



# **City Administrator Report: May 2022**

**Administrative & Legislative Services Department**  
**May 2022**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- May 2:
  - Department Head Staff Meeting
  - CPACE Program
  - Study Session- Budget
- May 4:
  - CPACE Program
  - Training for TDEC's Grant Management System
- May 9:
  - Bid Opening for Tennis Court
  - Mayor Update Meeting
- May 10:
  - Mid-TN TCMA Luncheon
  - Tour of Tate Ornamental Facility
- May 12:
  - Ribbon Cutting for Wreck Room
  - Leisure Services Board Meeting
  - Library Board Meeting
- May 16:
  - Department Head Staff Meeting
  - Americana Celebration Meeting
- May 17:
  - Chamber Luncheon- Sumner County Tourism
  - Police Department Awards Banquet
  - Board of Zoning Appeals
- May 18:
  - RTA Board Meeting
  - GNRC Transportation Policy Board
  - Economic Development Team Meeting
- May 19:
  - Community Development and Infrastructure Committee
  - Board of Mayor and Alderman Meeting
- May 22:
  - ICSC 2022
- May 23:
  - ICSC 2022
- May 24:
  - ICSC 2022
- May 25:
  - ICSC 2022
- May 30:
  - Memorial Day Ceremony
- May 31:
  - Meet and Greet for Alderman Carlos Payne

**Administrative & Legislative Services Department  
May 2022**

**Performance Measurements**

**Finance Update**

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2021-2022.

<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	\$21,172,626	\$ 17,718,949	↓7.98
Industrial Development	\$77,000	\$ 63,358	↓9.38
State Street Aid	\$550,000	\$ 508,113	↑0.35
Parks Sales Tax	\$2,105,361	\$ 1,425,093	↓23.98
Solid Waste	\$1,175,418	\$ 1,034,148	↓3.68
Parks Impact Fees	\$16,000	\$ 16,000	↑8.33
Police Impact Fees	\$42,500	\$ 40,494	↑3.61
Fire Impact Fees	\$125,000	\$ 22,069	↓74.00
Road Impact Fees	\$235,000	\$ 235,000	↑8.33
Police Drug Fund	\$4,500	\$ 2,000	↓47.22
Debt Services	\$1,293,500	\$ 1,111,574	↓5.73
Wastewater	\$20,375,057	\$ 16,525,505	↓10.55
Dental Care	\$72,500	\$ 69,480	↑4.16
Stormwater Fund	\$1,491,663	\$ 1,001,382	↓24.53
Cemetery Fund	\$78,890	\$ 77,446	↑6.50

\*Expended/Encumbered amounts reflect charges from July 1, 2021 – June 30, 2022.

**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 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	325	261	269	346	362
August	132	128	106	151	166
September	98	106	98	126	119
October	98	79	97	91	147
November	103	72	78	120	125
December	73	71	58	72	104
January	117	123	81	122	177
February	105	75	93	119	113
March	145	106	107	131	142
April	105	154	85	138	185
May	153	133	82	129	121
June		47	45	50	52
<b>Total</b>	<b>1,454</b>	<b>1,355</b>	<b>1,199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>May 2022</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>Total for FY22</b>	<b>Total for FY21</b>	<b>Total for FY20</b>
Purchase Orders \$0-\$9,999	151	1,389	1281	1132	\$1,600,423.62	\$1,482,989.65	\$1,275,419.16
Purchase Orders \$10,000-\$24,999	1	24	29	34	\$404,406.65	\$417,161.17	\$551,938.89
Purchase Orders over \$25,000	1	40	45	33	\$11,687,700.37	\$11,050,535.17	\$4,035,346.92
<b>Total</b>	<b>153</b>	<b>1,453</b>	<b>1355</b>	<b>1199</b>	<b>\$13,427,730.03</b>	<b>\$12,367,741.04</b>	<b>\$5,862,704.97</b>

**Administrative & Legislative Services Department  
May 2022**

**Website Management**

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

	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits
<b>July</b>	54	15	152	61	32,401	11,536	1,164,517	1,080,668
<b>August</b>	66	20	126	133	25,635	9,145	752,932	835,519
<b>September</b>	48	17	43	22	24,833	8,335	679,248	214,406
<b>October</b>	52	10	78	86	23,816	8,390	386,735	864,091
<b>November</b>	63	174	56	40	23,022	7,587	695,971	812,527
<b>December</b>	39	13	156	82	22,904	17,483	847,724	1,055,111
<b>January</b>	56	108	67	68	26,942	17,123	720,531	934,562
<b>February</b>	52	135	22	40	23,253	19,796	N/A	762,985
<b>March</b>	57	39	85	61	30,026	22,930	N/A	879,671
<b>April</b>	68	101	43	56	31,127	20,881	N/A	820,505
<b>May</b>	54	38	27	29	31,335	23,514	5,998	946,897
<b>June</b>		214	48	123		30,909	10,251	901,328
<b>Total</b>	<b>609</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>295,285</b>	<b>197,629</b>	<b>5,263,907</b>	<b>9,053,159</b>

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

	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
<b>July</b>	8	45	19
<b>August</b>	9	44	21
<b>September</b>	13	19	21
<b>October</b>	6	40	12
<b>November</b>	6	29	13
<b>December</b>	10	10	15
<b>January</b>	18	11	23
<b>February</b>	9	20	70
<b>March</b>	14	11	69
<b>April</b>	11	7	41
<b>May</b>	10	11	29
<b>June</b>		11	36
<b>Total</b>	<b>114</b>	<b>258</b>	<b>369</b>

	FY22 # of Request	FY21 # of Request	FY20 # of Request
<b>July</b>	38	20	36
<b>August</b>	54	27	39
<b>September</b>	46	16	18
<b>October</b>	64	15	40
<b>November</b>	19	20	27
<b>December</b>	42	27	20
<b>January</b>	41	18	24
<b>February</b>	41	72	41
<b>March</b>	38	36	34
<b>April</b>	26	26	35
<b>May</b>	39	48	26
<b>June</b>		58	28
<b>FY Total</b>	<b>448</b>	<b>383</b>	<b>356</b>

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

**Administrative & Legislative Services Department  
May 2022**

**White House Farmers Market**

The market is closed for the season. The reopening of the market will be in May 2022.

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	0	0
<b>February</b>	4	\$150
<b>March</b>	3	\$360
<b>April</b>	5	\$1,260
<b>May</b>	2	\$60
<b>June</b>	0	0
<b>July</b>	0	0
<b>August</b>	0	0
<b>September</b>	0	0
<b>October</b>	0	0
<b>November</b>	0	0
<b>December</b>	0	0
<b>Total</b>	<b>14</b>	<b>\$1,830</b>

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Took down and stored Christmas decorations
- Deiced City Hall and Library Complex during winter weather events

	<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>2016 – 2017 Work Order Requests</b>
<b>July</b>	19	11	10	22	21	27
<b>August</b>	8	27	10	26	24	28
<b>September</b>	12	9	13	19	22	13
<b>October</b>	10	6	7	14	18	12
<b>November</b>	23	16	7	18	34	12
<b>December</b>	17	19	3	8	19	9
<b>January</b>	6	11	16	14	16	23
<b>February</b>	8	16	18	7	21	6
<b>March</b>	14	12	11	7	17	16
<b>April</b>	13	17	2	12	25	14
<b>May</b>	20	25	11	6	26	27
<b>June</b>		31	10	9	23	14
<b>Total</b>	<b>150</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
April 2022**

**Finance Section**

During April the Finance Office continued scanning thousands of documents to reduce physical document storage space, continued collecting the current year property taxes, continued working on FYE 6/30/2023 budget tasks, and began training / planning for new utility customer application process changes. The cumulative total of real estate and personal property taxes for the 2021 tax year billed is approximately \$5 million. As of April 30<sup>th</sup>, approximately \$4.90 million (98.0%) of the 2021 property taxes were collected. Members of the Finance Office participated in the following events during the month:

- April 5: MTAS Training – Natural Gas 101
- April 12: Cemetery Board meeting
- April 21: Review FY 2023 budget with City Administrator
- April 21: Monthly BMA meeting
- April 25: SLFRF P&E Report Portal (U.S. Treasury) webinar

**Performance Measures**

**Utility Billing**

	<b>April 2022</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>New Builds (#)</b>	31	205	357	171	62	102
<b>Move Ins (#)</b>	72	821	737	649	534	553
<b>Move Outs (#)</b>	68	748	743	602	534	576
<b>New customer signup via email (#)</b>	33	340	300	127	104	163
<b>New customer signup via email (%)</b>	32%	33%	27%	15%	17%	25%

**Business License Activity**

	<b>April 2022</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>Opened</b>	12	77	76	69	75	72
<b>Closed (notified by business)</b>	1	6	6	10	9	18
<b>Closed (uncollectable)</b>	0	0	0	0	0	199

**Accounts Payable**

	<b>April 2022</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>Total # of Invoices Processed</b>	330	3487	4079	4003	3940	4437

**Finance Department  
April 2022**

**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	10,409,165	3,122,750	3,159,225	30%
Cemetery Fund	45,261	13,578	289,030	639%
Debt Services	1,217,528	365,258	1,617,588	133%
Dental Care Fund	39,361	11,808	199,582	507%
Roads Impact Fees	105,396	31,619	344,576	327%
Parks Impact Fees	109,476	32,843	364,540	333%
Police Impact Fees	77,976	23,393	357,298	458%
Fire Impact Fees	26,904	8,071	214,322	797%
Industrial Development	76,063	22,819	95,963	126%
Parks Sales Tax	988,260	296,478	993,818	101%
Police Drug Fund	5,048	1,514	35,593	705%
Solid Waste	1,065,400	319,620	570,118	54%
State Street Aid	418,172	125,452	258,808	62%
Stormwater Fund	964,600	289,380	1,467,360	152%
Wastewater	5,579,100	1,673,730	6,419,864	115%

*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 2021-2022.

<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	10,409,165	9,874,305	↑ 11.53%
Cemetery Fund	45,261	61,800	↑ 53.21%
Debt Services	1,217,528	1,168,973	↑ 12.68%
Dental Care	39,361	32,659	↓ 0.36%
Roads Impact Fees	105,396	114,688	↑ 25.48%
Parks Impact Fees	109,476	98,095	↑ 6.27%
Police Impact Fees	77,976	95,517	↑ 39.16%
Fire Impact Fees	26,904	56,687	↑ 127.37%
Industrial Development	76,063	96,758	↑ 43.87%
Parks Sales Tax	988,260	765,623	↓ 5.86%
Police Drug Fund	5,048	6,600	↑ 47.41%
Solid Waste	1,065,400	919,110	↑ 2.94%
State Street Aid	418,172	372,201	↑ 5.67%
Stormwater Fund	964,600	846,969	↑ 4.47%
Wastewater	5,579,100	4,989,489	↑ 6.10%

\*Realized amounts reflect revenues realized from July 1, 2021—April 30, 2022

**Human Resources Department  
April 2022**

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

- April 04: WHPD Annual Awards Meeting
- April 05: Chamber Board Orientation and Meeting
- April 13: Municipal Management Academy Level I Course
- April 14: Chamber of Commerce Ribbon Cutting for Woodgrain
- April 18: Story Book Ribbon Cutting - Sonic Trailhead
- April 19: Chamber of Commerce Luncheon - Non-Profit Showcase

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	0	0	0	0
August	0	0	0	0
September	0	1	1	0
October	1	0	0	0
November	0	1	0	0
December	0	0	0	0

Three-year average: 6.67

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January	0	1	1	1
February	1	0	3	0
March	0	2	0	0
April	0	1	2	0
May		0	1	0
June		3	0	2
<b>Total</b>	<b>2</b>	<b>9</b>	<b>8</b>	<b>3</b>

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	0	1	1	3
August	1	1	0	0
September	0	1	0	0
October	1	1	1	1
November	1	3	1	0
December	0	0	0	0

Three-year average: 5.67

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January	0	0	1	0
February	0	0	0	0
March	1	0	0	0
April	1	0	0	1
May		0	0	1
June		0	0	0
<b>Total</b>	<b>5</b>	<b>7</b>	<b>4</b>	<b>6</b>



**Human Resources Department  
April 2022**

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	1	1	1	0
August	1	1	1	1
September	2	0	2	2
October	0	0	3	0
November	0	1	2	1
December	1	2	1	0

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January	4	2	2	1
February	2	0	1	0
March	3	0	1	0
April	2	2	0	0
May		0	2	5
June		3	2	1
<b>Total</b>	<b>16</b>	<b>12</b>	<b>18</b>	<b>11</b>
<b>Percentage</b>	<b>15.53%</b>	<b>11.65%</b>	<b>17.48%</b>	<b>11.34%</b>

Current year turnovers that occurred within 90 day probationary period: 1

Three-year average: 13.49%

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	0	1 (T)	0	0
August	0	0	2 (S)	0
September	0	0	0	1 (T)
October	0	0	0	0
November	0	0	1 (S)	0
December	0	1 (T)	0	0

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January	1 (T)	1 (T)	0	1 (T)
February	0	0	0	0
March	0	0	0	1 (S)
April	0	0	0	0
May		0	0	1 (T)
June		0	1 (T)	0
<b>Total</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>7</b>

Three-year average: 4.6667

**Police Department  
April 2022**

**Meetings/Civic Organizations**

➤ **Chief Brady attended the following meetings in April:** Department Head Staff Meeting (April 4<sup>th</sup> & 18<sup>th</sup>), Beer Board Meeting (April 5<sup>th</sup>), White House Rotary Club Meeting (April 7, 14, 21 & 28<sup>th</sup>), Planning Commission (April 11<sup>th</sup>), Robertson County Chief's Meeting (April 12<sup>th</sup>), Leadership Sumner Adult Law Luncheon (April 13<sup>th</sup>), Sumner County Drug Task Force Meeting (April 20<sup>th</sup>), White House Rotary (Tal Plumlee) Golf Tournament (April 21<sup>st</sup>), Board of Mayor & Alderman Meeting (April 21<sup>st</sup>), White House Police Department Command Staff Meeting (April 27<sup>th</sup>) and New Hire Testing (April 28<sup>th</sup>).

➤ **Police Department Administration Performance Measurements**

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

Susan Johnson, Accreditation Manager, has started our 4<sup>th</sup> edition of our TLEA program into PowerDMS which includes 164 standards. Susan is still getting proofs for 2021 and she has done 40 proofs for 2022. She attended the LEACT Conference in Chattanooga on April 27-29.

1. Our department training goal is that each police employee receives 40 hours of in-service training each year. The White House Police Department has 27 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,080 hours of training per calendar year.

<b>Month</b>	<b>Admin Training Hours</b>	<b>Patrol Training Hours</b>	<b>Support Services Training Hours</b>	<b>Total Training Hours</b>
<b>January</b>	<b>0</b>	<b>105</b>	<b>0</b>	<b>105</b>
<b>February</b>	<b>0</b>	<b>49</b>	<b>16</b>	<b>65</b>
<b>March</b>	<b>15</b>	<b>41.4</b>	<b>0</b>	<b>56.4</b>
<b>April</b>	<b>3</b>	<b>222</b>	<b>14</b>	<b>239</b>
<b>Total</b>	<b>18</b>	<b>417.4</b>	<b>30</b>	<b>465.4</b>

**Patrol Division Performance Measurements**

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 676 shifts during the Fiscal Year 2021-2022. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.***

<b>Number of Officers on Shift</b>	<b>April 2022</b>	<b>FY 2021-22</b>
<b>Three (3) Officers per Shift</b>	51	468
<b>Four (4) Officers per Shift</b>	9	142

1. ***Acquire and place into service two Police Patrol Vehicles.*** We ordered three 2021 Police Interceptors from Lonnie Cobb Ford. We have received two of the new cars. Both cars have been equipped and Striped and are in service. We have one car we are still waiting for.
2. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2021-2022.*** Compliance Checks were conducted in March. We had four businesses fail: Colorado Grill, Tavern 76, Love's Truck Stop and Cracker Barrel. **Complete.**
3. ***Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1, 000 population during the calendar year of 2022.***

**Police Department  
April 2022**

Group A Offenses	April 2022	Per 1,000 Pop.	Total 2022	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons	12	1	50	4
Crimes Against Property	25	2	96	7
Crimes Against Society	35	3	146	11
<b>Total</b>	72	6	292	23
<b>Arrests</b>	41		189	

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

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

	April 2022	TOTAL 2022
<b>Traffic Crashes Reported</b>	36	160
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	79	324
<b>Written Warnings</b>	40	109
<b>Verbal Warnings</b>	267	959

5. *Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2021.*

COLLISION RATIO				
<u>2022</u>	<u>COLLISIONS</u>	<u>INJURIES</u>	<u>MONTHLY RATIO</u>	<u>YEAR TO DATE</u>
<b>April</b>	36	2 YTD 12	6%	8% YTD 160

**Traffic School:** There was no Traffic School in April.

**Staffing:**

- Ofc. Terry Brown (TJ) is currently on FTO and will be deployed in the next couple of months for eight months.
- We had New Officer testing on April 28<sup>th</sup>. Oral Board for three applicants will be held on May 12<sup>th</sup>.
- We currently have 5 positions open and are continuing to accept applications.

**K-9:** Ofc. Jason Ghee and K-9, Kailee attended their monthly training.

**Sumner County Emergency Response Team:**

- April 13<sup>th</sup> – April 15<sup>th</sup> – ERT held a 3 Day Spring Training. They conducted marksmanship Fundamentals, night vision qualification, room clearing exercises, force – on – force scenarios, bus assaults and vehicle takedowns.
- April 28<sup>th</sup> – ERT executed a high-risk narcotics search warrant in Gallatin. Investigators made 3 arrests and recovered a small amount of heroin, several ounces of meth, several pounds of marijuana, ecstasy pills and a few firearms.

**Police Department  
April 2022**

**Support Services Performance Measurements**

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

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

2022 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
<i>April</i>		

**Communications Section**

	April	Total 2022
Calls for Service	909	3,822
Alarm Calls	25	153

**Request for Reports**

	April	FY 2021-22
Requests for Reports	22	147
Amount taken in	\$14.55	\$100.35
Tow Bills	\$175.00	\$175.00
Emailed at no charge	9	164
Storage Fees	\$0.00	\$0.00

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

- April 4<sup>th</sup>- Sgt. Brisson attended Operation Hands Free Press event in Metro Nashville. Sgt. Brisson also participated in the Hands-Free enforcement with Metro Nashville PD.
- April 11<sup>th</sup> – Sgt. Brisson dropped off over 100 Slow Down TN signs to AAA office in Hendersonville.
- April 15<sup>th</sup> – Sgt. Brisson dropped off a Hands-Free TN Banner to the Tennessee Welcome Center on I 65.
- April 19<sup>th</sup> – Sgt. Brisson attended a Metro Nashville Driving Taskforce Meeting at Metro Midtown.

***Volunteer Police Explorers:*** Nothing to report at this time.

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

**Crime Prevention/Community Relations Performance Measurements**

1. **Teach D.A.R.E. Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.** Sgt. Enck is instructing 7 D.A.R.E. classes at White House Middle School with approximately 155 students. He teaches classes on Monday and Tuesdays of each week. Graduation is scheduled for May 5<sup>th</sup>, 2022.
2. **Plan and coordinate Public Safety Awareness Day as an annual event.** Discover White House Expo & Safety Day date will be announced at a later date.
3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.** 2022 Citizen's Police Academy was cancelled.

**Police Department  
April 2022**

4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
- April 14<sup>th</sup> – Sgt. Enck instructed White House Heritage High School S.P.E.A.R.E. for approximately 35 girls. Sgt. Brisson and Ofc. Loveday assisted.
  - April 21<sup>st</sup> – Sgt. Enck disseminated DEA Drug Take Back Fliers to local pharmacies and doctor offices.
  - April 21<sup>st</sup> – Sgt. Enck handed out over 30 badges and ice cream coupons at the park for a home school group.
  - April 22<sup>nd</sup> – Officer Waller worked Community Christian High School Prom.
  - April 30<sup>th</sup> – Sgt. Enck and Det. Anglin worked the National DEA Drug Take Back. They collected 145 lbs of drugs at Kroger. Combined with the 112lbs collected in the Police Department Lobby, we collected a total of 257 lbs of drugs.

**Special Events:** *WHPD Officers participated in the following events during the month of April:*  
Nothing at this time.

**Upcoming Events:**

- D.A.R.E. Graduation (May 5<sup>th</sup>)
- S.P.E.A.R.E – White House High (May 13<sup>th</sup>)
- Realtor Safety – (May 19<sup>th</sup>)
- #No Filter (June 17<sup>th</sup>)
- Cool off with a Cop (June 22)
- Americana (July 9<sup>th</sup>)

<b><i>2022 Participation in Joint Community Events</i></b>		
	<b><u>April</u></b>	<b><u>Year to Date</u></b>
<b>Community Activities</b>	5	21

**Fire Department  
April 2022**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 150 requests for service during the month with 107 responses being medical emergencies. The Department also responded to 7 vehicle accidents; 2 accidents reported patients being treated for injuries, and 5 accidents reported with no injuries and 2 kitchen fires with minimal damage. Of the 150 responses in the month of April there were 14 calls that overlapped another call for service that is 9.33% of our responses. That brings the overlapping call volume for FY21-22 to 17.06%.

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 March from dispatch to on scene time averaged was, five minutes and thirty-two seconds (5:36). The average time a fire unit spent on the scene of an emergency call was eleven minutes and fourteen seconds (11:14).

**Department Event**

- April 13<sup>th</sup> – MTAS Municipal Management course
- April 14<sup>th</sup> – B Shift walkthrough and preplan of BSH Community Center
- April 16<sup>th</sup> – Fire station 1 tour
- April 18<sup>th</sup> – C shift walkthrough and preplan of BSH Community Center
- April 19<sup>th</sup> – A shift walkthrough and preplan of BSH Community Center
- April 28<sup>th</sup> – Standby for PD testing
- April 30<sup>th</sup> – FF Chapman and FF Baran Firefighter 2 test...Both Passed
- April 30<sup>th</sup> – Fire Department Family Cookout

**Fire Administration**

- April 4<sup>th</sup> – American Celebration preparation meeting
- April 4<sup>th</sup> – Asst. Chief Brewer participated in promotion process at Gallatin Fire
- April 7<sup>th</sup> – Met with Motorola rep concerning new radio system
- April 12<sup>th</sup> – Monthly Fire Officer meeting
- April 21<sup>st</sup> – BMA for second reading to update Fire Code

**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	35
Rescue & Emergency Services	1096
Hazardous Conditions (No Fire)	31
Service Calls	57
Good Intent Call	90
False Alarms & False Call	135
Calls for The Month	150
Total Responses FY to Date	1451

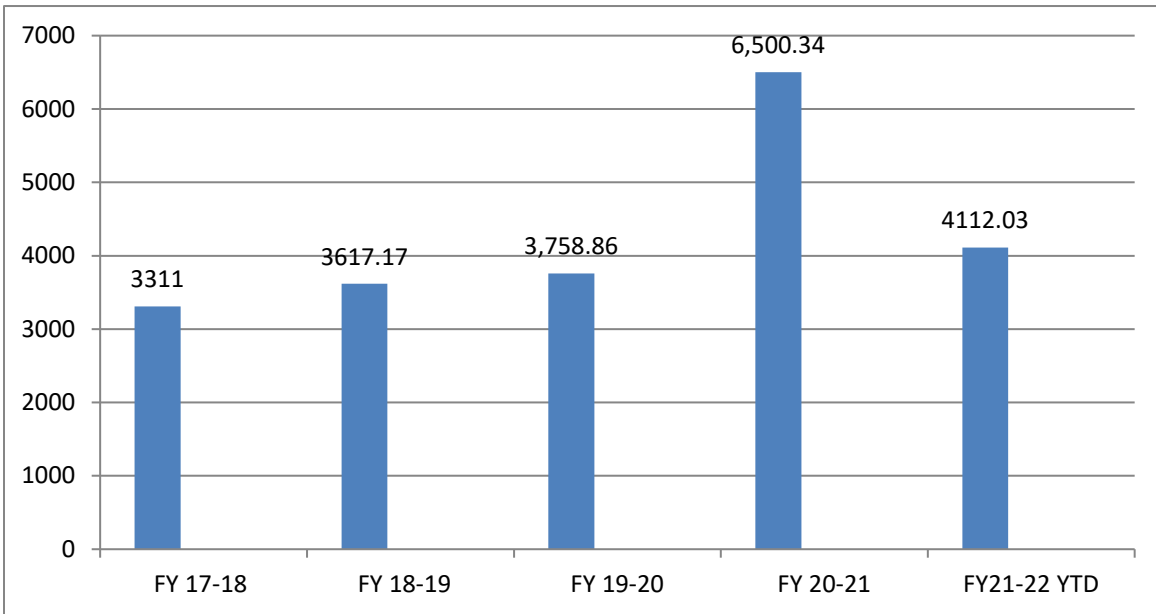
**Fire Department  
April 2022**

**Response by Station**

	<b>Month</b>	<b>FY to Date</b>	<b>%</b>
<b>Station #1 (City Park)</b>	<b>96</b>	<b>1021</b>	<b>70.5%</b>
<b>Station #2 (Business Park Dr)</b>	<b>54</b>	<b>427</b>	<b>29.48%</b>

**Fire Fighter Training**

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



	<b>Month</b>	<b>YTD</b>
<b>Firefighter Training Hours</b>	291	<b>4112.03</b>

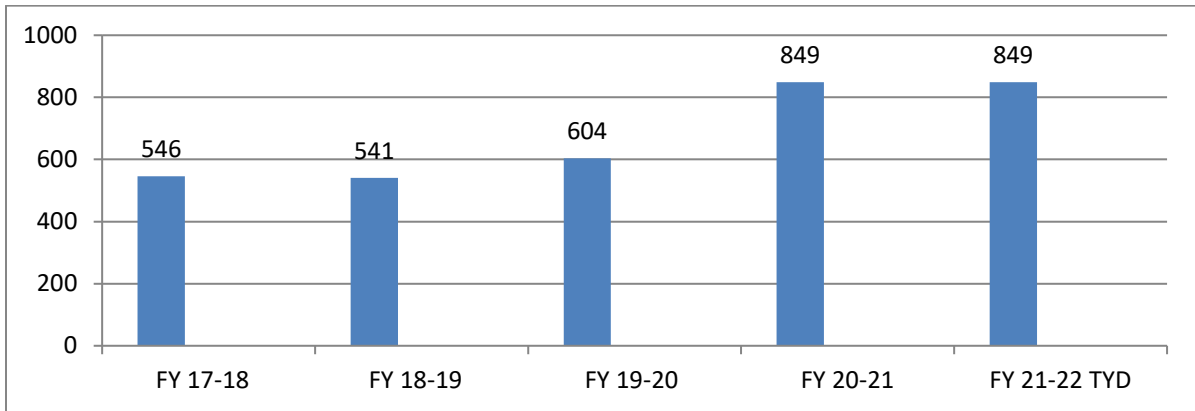
**Training breakdown for ISO and NFPA**

	<b>Fire Officer</b>	<b>Company</b>	<b>Facilities</b>	<b>NFPA</b>
<b>Month</b>	<b>59</b>	<b>3</b>	<b>21.5</b>	<b>38.05</b>
<b>Total for FY</b>	<b>400</b>	<b>1323.75</b>	<b>490</b>	<b>1347.68</b>

**Fire Department  
April 2022**

**Fire Inspection**

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



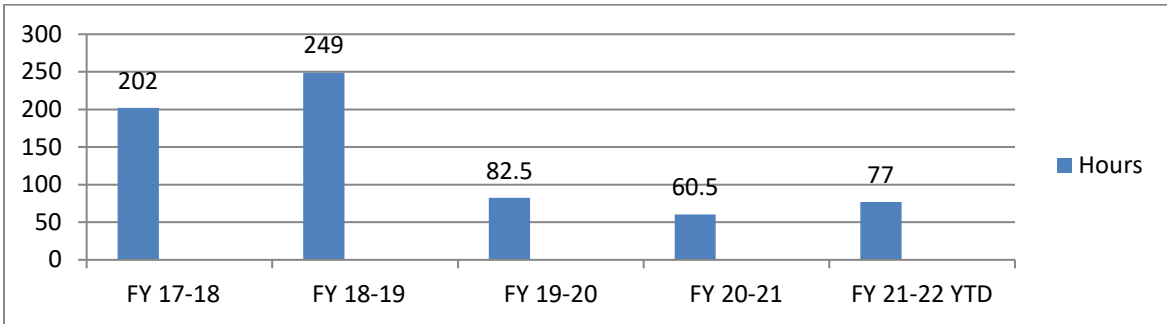
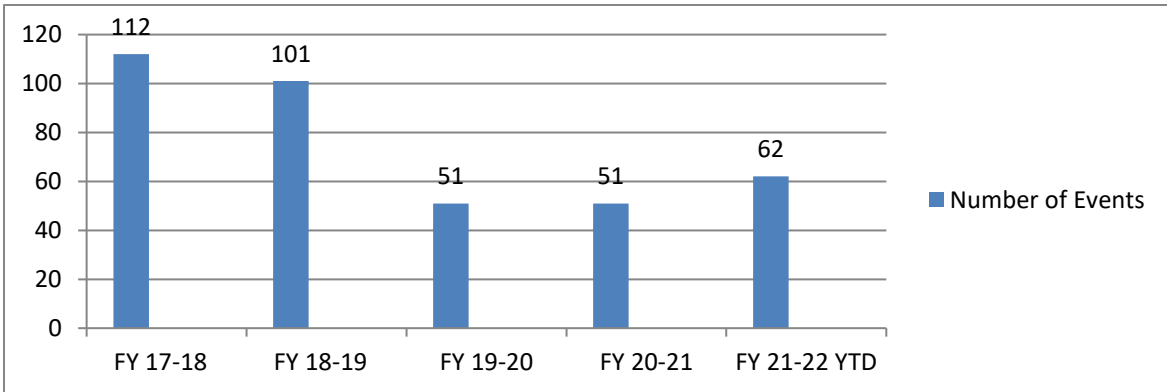
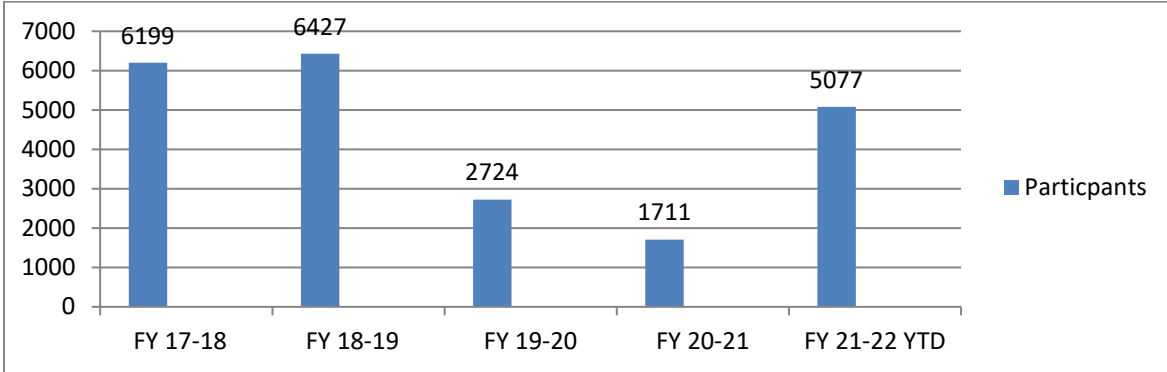
	Month	YTD
<b>April Fire Inspection</b>	<b>108</b>	<b>957</b>
<b>Reinspection</b>	<b>12</b>	<b>153</b>
<b>Code Violation Complaint</b>	<b>0</b>	<b>10</b>
<b>Violations Cleared</b>	<b>10</b>	<b>118</b>
<b>Annual Inspection</b>	<b>33</b>	<b>172</b>
<b>Commercial Burn Pile</b>	<b>0</b>	<b>10</b>
<b>Knox Box</b>	<b>1</b>	<b>20</b>
<b>Fire Alarms</b>	<b>1</b>	<b>16</b>
<b>Measure Fire Hydrant</b>	<b>1</b>	<b>5</b>
<b>Plans Review</b>	<b>2</b>	<b>44</b>
<b>Pre-C/O</b>	<b>0</b>	<b>19</b>
<b>Pre-incident Survey</b>	<b>39</b>	<b>250</b>
<b>Sprinkler Final</b>	<b>0</b>	<b>25</b>
<b>Final/Occupancy</b>	<b>0</b>	<b>29</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 at this time; Career Day, Station tours, Fire Extinguisher training and Discover WH/Safety Day.



**Fire Department  
April 2022**



	Month	YTD
<b>Participants</b>	<b>5</b>	<b>5077</b>
<b>Number of Events</b>	<b>2</b>	<b>62</b>
<b>Education Hrs.</b>	<b>2</b>	<b>77</b>

\*Public education numbers were lower than normal due to COVID-19

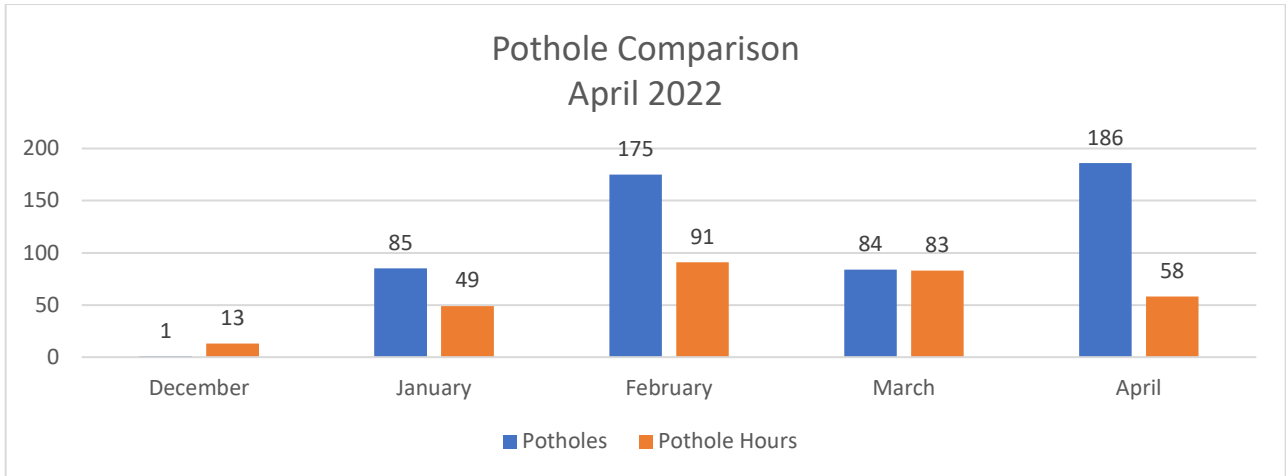
**Social Media Statistics for the Month**

<b>Post Reach</b>	<b>4775</b>
<b>Post Engagement</b>	<b>657</b>
<b>New Page Followers</b>	<b>28</b>

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

**Pothole Comparison**

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

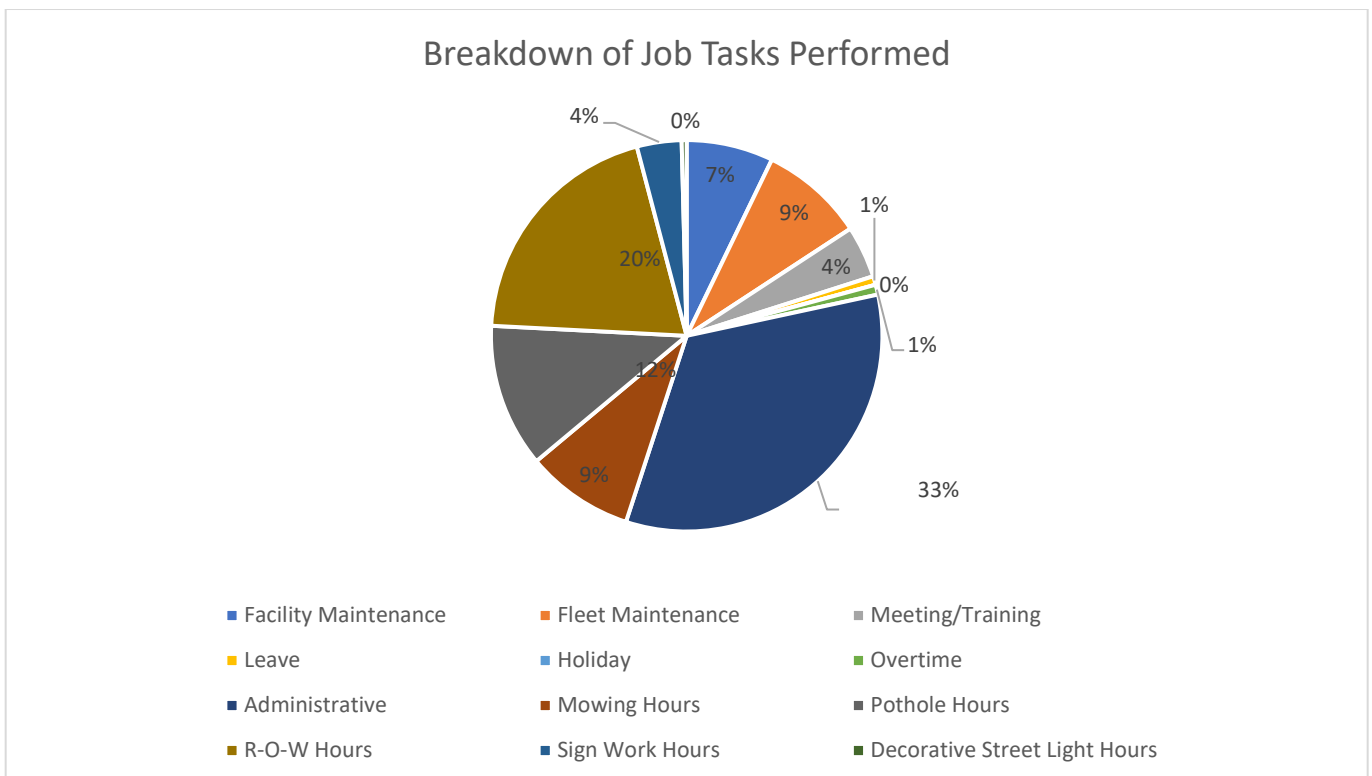


**NOTE:**

-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.

**Monthly Activity Log Breakdown**

Total Hours Worked in The Public Works Department were 484 Hours. The chart below show what percentage of time was spent on each job task.



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

**Monthly Work Log**

Monday 4-4-2022

- Crew Meeting / Re-installed Stop Sign at Carmack Drive / Installed millings at new Parks Department Property / Gridsmart Camera at Love's

Tuesday 4-5-2022

- Gridsmart Camera at Love's and Dee Cee /Repaired purge valve in Truck 200 / Facility and Fleet Maintenance / Assisted Isaiah with configuration of Gridsmart Camera at Love's and Dee Cee

Wednesday 4-6-2022

- Stop Signs on Sage Road after Traffic Control / Installed sign posts on NPC for WHPD / Installed Speed Limit Signs on Ben Albert Road / Facility and Fleet Maintenance

Thursday 4-7-2022

- Moved Speed Limit Signs on Ben Albert Road / Took 1332 to Serra Chevrolet for PM Service / Facility and Fleet Maintenance

Saturday 4-9-2022

- Came in to pick up dead dog on SR-76

Monday 4-11-2022

- Moved three signs from Thoroughbred Drive, Repaired potholes on Larkspur Drive, ROW Mowing, Facility and Fleet Maintenance.

Tuesday 4-12-2022

- Replaced road signs on Meadow Court, Stoval Drive, Dale Court, Seminole Drive, Target Solutions, Facility and Fleet Maintenance.

Wednesday 4-13-2022

- ROW Mowing / Mowing at Wastewater Facility / Picked up pallets of Cold Patch Asphalt

Thursday 4-14-2022

- Potholes Citywide

Monday 4-18-2022

- Crew Meeting / Installed Drip Loop at Gridsmart Camera at NB, SB Ramp, SR-76 and Love's Gridsmart Camera to keep water from getting into junction box of Gridsmart Camera / Removed dead and fallen trees from On/Off Ramps areas.

Tuesday 4-19-2022

- Pothole Repair Citywide / ROW Mowing

Wednesday 4-20-2022

- Pothole Repair new Parks Department Property off of North Palmers Chapel Road.

Thursday 4-21-2022

- Pothole Repair Citywide / Traffic Control for Brush Pick-up operations / Sprayed weed killer on sidewalks from Hardee's to City Hall

Monday 4-25-2022

- Crew Meeting / ROW Mowing with Sidearm Mower Pleasant Grove and Industrial Drive / Picked up Truck 1332 after having Preventative Maintenance Performed.

Tuesday 4-26-2022

- Repaired Damaged Fence on Marlin Road that was damaged during Salt and Plowing Operations / Cleaned up limbs at back gate of WWTP to prepare for fence installation / Cleaned up tree limbs and debris from N. Swift Road / Removed barricade from ROW on Hobbs Drive.

Wednesday 4-27-2022

- Provided Traffic Control for Stormwater Crew on SPC and Ben Albert Road intersection / Bushhog and finished mowed Industrial Drive / Mowed and String trimmed around antenna building at WWTP

Thursday 4-28-2022

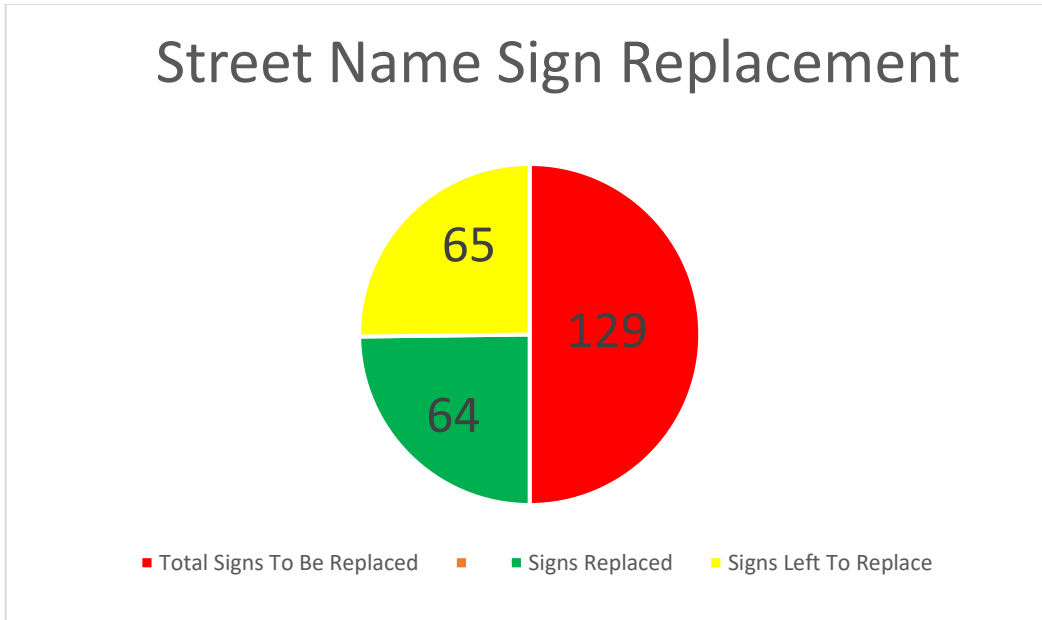
- Crew Meeting / Repaired pothole on Hickory Trail / Removed digital message board at Springbrook Subdivision / Traffic Control for Stormwater / Delivered trash can to 5076 Owens Lane because GFL did not deliver.

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

**Street Name Sign MUTCD Compliance List**

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

**NOTE: 5 Street Name Signs were replaced in the Month of April**



**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.

**NOTE: All potholes were repaired according to a list identified by crew members of the Public Works Department and the Sanitation Department.**

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE

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

Public Works/Streets & Roads Division

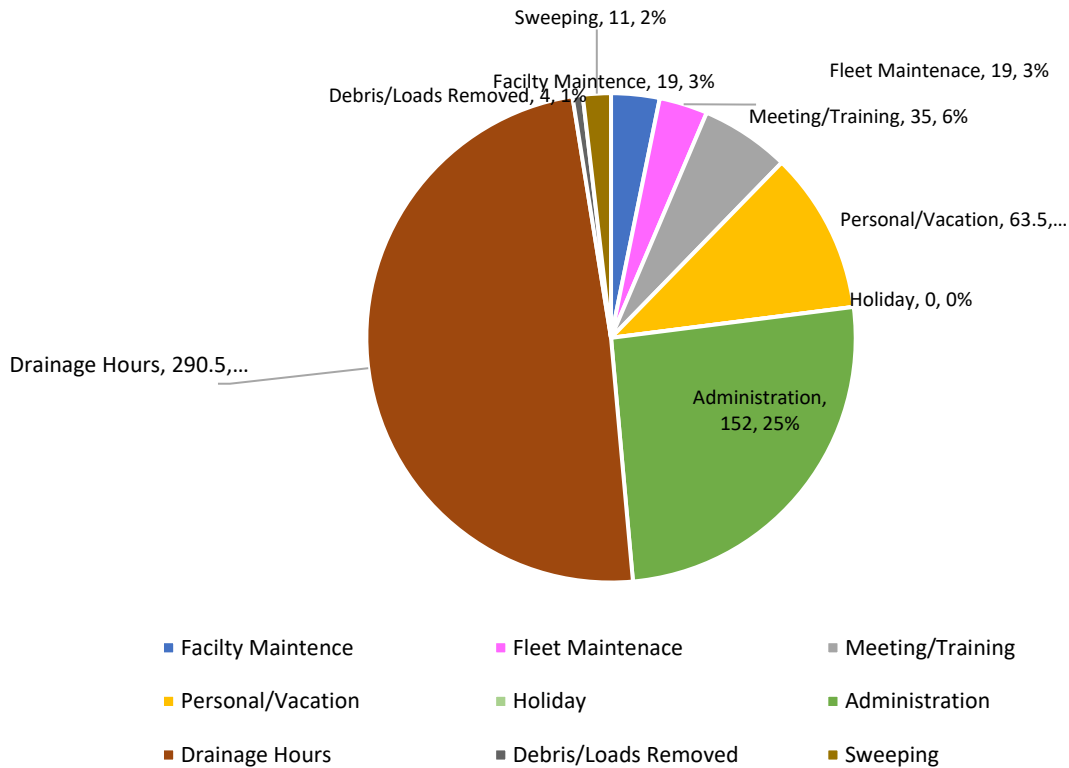
Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Mar	22-Apr	YTD 21/22
Street	8,134	9,364	8,741	10,229	9191.25	744	484	13,509
Facility Maintenance	3494	2187	1,227	1,137	887.25	86	35	1375.25
Fleet Maintenance	1034	514	282	380	422.5	34	42	768
Meeting/Training	502	510	517	400	457	30	21	488
Leave	1,253	576	613	810	823	51	4	1597.15
Holiday	795	470	385	555	545	0	0	602
Overtime	508.5	488	414	311	152.75	42	4	509
Administrative	385	698	803	867	1153.25	234	163	2,818
Drainage Work (feet)	0	906	2749	10	0	0	0	546
Drainage Man Hours	0	1470	1045	170	14	0	0	587.28
Debris Removed Load	0	100	35	44	0	0	0	0
Sweeping Man Hours	0	18	13	0	0	0	0	0
Mowing Hours	0	22	175	219	221	2	44	677.5
Curb Repair	0	0	0	15	0	0	0	15
Shoulder LF	0	4485	630	5	640	0	0	30
Shoulder Hours	0	155	160	49	176	0	0	10
# of Potholes	0	250	473	346	385	84	186	679
Pothole Hours	0	759	734	1,181	831.5	83	58	816.25
R-O-W Hours	0	2835	2416	4,027	3044.5	168	98	3,170
Sign/Repaired	0	120	91	84	63	11	5	137
Sign Work Hours	0	289	179	234	109	25	18	304
Salt Hours	0	10	143	24	76.5	16	0	172.5
Salt Tons	0	12	20	23	18	27	0	66.69
Decorative Street Light Hours	0	57	46	125	133.5	16	2	72
Traffic Light Hours	0	0	65	20	158	0	0	81

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Mar	22-Apr	YTD 21/22
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	393	320	6,228
Facility Maintenance	3494	723	446	574	394.5	45	41	761
Fleet Maintenance	1034	488	445	331	294.5	26	12	303
Meeting/Training	502	265	130	135	127.5	17	20	213
Leave	1,253	428	700	476	336	0	43.5	843
Holiday	795	270	230	230	230	0	0	330
Overtime	508.5	119	4	12	39.5	13	0	8
Administrative	385	167	1	0	72.5	18.5	3	58
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW					3	25	55
R-O-W Hours	0	166	30	97	170	21	28	534
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	0

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Mar	22-Apr	YTD 21/22
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	393	646	8,607
Brush Truck Loads	459	551	522	578	584	70	52	768
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	401	364	5,955
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	146	123	1,777
Litter Pickup Bags	334	507	546	511	456	63	13	546
Litter Pickup Hours	1147	1132	985	957	892	116	24	972

### Stormwater Monthly Activity Log Breakdown



### Administrative Notes

1. Isaiah Manfredi will now manage the Stormwater/Public Works/Sanitation Divisions and Ed Morris accepted the Stormwater Crew Lead position.
2. Infrastructure for the Wilkinson Stormwater Mitigation Project is underway. Anticipated start date is end of May, depending on infrastructure lead times. This venture will be completed by the stormwater crew.
3. All quotes have been received for the McCurdy Stormwater Mitigation Project. A request has been submitted, once approved, Elkin Brothers will be completing this project.
4. Five Fence Permits were issued.
5. Forty-Two Land Disturbance Permits were issued
6. Fifteen “Certificates of Occupancy” were issued

### Stormwater Complaints/Concerns

**903 Wilkinson Lane** - On 04/05/22 – Stated that the storm drains in front of the house are clogged and asked if someone would be able to come to check it out for them and let them know what needs to be done. **Stormwater met with the homeowner onsite to review the complaint. This is in the active development for Fields at Oakwood. The issue observed was the inlet protection and not draining the water from the road quickly. Stormwater reach out to Ryan Homes to Correct this issue.**

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

**301 Stephanie Dr.-** Reached out via email and was concerned about an issue with stormwater spilling out of the right of way and shedding onto the property. **The team investigate and found a solution that would provide relief for this issue. The work will be partnered with Meadowlark Dr. Drainage improvements the week of April 18, 2022.**

**434 Calista Rd. –** Met with Homeowner on April 7, to discuss modifications to EPSC controls on active development site Fields at Oakwood to address sediment-laden runoff onto the property. **Benchmark is scheduling the cleanup process. The sediment was removed and stabilized on April 21, 2022.**

The homeowner called again on April 12, 2022, and stated the same issues are occurring. **Related Information to Benchmark and they will schedule clean-up activities once the weather is sufficient. Scheduled for April 21 2022 at 1:00 pm.**

**214 Eastside Drive -** called in and stated she thinks that the storm drains may be clogged up. they said that it causes a mess in her yard every time it rains, and they are worried that they are going to have standing water and a mosquito problem come summertime. **The team made contact with the homeowner and identified the problem to be a civil matter. The team suggested making contact with homeowners responsible for restricting access to drainage. County and City Records have no records of easements recorded. Engineering Firm has investigated this area and the existing topography is limited to positive drainage. The root cause is the homeowners on State route 76/ Portland Rd. have installed a 4” PVC pipe on the property line and existing mature trees continue to clog the PVC.**

**300 Hamlett Drive -** said that the neighbor was seen pouring about a gallon or so of used oil out on the stumps. They wanted to notify us because they don’t want it washing away into the water or onto their property and making a mess. **Visited on-site issue and created work order #041222001 for illicit discharge. Left flier in Mailbox to indicate that the issue was identified and that it was against City Ordinance.**

**415 S. Palmer’s Chapel Road -** said that a house is being built next door to him, and the water runoff is causing the red clay dirt to shift and fill up the drainage pipes. He wanted to know if someone could come to check it out and tell him what needs to be done to fix it. **Spoke to the homeowner about the issue. The team has made one attempt previously to the contractor at the address of 214 S. Palmers Chapel RD. The team reached out to the property owner on April 11 to discuss the actions needed to correct and prevent the issue from reoccurring. Issued NOV.**

**106 Ravenwood Ct. –** The homeowner reached out via email to express concerns about water runoff from the adjacent property sheet flowing onto this property. **The stormwater team has made serval attempts in this area to capture the sheet flow and channel it into existing infrastructure. The team has added and installed an area drain and a drop inlet for the properties impacted at the property line. Concerns were brought up again potentially due to earthwork performed at the time of the basin installation. Sheet flow directed into the backyard, the notched a small section to allow stormwater to be direct to infrastructure. The homeowner is aware that this is a private matter.**

**103 Dawn Court -** said that they were told last September that the Stormwater crew would be in the area doing work to fix drainage issues she’s been experiencing in their yard. The homeowner said that they haven’t heard anything since, and just wanted to circle back and check with us to see if that was still on the list to be completed. **The team contacted the homeowner and will schedule efforts to make repairs to an easement experiencing concentrated flows and eroding soil in the area. The homeowner indicated that she was told that there was a possibility of improvements in the right of way that could be made to redirect the runoff and contain the flow within the Right of Way. The team has looked into that possibility in past and seemed viable to do so., but no update was given after returning basic calculations to previous management. The homeowner also mentioned the potential for new infrastructure was somehow connected to state route 258 improvements?**

**3352 Calista Road –** The homeowner called the office and stated that the pond near her home holds water all the time and won’t drain correctly. **The team reached out and inspected the basin in question. the basin is between lots.**

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

**204 College St** – Homeowner brought to the team’s attention the progress of the Towne Center Apartments located behind this property and the progress seems to have created additional runoff on this property. **Spoke to the homeowner and updated her on the NOV sent 4/13/2022, and the design of the property per the plans submitted.**

**311 Oakdale Dr.** – Homeowner called and stated that the rear of their property is not draining well and is “a muddy mess” and was inquiring about more information they could do to perform or make improvements to the property to better improve the drainage. **The team investigated the property and will need to coordinate with homeowners in this area to have their fences removed before any improvements can be made.**

**110 Hobbs Drive** – Called regarding the neighbor’s yard. They said that they have been in contact with someone in Stormwater because their neighbors have been building up their yard, which is causing water to fill in this yard. Said they’d put in a silt fence, but it hasn’t caused any relief. They asked if someone would please come to inspect it and make sure everything was installed/is working properly. **The team Investigate and stated that the matter is on private property and provide suggestions for meditation of the issue.**

**647 Tyree Springs Road** - said that an accident recently tore up the driveway and they are looking to get it fixed up, and wondered if someone could check the drain pipe under the driveway to let them know if there are specific things they can/can’t do when fixing the driveway. **Inspected the culvert and referred him to the State since they maintain this section of Tyree Springs.**

**112 Montelena Drive** – Reached out via email to inquire about updates to Cambria Phase 3. The homeowner wondered about the Public Hearing sign posted on the property and any updates on the progress. **Meet with them onsite and forwarded links to the state website.**

**107 Etude Court** said that a couple of neighbors, including them, are experiencing tons of standing water after every rainfall. They had been in contact with previous management, and a team went out to start trenching the yard last summer, but it was never completed. They were looking for a status update as to whether there was a plan for completion or any way to help with all of the standing water. **The Team had made repairs to the drainage easement in June of 2021. W/O# 050620004. The team was able to identify areas that had been ponding water in the established swale in the rear of the property and made repairs by cutting the soil out in areas that are higher and filling areas that were lower to provide consistency in positive drainage. This area had limited topography to work with.**

**511 Calista Road** – Called in on 4/12/22, said there are townhomes next to the house, and the drainage ditch from the townhomes pours into the driveway and into a fish pond they have. **Reached out on 04/19/22, and left a voicemail.**

**333 Brinkley Lane** - experiencing some drainage issues where it tends to overflow in her backyard. **Reached out on 4/19/22 to investigate the concern. Left voicemail. The team met onsite and reviewed, stating it was a private matter, and provided suggestions on how to alleviate the issue.**

**209 Apache Trail** - said that something is messing up the flow of the creek near the end of the house, and it’s causing the water to be sludgy and frothy. **Team Investigated concerns and corrected obstructions in the conveyance. W/O 042522009**

**404 Portland Road** - reports that the culvert in the yard is all messed up and floods into the driveway. **State Route HWY is maintained by TDOT, Relayed information to TDOT Rep., and Notified the Homeowner via Voicemail.**



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

**Stormwater Work Orders**

Our objective is to establish and maintain a proactive approach to minimize any potential for localized flooding within City limits. This includes but is not limited to ditch maintenance. In addition, a large part of this objective is to respond to citizen complaints in a timely manner.

Below are some work order requests and summaries that have been addressed for the Month of April:

<i>Address</i>	<i>Scope of Work</i>	<i>Status</i>	<i>Notes</i>
<i>434 &amp; Wilkinson LN</i>	Ditch Mitigation	Work Order: 040522001  <b>Complete</b>	
<i>106 S. Palmers Chapel Rd</i>	Infrastructure Safety Concern	Work Order: 040722001  <b>Complete</b>	
<i>206 Hamlett Dr</i>	Drainage Mitigation	Work Order: 041222001  <b>Complete</b>	
<i>Scooters Coffee</i>	Inspection	Work Order: 042522004  <b>Complete</b>	

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

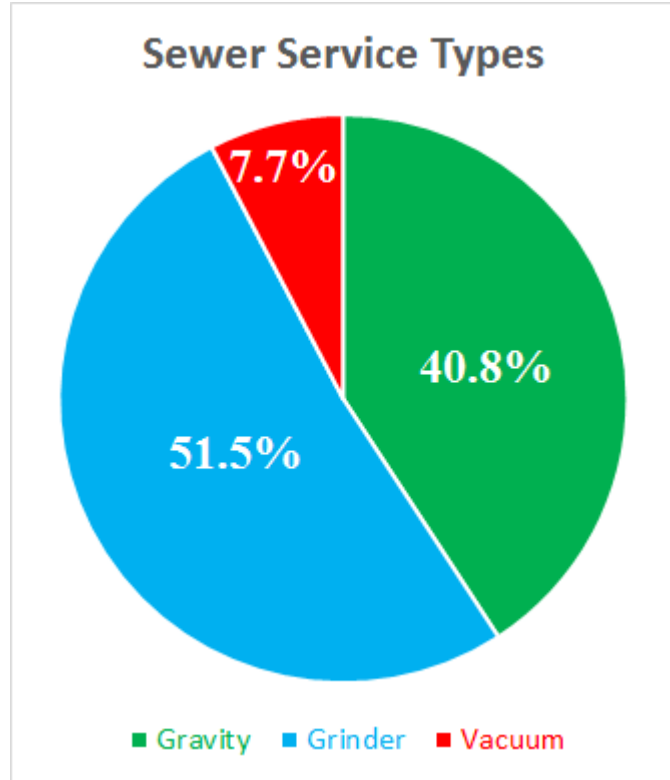
<p><b><i>209 Apache Trail</i></b></p> <p>Drainage Mitigation</p>	<p>Work Order: 042522009</p> <p><b>Completed</b></p>	
<p><b><i>639 Tyree Springs Rd</i></b></p> <p>Drainage Mitigation</p>	<p>Work Order: 042622005</p> <p><b>Complete</b></p>	
<p><b><i>179 -189 S. Palmers Chapel Rd</i></b></p> <p>Drainage Mitigation</p>	<p>Work Order: 042722002</p> <p><b>Complete</b></p>	
<p><b><i>Meadowlark Rd</i></b></p> <p>Drainage Mitigation</p>	<p>Work Order: 041822005</p> <p><b>Complete</b></p>	

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

**Collections System Activities:**

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, and vacuum services. As of **April 30<sup>th</sup>, 2022**, City personnel count a total of **5,790** sewer system connections, with **30 new** applications for service in **April, 2022**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,363</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,983</b>
<b>Vacuum Connections</b>	<b>444</b>



The City counts **187** commercial grinder stations, **2,794** residential grinder stations, and **26** major lift stations integrated into our system.

**811 Utility Locate Service:**

**Tennessee 811 is the underground utility notification center for Tennessee and is not a goal-driven task:** This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities.

<u>Line Marking</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>April 2022</u>	<u>YTD</u>
Tennessee 811	1,670	1849	2315	2680	2933		555	5158

**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. **We have upgraded the V-cards at four of the station to make them more compatible with the 5G signal.**

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

<u>Lift Station Location</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Apr 2022</u>	<u>YTD</u>
North Palmers Chapel	22	23	8	3	1		0	6
Calista Road	55	13	4	2	1		1	9
Wilkinson Lane	8	4	1	3	1		1	3
Portland Road	1	4	1	0	1		0	0
Cope's Crossing	17	15	7	8	6		1	8
Union Road	8	17	6	6	9		0	0
Meadowlark Drive	11	6	4	2	1		0	1
Highway 76 (Springfield)	1	0	1	1	0		0	0
Cambria Drive	0	0	1	4	3		0	4
Sage Road (Hester)	7	2	0	1	0		0	0
Kensington Green	n/a	n/a	n/a	1	0		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		0	0
Settler's Ridge	0	1	1	1	1		0	0
Summerlin	0	0	2	5	22		0	0
Heritage High School	22	0	2	1	0		0	0
Loves Truck Stop	n/a	n/a	n/a	0	0		0	3
Concord Springs	n/a	n/a	n/a	0	0		0	2
Parks	n/a	n/a	n/a	0	0		0	0
Fields at Oakwood	n/a	n/a	n/a	n/a	2		0	1
Treatment Plant	1	6	4	6	3		0	0

**Major Alarms:**

Copes Crossing: On 04-18-2022, the Copes Crossing lift-station required minor rewiring in the control panel. Gases had corroded the control wires to the Pump #2 contactor, and had to be replaced. A new control panel for this station has been proposed in the 2022/2023 budget year. Following repairs, the station was returned to normal operation.

Calista: On 04-28-2022, vacuum pump #3 was removed from service to be shipped back to the pump manufacturer for repairs after metal shavings were found in the oil pan of the pump. This pump was installed new approximately 3 years ago. Wastewater personnel are retrofitting one of the older model pumps in inventory to temporarily replace the down pump. The vacuum station is capable of functioning on two of three vacuum pumps in normal operation.

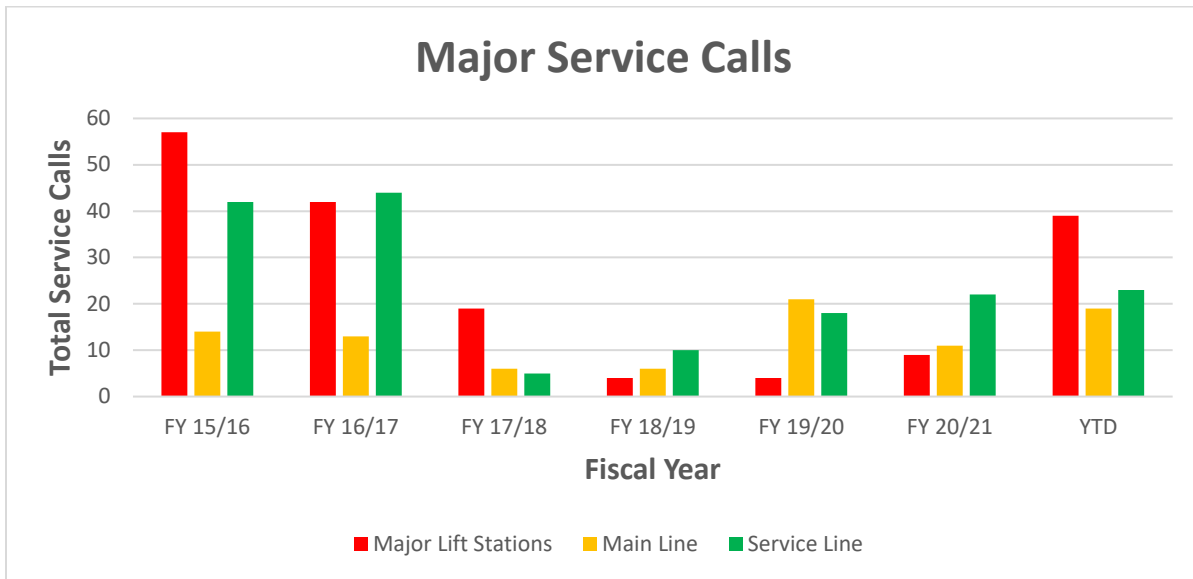
Wilkinson: On 04-30-2022, the Wilkinson Lane lift-station also required minor rewiring in the control panel, and replacement of a float. Gases had corroded wires in the junction box. Following repairs, the station was returned to normal operation.

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

**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.

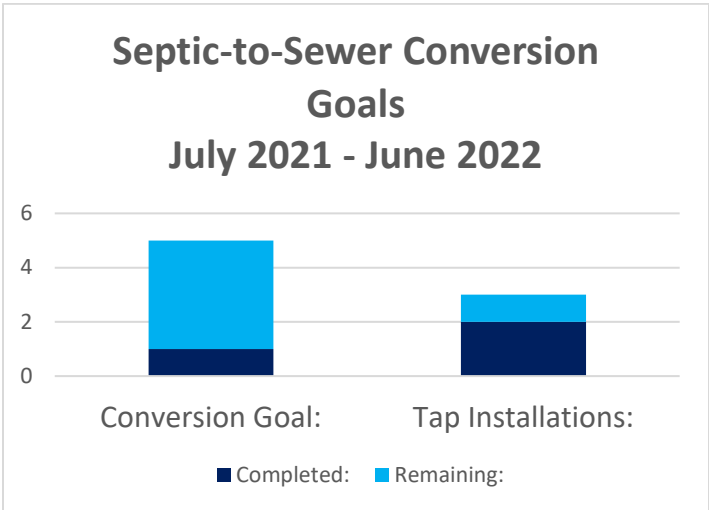
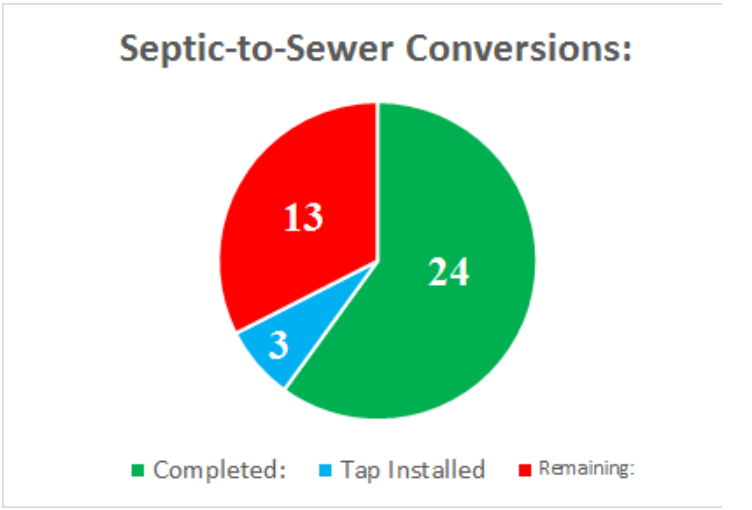
<u>Repairs</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Apr 2022</u>	<u>YTD</u>
Major Lift Stations	42	19	4	4	9		3	39
Main Line	13	6	6	21	11		1	19
Service Line	44	5	10	18	22		1	23



- Settler's Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.**
- Wilkinson Lane Station** – Station is again running on both pumps. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails again. This will be the 4<sup>th</sup> time this station has had to be re-piped, so we have chosen a rigid, yet flexible pipe.
- Vacuum-to-Gravity Conversion Projects:** The North Palmers Chapel vacuum-to-gravity conversion project has begun for the remaining vacuum service customers on North Palmers Chapel Rd and College St Extension from the greenway to Tyree Springs Rd. This project will remove 22 vacuum services from the North Palmers vacuum station, and reroute them to the Copes Crossing station via a new gravity line. **A pre-construction meeting was held with L&G Construction on September 2<sup>nd</sup>. L&G installed their erosion control and began mobilizing materials to the site on September 3<sup>rd</sup>. The existing terminal manhole was re-surveyed on September 7<sup>th</sup>, and L&G crews began stripping soil and setting pipe. All services have now been removed from the vacuum network. Final site cleanup remains to be completed by the contractor.**

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

4. **New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City’s sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. The first phase of the project has been bid out to Twin States, and consists of installing approximately 4,500 ft of 20” DR11 HDPE pipe, including a 490 ft bore under I-65, and running pipe from Hester Dr to the intersection of DeeCee CT and SCT Dr.
5. **Headworks Repairs:** On March 31<sup>st</sup>, 2022, the Headworks drum screen #2 required a repair to the drive gear. The existing gear stripped due to heavy wear, causing the drum screen to jump off the guide rail, which led to a previous overflow event. Parts were on hand for the repair, and the drum screen was returned to normal operation.
6. **Calista Vacuum Station:** One of the new Mink vacuum pumps installed in 2019 has failed prematurely, and metal shavings have been discovered in the oil pan of the pump. We are sending it 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 is being retrofitted as a replacement until the Mink pump can either be repaired or replaced.
7. **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) conversions were completed in the 2020/2021 budget year, and three (3) additional taps were pre-emptively installed in anticipation of additional projects. **In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target five (5) conversion projects on Union Rd (requiring three (3) additional taps) in mid to late 2021. The department is evaluating bidding out the remaining conversions as a single project. An additional sewer tap has been installed for the storage units. The sewer conversion for 2966 Union Rd has also been completed.** A total of 24 projects have now been completed on the list of 40.

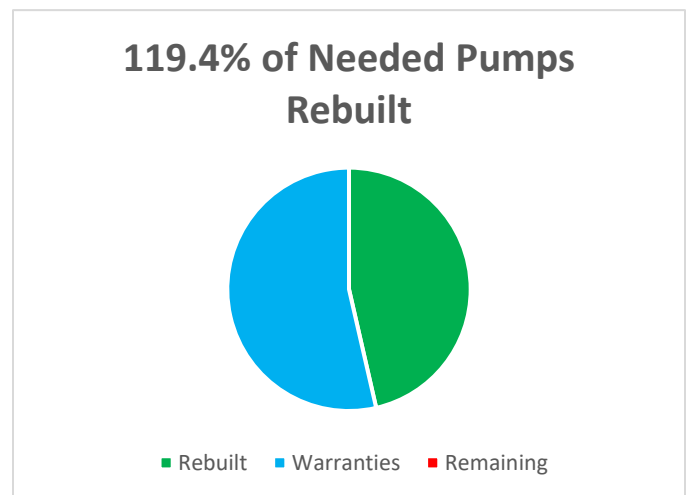


**Public Services Department - Wastewater Division  
April 2022**

<u>Work Orders</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Apr 2022</u>	<u>YTD</u>
<b>Vacuum System Service Request</b>	172	143	112	82	78		<b>27</b>	<b>144</b>
<b>Gravity Service Request</b>	12	0	10	13	20		<b>6</b>	<b>60</b>
<b>Low Pressure Service Request</b>	716	621	728	770	702		<b>68</b>	<b>602</b>
<b>Total Pumps Replaced</b>	338	401	361	449	492		<b>46</b>	<b>398</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	n/a	n/a	135		<b>14</b>	<b>97</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	n/a	n/a		<b>6</b>	<b>112</b>
<b>Grinder Tank PM Program</b>	58	63	358	267	219		<b>11</b>	<b>94</b>
<b>Open Trench Inspections</b>	23	54	103	226	409		<b>53</b>	<b>553</b>
<b>Final Inspection for New Service</b>	55	56	62	110	248		<b>19</b>	<b>336</b>
<b>Sanitary Sewer Overflow (SSO)</b>	9	1	3	49	19		<b>0</b>	<b>26</b>
<b>Odor Complaints</b>	17	28	43	43	35		<b>1</b>	<b>16</b>

**Pump Rebuilds:**

The capital outlay budget was designed for a total purchase of 275 new E-One grinder pumps for the 2020/2021 Fiscal Year. However, **492** grinder pumps were needed to meet all the service call requests for the year. To supplement the amount of pumps on-hand, the department rebuilt **135** pumps throughout the year, in addition to all warranty-return pumps received. For the 2021/2022 budget year, the department has budgeted for the purchase of approximately 350 new pumps, and anticipates that 525 pumps will be required throughout the year. To further supplement the number of pumps on-hand, personnel will rebuild an estimated 100 E-One pumps throughout the year, and anticipate approximately 100 warranty-returns. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period. Production issues have caused backorders for new pump deliveries.



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

**Treatment System Activities:**

**Wastewater Treatment Plant Goals:**

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

<u>Parameter</u>	<u>Jan - 22</u>	<u>Feb - 22</u>	<u>Mar - 22</u>	<u>Apr - 22</u>	
<b>Flow – To Creek</b>	0.703 MGD	0.829 MGD	0.736 MGD	0.767 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
<b>Total Flow Through Plant</b>	0.703 MGD	0.829 MGD	0.736 MGD	0.767 MGD	
<b>Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
<b>% of Plant Throughput</b>	50.2%	59.2%	52.6%	54.8%	(0.767 MGD) / (1.400 MGD)
<b>Actual Capacity</b>	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.400 MGD x 80%)
<b>% of Allocated Capacity</b>	62.8%	74.0%	65.7%	68.5%	(0.767 MGD) / (1.120 MGD)
<b>Rainfall</b>	5.68”	12.41”	4.48”	5.86”	

<u>Effluent</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Apr 2022</u>	<u>YTD</u>
<b>Violations</b>	7	7	13	7	12	7		<b>4</b>	<b>20</b>

1. **Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility. Additionally, two (2) daily maximum ammonia violations occurred, as well as a weekly ammonia violation. These violations are a result of a failure of another rotating aerator in the oxidation ditch on 04-13-2022. Parts and equipment availability for the repair were on backorder, though the repair is expected to be completed on 05-12-2022. Attempts to aerate were made with improvised equipment, though unfortunately proved unsuccessful.

**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. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>, 2020.**



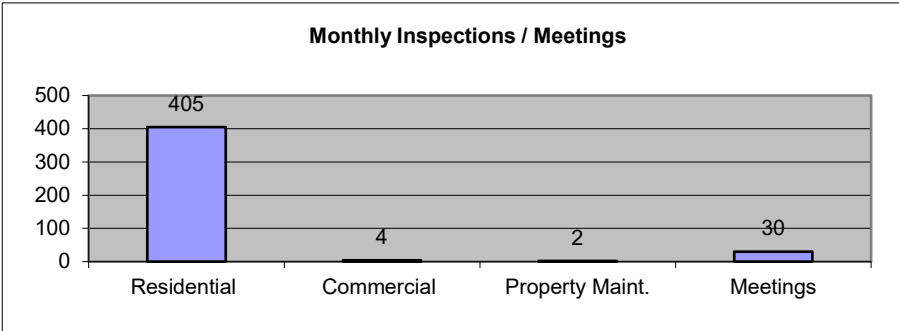
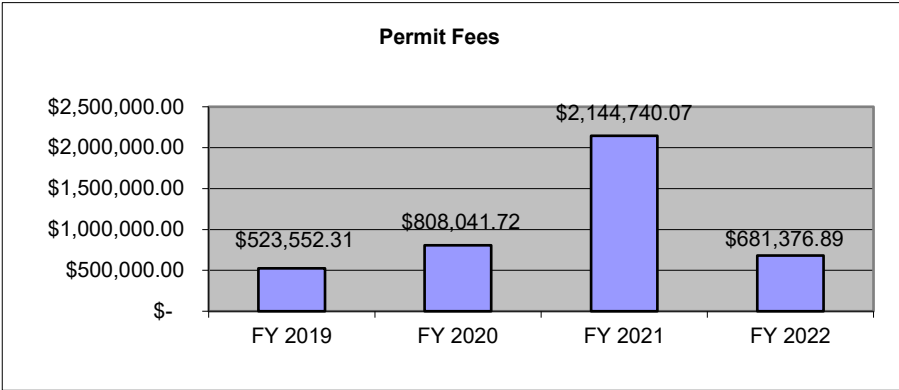
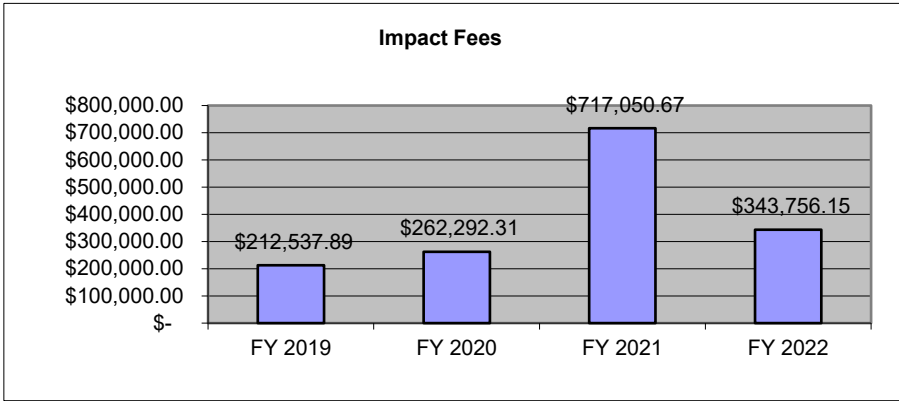
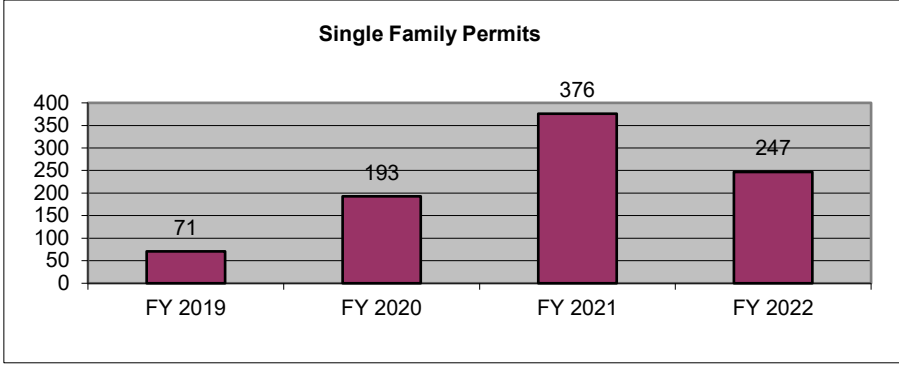
**Public Services Department - Wastewater Division**  
**April 2022**

2. **H<sub>2</sub>S & Ferric Sulfate**: We have moved away from the Ferric Sulfate feed. The City has installed air scrubbers that pull the H<sub>2</sub>S through a series of filters. These units have been installed at the Cope's Crossing and Wilkinson Lane stations.
  
3. **Peracetic Acid**: TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly.

The PAA feed rate is operating at a constant **2.50** parts per million (ppm). The average residual was **0.13** PPM with a max residual of **0.22** PPM. *Last month the feed rate was 2.00 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 **15.7 CFU's** which is well below the limit. *Last month the average was 15.5 CFU.*

**Planning and Codes Department  
APRIL 2022**



**Planning and Codes Department  
APRIL 2022**

	Month	FY2022	FY2021	FY2020	FY2019
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	7	67	74	69	66
Construction Appeals	0	0	0	0	0
Zoning Appeals	1	3	4	5	6
Tech. Review/Study Session	1	5	2	0	1
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	37	247	376	193	71
Multi-Family Residential	0	0	22	0	13
Other Residential	11	75	83	91	93
New Commercial	3	6	6	6	3
New Industrial	0	0	2	0	1
Other Com/Ind	4	19	23	23	33
Sign	0	9	17	14	25
Occupancy Permits	25	301	21	14	25
Other	2	3	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	405	4042	2621	2858	2411
Hours	75	1335.3	533	699.58	414.98
Commercial /Industrial	4	120	92	110	179
Hours	1	55	36.93	12.83	165
<b>CODE ENFORCEMENT</b>					
Total Cases	2	35	98	330	179
Hours	1.5	2.3	35.75	70.24	86.75
Complaints Received	2	55	41	116	98
<b>MEETINGS</b>					
Administration	8	102	72	58	68
Hours	16	104	99	38.26	103.67
Planning	22	115	53	76	135
Hours	33	183.5	96.58	155.5	86.82
Codes	0	6	11	28	35
Hours	0	5	9	37.85	40.16
<b>FEES</b>					
Permit Fees	\$92,378.11	\$ 681,376.89	\$2,144,740.07	\$ 808,041.72	\$523,552.31
Board Review Fees	\$675.00	\$ 9,375.00	\$ 84,775.00	\$ 11,000.00	\$3,750.00
City Impact Fee	<b>\$55,778.17</b>	<b>\$ 343,756.15</b>	<b>\$ 717,050.67</b>	<b>\$ 262,292.31</b>	<b>\$212,537.89</b>
Roads	\$14,097.00	\$ 618,727.60	\$ 301,769.60	\$ 77,860.90	\$98,885.80
Parks	\$14,652.00	\$ 97,086.00	\$ 150,326.00	\$ 74,646.00	\$ 23,140.00
Police	\$20,093.91	\$ 94,704.23	\$ 191,431.41	\$ 59,096.30	\$ 11,704.30
Fire	\$6,935.20	\$ 56,159.44	\$ 79,900.66	\$ 36,749.61	\$ 23,344.29
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 20	\$ 4,092,000.02	\$3,791,061.30	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Builders Bonds	0.00	\$ -	\$ 18,000.00	\$ 69,366.43	\$45,366.43
Workings Days in Month	16		17	16	15

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

**Update on ongoing projects:**

*Greenway Trailhead Clock Repair*

- The top portion is in production. Hoping to have it installed next month.

*Soccer Complex Renovation Phase II – New Parking Lot, pavilion, sidewalks, etc. – Received \$500,00.00 grant for this phase*

- Had a meeting with TDEC to discuss next steps.
- Offered 25% increase (due to inflation) in grant funding as long as city agreed to match, which city accepted. – Now a \$1,250,000, 50/50 match grant
- Adjusted grant budget accordingly
- Completed Environmental Clearance Activity
- TDEC to start drafting contract which should take a couple months
- Meanwhile we will work more on the land portion of the grant requirements and design and then submit plans to planning commission for review and approval

*Design Work – Splash Pad Maintenance Building & Municipal Park Concession Stand*

- Still nearing completion of this project

*Fencing – Maintenance Shop, Field 5, Cemetery*

- Maintenance Shop
  - Still waiting for the automatic opening component for the gate- expected in by May 9<sup>th</sup>
- Field 5
  - Complete



- Cemetery
  - Board approved in April meeting
  - Company has been contacted to proceed with project

*Greenway paving*

- Just a reminder we are forgoing the Dog Park parking lot paving for this year in lieu of the opportunity to get access to the Wayside section of the Greenway for asphalt overlay.
- Board approved this project in April meeting
- Company has been contacted to proceed with project

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

**Upcoming Projects:**

*Tennis Courts*

- Bid opening scheduled for May 9<sup>th</sup>
- Hoping for construction to begin in June

*Grading*

- Field 7 work is complete
- Soccer will be done in June, hopefully

*Rec Center*

- Board approved \$24 million bond for this project
- Design is nearing completion

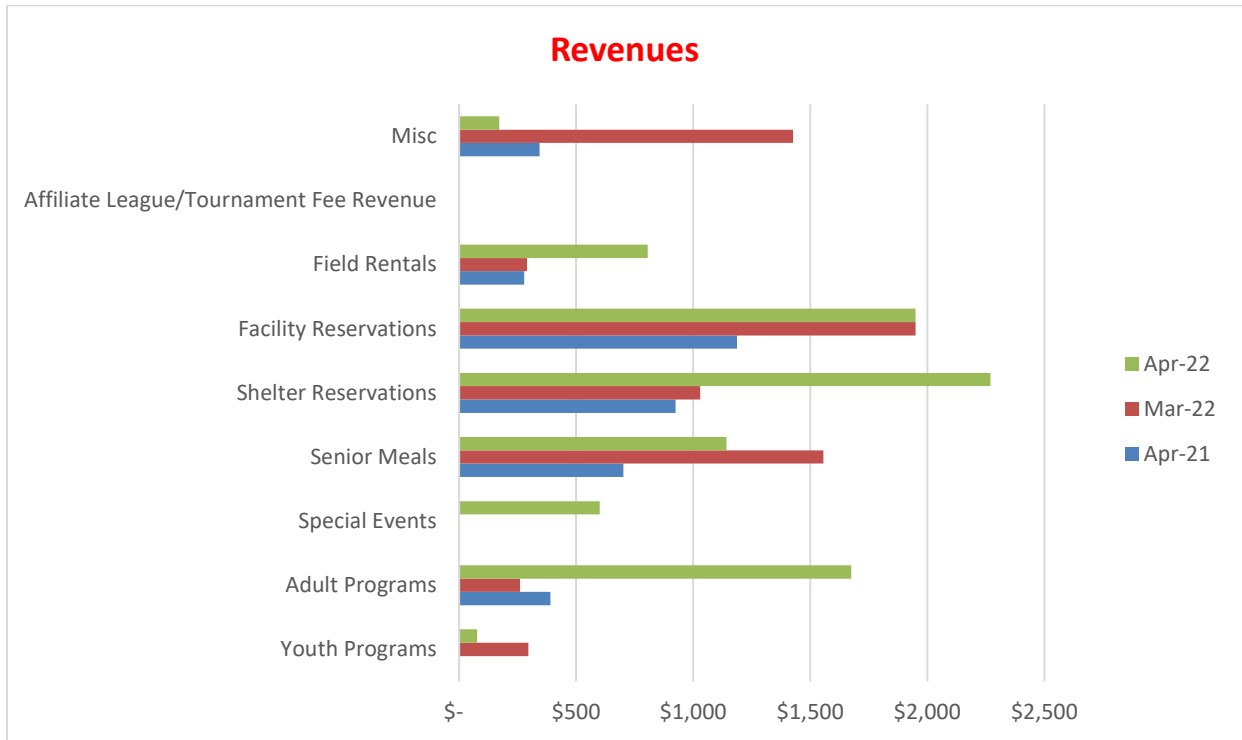
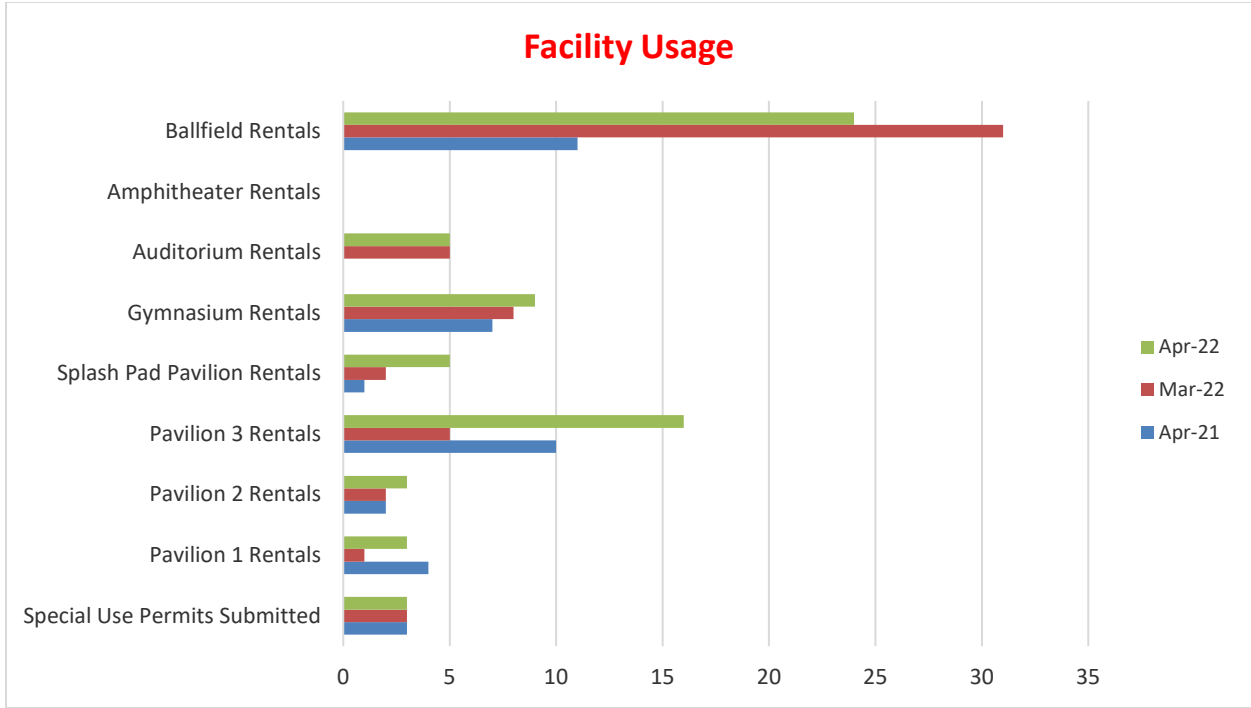


EXTERIOR - SOUTH WEST CORNER

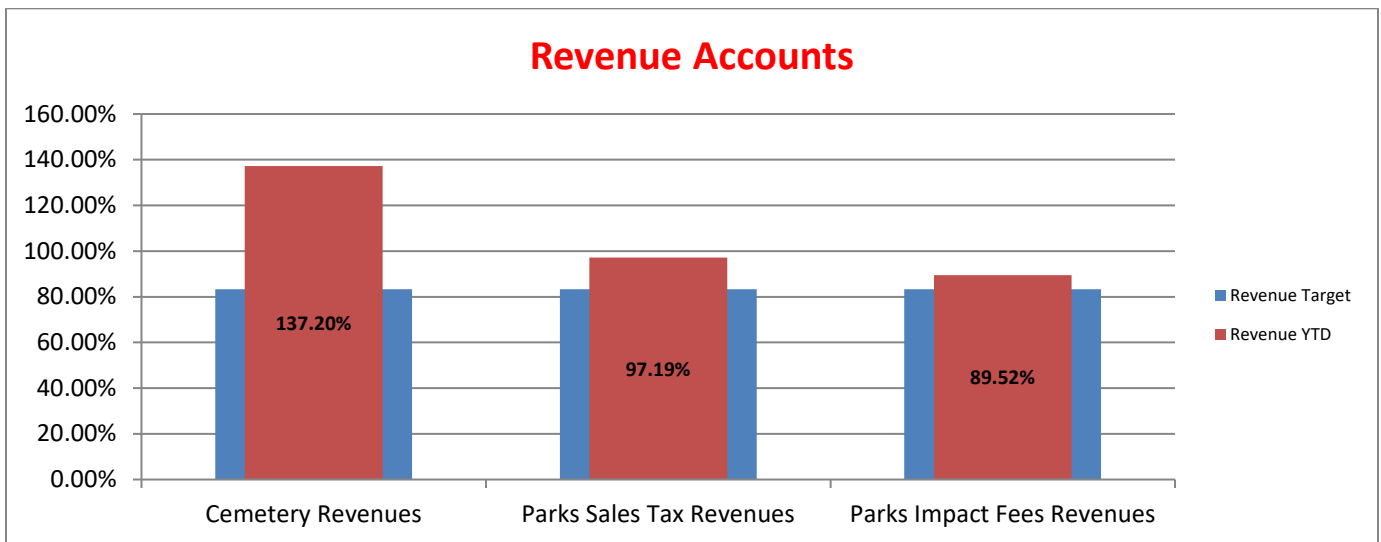
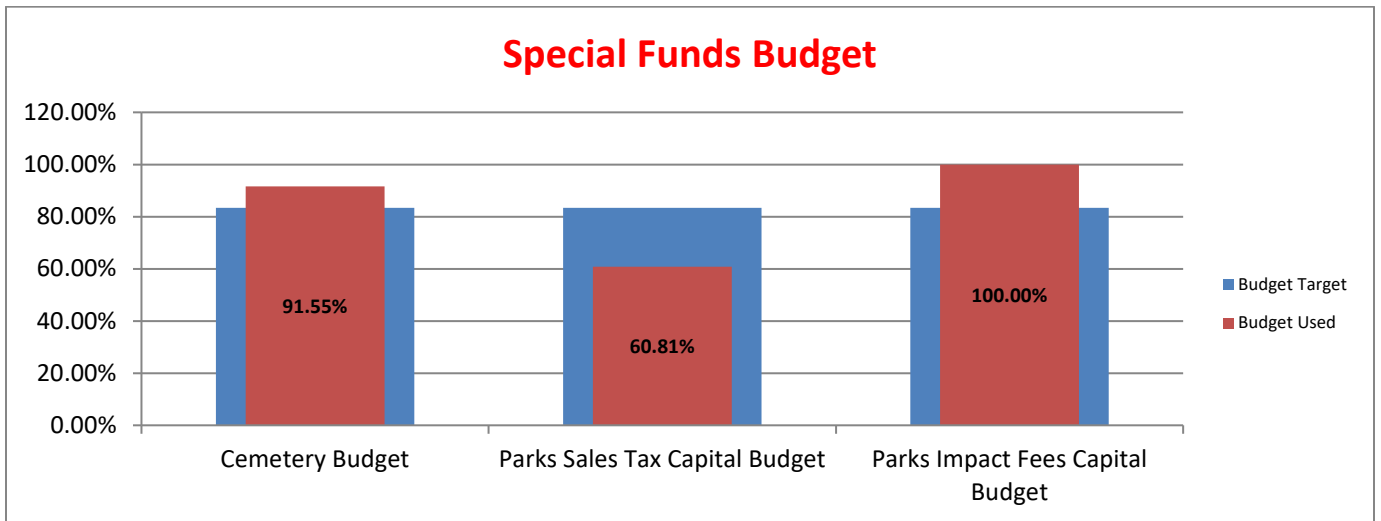
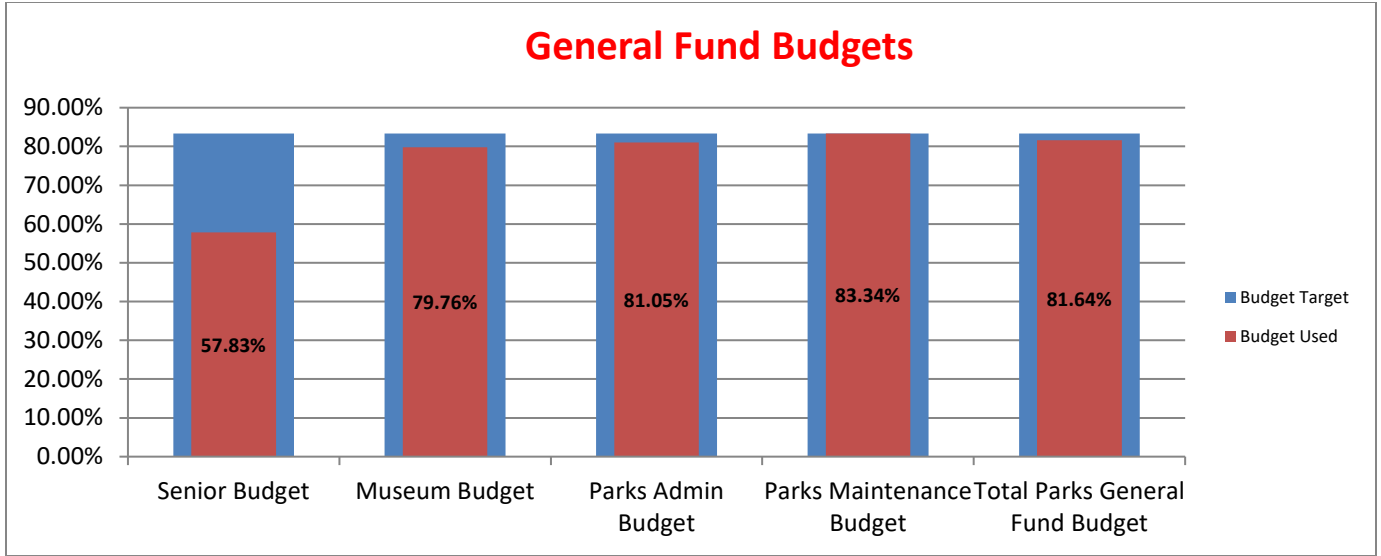


INTERIOR - MAIN GYMNASIUM

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



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



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

**Recreation**

**Girls' Volleyball**

- Games began on 4/19
- Uniforms were picked up and handed out on 4/28
- Coach Howard was replaced with Brian Wise due to job related issues
- Medal orders were placed 4/12
- Picture day scheduled for Volleyball

**Adult Basketball**

- 3 Teams / 5 individuals signed up
- Games will begin two weeks after registration ends
- Games will be on Monday/ Wednesday Nights

**Challenger Baseball**

- No coach was found
- Refunds for sponsorships have been brought up but no decision yet

**Independence 5K**

- T-shirt quote was received
- True Royal Heathered favorite choice for this year
- Sponsorship letters were sent out
- Tate Ornamental and Colorado Grill are the two sponsors at the moment
- Yeti Cooler has been purchased for raffle prize
- \$5 increase to help offset costs

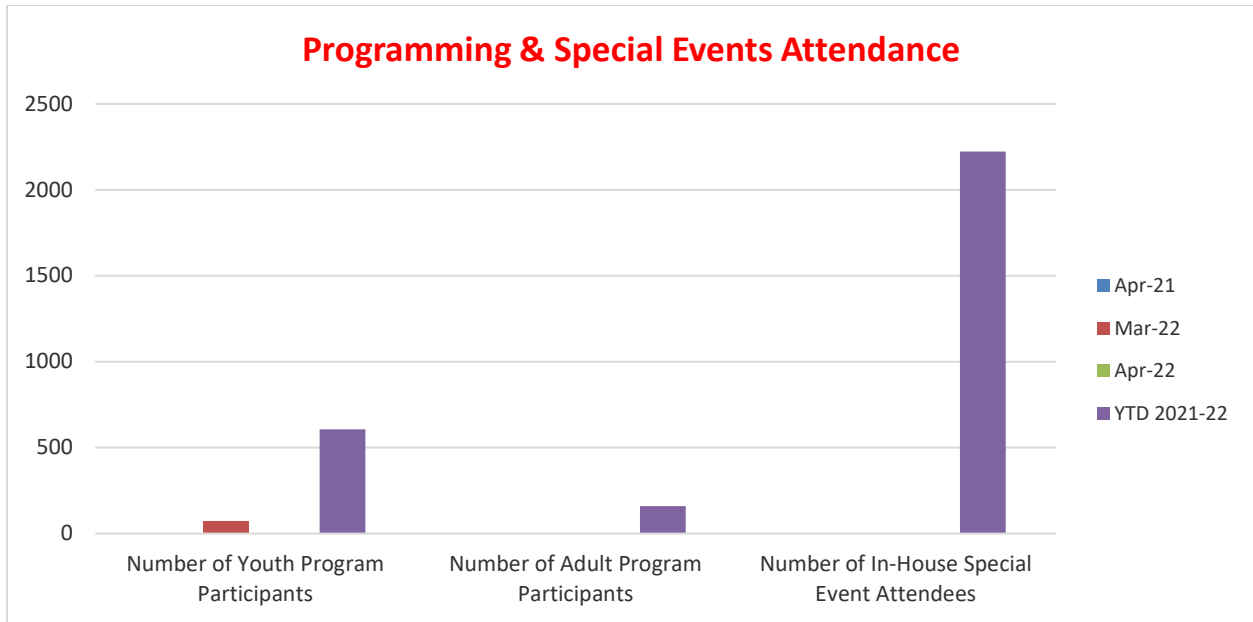
**Miscellaneous**

- More improvements made to E Sports gaming room after discussion with Creative Works
- CCS Softball continued to use Field 5 for games (\$15 per game)
- Cheerleading camp took place April 30 on Jr Pro Field
- Soccer Tournament April 30<sup>th</sup>-May 1<sup>st</sup>
- Presentation presented for E Sports Room for BOMA Meeting





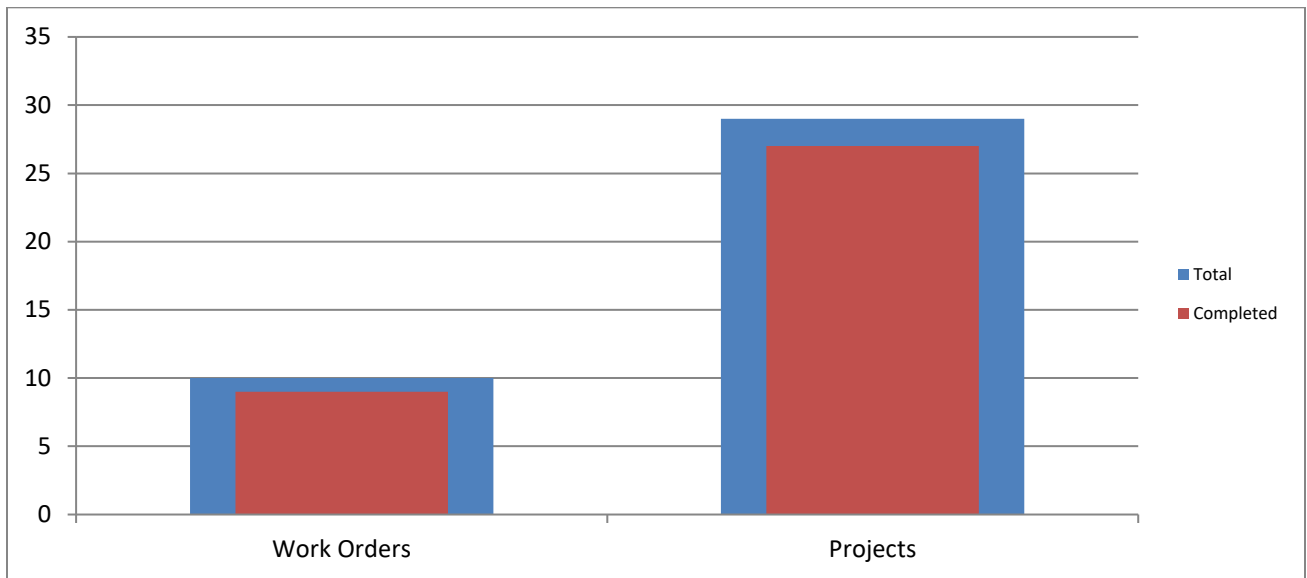
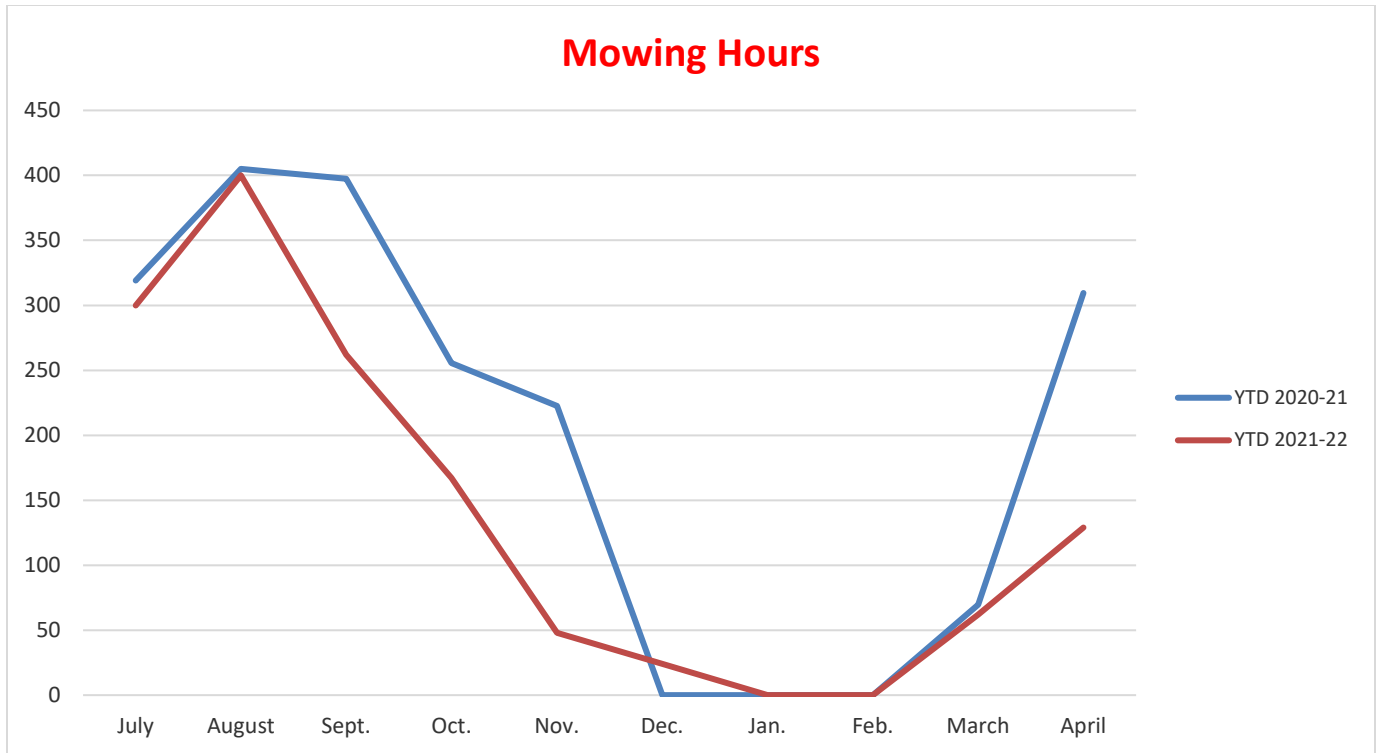
**Parks, Recreation, & Cultural Arts Department  
April 2022**



**Maintenance**

- We cleaned up the old pile of wood chips that had piled up close to the dog park. We put down seed and straw when finished.
- We got about half of the driveway potholes patched at Byrum Park. We hope to get that finished by next month.
- We put down fertilizer at the quad, Jr. Pro Football and Soccer Fields.
- We have been spot spraying round-up to help with weed eating.
- Reel mowing picked up this month. We are mowing more times per week this month than in March.
- We worked two soccer tournaments. (Goodlettsville Quest Tournament and Spring Classic)
- We put new foul poles on Field 5 after the new fence was installed.
- We put up new “No Golfing” signs at the park.
- Put a new alternator on the dump truck
- Put a new starter on one of the Hustler mowers.
- Put two new batteries in the landscape truck
- We cut down two dead trees behind the Fire Hall at the park
- We installed new backstop netting for Field 7 (Baseball league purchased the net).
- We fixed the outfield fence on Field 7. We raised the fence and put rip rap on the back side to help with washing.
- Mowing and weed eating really picked up this month.

Parks, Recreation, & Cultural Arts Department  
April 2022



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

**Museum**

**Volunteers**

The Museum volunteers have been working to confirm the demonstrators for this year's Gathering at the White House Inn Museum on September 10, 2022. This living history event will be a part of Experience Robertson County this year. Volunteers provided 4.5 hours to the Museum in April.

**Exhibits**

The newest exhibit portrays Hamilton's Fort and shows the type of items that those settlers would have used during that period in time. Hamilton's Fort was White House's first settlement in 1788



**Social Media Promotion**

White House History Wednesday's monthly edition was posted on Wednesday, April 27, 2022 with a repeat episode about Pitt's Barber Shop.

Additional posts and shares have been made during the month.

The Museum was the White House Area Chamber of Commerce's Member of the Day on Wednesday, April 27.

**Tours at Museum**

Tours were given to walk ins.

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

April 14 – Leadership Robertson County Industry Day



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

April 14 – Women of White House at Summer Crest Winery



April 18 – Ribbon Cutting for the Storybook Trail



April 21 – White House Area Chamber Golf Tournament



April 27 – Mugs and Mugshots Event, set up in the Museum

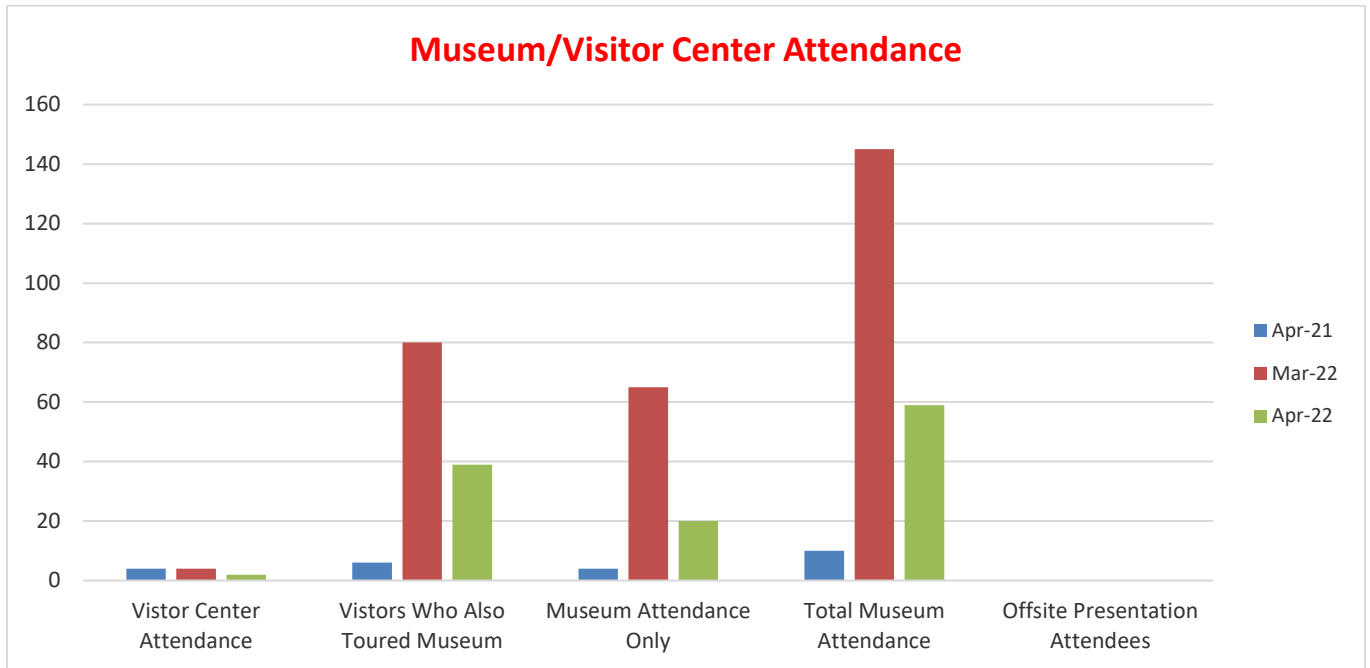


**Parks, Recreation, & Cultural Arts Department  
April 2022**

April 28 – Leadership Robertson County Agriculture Day



Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	39	20	59	0

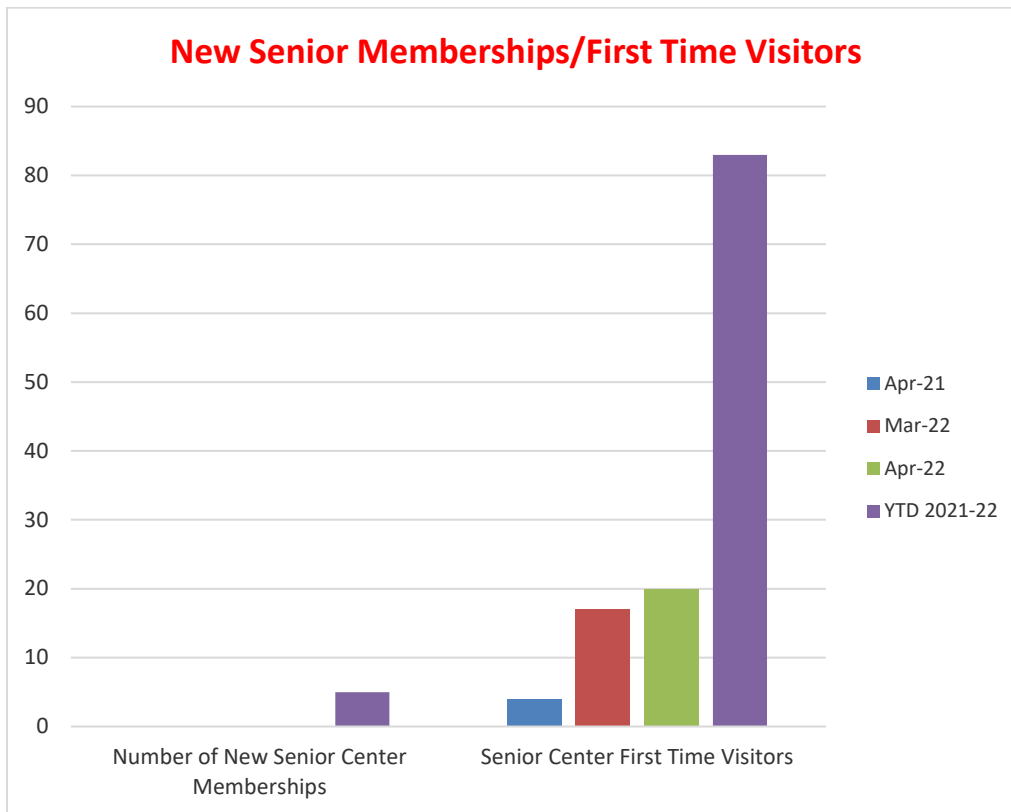
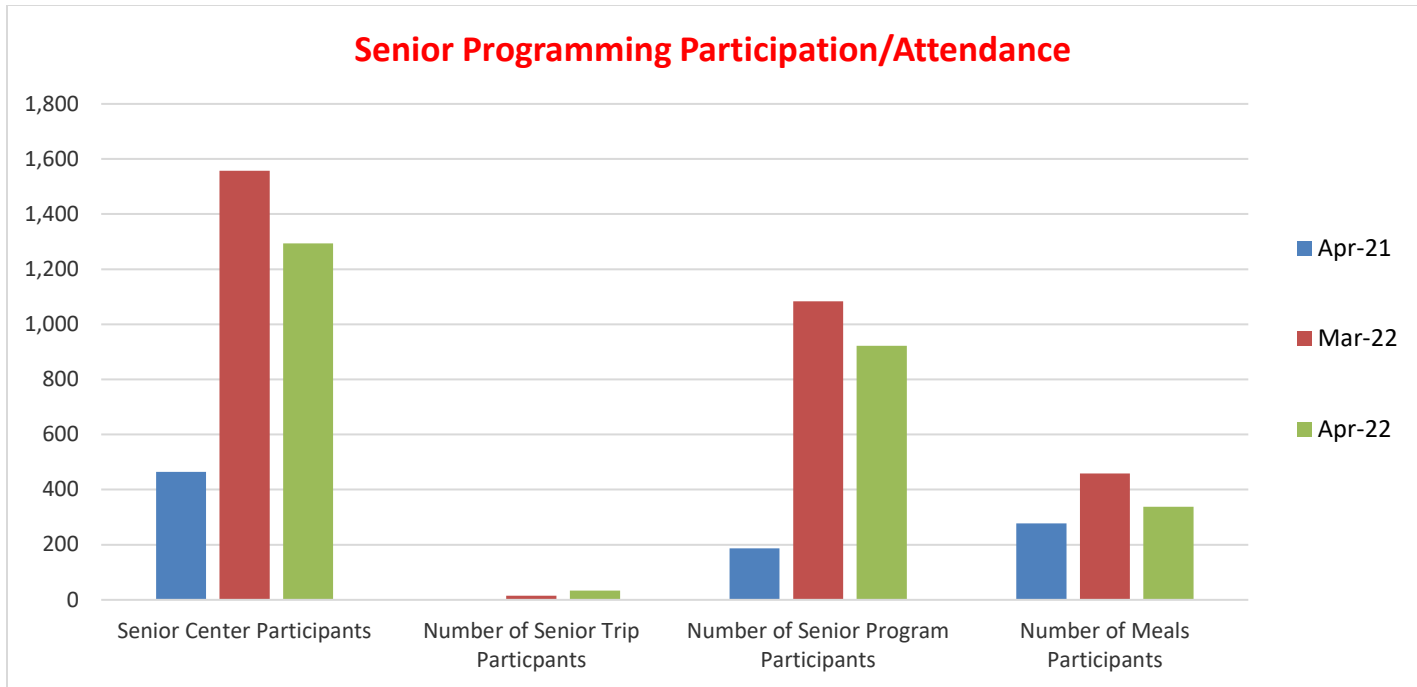


**Parks, Recreation, & Cultural Arts Department  
April 2022**

**Senior Center**

<b>Senior Center Participation - April 2022</b>			
<b>Outings/Events:</b>			
Birthday Potluck	11		
Bowling	5		
Crafts	2		
Bunco	3		
Sack Lunch at Park/Easter Egg	14		
Trip to Centennial Park & Lunch	9		
Lunch Rudders	6		
Bible Study	8		
Farmers Rummy	6		
Movie at Center	4		
<b>Total</b>	<b>68</b>		
		<b>Sr Meals Wednesdays</b>	
		91	
		76	
		79	
		92	
		<b>338</b>	<b>TOTAL</b>
<b>Programs:</b>			
Fittercise-Strength, Yoga	513		
Walk	230		
Bingo	45		
Cards, Games,Pool	100		
<b>TOTAL</b>	<b>888</b>		
<b>NEW MEMBERS</b>			
	20		
<b>FIRST TIME ATTENDEE</b>			
<b>TOTAL Sr Center Participants:</b>	<b>1365</b>	<b>Total</b>	<b>1294</b>

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



Parks, Recreation, Cultural Arts Department  
April 2022

	FYE 2019	FYE 2020	Apr. 21	Mar-22	Apr-22	YTD 21-22
<b>Facility Usage</b>						
Special Use Permits Submitted	13	15	3	3	3	17
Pavilion 1 Rentals	3	7	4	1	3	11
Pavilion 2 Rentals	11	5	2	2	3	9
Pavilion 3 Rentals	106	38	10	5	16	59
Splash Pad Pavilion Rentals	177	106	1	2	5	97
Total Number of Pavilion Rentals	297	156	17	10	27	176
Gymnasium Rentals	130	79	7	8	9	64
Caferia Rentals	54	0	0	0	0	0
Auditorium Rentals	4	10	0	5	5	53
Amphitheater Rentals	3	0	0	0	0	0
Total Number of Facility Rentals	196	89	7	13	14	117
Ballfield Rentals	7	45	11	31	24	118
Vistor Center Attendance	6	21	4	4	2	21
Vistors Who Also Toured Museum	14	84	6	80	39	278
Museum Attendance Only	85	668	4	65	20	1079
Total Museum Attendance	99	752	10	145	59	1362
<b>Programming</b>						
Number of Youth Program Participants	679	578	0	75	0	607
Number of Adult Program Participants	240	76	0	0	0	160
Number of In-House Special Events Offered	8	7	0	0	0	5
Number of In-House Special Event Attendees	2987	2964	0	0	0	2223
Number of Rec Programs Offered	34	18	1	4	0	18
Number of Senior Center Memberships	319	1768	200	205	205	2044
Number of New Senior Center Memberships	16	16	0	0	0	5
Senior Center Participants	14,966	9594	465	1,557	1,294	9070
Senior Center First Time Visitors	32	59	4	17	20	83
Number of Senior Trips Offered	54	37	0	2	4	20
Number of Senior Trip Participants	896	613	0	15	34	158
Number of Senior Programs Offered	117	76	6	12	10	80
Number of Senior Program Participants	9,989	6798	187	1083	922	5545
Number of Senior Meals Served	54	34	3	5	4	40
Number of Meals Participants	4052	2235	278	459	338	3367
Offsite Presentation Attendees	0	15	0	0	0	120
Total Number of Programs Offered			7	16	10	98
<b>Revenues</b>						
Youth Programs	\$55,825.00	\$41,183.00	\$0.00	\$296.00	\$77.00	\$46,379.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$390.00	\$260.00	\$1,675.00	\$4,500.00
Special Events	\$ 4,355.00	\$ 2,009.00	\$0.00	\$0.00	\$600.00	\$1,365.00
Senior Meals	\$10,875.00	\$ 5,961.50	\$701.00	\$1,556.50	\$1,142.00	\$9,422.00
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$925.00	\$1,030.00	\$2,270.00	\$8,220.00
Facility Reservations	\$19,305.00	\$ 8,046.88	\$1,187.50	\$1,950.00	\$1,950.00	\$15,731.75
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$277.50	\$290.00	\$805.00	\$3,655.00
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20	\$0.00	\$0.00	\$0.00	\$13,666.50
Misc	\$11,744.00	\$15,394.74	\$343.93	\$1,426.40	\$171.36	\$22,514.31
<b>Workflow</b>						
Mowing Hours	1,554	2,601	309.5	62	129	1392.25
Work Orders Received	N/A	8	0	0	1	10
Work Orders Completed	N/A	8	0	0	1	9
Number of Projects Started	27	40	2	5	4	29
Number of Projects Completed	18	35	2	6	3	27
Number of ballfield rainouts				37	61	151
Bags of Field Dry Used				10	8	18



## **White House Library April 2022 Monthly Report**

### **Summary of Activities**

The Friends of the Library met with the master gardeners of both Sumner and Robertson County to discuss a garden design in honor of Don and Sherry Eden. The groups looked at plans, but the library director needed to see where utility lines were before they could pick a design. The Friends will discuss their options at their June meeting.

The library director attend the Tennessee Library Association's conference in Knoxville from April 13 to 14. She attended workshops on leadership, library gardens and growing food, weeding, steam programs, math literacy, and more. The conference was helpful and the library director hopes to integrate some of what she learned at the library.

The library held its ribbon cutting for the storybook trail on April 18. The third graders from Heritage elementary came in addition to a number of chamber members, library board trustees, politicians, and White House residents. The Friends of the Library purchased water and cookies to give out as refreshments while the library purchased books to give away to all kids in attendance.

The library director, HR director, and city administrator did interviews to fill the library supervisor position that will become vacant in May. The position was offered and accepted by Rebecca Melvin. She was the circulation supervisor at the Portland Public Library and is currently working at the State Library and Archives in the Library for Accessible Books and Media department. Rebecca will start on May 16 and we think she will be a good fit for the library.

The library director put in a phone call to a former volunteer who works for a marketing firm about marketing strategies for the con. She did recommend putting up a banner by the park in addition to the digital sign and doing some paid Facebook ads. The library director might try those options this year.

The library director has been working on finalizing different aspects of the con. There have been a number of craft vendors applications this year. However, the director was having a hard time getting food vendors. The staff also have a number of items that they need to finish for the escape rooms. Lastly, the director needs one more presenter to fill for the con event.

The library director had individual one-on-one meetings with each library staff member. This meeting gives staff a chance to discuss topics/ideas or issues that they might not want to bring up at a group staff meeting.

### **Department Highlights**

The highlights for the month were the success with the library supervisor interviews and the Tennessee Library Association Conference.

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

**Official Service Area Populations**

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

**Membership**

April	2018	2019	2020	2021	2022
New Members	77	76	16	63	100
Updated Members	243	253	106	106	519
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	6,940	7,847
% of population with membership	51	59	66	48	54

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.

**Total Material Available:** 40,157

**Estimated Value of Total Materials:** \$1,003,925

**Total Materials Available Per Capita:** 2.78

**State Minimum Standard:** 2.00

**Last Month:** 998,000

**Last Month:** 2.77

**Materials Added in April**

2018	2019	2020	2021	2022
532	472	336	136	304

**Yearly Material Added**

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	1,885

**Physical Items Checked Out in April**

2018	2019	2020	2021	2022
5,003	4,852	3,340	3,650	6,444

**Cumulative Physical Items Check Out**

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	23,949

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

**Miscellaneous item checkouts**

April	2018	2019	2020	2021	2022
Technology Devices	24	43	26	65	54
Study Rooms	77	100	0	0	54
Games and Puzzles	51	73	37	37	158
Seeds	30	46	30	30	194
STEAM Packs	*	26	0	0	21
Cake Pans	*	4	0	0	6

**Yearly Totals**

2018	2019	2020	2021	2022
644	137	381	725	234
1,082	253	305	395	230
743	222	955	1,263	609
586	112	302	878	322
148	61	25	160	71
6	1	28	21	12

**Library Services Usage**

April	2018	2019	2020	2021	2022
Lego Table	132	185	0	0	0
Test Proctoring	0	11	1	30	8
Charging Station	5	30	0	2	2
Notary Services	*	*	4	7	14
Library Visits	4,379	4,551	0	2,724	3,648
Website Usage	*	1,084	1,101	2,113	2,244
Reference Questions	7	9	16	5	2

**Yearly Totals**

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	20
90	19	47	45	6
*	16	88	144	41
52,565	55,728	30,007	38,913	14,097
2,517	16,935	17,977	27,907	9,249
59	77	60	73	15

**Library Volunteers**

April	2018	2019	2020	2021	2022
Library Volunteers	9	13	0	8	8
Volunteer Hours	68	115	0	114	130

**Yearly Totals**

18-19	19-20	20-21	21-22
82	36	20	37
809	1,286	1,204	1,173.5

Since teens are needing service hours again for clubs, the number of volunteer hours has gone up again.

**Computer Users**

April	2018	2019	2020	2021	2022
Wireless	588	658	140	331	272
Adult Users	321	384	8	165	191
Kids Users	141	152	0	80	227

**Yearly Computer Users**

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	1275
4,642	1,103	2,138	2,235	872
2,088	556	427	957	835

### Universal Class Counts

April	
Sign ups	3
Courses started	4
Lessons viewed	52
Class Submissions	12

### Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	9
52	16	53	39	15
661	194	1,771	1,008	364
445	105	800	515	126

### Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	1	1	2
total Sign-ups	29	60	83	84	113

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	34
500 Mark	2	2	0	2	4
Completion	0	1	2	4	5

### Face-to-face Kids Programs

April	2018	2019	2020	2021	2022
Programs	13	18	0	6	12
Attendees	321	341	0	41	301
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	49
Attendees	4,260	4,201	1,185	2,167	1,210

### Virtual Kids Programs

April	2020	2021	2022
Videos	10	2	0
Views	1,907	21	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

### Grab & Go Kits

April	2020	2021	2022
Kits	0	6	0
Taken	0	124	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

The children story time attendance has picked up so much that we may need to add another story time session during the week.

### Face-to-face Teen Programs

April	2018	2019	2020	2021	2022
Programs	6	5	0	0	0
Attendees	16	9	0	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

### Tween Face-to-Face Programs

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

### Combined Face-to-Face

April	2020	2021	2022
Programs	0	4	8
Attendees	0	13	43
Yearly	2020	2021	2022
Programs	11	43	34
Attendees	77	370	161

### Virtual Teen & Tweens

April	2020	2021	2022
Videos	2	1	0
Views	377	1	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

### Grab & Go

April	2020	2021	2022
Kits	0	3	0
Taken	0	25	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

The library is going to continue to hold combined tween/teen programs at this time due to being short staffed and because both age groups enjoy the programs.

### Face-to-face Adult Programs

April	2018	2019	2020	2021	2022
Programs	17	17	0	5	6
Attendees	56	76	0	15	44
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	29
Attendees	1,009	1,343	214	351	127

### Virtual

April	2020	2021	2022
Videos	9	0	0
Views	2,655	0	0
Yearly	2020	2021	2022
Videos	18	1	0
Views	4,972	20	0

### Device Advice

April	2019	2020	2021	2022
Sessions	*	42	3	8
Yearly	125	51	81	30
Grab & Go				
April				
Yearly	*	*	0	0
Yearly	*	*	0	0

The library has added an adult creative writing class and a craft day. Both new programs are doing well.

### Interlibrary Loan Services

April	2018	2019	2020	2021	2022
Borrowed	49	60	0	50	81
Loaned	27	35	0	18	14

### Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	256
410	410	151	226	149

April	R.E.A.D.S
Adults	1,670
Juvenile	97

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	17,500
Juvenile	725	1,430	1,189	1,032	1,747

The READS statistics come from the state.

**CITY COURT REPORT**

April 2022

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$5,105.50
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$68,514.26</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$5,401.54
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$21,940.67</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$10,507.04</u>
<b><u>TOTAL REVENUE YTD</u></b>	<b><u>\$90,454.93</u></b>

**DISBURSEMENTS**

LITIGATION TAX	\$491.22
DOS/DOH FINES & FEES	\$527.25
DOS TITLE & REGISTRATION	\$342.00
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>\$1,360.47</u>
<b><u>TOTAL DISBURSEMENTS YTD</u></b>	<b><u>\$11,996.89</u></b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$9,146.57</u>
<b><u>TOTAL ADJUSTED REVENUE YTD</u></b>	<b><u>\$78,458.04</u></b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$1,009.37</u>
<b><u>DRUG FUND DONATIONS YTD</u></b>	<b><u>\$6,498.46</u></b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Careless Driving		
Financial Responsibility Law	11	\$420.00
Registration Law	21	\$1,530.00
Improper Equipment		
Texting/Hands Free Law	3	\$183.00
Parking Prohibited		
DL Exhibited		
Red Light	6	\$615.00
Codes Violation	1	\$55.00
Stop Sign	2	\$235.00
Speeding	14	\$1,427.50
Seat Belt-Child Restraint	5	\$332.50
Failure To Yield		
Exercise Due Care	3	\$307.50
Improper Passing		
Total	66	\$5,105.50