



City Administrator Report: CWc VYf '202'

Administrative & Legislative Services Department
October 2023

Administration

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

- October 2:
 - Department Head Staff Meeting
 - Engineering Projects Meeting
 - Staff Plans Review
- October 3:
 - Mayor Update Meeting
 - Christmas Parade Meeting
 - Beer Board Meeting
- October 4:
 - White House Recreation Center Meeting
 - Ribbon Cutting for Notice Automotive
- October 5:
 - Elected Officials Leadership Academy
 - NCSR Project Meeting
- October 7:
 - Discover White House Expo and Safety Day
- October 10:
 - Cemetery Board Meeting
 - BMA Study Session
 - Planning Commission
- October 11:
 - Dedication/Ribbon Cutting Tennis Courts Planning
- October 12:
 - SFM Easement Discussion
 - JECDB Meeting
- October 16:
 - Department Head Staff Meeting
 - Ribbon Cutting/ Dedication for Bill Rappahun Tennis Courts
 - Transportation Committee
- October 17:
 - State of the City Address
 - Economic Development Meeting
- October 18:
 - Sumner County ECD Lunch
 - SFM Easement Discussion
- October 19:
 - Transportation Meeting
 - Board of Mayor and Alderman Meeting
- October 20:
 - Fall Family Block Party
- October 23:
 - Christmas Event Planning Meeting
- October 25:
 - City of White House Transportation Meeting
- October 26:
 - Community Firehall Breakfast
 - SFM Easement Discussion
 - Monthly Progress Meeting
 - Trail of Treats
- October 31:
 - Trick or Treating with local preschools
 - Mayor Update Meeting

**Administrative & Legislative Services Department
October 2023**

Performance Measurements

Finance Update

The Administration Department’s goal is to keep each budgetary area’s expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2023-2024.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$34,221,901	\$12,622,012	↓16.37%
Industrial Development	\$136,600	\$2,929	↑0.28%
State Street Aid	\$505,000	\$475,785	↑2.57%
Parks Sales Tax	\$1,526,000	\$66,553	↑1.07%
Solid Waste	\$1,657,227	\$1,166,147	↑0.25%
Parks Impact Fees	\$55,000	\$17,741	↑6.04%
Police Impact Fees	\$110,000	\$89,202	↑64.62%
Fire Impact Fees	\$274,000	\$12,684	↑64.61%
Road Impact Fees	\$650,000	\$642,287	↑58.24%
Police Drug Fund	\$25,000	\$20,360	↑22.67%
Debt Services	\$2,512,200	\$1,843	↑0.92%
Wastewater	\$15,952,225	\$6,627,347	↑3.62%
Dental Care	\$100,000	\$22,393	↑4.20%
Stormwater Fund	\$1,672,625	\$864,016	↑2.62%
Cemetery Fund	\$42,690	\$22,786	↓0.57%

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

Purchasing

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

Total Purchase Orders

	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	341	313	325	261	269	346	362
August	161	166	132	128	106	151	166
September	108	104	98	106	98	126	119
October	145	98	98	79	97	91	147
November		104	103	72	78	120	125
December		84	73	71	58	72	104
January		116	117	123	81	122	177
February		111	105	75	93	119	113
March		145	145	106	107	131	142
April		103	105	154	85	138	185
May		138	153	133	82	129	121
June		35	52	47	45	50	52
Total	755	1,517	1,506	1,355	1,199	1,595	1,813

Purchase Orders by Dollars	Oct 2023	FY 2024	FY 2023	FY 2021	Total for FY24	Total for FY23	Total for FY22
Purchase Orders \$0-\$9,999	135	578	1,448	1281	\$1,014,559.27	\$1,645,212.29	\$1,640,827.83
Purchase Orders \$10,000-\$24,999	3	14	32	29	\$298,732.44	\$421,438.69	\$404,406.65
Purchase Orders over \$25,000	7	28	37	45	\$6,186,890.01	\$39,313,456.65	\$11,687,700.37
Total	145	620	1,517	1355	\$7,500,181.72	\$41,380,107.63	\$13,732,934.80

**Administrative & Legislative Services Department
October 2023**

Website Management

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

	2023-2024 Update Requests	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2023-2024 Page Visits	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits
July	51	52	54	15	152	34,294	31,946	32,401	11,536	1,164,517
Aug.	44	63	66	20	126	38,060	31,340	25,635	9,145	752,932
Sept.	48	65	48	17	43	31,899	27,594	24,833	8,335	679,248
Oct.	55	47	52	10	78	33,673	29,829	23,816	8,390	386,735
Nov.		54	63	174	56		30,449	23,022	7,587	695,971
Dec.		32	39	13	156		27,768	22,904	17,483	847,724
Jan.		53	56	108	67		31,686	26,942	17,123	720,531
Feb.		47	52	135	22		28,043	23,253	19,796	N/A
March		62	57	39	85		30,614	30,026	22,930	N/A
April		72	68	101	43		31,817	31,127	20,881	N/A
May		51	54	38	27		35,606	31,335	23,514	5,998
June		42	674	214	48		23,919	34,600	30,909	10,251
Total	198	640	609	884	901	137,926	360,611	329,885	197,629	5,263,907

“City of White House, TN” Mobile App

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

	FY24 # of Request	FY23 # of Request	FY22 # of Request	FY21 # of Request
July	55	50	38	20
Aug.	46	43	54	27
Sept.	52	40	46	16
Oct.	40	45	64	15
Nov.		53	19	20
Dec.		70	42	27
Jan.		61	41	18
Feb.		20	41	72
March		41	38	36
April		68	26	26
May		50	39	48
June		47	47	58
FY Total	193	588	495	383

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

**Administrative & Legislative Services Department
October 2023**

White House Farmers Market

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

Building Maintenance Projects

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

Major projects this month include:

	2022-2023 Work Order Requests	2022-2023 Work Order Requests	2021-2022 Work Order Requests	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests
July	18	14	19	11	10	22	21
August	23	23	8	27	10	26	24
September	13	21	12	9	13	19	22
October	13	13	10	6	7	14	18
November		12	23	16	7	18	34
December		8	17	19	3	8	19
January		11	6	11	16	14	16
February		10	8	16	18	7	21
March		16	14	12	11	7	17
April		6	13	17	2	12	25
May		34	20	25	11	6	26
June		19	14	31	10	9	23
Total	67	187	164	200	98	162	266

**Finance Department
October 2023**

Finance Section

During October the Finance Office continued preparing for the FYE 6/30/2023 audit, and converted/uploaded property tax data provided by the counties and state. The total property taxes billed for tax year 2023 is \$5.6 million. As of the end of October, approximately \$19k (0.3%) was collected. Members of the Finance Office also participated in the following events during the month:

- October 3: Introductory meeting with Regions Bank
- October 10: Cemetery Board meeting
- October 11: Business tax training
- October 12: Assistant Finance Director attended & passed CMFO “Debt and Capital Projects Management” course
- October 17: Business tax training
- October 19: Monthly BMA meeting
- October 25-26: Tennessee Comptroller of the Treasury CCFO & CMFO virtual training
- October 31: Trick or Treating at Growing Tree and Small Wonders child care facilities

Performance Measures

Utility Billing

	Oct 2023	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
New Build Applications (#)	38	132	307	284	357	171
Move In Applications (#)	115	373	926	977	737	649
Total Applications (#)	153	505	1233	1261	1094	820
Move Outs (#)	18	127	831	898	743	602
Electronic new customer signups (#)	77	286	476	410	300	127
Electronic new customer signups (%)	50%	57%	39%	33%	27%	15%

Business License Activity

	Oct 2023	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
Opened	10	27	95	92	76	69
Closed (notified by business)	0	4	9	7	6	10

Accounts Payable

	Oct 2023	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
Total # of Invoices Processed	441	1690	4455	4254	4079	4003

Property Tax Relief Applications

	Oct 2023	FY 2024 Total	FY 2024 Est.	FY 2023 Total	FY 2022 Total
New Parcels (#)	0	0	29	27	29
Existing Parcels (#)	1	1	124	101	99
Total Parcels (#)	1	1	153	128	128
State Relief Credits (\$)	64	64	21,040	23,860	20,844
City Relief Credits (\$)	64	64	18,255	16,536	10,155
Combined Relief Credits (\$)	128	128	39,295	40,396	30,999

**Finance Department
October 2023**

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

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	12,575,765	3,772,730	6,016,407	48%
Cemetery Fund	55,450	16,635	258,283	466%
Debt Services	2,530,300	759,090	1,661,916	66%
Dental Care Fund	78,300	23,490	165,454	211%
Roads Impact Fees	421,800	126,540	944,291	224%
Parks Impact Fees	440,484	132,145	483,141	110%
Police Impact Fees	315,200	94,560	980,049	311%
Fire Impact Fees	208,200	62,460	647,895	311%
Economic Development	141,900	42,570	260,922	184%
Parks Sales Tax	1,093,500	328,050	734,398	67%
Police Drug Fund	5,250	1,575	58,582	1116%
Solid Waste	1,577,500	473,250	836,760	53%
State Street Aid	456,800	137,040	430,797	94%
Stormwater Fund	1,100,750	330,225	1,014,891	92%
Wastewater	6,293,000	1,887,900	9,410,737	150%

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

The Finance Department’s goal is to meet or exceed each fund’s total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2023-2024.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	12,575,765	2,132,922	↓ 16.37%
Cemetery Fund	55,450	18,166	↓ 0.57%
Debt Services	2,530,300	866,782	↑ 0.92%
Dental Care	78,300	29,391	↑ 4.20%
Roads Impact Fees	421,800	386,246	↑ 58.24%
Parks Impact Fees	440,484	173,418	↑ 6.04%
Police Impact Fees	315,200	308,737	↑ 64.62%
Fire Impact Fees	208,200	203,911	↑ 64.61%
Economic Development	141,900	47,691	↑ 0.28%
Parks Sales Tax	1,093,500	376,171	↑ 1.07%
Police Drug Fund	5,250	2,940	↑ 22.67%
Solid Waste	1,577,500	529,846	↑ 0.25%
State Street Aid	456,800	164,028	↑ 2.57%
Stormwater Fund	1,100,750	395,733	↑ 2.62%
Wastewater	6,293,000	2,325,728	↑ 3.62%

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

**Human Resources Department
October 2023**

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

- October 03: Chamber of Commerce Board Meeting
- October 05: Chamber of Commerce New Member Breakfast
- October 07: Discover White House
- October 11: Flu Shot Clinic
- October 17: Chamber of Commerce Monthly Luncheon
- October 18: Police Officer Testing
- October 25: Firefighter Testing
- October 26: Community Fire Department Breakfaswt
- October 31: Trick or Treating with Growing Tree Daycare
Trick or Treating with Small Wonders Daycare
Ribbon Cutting for Elevate Enrichment

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

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

Three-year average: 6.33

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

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

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

Three-year average: 5.33

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

**Human Resources Department
October 2023**

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

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

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January		0	4	2
February		0	2	0
March		2	3	0
April		0	2	2
May		0	2	0
June		1	1	3
Total	6	10	19	12
Percentage	4.72%	8.40%	16.52%	10.91%

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

Three-year average: 11.94%

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

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

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

Three-year average: 1.667

**Police Department
October 2023**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in October:** White House Rotary Club (Oct. 5, 19, 26), International Association of Chief's of Police Conference (Oct. 13-17), Board of Mayor & Alderman Meeting (Oct. 19), Sumner County Drug Task Force Meeting (Oct. 25) and Trick or Treating at Small Wonders and Growing Tree (Oct. 31).

➤ **Police Department Administration Performance Measurements**

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

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

She is working on finishing up 2021, 2022 and 2023 proofs.

We have asked for an extension on re-accreditation which will be brought up to the Board in December.

We hope to Achieve our 4th re-accreditation from the Tennessee Law Enforcement Accreditation program in April 2024.

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

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	168	0	168
February	0	610	0	610
March	0	652	24	676
April	0	280	0	280
May	0	264	0	264
June	0	144	0	144
July	0	308	0	308
August	24	434	16.5	474.5
September	0	208	39	247
October	84	0	20	104
Total	108	3,068	99.5	3,275.5

Patrol Division Performance Measurements

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

Number of Officers on Shift	October 2023	FY 2023-24
Three (3) Officers per Shift	19	63
Four (4) Officers per Shift	43	169

*Two Officer Minimum staffing was put in place due to staff shortage. In the month of July, 10 shifts had only 2 Officers on shift.

2. ***Acquire and place into service two Police Patrol Vehicles.*** We received our two new vehicles (October 18th) that were ordered from Lonnie Cobb Ford in August 2022 from the 2022-23 Budget Year. They are currently at Truckers Lighthouse for equipment to be added. Four new vehicles were approved at the last Board of Mayor & Alderman Meeting to order. They have been ordered from Lonnie Cobb Ford.

**Police Department
October 2023**

3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2023-2024.*
Fall Compliance checks were completed in October. Three businesses failed – Kroger, EJ’s and Sudden Service (Hwy 31W).

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

** *Note: October stats are still unable to be obtained from Tyler Technologies.*

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

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

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

	October 2023	TOTAL 2023
Traffic Crashes Reported	40	398
Enforce Traffic Laws:		
Written Citations	46	457
Written Warnings	12	474
Verbal Warnings	345	2,514

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

COLLISION RATIO				
<u>2023</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
October	40	7 YTD 49	18%	12% YTD 398

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

Staffing:

- Ofc. Christopher Sampson has graduated from the Academy and cleared from FTO.
- Ofc. Blake McClusky is currently in FTO. He will go to the Academy in January.
- We currently have 4 positions open and are continuing to accept applications.

**Police Department
October 2023**

Sumner County Emergency Response Team:

- 10 Oct 2023 – ERT executed high-risk narcotics search warrant in Gallatin. This case was a joint operation with the 18th Judicial Drug Task Force and investigators from the Metro Nashville Police Department.
- 20 Oct 2023 – ERT members conducted firearms training at the Portland PD range. The sniper team worked specifically on engaging threats from the turret of the MRAP.
- 27 Oct 2023 – ERT executed a high-risk search/arrest warrant on an address just outside the Portland city limits. This operation came after multiple overdose deaths at this residence. The suspect was apprehended in a shed located on the property and later confessed to selling the narcotics that resulted in the deaths of the victims.

Support Services Performance Measurements

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2023.*

We are unable to provide the above stats at the present time. Tyler Technologies will be providing this capability to our new software in the future.

2023 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
October		

Communications Section

	October	Total 2023
Calls for Service	1066	10769
Alarm Calls	41	463

Request for Reports

	October	FY 2023-24
Requests for Reports	10	67
Amount taken in	\$7.95	\$62.50
Tow Bills	\$0.00	\$0.00
Emailed at no charge	25	90
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Sgt. Bagwell attended the Network Meeting on October 27th at the Gallatin ECC.
- The 2023-2024 THSO Grant has been approved for \$20,000.00. This Grant is used for equipment and overtime.

Volunteer Police Explorers: Nothing to report currently.

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

**Police Department
October 2023**

Crime Prevention/Community Relations Performance Measurements

- ***Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** Sgt Enck began D.A.R.E. August 28th, to 5th graders at White House Middle School. There are approximately 150 kids.
- ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House Expo was October 7th.
- ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** Citizen's Police Academy has been cancelled. We are planning to have several new programs for the public.
- ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
 - 10/3 – Sgt. Enck did a walk-through/Active Shooter evaluation of both Summit Prep Academy locations.
 - 10/18 – Community Christian Academy – Wheels in Motion.
 - 10/19 – HB Williams – Wheels in Motion.
 - 10/25 – Sgt. Enck instructed Defensive Tactics at Tennessee Law Enforcement Academy.
 - 10/26 – Sgt. Enck gave a Drug and Social Media lecture to the 8th grader at White House Middle School.
 - 10/27 – Sgt. Enck was a House Decoration judge in Hampton Village.
 - 10/28 – DEA Drug Take Back at Kroger's. Collected 110 lbs of prescription drugs.

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

- Trail of Treats
- Trick or Treating with Small Wonders and Growing Tree.

Upcoming Events:

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

<i>2023 Participation in Joint Community Events</i>		
	<u>October</u>	<u>Year to Date</u>
Community Activities	11	78

**Fire Department
October 2023**



Summary of Month's Activities

Fire Operations

The Department responded to 139 requests for service during the month with 85 responses being medical emergencies. The Department also responded to 11 vehicle accidents of which 7 had injuries, 4 had no injuries, and one vehicle vs. pedestrian. Of the 139 responses in the month of October there were 25 calls that overlapped another call for service that is 17.99% of our responses for the month. That brings the overlapping call volume for FY23-24 to 109 or 18.95% 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 July from dispatch to on scene time averaged was, five minutes and thirty seconds (5:30). The average time a fire unit spent on the scene of an emergency call was twelve minutes and sixteen seconds (12:16).

Department Event

- October 3rd – Monthly Officer Meeting
- October 4th- 5th – Advanced Vehicle Extrication Course in Pigeon Forge, TN - FF Jackson attended
- October 7th – Discover White House/Safety Day
- October 10th – Department wide advanced medical training/recert
- October 16th – Annual Preventive Maintenance on all Fire Apparatus
- October 19th – Annual Pump testing for all Fire Apparatus
- October 22nd – Trunk or Treat at Temple Baptist
- October 25th – New firefighter recruit testing
- October 26th – Annual Community Fire Department Breakfast put on by WH Chamber of Commerce

Fire Administration

- October 3rd – Christmas Parade route meeting
- October 17th – Annual State of the City Chamber Luncheon
- October 17th – Traffic Control light meeting
- October 20th – Career Day at White House HS by Asst Chief Brewer, Insp. Johnson, Capt. Garrett, and FF Johnston
- October 20th – Fall Family Block Party
- October 23rd – Cooking safety presentation at White House Middle School by Asst. Chief Brewer and Inspector Johnson
- October 23rd – Christmas Event Planning meeting
- October 26th – Trail of Treats
- October 31st – Trick or Treating with Small Wonders Daycare and Growing Tree daycare

**Fire Department
October 2023**

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

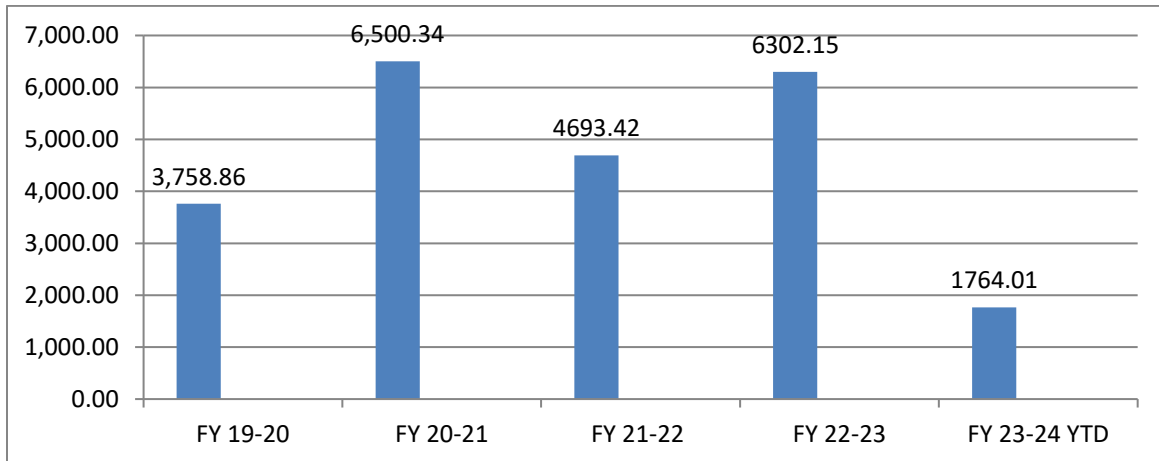
Fires	13
Rescue & Emergency Services	393
Hazardous Conditions (No Fire)	11
Service Calls	46
Good Intent Call	49
False Alarms & False Call	60
Calls for The Month	139
Total Responses FY to Date	575

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	94	361	62.78%
Station #2 (Business Park Dr)	45	210	36.52%

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	699.99	1764.01

**Fire Department
October 2023**

Training breakdown for ISO and NFPA*

	Fire Officer	Company	Facilities	NFPA	Non-ISO
Month	33	144.5	62.5	272.66	187.33
Total for FY	116	1043.5	143.5	534.96	506.95

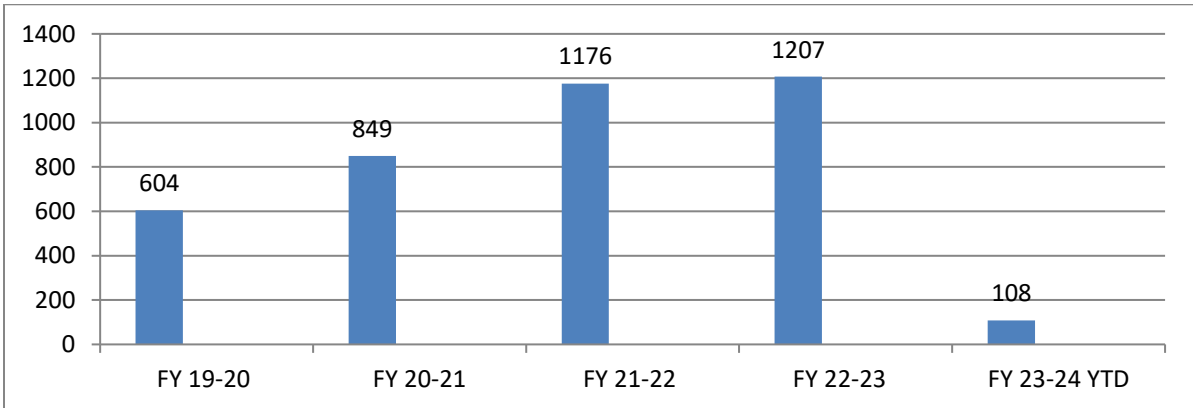
*National Fire Protection Association – The fire service industry standard.

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

Fire Inspection

NOTE: Fire Inspection data has been updated to include data from September that was not available at the time of the previous report.

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

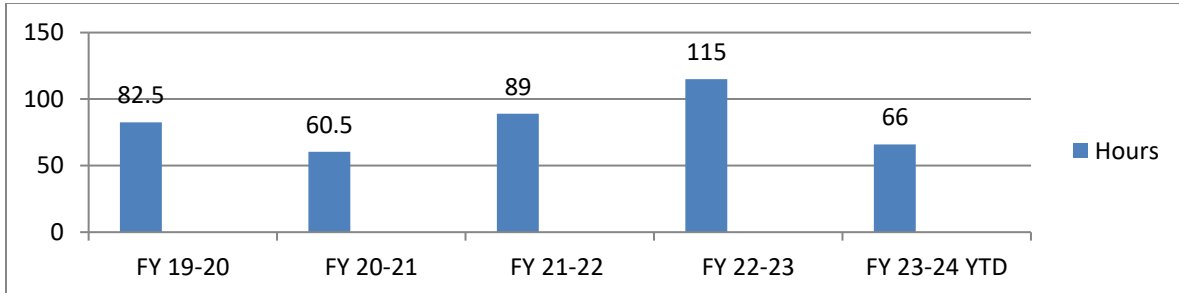
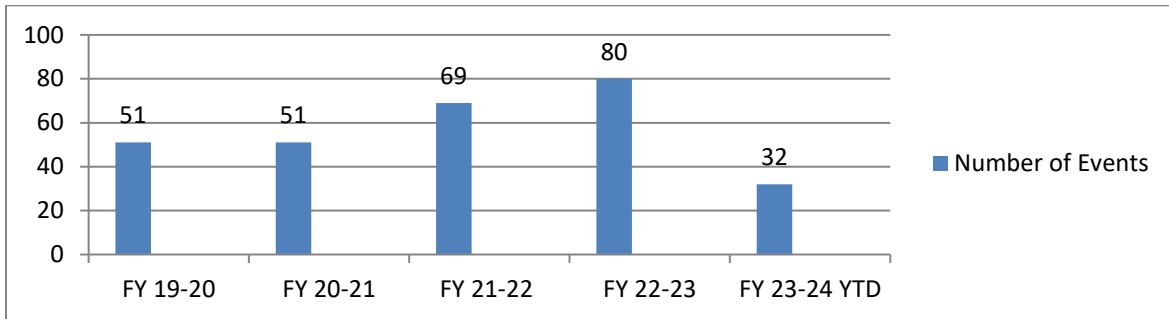
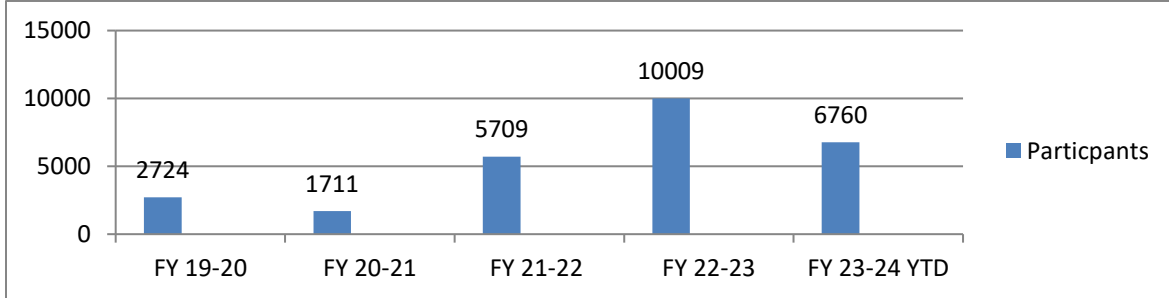


	Month	FYTD
October Fire Inspection	113	457
Reinspection	9	62
Code Violation Complaint	0	3
Violations Cleared	7	38
Annual Inspection	6	54
Knox Box	4	18
Fire Alarms	6	23
Measure Fire Hydrant	2	4
Plans Review	5	13
Pre-C/O	3	11
Pre-incident Survey	21	89
Sprinkler Final	0	1
Final/Occupancy	3	12

**Fire Department
October 2023**

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.



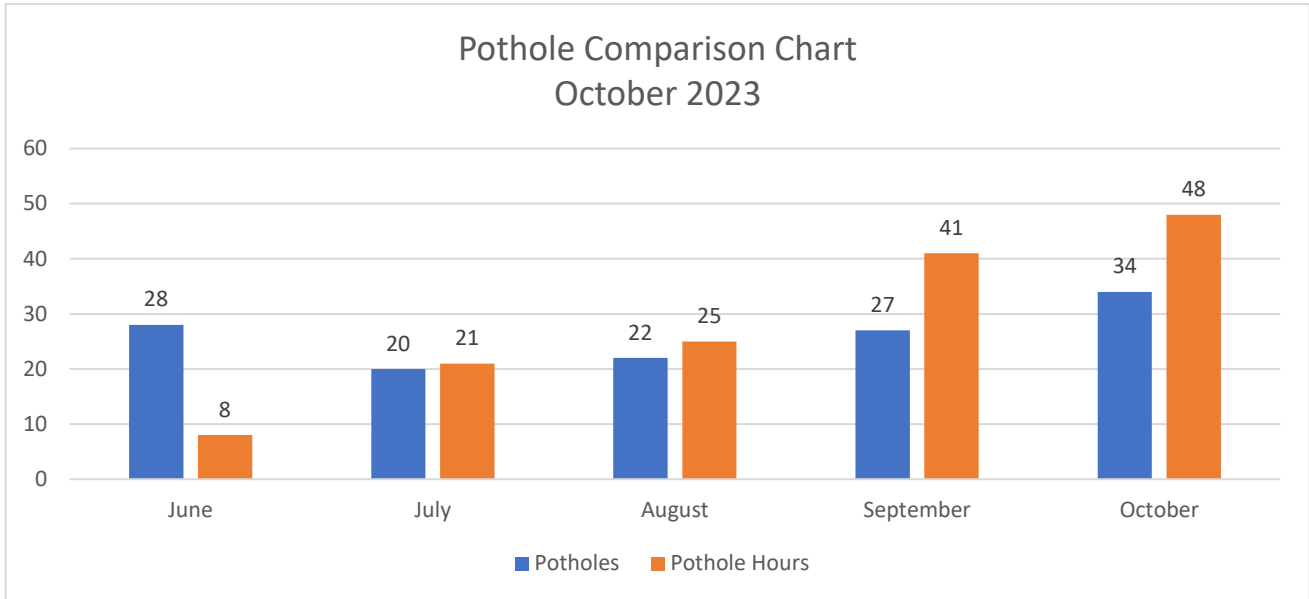
	Month	FYTD
Participants	4733	6760
Number of Events	11	32
Education Hrs.	32	66

Social Media Statistics for the Month

Post Reach	4869
Post Engagement	915
New Page Followers	27

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

Pothole Comparison



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

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

Pothole Complaint Response Time

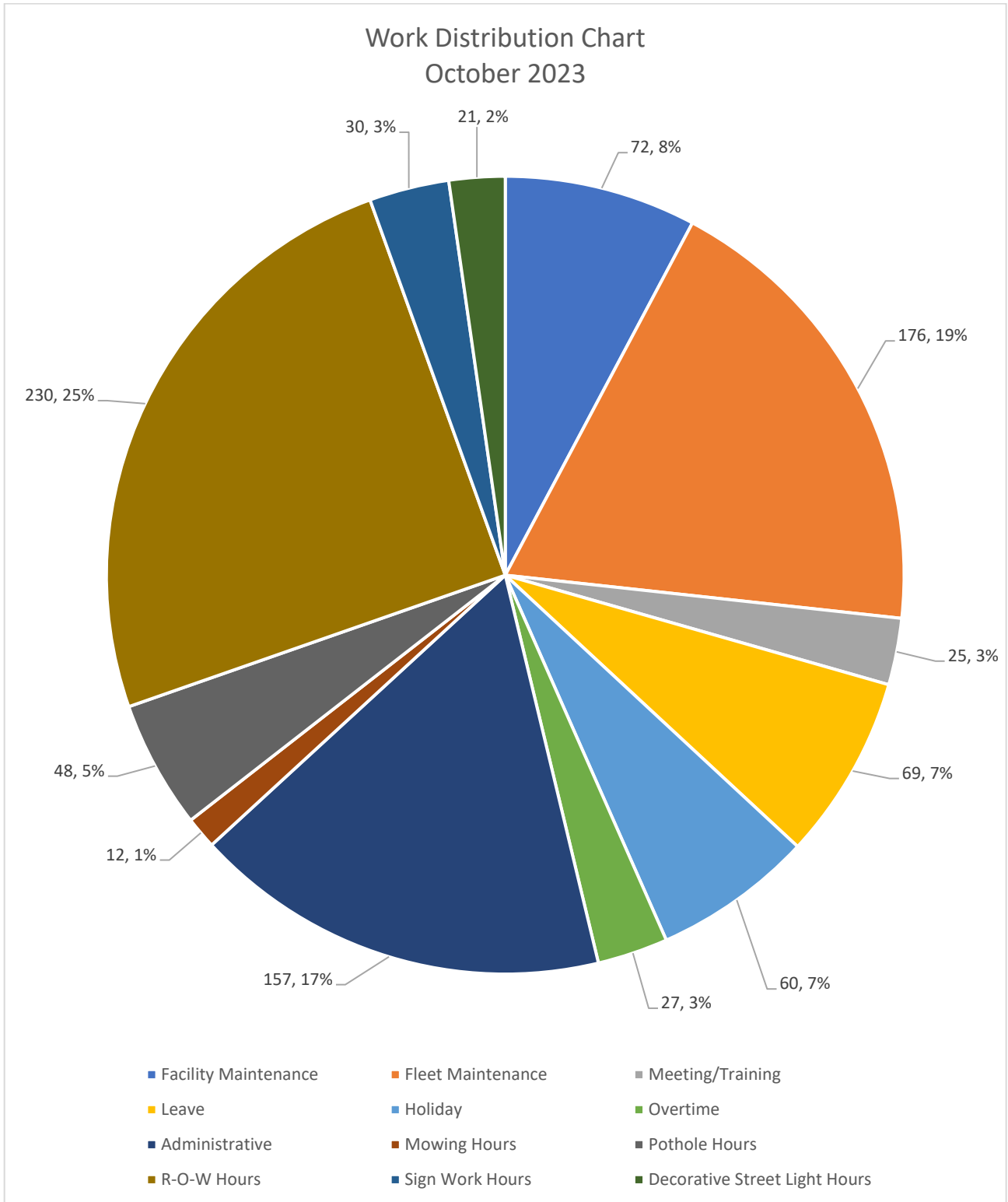
According to Ordinance the Streets and Roads Department is required to respond to a pothole complaint within 24 business hours from the time the complaint is made until time a satisfactory repair is made.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
200-298 Donal Terrace (Multiple locations)	10/04/2023 at 6:37 PM	10/05/2023 8:30 AM	< 1 Day
400 Sunnybrook Drive	10/04/2023 6:35 PM	10/05/2023 ~ 9:00 AM	< 1 Day
776 – 786 McCurdy Road	10/24/2023 5:21 PM	10/25/2023 ~ 10:00 AM	<1 Day

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

Work Distribution Chart

Total Hours Worked in The Public Works Department were 907 Hours. The chart below show what percentage of time was spent on each job task.



Public Services Department – Public Works Division
October 2023

Monthly Work Log

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

Monday 10-2-2023

- Crew meeting / Troubleshooting decorative street light in The Parks Subdivision / Meeting about winter clothing / ROW mowing Meadowlark and near the lift station.

Tuesday 10-3-2023

- Unloaded Christmas Tree at PW Building and then loaded on a trailer to take to City Hall / Delivered trailer to Parks Department for Trail of Treats event / Cleaned Gridsmart Camera at Byrum Drive, Shell, Wilkinson Lane, NB & SB Ramps / Changed tires on 20' trailer for parade float

Wednesday 10-4-2023

- Cleaned Gridsmart Cameras at Portland Road, SR-76 & 31W / Sage & Cedarbrook Drive, Sage and SR-76, and SR-76 & Loves Lane / Cut trees on Melton Road for School Buses / Installed plow on 1326 and wired in more lights for salt box.

Thursday 10-5-2023

- Finished lights on saltbox for 1326 / Helped Parks Department with barricades for Discover White House Event / Wash MowerMax / Repaired potholes on Donal Terrace, Kristen Court, and Sunnybrook Drive / Picked up fence from Apache Trail / Washed and cleaned 1332 for Discover White House Event.

Friday 10-6-2023

- Delivered 1332 to Serra Chevrolet for scheduled maintenance / Loaded boxes in Discover White House Event / Shell Station Construction Meeting / Changed 3 Road Name Signs / Performed 3 Initial Inspections at Willow Grove.

Monday 10-9-2023

- Holiday, Columbus Day

Tuesday 10-10-2023

- Repaired fence around trash compactor pad / Cleaned up around shop for safety inspection / Fleet Maintenance

Wednesday 10-11-2023

- Worked on Decorative Street Light at 5143 Owens Lane / Picked up 1332 from Serra Chevrolet / Troubleshooting with light at 5143 Owens Lane / Purchased Lithium Ion Battery Charger at AutoZone to recharge solar light for 5143 Owens Lane / Delivered mini excavator, large dump truck, and trailer to cemetery for Parks Department to load out dirt.

Thursday 10-12-2023

- Repaired light at 5143 Owens Lane / Cut and removed dead brush at PW Admin Building / Put light back up at 5143 Owens Lane / Unloaded decking for trailer and installed on 20' trailer / Restocked trucks with Pedestrian Buttons / Safety Clean-up day / Installed new sign for Ped Button at Wilkinson Lane and Shell Station / Installed Trash Compactor Sign / Picked up 1303 from Firestone.

Friday 10-13-2023

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

Monday 10-16-2023

- Crew meeting / Repaired Ped Button at Shell and Wilkinson Lane / Removed obsolete Peek Detection Camera at Wilkinson and Richard Wilks / Changed Tyree and Raymond Hirsch Sign near White House High School.

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Tuesday 10-17-2023

- Picked up hot mix asphalt / Milled up damaged asphalt at Overlook Drive and repaired with hot mix asphalt / Repaired LED Wrong Way Sign on Cedarbrook Drive and Cedarbrook and 31W / String trimmed median in front of Speedway / Cleaned up rock at road edge at 31W and Raymond Hirsch

Wednesday 10-18-2023

- Installed NO THRU TRUCK TRAFFIC Signs on Reidway Drive and Brinkley Lane / Milled more of the damaged areas on Overlook Drive and repaired them with hot mix asphalt / Picked up mini ex from cemetery and brought back to the shop.

Thursday 10-19-2023

- Picked up equipment at Overlook Drive / Provided traffic control for brush pick up on Tyree Springs Road, Portland Road and Overlook Drive / Delivered barricades to Temple Baptist Church for their annual Trunk or Treat event

Friday 10-20-2023

- Continued working on parade trailer / Facility maintenance / Installed new Speed Limit sign in Holly Tree Subdivision after the existing sign was blown over in the storm the night before / Checked in on form inspections in Willow Grove / Performed 7 initial inspections at Legacy Farms / Removed limb that was over hanging the road on Whitehaven Court.

Monday 10-23-2023

- Finished repairing asphalt on Overlook Drive / Repaired Road name sign on Meadowlark and Cardinal Drive / Removed plywood from ditch near Regions Bank / Repaired leaning sign at Autumnwood Drive / Removed dead deer from Tyree Springs Road

Tuesday 10-24-2023

- Picked up brush in Zone 4 because Travis was on vacation / Delivered chainsaw to Wastewater so they could cut down a tree that was in their way / Prepared saltboxes / Drilled holes on 20' trailer bolts / Put bearing on 1326 saltbox.

Wednesday 10-25-2023

- Installed decorative street light on Simmental / Picked up two dead deer on Sage Road & SR-76 / Delivered message boards for Trail of Treats event / ROW Mowing on Boyles Road / Installed new bearing on 1326 saltbox

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

Thursday 10-26-2023

- Repaired asphalt in front of driveways on Foster Drive / Employee of the Quarter Luncheon / Set up for Trail of Treats

Friday 10-27-2023

- Performed initial form inspections at Willow Grove / Inspected Roundabout at Cedarbrook Drive / Performed Initial Form Inspection at 7/11 Gas station Entrance at 31W / Cleaned up wood from yellow trailer / Delivered 1326 to Serra Chevrolet for Air Bag recall / Picked up Bump Sign on Sage Road / Performed 3 Final Road Inspections and 3 Form Inspections / Picked up Yoshino Cherry Trees for Island in front of Speedway / Checked on traffic signal street light at Raymond Hirsch and SR-76

Monday 10-30-2023

- Picked up 1326 from Serra Chevrolet / Picked up relay for saltbox on 1326 / Removed lights from 1326 plow / Picked up and installed new lights on 1326 Plow / Helped Library remove shelves and hauled them back to the PW Shop / Cut trees at 111 Danbury Court after Citizen Reported complaint about it hanging over sidewalk

Tuesday 10-31-2023

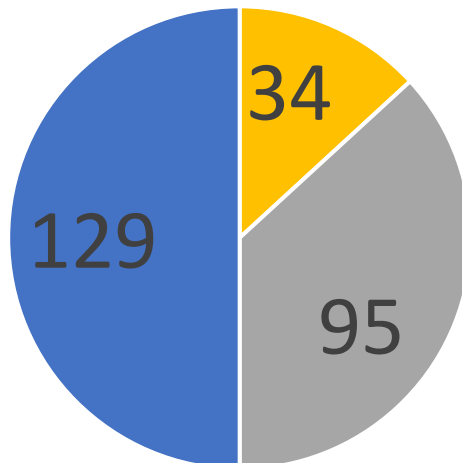
- Safety Committee Meeting / Installed wire for new lights on 1326 plow / Picked up trash from Raymond Hirsch Intersection and SR-76 / Put stop sign up at Harpers Way and Union Road / Finished drilling holes and putting bolts on 20' trailer / Planted trees at median in front of Speedway.

Street Name Sign MUTCD Compliance List

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

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

Street Sign Replacement Tracker



■ Signs left to replace ■ Signs replaced ■ Total Signs to Be Replaced

Public Services Department – Public Works Division
October 2023

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	23-Sep	23-Oct	YTD 22/23
Street	8,134	9,364	8,741	10,229	9,191.25	960	907	11,991
Facility Maintenance	3494	2187	1,227	1,137	887.25	20	72	144
Fleet Maintenance	1034	514	282	380	422.5	144	176	1,121
Meeting/Training	502	510	517	400	457	62	25	447
Leave	1,253	576	613	810	823	109	69	1132.75
Holiday	795	470	385	555	545	60	60	525
Overtime	508.5	488	414	311	152.75	0	27	328
Administrative	385	698	803	867	1153.25	181	157	2,534
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	0	0	102
Debris Removed Load	0	100	35	44	0	0	0	0
Sweeping Man Hours	0	18	13	0	0	0	0	0
Mowing Hours	0	22	175	219	221	33	12	320.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	27	34	427
Pothole Hours	0	759	734	1,181	831.5	41	48	571.5
R-O-W Hours	0	2835	2416	4,027	3044.5	250	230	2,989
Sign/Repaired	0	120	91	84	63	28	13	150
Sign Work Hours	0	289	179	234	109	47	30	347.25
Salt Hours	0	10	143	24	76.5	0	0	78.5
Salt Tons	0	12	20	23	18	0	0	18
Decorative Street Light Hours	0	57	46	125	133.5	15	21	286.5
Traffic Light Hours	0	0	65	20	158	0	0	15

Sanitation Division

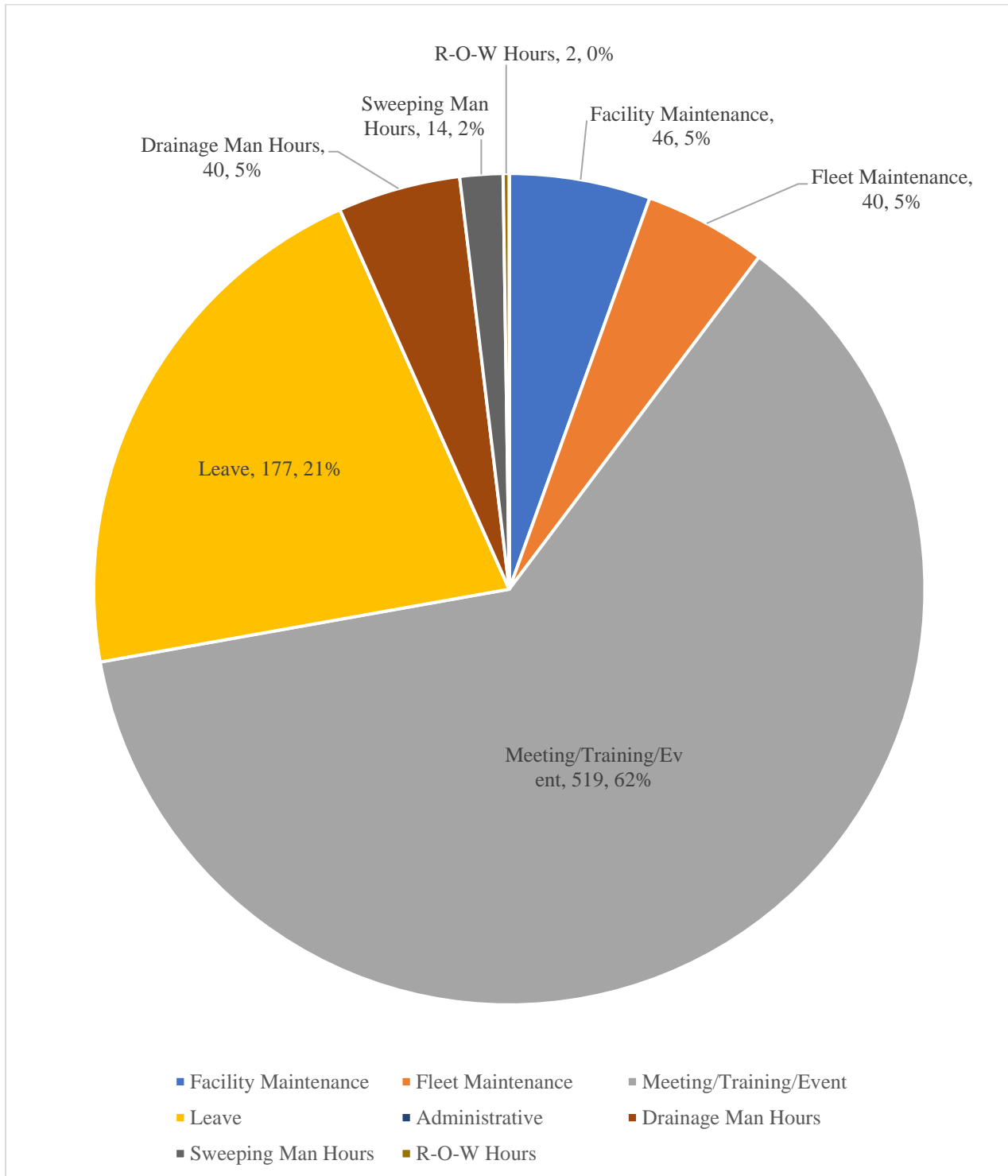
Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	23-Sep	23-Oct	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	320	360	4,836
Facility Maintenance	3494	723	446	574	394.5	36	51	512
Fleet Maintenance	1034	488	445	331	294.5	12	5	213
Meeting/Training	502	265	130	135	127.5	3	1	123
Leave	1,253	428	700	476	336	35	70	654
Holiday	795	270	230	230	230	20	20	270
Overtime	508.5	119	4	12	39.5	0	0	16
Administrative	385	167	1	0	72.5	3	9	37
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW					5	0	67
R-O-W Hours	0	166	30	97	170	26	16	167
Salt Hours	0	0	0	0	0	0	0	79
Salt Tons	0	0	0	0	0	0	0	15

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	23-Sep	23-Oct	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	518	426	8,994
Brush Truck Loads	459	551	522	578	584	45	37	870
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	207	293	5,243
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	104	85	1,867
Litter Pickup Bags	334	507	546	511	456	39	43	763
Litter Pickup Hours	1147	1132	985	957	892	76	89	1,473

Public Works Inspector						23-Sep	23-Oct	YTD 22/23
Initial Form Inspection						18	58	76
Final Form Inspection						23	60	83
EPSC (Erosion Prevention and Sediment Control) Inspection						13	24	37
Final Stormwater Inspection						25	55	80
Proof Roll						2	7	9
Density Testing (Onsite)						0	0	0

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

Stormwater Division worked a total of 838 hours, including 158 hours of overtime and 40 hours of holiday time.
The chart below shows percentage of time spent on each task.



Public Services Department – Stormwater Division
October 2023

Monthly Work Log

10/02/2023 – 10/20/2023 - CDL Training



10/23/2023 - Team meeting, inspections of projects on hold past 3 weeks, repair ditch witch, return rental dump.

10/24/2023 - 420 Calista Rd. debris cleanup, preparations for Trail-of-Treats, uniform follow up, IT follow up, vehicle maintenance.



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

10/25/2023 - Snow plow prep, street sweeping



10/25/2023 - Union Rd. cleanup.



10/26/2023 - Trail-of-Treats setup, employee luncheon, work on parade float.



Public Services Department – Stormwater Division
October 2023

10/30/2023 - Rain: 0.5” Target solutions, 208 Cherry Ln. inspection, PPE purchases (jackets, gloves, coveralls), clear street sweeper indoor storage area. Facility/Vehicle maintenance.

10/31/2023 - 213 Hillwood Dr. drainage improvements



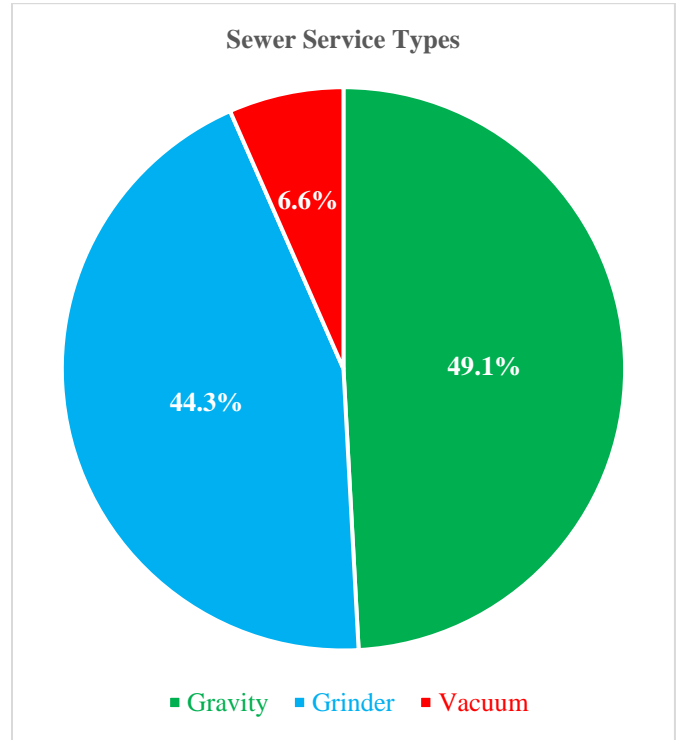
**Public Services Department - Wastewater Division
October 2023**

Collections System Activities:

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, vacuum services, and various types of lift-stations. As of **October 31st, 2023**, City personnel count a total of **6,746** sewer system connections, with **18 new** applications for service in **October 2023**. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	3,315
Low-Pressure Grinder Sewer Connections	2,986
Vacuum Sewer Connections	445

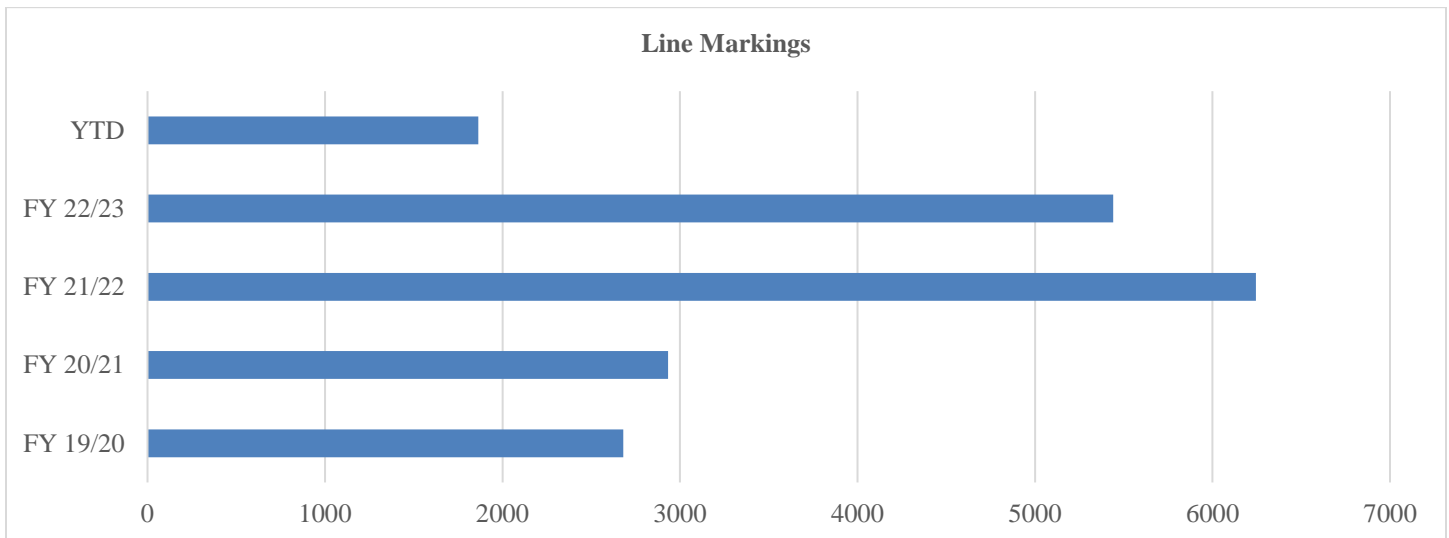
The City counts **189** commercial grinder stations, **2,795** residential grinder stations, and **29** major lift stations integrated into our Sanitary Sewer Collections System.



811 Utility Locate Service:

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

Line Markings	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>October 2023</u>	<u>FY 23/24 YTD</u>
Tennessee 811	2680	2933	6245	5441	466	1863



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

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

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

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

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

Major Alarms: One major station alarm occurred during the month of October, 2023. Additionally, two repairs/alterations were completed on existing stations.

Mt. Vernon / Washing Square Apartments Lift-Station: An electrical issue caused by the station transformer caused damage to the electrical control panel for the site and prevented the pumps from operating correctly. The transformer was replaced, as was the control panel's computer module. Following this, the pumps were tested, and the station was returned to normal operation.

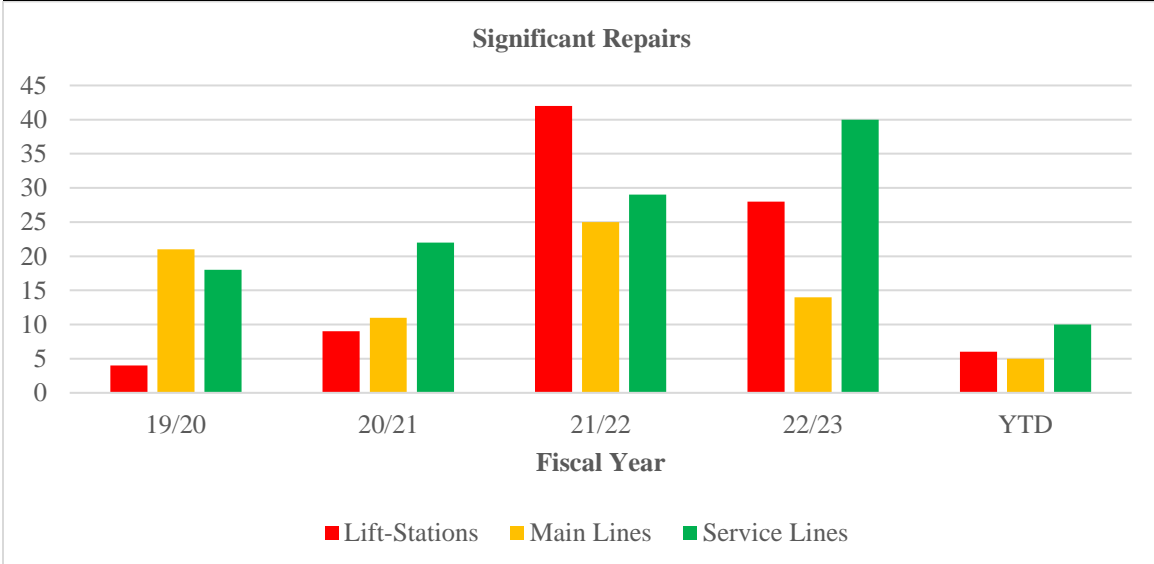
Wilkinson Lane Lift-Station: The water line servicing the odor control unit for this station has been preemptively replaced and lowered in anticipation of freezing issues during the winter months.

Copes Crossing Lift-Station: The water line servicing the odor control unit for this station has been preemptively replaced and lowered in anticipation of freezing issues during the winter months. Additionally, preliminary excavation and concrete work has begun to accommodate replacement of the station's control panel, which was a planned capital project for this budget year.

System Repair Goals:

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

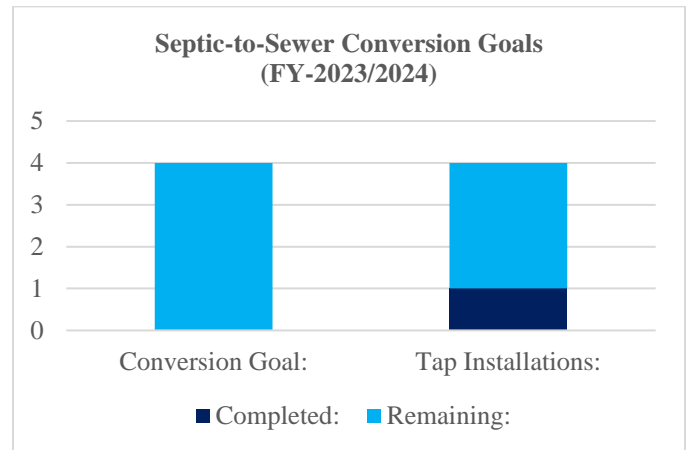
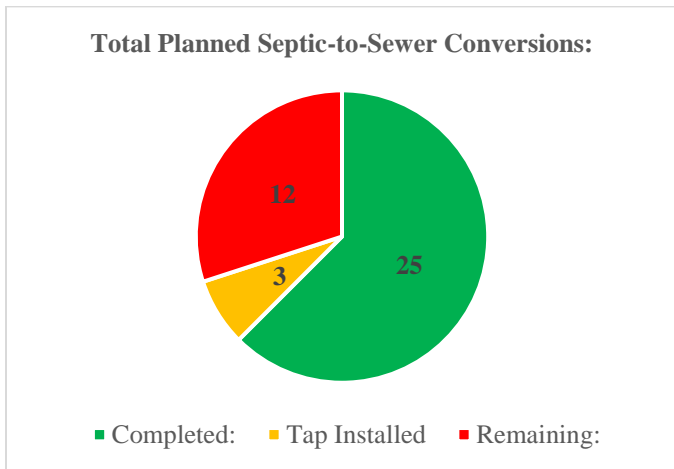
<u>Repairs</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>Oct 2023</u>	<u>FY 23/24 YTD</u>
Major Stations	4	9	42	28	3	6
Main Line	21	11	25	14	0	5
Service Line	18	22	29	40	4	10



Public Services Department - Wastewater Division
October 2023

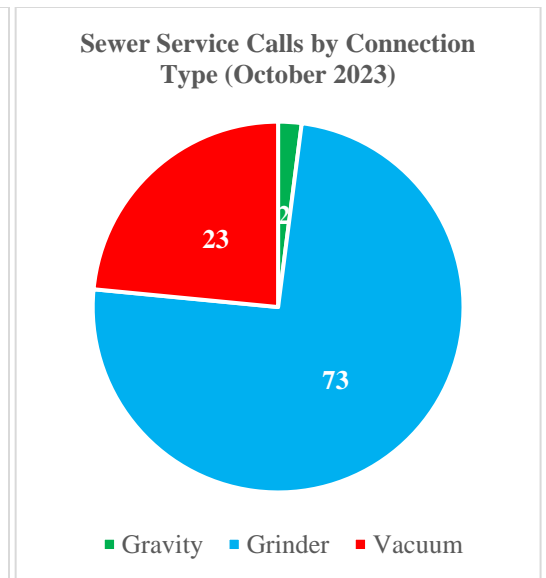
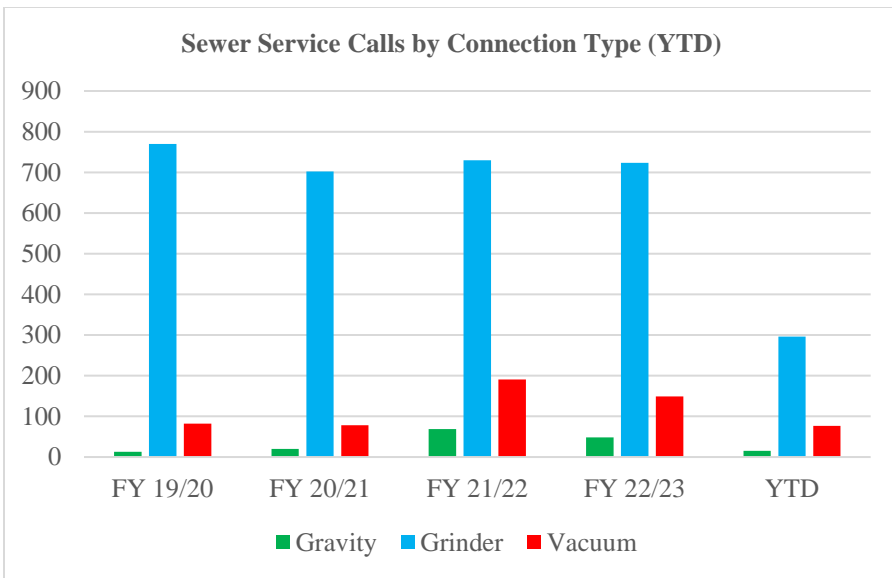
Ongoing Projects:

- 1. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. **Phase-1 (from the intersection of DeeCee/SCT to the end of Hester Dr) has been fully completed. Phase-2 (Hester Dr to the intersection of Sage/Cardinal) pipe installation and site cleanup is complete, and is only pending final pavement patching of Sage Rd to close out. Phase-3 bids were opened on May 1st, and the bid has been awarded to Twin States. Phase-3 pipe installation, testing, and tie-ins have been completed, as have service line relocations along the Industrial Dr corridor. As of October 31st, 2023, all three phases of the new Southern Force-Main are receiving active flow (flow is diverting from the old 12" line into the new upsized line beginning at the intersection of Sage Rd / Cardinal Dr and flowing to the Wastewater Treatment Plant located at 725 Industrial Dr), and the old 12" and old 6" lines along Industrial Dr have been physically disconnected and abandoned from the intersection of SCT Dr and Industrial Dr to the treatment plant. Remaining tasks for completion of Phase-3 include final paving of disturbed areas, and completion of electrical wiring for the new flow-meter.**
- 2. Calista Vacuum Station:** All three of the new Mink vacuum pumps installed in 2019 have failed prematurely, with metal shavings discovered in the oil pan of pumps #2 and #3, and a splined coupler failure in both pump #1 and pump #2. We are sending pumps #2 and #3 back to the manufacturer to discover the cause of the failure, and for a quote on repairs. The replacement cost for a new pump is approximately \$30,000. **One of the older model Busch pumps previously removed from the station has been retrofitted as a replacement until the Mink pump can either be repaired or replaced. A second Busch pump has been rebuilt by the manufacturer and installed, and the station is currently operating normally.**
- 3. Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) full conversions are planned for the FY23/24 fiscal year, with one of the conversions already having a tap installed. **A total of 25 projects have now been completed on the list of 40. One conversion is scheduled for November, 2023.**
- 4. Apache Trail Vacuum Line Relocation:** An existing 4-inch PVC vacuum sewer line is in conflict with the Stormwater box-culvert replacement project on Apache Trail. Parts are on order for a temporary connection until the new culverts are installed, and then a permanent hard-line will be installed above the new culverts once the culverts are in place. **The temporary connection is in place and functioning, and the permanent relocation above the new culverts will be complete once the culvert structures are set and fill placed over top of them in early November.**



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

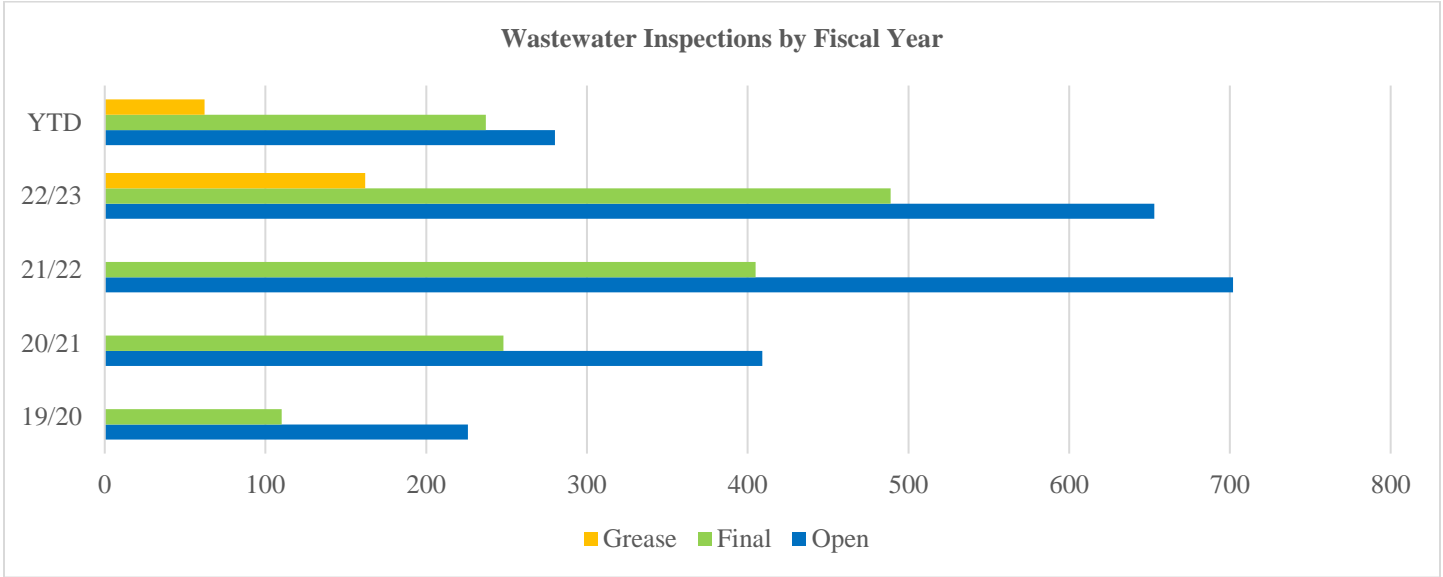
<u>Work Orders</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>Oct 2023</u>	<u>FY 23/24 YTD</u>
Vacuum System Service Request	82	78	191	149	23	77
Gravity Service Request	13	20	69	48	2	15
Low Pressure Service Request	770	702	730	723	73	296
Total Pumps Replaced	449	492	472	459	48	176
Total Pumps Rebuilt	n/a	135	114	30	0	15
Total Warranty Pumps Returned	n/a	n/a	129	125	10	33
Grinder Tank PM Program	267	219	117	132	15	56
Open Trench Inspections	226	409	702	653	54	280
Final Inspection for New Service	110	248	405	489	75	237
Grease Trap Inspections	n/a	n/a	n/a	162	3	62
Sanitary Sewer Overflow (SSO)	49	19	28	14	1	7
Odor Complaints	43	35	22	28	3	16



Public Services Department - Wastewater Division
October 2023

New Constructions and Inspections:

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

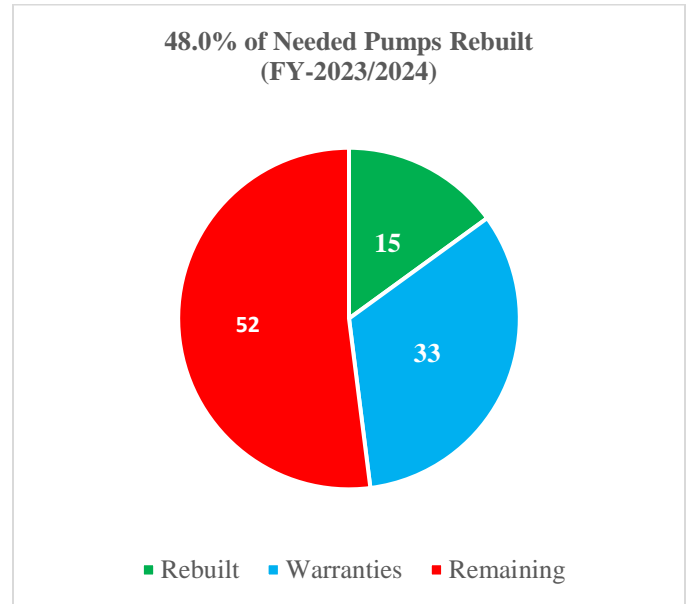


Pump Rebuilds:

The capital outlay budget was designed for a total purchase of 350 new E-One grinder pumps for the 2022/2023 Fiscal Year, though product price increases reduced the total number of anticipated new pumps to approximately 325. However, 459 grinder pumps were needed to meet all the service call requests for the year, and supply-chain issues led to long delays in receiving new pumps that were on order. To supplement the amount of pumps on-hand, the department rebuilt 30 pumps throughout the year, in addition to 125 warranty-return pumps received. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period. The capital outlay budget for the 2023/2024 fiscal year was again designed for the purchase of approximately 325 new pumps, though the City was able to secure better pricing for a brief window to enable the purchase of 400 pumps, with an anticipated need for approximately 475 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps). As such, the City is targeting to rebuild a minimum of 100 pumps (inclusive of rebuilt warranty-return pumps) throughout the year for buffer.

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

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



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

Treatment System Activities:

Wastewater Treatment Plant Goals:

The primary goal for the treatment plant is to provide an effluent quality that meets or exceeds the TDEC required limits as set forth in our NPDES permit. This is measured by a violation occurrence that must be notated on the monthly report. The secondary goal is to provide a high-level operation and maintenance program to ensure the plant runs as designed. This plant was built in 2001 and has been experiencing mechanical failures on components that operate 24/7.

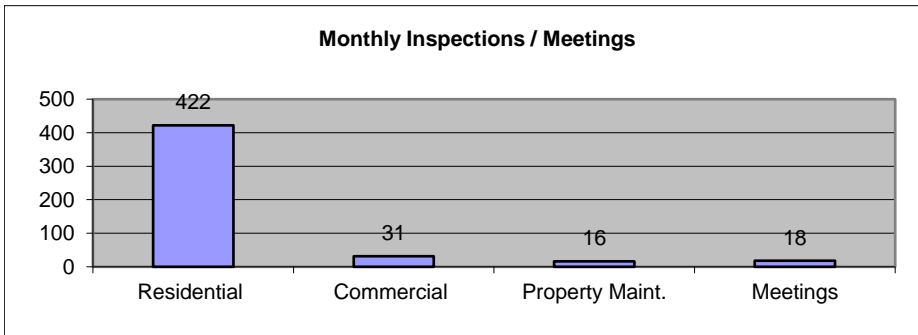
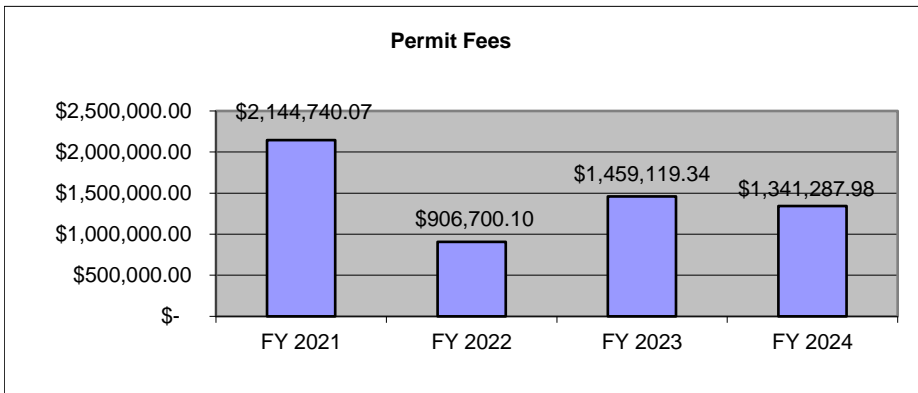
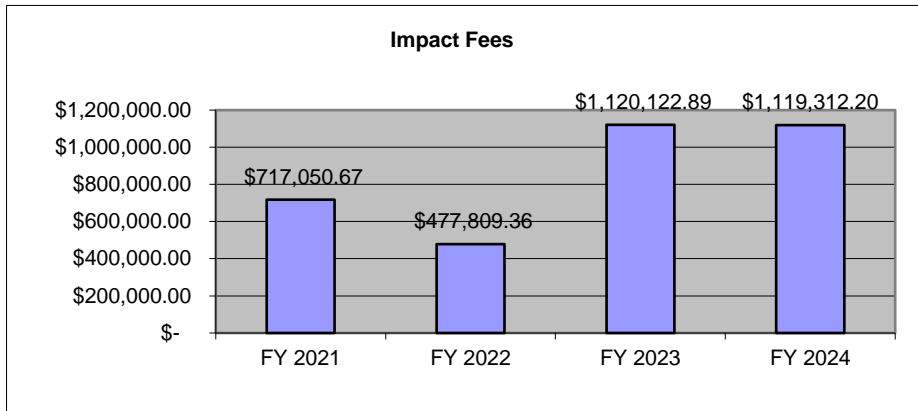
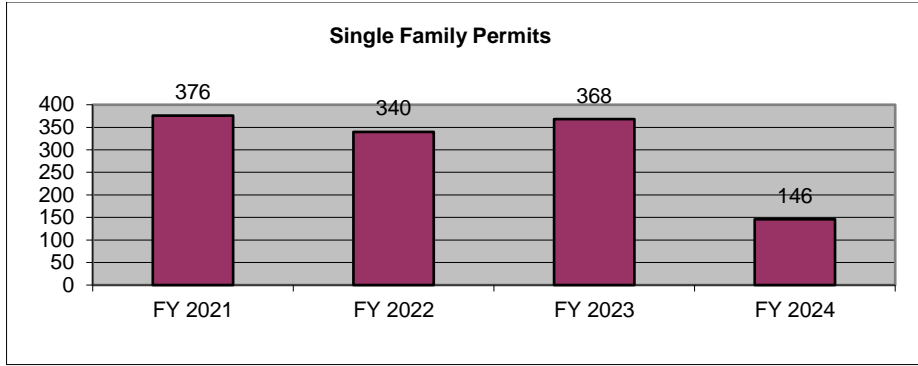
Parameter	Jul - 23	Aug - 23	Sep - 23	Oct - 23	
Flow – To Creek	0.619 MGD	0.571 MGD	0.587 MGD	0.526 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
Total Flow Through Plant	0.619 MGD	0.571 MGD	0.587 MGD	0.526 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	44.2%	40.8%	41.9%	37.6%	(0.526 MGD) / (1.400 MGD)
Actual Capacity	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.400 MGD x 80%)
% of Allocated Capacity	55.3%	51.0%	52.4%	47.0%	(0.526 MGD) / (1.120 MGD)
Rainfall	5.64”	5.45”	3.37”	1.60”	

	FY 19/20	FY 20/21	FY 21/22	FY 22/23		Oct 2023	FY 23/24 YTD
Effluent Violations	12	7	32	25		1	4

- Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.
- TDEC Order and Assessment:** On July 15th, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29th, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. **The City received written confirmation of this arrangement from TDEC on August 7th, 2020.**
- Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly. The PAA feed rate is operating at a constant **2.20** parts per million (ppm). The average residual was **0.07** ppm with a max residual of **0.29** ppm. **Last month the feed rate was 2.10 ppm.**

Our TDEC permit states in part that, “The concentration of the E. Coli group after disinfection shall not exceed **126 CFU’s** (colony forming units) per 100 ml.” Additionally, our **daily maximum** concentration limit is **941/1000ml**. Our **E Coli** testing for the month was an average of **24.60 CFU’s**, which is well below the limit. **Last month the average was 21.60 CFU.**

**Planning and Codes Department
OCTOBER 2023**



**Planning and Codes Department
OCTOBER 2023**

	Month	FY2024	FY2023	FY2022	FY2021
MEETING AGENDA ITEMS#					
Planning Commission	9	33	91	67	74
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	0	6	5	4
Tech. Review/Study Session	0	0	0	5	2
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	41	146	368	340	376
Multi-Family Residential	0	0	226	0	22
Other Residential	5	34	96	89	83
New Commercial	0	6	7	7	6
New Industrial	0	1	0	0	0
Other Com/Ind	10	20	51	25	23
Sign	3	5	22	11	17
Occupancy Permits	45	136	397	319	400
Other	0	1	31	11	12
BUILDING INSPECTIONS					
Residential	422	1759	4885	5452	2621
Hours	105	638.5	2250.5	1367	533
Commercial /Industrial	31	66	125	139	92
Hours	7	22.25	125	139	92
CODE ENFORCEMENT					
Total Cases	16	81	35	98	179
Hours	4	24.5	35.75	70.24	86.75
Complaints Received	12	77	199	55	41
MEETINGS					
Administration	8	28	80	117	72
Hours	4	12.25	86	127	70
Planning	10	47	112	127	53
Hours	5	22	116.5	96	50
Codes	0	9	10	8	11
Hours	0	7.5	13	10	9
FEES					
Permit Fees	\$175,525.00	\$ 1,341,287.98	\$ 1,459,119.34	\$ 906,700.10	\$2,144,740.07
Board Review Fees	\$1,100.00	\$ 1,950.00	\$ 18,050.00	\$ 14,100.00	\$84,775.00
City Impact Fee	\$153,340.00	\$ 1,119,312.20	\$ 1,120,122.89	\$ 477,809.36	\$717,050.67
Roads	\$47,027.00	\$ 363,694.20	\$ 323,964.51	\$ 664,873.38	\$301,769.60
Parks	\$48,749.00	\$ 173,594.00	\$ 291,189.00	\$ 114,114.00	\$ 150,326.00
Police	\$34,686.00	\$ 350,515.90	\$ 239,697.73	\$ 125,535.54	\$ 191,431.41
Fire	\$22,878.00	\$ 231,508.10	\$ 169,728.00	\$ 76,498.26	\$ 79,900.66
OTHER ITEMS					
Subdivision Lots	0	0	0	0	235
Commercial/Ind. Sq Ft	0	311,999	0	15,216	214,206
Multi-Family Units	0	0	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 35	\$ 18,881,755.74		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	17		17	16	15

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

Update on ongoing projects:

Soccer Complex Renovation Phase II

- Grant Amendment submitted to TDEC
- 30-day rule exception was requested and sent on to TDEC contracts
 - No guarantee it will be approved in 30 days due to the amount of money requested
- The hope is it will be approved by TDEC in time for next BMA meeting when second reading of budget amendment is on the agenda and then we can get the project started shortly thereafter

UPDATE: Was approved on November 1st

Tennis Courts

- Ribbon Cutting took place October 16th
- This project is now complete



Splash Pad Maintenance Building

- Work continued this month with brick being installed
- This project should be done by the end of the year.



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

Rec Center

- North parking lot has been re-done and completed
- Work continued on the walls, footing and plumbing
- Steel erection is upcoming and will last for several months



Master Plan

- Kick-off meeting/facility tour set for November 15th

Maintenance Building Lean-To

- Awarded project to The Barn Store
- We will actually be getting a new separate building instead of lean-to in order to get the height we need
- The price of the building with gutters still came in over \$2,000 under budget
- Project will likely take 8 – 10 weeks based on reported turnaround times

List of upcoming projects yet to begin:

Parks Truck

- Still waiting on this project

Municipal Park Sign Renovation

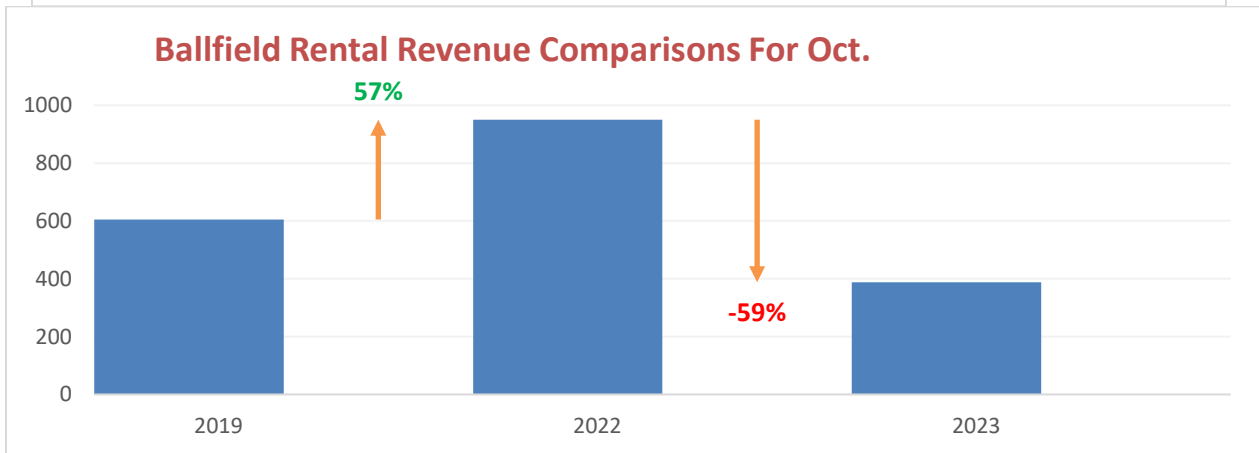
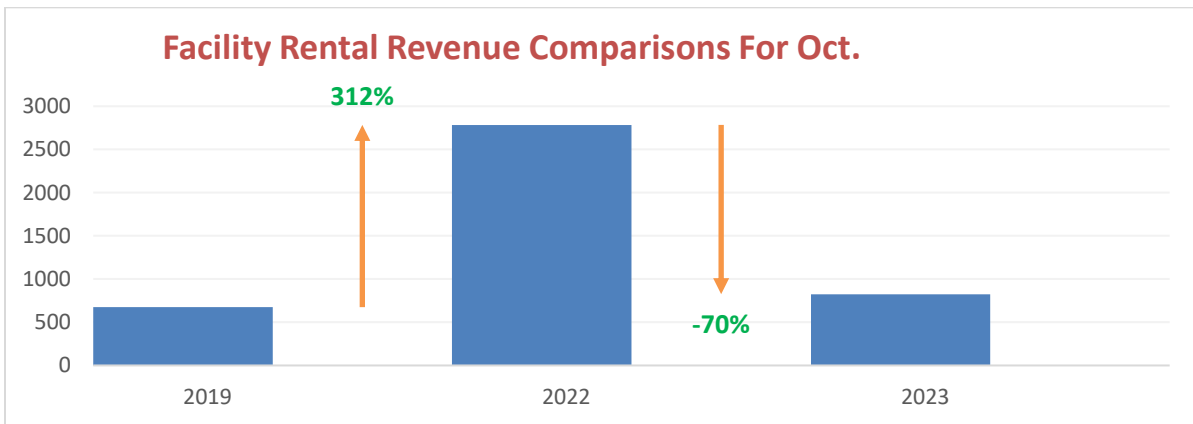
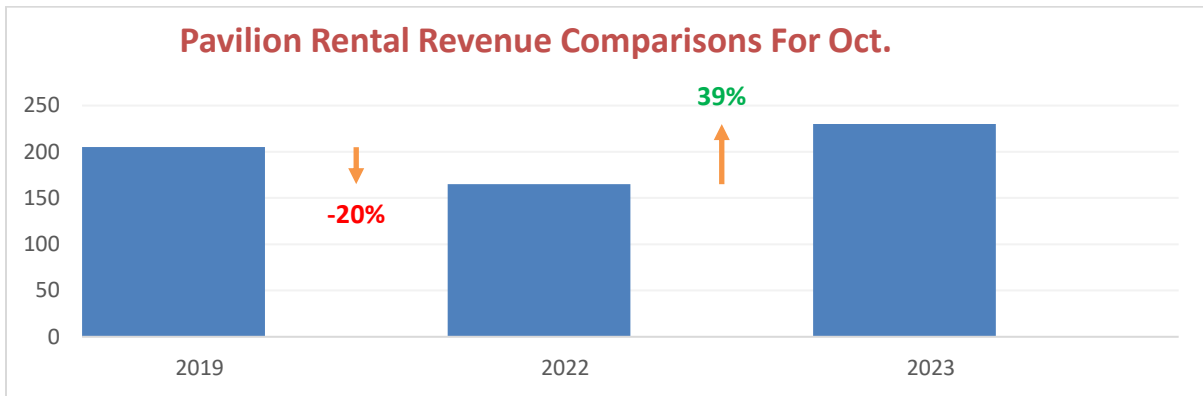
- On hold

Dirt for Laser Grading & Sand for Top Dressing

HVAC Unit for Museum

(2) Zero-Turn Mowers

Parks, Recreation, & Cultural Arts Department
October 2023



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

Recreation- Assistant Director

Adult Programs

4v4 Co-ed Sand Volleyball

- Ended 10/22

Adult Softball: Registration ongoing

- Expected to end on 11/9

Women's Exercise Class

- Wednesdays 8:00-9:00a- Civic Center Gym
- Started registration on 10/24
- On-going program starting 11/8

Youth Athletics

Youth Basketball

- Registration closed 10/22
- 343 Registered
- 44 Teams across the age groups:
 - 1st-2nd Grade: 13 Teams
 - 3rd-4th Girls: 5 Teams
 - 3rd-4th Boys: 10 Teams
 - 5th-8th Girls: 4 Teams
 - 5th-6th Boys: 8 Teams
 - 7th-8th Boys: 4 Teams
- Practices start: 11/6

Special Events

Bike Parade- October 7th 10:30am at Municipal Park

- 9 Participants

Trail of Treats- October 26th 6:00pm

- 29 Booths (26 Vendors)
- 1876 Attendees

Christmas Parade: December 2nd 3:00pm

- Theme: Christmas Movies
- Registration opened: 10/1



A promotional flyer for a Women's Exercise Class. The top section has a yellow background with a woman doing a plank and text: "\$15 PER CLASS- SIGN-UP WEEKLY LIMITED SPACE AVAILABLE (15 SPACES PER A CLASS) Bands & Equipment Provided Bring a mat or towel for floor exercises". The middle section has a pink background with a woman doing a lunge and text: "WOMEN'S EXERCISE CLASS Wednesdays 8:00-9:00am Starting November 8th CIVIC CENTER GYMNASIUM 106 COLLEGE ST.". The bottom section has a yellow background with text: "Get ready to boost your confidence and gain strength in this women's full body workout! We will use a combination of strength-building and aerobic exercises to create multiple mini circuits using body weight. Join our community of women, get moving, and have some fun! Coached by NASM certified instructor Joy Mize!" and social media handles "@TRAINWITHJOY1" and "f TRAIN WITH JOY".

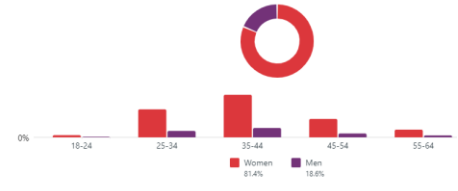


Parks, Recreation, & Cultural Arts Department October 2023

Other:

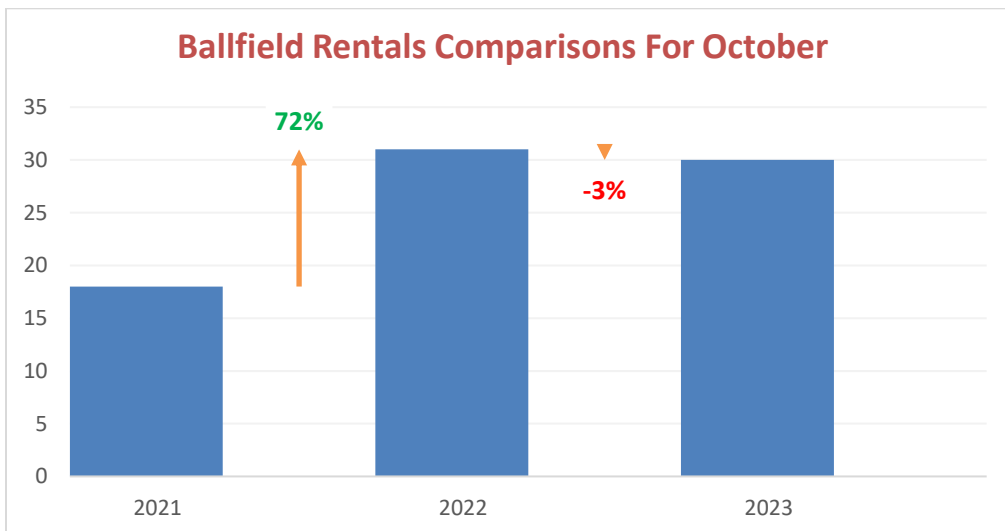
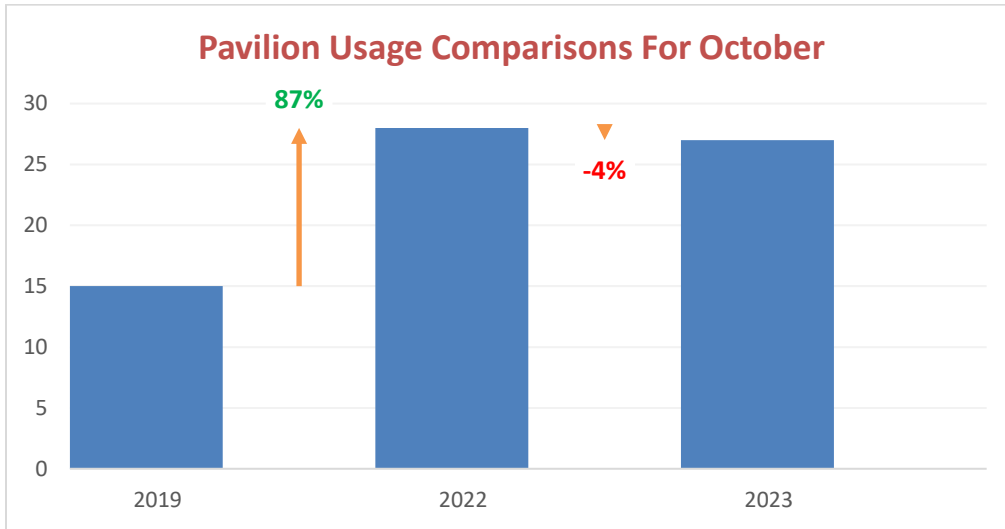
Open gyms: Averaged totals per a day

- Pickle Ball Open Gym
 - Tuesdays- 12
 - Thursdays- 21
- Open Gym Basketball - 13

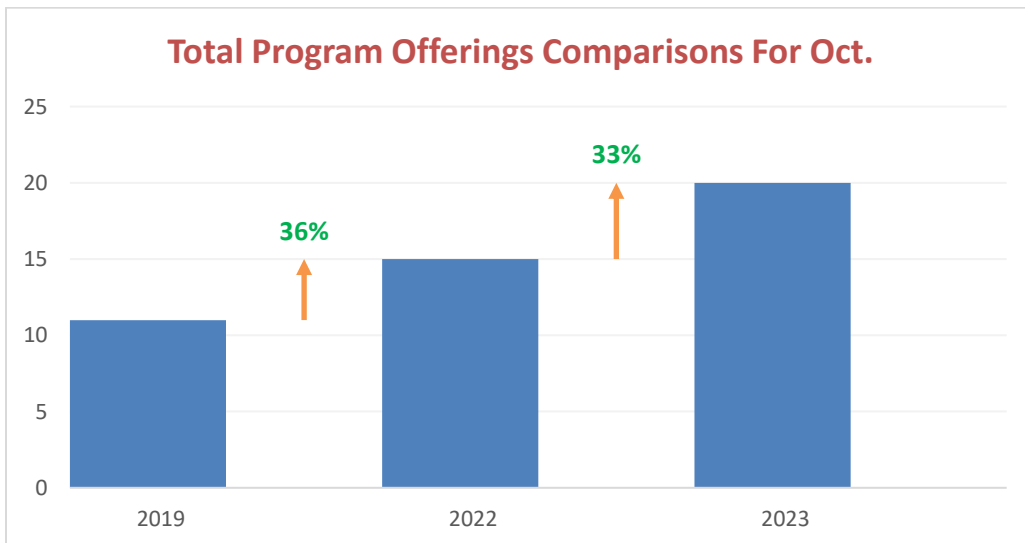
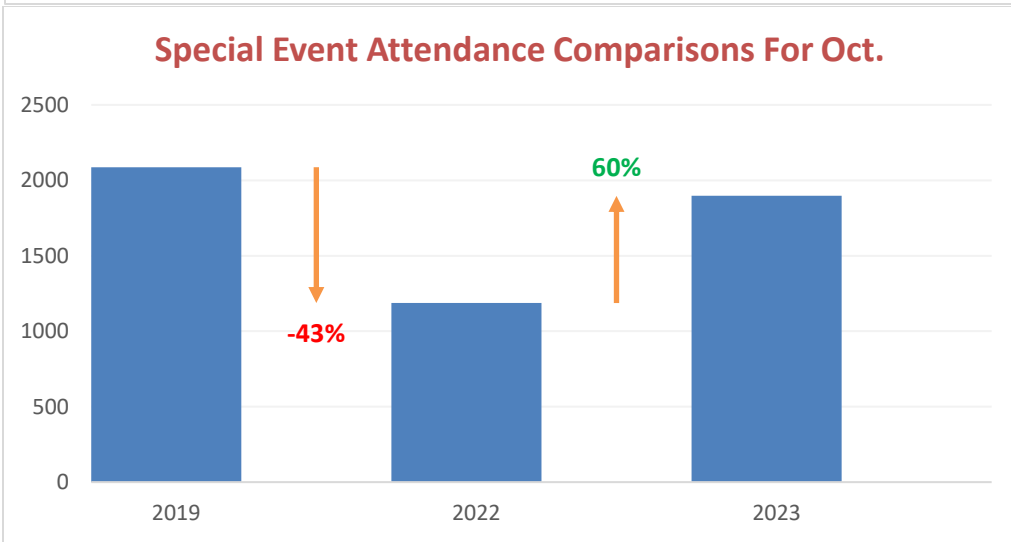
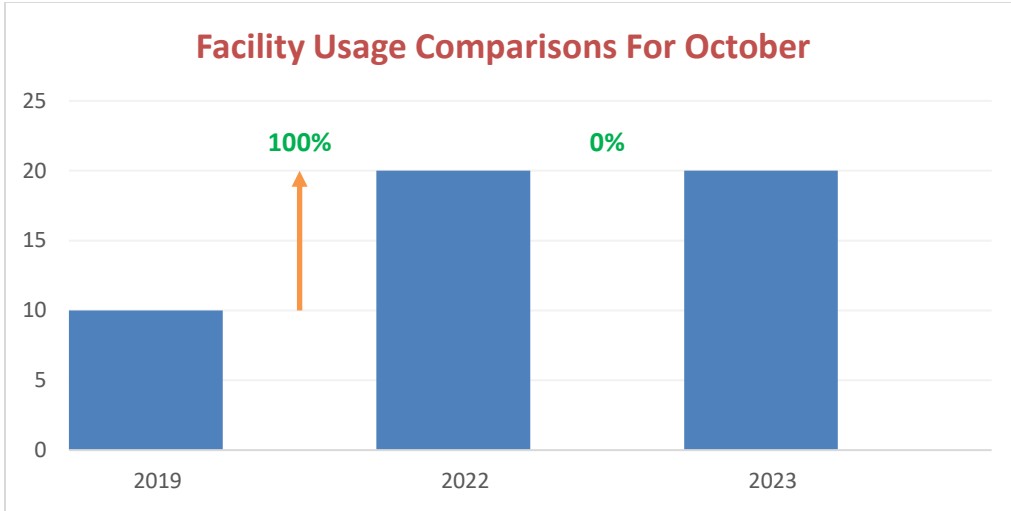


Social Media & Website

- Facebook
 - 894 Followers
 - Reach: 18,300
 - Total posts for October: 34
 - Best Performing Post: Trail of Treats Post
 - Reached 7,800 people



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



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

Maintenance

- Hauled out the large dirt pile from cemetery.



- Put up Fall decorations at the front of cemetery.
- We had several events to prepare for...Tennis court ribbon cutting, Discover WH, Fall Family Block Party, Harvest Moon, Softball Tournament, Trail of Treats.

Museum

Volunteers

The museum volunteers have been helping with reorganizing the workroom. We also have been preparing for school visits set for November and December and new exhibits beginning in February 2024. The museum participated in Trail of Treats this year with the help of the volunteers. The volunteers have provided 35 hours of service for the month of October.



Exhibits

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

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

Tours at Museum

Tours were given to walk ins.

On Friday, October 6, Robertson County Elected Officials Leadership Academy toured the museum. For tours that are set in advance for a group, I like to be sure I am in period dress.



Discover White House Expo & Safety Day



The museum had a booth at Discover White House Expo & Safety Day to promote the museum with live music, pictures, artifacts and period dress.



Fall Family Block Party

The museum provided a free pumpkin patch at Fall Family Block Party giving away 550 pumpkins.



Events and Meetings Assisted with and/or Attended

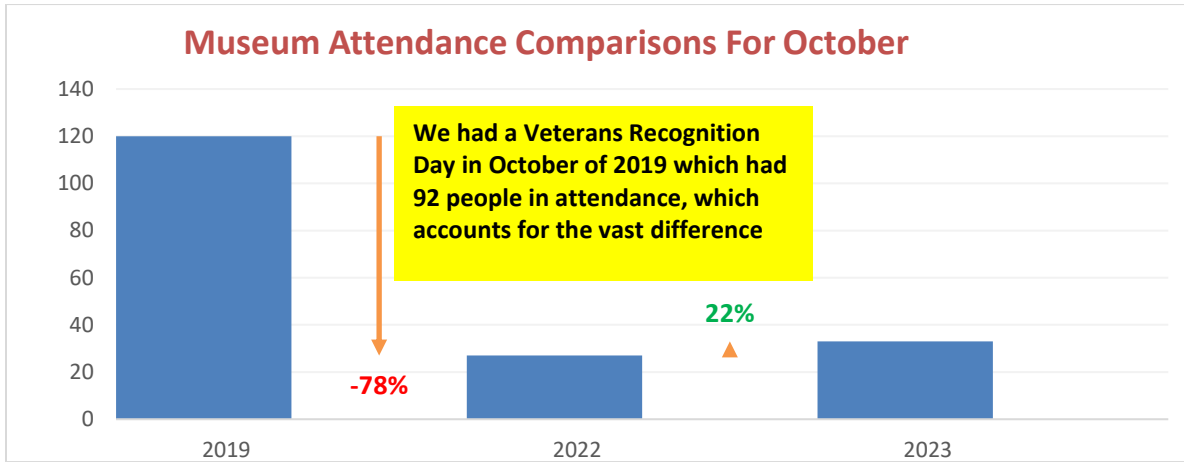
- October 7 – Discover White House & Safety Day
- October 16 – Ribbon Cutting for Tennis Courts
- October 17 – State of the City Luncheon
- October 18 – It's a Dream Riding School
- October 20 – Fall Family Block Party
- October 26 – Trail of Treats
- October 31 – City's Visit to Daycares to hand out candy
- October 31 – Ribbon Cutting for Elevate Enrichment

The three events that the museum participated in during the month of October provided exposure to over 8000 people.

Parks, Recreation, & Cultural Arts Department
October 2023

Visitors' Center and Museum Attendance

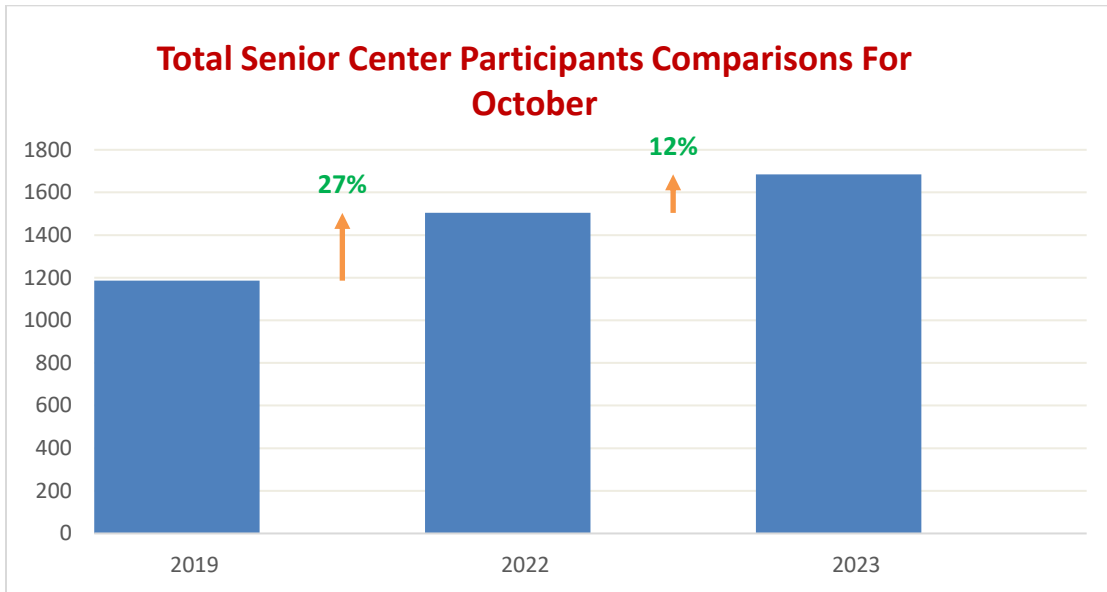
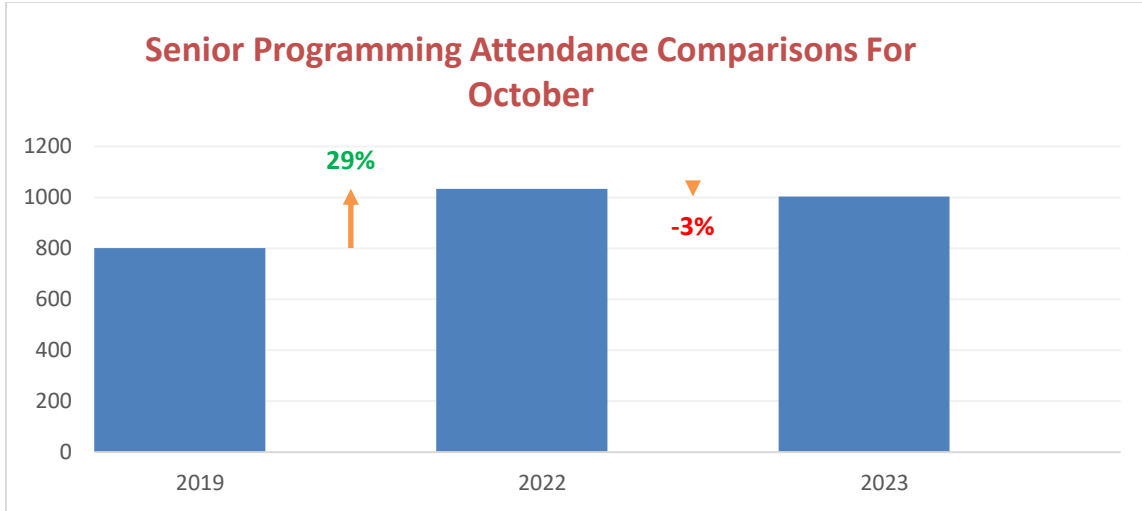
Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	9	24	33	



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

Senior Center Participation - October 2023			
Outings:			
Bowling	13		
Jackson Orchard	17		
Historic Cragfont	22		
Total	52		
Events:			
Eddie K	62		
Casey & the Cowboys	67		
Halloween Party	40		
Medicare Info Meeting	19		
Flu Shots/Prescription Shopp	30		
Total	218		
		Sr Meals Wednesdays	
		160	
		142	
		158	
		169	
		629	TOTAL
Programs:			
Fittercise-Strength, Yoga	232	no exercise for 3 weeks	
Walk	16		
Bingo	59		
Birthday Potluck	30		
Ballroom & Country Western Dance Lessons	8		
Farmers Rummy	13		
Garden Club	30		
Quilting	0		
Meals on Wheels	202		
Bunco	20		
Bible Study	0		
Cards, Games,Pool, Puzzles	159		
Pickle Ball	17		
TOTAL	786		
MEMBERS	363	Updated members	as of 10/31
1st time visitors			2
New Members		J Evans deceased	5
TOTAL Sr Center Participants:	1396	Total	1685

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



	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	417	615	800
Number of Adult Program Participants	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

Oct-19	Oct-22	October 2023	YTD 23-24
0	0	2	8
0	2	4	11
2	1	4	9
8	17	15	69
5	8	4	15
15	28	27	104
10	16	2	7
0	1	0	1
	3	18	55
10	20	20	63
18	31	30	69
3	3	2	11
0	17	9	25
120	10	24	1003
120	27	33	1028
Programming			
0	0	0	266
0	0	0	132
2	2	3	7
2,097	1,187	1,897	2010
2	1	2	8
200	205	368	1438
2	0	5	43
1,186	1,504	1,685	6010
6	11	2	23
6	4	3	14
113	71	52	155
9	14	18	55
801	1034	1004	3945
5	4	4	17
272	399	629	2541
	0	0	0
11	15	20	63
Revenues			
\$15,445.00	\$26,590.00	\$25,400.00	\$ 52,978.00
\$390.00	\$0.00	\$15.00	\$ 4,175.00
\$190.00	\$140.00	\$100.00	\$ 785.00
\$719.00	\$1,301.50	\$2,087.00	\$ 8,478.00
\$205.00	\$165.00	\$230.00	\$ 2,037.50
\$675.00	\$2,783.75	\$825.00	\$ 5,325.00
\$605.00	\$950.00	\$388.00	\$ 1,338.00
	\$0.00	\$0.00	\$ 8,946.50
\$134.92	\$642.53	\$36.34	\$ 4,401.95
Maintenance			
120	75	76	880
3	1	2	7
3	1	2	7
4		1	4
6		1	4
NA	2	30	167
NA	0	10	24

White House Library October Monthly Report

Summary of Activities

The library director and youth services librarian had a library booth at Discover White House on October 7. The two gave out library calendars, took orders for Larry t-shirt sales, and gave out goodies to kids and parents. The event was successful as 11 Larry shirts were sold and almost all of the library calendars were given away.

The library director attended a Lions Club meeting on October 11th. She gave the glasses that had been collected to the group.

The library director attended the ribbon cutting for the new city tennis courts on October 16th.

The library director met with a University of Maine student about the possibility of her doing an internship at the library for her spring semester. The two discussed a list of possible projects she could work on. She is going to reach out to her professor for approval to work on one of the possible projects.

The director attended the Chamber luncheon at which the city administrator gave a presentation on the state of the City of White House.

The library director and library clerk met with a White House High School FFA coordinator about a food growing program with the two groups. The FFA coordinator liked the idea of having her students growing vegetables in raised beds at the library and sharing that food with the community. The FFA coordinator is going to look further to see if that is something her students could do.

The library director met with the Millersville Public Library Director on October 18th. The library is giving some of the old shelving in its storage closet to Millersville Public Library.

The library director and library supervisor met with representatives from the Hermitage to discuss if the library could purchase a yearly membership that patrons could checkout in order to visit the historical site. This museum is interested in such a partnership and it will be one that the library purchases in the future. The library supervisor has been working on creating partnerships with other museums/historic sites and the library hopes to have these passes available for checkout in January.

The Adult Services Librarian taught a Girl Scout troop how to repair books. The group of girls got to keep the book they repaired and learned a valuable skill.

The library director attended a Christmas event planning meeting. The library is going to offer pictures with Santa on December 2nd from 4pm to 5:30pm. Santa has been booked for the event and the group figured out where he would park at the event.

The Executive Committee met on October 24 to look at changes to the director's performance evaluation form. The group made some modifications to the form and will present it at the next BMA.

The library director attended a chamber lunch and learn on October 25. The training was on Canva and the director learned a few things that will help when using the library's account.

The director met with her board chair on October 26 to discuss the agenda and documents for the November library board meeting.

The library staff worked on moving all of the items from the two storage closets into the story time room in preparation of the new storage shelving that is being purchased. Once the staff had everything removed, public works removed the old shelving.

The library director met with an EBSCO representative to talk about how things were going with Feiro coding as well as some of the other products that EBSCO has to offer libraries.

The library director attended a ribbon cutting at the Elevate Enrichment Center. This organization works with homeschoolers. The library director introduced herself the director of this organization as she hopes to partner with this group in the future.

Department Highlights

The highlights for the month were the Discover White House booth, the meeting with the FFA coordinator, the work on the museum passes, and the preparation for the storage shelving.

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

Official Service Area Populations

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

Membership

October	2019	2020	2021	2022	2023
New Members	94	81	64	94	72
Updated Members	267	295	298	186	596
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,220
% of population with membership	59	66	49	48	47

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

Total Material Available: 39,289

Estimated Value of Total Materials: \$982,225

Total Materials Available Per Capita: 2.60

Last Month: \$973,325

Last Month: 2.58

State Minimum Standard: 2.00

Materials Added in October

2019	2020	2021	2022	2023
480	233	126	329	410

Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	2,239

Physical Items Checked Out in October

2019	2020	2021	2022	2023
5,499	5,001	5,618	7,189	6,512

Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	70,216

Miscellaneous item checkouts

October	2019	2020	2021	2022	2023
Technology Devices	46	35	82	58	63
Study Rooms	86	17	51	74	96
Games and Puzzles	55	110	97	179	164
Seeds	10	10	16	31	13
STEAM Packs	36	0	23	19	49
Cake Pans	1	17	1	12	8
Outdoor Items	*	*	*	*	7
Honor Books	*	*	*	*	0

Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	653
253	305	395	746	730
222	955	1,263	2,060	1,506
112	302	878	883	762
61	25	160	234	279
1	28	21	69	31
*	*	*	17	57
*	*	*	19	101

Library Services Usage

October	2019	2020	2021	2022	2023
Test Proctoring	7	1	2	4	1
Charging Station	6	7	6	2	0
Notary Services	5	8	12	9	17
Library Visits	4,735	3,283	3,522	3,976	4,031
Website Usage	1,630	1,452	2,996	2,940	749
Reference Questions	11	8	7	2	1

Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	54
19	47	45	21	13
16	88	144	135	143
55,728	30,007	38,913	48,253	41,048
16,935	17,977	27,907	33,678	35,343
77	60	73	31	33

Computer Users

October	2019	2020	2021	2022	2023
Wireless	633	416	512	404	327
Adult Users	385	256	237	245	169
Kids Users	171	11	97	217	111

Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	3,788
1,103	2,138	2,235	2,608	1,970
556	427	957	2,987	1,798

Library Volunteers

October	2019	2020	2021	2022	2023
Library Volunteers	16	6	11	8	6
Volunteer Hours	149	91.5	145	112	52

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	62
809	1,286	1,204	1,492.5	1,390

White House Public Library October 2023 Performance Measures

Universal Class Counts

October	
Sign ups	3
Courses started	4
Lessons viewed	32
Class Submissions	5

Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	21
16	53	39	2	21
194	1,771	1,008	876	398
105	800	515	465	548

Kanopy

October	Visits	Pages	Plays	Accounts
Monthly	446	716	145	18
Yearly	821	1,221	213	63

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

Programs

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	3	1	0	3
total Sign-ups	214	67	174	132	153

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

Face-to-face Kids Programs

October	2019	2020	2021	2022	2023
Programs	13	3	11	13	10
Attendees	334	127	244	315	256
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	117
Attendees	4,201	1,185	2,167	3,646	3,534

Grab & Go Kits

October	2020	2021	2022	2023
Kits	0	0	0	0
Taken	0	0	0	0
Yearly	2020	2021	2022	2023
Kits	38	44	7	0
Taken	1094	1,699	334	0

Due to the storage shelving CIP project, all kids programs had to be held outside for the month of October. If the weather was rainy or too cold, then the programs were cancelled. Some programs were cancelled, which is why there was less programs this month.

Teen/tween Face-to-Face Programs

October	2020	2021	2022	2023
Programs	4	8	11	8
Attendees	29	44	58	28
Yearly	2020	2021	2022	2023
Programs	11	43	98	99
Attendees	77	370	437	333

Grab & Go

October	2020	2021	2022	2023
Kits	0	0	0	0
Taken	0	0	0	0
Yearly	2020	2021	2022	2023
Kits	13	24	7	2
Taken	152	409	151	19

Since the library has only done combined teen/tween classes for the last year, the director will only record those numbers until the program grows and needs to be divided by age.

Face-to-face Adult Programs

October	2019	2020	2021	2022	2023
Programs	8	2	9	8	13
Attendees	47	17	23	39	77
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	94
Attendees	1,343	214	351	377	484

Device Advice

October	2019	2020	2021	2022	2023
Sessions	*	0	5	17	10
Yearly	125	51	81	131	117
Passive					
October	*	*	0	0	0
Yearly	*	*	0	20	0

The library held its second bee keeping class this month since the one in September was completely full and had a wait list.

Interlibrary Loan Services

October	2019	2020	2021	2022	2023
Borrowed	74	65	55	59	23
Loaned	35	23	20	10	11

Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	509
410	151	226	317	162

October	R.E.A.D.S
Adults	2,368
Juvenile	213

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	34,967
Juvenile	1,430	1,189	1,032	2,013	2,563

The READS statistics come from the state.

CITY COURT REPORT

October 2023

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$7,828.75	
TOTAL MONIES COLLECTED YTD		\$30,136.50

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$727.87	
TOTAL MONIES COLLECTED YTD		\$8,298.11

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$8,556.62</u>	
	TOTAL REVENUE YTD	\$38,434.61

DISBURSEMENTS

LITIGATION TAX	\$547.45	
DOS/DOH FINES & FEES	\$272.65	
DOS TITLE & REGISTRATION	\$285.00	
RESTITUTION/REFUNDS	\$0.00	
ON-LINE CC FEES	\$0.00	
CREDIT CARD FEES	\$0.00	
WORTHLESS CHECKS	\$0.00	
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$1,105.10</u>	
	TOTAL DISBURSEMENTS YTD	\$4,695.82

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$7,451.52</u>	
	TOTAL ADJUSTED REVENUE YTD	\$33,738.79

DRUG FUND

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$178.12</u>	
	DRUG FUND DONATIONS YTD	\$1,886.42

Offenses Convicted & Paid For Month	Count	Paid
Misc Violations	3	\$140.00
Financial Responsibility Law	22	\$780.50
Registration Law	26	\$1,795.00
Improper Equipment	2	\$10.00
Texting/Hands Free Law	6	\$197.00
Codes Violation	3	\$110.00
DL Exhibited		
Red Light	12	\$765.00
Animal Control		
Stop Sign	14	\$1,087.50
Speeding	29	\$2,553.75
Seat Belt-Child Restraint	2	\$30.00
Following Too Close	2	\$117.50
Exercise Due Care	4	\$222.50
Careless Driving	1	\$75.00
Total	126	\$7,883.75