave, weather emergency leave and holidays are not included in the computations for hours worked. Department Heads must authorize any employee overtime work.

**Firefighter Overtime:** For firefighters on a twenty-four-hour schedule, overtime is calculated on any hours above 106 in a 14-day work period.

**Police Officer Overtime:** For police officers on a twelve-hour schedule, overtime is calculated on any hours worked above 80 hours in a 14-day work period. All "grant" funded overtime will be paid at a rate of \$65.00 per hour.

#### 4.8. DIRECT DEPOSIT

All employees hired on or after January 19, 2006 are required to have their payroll checks deposited via direct deposit into the financial institution of their choice. Current employees hired prior to January 19, 2006 may choose and are encouraged, but not required, to participate in the City's payroll direct deposit program.

#### 4.9. PAYCHECKS

All employees of the City of White House will be paid on a bi-weekly basis.

If an employee is absent on payday and wishes to have someone, such as a relative, obtain his/her check, the employee may send his/her identification and a signed note authorizing the City to give the check to the bearer.

**Final Paycheck** The final paycheck will be made available on an employee's regular payday.

**Lost Paychecks** Employees are responsible for their paychecks after they have been issued. Checks lost or otherwise missing should be reported immediately to the payroll department so that a stop-order payment will be initiated. The Finance Director will determine if and when a new check should be issued to replace a lost or missing check.

**Unclaimed Paychecks** Paychecks not claimed by employees must be returned by the supervisor to the payroll offices.

### SECTION 5 - EMPLOYMENT

#### 5.10. PROBATIONARY PERIOD

The probationary period is an integral part of the examination process, and may be utilized for the following:

- closely observing the employee's work;
- securing the most effective adjustment of a new, promoted, demoted or transferred employee to his/her position;
- rejecting any employee whose performance does not meet work standards

The probationary period for all full- and part-time employees excluding Police Officers shall be 90 days 6 months. The probationary period for Police Officers shall be 12 months. Department Heads may request an extension of any employee's probationary period with the prior approval of the City Administrator. In no event may a probationary period be extended beyond 6 12 months. Firefighter and Police Officer probationary periods are determined by the department's SOP.

At any time during the probationary period, the Department Head may notify the City Administrator in writing of an employee's unsatisfactory performance and recommend whether or not employment should continue.



## 5.12. MERIT / PAY-FOR-PERFORMANCE PLAN

**Purpose** The purpose of a pay-for-performance system is to provide a mechanism that can:

- provide equal pay for equal performance so that, over time, resulting salaries correspond to performance level;
- recognize and reward quality performance by varying pay-for-performance pay adjustments;
- use performance appraisals and other criteria as determined by the City Administrator, as the basis for determining pay-for-performance adjustments;
- accomplish pay-for-performance within constraints of the salary structure and available funding;
- provide training to improve objectivity and fairness in performance evaluations

**Coverage** The pay-for-performance system covers all full-time employees of the City of White House. Determining coverage for other positions lies with the City Administrator.

**Eligibility** Employees are eligible for pay-for-performance if the following criteria are met:

- most recent performance appraisal meets expectations;
- ~~employee had no disciplinary suspension or disciplinary demotion issued during the evaluation period;~~
- department training requirements met;
- employed during the previous calendar year;
- employee has not had the following disciplinary actions during the evaluation period:
  - a. One (1) suspension;
  - b. One (1) demotion;
  - c. Two (2) written reprimands;
  - d. Any combination of three (3) written or verbal (in writing) reprimands.

## 7.1. CODE OF CONDUCT

**Rule 27 – CARRYING FIREARMS:** Employees shall only be allowed to carry firearms in accordance with Federal, State, and local laws and ordinances. Employees will be required to obtain the State of Tennessee's Enhanced Handgun Carry Permit prior to carry firearms while on duty. Employees are required to provide a copy of their permit to their department head and Human Resources. Employees permitted to carry a handgun by the State of Tennessee are required to give a copy of permit to their department head and to the Human Resources Director. Handgun carry permit holders carrying a firearm in the workplace must keep their firearm concealed or secured in their vehicle. Improper display or misuse of a firearm is strictly prohibited. Violation of this policy will be considered a serious offense and could lead up to termination of employment.

## 8.1. DISCIPLINARY SYSTEM

### POLICY

Discipline is the responsibility of each employee. A well-disciplined work force is one that voluntarily and ungrudgingly conforms to all rules and orders.

The City of White House employs a structured progressive disciplinary system to be followed in all cases of violation of City rules, directives, orders, city ordinances, state or federal statutes.

The disciplinary policy of the City, as stated, is to assure the prompt and thorough investigation of complaints to clear the innocent as well as establish the guilt of wrongdoers, and to facilitate fair, suitable and consistent discipline.

Employees served a Notice of Charges and required to attend a disciplinary hearing are prohibited from carrying a firearm, knife, or any other type of weapon into the hearing room. Violation of this policy will be considered a serious offense and could lead to termination of employment.

## PROCEDURE

### Administration of Discipline

Discipline will be administered in a progressive fashion: i.e., from minimal to maximum. The seriousness of the incident, the circumstances surrounding the incident, the employee's past disciplinary record, the employee's work record, the overall impact the incident caused to the department, and the prognosis for future similar incidents will all be taken into consideration in the administration of discipline.

- A. Counseling – Counseling may be used by a supervisor for minor misconduct, procedural mistakes, inappropriate judgment, or other minor violations may be handled by counseling. Counseling will be documented on the Counseling Form and submitted to Human Resources.

### B. Notice of Charges

1. If the employee's misconduct has previously been addressed by counseling or the misconduct is of a serious nature, a *Notice of Charges* will be issued.
2. The *Notice of Charges* will contain the following: *Type of Violation* – what rules, directives, or orders have been violated; and *Description of Violation* – a description of the conduct that constituted the violation; and *Previous Disciplinary Actions/Dates*. The issuing employee and the employee receiving the notice shall both sign and date the notice. The *Notice of Charges* form is to be forwarded to the Department Head. The Department Head shall schedule a disciplinary hearing to make a final determination.
3. The Department Head will conduct the hearing and determine a disposition.
4. The Department Head will complete the City of White House "Performance Correction Notice" and forward to Human Resources for processing and filing.
5. The following criteria for punitive actions in the interest of discipline may be used:

### C. Notice of Charges

1. If the employee's misconduct has previously been addressed by counseling or the misconduct is of a serious nature, a *Notice of Charges* will be issued.
2. The issuing employee and the department head will contact the Human Resources Director to meet and discuss the misconduct and to prepare the *Notice of Charges* and *Employee Rights* for issuance. The Department Head and Human Resources Director shall schedule a disciplinary hearing to make a final determination.
  - a. The *Notice of Charges* will contain the following: *Type of Violation* – what rules, directives, or orders have been violated; and *Description of Violation* – a description of the conduct that constituted the violation; and *Previous Disciplinary Actions/Dates*.
  - b. The *Employee Rights* will contain the following: the date, time, and location of the employee's Disciplinary Hearing and will serve as the employee's written notice of the Disciplinary Hearing.
3. The issuing employee and the employee receiving the notice shall both sign and date the *Notice of Charges* and *Employee Rights*. The employee receiving the notice shall receive a copy of the signed *Notice of Charges* and *Employee Rights*. The *Notice of Charges* form is to be forwarded to the Department Head.



4. The Department Head, with the Human Resources Director in attendance, will conduct the hearing.
5. The Department Head will make a final determination of disciplinary action, if applicable. Sustained Charges will be documented on the *Performance of Correction Notice* and forwarded to the Human Resources Department for review.
6. The Department Head will schedule a Determination Meeting within five work days with the employee.
7. During the Determination Meeting, the Department Head, with the Human Resources Director in attendance, will administer disciplinary action as documented on the *Performance Correction Notice*. The *Performance Correction Notice* will then be forwarded to Human Resources for processing.
8. The following criteria for punitive actions in the interest of discipline may be used:

**D. Disciplinary Action**

1. Verbal Reprimand - If the employee misconduct is serious or a pattern of minor, repeated, or multiple acts of misconduct or mistakes, the employee will be reprimanded. A verbal reprimand is reduced to writing and is used to formally document conduct that does not comply with accepted standards.
2. Written Reprimand – If the employee's misconduct has previously been addressed by disciplinary action or the charges are of a serious nature, the Department Head may issue a written reprimand. The circumstances dictate the level of discipline and a written reprimand does not have to be preceded by a verbal reprimand.
3. Suspension /Demotion
  - a. If the misconduct is very serious or is part of a continuing pattern of behavior involving repeated serious misconduct, the employee will be recommended for suspension. The Department Head will make a recommendation for suspension to the City Administrator.
  - b. If the employee is a supervisor, and the offense is such that it significantly impedes the employee's ability to continue functioning at his current rank, the Department Head may recommend to the City Administrator that the employee be demoted to a lower rank. A demotion may be in addition to other disciplinary action administered.
  - c. The City Administrator will administer suspensions and demotions.
4. Recommendation for Dismissal
  - a. If the employee's misconduct is so serious that continued employment is no longer appropriate or is part of a continuing pattern of behavior involving repeated serious or very serious misconduct, the employee will be reprimanded and recommended for termination of employment (dismissal).
  - b. The Department Head will make a recommendation for dismissal to the City Administrator. The City Administrator will take all administrative action regarding the dismissal of an employee.
  - c. An employee disciplined as a result of disciplinary action will not be eligible for rehire.



- E. An employee, who is the subject of a Disciplinary Hearing or Internal Affairs Investigation, will be provided all provisions of the *Rights of Employees* and procedural safeguards provided by applicable statutory and case law.

## **8.2. DEPARTMENT HEAD AND SUPERVISORY STAFF RESPONSIBILITIES**

### Supervisory Authority and Responsibilities

A supervisor who personally observes employee misconduct has the authority to exercise limited disciplinary action.

1. If the misconduct is minor the supervisor will counsel the employee and, if appropriate, recommend training or other action that will assist the employee in better understanding his duties. The Supervisor will contact Human Resources to acquire previous disciplinary actions.
2. If the employee's misconduct has previously been addressed by counseling or the misconduct is of a serious nature, a *Notice of Charges* will be issued as defined in 8.1 Disciplinary System. **An employee will be required to read and sign the *Employee Rights* form which serves as written notice of the date, time, and location of the employee's Disciplinary Hearing.**

### Department Head Authority and Responsibilities

The Department Head will conduct a Disciplinary Hearing:

1. As due process for a *Notice of Charges*.
2. As due process prior to making a final disposition of all Internal Affairs *Sustained* investigations or other investigation of an employee.
  - A. Hearing Evidence Rules – A Disciplinary Hearing is not a judicial trial but rather a search for the truth and an opportunity for an employee to be heard (due process). Standard Rules of Evidence such as the Exclusionary and Discovery Rules are not applicable, and the Department Head may consider any evidence or statement he feels is pertinent or reasonable.
  - B. Hearing Proceedings – Since the hearing is conducted prior to a final disposition of disciplinary action it is closed to the media and public. Attendance will be limited to those persons pertinent to the case and provided for by the *Rights of Employees*.
    1. The hearings may be recorded.
    2. The hearing will begin with the Department Head reading the charge, reprimand, allegation of misconduct, or other statement identifying the purpose for the hearing.
    3. The employee will then be allowed to present a written statement that's read into the record, give an oral statement, or both.
    4. Discussion may take place.
    5. The hearing will end and the Department Head will make a final determination and administer disciplinary action if applicable within 5 work days following the close of the hearing. Sustained Charges will be documented on the *Performance of Correction Notice* and forwarded to the Human Resources Department for processing.

**CITY OF WHITE HOUSE  
PERFORMANCE APPRAISAL TOOL**

**Employee:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Appraisal Period:** \_\_\_\_\_

**Appraisal Type:**    90-Day ☐    Annual ☐    Other ☐

**Rating Key:**    Meets Expectations = M/E    Does Not Meet Expectations = DNM/E

**Job Performance, Knowledge, and Skills:**

- |   |                              |                                |
|---|------------------------------|--------------------------------|
| 1. Understands and applies job related knowledge and skills.    | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Updates skills through education and training.               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Adapts to changes in the job, work methods and surroundings. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Maintains reliable attendance.                               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Complies with safety and health policies and procedures.     | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Works is completed in a timely manner.                       | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

**Communication and Interpersonal Skills:**

- |  |                              |                                |
|--|------------------------------|--------------------------------|
| 1. Consistently communicates job-related information.              | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Communicates effectively with co-workers and the public.        | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Oral and written communication is clear, accurate and complete. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Develops and maintains effective working relationships.         | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Demonstrates loyalty and professionalism.                       | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Provides effective Customer Service to customers.               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

**Supervisory Skills (if applicable):**

- |   |                              |                                |
|---|------------------------------|--------------------------------|
| 1. Demonstrates the ability to direct others in accomplishing tasks.    | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Rewards and recognizes individual and team successes.                | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Functions effectively under pressure.                                | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Resolves differences and seeks win/win outcomes.                     | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Responds appropriately to criticism and suggestions for improvement. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Promotes employee safety and wellness.                               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

<b>Overall Appraisal Rating:</b>	M/E <input type="checkbox"/>	DNM/E <input type="checkbox"/>
<i>Employee - 9 M/Es Required    Supervisor - 13 M/Es Required</i>		

**Comments:**

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**Employee Status:**

Yes

No

1. Did the employee's annual performance appraisal meet expectations?

☐☐

2. ~~Was a disciplinary suspension or disciplinary demotion issued during the evaluation period?~~

☐☐

2. Did the employee meet the department training requirements?

☐☐

3. Disciplinary Action Totals (verify with HR, if necessary) :

Suspensions

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Demotions

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Written Reprimands

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Verbal Reprimands (in writing)

---

**Expected Goals and Objectives for Next Appraisal Period:**

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**Employee Comments:**

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My signature does not constitute agreement and/or acceptance of this appraisal rating yet serves as formal acknowledgement of receipt of the information presented.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appraiser Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_

City Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# ORDINANCES....

December 10, 2024

**MEMORANDUM**

**To:** Board of Mayor and Aldermen  
**From:** Jason Barnes, Finance Director  
**CC:** Gerald Herman, City Administrator  
**Re:** Fiscal Year 2025, Budget Amendment I (12/19/2024)

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This budget amendment format (template) has been changed from previous versions to improve transparency and understandability. The new format is based on excerpts from the original budget ordinance. The Division of Local Government Finance of the Tennessee Comptroller of the Treasury as well as KraftCPAs (our audit firm) have reviewed the updated formatting and approve the new template for budget amendments.

The following budget amendment is recommended for approval.

The first two proposed changes on this budget amendment are related to the Municipal Recreation Center project. The first proposed change is to account for the overstated estimated expenditures for the previous fiscal year of \$2,508,960. This caused the estimated ending (FY2024) / beginning (FY2025) fund balance and current year proposed appropriations to be understated by the same amount. This first proposed change alone would not affect current year ending fund balance. The second proposed change is to increase the current year (and overall) appropriations for this project by \$191,040. This amount was estimated based upon outstanding commitments to Romach and Wold in order to complete the project by June 30, 2025.

The third proposed change on this budget amendment is related to the Soccer Complex Renovation Phase 2 project. This proposed change is to account for the overstated estimated expenditures for the previous fiscal year of \$517,595. This caused the estimated ending (FY2024) / beginning (FY2025) fund balance and current year proposed appropriations to be understated by the same amount. This proposed change would not affect current year ending fund balance.

Should you have any questions related to this budget amendment, please let me know.

Jason Barnes  
Finance Director  
615-672-4350 x \*2103  
JBarnes@WhiteHouseTN.gov

# ORDINANCE 24-19

## AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025.

Whereas, Tenn, Code Ann. § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

Whereas, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

General Fund (per ordinance 24-06)	FY 2024 Estimated	FY 2025 Proposed	
Appropriations			
Expenditures			
Parks and Recreation	\$ 16,265,528	\$ 10,094,260	
Beginning Fund Balance July 1	7,592,644	5,633,623	
Ending Fund Balance June 30	\$ 5,633,623	\$ 8,982,121	

General Fund (proposed change #1)	FY 2024 Estimated	FY 2025 Proposed	Amendment Change Amt. G/L
Appropriations			
Expenditures			
Parks and Recreation	\$ 13,756,568	\$ 12,603,220	\$ 2,508,960 110-44740-900
Beginning Fund Balance July 1	7,592,644	8,142,583	
Ending Fund Balance June 30	\$ 8,142,583	\$ 8,982,121	

1) To amend previous fiscal year (2024) estimated expenditures (reduced) for the Municipal Recreation Center project, to increase beginning Fund Balance for current fiscal year (2025), and to increase proposed expenditures for current fiscal year (2025) as a result of unexpended costs in the previous fiscal year (2024).

General Fund (proposed change #2)		FY 2025 Proposed	Amendment Change Amt. G/L
Appropriations			
Expenditures			
Parks and Recreation		\$ 12,794,260	\$ 191,040 110-44740-900
Beginning Fund Balance July 1		8,142,583	
Ending Fund Balance June 30		\$ 8,791,081	

2) To amend current fiscal year (2025) proposed expenditures (increase) for the Municipal Recreation Center project as a result of anticipated additional unbudgeted project costs.



Parks Sales Tax Fund (per ordinance 24-06)	FY 2024 Estimated	FY 2025 Proposed	
Appropriations			
Expenditures			
Parks	\$ 2,070,000	\$ 600,000	
Beginning Fund Balance July 1	610,240	18,915	
Ending Fund Balance June 30	\$ 18,915	\$ 882,668	

Parks Sales Tax Fund (proposed change #3)	FY 2024 Estimated	FY 2025 Proposed	Amendment Change Amt. G/L
Appropriations			
Expenditures			
Parks	\$ 1,552,405	\$ 1,117,595	\$ 517,595 122-44400-900
Beginning Fund Balance July 1	610,240	536,510	
Ending Fund Balance June 30	\$ 536,510	\$ 882,668	

3) To amend previous fiscal year (2024) estimated expenditures (reduced) for the Soccer Complex Renovation Phase 2 project, to increase beginning Fund Balance for current fiscal year (2025), and to increase proposed expenditures for current fiscal year (2025) as a result of unexpended costs in the previous fiscal year (2024).

This ordinance shall become effective upon final reading the public welfare requiring it.

First Reading: 12/19/2024 PASSED

Second Reading: 1/16/2025

\_\_\_\_\_  
John Corbitt, Mayor

Attest:

\_\_\_\_\_  
Derek Watson, City Recorder

ORDINANCE 24-20

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18 CHAPTER 4 STORMWATER MANAGEMENT SECTIONS 18-409, 18-410 AND 18-

411

**WHEREAS**, the Board of Mayor and Aldermen passed Ordinance 14-28 that established Stormwater Management in the Municipal Code Title 18, Chapter 4 Stormwater Management; and

**WHEREAS**, the City maintains a consistent set of adopted rules and procedures for the administration and enforcement of stormwater related matters; and

**WHEREAS**, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's stormwater system and make recommendations of updates and improvements to the procedures; and

**WHEREAS**, the City has engaged the services of a professionally trained Public Services Director to advise on stormwater related matters, including infrastructure management and enforcement; and

**WHEREAS**, this professional has made a number of recommendations to revise the enforcement rules and procedures in the Municipal Code Title 18, Chapter 4 Stormwater Management; and

**WHEREAS**, Resolution 24-16 establishes the Stormwater Enforcement Response Plan, and

**WHEREAS**, the Board of Mayor and Alderman desires to amend and delete sections of the Municipal Code Title 18 Chapter 4 due to the redundancy of the established Resolution;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR ALDERMAN** that the White House Municipal Code Title 18 Sewers and Waters, Chapter 4 Stormwater Management be amended as follows:

TITLE 18: SEWERS AND WATERS  
CHAPTER 4: STORMWATER MANAGEMENT

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

**18-409. Enforcement.** (1) Enforcement authority. The stormwater coordinator shall have the authority to issue notices of violation and citations, and to impose the civil penalties provided in summary in this section. Further details on enforcement shall be as defined in the city's enforcement response plan ~~as approved by the board of mayor and aldermen.~~ Measures authorized include:

- (a) Verbal warnings. ~~At minimum, verbal warnings must specify the nature of the violation and required corrective action.~~
- (b) Written notices. ~~Written notices must stipulate the nature of the violation and the required corrective action, with deadlines for taking such action.~~
- (c) Citations with administrative penalties. ~~The MS4 has the authority to assess monetary penalties, which may include civil and administrative penalties.~~
- (d) Stop work orders. ~~Stop work orders that require construction activities to be halted, except for those~~



~~activities directed at cleaning up, abating discharge, and installing appropriate control measures.~~

~~(e) Withholding of plan approvals or other authorizations. Where a facility is in noncompliance, the MS4's own approval process affecting the facility's ability to discharge to the MS4 can be used to abate the violation.~~

~~(f) Additional measures. The MS4 may also use other escalated measures provided under local legal authorities. The MS4 may perform work necessary to improve erosion control measures or eliminate illicit discharges and collect the funds from the responsible party in an appropriate manner, such as collecting against the project's bond or directly billing the responsible party to pay for work and materials.~~

~~(2) Notification of violation. (a) Verbal warning. Verbal warning may be given at the discretion of the inspector when it appears the condition can be corrected by the violator within a reasonable time, which time shall be approved by the inspector.~~

~~(b) Written notice. Whenever the stormwater coordinator finds that any permittee or any other person discharging stormwater has violated or is violating this chapter or a permit or order issued hereunder, the stormwater coordinator may serve upon such person written notice of the violation. Within ten (10) days of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the stormwater coordinator. Submission of this plan in no way relieves the discharger of liability for any violations occurring before or after receipt of the notice of violation.~~

~~(c) Consent orders. The stormwater coordinator is empowered to enter into consent orders, assurances of voluntary compliance, or other similar documents establishing an agreement with the person responsible for the noncompliance. Such orders will include specific action to be taken by the person to correct the noncompliance within a time period also specified by the order. Consent orders shall have the same force and effect as administrative orders issued pursuant to paragraphs (d) and (e) below.~~

~~(d) Show cause hearing. The stormwater coordinator may order any person who violates this chapter or permit or order issued hereunder, to show cause why a proposed enforcement action should not be taken. Notice shall be served on the person specifying the time and place for the meeting, the proposed enforcement action and the reasons for such action, and a request that the violator show cause why this proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least ten (10) days prior to the hearing.~~

~~(e) Compliance order. When the stormwater coordinator finds that any person has violated or continues to violate this chapter or a permit or order issued thereunder, he may issue an order to the violator directing that, following a specific time period, adequate structures or devices be installed and/or procedures implemented and properly operated. Orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance, including the construction of appropriate structures, installation of devices, self-monitoring, and management practices.~~

~~(f) Cease and desist and stop work orders. When the stormwater coordinator finds that any person has violated or continues to violate this chapter or any permit or order issued hereunder, the stormwater coordinator may issue a stop work order or an order to cease and desist all such violations and direct those persons in noncompliance to:~~

~~(i) Comply forthwith; or~~

~~(ii) Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation; including halting operations except for terminating the discharge and installing appropriate control measures.~~

~~(g) Suspension, revocation or modification of permit. The stormwater coordinator may suspend, revoke~~



or modify the permit authorizing the land development project or any other project of the applicant or other responsible person within the city. A suspended, revoked or modified permit may be reinstated after the applicant or other responsible person has taken the remedial measures set forth in the notice of violation or has otherwise cured the violations described therein, provided such permit may be reinstated upon such conditions as the stormwater coordinator may deem necessary to enable the applicant or other responsible person to take the necessary remedial measures to cure such violations.

(h) ~~Conflicting standards. Whenever there is a conflict between any standard contained in this chapter, other city ordinances or in the BMP manuals adopted by the city under this chapter, the strictest standard shall prevail.~~

**18-410. Penalties.** (1) ~~Violations. Any person who shall commit any act declared unlawful under this chapter, who violates any provision of this chapter, who violates the provisions of any permit issued pursuant to this chapter, or who fails or refuses to comply with any lawful communication or notice to abate or take corrective action by the stormwater coordinator, shall be guilty of a civil offense.~~

(2) ~~Penalties. Under the authority provided in Tennessee Code Annotated, § 68-221-1106, the city declares that any person violating the provisions of this chapter may be assessed a civil penalty by the city of not less than fifty dollars (\$50.00) and not more than five thousand dollars (\$5,000.00) per day for each day of violation. Each day of violation shall constitute a separate violation. Further definition of said penalties will be as described in the official city enforcement response plan as approved by the board of mayor and aldermen.~~

(3) ~~Measuring civil penalties. In assessing a civil penalty, the city may consider:~~

- ~~(a) The harm done to the public health or the environment;~~
- ~~(b) Whether the civil penalty imposed will be a substantial economic deterrent to the illegal activity;~~
- ~~(c) The economic benefit gained by the violator;~~
- ~~(d) The amount of effort put forth by the violator to remedy this violation;~~
- ~~(e) Any unusual or extraordinary enforcement costs incurred by the city;~~
- ~~(f) The amount of penalty established by ordinance or resolution for specific categories of violations; and~~
- ~~(g) Any equities of the situation which outweigh the benefit of imposing any penalty or damage assessment.~~

(4) ~~Recovery of damages and costs. In addition to the civil penalty in subsection (2) above, the city may recover:~~

- ~~(a) All damages proximately caused by the violator to the city, which may include any reasonable expenses incurred in investigating violations of, and enforcing compliance with, this chapter, or any other actual damages caused by the violation.~~
- ~~(b) The costs of the city's maintenance of stormwater facilities when the user of such facilities fails to maintain them as required by this chapter.~~

(5) ~~Referral to TDEC. Where the city has used progressive enforcement to achieve compliance with this chapter, and in the judgment of the city has not been successful, the city may refer the violation to TDEC. For the purposes of this provision, "progressive enforcement" shall mean verbal warnings, written notices, citations and other measures defined in § 18-409 and in the city's enforcement response plan. In addition, enforcement referrals to TDEC must include, at a minimum, the following information:~~

- ~~(a) Construction project or industrial facility location;~~

~~(b) Name of owner or operator;~~

~~(c) Estimated construction project or size or type of industrial activity (including SIC code, if known);~~

~~(d) Records of communications with the owner or operator regarding the violation, including at least two (2) follow-up inspections, two (2) warning letters or notices of violation, and any response from the owner or operator.~~

~~(6) Other remedies. The city may bring legal action to enjoin the continuing violation of this chapter, and the existence of any other remedy, at law or equity, shall be no defense to any such actions. (7) Remedies cumulative. The remedies set forth in this section shall be cumulative, not exclusive, and it shall not be a defense to any action, civil or criminal, that one (1) or more of the remedies set forth herein has been sought or granted.~~

**18-411. Appeals.** Pursuant to Tennessee Code Annotated, § 68-221-1106(d), any person aggrieved by the imposition of a civil penalty or damage assessment as provided by this chapter may appeal said penalty or damage assessment to the stormwater advisory board.

~~(1) Appeals to be in writing. The appeal shall be in writing and filed with the city recorder within fifteen (15) days after the civil penalty and/or damage assessment is served in any manner authorized by law.~~

~~(2) Public hearing. Upon receipt of an appeal, the city's stormwater advisory board established by the city's governing body shall hold a public hearing within thirty (30) days. Ten (10) days' prior notice of the time, date, and location of said hearing shall be published in a daily newspaper of general circulation. Ten (10) days' notice by registered mail shall also be provided to the aggrieved party, such notice to be sent to the address provided by the aggrieved party at the time of appeal. The decision of the governing body of the city shall be final.~~

~~(3) Appealing decisions of the city's stormwater advisory board. Any alleged violator may appeal a decision of the stormwater advisory board pursuant to the provisions of Tennessee Code Annotated, Title 27, Chapter 8.~~

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: December 19, 2024 PASSED

Second Reading: January 16, 2025

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

\_\_\_\_\_  
Derek Watson, City Recorder

PURCHASING....



January 8, 2025

## MEMORANDUM

**To:** Board of Mayor and Aldermen

**From:** Gerald Herman, City Administrator

**Re:** Purchase Agreement & Possible Condemnation (if needed) for Right-of-ways for the Sage Rd. Widening Project

---

The City Attorney's office has been in contact with and negotiating on behalf of the City with several property owners at the corners of Sage Road and Cardinal Road for the Sage Road widening and intersection realignment project. CSR Engineering designed and surveyed the properties for the project. It has been determined that the properties in the chart below will need right-of-way purchased.

All but one property owner agreed to give their portion of property for free to the City for the project since they are developments that would benefit from the widening and intersection alignment. The property owner, Mrs. Norma Apple, of 313 Sage Road was given the offer of \$63,809.64 for the portion of land, trees, and driveway that is impacted by this project. Mrs. Apple agreed on the price.

I would like to request your approval for me and City Attorney Valerie Webb to move forward in the purchase of this right-of-way for this project as well as start the condemnation process (if needed) for any properties that are not willing to settle on the negotiated price.

I would also like to request your approval to authorize me to sign all documents regarding the purchase agreements for right-of-way and/or condemnation legal documents (if needed) for these properties.

If you have any questions or concerns, please do not hesitate to contact me at 672-4350, option 4.

Property Owner	Map/Parcel	Square Footage	Purchase Price
Norma Apple	117D A 004.00	4,125.64	\$63,809.64
Robertson County Industrial Development Board	117 061.01	3,489.59	\$0.00
HSA Commercial Real Estate Group	106 187.01	780.32	\$0.00
Sage Commons, LLC	106 193.04	8,547.32	\$0.00
Stagecoach Developments, LLC	106 193.00	3,141.12	\$0.00
Grand Total			\$63,809.64

November 01, 2024  
CSR Project No. 21-921

**RIGHT-OF-WAY ACQUISITION AREA DESCRIPTION  
FOR CITY OF WHITE HOUSE**

**PARENT TRACT PARCEL 117D A 004.00 000, A.O.R.C., TN  
RECORD BOOK 1237, PAGE 821, R.O.R.C., TN  
313 SAGE ROAD, WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE 37188**

*Christopher L. Clay, RLS*  
REGISTERED LAND SURVEYOR

TN RLS # 2614

DATE: 11-01, 20 24



This Right-Of-Way Acquisition Area being across a portion of a parcel of land, lying, being and situated in the 11th Civil District of Robertson County, Tennessee, the 2nd County Commission District of Robertson County, Tennessee and the 2nd City Aldermanic Ward of White House, Tennessee. Said Right-Of-Way Acquisition Area being across a portion of the same property conveyed unto Norma S. Apple, Trustee Of The Revocable Trust Agreement Of Norma S. Apple by deed as of record in Record Book 1237, Page 821, Register's Office of Robertson County, Tennessee. Said Right-Of-Way Acquisition Area being described as follows:

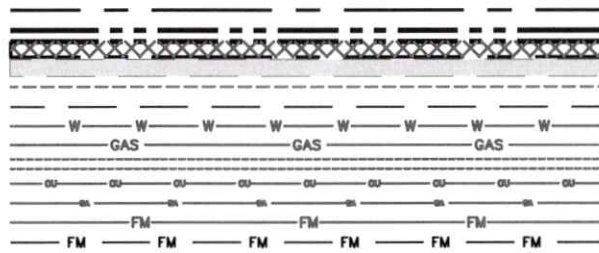
Beginning at a point located in the Southerly right-of-way of Sage Road. Said point being the Northwestern corner of the Vickie Kay Holt property as of record in Deed Book 317, Page 307, R.O.R.C., TN, Lot 42 and Western half of Lot 41, Meadow Lark Subdivision Sec. "A" as of record in Plat Book 2, Page 72, R.O.R.C., TN, being the Northeastern corner of the Norma S. Apple, Trustee Of The Revocable Trust Agreement Of Norma S. Apple property, Lot 43 and Lot 44, said Meadow Lark Subdivision Sec. "A", the parent tract on which the herein described Right-Of-Way Acquisition Area lies, and being the Northeastern corner of the Right-Of-Way Acquisition Area herein described. Thence, leaving said Southerly right-of-way of Sage Road, with the Western boundary line of said Vickie Kay Holt property, and with the Eastern boundary line of said Norma S. Apple, Trustee Of The Revocable Trust Agreement Of Norma S. Apple property, the parent tract, South 06°47'02" West, 6.94 Feet to a point. Said point being the Southeastern corner of the Right-Of-Way Acquisition Area herein described. Thence, leaving said Western boundary line of the Vickie Kay Holt property, leaving said Eastern boundary line of the Norma S. Apple, Trustee Of The Revocable Trust Agreement Of Norma S. Apple property, the parent tract, and with a new line, North 88°27'15" West, 177.14 Feet to a point. Thence, South 45°09'07" West, 40.74 Feet to a point in the Easterly right-of-way of Cardinal Drive. Said point being the Southwestern corner of the Right-Of-Way Acquisition Area herein described. Thence, leaving said new line, and with said Easterly right-of-way of Cardinal Drive, North 06°47'02" East, 55.91 Feet to a point at the intersection of said Easterly right-of-way of Cardinal Drive and said Southerly right-of-way of Sage Road. Said point being the Northwestern corner of said Norma S. Apple, Trustee Of The Revocable Trust Agreement Of Norma S. Apple property, the parent tract, and being the Northwestern corner of the Right-Of-Way Acquisition Area herein described. Thence leaving said Easterly right-of-way of Cardinal Drive, and with said Southerly right-of-way of Sage Road, South 82°58'21" East, 201.69 Feet to the point of beginning. This Right-Of-Way Acquisition Area being found to containing 0.086 Acres or 3,725.64 Square Feet, more or less, according to a Right-Of-Way Acquisition Area Exhibit prepared by CSR Engineering and Christopher L. Clay, R.L.S., Tennessee License Number 2614, CSR Project Number 21-921, dated November 01, 2024.



**BASIS OF BEARINGS:**  
TENNESSEE STATE PLANE  
COORDINATE SYSTEM



0' 40' 80'  
SCALE: 1"=40'



R.O.R.C., TN  
A.O.R.C., TN

**LEGEND:**

- EXISTING RIGHT-OF-WAY / PROPERTY LINE
- PROPOSED RIGHT-OF-WAY / PROPERTY LINE
- PROPOSED RIGHT-OF-WAY ACQUISITION AREA
- PROPOSED FUTURE PAVEMENT WIDENING AREA
- EXISTING EDGE OF PAVEMENT
- PROPOSED FUTURE EDGE OF PAVEMENT
- EXISTING WATERLINE
- EXISTING GAS LINE
- EXISTING STORM DRAINAGE PIPE
- EXISTING OVERHEAD UTILITY LINE
- EXISTING SEWER LINE
- EXISTING FORCE MAIN SEWER LINE
- PROPOSED FORCE MAIN SEWER LINE
- REGISTER'S OFFICE OF ROBERTSON COUNTY, TENNESSEE
- ASSESSOR'S OFFICE OF ROBERTSON COUNTY, TENNESSEE
- EXISTING TELEPHONE PEDESTAL
- EXISTING UTILITY POLE
- EXISTING GUY WIRE
- EXISTING SEWER VALVE
- PROPOSED SEWER AIR / VACUUM RELEASE VALVE
- EXISTING FIRE HYDRANT
- EXISTING WATER VALVE
- EXISTING WATER METER
- EXISTING MAILBOX
- EXISTING TREE



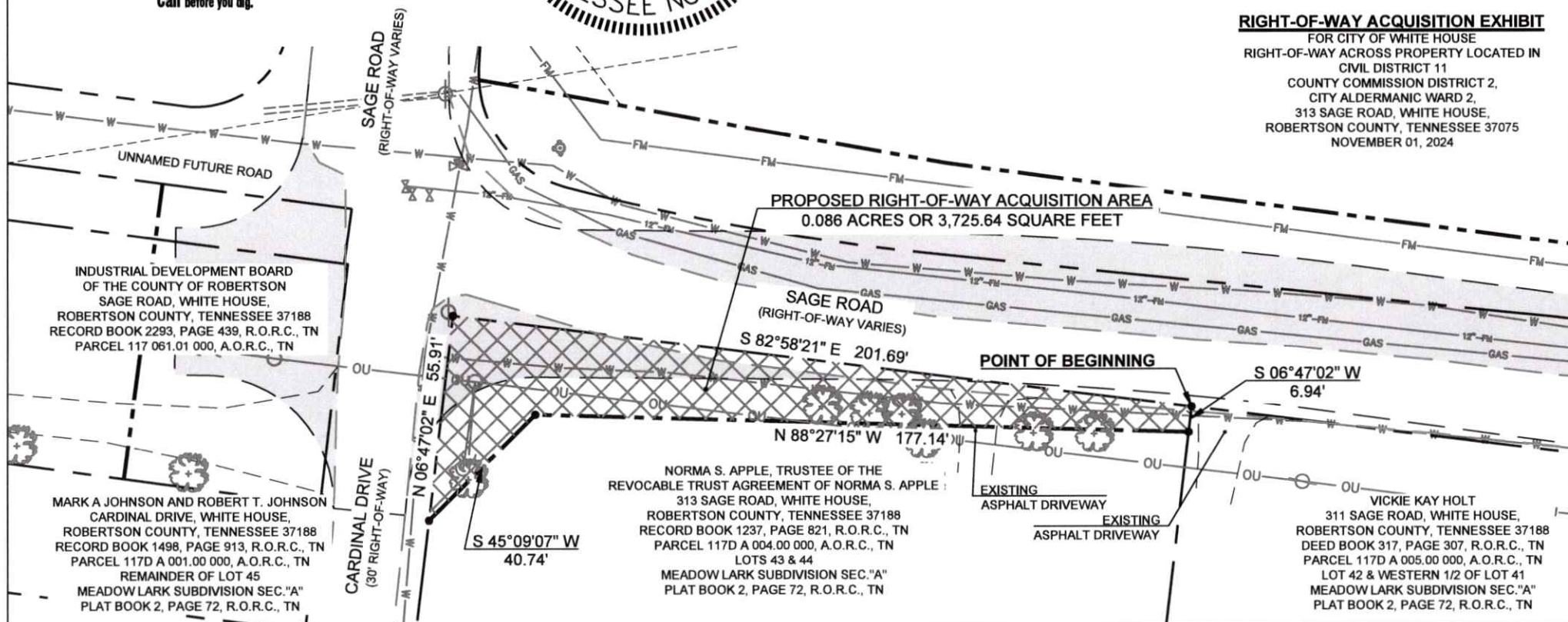
**NOTE:**

**THIS IS NOT A SURVEY.**

THE PURPOSE OF THIS EXHIBIT IS TO  
DEPICT THE RIGHT-OF-WAY ACQUISITION  
AREA ONLY.  
THIS EXHIBIT WAS PREPARED UTILIZING  
DATA FROM DEEDS, PLATS, GIS AND  
INFORMATION PROVIDED BY OTHERS.

**RIGHT-OF-WAY ACQUISITION EXHIBIT**

FOR CITY OF WHITE HOUSE  
RIGHT-OF-WAY ACROSS PROPERTY LOCATED IN  
CIVIL DISTRICT 11  
COUNTY COMMISSION DISTRICT 2,  
CITY ALDERMANIC WARD 2,  
313 SAGE ROAD, WHITE HOUSE,  
ROBERTSON COUNTY, TENNESSEE 37075  
NOVEMBER 01, 2024







# City of White House

*Parks, Recreation & Cultural Arts*

105 College Street  
White House, TN 37188  
Phone: 615.672.4350 x.2114  
Fax: 615.616.1057

**Kevin Whittaker**  
Director

**Selena Clouse**  
Assistant Director

**Linda Brooks**  
Office Administrator

**Steven Russell**  
Park Maintenance Supervisor

## MEMORANDUM

Date: January 6, 2025

To: Board of Mayor and Aldermen  
Gerald Herman, City Administrator

From: Kevin Whittaker, Director of Parks and Recreation

Re: Tri-Max Mower Attachment



The Parks Department would like to purchase a Tri-Max Mower attachment for its Parks Maintenance division. This is an attachment for a tractor to essentially take the place of our Reel Mowers that we use to mow our bermudagrass playing fields. It essentially does the work of 3 Reel Mowers and would allow us to cut our mowing time by 2/3rds without sacrificing any of the quality. The quote includes upgraded skids which will last longer than the factory installed skids. It also includes an extra set of blades which allows us to have a replacement set when we need a set sharpened or replaced.

This particular attachment is a Trimax S2 320 Snake Tri-Deck Roller Mower and is to be purchased off state contract from Ladd's Golf & Turf LLC - TN State Contract #66045 at a price of \$42,442.80. This will be coming out of the Parks Impact Fee budget line and we will need to wait to purchase until the budget amendment is approved and processed. I am recommending approval.

Thank You



## PROPOSAL

Quotation To: City of White House

Date: 12/20/2024

Reference Turf Equipment

ATTN: Steven Russell

WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION

Equipment Specifications		Price Ea.	Total
1	<b>Trimax S2 320 Snake Tri-Deck Roller Mower</b> 10' 7" cutting width, 3 multi-spindle double roller mowing decks, PTO drive, sealed blade spindles, full length rollers, easy height adjustment, 35hp minimum tractor required. <b>Options:</b>		\$ 41,845.80
1	Anti-Wear Skids (2)		\$ 332.00
1	Oncall Parts Kit		\$ 265.00
		<b>Total</b>	<b>\$ 42,442.80</b>
TN State Contract# 66045			
*Price does not include any applicable taxes.			

Prices quoted are those in effect at the time of quotation. This quotation is subject to acceptance within 15 days.

ACCEPTED:

Company

By

Title

Date

Yours Very Truly,

**Frank Kilgore**

**LADD'S**

# OTHER BUSINESS...



January 7, 2025

## MEMORANDUM

**To:** Board of Mayor and Aldermen

**From:** Derek Watson, City Recorder

**Re:** Board Appointments

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Mayor Corbitt has reviewed the individuals below and they have agreed to serve. Mayor Corbitt requests that the Board approve his appointment.

### **Appointments**

Planning Commission – Until Alderman Term Expires

1. Michael Wall – Replacing Alderman Linda Silver

Board of Zoning Appeals – Until Alderman Term Expires

1. Jeremy Sisk – Replacing Alderman Michael Wall

Stormwater Advisory Board – Until Alderman Term Expires

1. Jeremy Sisk – Replacing Alderman Michael Wall

# DISCUSSION ITEMS...

# OTHER INFORMATION....