



# **City Administrator Report: May 2024**

**Administrative & Legislative Services Department**  
**May 2024**

**Administration**

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

- May 1:
  - White House Recreation Center Meeting
  - Part-Time Public Services Administrative Assistant Interviews
- May 2:
  - National Day of Prayer
  - Tal Plumlee Golf Tournament- Chamber Event
  - Leisure Services Board
- May 6:
  - Budget Review Meeting #1
  - Staff Plan Reviews
- May 7:
  - Budget Review Meeting #2
  - Police Annual Awards Ceremony
- May 9:
  - Cigna Quarterly Review
  - Library Board Meeting
- May 13:
  - Department Head Staff Meeting
  - Gallatin Chamber of Commerce
  - Planning Commission
- May 14:
  - Legislative Update Chamber Luncheon
  - IMPROVE Act SR76 Project Discussion
  - Mayor Update Meeting
  - Board of Mayor and Alderman Study Session- FY25 Budget Review
- May 15:
  - RTA Board Meeting
  - GNRC Transportation Policy Board
- May 16:
  - Sumner County Joint Economic Development
  - Board of Mayor and Alderman Meeting
- May 18-22:
  - ICSC Conference
- May 23 :
  - Nashville Chamber Meeting
  - Special Called BMA Meeting (FY25 Budget First Reading)
- May 27:
  - Memorial Day Ceremony
- May 29 :
  - Sumner County Council of Governments Luncheon
- May 30:
  - Mayor Update Meeting

**Administrative & Legislative Services Department  
May 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 2023-2024.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/ Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$34,261,901	\$22,488,114	↓26.03
Economic Development	\$136,600	\$127,621	↑1.75
State Street Aid	\$505,000	\$492,215	↑5.70
Parks Sales Tax	\$2,296,000	\$2,268,592	↑7.13
Solid Waste	\$1,657,227	\$1,380,398	↓8.37
Parks Impact Fees	\$1,055,000	\$984,047	↑1.60
Police Impact Fees	\$110,000	\$101,112	0.00
Fire Impact Fees	\$274,000	\$53,044	↓72.31
Road Impact Fees	\$650,000	\$650,000	↑8.33
Police Drug Fund	\$25,000	\$23,547	↑2.52
Debt Services	\$2,512,200	\$2,389,359	↑3.79
Wastewater	\$15,952,225	\$13,331,895	↓8.09
Dental Care	\$100,000	\$72,024	↓19.64
Stormwater Fund	\$1,672,625	\$1,335,122	↓11.84
Cemetery Fund	\$42,690	\$33,171	↓13.96

\*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**

	<b>FY 2024</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	341	313	325	261	269	346	362
August	161	166	132	128	106	151	166
September	108	104	98	106	98	126	119
October	145	98	98	79	97	91	147
November	130	104	103	72	78	120	125
December	98	84	73	71	58	72	104
January	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		35	52	47	45	50	52
<b>Total</b>	<b>1,673</b>	<b>1,517</b>	<b>1,506</b>	<b>1,355</b>	<b>1,199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>April 2024</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>FY 2021</b>	<b>Total for FY24</b>	<b>Total for FY23</b>	<b>Total for FY22</b>
Purchase Orders \$0-\$9,999	171	1,606	1,448	1281	\$1,890,394.71	\$1,645,212.29	\$1,640,827.83
Purchase Orders \$10,000-\$24,999	0	27	32	29	\$461,225.72	\$421,438.69	\$404,406.65
Purchase Orders over \$25,000	3	40	37	45	\$14,573,250.85	\$39,313,456.65	\$11,687,700.37
<b>Total</b>	<b>174</b>	<b>1,673</b>	<b>1,517</b>	<b>1355</b>	<b>\$16,924,871.28</b>	<b>\$41,380,107.63</b>	<b>\$13,732,934.80</b>

**Administrative & Legislative Services Department  
May 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.

	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
<b>July</b>	51	52	54	15	152	34,294	31,946	32,401	11,536	1,164,517
<b>Aug.</b>	44	63	66	20	126	38,060	31,340	25,635	9,145	752,932
<b>Sept.</b>	48	65	48	17	43	31,899	27,594	24,833	8,335	679,248
<b>Oct.</b>	55	47	52	10	78	33,673	29,829	23,816	8,390	386,735
<b>Nov.</b>	42	54	63	174	56	30,149	30,449	23,022	7,587	695,971
<b>Dec.</b>	38	32	39	13	156	30,202	27,768	22,904	17,483	847,724
<b>Jan.</b>	46	53	56	108	67	32,467	31,686	26,942	17,123	720,531
<b>Feb.</b>	58	47	52	135	22	35,251	28,043	23,253	19,796	N/A
<b>Mar.</b>	43	62	57	39	85	35,610	30,614	30,026	22,930	N/A
<b>April</b>	50	72	68	101	43	44,802	31,817	31,127	20,881	N/A
<b>May</b>	41	51	54	38	27	41,768	35,606	31,335	23,514	5,998
<b>June</b>		42	674	214	48		23,919	34,600	30,909	10,251
<b>Total</b>	<b>516</b>	<b>640</b>	<b>609</b>	<b>884</b>	<b>901</b>	<b>388,178</b>	<b>360,611</b>	<b>329,885</b>	<b>197,629</b>	<b>5,263,907</b>

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

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

	FY24 # of Request	FY23 # of Request	FY22 # of Request	FY21 # of Request
<b>July</b>	55	50	38	20
<b>Aug.</b>	46	43	54	27
<b>Sept.</b>	52	40	46	16
<b>Oct.</b>	40	45	64	15
<b>Nov.</b>	38	53	19	20
<b>Dec.</b>	34	70	42	27
<b>Jan.</b>	61	61	41	18
<b>Feb.</b>	82	20	41	72
<b>March</b>	66	41	38	36
<b>April</b>	61	68	26	26
<b>May</b>	81	50	39	48
<b>June</b>		47	47	58
<b>FY Total</b>	<b>616</b>	<b>588</b>	<b>495</b>	<b>383</b>

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

**Administrative & Legislative Services Department  
May 2024**

**White House Farmers Market 2024**

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	3(\$45)	2(\$300)
<b>February</b>	6(\$90)	5(\$660)
<b>March</b>	3(\$45)	4(\$510)
<b>April</b>	7(\$105)	9 (\$1,260)
<b>May</b>	10(\$150)	9(\$1,080)
<b>June</b>		
<b>July</b>		
<b>August</b>		
<b>September</b>		
<b>October</b>		
<b>November</b>		
<b>December</b>		
<b>Total</b>	<b>29(\$435)</b>	<b>29(\$3,810)</b>

**Building Maintenance Projects**

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

	<b>2023-2024 Work Order Requests</b>	<b>2022-2023 Work Order Requests</b>	<b>2021-2022 Work Order Requests</b>	<b>2020-2021 Work Order Requests</b>	<b>2019 – 2020 Work Order Requests</b>	<b>2018 – 2019 Work Order Requests</b>	<b>2017 – 2018 Work Order Requests</b>
<b>July</b>	18	14	19	11	10	22	21
<b>August</b>	23	23	8	27	10	26	24
<b>September</b>	13	21	12	9	13	19	22
<b>October</b>	13	13	10	6	7	14	18
<b>November</b>	13	12	23	16	7	18	34
<b>December</b>	8	8	17	19	3	8	19
<b>January</b>	14	11	6	11	16	14	16
<b>February</b>	7	10	8	16	18	7	21
<b>March</b>	7	16	14	12	11	7	17
<b>April</b>	10	6	13	17	2	12	25
<b>May</b>	17	34	20	25	11	6	26
<b>June</b>		19	14	31	10	9	23
<b>Total</b>	<b>143</b>	<b>187</b>	<b>164</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>

**Finance Department  
May 2024**

**Finance Section**

During May the Finance Office continued collecting current year property taxes, continued working on FYE 6/30/2025 budget tasks, and began working on transitioning to Regions Bank. The total property taxes billed for tax year 2023 was \$5.6 million. As of the end of May, approximately \$5.5 million (98.2%) was collected. Members of the Finance Office also participated in the following events during the month:

- May 6: Budget review with City Administrator
- May 7: Budget review with City Administrator
- May 8: Regions Bank virtual meeting
- May 9: Budget review with City Administrator
- May 14: BMA Budget Study Session
- May 15: Regions Bank virtual meeting
- May 21: Finance Staff meeting
- May 22: State of TN, Local Government Finance virtual meeting
- May 23: Special Called BMA meeting
- May 28: TDEC ARP SWIG grant virtual meeting
- May 29: SRF 449 Audit meeting
- May 29: Regions Bank virtual meeting

**Performance Measures**

\* = *Data Not Currently Available*

<b>Business License Activity</b>	<b>May 2024</b>	<b>FY 2024 Total</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>
<b>Opened</b>	12	85	95	92	76	69
<b>Closed (notified by business)</b>	0	11	9	7	6	10

<b>Accounts Payable</b>	<b>May 2024</b>	<b>FY 2024 Total</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>
<b>Total # of Invoices Processed</b>	532	4945	4455	4254	4079	4003

**Finance Department  
May 2024**

<b>Finance Office Calls / Emails</b>	<b>May 2024</b>	<b>Apr 2024</b>	<b>Mar 2024</b>	<b>FY 2024 Total</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>
<b>Total Calls</b>	1,045	1,147	1,010	*	*	*
<b>Calls per day</b>	62	64	64	*	*	*
<b>Total Emails Sent/Received</b>	3,344	3,851	3,142	*	*	*
<b>Emails per day</b>	197	214	197	*	*	*

<b>Finance Cashiering Transactions (#)</b>	<b>May 2024</b>	<b>FY 2024 Total</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>
<b>In-Person</b>	397	7,098	6,369	*	*	*
<b>Drop Box / Mail</b>	984	13,030	15,138	*	*	*
<b>Online</b>	2,949	30,045	28,084	*	*	*
<b>Deposit Batches Prepared</b>	216	2,498	2,594	*	*	*

<b>Utility Billing</b>	<b>May 2024</b>	<b>FY 2024 Total</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>
<b>New Build Applications (#)</b>	73	532	307	284	357	171
<b>Move In Applications (#)</b>	96	963	926	977	737	649
<b>Total Applications (#)</b>	169	1495	1233	1261	1094	820
<b>Electronic new customer signups (#)</b>	80	715	476	410	300	127
<b>Electronic new customer signups (%)</b>	47%	48%	39%	33%	27%	15%
<b>Move Outs (#)</b>	24	322	831	898	743	602
<b>Addl. Trash/Recycle Req. Accts. (#)</b>	3	*	*	*	*	*
<b>New Build Account Activations (#)</b>	45	*	*	*	*	*
<b>Accounts Billed (#)</b>	5865	*	*	*	*	*
<b>Disconnect Warning Calls / Emails (#)</b>	250	*	*	*	*	*
<b>Disconnect Warning Letters (#)</b>	71	*	*	*	*	*
<b>Non-Active / Delinquent Disconnects (#)</b>	20	*	*	*	*	*
<b>Delinquent Accts. Ref. to Collections (#)</b>	5	*	*	*	*	*
<b>Delinquent Accts. Ref. to Collections (\$)</b>	\$2,155	*	*	*	*	*
<b>Successful Delinquent Collections (\$)</b>	\$536	*	*	*	*	*
<b>Processed Account Adjustments (#)</b>	9	*	*	*	*	*
<b>Denied Account Adjustments (#)</b>	3	*	*	*	*	*
<b>Auto Draft Pre-Notes (#)</b>	48	*	*	*	*	*
<b>Returned Payments (#)</b>	8	*	*	*	*	*

**Finance Department  
May 2024**

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

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>General Fund Cash Reserves Goal (\$)</b>	<b>Current Month Fund Cash Balance (\$)</b>	<b>G.F. Cash Reserves Goal Performance</b>
General Fund	12,575,765	3,772,730	10,176,254	81%
Economic Development Fund	141,900	42,570	246,648	174%
State Street Aid Fund	456,800	137,040	562,737	123%
Parks Sales Tax Fund	1,093,500	328,050	750,975	69%
Solid Waste Fund	1,577,500	473,250	994,898	63%
Parks Impact Fees Fund	440,484	132,145	163,215	37%
Police Impact Fees Fund	315,200	94,560	1,155,658	367%
Fire Impact Fees Fund	208,200	62,460	740,550	356%
Roads Impact Fees Fund	421,800	126,540	530,381	126%
Police Drug Fund	5,250	1,575	44,459	847%
Debt Services Fund	2,530,300	759,090	922,004	36%
Wastewater Fund	6,293,000	1,887,900	8,608,286	137%
Dental Care Fund	78,300	23,490	172,205	220%
Stormwater Fund	1,100,750	330,225	940,347	85%
Cemetery Fund	55,450	16,635	273,438	493%

*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.

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>YTD Realized* (\$)</b>	<b>% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)</b>
General Fund	12,575,765	12,552,954	↑ 8.15%
Economic Development Fund	141,900	117,984	↓ 8.52%
State Street Aid Fund	456,800	436,112	↑ 3.80%
Parks Sales Tax Fund	1,093,500	1,098,809	↑ 8.82%
Solid Waste Fund	1,577,500	1,494,998	↑ 3.10%
Parks Impact Fees Fund	440,484	722,293	↑ 72.31%
Police Impact Fees Fund	315,200	496,256	↑ 65.77%
Fire Impact Fees Fund	208,200	327,419	↑ 65.60%
Roads Impact Fees Fund	421,800	622,335	↑ 55.88%
Police Drug Fund	5,250	8,859	↑ 77.08%
Debt Services Fund	2,530,300	2,523,388	↑ 8.06%
Wastewater Fund	6,293,000	6,492,868	↑ 11.51%
Dental Care Fund	78,300	82,940	↑ 14.26%
Stormwater Fund	1,100,750	1,064,169	↑ 5.01%
Cemetery Fund	55,450	52,842	↑ 3.63%

\*Realized amounts reflect revenues realized from July 1, 2023—May 31, 2024



**Human Resources Department  
May 2024**

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

- May 01: Part Time Public Services Administrative Assistant Interviews
- May 02: 2024 Tal Plumlee Golf Tournament
- May 07: Chamber of Commerce Board Meeting
- May 08: New Hire Orientation for Part Time Parks Attendant
- May 09: Cigna Quarterly Review Meeting and Virgin Pulse Discussion
- May 13: New Hire Orientation for Police Officer  
New Hire Orientation for Part Time Public Services Administrative Assistant  
Joint Study Session for Land Regulations
- May 14: Return to Work Coordinator Training  
Chamber of Commerce Legislative Update Luncheon  
Highway 76 and Improve Act Update Meeting  
Board of Mayor and Alderson Study Session - FY25 Budget Review
- May 15: Chamber of Commerce Ground Breaking Ceremony for The Smile Center
- May 16: Wastewater Tech I Interview  
Ribbon Cutting for Compassion Church  
Board of Mayor and Alderman Meeting
- May 21: Chamber of Commerce Power Hour
- May 22: Middle Tennessee - Tennessee City Managers Association Meeting
- May 23: Special Call Board of Mayor and Alderman Meeting
- May 27: Memorial Day Celebration
- May 28: New Hire Orientation for Wastewater Tech I  
Return to Work Coordinator Training
- May 29: Launch and Ribbon Cutting for NP Mental Health

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

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

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

Three-year average: 6.33

**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

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January	0	0	0	0

**Human Resources Department**  
**May 2024**

August	0	0	1	1
September	0	0	0	1
October	0	2	1	1
November	0	0	1	3
December	0	2	0	0

Three-year average: 5.33

February	0	0	0	0
March	0	0	1	0
April	1	0	1	0
May	0	0	0	0
June		0	0	0
<b>Total</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>7</b>

**Human Resources Department  
May 2024**

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

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

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January	2	0	4	2
February	2	0	2	0
March	0	2	3	0
April	2	0	2	2
May	1	0	2	0
June		1	1	3
<b>Total</b>	<b>15</b>	<b>10</b>	<b>19</b>	<b>12</b>
<b>Percentage</b>	<b>11.81%</b>	<b>8.40%</b>	<b>16.52%</b>	<b>10.91%</b>

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

Three-year average: 11.94%

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

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

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January	0	0	1 (T)	1 (T)
February	0	0	0	0
March	0	1 (T)	0	0
April	0	0	0	0
May	0	0	0	0
June		0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>

Three-year average: 1.667

**Police Department  
May 2024**

**Highlights**

**May 12<sup>th</sup> to May 18<sup>th</sup> was National Police Week**

On May 7<sup>th</sup>, the White House Police Department held their Annual Awards Ceremony in the Donald L. Eden Community. We had an outstanding attendance and a magnificent dinner catered by “It’s a Pear Catering” with the awards presentation to follow.

**Officer of the Year 2023** – Officer Dillion Loafman

**Police Star Awards**

**Five Years of Service** – Sergeant Brandon Waller  
**Fifteen Years of Service** – Detective Keith Anglin

**Life Saving Award**

- ❖ Sergeant David Segerson, Corporal JC White and Officer Blake McCluskey
- ❖ Officer Brent Loveday
- ❖ Officer TJ Brown

**Exceptional Duty Award**

- ❖ Corporal Lars Carlson and Officer Perry Gerome
- ❖ Corporal JC White, Officer TJ Brown, Officer Katie Sizemore, Officer Christopher Sampson and Officer Blake McCluskey
- ❖ Corporal Ethan Hoffinan
- ❖ Detective Sergeant Dan Hunter, Sergeant Erinn Martin, Corporal Triston Twedt, Officer Kristopher Sykes
- ❖ Officer Dillon Loafman
- ❖ Corporal Triston Twedt
- ❖ Corporal Lars Carlson

**Enforcement Awards**

- ❖ Most Criminal Arrests – Corporal J C White
- ❖ Most DUI’s – Officer Perry Gerome
- ❖ Most Citations – Corporal Triston Twedt

**Civilian Commendation**

Susan Johnson

**Citizen Commendations**

Ben Lee  
Mandy Christenson

**Meetings/Civic Organizations**

- ***Chief Brady attended the following meetings in May:*** White House Rotary Club (May 9, 16, 23 & 30), Department Head Staff Meeting (May 13<sup>th</sup>), Command Staff meeting (May 16<sup>th</sup>), Board of Mayor & Alderman Meeting (May 16<sup>th</sup>), Sumner County Drug Task Force Meeting (May 22<sup>nd</sup>), Board of Mayor & Alderman Special Called Meeting (May 23<sup>rd</sup>) and City of White House Memorial Day Ceremony (May 27<sup>th</sup>).

➤ **Police Department Administration Performance Measurements**

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

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

She already has 50% of the proofs done for 2024.

Susan Johnson will be attending a LEACT conference in September in Pigeon Forge, Tn.

**Police Department  
May 2024**

- 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
<b>Total</b>	<b>20</b>	<b>1710</b>	<b>102</b>	<b>1,832</b>

**Patrol Division Performance Measurements**

- 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	May 2024	FY 2023-24
Three (3) Officers per Shift	16	183
Four (4) Officers per Shift	46	471

- Acquire and place into service two Police Patrol Vehicles.* Four new vehicles have been ordered from Lonnie Cobb Ford. We have been advised by Lonnie Cobb Ford the vehicles possibly could be here the first of June.
- Conduct two underage alcohol compliance checks during the Fiscal Year 2023-2024.* Spring Compliance is Complete. We had **no** Business fail.
- 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	May 2024	Per 1,000 Pop.	Total 2024	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons	14	1	59	4
Crimes Against Property	21	1	109	8
Crimes Against Society	7	<1	65	4
<b>Total</b>	42	3	233	16
<b>Arrests</b>	61		290	

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

**Police Department  
May 2024**

5. *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.*

	May 2024	TOTAL 2024
<b>Traffic Crashes Reported</b>	33	174
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	35	226
<b>Written Warnings</b>	35	224
<b>Verbal Warnings</b>	315	1,537

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 2024.*

<b>COLLISION RATIO</b>				
<u>2024</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>May</b>	33	5 YTD 17	15%	10% YTD 174

**Staffing:**

- Officer Devin Keen is on FTO. He will be going to the Tennessee Law Enforcement Academy in July 7<sup>th</sup>.
- Detective Keith Anglin has transferred to the Public Works Department.
- Ofc. Sean McElheiny started on May 13<sup>th</sup> and resigned May 14<sup>th</sup>.
- We are continuing to accept applications. We have four positions open.

***Sumner County Emergency Response Team:***

- May 9<sup>th</sup> – ERT operators gave presentations for career day at Millersville Elementary and Howard Elementary.
- May 15<sup>th</sup> – ERT conducted the 21-gun salute at the Sumner County Courthouse in honor of Police Week 2024.
- May 17<sup>th</sup> – ERT conducted training on room clearing and EVOC training utilizing armored vehicles.
- May 26 – ERT held a team PT session at 1440 Fitness in honor of Memorial Day. The team completed “The Murph” which is a Crossfit workout in body armor consisting of a mile run, 100 pull-ups, 200 push-ups, 300 body weight squats, and a mile run.

**Support Services Performance Measurements**

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2024.*

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.

<b>2023 CLEARANCE RATE</b>		
<b>Month</b>	<b>Group A Offenses</b>	<b>Year to Date</b>
<b>May</b>		

**Police Department  
May 2024**

**Communications Section**

	<b>May</b>	<b>Total 2024</b>
Calls for Service	1016	4,668
Alarm Calls	42	197

**Request for Reports**

	<b>May</b>	<b>FY 2023-24</b>
Requests for Reports	30	252
Amount taken in	\$7.80	\$221.30
Tow Bills	\$0.00	\$650.00
Emailed at no charge	21	305
Storage Fees	\$0.00	\$0.00

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

- Click it or Ticket began 5/20 through 6/2. Information was put out through Facebook on departments page. Yard signs were also placed on different city properties.
- We had our on-site audit May 15th. We were notified on May 29th TDOSHS/THSO found no issues of noncompliance during the review.

***Volunteer Police Explorers:*** Nothing to report currently.

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

**Crime Prevention/Community Relations Performance Measurements**

- ***Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** D.A.R.E. should start in the Fall at White House Middle School.
- ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House will be in the Fall.
- ***Participate in joint community events monthly to promote the department's crime prevention efforts and community relations programs.***
  - May 3<sup>rd</sup> – Sgt. Enck instructed a S.P.E.A.R.E class at East Robertson High School.
  - May 6<sup>th</sup> - Sgt. Enck instructed an active shooter class at Summit Prep Academy.
  - May 13-17<sup>th</sup> – the WHPD hosted a THSO DUI/SFST Instructor class.
  - May 15<sup>th</sup> - Sgt. Enck handed out badges and stickers at the Farmers Market.

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

- May 7<sup>th</sup> – WHPD Annual Awards Ceremony

**Upcoming Events:**

- 7/3 to 7/6 Americana
- 6/11 Challenger Baseball Game
- 6/14 #Nofilter

<b>2024 Participation in Joint Community Events</b>		
	<u>May</u>	<u>Year to Date</u>
<b>Community Activities</b>	4	23

**Fire Department  
May 2024**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 182 requests for service during the month with 130 responses being medical emergencies. The Department also responded to 15 vehicle accidents of which 8 had injuries, 1 vehicle vs pedestrian, and 4 had no injuries. Of the 182 responses in the month of May there were 50 calls that overlapped another call for service which is 27.47% of our responses for the month. That brings the overlapping call volume for FY23-24 to 317 or 18.68% 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 May from dispatch to on scene time averaged was, five minutes and thirty-five seconds (5:35). The average time a fire unit spent on the scene of an emergency call was thirteen minutes and three seconds (13:03).

**Department Event**

- May 14<sup>th</sup> – Monthly Officer Meeting
- May 15<sup>th</sup> – Dayspring Academy Station Tour
- May 17<sup>th</sup> – Career Day at HB Williams
- May 31<sup>st</sup> – Ladder testing and inspections

**Fire Administration**

- May 2<sup>nd</sup> – Tal Plumlee Gold Tournament
- May 23<sup>rd</sup> – Met with ESO (new reporting program)
- May 23<sup>rd</sup> – Special Called BMA Budget first reading
- May 30<sup>th</sup> – Robertson Co Radio System Cutover plan meeting
- May – Numerous inspections at The Mill and Sage North apartment complexes

**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	34
Rescue & Emergency Services	1192
Hazardous Conditions (No Fire)	33
Service Calls	104
Good Intent Call	97
False Alarms & False Call	195
Calls for The Month	182
Total Responses FY to Date	1684



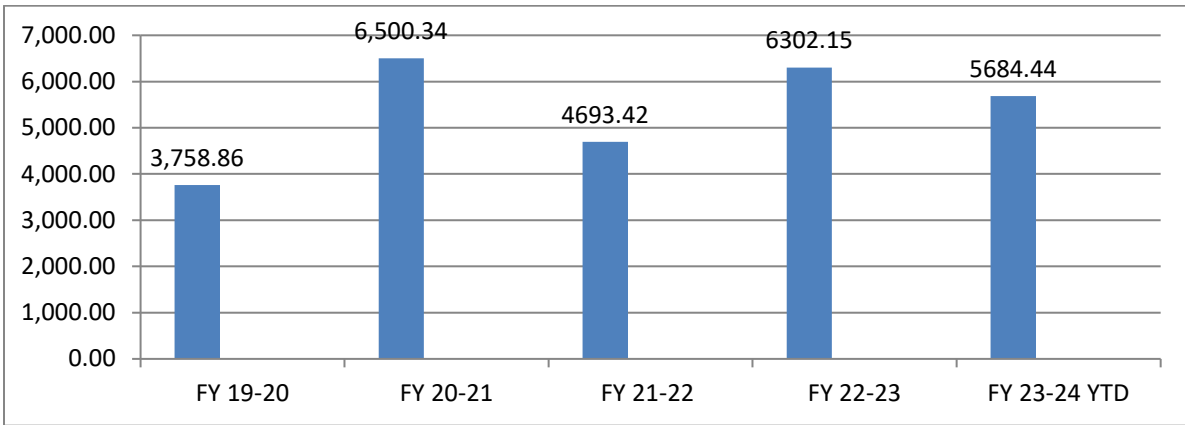
**Fire Department  
May 2024**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City Park)</b>	<b>118</b>	<b>1101</b>	<b>65.57%</b>
<b>Station #2 (Business Park Dr)</b>	<b>64</b>	<b>578</b>	<b>34.42%</b>

**Fire Fighter Training**

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



	Month	FYTD
<b>Firefighter Training Hours</b>	<b>409.63</b>	<b>5684.44</b>

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

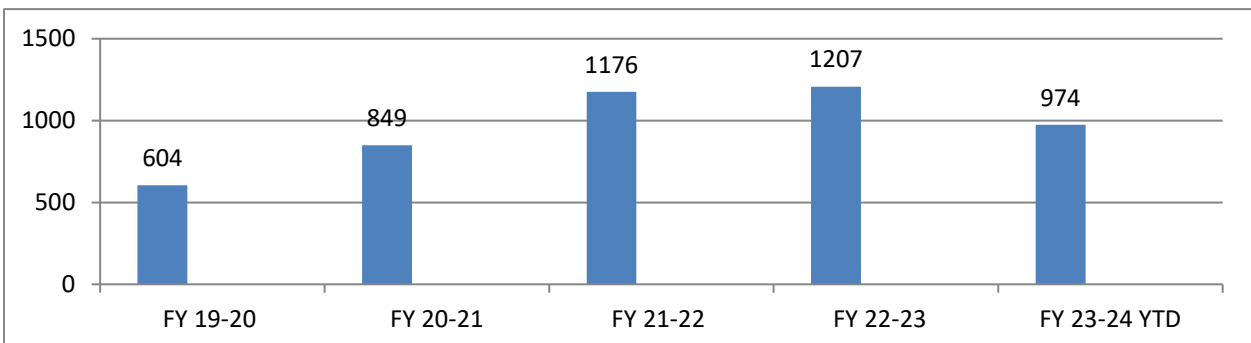
	Fire Officer	Company	Facilities	NFPA	Non-ISO
<b>Month</b>	<b>15</b>	<b>228.5</b>	<b>0</b>	<b>78.63</b>	<b>101.33</b>
<b>Total for FY</b>	<b>240</b>	<b>2661.55</b>	<b>846.5</b>	<b>1013.82</b>	<b>1517.1</b>

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

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

**Fire Inspection**

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

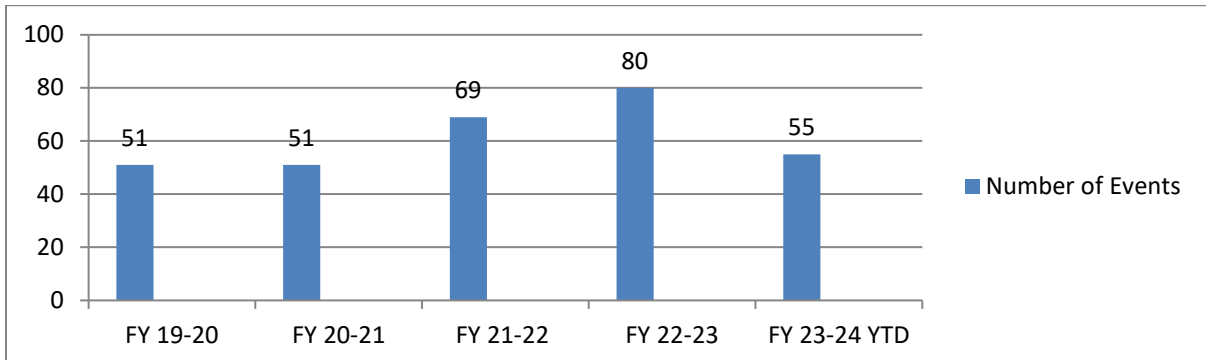
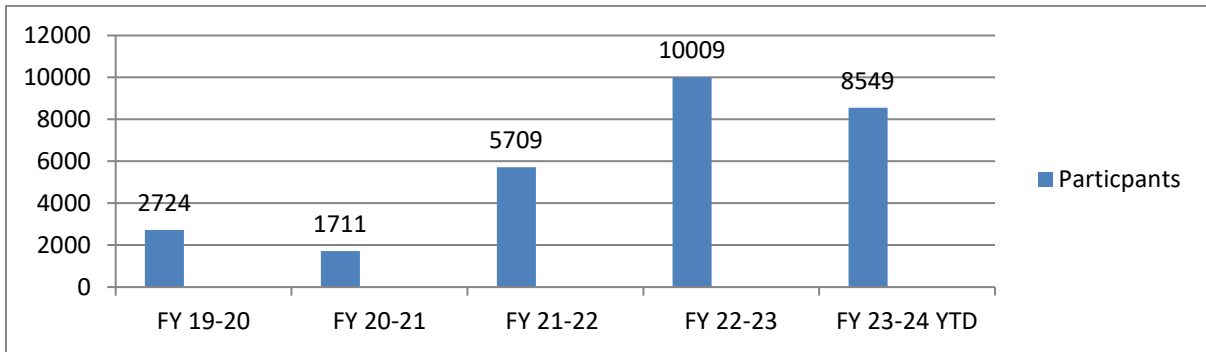


**Fire Department  
May 2024**

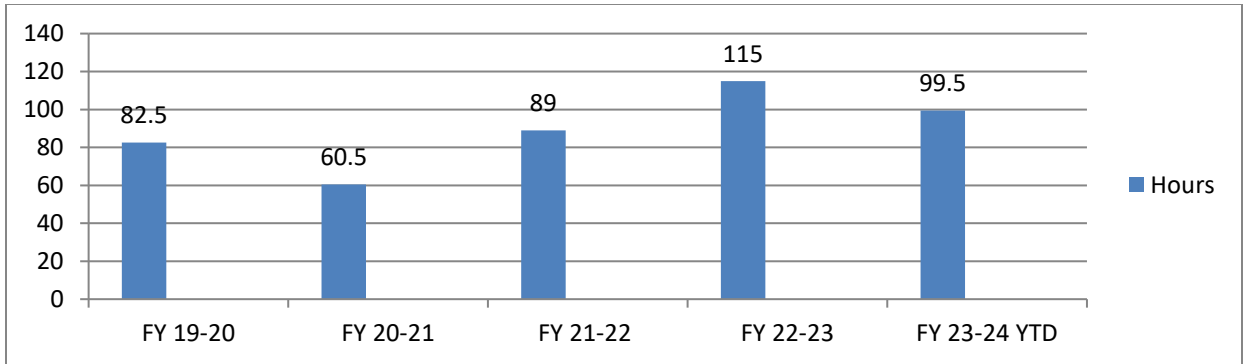
	<b>Month</b>	<b>FYTD</b>
<b>May Fire Inspection</b>	<b>102</b>	<b>974</b>
<b>Reinspection</b>	<b>4</b>	<b>119</b>
<b>Code Violation Complaint</b>	<b>0</b>	<b>12</b>
<b>Violations Cleared</b>	<b>3</b>	<b>85</b>
<b>Annual Inspection</b>	<b>14</b>	<b>121</b>
<b>Knox Box</b>	<b>1</b>	<b>56</b>
<b>Fire Alarms</b>	<b>15</b>	<b>91</b>
<b>Measure Fire Hydrant</b>	<b>0</b>	<b>10</b>
<b>Plans Review</b>	<b>9</b>	<b>67</b>
<b>Pre-C/O</b>	<b>3</b>	<b>27</b>
<b>Pre-incident Survey</b>	<b>7</b>	<b>189</b>
<b>Sprinkler Final</b>	<b>6</b>	<b>7</b>
<b>Final/Occupancy</b>	<b>12</b>	<b>31</b>

**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  
May 2024**



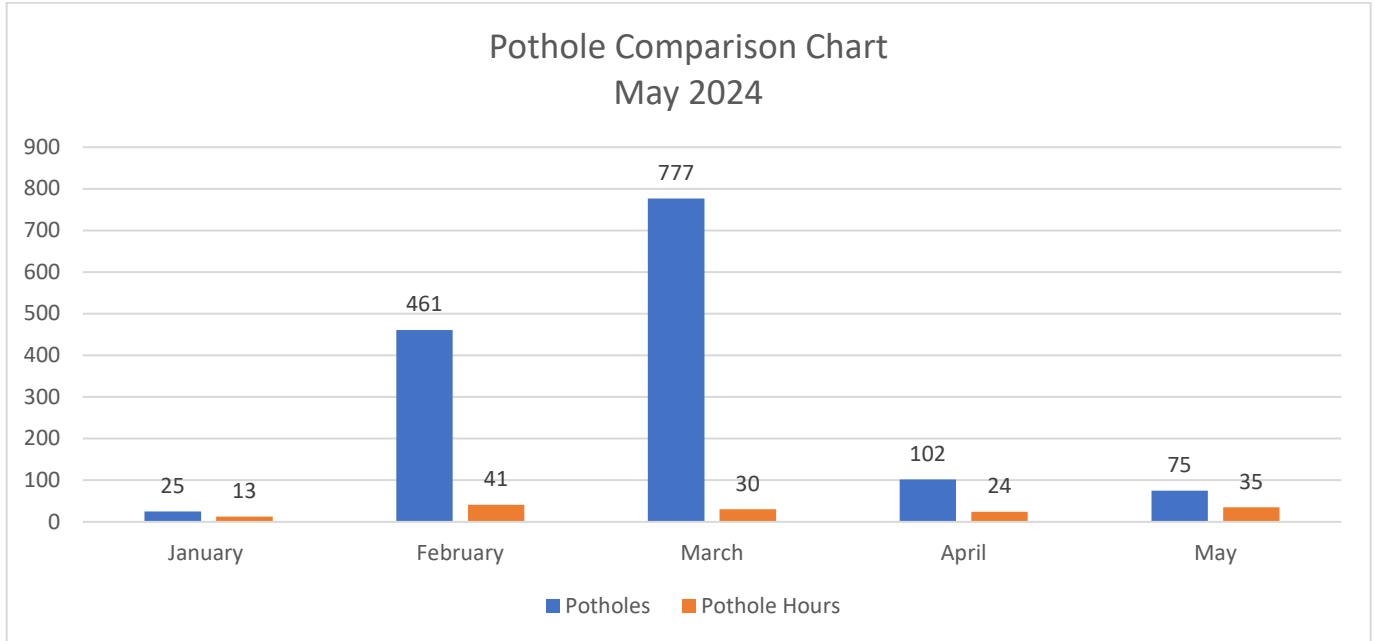
	Month	FYTD
<b>Participants</b>	<b>360</b>	<b>8549</b>
<b>Number of Events</b>	<b>3</b>	<b>55</b>
<b>Education Hrs.</b>	<b>4.5</b>	<b>99.5</b>

**Social Media Statistics for the Month**

<b>Post Reach</b>	<b>5388</b>
<b>Post Engagement</b>	<b>731</b>
<b>New Page Followers</b>	<b>17</b>

**Public Services Department  
Public Works  
May 2024**

**Pothole Comparison**



**Location of Pothole Repairs**

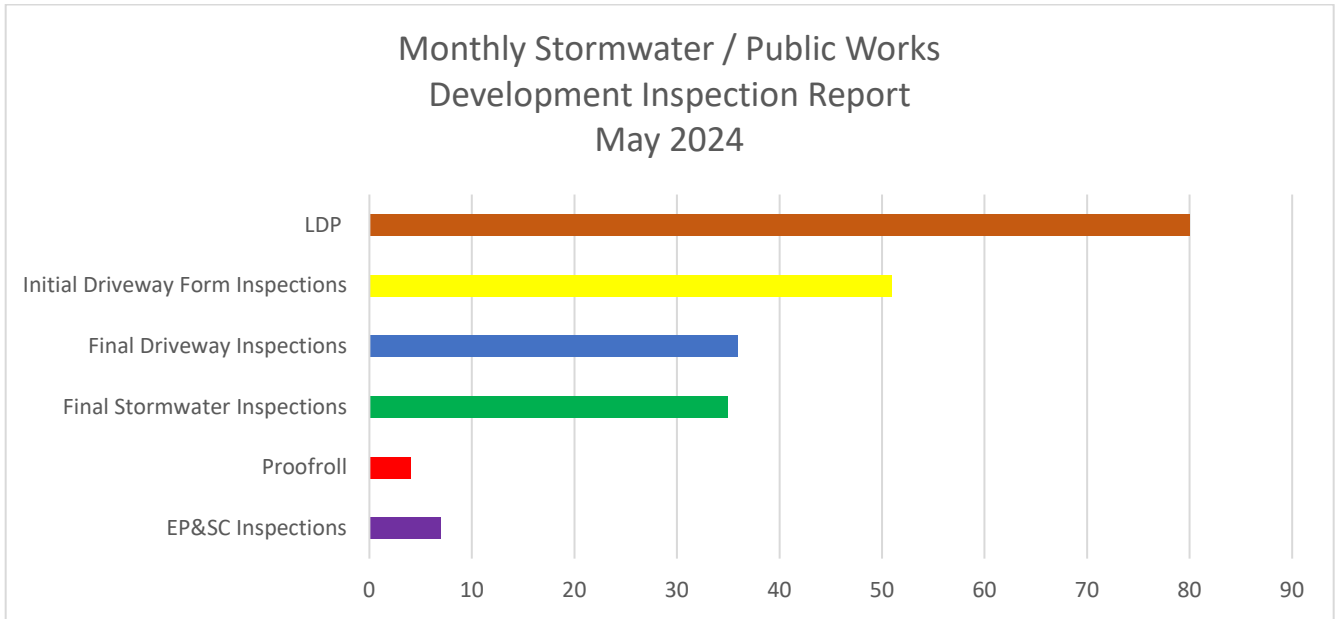
Street Address	Date Resolved
213 Sage Rd	May 16 <sup>th</sup> 2024
Villages Ct	May 16 <sup>th</sup> 2024
Calista Rd	May 16 <sup>th</sup> 2024
Blueberry	May 16 <sup>th</sup> 2024
Pleasant Grove	May 20 <sup>th</sup> 2024
Pleasant Grove	May 21 <sup>st</sup> 2024
Meadows Ct	May 30 <sup>th</sup> 2024
Pleasant Grove	May 23 <sup>rd</sup> 2024
Pleasant Grove	May 22 <sup>nd</sup> 2024

**Public Services Department  
Public Works  
May 2024**

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



**Monthly Work Log**

Wednesday 05-01-24

- Loaded materials for job on Carmack. Put concrete by pipe on Carmack. Went to Pleasant Grove and Bill Moss and put dirt in edge of road. Finished cutting tree on Boyles Rd. Moved dirt at shop for building.

Thursday 05-02-24

- Put ribbon on CEMC pole on Artesa Drive / Installed signs on Meadowlark / Removed forms from sidewalk on Indian Ridge Blvd after sidewalk repair was completed / Crack sealed road on Indian Ridge Blvd. / Changed batteries on digital speed limit sign at Municipal Park / Repaired speed limit sign on Old 31W.

Monday 05-06-24

- Sharpened all chainsaws to prepare for inclement weather / Fleet maintenance / Stored dump truck plow in shed, as well as stormwaters plow / Cut curb by drains on Covington Bend / Installed mortar in cuts by the curbs.

**Public Services Department  
Public Works  
May 2024**

Tuesday 05-07-24

- Performed preventative maintenance on traffic cabinets and Gridsmart GS2 Processors / Installed new ethernet cable at SB Ramps for GS2 to give better connection / Loaded Stop Signs for job on Fieldstone Drive / Arrived at Fieldstone Drive to remove old stop sign post and install new / Fleet Maintenance.

Wednesday 05-08-24

- Storm drain “hot spot” inspections Zone 1 / Closed Wilkinson Ln due to flooding / Removed tree that fell across SR-76 / On-call Emergency operations for EMS and Fire support.

Thursday 05-09-24

- Removed road closed signs off Sage Road and Wilkinson Lane / Removed high water signs on Wilkinson Lane / Cut tree from fiber optic wires Sage Road and Hampton Village entrance / Mitigated wash-out due to flooding near Wilkinson Lane Lift Station / Closed Longview Drive due to flooding conditions / Closed Calista so that TPM could pump down Calista Pond / Staff meeting about North Palmers Chapel ROW mitigation.

Friday 05-10-24

- Installed 48” pipe and repaired collapsed ROW area on North Palmers Chapel.

Monday 05-13-24

- Hauled fill dirt to North Palmers Chapel / Evaluated and troubleshot Solar Lights at Concord Springs with Blue Collar Electric / Retrieved new Sanitation vehicle after having lights installed.

Tuesday 05-14-24

- Removed logs from drainage easement and culvert at 311 Hillwood Dr. / Diagnosed oil leak on Vehicle #1333 / Assisted Stormwater Crew with hot spot evaluation before flooding.

Wednesday 05-15-24

- Responded to all drainage concerns on Accela and responded in person to Stormwater issues / Repaired Ferris zero turn mower / Installed Handicap signs in the park for Farmer’s Market.

Thursday 05-16-24

- Assisted Stormwater clear debris from drainage “hot spots”.

Monday 05-20-24

- Loaded skidsteer, hotbox, roller, and signs for milling on Pleasant Grove / Milled two spots on Pleasant Grove Road and installed 2 tons of asphalt hot mix asphalt / Temporarily repaired undermined curbing on Granda Flora Drive / Repaired potholes in Orchard Park.

Tuesday 05-21-24

- Milled Pleasant Grove Road and repaired with hotmix asphalt / Installed asphalt in washout on Meadows Ct. / Torqued preventative maintenance on MowerMax / ROW mowing on Meadowlark and near the pump station on Meadowlark / Mowed DeeCee and SCT.

Wednesday 05-22-24

- Torqued MowerMax lugnuts / Cut 76 and Pleasant Grove ditch with MowerMax due to public safety issue (restricted line of sight) / Mowed drainage ditch on Wilkinson Lane / Mowed across from Hickerson Drive / Repaired potholes on Pleasant Grove Road / Installed Meadowlark street sign on 31W.

**Public Services Department  
Public Works  
May 2024**

Thursday 05-23-24

- Facility and Fleet Maintenance / Performed traffic control for brush truck collection.

Monday 05-27-24

- Memorial Day

Tuesday 05-28-24

- Evaluated North Palmers Chapel Road for sink hole in driveway / Cleared debris from drainage pipe on Hillwood Drive and Brinkley Lane / Inspected drainage pipe on Wilkinson Lane, Sioux Ct, and Sundance Way. Evaluated stormwater flow on Willowleaf Lane / Evaluated drainage issue at Municipal Park / Performed maintenance on backhoe.

Wednesday 05-29-24

- ROW Mowing on Calista Road with MowerMax / Assisted Parks Department load trash pump / Mowed NB off ramp, SR-76 near Farmer’s Bank / Mowed near SB off ramp and corner of DeeCee / Cleaned off Mowers and sprayed for weeds.

Thursday 05-30-24

- Milled 130’ X 2’ section on Pleasant Grove and repaired with hot mix asphalt / Installed asphalt on Meadows Ct. to prevent further washout / Repaired potholes on Marlin Rd / Evaluation of GS3 Processors.

Traffic Signal Complaint Log

<b>Traffic Signal Complaints Log</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>FY 23/24 YTD</b>
SR-76 & Love’s Lane	4	0	0	0	4
SR-76 & I-65 Southbound Ramps	1	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	1	1
SR-76 & Raymond Hirsch	0	0	0	2	5
SR-76 & Hwy 31W	3	0	0	0	5
SR-76 & Pleasant Grove Road (Flashing Signal)	0	0	0	0	2
Hwy 31W & Portland Road	0	0	1	0	1
Hwy 31W & Raymond Hirsch	0	1	1	0	2
Hwy 31W & Sage Road	2	0	1	0	3
Tyree Spring Road & Raymond Hirsch Parkway	1	3	0	0	4
Wilkinson Lane & Richard Wilks	0	0	0	0	0
Tyree Springs Road & South Palmers Chapel	N/A	6	3	0	9

**SR-76 & Sage Road - Complaint:** Asking to have timing added to Phase 3 left turn from Sage Road to SR-76.

**Resolution:** Response to complaint was to speak to City Engineer to evaluate the possibility of adding time to this approach.

**SR-76 & Raymond Hirsch Pkwy. – Complaint:** Byrum Drive left turn movement does not give enough time for queue length to clear.

**Resolution:** Continued monitoring of this intersection due to online/offline network occurrences.

**HWY 31 W & Raymond Hirsch Pkwy. – Complaint:** Eastbound approach to intersection did not receive green light.

**Resolution:** In-ground lane loop detector was repaired.

**Public Services Department  
Stormwater Division  
May 2024**

**Stormwater General Maintenance**

05/01/2024

7724 Bill Moss – Drainage mitigation, reshape ditch.



05/02/2024

725 Industrial – facility & fleet repair and maintenance

05/06/2024

124 Covington Bend – Curb inlet repair.





**Public Services Department  
Stormwater Division  
May 2024**

05/07/2024

340 Hester – Curb inlet repair.



05/08/2024

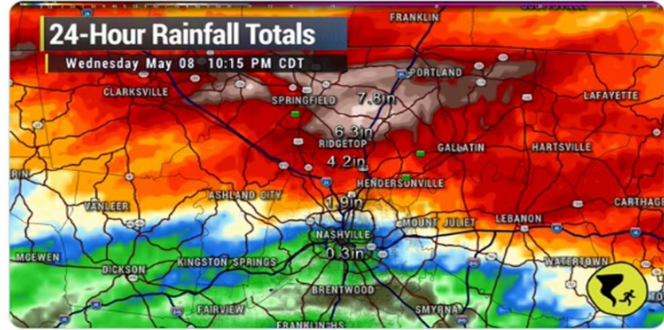
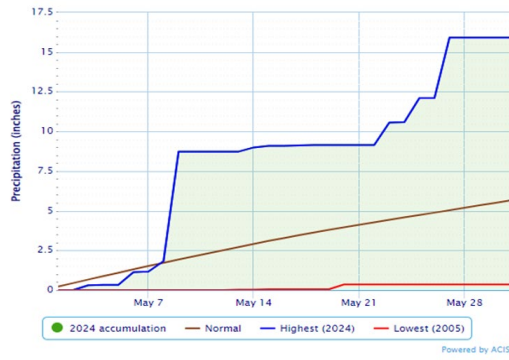
903 Meadowlark – concrete over storm pipe.



Public Services Department  
Stormwater Division  
May 2024

05/09/2024 – 05/31/2024

City wide – 500 yr. flood, road closings, hot spots, drainage mitigation



**Public Services Department  
Stormwater Division  
May 2024**

**Stormwater Inspections**

**Work Log:**

**May 1<sup>st</sup>:** Updated Previous Month's records, Notes, and Work Orders. Fence Permit Reviews. EPSC Inspections at 711. Form Inspection at 711. Follow-up on LGI's Request and scheduled response. Reviewed Post-Construction and Maintenance of Briarwood.

**May 2<sup>nd</sup>:** Open Trench Inspections at Jackson Farm. Reviewed EPSC @ Dollar General, Marlin, Jackson, Calista Rd., Highland Park both Builder and Development. Reviewed concerns at Volunteer Dr. on Sediment-laden discharges and spoke with the development team to improve and correct issues. Staff Review meeting canceled but not informed.

**May 6<sup>th</sup>:** Consolidated previous month's inspection photos and organized folders and files in software and file storage. Composed April's Report and SCM Inspection Results.

**May 7<sup>th</sup>:** Reviewed Fence Applications. Updated LDP spreadsheet and permit information in Tyler. Online Webinar Training. EPSC Inspection at Summerlin. Open Trench inspection at Marlin Pointe.

**May 8<sup>th</sup>: Rain Event:** Review meeting with the Assistant Director to review the Fence Permitting process and potential changes that need to be incorporated into the software to enhance our efficiency. The meeting was interrupted by panic from the rain event. 4" in 4 hours(6-10). Deployed Truck and trailer equipped with barricades. Inspected after effects at Copes Crossing, Dorris Phase 2, Bridle Creek, Towne Center, Hwy 76E, Union Rd. and Sage Rd. EPSC at Cambria, Dorris 1&2, McInerney, Exotic Marble, Sage Farms, and WHUD.

**May 9<sup>th</sup>:** Composed and sent reports from previous days' inspections. Provide additional correspondence on inspection procedures for final inspections and how all teams involved can review and flow through the workflow within Tyler. Reviewed Applications and files, emails, organized records, and confirmation of signed sent reports.

**May 13<sup>th</sup>: P.T.O 10 Hours.**

**May 14<sup>th</sup>:** Reviewed Emails, Notifications, and Fence Applications. Provided correspondence of reviews. I tested the correction with the Issuance of the Fence Permits once the Approval of Inspection was completed and notified the Administration Assistant to increase her efficiency. Starting Video recording as a tutorial for training on EP&L for the Fence Application and Permitting process, not completed, but initiated request with IT to trigger access to Microsoft product Clip Champ to edit the recording. Updated EPSC Reports from the previous week and uploaded and organized photos and records. Correspondence sent to Developer on Citizen concern in Fields of Oakwood of disturbed soils eroding onto the property from developer property. I completed TTAP training.

**May 15<sup>th</sup>:** Reviewed Emails, Notifications, etc. Discussion with internal maintenance and inspection staff about the previous day's rain event, and its effects, and brainstorming potential solutions for certain problematic areas. I updated the Assistant Director on areas assigned to investigate the prior day, discussed the new TDEC updates with the MS4 permit, and discussed an internal issue I had experienced and the personnel manual.

**May 16<sup>th</sup>:** Tennessee Association of Utility Districts Training and Operator Expo. for Continuing Education Credits.

**May 20<sup>th</sup>:** Open Trench inspection at McInerney Industrial. EPSC Inspections at Legacy Farms, The Parks Pinson Pointe, Rec. Center, and Spring Brook.

**May 21<sup>st</sup>:** EPSC Inspections at Highland Park, Fields at Oakwood, Cardinal Pointe, the Mill., Calista Rd. Sub. and Drew C. Development.

**May 22<sup>nd</sup>: Rain Event:** SRM ERU evaluation onsite, observed finished product for the project had increased the Impervious Area significantly to what was submitted on Construction Documents and researched further. Reviewed Fence Applications and provided correspondence on reviews.

**Public Services Department  
Stormwater Division  
May 2024**

**May 23<sup>rd</sup>:** Review Notifications in Tyler, emails, and permit status. Correspondence was provided, again, to Goodall on LDP Expiration for Summerlin Phase 9 and initiated a “Hold” on the project.

**May 27<sup>th</sup>:** Holiday Hours, Memorial Day.

**May 28<sup>th</sup>:** Updated and reviewed Fence Applications and provided the Administrative Assistant with the current status of the permit status in review.

**May 29<sup>th</sup>:** **TDEC Audit onsite 8-3:30.** Reviewed and discussed information from the audit and reviewed facility with the Assistant Director of Public Services.

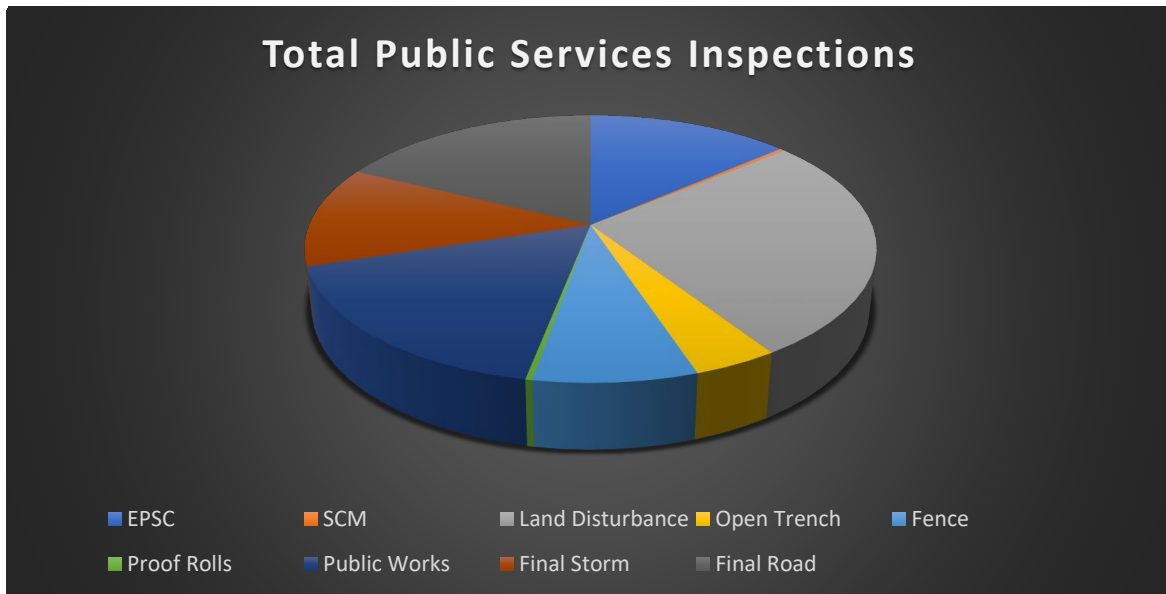
**May 30<sup>th</sup>:** **Continued TDEC Audit onsite: 8:30-12:00, 12:00-2:00 on a CGP project.** Reviewed Jackson Farm with TDEC Staff to review inspection procedures. Provided documentation and correspondence per Municipal Code on the requirements for geotechnical testing for open trench inspections for Parks Phase 5.

**Total Inspector Hours: 180.00**

**Hours Worked: 157.00**

**P.T.O.: 13.00**

**Holiday Hours: 10.00**



<b>EPSC Site Inspections</b>	<b>40</b>
<b>Land Disturbance</b>	<b>62</b>
<b>Open Trench Inspections</b>	<b>12</b>
<b>Fence Inspections</b>	<b>34</b>
<b>Proof Rolls</b>	<b>1</b>
<b>Public Works Inspections</b>	<b>37</b>
<b>Final Storm</b>	<b>41</b>
<b>Final Road</b>	<b>52</b>
<b>Total Inspections Performed for the Month</b>	<b>279</b>

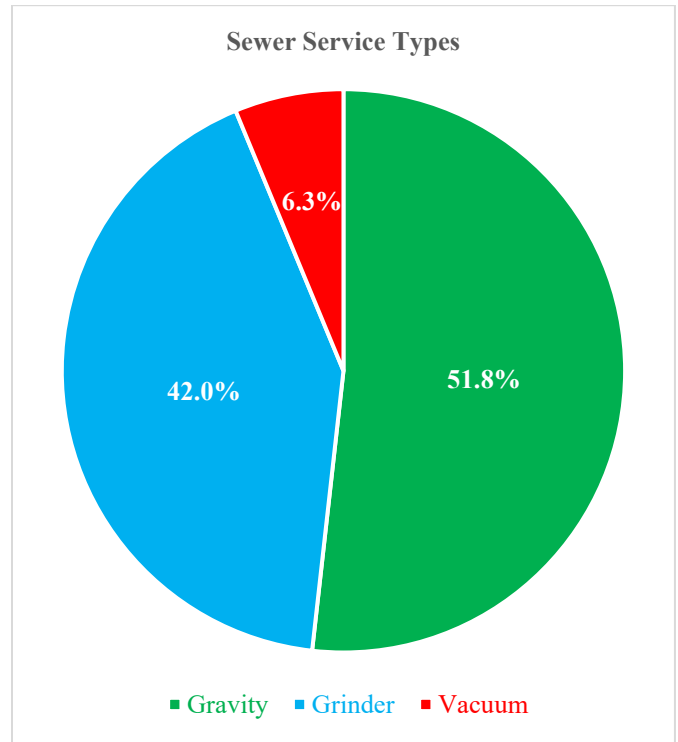
**Wastewater Department  
May 2024**

**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 **May 31<sup>st</sup>, 2024**, City personnel count a total of **7,146** sewer system connections, with **72 new** applications for service in **May 2024**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>3,700</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,999</b>
<b>Vacuum Sewer Connections</b>	<b>447</b>

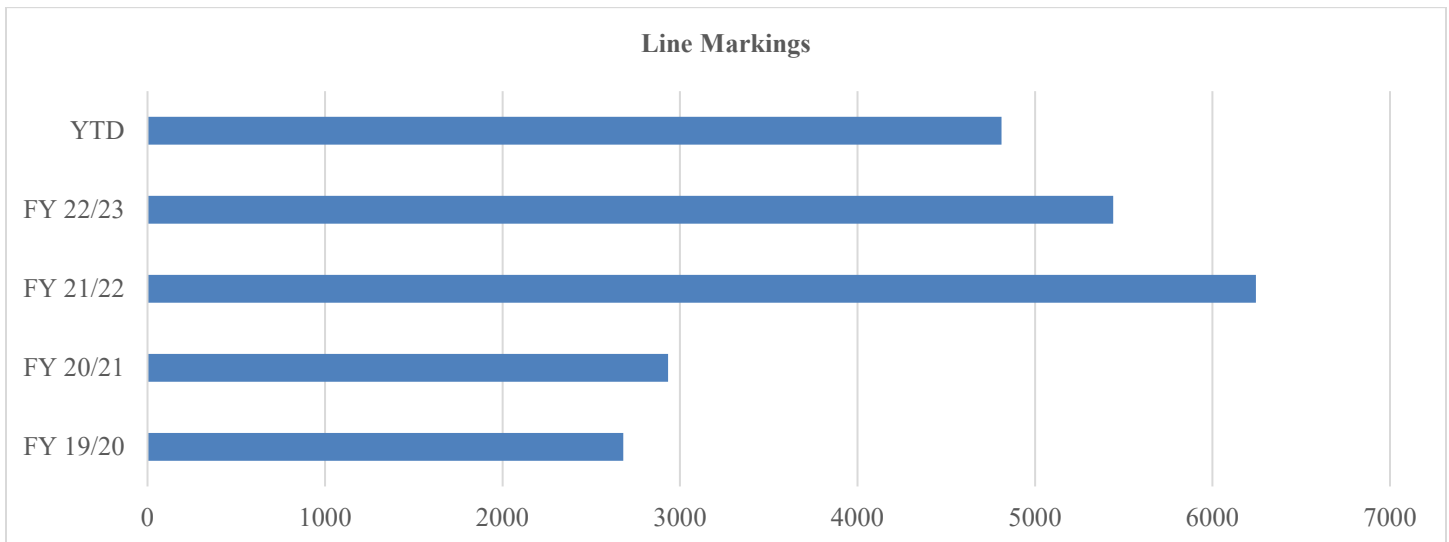
The City counts **198** commercial grinder connections, **2,801** residential grinder stations, and **36** lift-stations integrated into our Sanitary Sewer System.



**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.**

<b>Line Markings</b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>FY 22/23</u></b>	<b><u>May 2024</u></b>	<b><u>FY 23/24 YTD</u></b>
Tennessee 811	2680	2933	6245	5441	496	4812



**Wastewater Department  
May 2024**

<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>May 2024</u>	<u>FY 23/24 YTD</u>
Union Road	6	9	0	0		1	2
Summerlin	5	22	0	0		1	2
Settlers' Ridge	1	1	1	1		0	0
Springbrook	n/a	n/a	n/a	n/a		0	0
Willow Grove	n/a	n/a	n/a	n/a		0	1
Dorris Farms	n/a	n/a	n/a	n/a		1	1
Cope's Crossing	8	6	9	9		1	5
Cambria	4	3	4	4		1	2
Belmont 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		1	3
Sage Farms	n/a	n/a	n/a	n/a		0	1
Sage Rd (Hester Dr)	1	0	0	0		0	0
Loves Truck Stop	0	0	3	3		0	1
Highway 76	1	0	0	0		0	0
Portland	0	1	0	0		1	1
North Palmers Vacuum	3	1	7	7		0	4
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	2	1	9	9		0	2
Concord Springs	0	0	2	2		1	1
Fields at Oakwood	n/a	2	2	2		0	0
The Mill	n/a	n/a	n/a	n/a		0	0
Highland Park	n/a	n/a	n/a	n/a		0	0
Los Jalapenos	n/a	n/a	0	0		0	2
Mt. Vernon Apartments	n/a	n/a	0	0		0	3
Grove at Kendall	n/a	n/a	0	0		0	0
Wilkinson Lane	3	1	3	3		0	1
Heritage High School	1	0	0	0		0	0
Legacy Farms	n/a	n/a	0	0		0	1
The Parks #1	0	0	0	0		0	3
The Parks #2	n/a	n/a	n/a	n/a		0	0
Treatment Plant #1	6	3	0	0		0	0
Treatment Plant #2	0	0	0	0		0	1

**Wastewater Department  
May 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 operate the components at the station.

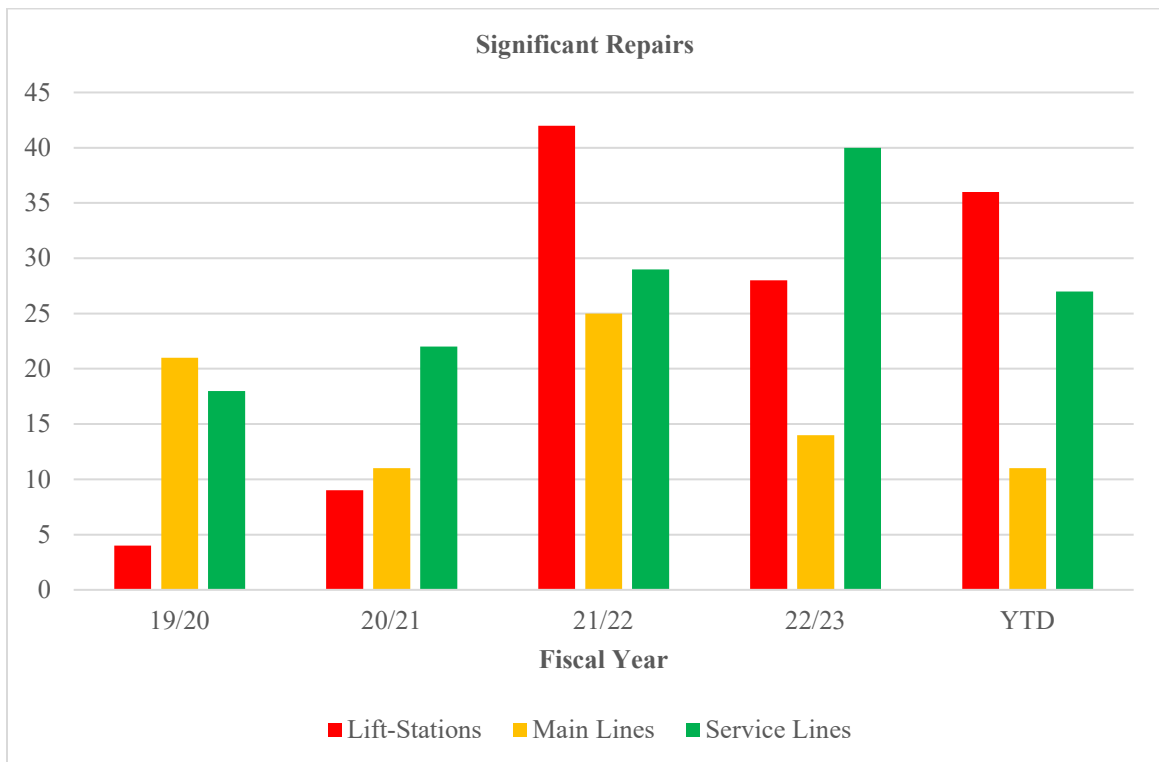
**Major Alarms/Repairs:**

Station service calls throughout the month of May 2024 were largely caused by a combination of power outages causing contactor trip-outs, and/or stations being submerged and overworked during the multiple flooding events that occurred throughout the month. All stations have been repaired and returned to normal operation. The only “significant” damage done during the flood events was to the fence surrounding the Portland Rd lift-station, which is scheduled for replacement.

**System Repair Goals:**

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

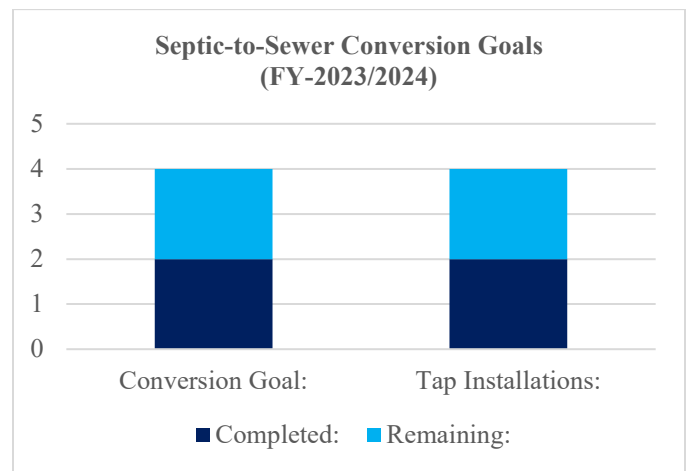
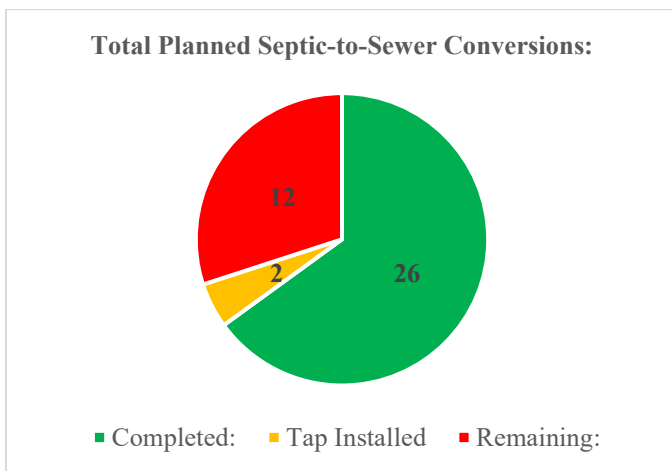
<b><u>Repairs</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>FY 22/23</u></b>		<b><u>May 2024</u></b>	<b><u>FY 23/24 YTD</u></b>
Major Stations	4	9	42	28		<b>8</b>	<b>36</b>
Main Line	21	11	25	14		<b>2</b>	<b>11</b>
Service Line	18	22	29	40		<b>2</b>	<b>27</b>



**Wastewater Department  
May 2024**

**Ongoing Projects:**

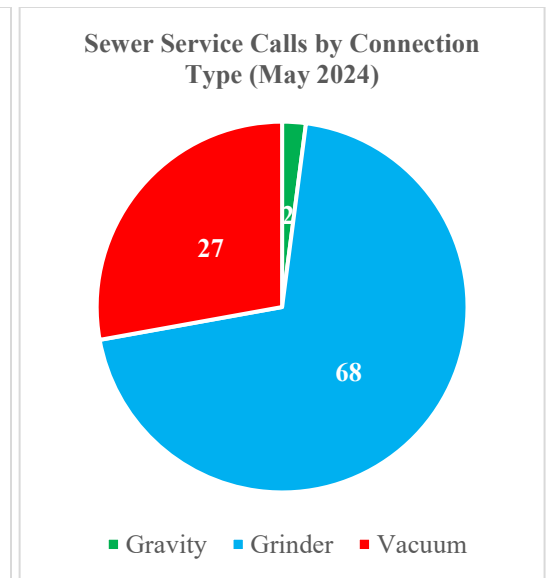
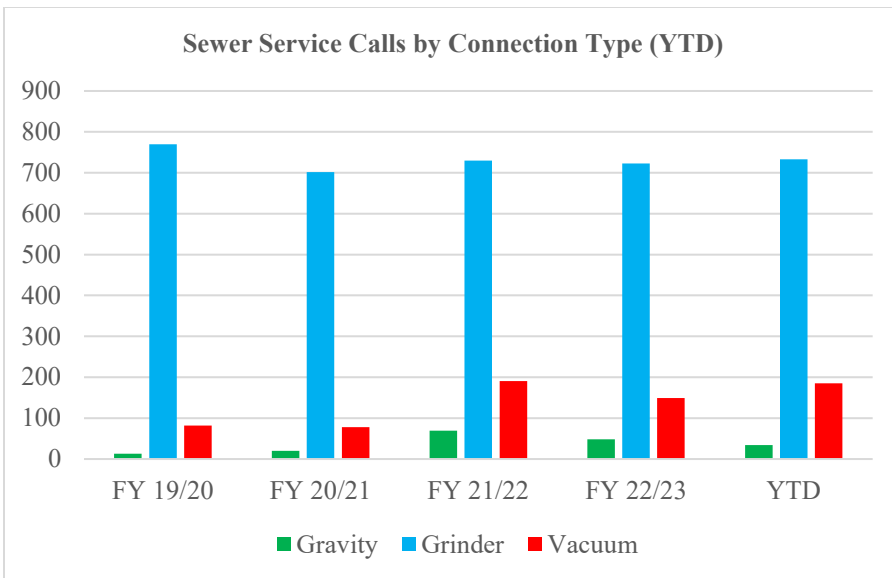
- 1. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require 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 (from Hester Dr to the intersection of Sage/Cardinal) has been fully completed. Phase-3 (from the intersection of DeeCee/SCT to the Wastewater Treatment Plant) has been completed. As of October 31<sup>st</sup>, 2023, 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. Bids for Phase-4 were opened on February 5<sup>th</sup>, and the contract has been awarded to Norris Bros. Excavation. Phase-4 Project work began with a bore and casing installation under Hwy 31W at the Sage/31W intersection, with the bore now complete. Pipe has now been delivered and fusing is underway, with crews prepping for tree clearing along Sage Rd as necessary.**
- 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. 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 been ordered and delivery is anticipated in August, 2024. 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 delivered.**
- 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 condition of the damaged pump is such that full replacement is warranted, and a new pump is currently on order.**





**Wastewater Department  
May 2024**

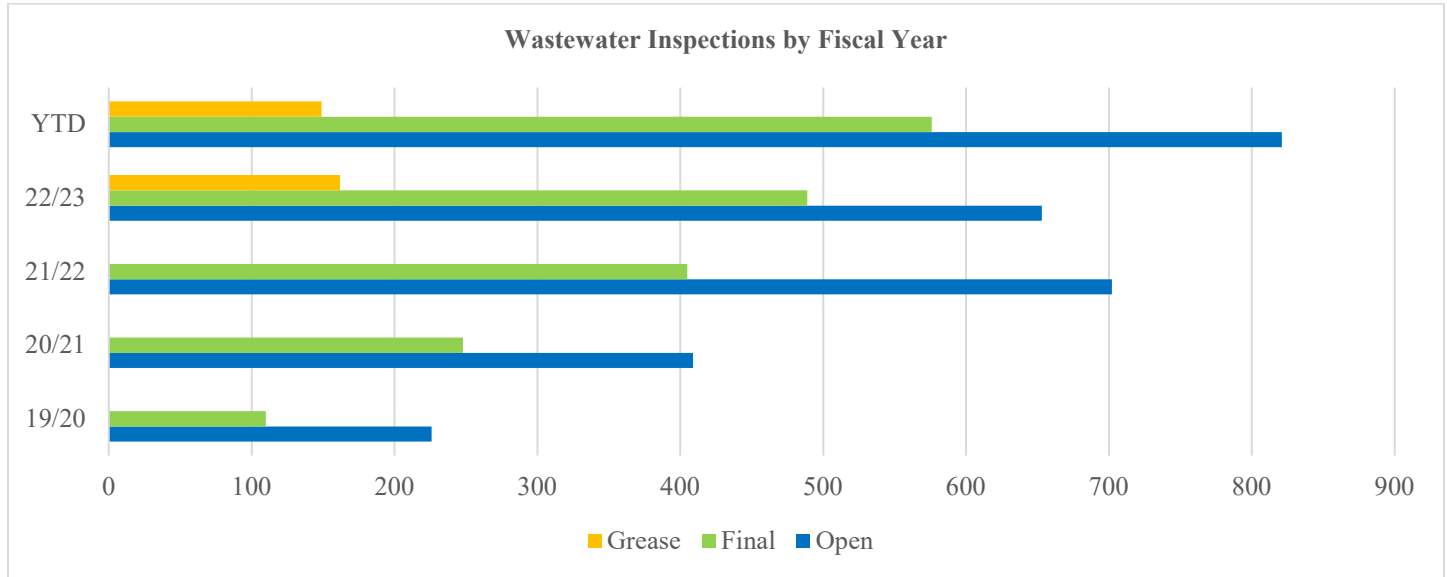
<u>Work Orders</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>May 2024</u>	<u>FY 23/24 YTD</u>
<b>Vacuum System Service Request</b>	82	78	191	149		27	185
<b>Gravity Service Request</b>	13	20	69	48		2	34
<b>Low Pressure Service Request</b>	770	702	730	723		68	733
<b>Total Pumps Replaced</b>	449	492	472	459		45	428
<b>Total Pumps Rebuilt</b>	n/a	135	114	30		13	35
<b>Total Warranty Pumps Returned</b>	n/a	n/a	129	125		5	79
<b>Grinder Tank PM Program</b>	267	219	117	132		8	129
<b>Open Trench Inspections</b>	226	409	702	653		74	821
<b>Final Inspection for New Service</b>	110	248	405	489		47	576
<b>Grease Trap Inspections</b>	n/a	n/a	n/a	162		12	149
<b>Sanitary Sewer Overflow (SSO)</b>	49	19	28	14		3	15
<b>Odor Complaints</b>	43	35	22	28		3	32



## Wastewater Department May 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 five years, with FY22/23 numbers remaining similar to the FY21/22 inspection requests.

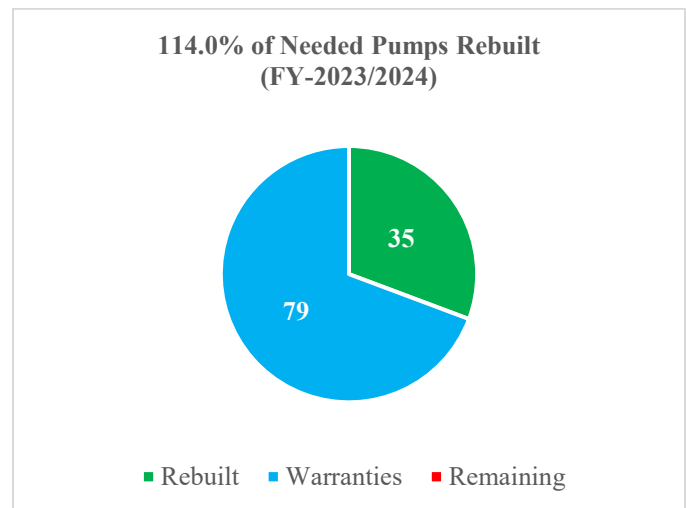


### Pump Rebuilds:

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

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

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



**Wastewater Department  
May 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.

<b>Parameter</b>	<b>Feb - 24</b>	<b>Mar - 24</b>	<b>Apr - 24</b>	<b>May - 24</b>	
<b>Influent – To Plant</b>	0.955 MGD	See Note	0.915 MGD	See Note	MGD = Million Gallons/Day
<b>Effluent – To Creek</b>	0.763 MGD	See Note	0.952 MGD	1.307 MGD	MGD = Million Gallons/Day
<b>Effluent – To Spray Field</b>	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
<b>Total Flow Through Plant</b>	0.763 MGD	See Note	See Note	See Note	
<b>Design Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	2.000 MGD	
<b>% of Influent Capacity</b>	68.2%	See Note	65.4%	65.4%	(Influent) / (2.000 MGD)
<b>% of Effluent Capacity</b>	54.5%	See Note	68.0%	See Note	(Effluent) / (2.000 MGD)
<b>Actual Capacity</b>	1.120 MGD	1.120 MGD	1.120 MGD	1.600 MGD	(2.000 MGD x 80%)
<b>% Actual Influent Capacity</b>	68.1%	See Note	81.7%	81.7%	(Influent) / (1.600 MGD)
<b>% Actual Effluent Capacity</b>	85.3%	See Note	85.0%	See Note	(Effluent) / (1.600 MGD)
<b>Rainfall</b>	4.53”	1.76”	3.63”	16.01”	

	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>FY 22/23</u></b>		<b><u>May 2024</u></b>	<b><u>FY 23/24 YTD</u></b>
<b>Effluent Violations</b>	12	7	32	25		<b>5</b>	<b>28</b>

- Violations:** One (1) 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. Four (4) additional violations for weekly ammonia exceedances (2) caused by difficulty regulating sludge age due to an issue with RAS pump #2’s flow meter wiring, plus inaccurate readings of flow through the plant from the new effluent flow meter; as well as from total nitrogen poundage discharged (2) due to high infiltration and inflow during heavy rains in early-mid May. Rainfall totals measured at the WWTP were 16.01” for the month of May, with totals at the nearest TVA monitoring site exceeding 18” of precipitation.
- TDEC Order and Assessment:** On July 15<sup>th</sup>, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29<sup>th</sup>, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. **The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>, 2020.**

**Wastewater Department  
May 2024**

3. **Flow Readings:** The installation and calibration issues of the new plant effluent meter caused the plant discharge numbers to be unreliable (facility was routinely recording discharge numbers in great excess of our influent, which is not physically possible). The ultrasonic meter was found to be installed/calibrated to read a greater distance between the meter head and the water level than the actual depth of the flume itself, causing it to record flow even when the channel was dry. **Once repaired and recalibrated, the meter continued to provide higher than anticipated readings. Upon further investigation, it was found that the dimensions of the new flume channel differed from what was designed. The flume was cut, ground, and reformed to the exact specifications called for in the design, and the new flow meter recalibrated again. Metered flow then agreed with anticipated values for a time, but has drifted again following power outage issues that occurred during storm events in mid-late May. Multiple crews from supplying vendors are scheduled to arrive on-site during the week of June 10<sup>th</sup> to diagnose and correct multiple electrical issues that have been found following equipment startup.**
4. **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. As such, we operated primarily on UV disinfection for the month of April, 2024, only returning to the PAA feed for a few days during repairs/modifications to the new effluent flume. *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 **7.4 CFU's**. *Last month the average was 6.1 CFU, operating on the UV for disinfection.*

5. **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. Repair teams are anticipated in early June to identify and correct the issue(s) that keep recurring.

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.

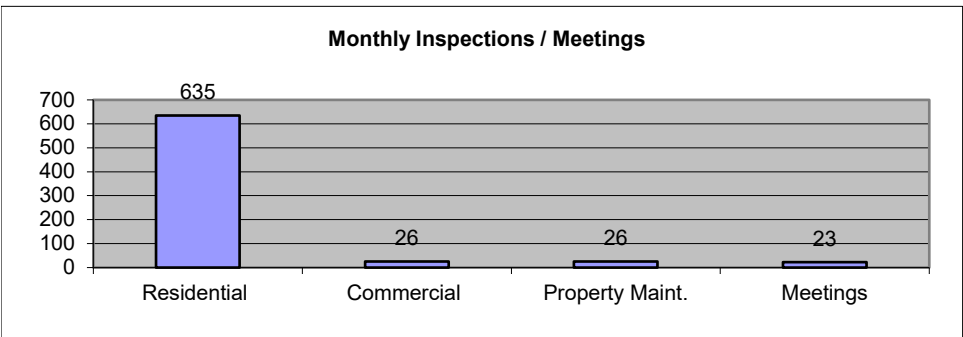
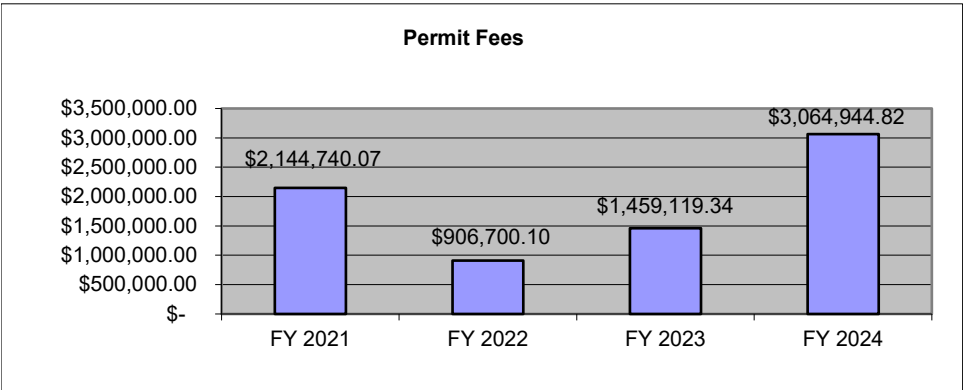
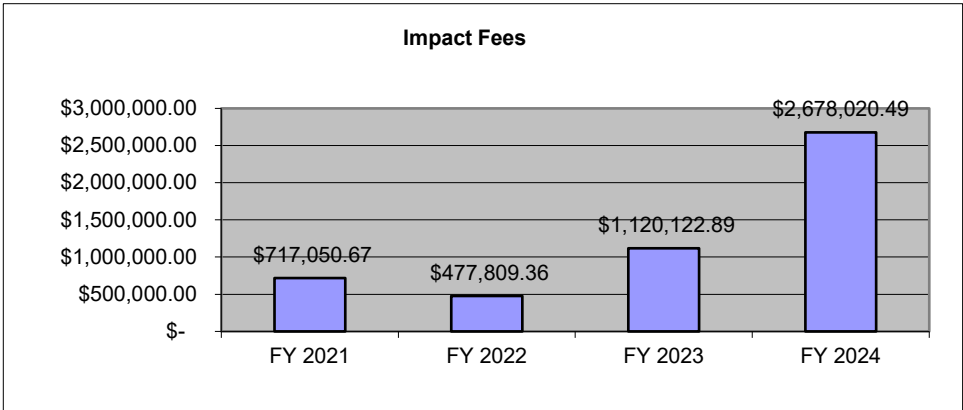
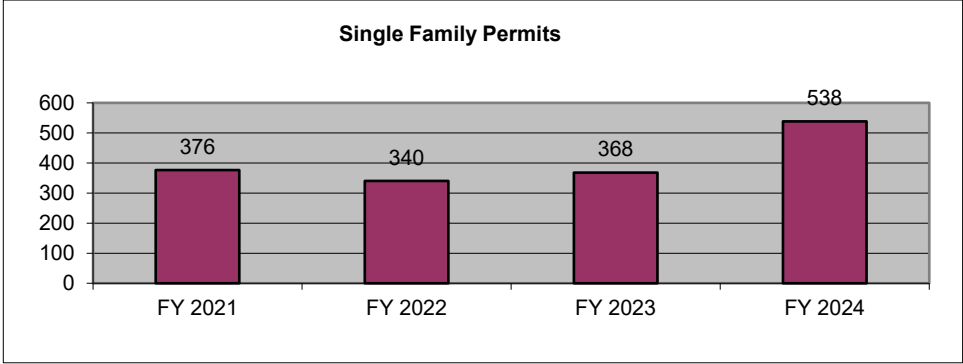
Clarifier #3: As of May 6<sup>th</sup>, 2024, Clarifier #3 was live and functional. However, it has since experienced a mechanical failure, and we have returned to operating on Clarifier #2 while the root cause is investigated and the damaged components are replaced.

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

Bioreactor #2: Bioreactor #2 is also now functional and currently circulating test water, though raw water flows have not been directed to it at this time.

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

**Planning and Codes Department  
MAY 2024**



**Planning and Codes Department  
MAY 2024**

	Month	FY2024	FY2023	FY2022	FY2021
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	6	72	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
<b>PERMITS</b>					
Single Family Residential	88	538	368	340	376
Multi-Family Residential	0	0	226	0	22
Other Residential	5	75	96	89	83
New Commercial	1	12	7	7	6
New Industrial	0	1	0	0	0
Other Com/Ind	6	51	51	25	23
Sign	1	18	22	11	17
Occupancy Permits	33	343	397	319	400
Other	2	5	31	11	12
<b>BUILDING INSPECTIONS</b>					
Residential	534	4771	4885	5452	2621
Hours	267	2125	2250.5	1367	533
Commercial /Industrial	23	188	125	139	92
Hours	11.5	76.25	125	139	92
<b>CODE ENFORCEMENT</b>					
Total Cases	41	220	35	98	179
Hours	20.5	82.75	35.75	70.24	86.75
Complaints Received	25	193	199	55	41
<b>MEETINGS</b>					
Administration	9	70	80	117	72
Hours	4.5	35.75	86	127	70
Planning	13	135	112	127	53
Hours	6.5	70.25	116.5	96	50
Codes	2	21	10	8	11
Hours	1.5	13	13	10	9
<b>FEES</b>					
Permit Fees	\$402,765.01	\$3,064,944.82	\$ 1,459,119.34	\$ 906,700.10	\$2,144,740.07
Board Review Fees	\$1,760.00	\$ 14,690.00	\$ 18,050.00	\$ 14,100.00	\$84,775.00
City Impact Fee	<b>\$364,463.01</b>	<b>\$ 2,678,020.49</b>	<b>\$ 1,120,122.89</b>	<b>\$ 477,809.36</b>	<b>\$717,050.67</b>
Roads	\$125,210.93	\$ 831,024.41	\$ 323,964.51	\$ 664,873.38	\$301,769.60
Parks	\$104,632.00	\$ 621,847.00	\$ 291,189.00	\$ 114,114.00	\$ 150,326.00
Police	\$81,113.80	\$ 694,420.05	\$ 239,697.73	\$ 125,535.54	\$ 191,431.41
Fire	\$53,506.28	\$ 458,353.30	\$ 169,728.00	\$ 76,498.26	\$ 79,900.66
<b>OTHER ITEMS</b>					
Subdivision Lots	115	173	0	0	235
Commercial/Ind. Sq Ft	1,500	337,914	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: 41	\$ 21,248,909.87		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	17		17	16	15

**Parks, Recreation, & Cultural Arts Department  
Monthly Report May 2024**

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

- Project ongoing – concrete work for pavilion complete – sidewalks and curbs should start soon
- Reimbursement requests continue to be submitted – we have received \$336,327.94 back so far



*Splash Pad Maintenance Building*

- Concrete and electrical work complete
- They cleaned up a bit inside the building
- Doors were installed
- Replaced the lid on the tank as a temporary measure until we get the new one
- Added temporary fencing around the tank and building

## Parks, Recreation, & Cultural Arts Department Monthly Report May 2024

- New tank expected to be installed in the middle of next month



### *Rec Center*

- Duct work has started
- Some block has been laid
- Roof should be finishing up soon
- Brick work should start once damp proofing is complete in a couple weeks hopefully
- Rain had a significant impact this month, especially on work in the gym section



### *2024 LPRF Grant*

- Submitted application items
- Now we just wait to find out if we are awarded the grant

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

#### *Parks Truck*

- Moved to next budget year

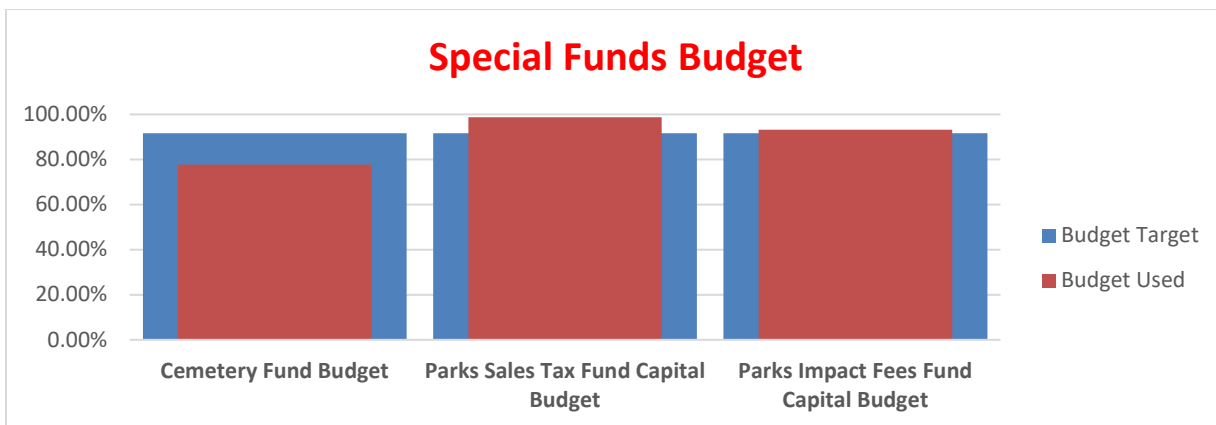
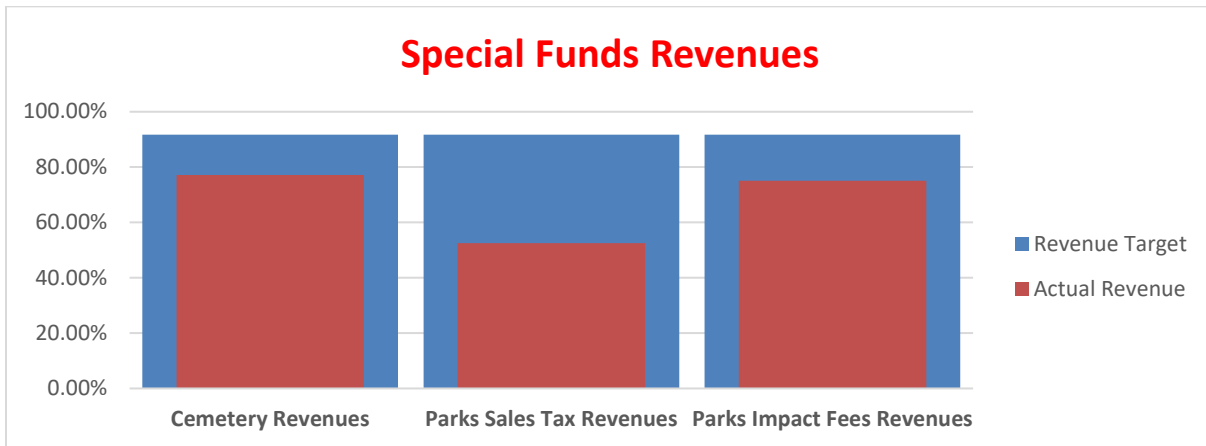
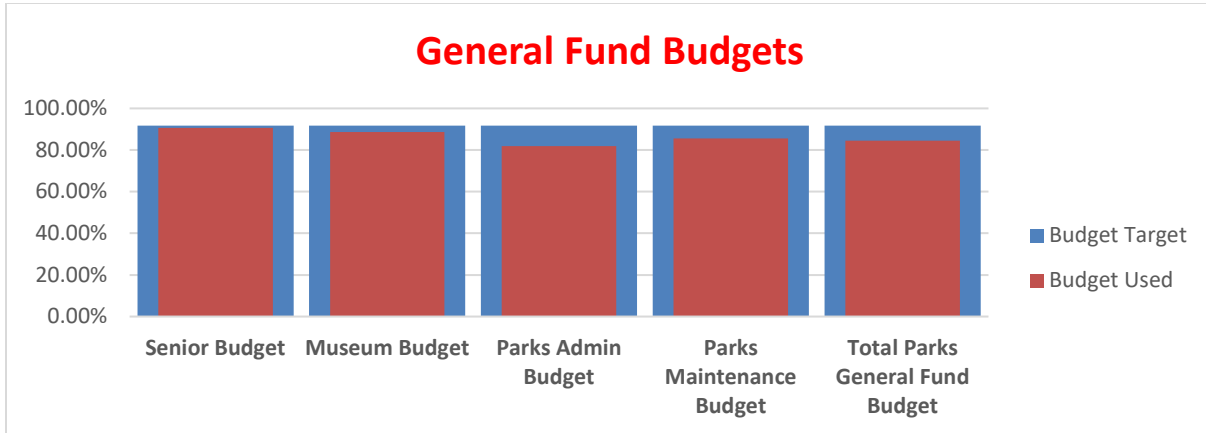


**Parks, Recreation, & Cultural Arts Department  
Monthly Report May 2024**

*Dirt for Laser Grading & Sand for Top Dressing*

- Laser grading complete
- Topdressing of soccer fields will take place next month

**Budget Updates:**



**Parks, Recreation, & Cultural Arts Department  
Monthly Report May 2024**

**Recreation- Assistant Director**

**Adult Programs**

**Women's Exercise Class:**

- Dates: 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>
- Total Attendees: 12
- Will be taking a break for June & July

**Adult Softball:**

- Last game played: 05/30
- Champions: Park Kings

**Men's Basketball:**

- On-going
- Games cancelled 05/08- severe weather
  - Games rescheduled for 05/20

**4v4 Sand Volleyball:**

- Registration Closed: 05/19
  - 4 Free Agents (registration deadline extended 05/26)
  - 7 Teams

**Youth Athletics**

**Spring Girl's Volleyball:**

- Last regular season games: 05/04
- Tournament games: 05/06- 05/11

**Challenger Baseball:**

- Picture day: 05/11

**Fall Baseball:**

- Registration opened: 05/19

**Fall Girl's Volleyball:**

- Registration opened: 05/26

**Special Events**

**Independence 5k:**

- Registration Opened: 05/05
  - Early Bird: 05/05-06/02
  - 42 registered as of 06/02
- Sponsorships Total: \$1,100
  - Fleet Feet Sponsorship
    - Prize donations
    - Promote race

**Other**

**Open gyms: Averaged totals per a day**

- Pickle Ball Open Gym- 13
- Open Gym - 19

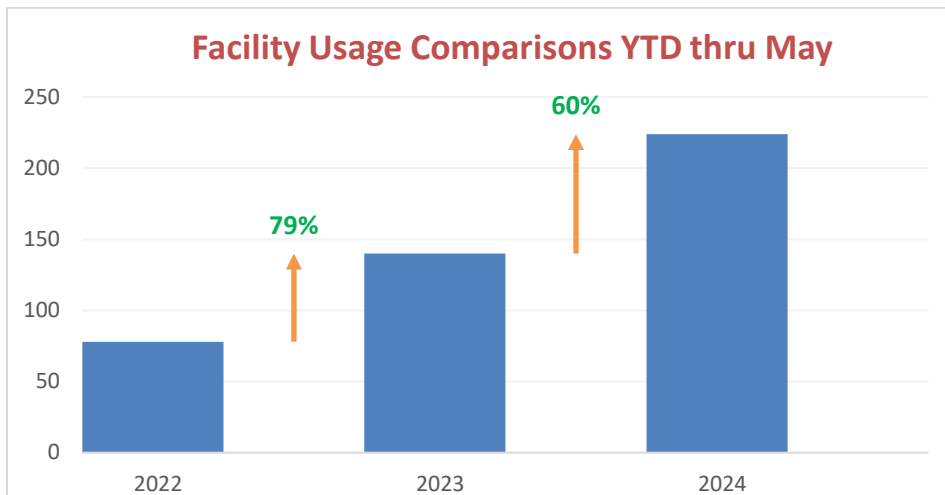
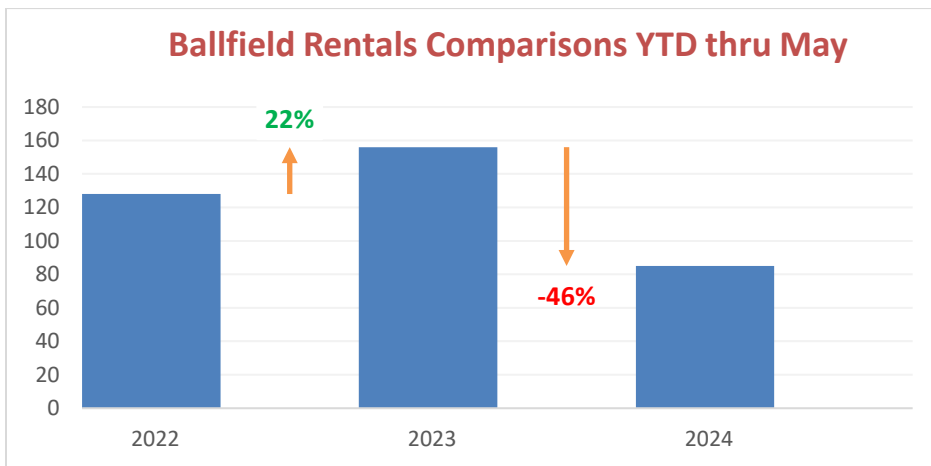
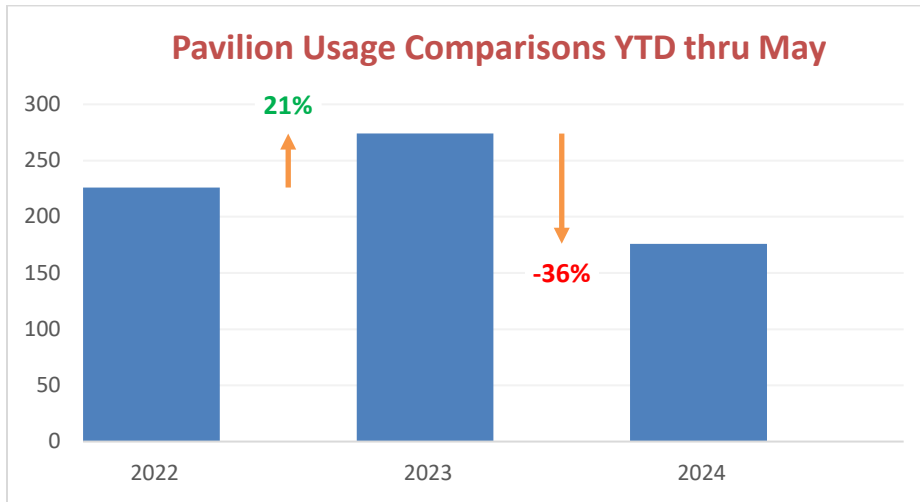
**Social Media**

- Facebook
  - 1,372 Followers
  - Reach: 16,700
  - Total posts: 19
  - Best Performing Posts:
    - Splash Pad Opening Announcement
      - Reach: 12,900
      - Shares: 74

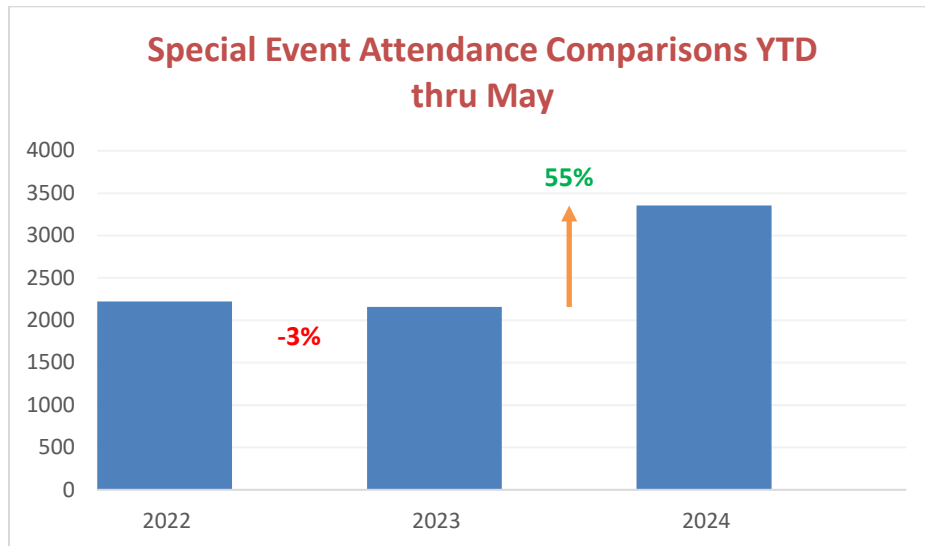
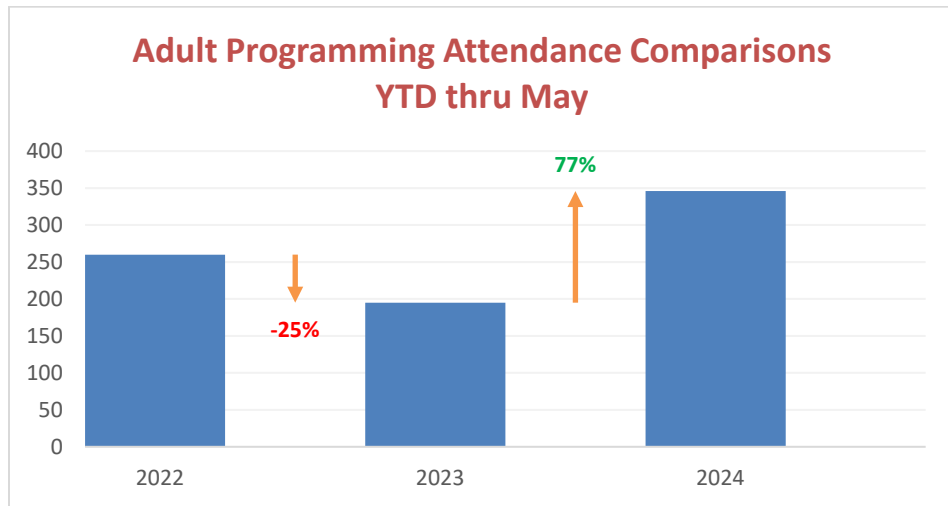
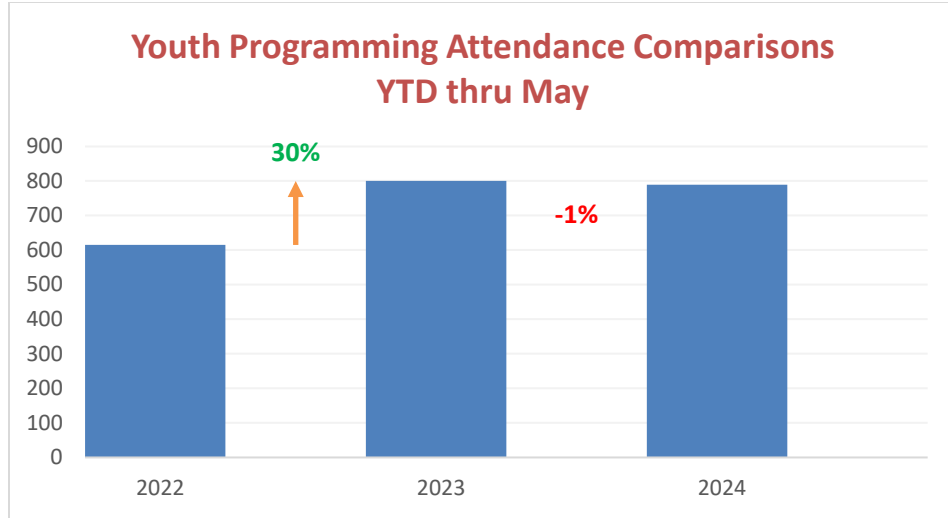


**Parks, Recreation, & Cultural Arts Department  
Monthly Report May 2024**

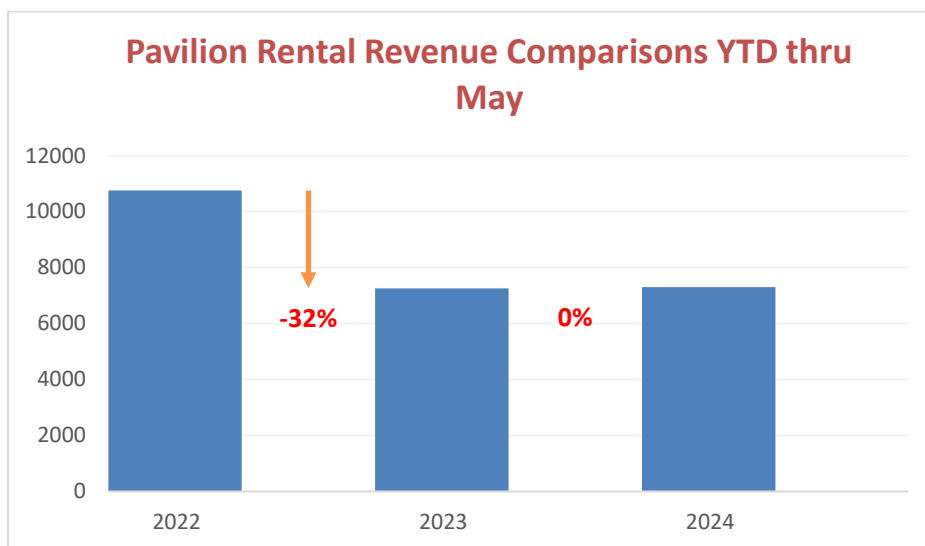
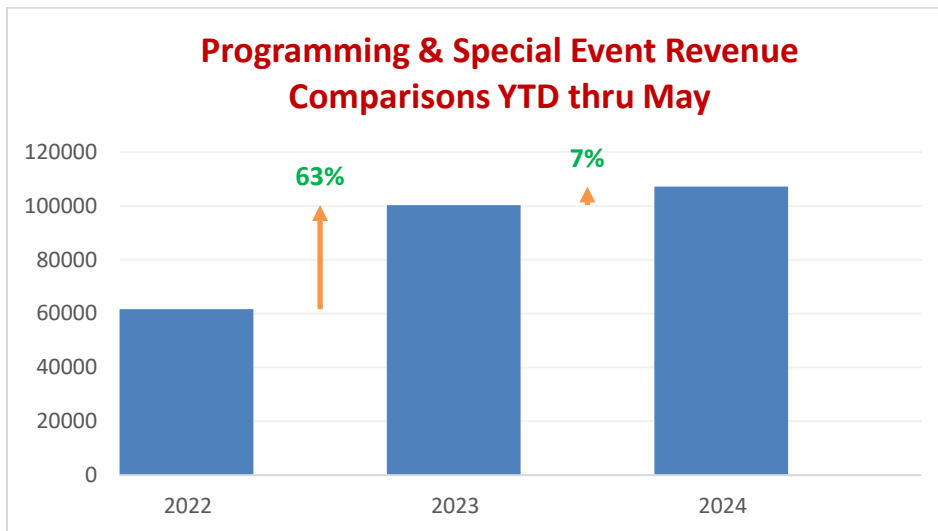
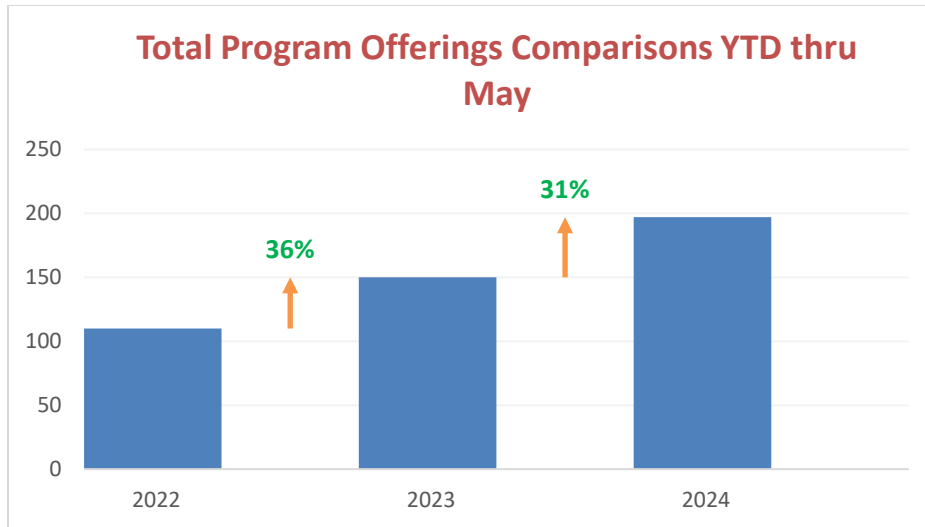
- Fall Baseball Registration Announcement
  - 3,300 Reach
  - 10 Shares



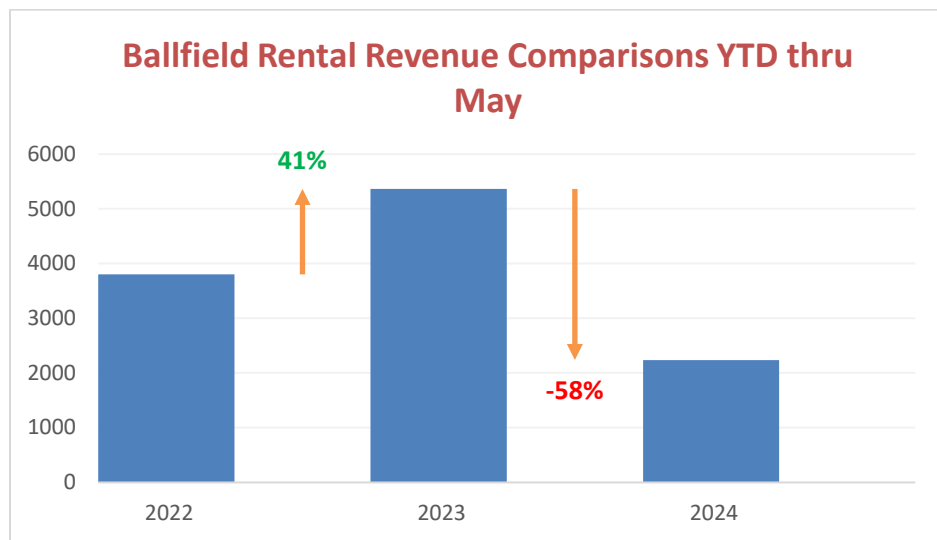
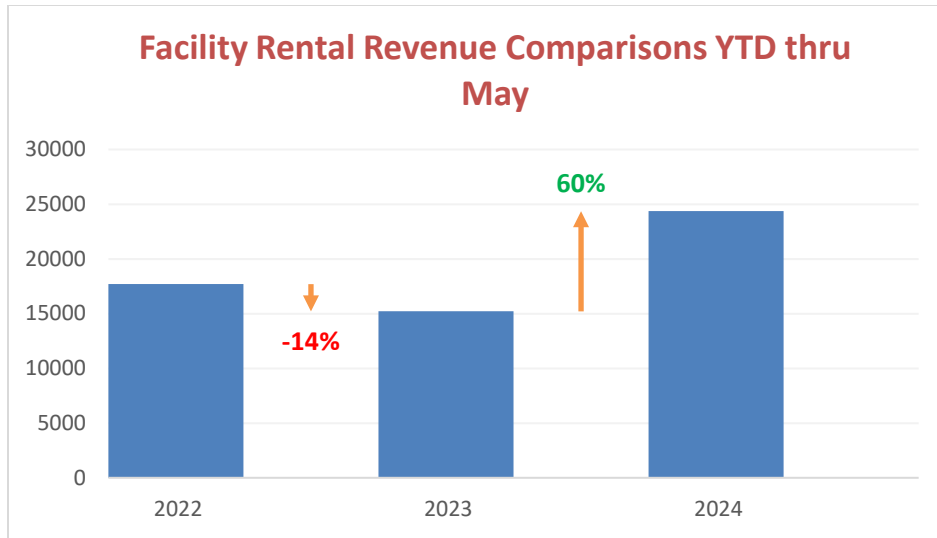
**Parks, Recreation, & Cultural Arts Department  
Monthly Report May 2024**



**Parks, Recreation, & Cultural Arts Department  
Monthly Report May 2024**



**Parks, Recreation, & Cultural Arts Department  
Monthly Report May 2024**



**Maintenance**

- Put down a round of fertilizer on all sports fields. (2,000 lbs.)
- Several man hours working on splash pad.
- Dug and poured five foundations at the cemetery.
- Cut up trees from storms. (Cemetery, Soccer complex, Greenway)
- Big cleanup on the Greenway from flooding.
- Several mowing hours trying to keep up with grass.
- Cleaned out clogged culvert on the Greenway.

**Parks, Recreation, & Cultural Arts Department  
Monthly Report May 2024**

**Museum**

**Volunteers**

The volunteers have been working on displays for the Palmer’s 100<sup>th</sup> Reunion in June. The volunteers have provided the museum with 15 volunteer hours.



**Exhibits** – Celebrating the 100<sup>th</sup> graduating class of WHHS. Additional items are throughout museum.

**Upcoming** – Palmer’s 100<sup>th</sup> Reunion

**Tours at Museum** - Tours were given to walk ins.

**Social Media** – The video series “What is This?” on going on Facebook. Volunteer, Terry Palmer, gives the insight on an artifact that is in the museum.

**Donations** – Jo Sharon Durrett donated 2 quilting frames. One of which will be hanging for display in museum in the future.

**Building Maintenance** – Scheduled and received bids for roof leak.

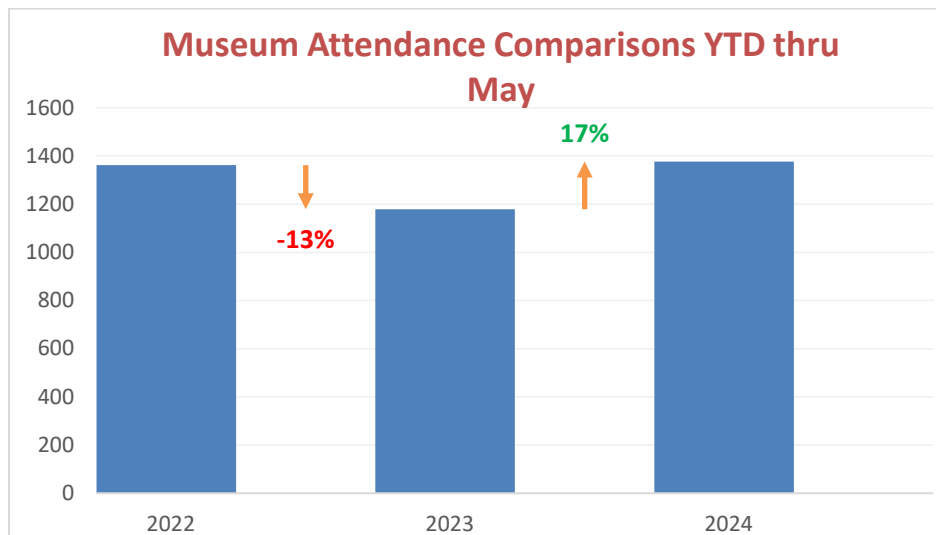
**Events and Meetings Assisted with and/or Attended**

- May 9 – Ribbon Cutting/After Hours Tom Morrison
- May 16 – New Member Breakfast
- May 21 – Power Hour Café 31
- May 23 - #NoFilters Training After Hours
- May 29 – Ribbon Cutting for NP Clinic launching Mental Health Services



**Visitors’ Center and Museum Attendance**

Visitors’ Center Only	Visitors’ Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	7	14	21	

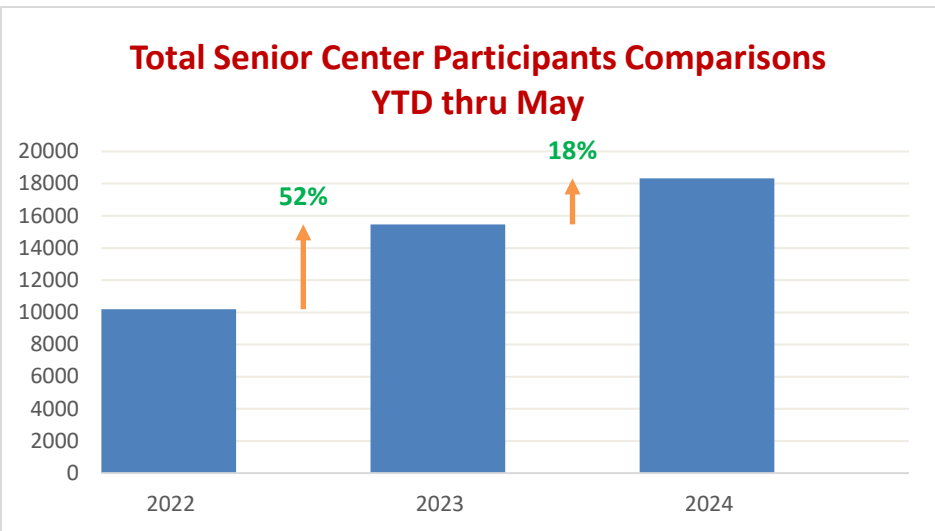
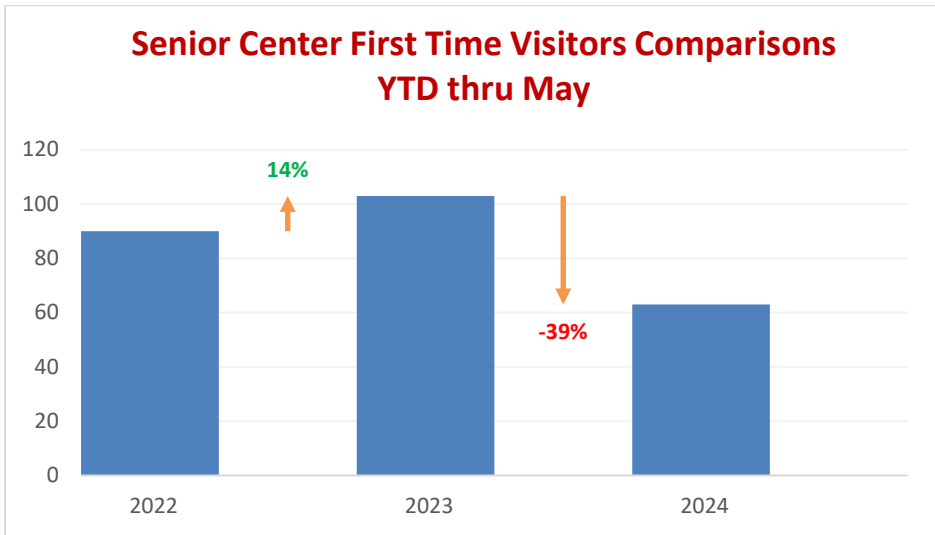
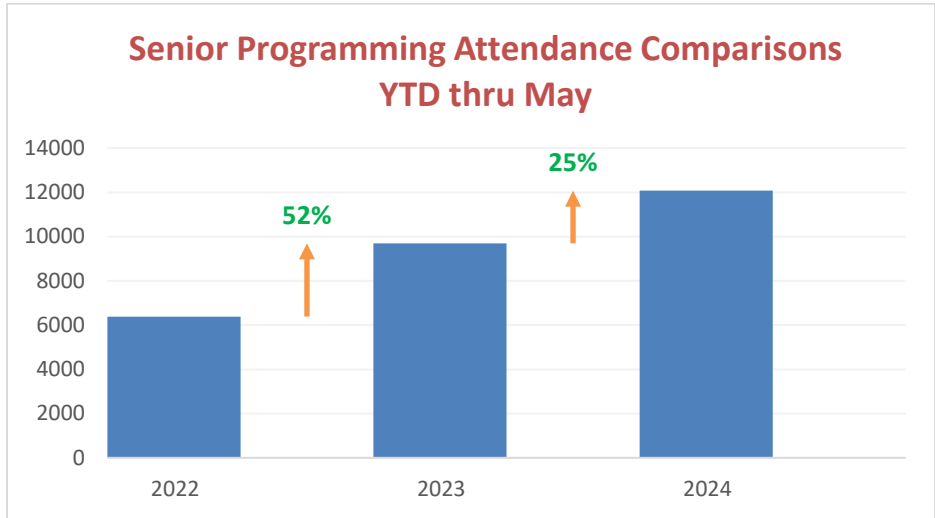


**Parks, Recreation, & Cultural Arts Department  
Monthly Report May 2024**

<b>Senior Center Participation</b>			
<b>Outings:</b>			
<u>Bowling</u>	26		
Montgomery Bell	23		
<b>Total</b>	49		
<b>Events:</b>			
Medicare 101	3		
Dance with Casey	46		
Tea Party	53		
Veterans	24		
Paint w/Nicole	16		
<b>Total</b>	<b>142</b>		
		<b>Sr Meals Wednesdays</b>	
		116	
		115	
		119	
		109	
		112	
		<b>571</b>	<b>TOTAL</b>
<b>Programs:</b>			
Fittercise-Strength, Yoga	524		
Walk	73		
Bingo	48		
Birthday Potluck	48		
Ballroom & Country Western Dance Lessons	2		
Farmers Rummy	12		
Garden Club	15		
Quilting	2		
Meals on Wheels	120		
Bunco/Golf	29		
Bible Study	4		
Crafts	0		
Cards, Games, Pool, Puzzles	153		
Pickle Ball	106		
<b>TOTAL</b>	<b>1136</b>		
<b>MEMBERS</b>	<b>407</b>	Updated members	as of 5/31
<b>1st time visitors</b>	<b>6</b>		
<b>New Members</b>	<b>6</b>		
<b>TOTAL Sr Center Participants:</b>	<b>1396</b>	<b>Total</b>	<b>1898</b>



**Parks, Recreation, & Cultural Arts Department  
Monthly Report May 2024**



	FYE 2021	FYE 2022	FYE 2023
<b>Facility Usage</b>			
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
<b>Programming</b>			
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
<b>Revenues</b>			
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
<b>Maintenance</b>			
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 May 2022	YTD May 2023	May 2024	YTD 23-24
18	20	1	23
14	16	0	14
13	12	3	15
78	112	23	114
121	134	8	33
226	274	34	176
76	74	4	31
2	9	0	2
	57	23	191
78	140	27	224
128	156	2	85
21	29	2	31
278	185	7	212
1,079	994	14	1165
1362	1179	21	1377
615	800	0	789
260	195	12	346
6	10	1	10
2,223	2,158	0	3355
18	20	4	29
2249	2859	407	4162
5	31	6	80
10,192	15,467	1,898	18325
90	103	6	63
24	42	2	29
194	549	49	475
92	130	19	168
6387	9695	1278	12078
43	45	5	47
3611	5243	571	6404
120	435	0	525
110	150	23	197
\$47,393.00	\$70,003.00	\$4,939.00	\$ 70,657.00
\$7,925.00	\$11,580.00	\$565.00	\$ 12,800.00
\$1,790.00	\$1,390.00	\$1,210.00	\$ 2,495.00
\$10,252.50	\$17,383.50	\$1,903.00	\$ 21,297.00
\$10,755.00	\$7,265.00	\$2,085.00	\$ 7,300.00
\$17,694.25	\$15,205.75	\$3,325.00	\$ 24,358.75
\$3,803.00	\$5,363.50	\$60.00	\$ 2,238.00
\$13,666.50	\$28,419.50	\$0.00	\$ 16,698.50
\$23,764.31	\$6,263.20	\$1,098.83	\$ 9,787.94
1514.25	1277.5	185	1310
13	21	1	16
12	20	1	16
29	8	0	16
27	8	0	15
156	296	77	357
100	42	30	102

## **White House Library May Monthly Report**

### **Summary of Activities**

The library director attended the HVAC Bid review and turned in her sheets evaluating the companies that submitted HVAC bids.

The library director met with the regional director to do her annual consultation. During this meeting the two talked about different library related topics.

The library board met on May 9<sup>th</sup>. The board reviewed progress made on the library long range goals, the director's goals, the state standards and an update on the new security gate installation. The marketing committee also discussed updates on the Fandom Fair, patron survey and marketing plan.

On May 14<sup>th</sup> the library director attended the Board of Mayor and Aldermen special study session. The BMA reviewed the proposed budget for fiscal year 2024-2025. The library director presented on her part of the budget which included everything the library board discussed at their January meeting.

The library director attended the Board of Mayor and Aldermen meeting on May 23<sup>rd</sup>. The board voted on the first reading of the proposed budget and it was approved.

The library director did a Clifton strengths assessment test and discussed the results with strengths coach Brianna Campbell on May 24<sup>th</sup>. The purpose of this assessment was to identify the director's top strengths, learn ways to better apply those strengths and not to fall into any pitfalls when doing so. The director will meet again with Brianna after three weeks to see where she is at with the goals that were set in the first meeting in regards to how to apply these strengths.

The library director met one-on-one with each of her staff during the last week of May. At these meetings she went over the progress on their goals as well as their assigned tasks for Fandom Fair.

The assistant director conducted interviews for the summer reading internship. Eight teens were selected for this unpaid internship. Those selected came in the last week of May for training as their internship will start the first week of June and end in July.

The new security gates were installed on May 28<sup>th</sup>. However, one of the gates had a crack in the panel. The company went ahead and installed all three gates, but a new panel will be sent and installed to replace the broken one at a later date.

The library director and rest of the staff worked on getting ready for the Fandom Fair throughout the month of May since it will take place the first week of June. The program staff also worked on getting everything ready for Summer Reading which will start on June 3<sup>rd</sup>.

### **Department Highlights**

The highlight for the month was all the planning and prep work that was done behind the scenes to prepare for Summer Reading and Fandom Fair.

**White House Public Library  
May 2024 Performance Measures**

**Official Service Area Populations**

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

**Membership**

May	2020	2021	2022	2023	2024
<b>New Members</b>	7	91	116	124	155
<b>Updated Members</b>	58	333	366	243	395
<b>Yearly Totals</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Total Members</b>	9,496	7,027	7,125	7,442	8,098
<b>% of population with membership</b>	66	49	48	49	53

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

**Total Material Available:** 39,782

**Estimated Value of Total Materials:** \$994,550

**Total Materials Available Per Capita:** 2.63

**Last Month:** \$993,200

**Last Month:** 2.63

**State Minimum Standard:** 2.00

**Materials Added in May**

2020	2021	2022	2023	2024
145	339	228	213	183

**Yearly Material Added**

2020	2021	2022	2023	2024
3,025	3,035	3,573	2,641	727

**Physical Items Checked Out in May**

2020	2021	2022	2023	2024
1,141	4,329	6,616	6,544	6,683

**Cumulative Physical Items Check Out**

2020	2021	2022	2023	2024
50,042	59,515	80,653	81,667	32,577

**Miscellaneous item checkouts**

May	2020	2021	2022	2023	2024
<b>Technology Devices</b>	13	54	71	65	80
<b>Study Rooms</b>	0	25	42	73	58
<b>Games and Puzzles</b>	8	124	134	119	137
<b>Seeds</b>	5	147	171	95	117
<b>STEAM Packs</b>	31	0	0	21	31
<b>Cake Pans</b>	0	0	15	2	4
<b>Outdoor Items</b>	*	*	*	9	12
<b>Honor Books</b>	*	*	*	4	4
<b>Adult Kits</b>	*	*	*	*	8
<b>Museum Passes</b>	*	*	*	*	16

**Yearly Totals**

2020	2021	2022	2023	2024
381	725	743	794	352
305	395	746	888	374
955	1,263	2,060	1,855	847
302	878	883	767	695
25	160	234	351	148
28	21	69	45	40
*	*	17	59	38
*	*	19	104	28
*	*	*	*	23
*	*	*	*	17

**Library Services Usage**

May	2020	2021	2022	2023	2024
<b>Test Proctoring</b>	195	0	0	21	14
<b>Charging Station</b>	0	6	2	1	2
<b>Notary Services</b>	1	9	13	6	26
<b>Library Visits</b>	0	2,725	3,884	4,255	3617*
<b>Website Usage</b>	1,088	2,238	2,472	4,581	959
<b>Reference Questions</b>	11	5	1	3	5

**Yearly Totals**

2020	2021	2022	2023	2024
74	108	61	54	53
47	45	21	16	6
88	144	135	167	76
30,007	38,913	48,253	48,053	19,699
17,977	27,907	33,678	36,648	4,473
60	73	31	37	25

**Computer Users**

May	2020	2021	2022	2023	2024
<b>Wireless</b>	41	250	472	318	405
<b>Adult Users</b>	13	142	224	196	199
<b>Kids Users</b>	0	72	319	199	132

**Yearly Computer Users**

2020	2021	2022	2023	2024
3,829	3,878	4,544	4,338	1,710
2,138	2,235	2,608	2,255	1,016
427	957	2,987	2,030	669

**Library Volunteers**

May	2020	2021	2022	2023	2024
<b>Library Volunteers</b>	1	6	9	14	3
<b>Volunteer Hours</b>	20	127	146	61.5	33

**Yearly Totals**

19-20	20-21	21-22	22-23	23-24
36	20	48	54	43
1,286	1,204	1,492.5	1,227	496.5

**White House Public Library  
May 2024 Performance Measures**

**Databases**

Universal Class	May	2020	2021	2022	2023	2024
Sign ups	0	10	13	18	22	4
Courses started	1	53	39	2	24	16
Lessons viewed	3	1,771	1,008	876	419	335
Submissions	3	800	515	465	559	411

Coding	May
Logins	3
Hours	1.8
Tasks	0

2023	2024
31	33
19.6	27.2
29	116

Comics Plus	May	2024
Users	10	10
Checkouts	42	42

Kanopy	May	2023	2024
Visits	463	2,350	2,390
Plays	31	608	530
Accounts	6	89	29

**Programs**

1,000 books	2020	2021	2022	2023	2024
Monthly Sign-ups	1	1	3	2	0
Total program Sign-ups	83	84	113	145	69

Achievements	
500 Mark	0
Total Completion	0

We did a purge of participants that have aged out of the program.

**Face-to-face Kids Programs**

May	2020	2021	2022	2023	2024
Programs	0	5	9	11	10
Attendees	0	32	200	180	179
Yearly	2020	2021	2022	2023	2024
Programs	43	91	136	129	62
Attendees	1,185	2,167	3,646	3,805	1,337

**Grab & Go Kits**

May	2020	2021	2022	2023	2024
Kits	0	5	0	0	0
Taken	0	147	0	0	0
Yearly	2020	2021	2022	2023	2024
Kits	38	44	7	7	0
Taken	1094	1,699	334	184	0

**Teen/tween Face-to-Face Programs**

May	2020	2021	2022	2023	2024
Programs	0	4	8	10	8
Attendees	0	16	46	36	21
Yearly	2020	2021	2022	2023	2024
Programs	11	43	98	112	52
Attendees	77	370	437	361	137

**Teens Programs**

May	2024
Programs	2
Attendance	1
Yearly	
Programs	10
Attendance	13

**Grab & Go**

May	2020	2021	2022	2023	2024
Kits	0	3	0	0	0
Taken	0	25	0	0	0
Yearly	2020	2021	2022	2023	2024
Kits	13	24	7	10	0
Taken	152	409	151	100	0

We are trying to hold teen only programs and are hoping those will start to draw more attendance.

**Face-to-face Adult Programs**

May	2020	2021	2022	2023	2024
Programs	0	4	6	7	12
Attendees	0	20	43	33	79
Yearly	2020	2021	2022	2023	2024
Programs	42	63	75	107	63
Attendees	214	351	377	589	454

**Device Advice**

May	2020	2021	2022	2023	2024
Sessions	42	8	14	12	4
Yearly	51	81	131	49	62
Passive					
April	*	0	0	0	0
Yearly	*	0	20	0	0

**Interlibrary Loan Services**

May	2020	2021	2022	2023	2024
Borrowed	0	52	90	75	29
Loaned	0	20	35	5	68

**Yearly Interlibrary Loan Services**

2020	2021	2022	2023	2024
534	673	872	597	259
151	226	317	184	188

May	R.E.A.D.S
Adults	2462
Juvenile	162

Yearly Totals	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Adults	23,138	19,466	21,110	25,066	27,012
Juvenile	1,189	1,032	2,013	1,788	2,086

The READS statistics come from the state.

**CITY COURT REPORT**

**May 2024**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$3,712.75
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$58,339.50</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$6,079.05
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$25,920.60</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$9,791.80</u>
<b>TOTAL REVENUE YTD</b>	<b>\$84,260.10</b>

**DISBURSEMENTS**

LITIGATION TAX	\$299.11
DOS/DOH FINES & FEES	\$116.85
DOS TITLE & REGISTRATION	\$28.50
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>\$444.46</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$8,802.25</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$9,347.34</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$75,457.85</b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$381.42</u>
<b>DRUG FUND DONATIONS YTD</b>	<b>\$5,398.29</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Careless Driving		
Financial Responsibility Law	8	\$472.50
Registration Law	8	\$387.50
Improper Equipment		
Texting/Hands Free Law	2	\$60.00
Codes Violation	1	\$82.50
DL Exhibited		
Red Light	6	\$605.00
Misc-Old DUI	1	\$370.25
Stop Sign	1	\$55.00
Speeding	12	\$1,335.00
Seat Belt-Child Restraint	1	\$30.00
Following Too Close		
Exercise Due Care	7	\$275.00
Failure to Yield		
Total	47	\$3,672.75