



City Administrator Report: October 2024

**Administrative & Legislative Services Department
October 2024**

Administration

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

- October 1:
 - Bid Opening- Brush Grinding and Removing
- October 2:
 - White House Recreation Center Meeting
 - Sumner County Council of Governments Awards Dinner
- October 3:
 - Mayor Update Meeting
- October 5:
 - Discover White House
- October 7:
 - Staff Plan Reviews
- October 8:
 - Water Station Ribbon Cutting
- October 15:
 - State of the City Address
 - Planning Commission
- October 16:
 - RTA Board Meeting
 - GNRC Transportation Policy Board
- October 17:
 - Speedway Ribbon Cutting
 - Mayor Update Meeting
 - Holiday Inn Express Ribbon Cutting
- October 18:
 - Fall Family Block Party
- October 21:
 - Christmas on Main Street and Parade Meeting
- October 23:
 - Annual Fire Community Breakfast
- October 24:
 - Joint Economic and Community Development Board
 - Ribbon Cutting for Charter Senior Living
- October 25:
 - Ribbon Cutting for Norfleet Builders
- October 28:
 - Department Head Staff Meeting
 - Trail of Treats
- October 29:
 - Ribbon Cutting for Proampac
 - Municipal Revenue Strategies class
- October 30:
 - MTAS Business Tax Update

**Administrative & Legislative Services Department
October 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.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$31,329,803	\$11,810,379	↑4.33
Economic Development	\$166,500	\$17,508	↓22.84
State Street Aid	\$540,000	-	↓33.36
Parks Sales Tax	\$826,000	\$441,855	↑20.13
Solid Waste	\$1,715,444	\$1,217,816	↑37.63
Parks Impact Fees	\$304,544	\$58,417	↓14.17
Police Impact Fees	\$125,000	\$110,802	↑55.28
Fire Impact Fees	\$115,000	\$79,755	↑35.99
Road Impact Fees	\$0	-	0.00
Police Drug Fund	\$4,000	\$790	↓13.58
Debt Services	\$3,899,000	\$1,842	↓33.33
Wastewater	\$11,268,670	\$5,213,630	↑12.90
Dental Care	\$108,000	\$18,921	↓15.83
Stormwater Fund	\$1,506,160	\$449,595	↓3.50
Cemetery Fund	\$62,150	\$22,033	↑2.09

*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

	FY 2025	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
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	104	103	72	78	120	125
December		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
Total	831	1,722	1,517	1,506	1,355	1,199	1,595	1,813

Purchase Orders by Dollars	Oct 2024	FY 2025	FY 2024	FY 2023	Total for FY25	Total for FY24	Total for FY23
Purchase Orders \$0-\$9,999	170	779	1,654	1,448	\$1,087,736.69	\$1,922,492.41	\$1,645,212.29
Purchase Orders \$10,000-\$24,999	2	19	28	32	\$217,175.11	\$471,516.05	\$421,438.69
Purchase Orders over \$25,000	4	33	40	37	\$6,985,097.29	\$14,573,250.85	\$39,313,456.65
Total	176	831	1,722	1,517	\$8,290,009.09	\$16,967,259.31	\$41,380,107.63

**Administrative & Legislative Services Department
October 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
July	36	51	52	54	15	45,557	34,294	31,946	32,401	11,536
Aug.	42	44	63	66	20	38,639	38,060	31,340	25,635	9,145
Sept.	33	48	65	48	17	36,360	31,899	27,594	24,833	8,335
Oct.	44	55	47	52	10	37,416	33,673	29,829	23,816	8,390
Nov.		42	54	63	174		30,149	30,449	23,022	7,587
Dec.		38	32	39	13		30,202	27,768	22,904	17,483
Jan.		46	53	56	108		32,467	31,686	26,942	17,123
Feb.		58	47	52	135		35,251	28,043	23,253	19,796
Mar.		43	62	57	39		35,610	30,614	30,026	22,930
April		50	72	68	101		44,802	31,817	31,127	20,881
May		41	51	54	38		41,768	35,606	31,335	23,514
June		32	42	674	214		44,887	23,919	34,600	30,909
Total	155	548	640	609	884	157,972	433,065	360,611	329,885	197,629

“City of White House, TN” Mobile App

	FY 25 New Downloads	FY 24 New Downloads	FY 23 New Downloads	FY22 New Downloads
July	3	9	8	8
Aug.	14	4	13	9
Sept.	12	4	9	13
Oct.	8	2	11	6
Nov.		4	11	6
Dec.		3	10	10
Jan.		3	18	18
Feb.		1	10	9
Mar.		4	9	14
April		4	11	11
May		6	3	10
June		5	1	10
Total	37	49	114	124

	FY25 # of Requ ests	FY24 # of Requ ests	FY23 # of Reques ts	FY2 2 # of Reque sts
July	56	55	50	38
Aug.	60	46	43	54
Sept.	46	52	40	46
Oct.	34	40	45	64
Nov.		38	53	19
Dec.		34	70	42
Jan.		61	61	41
Feb.		82	20	41
March		66	41	38
April		61	68	26
May		81	50	39
June		66	47	47
FY Total	196	682	588	495

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

**Administrative & Legislative Services Department
October 2024**

White House Farmers Market 2024

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

Building Maintenance Projects

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

	2024-2025 Work Order Requests	2023-2024 Work Order Requests	2022-2023 Work Order Requests	2021-2022 Work Order Requests	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests
July	15	18	14	19	11	10	22
August	11	23	23	8	27	10	26
September	15	13	21	12	9	13	19
October	16	13	13	10	6	7	14
November		13	12	23	16	7	18
December		8	8	17	19	3	8
January		14	11	6	11	16	14
February		7	10	8	16	18	7
March		7	16	14	12	11	7
April		10	6	13	17	2	12
May		17	34	20	25	11	6
June		15	19	14	31	10	9
Total	57	158	187	164	200	98	162

**Finance Department
October 2024**

Finance Section

During October the Finance Office continued working on the FYE 6/30/2024 audit tasks. Members of the Finance Office also participated in the following events during the month:

October 1: Website committee meeting

October 8: Assistant Finance Director passed CMFO “Governmental Accounting 1 & 2” exams

October 10: Website committee meeting

October 22: Finance staff meeting

October 30-31: Assistant Finance Director & Utility Billing Specialist attended TAUD Utility Leadership Conference

October 31: Trick or Treating at Growing Tree and Small Wonders child care facilities

Performance Measures

* = *Data Not Currently Available*

Business License Activity	Oct 2024	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
Opened	4	25	91	95	92	76
Closed (notified by business)	1	2	11	9	7	6

Accounts Payable	Oct 2024	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
Total # of Invoices Processed	718	1798	5657	4455	4254	4079

Finance Office Calls / Emails	Oct 2024	FY 2025 Total	Sept 2024	Aug 2024	July 2024	June 2024
Total Calls	1,100	4,275	1,063	963	1,149	906
Calls per day	62	62	67	57	64	61
Total Emails Sent/Received	3,504	14,693	3,425	3,907	3,857	3,534
Emails per day	195	213	215	230	215	236

**Finance Department
October 2024**

Finance Cashiering Transactions (#)	Oct 2024	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
In-Person	335	1,328	7,459	6,369	7,747	8,138
Drop Box / Mail	883	3,751	13,986	15,138	16,804	18,328
Online	3,088	12,084	32,727	28,084	27,460	28,548
Deposit Batches Prepared	147	717	2,684	2,594	2,326	2,082

Utility Billing	Oct 2024	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
New Build Applications (#)	37	161	588	307	284	357
Move In Applications (#)	85	476	1071	926	977	737
Total Applications (#)	122	637	1659	1233	1261	1094
Electronic new customer signups (#)	72	352	796	476	410	300
Electronic new customer signups (%)	59%	55%	48%	39%	33%	27%
Move Outs (#)	131	432	342	831	898	743
Addl. Trash/Recycle Req. Accts. (#)	1	9	*	*	*	*
New Build Account Activations (#)	56	261	*	*	*	*
Accounts Billed (#)	6,095	24,052	*	*	*	*
Disconnect Warning Calls / Emails (#)	254	897	*	*	*	*
Disconnect Warning Letters (#)	99	343	*	*	*	*
Non-Active / Delinquent Disconnects (#)	28	103	*	*	*	*
Delinquent Accts. Ref. to Collections (#)	14	21	*	*	*	*
Delinquent Accts. Ref. to Collections (\$)	\$3,711	\$5,861	*	*	*	*
Successful Delinquent Collections (\$)	\$426	\$1,043	*	*	*	*
Processed Account Adjustments (#)	16	127	*	*	*	*
Denied Account Adjustments (#)	3	12	*	*	*	*
Auto Draft Pre-Notes (#)	20	163	*	*	*	*
Returned Payments (#)	7	15	*	*	*	*

**Finance Department
October 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	20,207,293	145%
Economic Development Fund	171,200	51,360	264,438	154%
State Street Aid Fund	486,251	145,875	480,708	99%
Parks Sales Tax Fund	736,600	220,980	260,850	35%
Sanitation Fund	1,682,500	504,750	1,097,252	65%
Parks Impact Fees Fund	474,510	142,353	511,316	108%
Police Impact Fees Fund	375,540	112,662	1,462,248	389%
Fire Impact Fees Fund	247,620	74,286	998,414	403%
Roads Impact Fees Fund	485,130	145,539	1,180,771	243%
Police Drug Fund	8,400	2,520	51,551	614%
Debt Service Fund	3,955,000	1,186,500	2,109,257	53%
Wastewater Fund	6,663,400	1,999,020	7,898,985	119%
Dental Care Fund	98,040	29,412	185,962	190%
Stormwater Fund	1,145,800	343,740	1,071,106	93%
Cemetery Fund	63,660	19,098	279,648	439%

*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	2,410,665	↓ 16.06%
Economic Development Fund	171,200	37,150	↓ 11.63%
State Street Aid Fund	486,251	167,383	↑ 1.09%
Parks Sales Tax Fund	736,600	411,222	↑ 22.49%
Solid Waste Fund	1,682,500	579,392	↑ 1.10%
Parks Impact Fees Fund	474,510	140,177	↓ 3.79%
Police Impact Fees Fund	375,540	171,063	↑ 12.22%
Fire Impact Fees Fund	247,620	112,764	↑ 12.21%
Roads Impact Fees Fund	485,130	288,125	↑ 26.06%
Police Drug Fund	8,400	7,344	↑ 54.10%
Debt Services Fund	3,955,000	963,547	↓ 8.97%
Wastewater Fund	6,663,400	2,519,586	↑ 4.48%
Dental Care Fund	98,040	33,211	↑ 0.54%
Stormwater Fund	1,145,800	434,121	↑ 4.55%
Cemetery Fund	63,660	14,948	↓ 9.85%

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

**Human Resources Department
October 2024**

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

October 01: Chamber of Commerce Board Meeting

October 02: Sumner County Council of Governments Awards Dinner

October 03: Public Works Inspector Interviews

October 05: Discover White House

October 09: Public Works Inspector Interview

October 10: Tennessee Drug Free Workplace Supervisor Training

October 15: Chamber of Commerce Luncheon - Annual State of the City Address

October 16: Flu Shot Clinic
Multiple Ribbon Cutting Event
Public Works Inspector Interview

October 17: Ribbon Cutting for Holiday Inn Express

October 23: Annual Fire Community Breakfast

October 24: Ribbon Cutting for Charter Senior Living

October 29: MTAS Municipal Revenue Strategies: Navigating Funding Sources in Tennessee

October 30: MTAS Business Tax Update
WW Tech I Interview

October 31: Trick or Treating with Growing Tree Preschool
Trick or Treating with Small Wonders Preschool
Part-Time Parks Attendant Interviews

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	1	0
December		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
Total	2	7	6	4

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	1	3
December		0	0	0

	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
Total	3	1	5	7

Human Resources Department
October 2024

Three-year average: 4.33

**Human Resources Department
October 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	2	0
December		1	1	1

	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
Total	5	17	10	19
Percentage	3.94%	13.39%	8.40%	16.52%

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

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		1 (T)	0	0
December		0	0	0

	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
Total	0	2	1	1

Three-year average: 1.333

**Police Department
October 2024**

Meetings/Civic Organizations

- ***Chief Brady attended the following meetings in October:*** White House Rotary Golf Scramble (Oct. 3), Discover White House/Safety Day (Oct. 5), White House Rotary Club Meeting (Oct. 10, 17, 24 & 31), White House Chamber State of the City (Oct. 15), Command Staff Meeting (Oct. 17), Board of Mayor and Alderman Meeting (Oct. 17), IACP Conference (Oct.18 – 22), White House Fire Department Breakfast (Oct. 23), Department Head Staff Meeting (Oct. 28), Sumner County Drug Task Force Meeting (Oct. 30) and Trick or Treating with Growing Tree Preschool and Small Wonders (Oct. 31).

➤ **Police Department Administration Performance Measurements**

Achieve our 5th 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 4th edition of our TLEA program into PowerDMS which includes 164 standards.

She is working on finishing up 2024 year with all the proofs.

She will also be attending the next LEACT meeting in December.

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
Total	20	2,730	160	2,910

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	October 2024	FY 2024-25
Three (3) Officers per Shift	24	88
Four (4) Officers per Shift	36	150

**Police Department
October 2024**

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 equipped. One is on the road, two have been striped and waiting to be issued. One still needs to be striped. The CID Explorer was received in October. CID is using it but it still needs to be equipped. The Community Relations Truck has been ordered from Lonnie Cobb. No timeframe on when we will receive it.
2. **Conduct two underage alcohol compliance checks during the Fiscal Year 2024-2025.**
Fall Compliance Letters have been delivered. We will be doing Compliance Checks soon.
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	October 2024	Per 1,000 Pop.	Total 2024	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	21	1	136	9
Crimes Against Property	15	1	191	13
Crimes Against Society	10	1	147	10
Total	46	3	473	33
Arrests	52		536	

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.**

	October 2024	TOTAL 2024
Traffic Crashes Reported	43	374
Enforce Traffic Laws:		
Written Citations	36	547
Written Warnings	27	342
Verbal Warnings	222	2,893

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				
<u>2024</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
October	43	13 YTD 47	30%	13% YTD 374

**Police Department
October 2024**

Staffing:

- Officer Devin Keen was been released from FTO and on the road.
- New Hire, LeAnne Muniz, was terminated.
- We have two offers of employment with contingencies of passing medical and Psychological.
- We have a testing scheduled for Nov. 7th.
- We are continuing to accept applications.
- Currently, we have two contingencies and three open positions. January 1st, we gain another position.

Sumner County Emergency Response Team:

September 2024 ERT Activity

- October 18, 2024 – ERT held its regular scheduled training at the Gallatin Training Center. ERT members conducted training on room entry and hallway movement. ERT members also participated in force-on-force scenarios.
- October 28 to Nov 1, 2024 – The Gallatin Police Department hosted a 5-day Basic SWAT course at the Gallatin Training Center. The course was taught by Sgt Segerson and other ERT members. The course was attended by 23 students from various agencies across Middle and East Tennessee. The course covered many training topics which included tactical movement, marksmanship fundamentals, tactical medicine, vehicle interdiction, chemical and less-lethal munitions, and the employment of distraction devices.

K-9 – Zeus

- K9 Zeus alerted on six vehicles resulting in three arrests.
- Sgt. Brandon Waller & Zeus completed 8 hours of narcotics training and 8 hours of patrol training in October.

Support Services Performance Measurements

Communications Section

	October	Total 2024
Calls for Service	855	9,421
Alarm Calls	46	377

Request for Reports

	October	FY 2024-25
Requests for Reports	11	47
Amount taken in	\$10.05	\$35.50
Tow Bills	\$0.00	\$0.00
Emailed at no charge	39	103
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Sgt. Bagwell attended the network meeting October 11th in Cross Plains.
- We participated in Discover White House/Safety Day. Educational material was handed out and the Seatbelt Convincer was available to participants.
- The Final approval for the Grant was received and Officers are now able to work overtime.

Volunteer Police Explorers: Nothing to report currently.

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

**Police Department
October 2024**

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 5th. **Complete.**
- ***Participate in joint community events monthly to promote the department's crime prevention efforts and community relations programs.***
- Oct. 1st – Sgt Enck instructed Defensive Tactics at Volunteer State.
- Oct. 4th – Patrol Cars were taken to Community Christian School.
- Oct. 26th – DEA Drug take back at Kroger. 66 lbs of prescription drugs were collected.
- October 31st – We handed out candy to Small Wonders and the Growing Tree.

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

- 10/27 – Trunk or Treat – Temple Baptist.
- 10/28 – Trail of Treats.

Upcoming Events:

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

2024 Participation in Joint Community Events		
	<u>October</u>	<u>Year to Date</u>
Community Activities	6	61

**Fire Department
October 2024**



Summary of Month's Activities

Fire Operations

The Department responded to 188 requests for service during the month with 129 responses being medical emergencies. The Department also responded to 1 building fire, 1 vehicle fire, 1 grass fire, 14 vehicle accidents of which 10 had injuries, 4 had no injuries. Of the 188 responses in the month of October there were 37 calls that overlapped another call for service which is 19.68% of our responses for the month. That brings the overlapping call volume for FY24-25 to 130 or 17.47% of the call volume.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in October from dispatch to on scene time averaged was, five minutes and forty-three seconds (5:43). The average time a fire unit spent on the scene of an emergency call was ten minutes and fifty-three seconds (10:53).

Department Event

- October 5th – Discover White House
- October 14-18 – Advanced Pump operator training (FF Boyle, FF Dorris)
- October 15th & 17th – CPR training
- October 18th – Fall Family Block Party
- October 19th – TN Fire Commission written and practical exams
- October 23rd – Annual Firehall Breakfast
- October 27th – Trunk or Treat at Tempe Baptist
- October 28th – Trail of Treats at City Park

Fire Administration

- October 8th – Monthly Officer meeting
- October 10th – Website Committee meeting
- October 15th – State of the City
- October 21st – Christmas on Main and Parade meeting
- October 31st – Trick or treat at Growing Tree and Small Wonders

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	16
Rescue & Emergency Services	507
Hazardous Conditions (No Fire)	18
Service Calls	52
Good Intent Call	56
False Alarms & False Call	83
Calls for The Month	188

**Fire Department
October 2024**

Total Responses FY to Date	739
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Response by Station

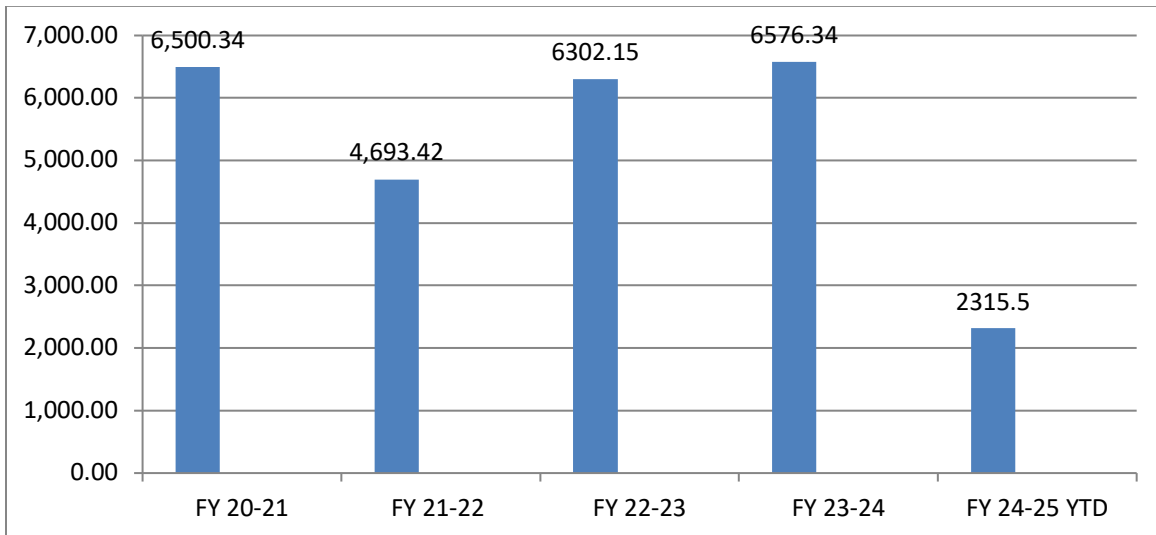
	Month	FY to Date	%
Station #1 (City Park)	116	445	60.21%
Station #2 (Business Park Dr)	71	288	38.97%
Administration	1	2	.27%

Response by County

	Month	FY to Date
Sumner County	61	285
Robertson County	130	465
Other	0	0

Fire Fighter Training

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



	Month	FYTD
Firefighter Training Hours	783.62	2315.5

Training breakdown for ISO and NFPA*

	Fire Officer	Company	Facilities	NFPA	Non-ISO
Month	38.75	324.6	16	243.94	125.83
Total for FY	82.75	1095.1	158.5	534.71	410.93

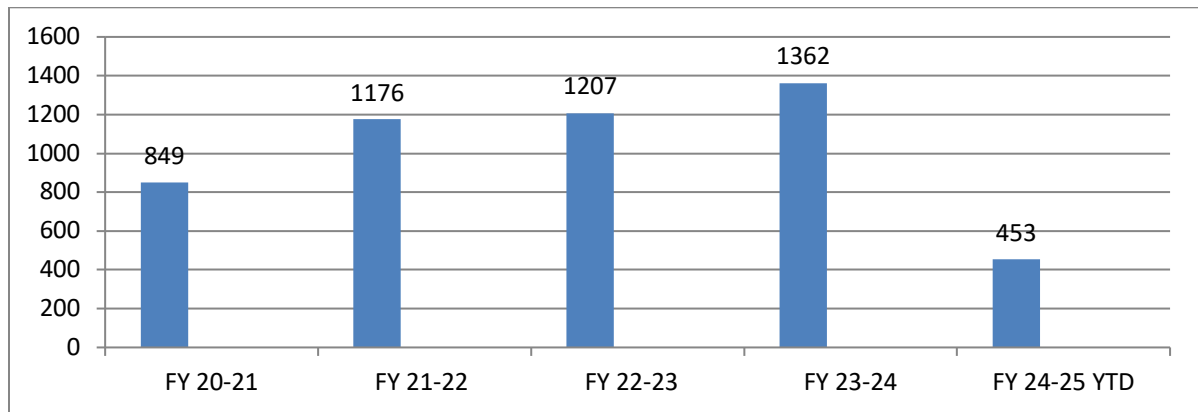
*National Fire Protection Association – The fire service industry standard.

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 October 2024

Fire Inspection

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

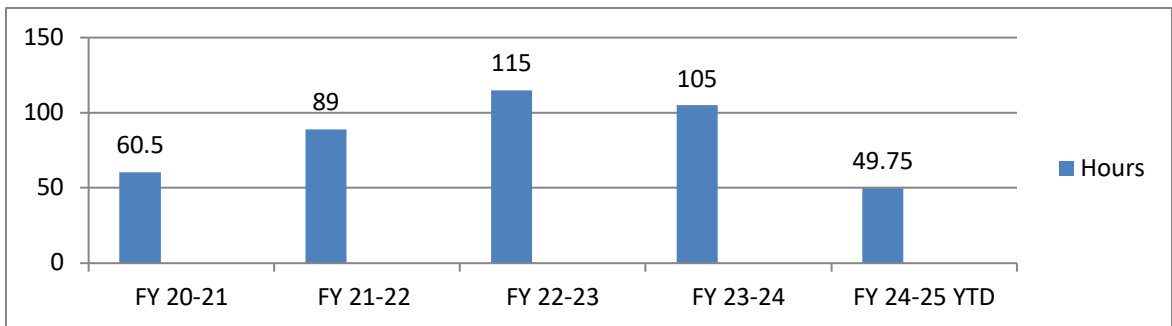
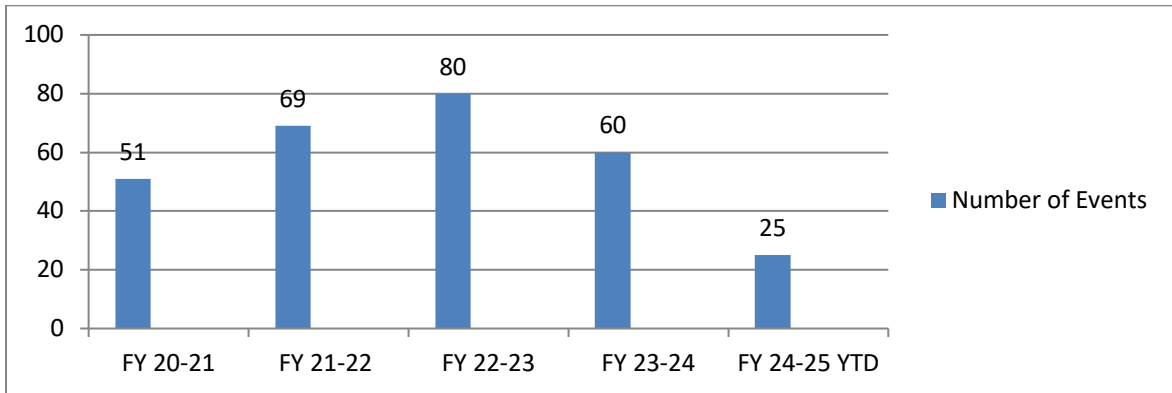
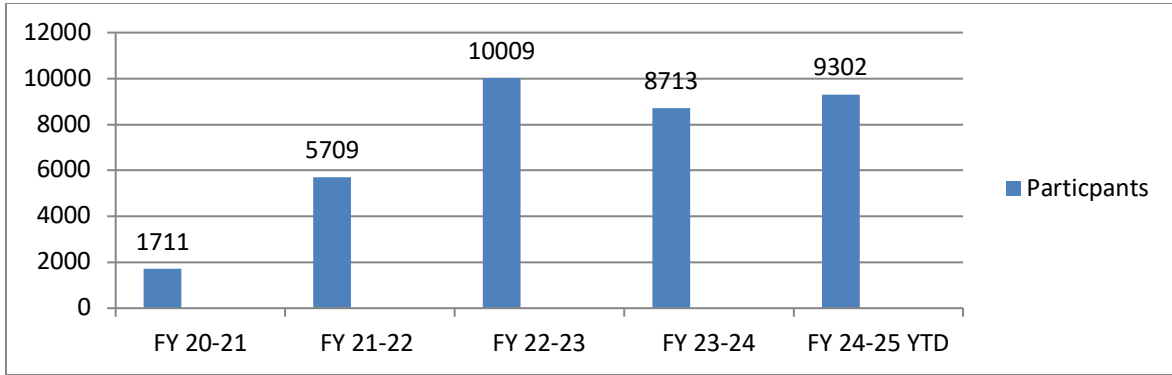


	Month	FYTD
October Fire Inspection	104	453
Re-Inspection	24	43
Code Violation Complaints	0	3
Violations Cleared	19	36
Annual Inspection	5	36
Knox Box	5	22
Fire Alarms	9	37
Measure Fire Hydrant	0	1
Plans Review	5	18
Pre-C/O	3	12
Pre-incident Survey	6	47
Sprinkler Final	2	10
Final/Occupancy	5	27

Public Fire Education

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

**Fire Department
October 2024**

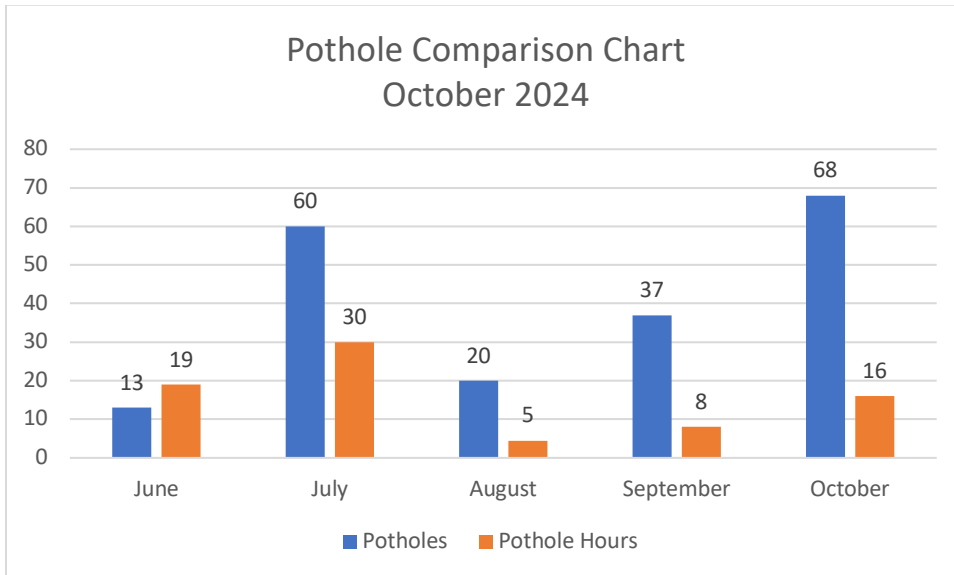


	Month	FYTD
Participants	7852	9302
Number of Events	11	25
Education Hrs.	25.25	49.75

Social Media Statistics for the Month

Post Reach	-
Post Engagement	298
New Page Followers	17

**Public Services Department
Public Works
October 2024**



Location of Pothole Repairs

Street Address	Date Resolved
Hester Drive	10/1/24
Louise Drive	10/1/24
Pleasant Grove Road	10/1/24
McCurdy Road	10/7/24
Cheyenne Drive	10/7/24
Maiden Lane	10/7/24
McCurdy Road	10/7/24
Cherry Lane	10/7/24
Cherry Lane	10/16/24
Cherry Lane	10/17/24
Peachtree Drive	10/17/2024
Pleasant Grove Road	10/30/24

**Public Services Department
Public Works
October 2024**

Monthly Work Log

Tuesday 10-01-24

- Staff meeting / Backfilled area around hood of catch basin on Hester Drive / Repaired potholes on Pleasant Grove Road and Louise Drive / Installed asphalt ramp for Discover White House on Byrum Drive / Repaired drop off on shoulder on McCurdy with asphalt.

Wednesday 10-02-24

- Identified and reported CEMC lights for repair / Diagnostic work with Stansell Electric on Interstate High Mast lights / Acquired head walls from Old Castle Infrastructure for Stormwater / Worked with Stormwater on drainage projects.

Thursday 10-03-24

- Delivered barricades for Discover White House / Installed 15 mile Speed Limit sign on Byrum Drive / Cleaned Mower Max / Delivered dirt to Sycamore Drive for stormwater / Evaluated Gridsmart Camera on SR-76 & Love's Lane

Monday 10-07-24

- Acquired hot mix asphalt for road repair / Filled all propane tanks on infrared asphalt repair machine / Repaired potholes on Cheyenne, Pleasant Grove Road, Maiden Lane / Repaired area at 2408 Hwy 31W from Wastewater pipe repair / Repaired shoulder of road on McCurdy Road / Repaired Decorative Street Light at 109 Willowleaf Lane and 419 West Winterberry Trail picked up broken Decorative Street Light pole at 419 West Winterberry Trail / Prepared for Pleasant Grove Road infrared road repair.

Tuesday 10-8-24

- Deployed signs for road work on Pleasant Grove Road and utilized Infrared Machine to repair asphalt.

Wednesday 10-9-24

- Completed road repair on Pleasant Grove Road.

Thursday 10-10-24

- Conducted maintenance and testing of salt/plowing equipment prior to October 31st per Public Services Department Standard Operating Procedure / Evaluated Orchard Park Subdivision to identify catch basins and sewer/water utility valve boxes to be sure they are not in conflict for paving operations / As well as marked damaged curbing for repair in this subdivision.

Monday 10-14-24

- Holiday; Columbus Day

Tuesday 10-15-24

- Installed new Raymond Hirsch Road Sign at 31W & Raymond Hirsch Intersection / Removed salt boxes from vehicles after testing / Performed preventative maintenance of fleet vehicles / Repaired undermining portion of Boyles Road with pug milled base stone (will continue to monitor).

**Public Services Department
Public Works
October 2024**

Wednesday 10-16-24

- Evaluated High Mast Lights with Raines Electric to acquire quote for repair / Performed minor maintenance and repaired wiring for salt boxes on vehicle 1326 & vehicle 309 / Inspected C & D Safety while painting stop bars and cross walks on Byrum Drive.

Thursday 10-17-24

- Installed Yield to Pedestrian Sign on SR-76 and also on Byrum Drive / Installed Stop Signs at crosswalk on Byrum Drive / Assisted Parks Department in loading asphalt millings / Repaired potholes on Peachtree Drive using 10 bags of cold patch asphalt.

Monday 10-21-24

- Installed two 20 MPH Speed Limit Signs & Digital Speed Limit Sign on Volunteer Drive due to speeding concerns / Installed and tested salt and plowing equipment on Stormwater Vehicle / Repaired Decorative Street Light at 206 Landon Circle / Identified for repair CEMC light on South Carson Court / Acquired materials in order to extend hoisting equipment used to construct Christmas Tree.

Tuesday 10-22-24

- Installed one 20 MPH Speed Limit Sign on Volunteer Drive & moved Digital Speed Limit sign to more suitable location / Repaired Gridsmart Camera at Charles Drive & SR-76 intersection (junction box failure) / Repaired snow plow wiring on Vehicle 309 / Removed dead deer on Hwy 31W

Wednesday 10-23-24

- Repaired minor leak on Public Services Building roof / Repaired solenoid and wiring on Vehicle 309 for snow plow / Repaired red light at Cedarbrook Drive & Hwy 31W.

Thursday 10-24-24

- Discovered issue with plow on 1326 and made repair / Troubleshooting of Lane Light Crosswalk System at Hwy 31W / Installed put up Out of Order Signs while awaiting delivery of controller / Applied second coat of flex seal on Public Services Building roof / Removed asphalt ramp on Byrum Drive / Delivered barricades to Temple Baptist Church for Trunk or Treat Event

Monday 10-28-24

- Picked up barricades from Temple Baptist Church / Delivered barricades to Byrum Drive to block access to grass field took / Rights of Way mowing with Mower Max on Calista Road and Wilkinson Lane / Prepared Public Services Booth for Trail of Treats.

Tuesday 10- 29-24

- Attended Staff Meeting / Installed new caution lights on salt box for more visibility during snow operations / Cleared out an area in building to park plow truck inside in preparation for inclement weather / Removed dead deer on Raymond Hirsch.

Wednesday 10-30-2024

- Delivered gas powered post driver & chainsaw to White House Small Engine Repair for repairs / Performed preventative maintenance on fleet vehicles / Repaired 26 potholes on Pleasant Grove Road / Picked up barricades off Byrum Drive / Performed vehicle inspections on Vehicles 206,1326,1332,1333, and 1334.

**Public Services Department
Public Works
October 2024**

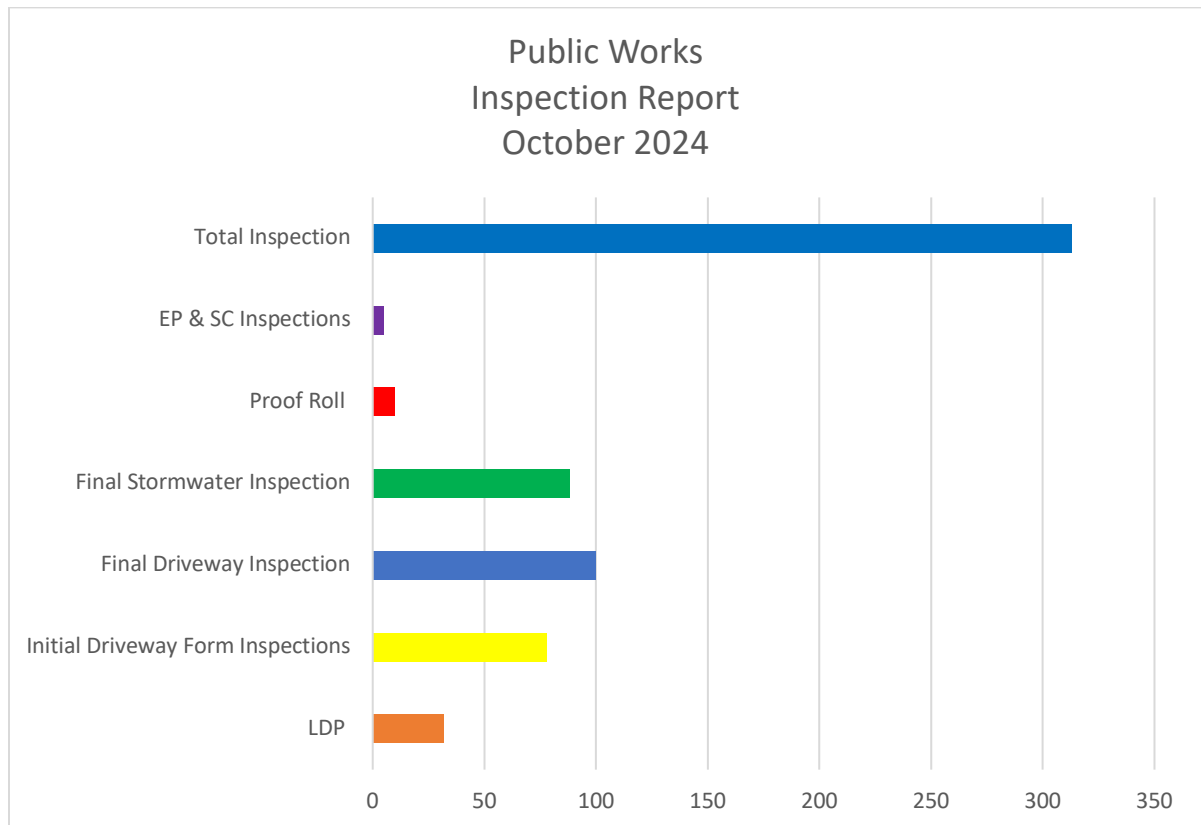
Thursday 10-31-2024

- Organized and inventoried shelving in bay 1 of Public Services Building / Parked plow truck and equipment inside in preparation of winter operations / Parked Mower Max in covered bay / Organized outdoor bays / Performed preventative maintenance on bucket truck / Delivered vehicles 1332 and 1334 to Serra Chevrolet for scheduled maintenance.

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
October 2024**

Current Month Traffic Signal Monitoring Log:

October 2024

Traffic Signal Monitoring Log	July	August	September	October	FY 23/24 YTD
SR-76 & Love's Lane	0	0	1	0	6
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	0	0	2	1
SR-76 & Raymond Hirsch	0	3	0	2	8
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	0	0	1	1
Hwy 31W & Raymond Hirsch	0	0	0	0	2
Hwy 31W & Sage Road	0	0	0	0	3
Tyree Spring Road & Raymond Hirsch Parkway	0	0	0	0	4
Wilkinson Lane & Richard Wilks	0	0	0	0	0
Tyree Springs Road & South Palmers Chapel	2	0	0	1	9
Raymond Hirsch & Publix	0	0	0	1	1

Current Month Traffic Signal Monitoring Log:

October 2024

SR-76 & Love's Lane
SR-76 & I-65 Southbound Ramps
SR-76 & I-65 Northbound Ramps
SR-76 & Hester Drive
SR-76 & Wilkinson Lane
SR-76 & Sage Road Reported issue – Light not giving enough green time for all vehicles in queue to flush from approach. Resolution – Discuss with Engineer about adjusting timings.
SR-76 & Raymond Hirsch Reported issue – Light not cycling (Dense fog affecting visibility of GridSmart Camera) Resolution – Turned on Visibility Detection option on Camera
SR-76 & Hwy 31W
SR-76 & Pleasant Grove Road (Flashing Signal)
Hwy 31W & Portland Road Reported issue – Green arrow illuminating when no vehicle present Resolution – Zone adjustment was made to avoid adjacent vehicles activating left turn movement approach.
Hwy 31W & Raymond Hirsch
Hwy 31W & Sage Road
Tyree Spring Road & Raymond Hirsch Parkway
Wilkinson Lane & Richard Wilks
Tyree Springs Road & South Palmers Chapel Reported issue – Did not give green light on Tyree Springs when no other vehicles on minor approaches Resolution – In-person evaluation needed. Still in review.
Raymond Hirsch & Publix Reported issue – Not detecting vehicles Resolution – Still under evaluation. Unable to mimic issue.

Monthly Stormwater Maintenance Review

Throughout the month of October, The Stormwater Division focused on drainageway improvements along rights-of-way within the City. Other projects involved continuing to address areas of concern identified during the May and June flooding events and providing sidewalk accessibility maintenance. 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.

WO101024001 – 182 Cherry Lane, White House, TN (Robertson County)



Notes: Improved pedestrian sidewalk accessibility by removing low-hanging tree branches along east sidewalk.

WO060624006 – 110 Magnolia Drive, White House, TN (Sumner County)



WO100824004 – 415 Wilkinson Lane, White House, TN (Robertson County)



WO092524001 – 307 Amber Lane, White House, TN (Sumner County)

Public Services Department – Stormwater Division
October 2024



Notes: Improved flow capacity of existing drainageway by removing excess material and restablizing section upgradient of culvert inlet. Additionally, multiple discharge lines within the drainageway were identified and cleaned out in an effort to restore functionality and reduce ponding and water backing up into lines.

WO081924007 – 302 Autumn Wood Drive, White House, TN (Sumner County)



Notes: Removed sediment along section of stream that accumulated from previous flooding events; performed bank stabilization maintenance adjacent to property fence line.

WO101624003 – 759 North Palmers Chapel Road, White House, TN (Sumner County)



Notes: Created ditch line to reducing ponding along roadway and associated shoulder; stabilized with straw matting.

WO070224009 – 800 North Palmers Chapel Road, White House, TN (Sumner County)



Notes: Created ditch line to reducing ponding along roadway and associated shoulder; stabilized with straw matting.

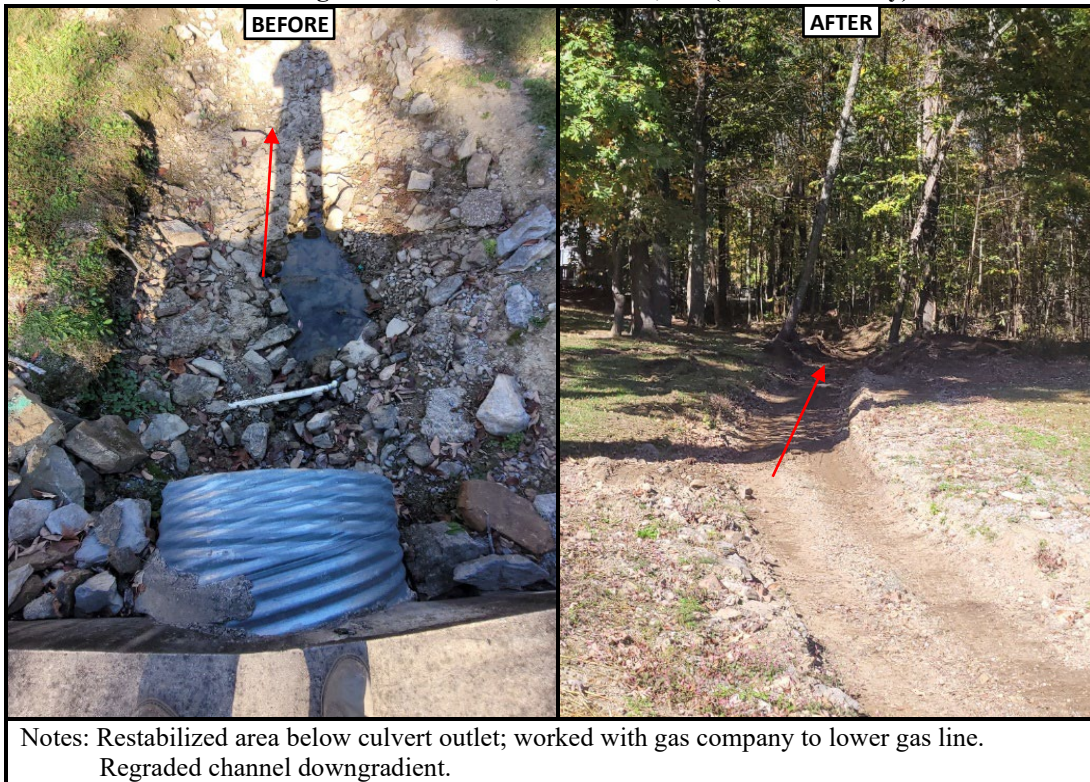
WO101624008 – 309 Holly Lane, White House, TN (Robertson County)



WO070124017 – 111 Meadow Court, White House, TN (Robertson County)



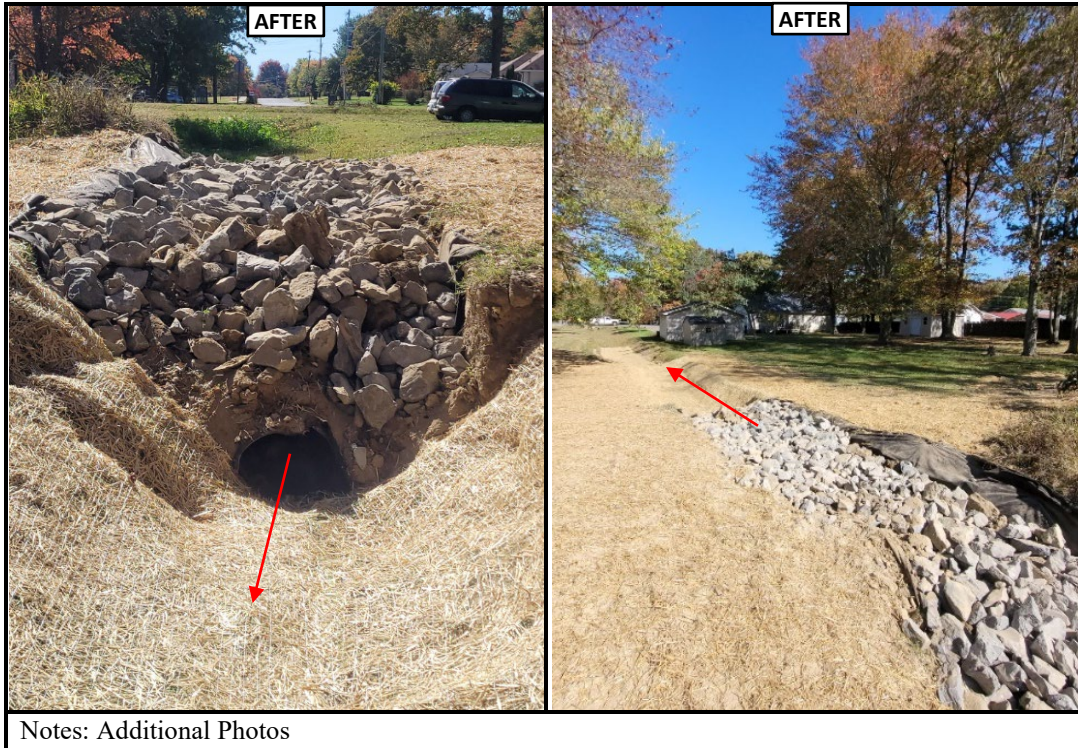
WO100324007 – 106 Rolling Forrest Court, White House, TN (Sumner County)



WO102424001 – 225 Rolling Acres, White House, TN (Sumner County)



Public Services Department – Stormwater Division
October 2024



WO100124001 - 470 Tennessee Hwy 76, White House, TN (Robertson County)



Public Services Department – Stormwater Division
October 2024

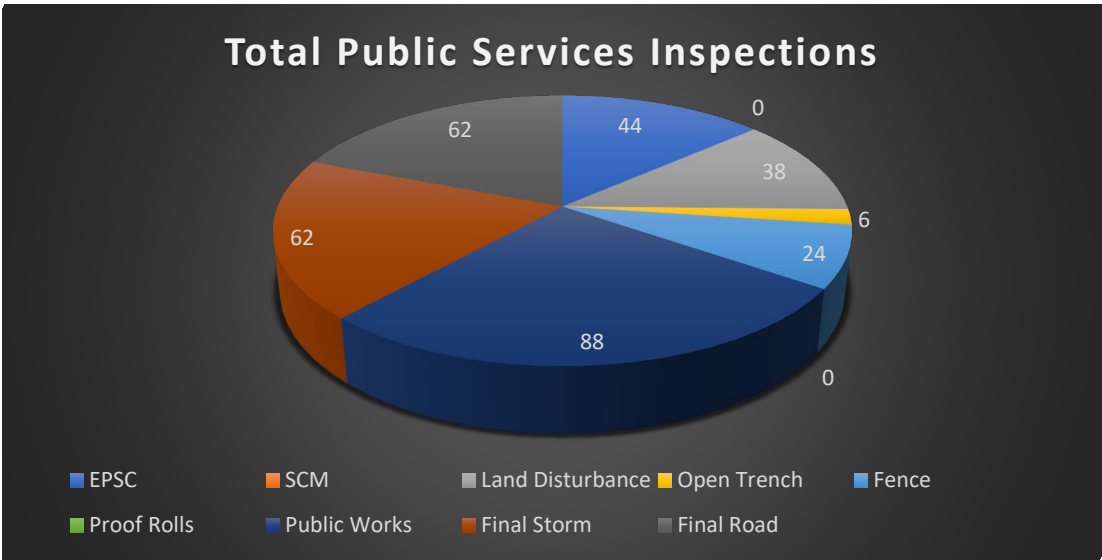
WO101524001, WO101724010, WO101724009



WO101724009, WO100724006



Public Services Department – Stormwater Division
October 2024



Stormwater Inspector

Total Inspection Case Type for Public Services	Quantity
EPSC	44
SCM	0
Land Disturbance	38
Open Trench	6
Fence	24
Proof Rolls	0
Public Works	88
Final Storm	62
Final Road	62
Total Inspection Cases	324

Public Services Department – Stormwater Division
October 2024

Stormwater Inspector Work Log:

October 1: 2024 review meeting with team Conn at Boom-Boom-Q meeting at one with Highland Park to review site conditions.

October 2 review notifications emails permit, etc. met with Lennar and Safe Harbor development team to review projects and outstanding compliance violations on inspection reports sent previous inspection reports.

October 3: 5 hours PTO. spoke with contractor about inspection information on inspections requirements for Boom-Boom-Q. Spoke with C. Clark about Creekside and shared report from a bond reduction inspection in June and concerns with White House Shops and the steep slopes around the water meter and backflow vaults.

October 7: Reviewed permit files and check notifications completed EPSC Boom-Boom-Q, The Smile Center and Bridal Creek follow up inspection on outstanding compliance items.

October 8: inspection at the park check emails per consolidated files insured server.

October 9: PTO.

October 10: PTO all day.

October 17 PTO 10 hours. First check email notifications permanents and other related files provided correspondence from previous days to conference with TNA at Montgomery State Park all day

October 22 review notifications emails etc. sent inspections for Speedway to direct your request. EPS inspections at town center Drew Christenson bridal Creek copes Crossing Cambria, Exotic Marble, Ernie industrial Highland Park and reviewed fence applications. Met with GC to review right away issues on 76 at speedway permanent process with builder and guided through process that Over the phone

October 23 reviewed all information updates notifications emails, etc. provided correspondence reports another information to customers clients and developers met on site at 102 Copperfield Court to review Saint Cole concern with Assistant Director, Director and other staff. EPSC inspections at Springbrook.

October 24 EPS inspection for branch fields at Oakwood

October 29 EPS inspection at Pinson point Jackson Farms Colter Rd.

October 30 EPC inspection at the Mill Marlin point doors one and two

October 31 first PTO for 6 1/2 hours consolidated inspection cases and produced monthly report inspection reports from previous day discussion with third-party inspector about projects and compliance items Provided in training for Public Works inspector on fence permitting process.

Total Hours: 190.5

Hours Worked: 142.5

P.T.O.: 38.00

Holiday: 10.00

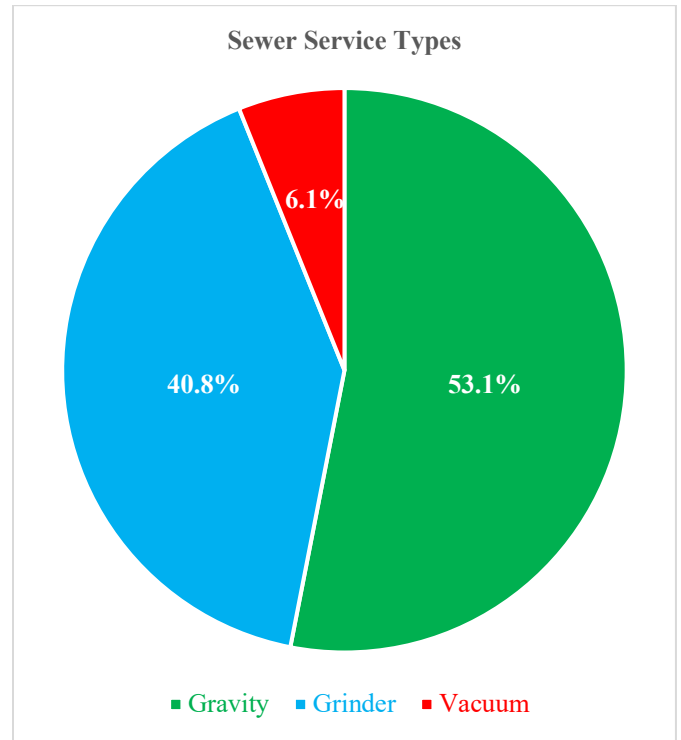
**Wastewater Department
October 2024**

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 **October 31st, 2024**, City personnel count a total of **7,348** sewer system connections, with **23 new** applications for service in **October 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:

Gravity Sewer Connections	3,900
Low-Pressure Grinder Sewer Connections	3,000
Vacuum Sewer Connections	448

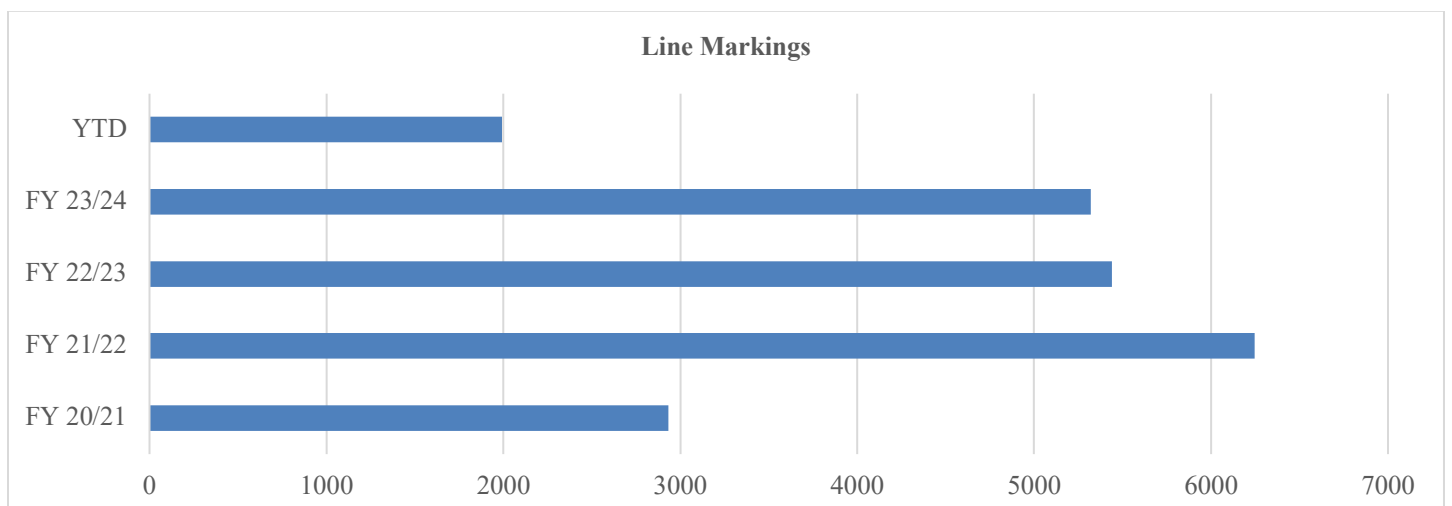
The City counts **198** commercial grinder connections, **2,802** residential grinder stations, and **39** lift-stations integrated into our Sanitary Sewer System.



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.**

Line Markings	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>October 2024</u>	<u>FY 24/25 YTD</u>
Tennessee 811	2933	6245	5441	5320		477	1993



**Wastewater Department
October 2024**

<u>Lift-Station Repairs</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>Oct 2024</u>	<u>FY 24/25 YTD</u>
Union Road	9	0	0	2		0	1
Marlin Pointe	n/a	n/a	n/a	n/a		0	0
Summerlin	22	0	0	2		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		0	0
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		1	2
Concord Springs	0	2	2	1		0	0
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		1	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
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
October 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:

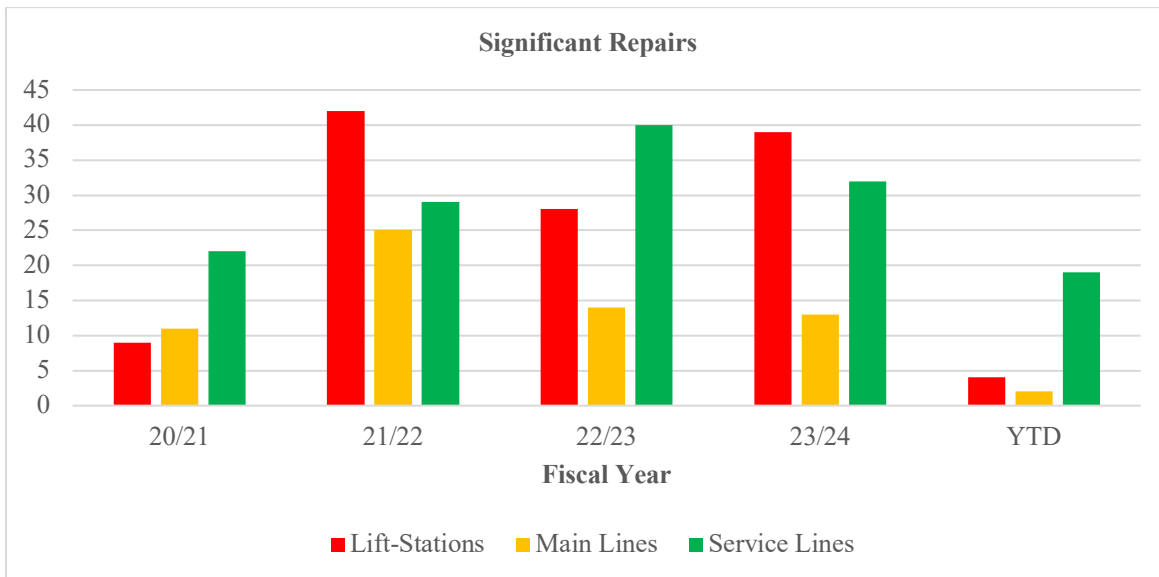
Calista: Vacuum Pump #1 (the lone remaining Mink pump) was disassembled to allow for preventative maintenance and cleaning of the inner veins. The pump has been returned to service and is functioning normally.

Los Jalapenos: A check-valve inside the wet-well on the discharge line of pump #2 clogged, preventing one pump from operating correctly. The clog has been cleared and the pump is 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.

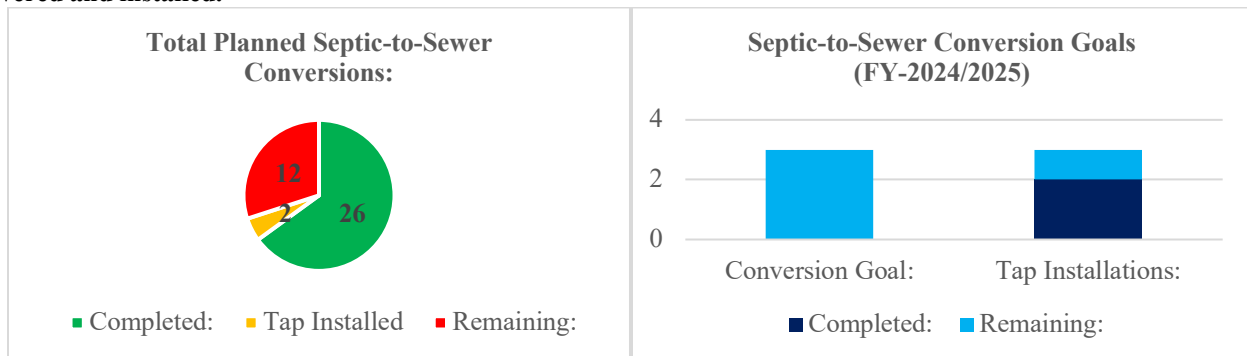
<u>Repairs</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>Oct 2024</u>	<u>FY 24/25 YTD</u>
Major Stations	9	42	28	39		2	4
Main Line	11	25	14	13		0	2
Service Line	22	29	40	32		5	19



**Wastewater Department
October 2024**

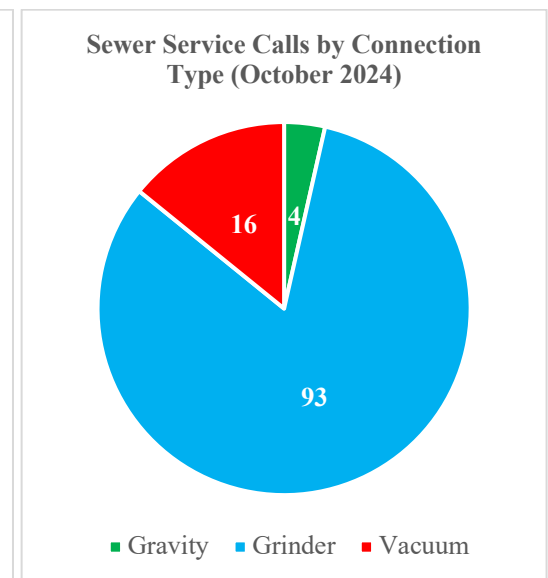
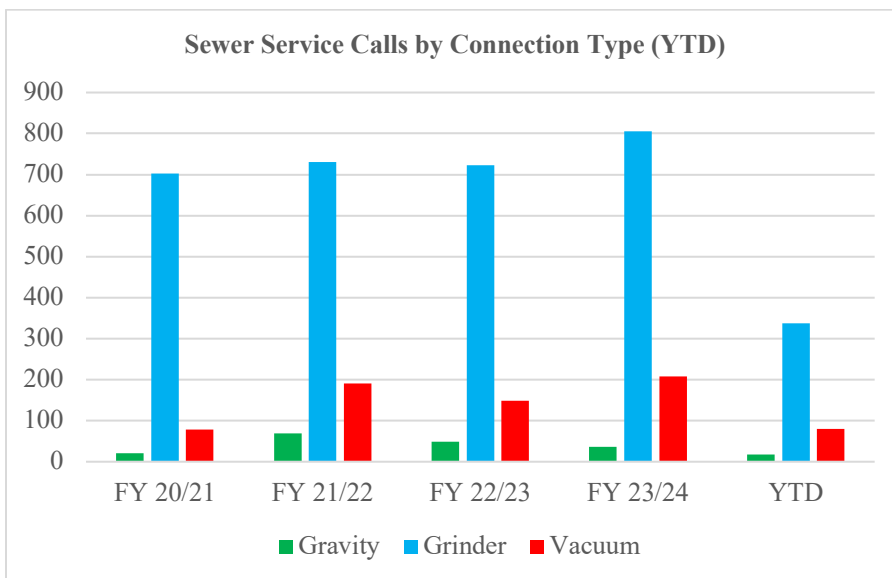
Ongoing Collections System Projects:

- 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 31st, 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 31st, 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 4th, 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 are awaiting quotes 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. North Palmers Vacuum Station:** The volute of one of the in-line centrifugal sewer pumps has cracked, and the pump has been removed from service. Due to the age of the pump, a matching volute cannot be sourced, and the entire pump must be replaced. **A replacement pump has delivered, and is awaiting installation. The old pump was been pulled and sent out for an emergency interior repair patch to the failed volute, and has been received and returned to service. The patch will not hold permanently, but is anticipated to function until the new pump gets installed.**
- 4. Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. 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.**
- 5. 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.**



**Wastewater Department
October 2024**

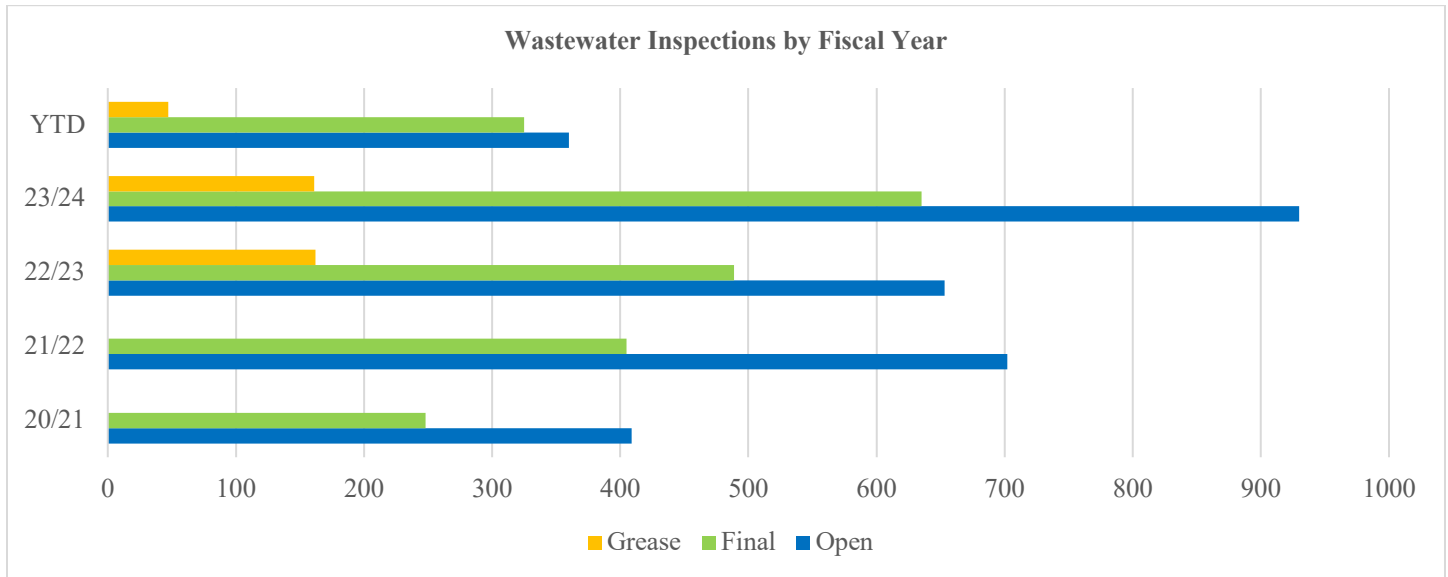
<u>Work Orders</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>Oct 2024</u>	<u>FY 24/25 YTD</u>
Vacuum System Service Request	78	191	149	208		16	80
Gravity Service Request	20	69	48	37		4	18
Low Pressure Service Request	702	730	723	805		93	338
Total Pumps Replaced	492	472	459	454		54	194
Total Pumps Rebuilt	135	114	30	43		0	20
Total Warranty Pumps Returned	n/a	129	125	83		15	36
Grinder Tank PM Program	219	117	132	151		15	67
Open Trench Inspections	409	702	653	930		76	360
Final Inspection for New Service	248	405	489	635		96	325
Grease Trap Inspections	n/a	n/a	162	161		9	47
Sanitary Sewer Overflow (SSO)	19	28	14	18		0	2
Odor Complaints	35	22	28	39		5	18



Wastewater Department October 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.

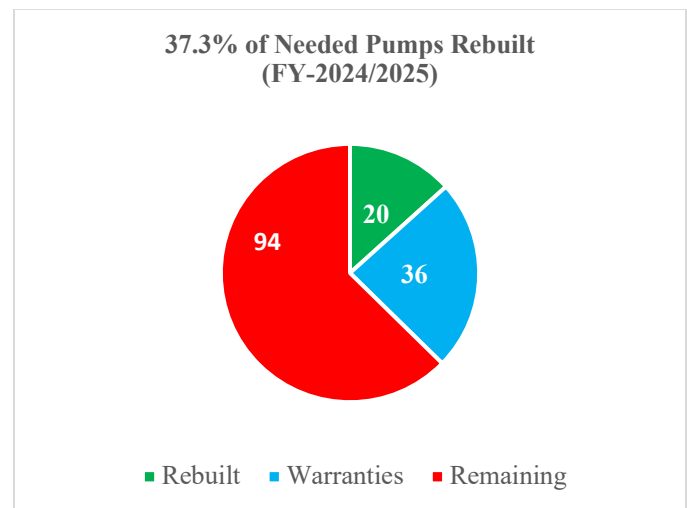


Pump Rebuilds:

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.



**Wastewater Department
October 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.

Parameter	July - 24	Aug - 24	Sept - 24	October - 24	
Influent – To Plant	0.899 MGD	0.982 MGD	1.054 MGD	1.313 MGD	MGD = Million Gallons/Day
Effluent – To Creek	0.772 MGD	0.985 MGD	0.982 MGD	1.160 MGD	MGD = Million Gallons/Day
Effluent – To Spray Field	0.289 MGD	0.074 MGD	0.261 MGD	0.213 MGD	
Total Flow Through Plant	1.061 MGD	1.059 MGD	1.243 MGD	1.373 MGD	
Design Capacity	2.000 MGD	2.000 MGD	2.000 MGD	2.000 MGD	
% of Influent Capacity	45.0 %	49.1%	52.7%	65.7%	(Influent) / (2.000 MGD)
% of Effluent Capacity	53.1%	49.3%	49.1%	58.0%	(Effluent) / (2.000 MGD)
Actual Capacity	1.600 MGD	1.600 MGD	1.600 MGD	1.600 MGD	(2.000 MGD x 80%)
% Actual Influent Capacity	56.2%	61.4%	65.9%	82.1%	(Influent) / (1.600 MGD)
% Actual Effluent Capacity	66.3%	61.6%	61.4%	72.5%	(Effluent) / (1.600 MGD)
Rainfall	5.17"	1.03"	8.25"	0.14"	

	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>October 2024</u>	<u>FY 24/25 YTD</u>
Effluent Violations	7	32	25	29		1	5

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

**Wastewater Department
October 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 ***2.0 CFU’s***. ***Last month the average was 1.0 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]recalibration 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 6th, 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 6th, 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.

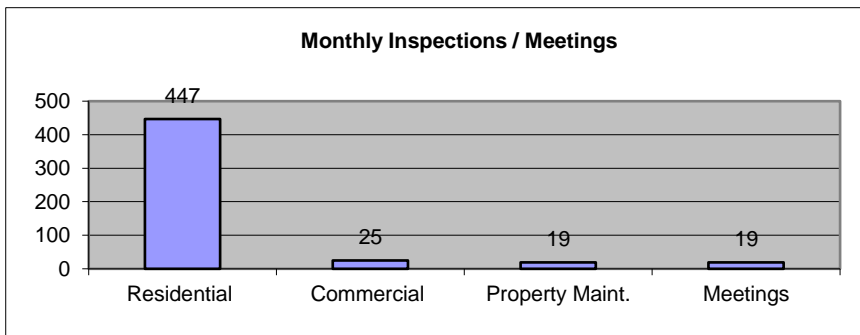
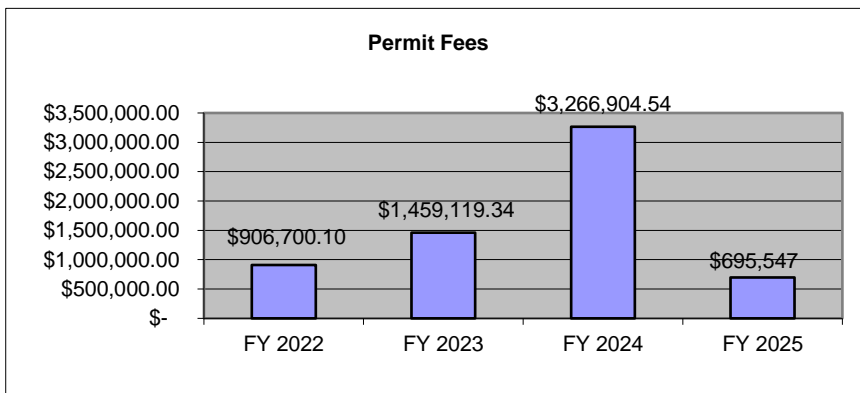
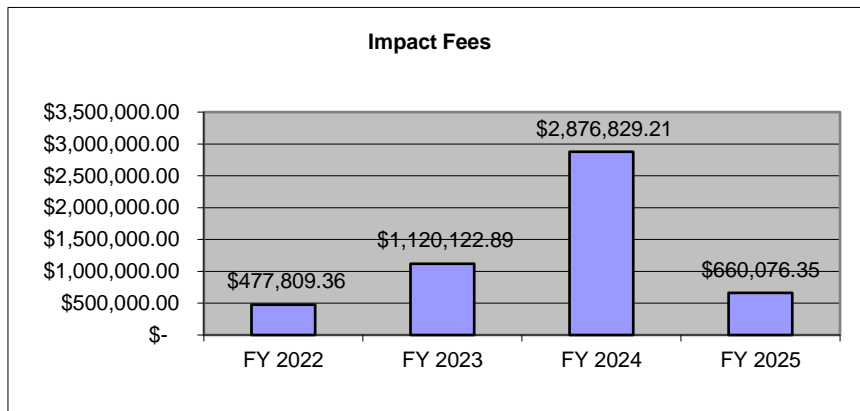
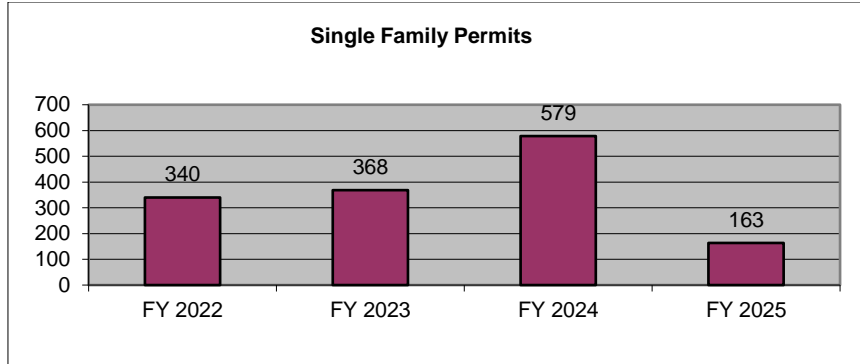
Bioreactor #2: As of July 31st, Bioreactor #2 has entered testing, though raw water flows have not been directed to it at this time.

Grit Chamber: As of May 6th, 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
SEPTEMBER 2024**



**Planning and Codes Department
SEPTEMBER 2024**

	Month	FY2025	FY2024	FY2023	FY2022
MEETING AGENDA ITEMS#					
Planning Commission	5	31	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
PERMITS					
Single Family Residential	30	163	579	368	340
Multi-Family Residential	0	0	0	226	0
Other Residential	4	24	83	96	89
New Commercial	2	8	13	7	7
New Industrial	0	0	1	0	0
Other Com/Ind	0	11	55	51	25
Sign	4	16	19	22	11
Occupancy Permits	30	138	366	397	319
Other	0	0	8	31	11
BUILDING INSPECTIONS					
Residential	459	2168	5291	4885	5452
Hours	229.5	1084	2385	2250.5	1367
Commercial /Industrial	21	117	205	125	139
Hours	10.5	58.5	84.75	125	139
CODE ENFORCEMENT					
Total Cases	19	85	247	35	98
Hours	19	52	96.25	35.75	70.24
Complaints Received	15	63	220	199	55
MEETINGS					
Administration	5	22	73	80	117
Hours	3	12	37.25	86	127
Planning	11	38	143	112	127
Hours	9	22.5	74.25	116.5	96
Codes	3	12	24	10	8
Hours	1.5	6	14.5	13	10
FEES					
Permit Fees	\$175,140.00	\$541,366.00	\$ 3,266,904.54	\$ 1,459,119.34	\$906,700.10
Board Review Fees	\$1,000.00	\$ 3,550.00	\$ 15,790.00	\$ 18,050.00	\$14,100.00
City Impact Fee	\$312,056.35	\$ 660,076.35	\$ 2,876,829.21	\$ 1,120,122.89	\$477,809.36
Roads	\$168,686.62	\$ 295,388.62	\$ 904,039.09	\$ 323,964.51	\$664,873.38
Parks	\$25,812.00	\$ 153,315.00	\$ 670,596.00	\$ 291,189.00	\$ 114,114.00
Police	\$70,818.51	\$ 161,484.51	\$ 742,656.45	\$ 239,697.73	\$ 125,535.54
Fire	\$46,738.00	\$ 106,579.00	\$ 487,161.85	\$ 169,728.00	\$ 76,498.26
OTHER ITEMS					
Subdivision Lots	85	0	173	0	0
Commercial/Ind. Sq Ft	3,582	14,082	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	\$24,547,739.49		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	19	37	17	16	15

Parks, Recreation, & Cultural Arts Department
October 2024

Update on ongoing projects:

Soccer Complex Renovation Phase II

- Project nearly complete
 - Retention pond landscaping complete
 - Just waiting for grass to be more established before completing the project



Splash Pad Maintenance Building

- Some general sit clean-up has been done and they installed some pea gravel around the tank
- Still waiting on fencing and pad resurfacing to take place

Rec Center

- Concrete pads for chillers installed
- Footings for East retaining wall complete
- Drywall, windows and brick work continued

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

Furniture for Rec Center

- Picked out finishes
- Currently finalizing proposal in hopes of presenting at November Board of Mayor & Alderman meeting but it may need to be pushed to December meeting depending on whether it meets our specific needs to give us time to adjust – we have been assured this is still well within the timeline to have it all installed before opening

Miscellaneous Rec Center Equipment

- Already ordered Volleyball stand and scorers tables and they have been delivered
- Other items (warming cabinet, ice maker, restroom dispensers, etc.) to follow as we get closer to opening

Fitness Equipment for Rec Center

- We have quote from state contract ready to go for Board of Mayor & Alderman meeting in November
- Came in over \$20,000 under our projected budget

Parks Admin Truck

- Complete

Field 8 Renovation

- All of the old fencing and dugouts have been taken down
- New dugouts on order – should arrive in a few weeks
- New fencing out for bid
- Concrete quote complete
- Hope to have this all complete by January – will definitely be complete before baseball season begins in February

Northwoods Park Improvements

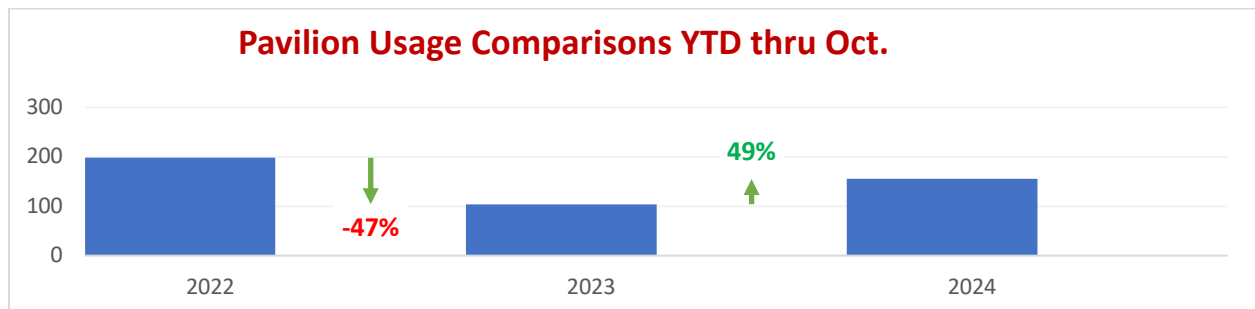
- Met with playground rep to explore options for upgrades

Gaming & Game Room Equipment for Rec Center

- Currently putting together a supply list for these rooms (most of the Game Room equipment is included in the furniture quote)
- Started working with a rep on state contract for the gaming equipment

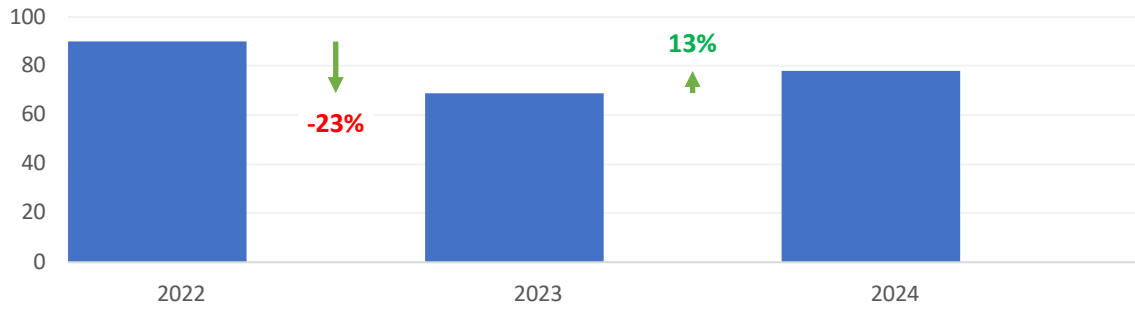
List of upcoming projects yet to begin:

- *Bleacher Pads at Fields 5 & 6*
- *Drinking Fountain for the Quad*
- *Park Signage*
- *Dirt for Laser Grading*
- *Split HVAC Unit for Museum Storage Room*
- *Tri-Max Mower*
- *Lean-To Renovation*

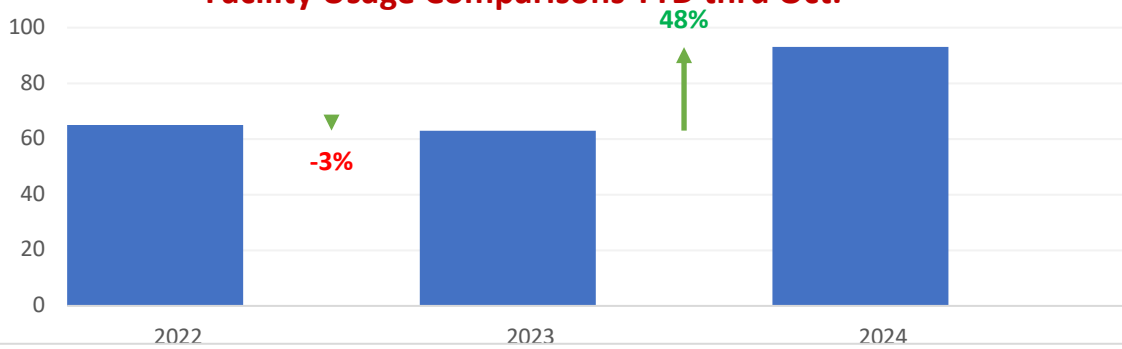


Parks, Recreation, & Cultural Arts Department
October 2024

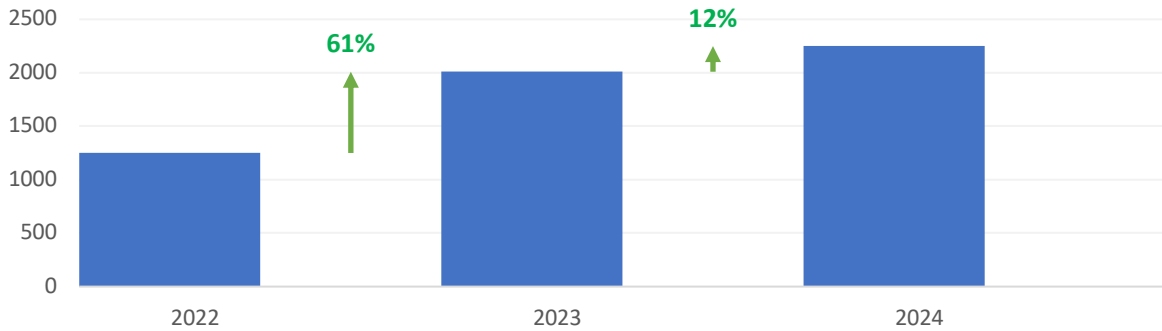
Ballfield Rentals Comparisons YTD thru Oct.



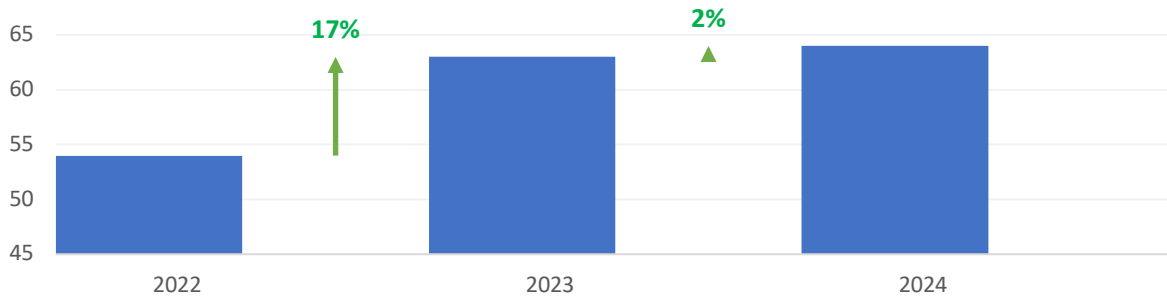
Facility Usage Comparisons YTD thru Oct.



Special Event Attendance Comparisons YTD thru Oct.



Total Program Offerings Comparisons YTD thru Oct.



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

Recreation- Assistant Director

Adult Programs

None

Youth Athletics

Fall Baseball-

- Final Games: 10/01/2024

Youth Basketball:

- Registration Closed: 10/ 13/2024
- Total registration: 346 Participants
 - Co-ed 1st-2nd grade: 12 Teams
 - Boys' 3rd-4th: 10 teams
 - Girls' 3rd-4th: 4 Teams
 - Boys' 5th-6th: 8 Teams
 - Girls' 5th-8th: 4 Teams
 - Boys' 7th-8th: 4 teams

Special Events

Trail of Treats: October 28th

- Pumpkin Carving Contest: Codes
- Sensory Friendly: 32
- Total Attendees: 2048
- 38 Booths Registered
 - 33 Booths present Day-of
- Booth Decoration winner: Summit Preparatory Academy

Christmas Parade: December 7th 3:00pm

- Registration: Opened 10/01/2024

Other

Open gyms: Averaged totals per a day

- Pickle Ball Open Gym- 11
- Open Gym - 6

Social Media:

- 1,776 Followers
- Reach: 10,400
- Total posts: 15
- Best Performing Posts:
 - Pumpkin Carving Contest
 - 3,600 Reach
 - We're Hiring
 - 1,900 Reach



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

Maintenance

- Took down fence at field 8



- Working on hayride trailers to be ready for Trail of Treats



- Had a company cut down and remove a dead tree by the playground at Municipal Park

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



- Put down a round of fertilizer on all sports fields 3,300 pounds
- Added some mulch to the area at Dog Park
- Trimmed some low limbs at the Dog Park
- Put up bike rack at splash pad



- We had a softball tournament as well as Jr Pro Football playoffs on the 24th.

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

- We did a lot of prep before Trail of Treats and the day of. All of our workers worked during the event. Everything was cleaned up the next day.
- The fence at the newer playground at Municipal Park is in the process of being replaced. The new fencing is scheduled to be completed early next month.
- We re-painted the front sign at the park and are in the process of replacing the top part with the picture of the Inn with the city logo. It was pretty badly damaged and needed to be done even if we plan to replace it soon.



Museum

Volunteers – The volunteers have provided the museum with 51 volunteer hours this month. The museum's volunteers participated in Discover White House, Trail of Treats and 2 school visits as well as the regular meeting time this month. They helped with planning the school presentations. We were fortunate to have 2 new musical volunteers with us at the school visits. With these volunteers, we are able to provide period music along with the discussion and viewing of artifacts.

Tours at Museum – This month, I was pleased to provide 2 scheduled group tours for Leadership Sumner and Leadership Robertson County.



Leadership Robertson County



Leadership Sumner County

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



Discover White House – The museum had 2 booth spaces at Discover White House and was part of the NonProfit trail. In the booths, the WWII was represented with a uniform and some other artifacts and period music was played.

Fall Family Block Party – At this event, the museum provides a pumpkin patch for the kids to pick a free pumpkin. There were 600 pumpkins ordered and all were given away with about 30 minutes or less left in the event.



Trail of Treats – The museum set up at this event to give away candy to the kids of the community.

School Presentations – During October, November and December, second grade students are learning about the movement westward. Since 2019, the museum volunteers and I have been providing a presentation on that movement to second grade classes. We dress in period dress, bring artifacts of that time and discuss how the artifacts were used during the movement as well as how the families worked together out on the trail. We started with 1 school in 2019 and have added 5 additional Sumner and Robertson County schools over the years.



Events and Meetings Assisted with and/or Attended

October 5 – Discover White House as Vendor and Assisted with setup and breakdown
October 8 – Ribbon Cutting Park Water Station
October 15 – State of the City Luncheon
October 16 – Multi Ribbon Cutting @ Chamber
October 16 – Leadership Sumner visit to Museum
October 18 – Fall Family Block Party
October 22 – Pioneer Presentation @ Beech Elementary
October 22 – Power Hour and Ribbon Cutting @ Los Amigos
October 23 – Fire Hall Breakfast
October 23 – Leadership Robertson County visit to Museum
October 28 – Pioneer Presentation @ Vena Stuart
October 28 – Trail of Treats Vendor

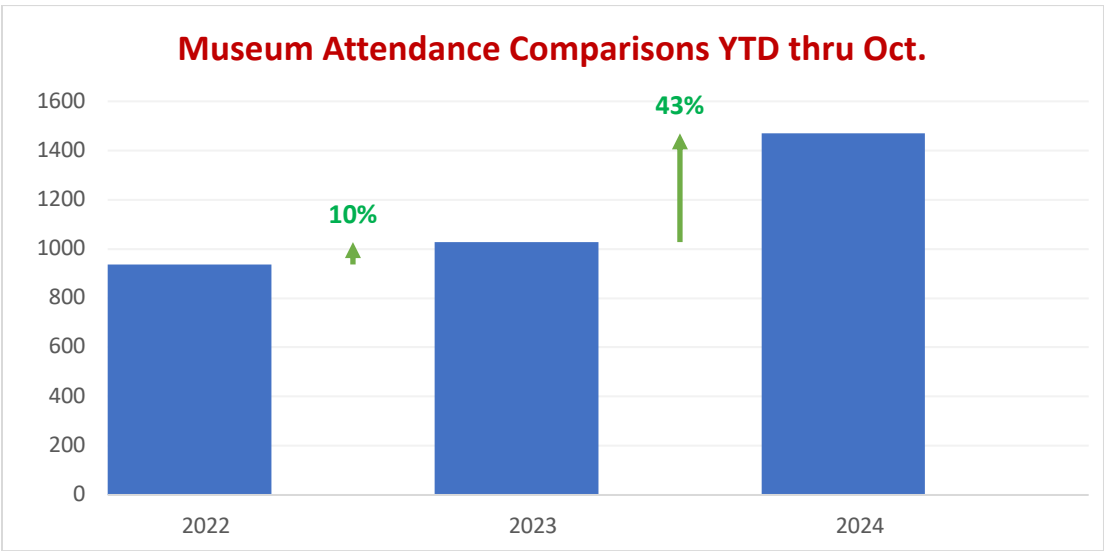
Parks, Recreation, & Cultural Arts Department
October 2024

October 29 – Ribbon Cutting at ProAmpac



Visitors’ Center and Museum Attendance

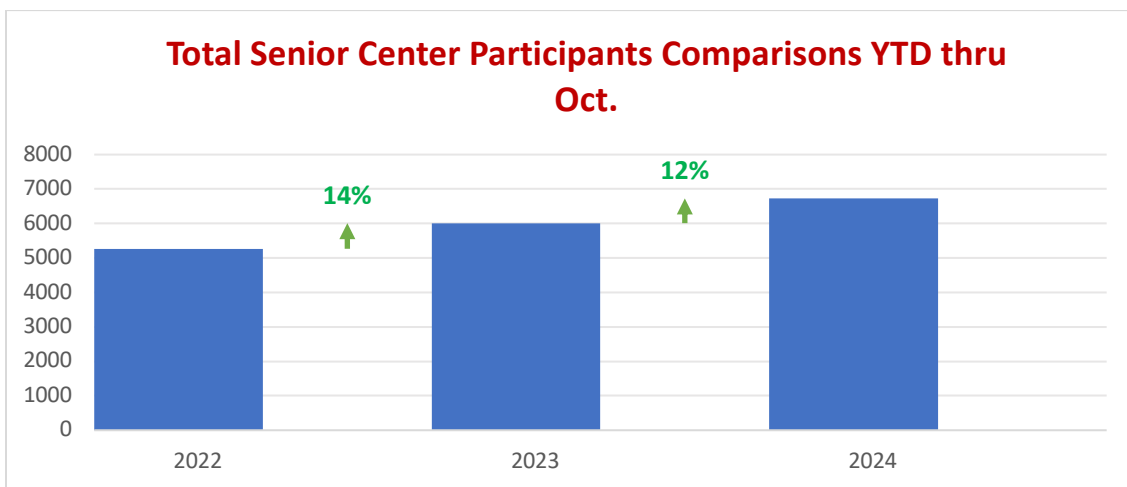
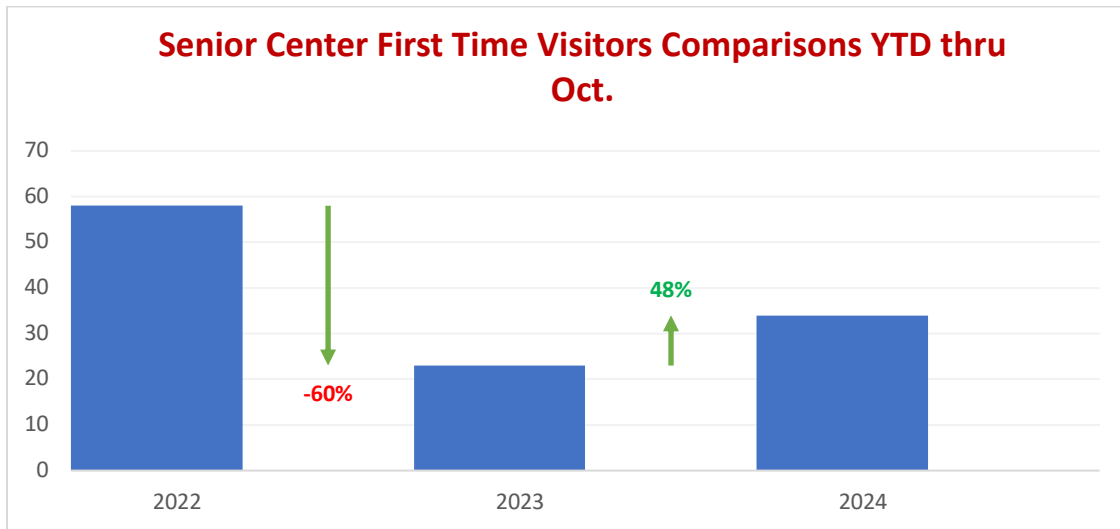
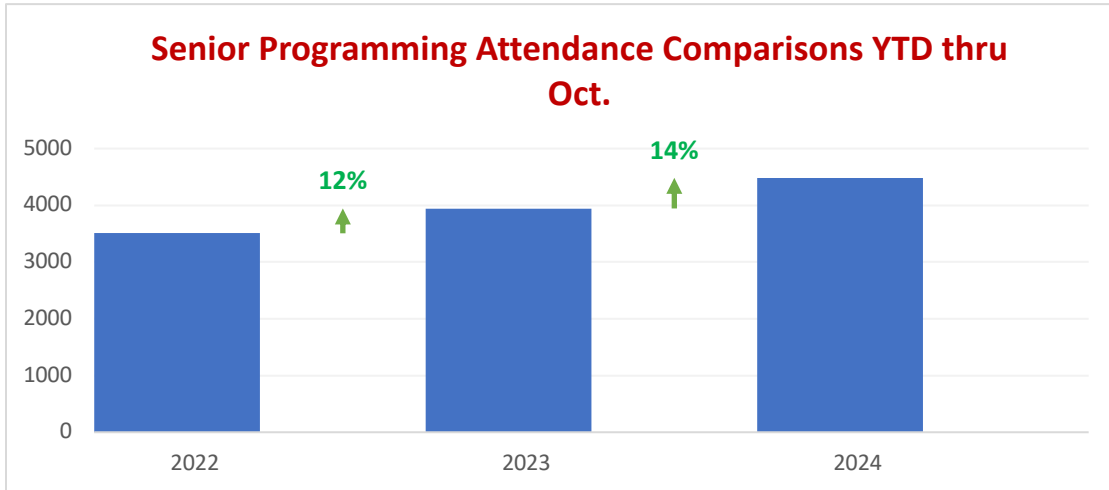
Visitors’ Center Only	Visitors’ Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
3	13	74	87	170



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

Senior Center Participation - OCTOBER 2024			
<u>Outings:</u>			
Bowling	14		
Fall Color Ride	11		
Octogan House	22		
TOTALS			
	47		
<u>Events:</u>			
Casey & Cowboys	69		
Medicare	35		
Pumpkin Decorate/Movie	15		
Halloween Party	32		
Total	151		
		<u>Sr Meals Wednesdays</u>	
		124	
		119	
		116	
		115	
		127	
		601	TOTAL
<u>Programs:</u>			
Fittercise-Strength, Yoga	75		
Walk	123		
Bingo	66		
Birthday Potluck	51		
Farmers Rummy	12		
Garden Club	27		
Meals on Wheels	96		
Bunco/Golf	25		
Bible Study	7		
Cards, Games,Pool, Puzzles	264		
Pickle Ball	120		
TOTAL	866		
MEMBERS	427	Updated members	thru 10/31
1st time visitors	3		
New Members	3		
TOTAL Sr Center Participants:	1402	Total	1665

Parks, Recreation, & Cultural Arts Department
October 2024



	FYE 2016	FYE 2021	FYE 2022	FYE 2023
Facility Usage				
Special Use Permits Submitted		39	20	23
Pavilion 1 Usage		21	16	16
Pavilion 2 Usage		13	16	14
Pavilion 3 Usage		74	94	137
Splash Pad Pavilion Usage		99	165	136
Total Number of Pavilions Usage		207	291	303
Gymnasium Rentals		23	83	82
Amphitheater Usage		1	9	9
Community Room				66
Total Number of Facility Rentals		30	92	157
Ballfield Rentals		146	134	165
Vistor Center Attendance		20	29	30
Vistors Who Also Toured Museum		70	303	191
Museum Attendance Only		115	1116	1142
Total Museum Attendance		185	1419	1333
Programming				
Number of Youth Program Participants Registered		417	615	800
Number of Adult Program Participants Registered		100	260	195
Number of In-House Special Events Offered		9	7	11
Number of In-House Special Event Attendees		1077	2223	2158
Number of Rec Programs Offered		19	21	24
Number of Senior Center Memberships		2000	2454	3186
Number of New Senior Center Memberships		0	5	38
Senior Center Participants		4412	11605	16,821
Senior Center First Time Visitors		36	95	115
Number of Senior Trips Offered		9	28	46
Number of Senior Trip Participants		81	235	617
Number of Senior Programs Offered		34	101	142
Number of Senior Program Participants		1061	7304	10,566
Number of Senior Meals Served		36	47	48
Number of Meals Participants		3277	3965	5658
Offsite Presentation Attendees		0	145	435
Total Number of Programs Offered		53	124	166
Revenues				
Youth Programs		\$44,261.00	\$57,366.00	\$ 79,821.40
Adult Programs		\$ 6,230.00	\$ 7,925.00	\$ 11,780.00
Special Events		\$ 3,495.00	\$ 3,080.00	\$ 2,940.00
Senior Meals		\$ 8,222.50	\$11,442.00	\$ 18,754.00
Shelter Reservations		\$ 9,112.50	\$12,995.00	\$ 7,675.00
Facility Reservations		\$ 2,956.25	\$19,181.75	\$ 16,978.25
Field Rentals		\$ 5,820.50	\$ 3,913.00	\$ 5,578.50
Affiliate League/Tournament Fee Revenue		\$ -	\$13,666.50	\$ 29,825.50
Misc		\$ 9,686.39	\$25,818.31	\$ 8,763.20
Maintenance				
Mowing Hours		2,195	1660.25	1548.5
Work Orders Received		9	15	24
Work Orders Completed		9	14	23
Number of Projects Started		39	31	8
Number of Projects Completed		32	29	8
Number of ballfield rainouts		NA	156	321
Bags of Field Dry Used		NA	100	42

YTD October 2022	YTD October 2023	October 2024	YTD 24-25
5	8	0	4
7	11	6	9
5	9	4	12
65	69	17	62
121	15	2	72
198	104	29	155
55	7	8	20
7	1	0	1
3	55	19	72
65	63	27	93
90	69	29	78
11	11	3	27
39	25	13	109
898	1,003	74	1361
937	1,028	87	1470
290	266	228	699
69	132	0	0
5	7	2	5
1,250	2,010	2,046	2250
9	8	1	7
818	1433	427	1681
0	43	3	22
5,267	6,010	1,665	6728
58	23	3	34
19	14	3	17
245	155	47	325
45	55	15	57
3507	3945	1017	4485
16	17	5	17
1515	2541	601	1918
0	0	170	170
54	63	16	64
\$58,838.00	\$52,798.00	\$30,113.00	\$ 57,695.00
\$4,205.00	\$4,175.00	\$0.00	\$ 2,145.00
\$780.00	\$785.00	\$120.00	\$ 2,160.00
\$5,052.00	\$8,478.00	\$1,990.50	\$ 6,357.50
\$3,630.00	\$2,037.50	\$315.00	\$ 3,105.00
\$5,890.00	\$5,325.00	\$4,940.63	\$ 9,565.63
\$2,595.00	\$1,338.00	\$1,101.00	\$ 2,275.00
\$15,272.50	\$8,946.50	\$0.00	\$ 1,710.00
\$1,094.34	\$4,401.95	\$2,343.03	\$ 3,134.33
796.5	880	87	546
9	7	3	6
8	7	3	6
1	3		4
0	3		5
25	167	3	44
3	24	0	12

White House Public Library
October 2024

Summary of Activities

The Library director did a zoom session with her strengths coach Brianna Campbell on October 1st. The two discussed ways to incorporate the staff strengths in their daily work.

The library director attended a Lions Club meeting on Friday, October 11th. The group is continuing to work on getting a GoFundMe set up.

The library director attended the state of city address presented by the city administrator on October 15.

The library director attended a Christmas on Main Street event planning meeting. It was decided that the library would be closed on December 7 since they will not be hosting crafts or pictures with Santa on that day.

The library director scheduled Baker Roofing to look at leaks in the roof. They found the leaks were caused by HVAC work and were not under the roof warranty. They still fixed the leaks while on-site.

The library director met with the policy committee on October 22nd. The group reviewed updates to the adult borrowers, duty of the director, holidays, and unattended children's policy. The library director met with the parks department to look at their unattended children's policy. Though the director brought the park department idea to the policy committee, there was still discussion about best practices and they felt it should be discussed at the library board meeting.

The library director met with CivicPlus to discuss if the department heading on the city website would offer enough features and flexibility to use at the library's only website. After attending the meeting, the director believes it will and plans to move forward with using just the city site for the library website.

The library director met with the executive committee on October 28. The group looked at the director's progress on her OKR as well as ways to do a 360 evaluation.

The director attended a regional training on October 29. This training went over how to work with your friends group.

The director met with the marketing committee on October 29 to review the marketing plan. The group needs to decide on their target audience and goals. They looked at statistic data on the US census as well as social media marketing of bigger libraries. The group hopes to have this plan completed by January 2025.

The library director held her monthly one-on-one meeting with all her staff the last week of October.

The Children's librarian went to the two daycares in the area and handed out candy to the kids.

Department Highlights

The highlights for the month were all the different committee and website meetings. A number of progress was made on items that the staff and board have been working on for a while.

**White House Public Library
October 2024**

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

October 2024 Performance Measures	2020	2021	2022	2023	2024
New Members	81	64	94	72	82
Updated members	295	298	186	596	314
Yearly Totals	2020	2021	2022	2023	2024
Total Members	9,496	7,027	7,125	7,442	7,926
% 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: 39,678

Estimated Value of Total Materials: \$991,950

Last Month: \$994,250

Total Materials Available Per Capita: 2.58

Last Month: 2.60

State Minimum Standard: 2.00

Materials Added in October

2020	2021	2022	2023	2024
233	126	329	410	144

Yearly Material Added

2020	2021	2022	2023	2024
3,025	3,035	3,573	2,641	1,785

Physical Items Checked Out in October

2020	2021	2022	2023	2024
5,001	5,618	7,189	6,512	7,815

Cumulative Physical Items Checked Out

2020	2021	2022	2023	2024
50,042	59,515	80,653	81,667	72,207

Miscellaneous Items Checked Out

September	2020	2021	2022	2023	2024
Technology Devices	35	82	58	63	102
Study Rooms	17	51	74	96	71
Games and Puzzles	110	97	179	164	176
Seeds	10	16	31	13	15
STEAM Packs	0	23	19	49	36
Cake Pans	17	1	12	8	5
Outdoor Items	*	*	*	7	12
Honor Books	*	*	*	0	24
Adult Kits	*	*	*	*	2
Museum Passes	*	*	*	*	18

Miscellaneous Items Checked Out

Yearly Totals	2020	2021	2022	2023	2024
Technology Devices	381	725	743	794	819
Study Rooms	305	395	746	888	760
Games and Puzzles	955	1,263	2,060	1,855	1,736
Seeds	302	878	883	767	912
STEAM Packs	25	160	234	351	350
Cake Pans	28	21	69	45	52
Outdoor Items	*	*	17	59	79
Honor Books	*	*	19	104	97
Adult Kits	*	*	*	*	41
Museum Passes	*	*	*	*	93

Library Services Usage

October	2020	2021	2022	2023	2024
Test Proctoring	1	2	4	1	0
Charging Station	7	6	2	0	4
Notary Services	8	12	9	17	32

Library Services Usage

Yearly Totals	2020	2021	2022	2023	2024
Test Proctoring	74	108	61	54	73
Charging Station	47	45	21	16	14
Notary Services	88	144	135	167	198

White House Public Library

October 2024

Library Visits	3,283	3,522	3,976	4,031	5774
Website Usage	1,452	2,996	2,940	749	1300
Reference Questions	8	7	2	1	5

Library Visits	30,007	38,913	48,253	48,053	49,196
Website Usage	17,977	27,907	33,678	36,648	11,061
Reference Questions	60	73	31	37	60

Computer Users

October	2020	2021	2022	2023	2024
Wireless Users	416	512	404	327	232
Adult Users	256	237	245	169	194
Kids Users	11	97	217	111	178
Osmo Users (hours)	*	*	*	*	84

Computer Users

Yearly Totals	2020	2021	2022	2023	2024
Wireless	3,829	3,878	4,544	4,338	3,013
Adult Users	2,138	2,235	2,608	2,255	2,021
Kids Users	427	957	2,987	2,030	1,431
Osmo Users (hours)	*	*	*	*	348

Library Volunteers

October	2020	2021	2022	2023	2024
Library Volunteers	6	11	8	6	6
Volunteer Hours	91.50	145.00	112.00	52.00	41.75

Library Volunteers

Yearly Totals	20-21	21-22	22-23	23-24	24-25
Library Volunteers	20	48	48	50	16
Volunteer Hours	1,204.00	1,492.50	1,289.00	533.50	199.75

Databases

Universal Class	October
Sign-ups	2
Courses Started	1
Lessons Viewed	73
Submissions	68

Yearly Totals	2020	2021	2022	2023	2024
Sign-ups	10	13	18	22	10
Courses Started	53	39	2	24	25
Lessons Viewed	1,771	1,008	876	419	542
Submissions	800	515	465	559	641

Fiero Code	October
Logins	11
Hours	6.2
Tasks	29

Yearly Totals	2020	2021	2022	2023	2024
Logins	*	*	*	31	93
Hours	*	*	*	19.6	64.7
Tasks	*	*	*	29	284

Comics Plus	October
Users	32
Check Outs	15

Yearly Totals	2020	2021	2022	2023	2024
Users	*	*	*	*	60
Check Outs	*	*	*	*	103

Kanopy	October
Visits	631
Plays	109
Accounts	8

Yearly Totals	2020	2021	2022	2023	2024
Visits	*	*	*	2,350	5,269
Plays	*	*	*	608	995
Accounts	*	*	*	89	168

Programs

1,000 Books	2020	2021	2022	2023	2024
Monthly Sign-ups	3	1	0	3	2
Total Program Sign-ups	67	174	132	153	71

Achievements	
500 Mark	25
Total Completion	23

Face-to-Face Kids Programs

October	2020	2021	2022	2023	2024
Programs	3	11	13	10	16

Face-to-Face Kids Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	43	91	136	129	132

White House Public Library

October 2024

Attendees	127	244	315	256	376
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Attendees	1,185	2,167	3,646	3,805	2,821
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Face-to-Face Tween Programs

October	2020	2021	2022	2023	2024
Programs	4	8	11	8	13
Attendees	29	44	58	28	42

Face-to-Face Tween Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	11	43	98	112	104
Attendees	77	370	437	361	298

Teen Programs

October	2020	2021	2022	2023	2024
Programs	*	*	*	*	2
Attendees	*	*	*	*	2

Teen Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	*	*	*	*	17
Attendees	*	*	*	*	22

Face-to-Face Adult Programs

October	2020	2021	2022	2023	2024
Programs	2	9	8	13	13
Attendees	17	23	39	77	103

Face-to-Face Adult Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	42	63	75	107	125
Attendees	214	351	377	589	911

Device Advice

October	2020	2021	2022	2023	2024
Sessions	0	5	17	10	25

Device Advice

Yearly Totals	2020	2021	2022	2023	2024
Sessions	51	81	131	144	138

Passive (Number of Participants)

October	2020	2021	2022	2023	2024
Adult	*	0	0	0	9
Teen / Tween	0	0	0	0	0
Kids	0	0	0	0	0

Passive (Number of Participants)

Yearly Totals	2020	2021	2022	2023	2024
Adult	*	0	20	0	73
Teen / Tween	152	409	151	100	33
Kids	1,094	1,699	334	184	0

Interlibrary Loan Services

October	2020	2021	2022	2023	2024
Borrowed	65	55	59	23	51
Loaned	23	20	10	11	24

Interlibrary Loan Services

Yearly Totals	2020	2021	2022	2023	2024
Borrowed	534	673	872	597	524
Loaned	151	226	317	184	306

October	R.E.A.D.S
E-books	1,122
Audiobooks	1,857
E-videos	0
E-series	160

Yearly Totals	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
E-books	*	*	*	*	3,328
Audiobooks	*	*	*	*	5,561
E-videos	*	*	*	*	0
E-series	*	*	*	*	549

Removed Adult and Juvenile Rows due to the state no longer providing those statistics.

CITY COURT REPORT
OCTOBER 2024

	CITATIONS		
	TOTAL MONIES COLLECTED FOR THE MONTH		\$5,235.00
	TOTAL MONIES COLLECTED YTD		\$21,560.25
	STATE FINES		
	TOTAL MONIES COLLECTED FOR MONTH		\$1,694.80
	TOTAL MONIES COLLECTED YTD		\$6,964.10
	<u>TOTAL REVENUE FOR MONTH</u>		<u>\$6,929.80</u>
	TOTAL REVENUE YTD		\$28,524.35
	DISBURSEMENTS		
	LITIGATION TAX	\$361.22	
	DOS/DOH FINES & FEES	\$146.30	
	DOS TITLE & REGISTRATION	\$109.25	
	RESTITUTION/REFUNDS	\$0.00	
	ON-LINE CC FEES	\$0.00	
	CREDIT CARD FEES	\$0.00	
	WORTHLESS CHECKS	\$0.00	
	TOTAL DISBURSEMENTS FOR MONTH		<u>\$616.77</u>
	TOTAL DISBURSEMENTS YTD		\$2,823.53
	<u>ADJUSTED REVENUE FOR MONTH</u>		<u>\$6,313.03</u>
	TOTAL ADJUSTED REVENUE YTD		\$25,700.82
	DRUG FUND		
	DRUG FUND DONATIONS FOR MONTH		\$453.69
	DRUG FUND DONATIONS YTD		\$2,086.24
	Offenses Convicted & Paid For Month	Count	Paid
	Animal Control	1	\$0.00
	Financial Responsibility Law	9	\$518.75
	Registration Law	12	\$766.25
	Improper Equipment	1	\$10.00
	Texting/Hands Free Law	2	\$35.00
	Codes Violation	1	\$55.00
	DL Exhibited		
	Red Light	9	\$802.50
	Misc	1	\$128.75
	Stop Sign	4	\$305.00
	Speeding	25	\$2,232.50
	Seat Belt-Child Restraint	3	\$90.00
	Following Too Close	2	\$177.50
	Exercise Due Care	1	\$112.50
	Failure to Yield		
	Judgement Released	53	\$0.00
	Improper Passing	2	\$130.00
	Total	126	\$5,363.75