



# **City Administrator Report: March 2023**

**Administrative & Legislative Services Department  
March 2023**

**Administration**

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

- March 1:
  - White House Recreation Center Meeting
- March 2:
  - Rotary Department- Police Department Appreciation
  - Tate Ornamental Ribbon Cutting
  - Leisure Services Board
- March 6:
  - Department Head Staff Meeting
  - Americana Celebration Planning Meeting
  - Staff Plan Reviews
- March 7:
  - Beer Board Meeting
- March 9:
  - Budget Retreat with BMA
  - Library Board Meeting
- March 13:
  - Planning Commission
- March 15:
  - RTA Board Meeting
  - GNRC Transportation Policy Board Meeting
- March 16:
  - 2023 Non- Competitive Grant Virtual Workshop
  - Board of Mayor and Alderman Meeting
- March 20:
  - Department Head Staff Meeting
- March 21:
  - Mayor Update Meeting
  - Bid Opening for Sanitation
  - Economic Development Meeting
  - Board of Zoning Appeals
- March 22:
  - Sumner County Council of Governments Luncheon
- March 27:
  - Industrial Development Board Meeting
  - Special Called Board of Mayor and Aldermen meeting
- March 28:
  - Committee Evaluation Meeting
- March 30:
  - Tenn Properties Meeting
  - Monte Carlo Nights Chairman's Celebration

**Administrative & Legislative Services Department  
March 2023**

**Performance Measurements**

**Finance Update**

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2022-2023.

<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	\$26,329,432	\$18,570,414	↓4.47
Industrial Development	\$86,000	\$55,928	↓9.97
State Street Aid	\$495,000	\$470,667	↑20.07
Parks Sales Tax	\$2,526,000	\$1,479,962	↓16.42
Solid Waste	\$1,356,081	\$900,286	↓8.62
Parks Impact Fees	\$405,744	\$405,744	↑24.99
Police Impact Fees	\$25,098	\$25,098	↑24.99
Fire Impact Fees	\$116,554	\$16,554	↓60.80
Road Impact Fees	\$33,909	\$33,909	↑24.99
Police Drug Fund	\$4,500	\$2,000	↓30.56
Debt Services	\$1,236,600	\$192,286	↓59.46
Wastewater	\$20,265,581	\$16,489,484	↑6.35
Dental Care	\$74,500	\$54,379	↓2.01
Stormwater Fund	\$1,972,599	\$1,526,127	↑2.35
Cemetery Fund	\$90,565	\$58,818	↓10.06

\*Expended/Encumbered amounts reflect charges from July 1, 2022 – June 30, 2023.

**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 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	313	325	261	269	346	362
August	166	132	128	106	151	166
September	104	98	106	98	126	119
October	98	98	79	97	91	147
November	104	103	72	78	120	125
December	84	73	71	58	72	104
January	116	117	123	81	122	177
February	111	105	75	93	119	113
March	145	145	106	107	131	142
April		105	154	85	138	185
May		153	133	82	129	121
June		52	47	45	50	52
<b>Total</b>	<b>1,241</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>Mar 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>Total for FY23</b>	<b>Total for FY22</b>	<b>Total for FY21</b>
Purchase Orders \$0-\$9,999	141	1,179	1,442	1281	\$1,399,037.89	\$1,640,827.83	\$1,482,989.65
Purchase Orders \$10,000-\$24,999	2	26	24	29	\$330,470.64	\$404,406.65	\$417,161.17
Purchase Orders over \$25,000	2	36	40	45	\$39,093,456.65	\$11,687,700.37	\$11,050,535.17
<b>Total</b>	<b>145</b>	<b>1,241</b>	<b>1,506</b>	<b>1355</b>	<b>\$40,822,965.18</b>	<b>\$13,732,934.80</b>	<b>\$12,367,741.04</b>

**Administrative & Legislative Services Department  
March 2023**

**Website Management**

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

	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits
July	52	54	15	152	61	31,946	32,401	11,536	1,164,517	1,080,668
Aug.	63	66	20	126	133	31,340	25,635	9,145	752,932	835,519
Sept.	65	48	17	43	22	27,594	24,833	8,335	679,248	214,406
Oct.	47	52	10	78	86	29,829	23,816	8,390	386,735	864,091
Nov.	54	63	174	56	40	30,449	23,022	7,587	695,971	812,527
Dec.	32	39	13	156	82	27,768	22,904	17,483	847,724	1,055,111
Jan.	53	56	108	67	68	31,686	26,942	17,123	720,531	934,562
Feb.	47	52	135	22	40	28,043	23,253	19,796	N/A	762,985
March	62	57	39	85	61	30,614	30,026	22,930	N/A	879,671
April		68	101	43	56		31,127	20,881	N/A	820,505
May		54	38	27	29		31,335	23,514	5,998	946,897
June		674	214	48	123		34,600	30,909	10,251	901,328
<b>Total</b>	<b>475</b>	<b>609</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>269,269</b>	<b>329,885</b>	<b>197,629</b>	<b>5,263,907</b>	<b>9,053,159</b>

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

	FY 23 New Downloads	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
July	8	8	45	19
Aug.	13	9	44	21
Sept.	9	13	19	21
Oct.	11	6	40	12
Nov.	11	6	29	13
Dec.	10	10	10	15
Jan.	18	18	11	23
Feb.	10	9	20	70
March	9	14	11	69
April		11	7	41
May		10	11	29
June		10	11	36
<b>Total</b>	<b>99</b>	<b>124</b>	<b>258</b>	<b>369</b>

	FY23 # of Request	FY22 # of Request	FY21 # of Request	FY20 # of Request
July	50	38	20	36
Aug.	43	54	27	39
Sept.	40	46	16	18
Oct.	45	64	15	40
Nov.	53	19	20	27
Dec.	70	42	27	20
Jan.	61	41	18	24
Feb.	20	41	72	41
March	41	38	36	34
April		26	26	35
May		39	48	26
June		47	58	28
<b>FY Total</b>	<b>423</b>	<b>495</b>	<b>383</b>	<b>356</b>

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

**Administrative & Legislative Services Department  
March 2023**

**White House Farmers Market**

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	2 (\$30)	\$300
<b>February</b>	5(\$75)	\$360
<b>March</b>	5(\$75)	\$600
<b>April</b>	0	0
<b>May</b>	0	0
<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>12</b>	<b>\$1,260</b>

**Building Maintenance Projects**

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

Major projects this month include:

	<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>2016 – 2017 Work Order Requests</b>
<b>July</b>	14	19	11	10	22	21	27
<b>August</b>	23	8	27	10	26	24	28
<b>September</b>	21	12	9	13	19	22	13
<b>October</b>	13	10	6	7	14	18	12
<b>November</b>	12	23	16	7	18	34	12
<b>December</b>	8	17	19	3	8	19	9
<b>January</b>	11	6	11	16	14	16	23
<b>February</b>	10	8	16	18	7	21	6
<b>March</b>	16	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>		14	31	10	9	23	14
<b>Total</b>	<b>128</b>	<b>164</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
March 2023**

**Finance Section**

During March the Finance Office continued training / planning for new utility customer application process changes and continued working on fiscal year 2024 budgeting tasks. The total property taxes billed for tax year 2022 is \$5.4 million. As of the end of March, approximately \$5.12 million (94.8%) was collected. Members of the Finance Office also participated in the following events during the month:

- March 1: TN Municipal Bond Fund meeting
- March 6-7: Employee Open Enrollment meetings
- March 9: BMA Budget Retreat
- March 16: TDEC ARPA non-competitive grant virtual workshop
- March 16: Monthly BMA meeting
- March 28: Safety committee meeting
- March 29: Finance staff meeting

**Performance Measures**

**Utility Billing**

	<b>March 2023</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>New Builds (#)</b>	27	177	284	357	171	62
<b>Move Ins (#)</b>	82	689	977	737	649	534
<b>Move Outs (#)</b>	80	615	898	743	602	534
<b>Electronic new customer signups (#)</b>	54	336	410	300	127	104
<b>Electronic new customer signups (%)</b>	50%	39%	33%	27%	15%	17%

**Business License Activity**

	<b>March 2023</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>Opened</b>	9	78	92	76	69	75
<b>Closed (notified by business)</b>	1	6	7	6	10	9

**Accounts Payable**

	<b>March 2023</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>Total # of Invoices Processed</b>	428	3129	4254	4079	4003	3940

**Property Tax Relief Applications**

	<b>March 2023</b>	<b>FY 2023 Total</b>	<b>FY 2023 Est.</b>	<b>FY 2022 Total</b>
<b>New Parcels (#)</b>	7	26	30	29
<b>Existing Parcels (#)</b>	2	100	109	99
<b>State Relief Credits (\$)</b>	1,112	23,688	22,472	20,844
<b>City Relief Credits (\$)</b>	1,112	16,364	16,018	10,155
<b>Combined Relief Credits (\$)</b>	2,224	40,052	38,490	30,999

**Finance Department  
March 2023**

**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	11,933,868	3,580,160	7,694,271	64%
Cemetery Fund	69,355	20,807	268,098	387%
Debt Services	1,112,015	333,605	1,565,985	141%
Dental Care Fund	38,650	11,595	173,989	450%
Roads Impact Fees	59,190	17,757	457,190	772%
Parks Impact Fees	61,429	18,429	186,966	304%
Police Impact Fees	43,930	13,179	523,732	1192%
Fire Impact Fees	28,875	8,663	346,552	1200%
Industrial Development	120,145	36,044	159,468	133%
Parks Sales Tax	1,207,310	362,193	350,958	29%
Police Drug Fund	5,050	1,515	58,443	1157%
Solid Waste	1,146,400	343,920	660,928	58%
State Street Aid	467,832	140,350	571,000	122%
Stormwater Fund	1,036,000	310,800	1,524,198	147%
Wastewater	5,011,600	1,503,480	9,651,028	193%

*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 2022-2023.

<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	11,933,868	10,544,527	↑ 13.36%
Cemetery Fund	69,355	38,808	↓ 19.04%
Debt Services	1,112,015	897,435	↑ 5.70%
Dental Care	38,650	32,751	↑ 9.74%
Roads Impact Fees	59,190	242,508	↑ 334.71%
Parks Impact Fees	61,429	200,920	↑ 252.08%
Police Impact Fees	43,930	194,576	↑ 367.92%
Fire Impact Fees	28,875	128,512	↑ 370.06%
Industrial Development	120,145	133,946	↑ 36.49%
Parks Sales Tax	992,310	782,548	↑ 3.86%
Police Drug Fund	5,050	21,638	↑ 353.48%
Solid Waste	1,146,400	885,803	↑ 2.27%
State Street Aid	467,832	353,914	↑ 0.65%
Stormwater Fund	1,036,000	799,583	↑ 2.18%
Wastewater	5,011,600	5,832,241	↑ 41.37%

\*Realized amounts reflect revenues realized from July 1, 2022—March 31, 2023

**Human Resources Department  
March 2023**

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

- March 02: Rotary Banquet - Police Appreciation
- March 06: Insurance Open Enrollment Meeting
- March 07: Insurance Open Enrollment Meeting  
Chamber of Commerce Board Meeting
- March 08: Police Officer Testing  
Insurance Open Enrollment Meeting
- March 09: Board of Mayor and Aldermen Budget Retreat  
Library Board Meeting
- March 15: Lamberth Family Chiropractic and Wellness Ribbon Cutting
- March 20: Wastewater Tech I Interviews
- March 23: Willis Towers Watson's Health and Benefits Bootcamp
- March 30: MTAS Refining Your HR Core Processes Training  
Chamber of Commerce Chairman's Celebration

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	0	0
August	1	0	0	0
September	1	0	1	1
October	2	1	0	0
November	1	0	1	0
December	0	0	0	0

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January	1	0	1	1
February	0	1	0	3
March	0	0	2	0
April		0	1	2
May		1	0	1
June		1	3	0
<b>Total</b>	<b>6</b>	<b>4</b>	<b>9</b>	<b>8</b>

Three-year average: 8.5



**Human Resources Department  
March 2023**

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	1	1
August	0	1	1	0
September	0	0	1	0
October	2	1	1	1
November	0	1	3	1
December	2	0	0	0

Three-year average: 5.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January	0	0	0	1
February	0	0	0	0
March	0	1	0	0
April		1	0	0
May		0	0	0
June		0	0	0
<b>Total</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>4</b>

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	1	1	1	1
August	1	1	1	1
September	1	2	0	2
October	1	0	0	3
November	2	0	1	2
December	1	1	2	1

Current year turnovers that occurred within  
90 day probationary period: 5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January	0	4	2	2
February	0	2	0	1
March	2	3	0	1
April		2	2	0
May		2	0	2
June		1	3	2
<b>Total</b>	<b>9</b>	<b>19</b>	<b>12</b>	<b>18</b>
<b>Percentage</b>	<b>8.74%</b>	<b>18.45%</b>	<b>11.65%</b>	<b>17.48%</b>

Three-year average: 14.56%

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	1 (T)	0
August	0	0	0	2 (S)
September	0	0	0	0
October	1 (S)	0	0	0
November	0	0	0	1 (S)
December	0	0	1 (T)	0

Three-year average: 3.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January	0	1 (T)	1 (T)	0
February	0	0	0	0
March		0	0	0
April		0	0	0
May		0	0	0
June		0	0	1 (T)
<b>Total</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>4</b>

**Police Department  
March 2023**

**Highlights**



The White House Rotary Club honored the 2022 White House Police Officer of the Year, Corporal JC White, on March 2nd at Colorado Gill. Congrats Cpl. White on a job well done.

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in March:** White House Rotary Officer of the Year Banquet (March 2<sup>nd</sup>), Department Head Staff Meeting (March 6<sup>th</sup> & 20<sup>th</sup>), Americana Planning (March 6<sup>th</sup>), Beer Board Meeting (March 7<sup>th</sup>), Robertson County Chief’s Meeting (March 8<sup>th</sup>), Budget Retreat (March 9<sup>th</sup>), Planning Commission Meeting (March 13<sup>th</sup>), Board of Mayor & Alderman Meeting (March 16<sup>th</sup>), Drug Task Force Meeting (March 29<sup>th</sup>) and Command Staff Meeting (March 30<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, is in the 4<sup>th</sup> edition of our TLEA program into PowerDMS which includes 164 standards.

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

We hope to achieve re-accreditation from the Tennessee Law Enforcement Accreditation program this December 2023.

No date yet for the Spring LEACT Conference but Susan will be attending it when it’s announced.

**1.**

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

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	168	0	168
February	0	610	0	610
March	0	652	24	676
<b>Total</b>	<b>0</b>	<b>1,430</b>	<b>24</b>	<b>1,454</b>

**Police Department  
March 2023**

**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 2022-2023. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.*

Number of Officers on Shift	March 2023	FY 2022-23
Three (3) Officers per Shift	50	471
Four (4) Officers per Shift	0	21

\*Two Officer Minimum staffing was put in place due to staff shortage. In the month of March, we had 12 shifts with Two (2) Officers per shift.

1. *Acquire and place into service two Police Patrol Vehicles.* Two new vehicles were approved at the August Board of Mayor & Alderman Meeting. The vehicles have been ordered from Lonnie Cobb Ford.
2. *Conduct two underage alcohol compliance checks during the Fiscal Year 2022-2023.*  
Fall Compliance Checks – 100% Passed.
3. *Maintain or reduce TBI Group A offenses at the three-year average of 60 per 1,000 population during the calendar year of 2023.*

Group A Offenses	March 2023	Per 1,000 Pop.	Total 2023	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	14	1	32	2
Crimes Against Property	27	2	72	6
Crimes Against Society	35	3	51	4
<i>Total</i>	76	6	155	12
<b>Arrests</b>			72	

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

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

	March 2023	TOTAL 2023
<b>Traffic Crashes Reported</b>	21	107
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	23	62
<b>Written Warnings</b>	59	94
<b>Verbal Warnings</b>	227	590

**Police Department  
March 2023**

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 2023.*

<b>COLLISION RATIO</b>				
<b>2023</b>	<b>COLLISIONS</b>	<b>INJURIES</b>	<b>MONTHLY RATIO</b>	<b>YEAR TO DATE</b>
<b>March</b>	21	3 YTD 18	14%	17% YTD 107

**Traffic School:** There was no Traffic School in the month of March.

**Staffing:**

- Ofc. Katie Sizemore, Ofc. Kris Sykes and Ofc. Dillon Loafman started the Academy on January 8<sup>th</sup>. They will graduate on March 31<sup>st</sup>.
- Ofc. Nicholas Lepore is currently in FTO. He attended three weeks in the Academy in March. He should be released from FTO the first of April.
- Ofc. Terry Brown (TJ) is currently on FTO. He will be attending the Academy April 2<sup>nd</sup>.
- Ofc. Christopher Sampson and Ofc. Blake McClusky are on FTO.
- We currently have 1 position open and are continuing to accept applications.

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

ERT responded to the following calls in March:

- March 13<sup>th</sup> - Hostage Situation/Barricaded Suspect in White House.
- March 14<sup>th</sup> - Assisted Hendersonville with barricaded murder suspect.
- March 17<sup>th</sup> - ERT held monthly training at the National Guard Armory in Gallatin. This training was focused on utilizing night vision devices in no light/low light environments to clear the interior of structures

**Support Services Performance Measurements**

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

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

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

**Communications Section**

	<b>March</b>	<b>Total 2023</b>
Calls for Service	949	2,592
Alarm Calls	46	129

**Police Department  
March 2023**

**Request for Reports**

	<b>March</b>	<b>FY 2022-23</b>
Requests for Reports	16	318
Amount taken in	\$9.60	\$239.65
Tow Bills	\$0.00	\$615.00
Emailed at no charge	30	416
Storage Fees	\$0.00	\$0.00

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

- Officer Twedt attended quarterly network meeting in Gallatin on March 17 for Sgt. Bagwell.
- The grant for next year has been submitted.
- Upcoming traffic campaign for THSO is April 14-28, "Slow Down Tennessee"

***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 one public elementary school by the end of each school year.*** Sgt. Enck will be instructing D.A.R.E. classes at White House Elementary School. D.A.R.E. classes started on January 30<sup>th</sup>. There are 155 students this year.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House Expo & Safety Day is normally in October.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** Citizen's Police Academy has been cancelled. We are planning to have several new programs for the public.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
  - March 1<sup>st</sup> – Sgt. Enck attended the Boss Studio's Grand Opening.
  - March 16<sup>th</sup> – Bicycle Helmet Giveaway at Wheels in Motion at Heritage Elementary.
  - March 16<sup>th</sup> – Sgt. Enck went over Bank Safety and Robbery procedures with the Farmer's Bank.
  - March 30<sup>th</sup> – Bicycle Helmet Giveaway at Wheels in Motion at H.B. Williams Elementary.

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

- March 2<sup>nd</sup> -White House Rotary, Officer of the Year Banquet- Colorado Grill
- March 9<sup>th</sup> – Coffee with a Cop -Deja Moo

**Upcoming Events:**

- April 5<sup>th</sup> – Sgt. Enck instructing SPEARE at East Robertson High School.
- May 5<sup>th</sup> – SPEARE at White House Heritage High School.
- June 23<sup>rd</sup> - #NoFilter.
- July 1<sup>st</sup> - White House Americana.

<b><i>2023 Participation in Joint Community Events</i></b>		
	<b><u>March</u></b>	<b><u>Year to Date</u></b>
<b>Community Activities</b>	6	14

**Fire Department  
March 2023**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 189 requests for service during the month with 121 responses being medical emergencies. The Department also responded to 3 vehicle accidents 2 of which had injuries, and only 1 had no injuries. On March 3<sup>rd</sup> the department responded to 31 calls for service caused by wind damage. Of the 189 responses in the month of March there were 54 calls that overlapped another call for service that is 28.57% of our responses for the month. That brings the overlapping call volume for FY22-23 to 228 or 15.79% 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 March from dispatch to on scene time averaged was, five minutes and forty-six seconds (5:46). The average time a fire unit spent on the scene of an emergency call was eleven minutes and fifty-one seconds (11:51).

**Department Event**

- March 6-8<sup>th</sup> – Annual Inservice 24 of 40 hours of training
- March 6<sup>th</sup> – Annual fit testing for SCBA (Self Contained Breathing Apparatus)
- March 14<sup>th</sup> – Monthly Officer meeting
- March 27<sup>th</sup> – Preplan of Temple Baptist

**Fire Administration**

- March 9<sup>th</sup> – Budget retreat
- March 16<sup>th</sup> – Monthly BMA meeting
- March 23<sup>rd</sup> – Fire Drill at City Hall
- March 30<sup>th</sup> – Hazard Mitigation meeting with Sumner Co. EMA

**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	30
Rescue & Emergency Services	984
Hazardous Conditions (No Fire)	45
Service Calls	93
Good Intent Call	106
False Alarms & False Call	145
Calls for The Month	189
Total Responses FY to Date	1419

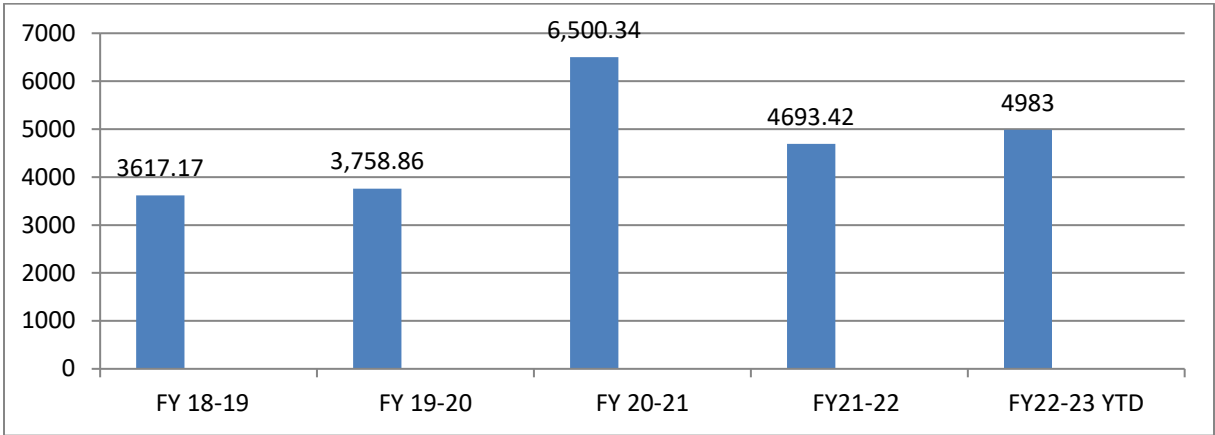
**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City Park)</b>	<b>131</b>	<b>917</b>	<b>64.62%</b>
<b>Station #2 (Business Park Dr)</b>	<b>58</b>	<b>502</b>	<b>35.37%</b>

**Fire Department  
March 2023**

**Fire Fighter Training**

The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4560 hours of training per year is based on twenty career firefighters.



	Month	FYTD
<b>Firefighter Training Hours</b>	646	<b>4983</b>

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

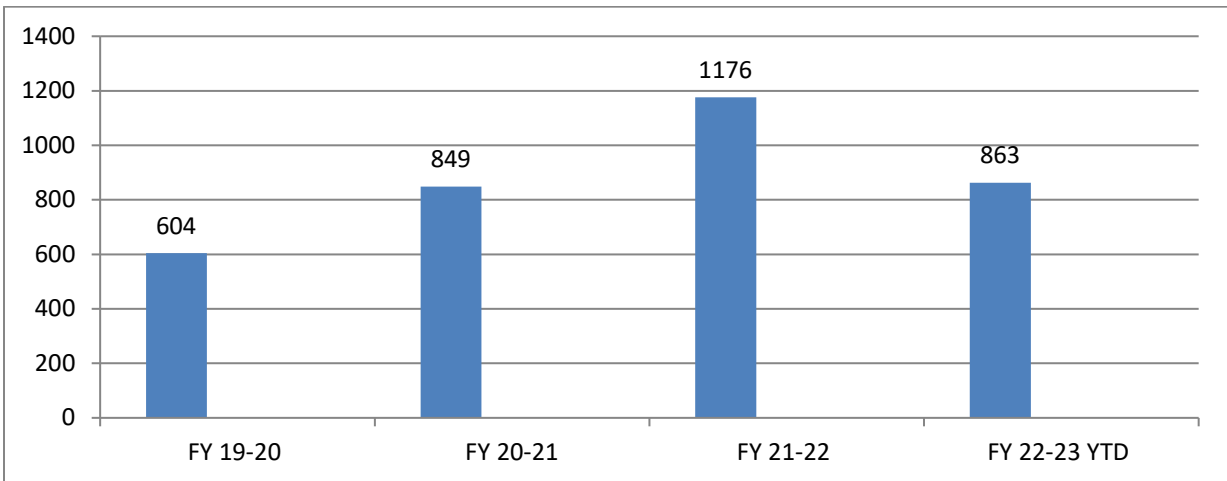
	Fire Officer	Company	Facilities	NFPA	Non-ISO
<b>Month</b>	<b>11</b>	<b>69</b>	<b>220</b>	<b>53.18</b>	<b>140.5</b>
<b>Total for FY</b>	<b>478.55</b>	<b>2035.5</b>	<b>510</b>	<b>577.36</b>	<b>1391.59</b>

\*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.

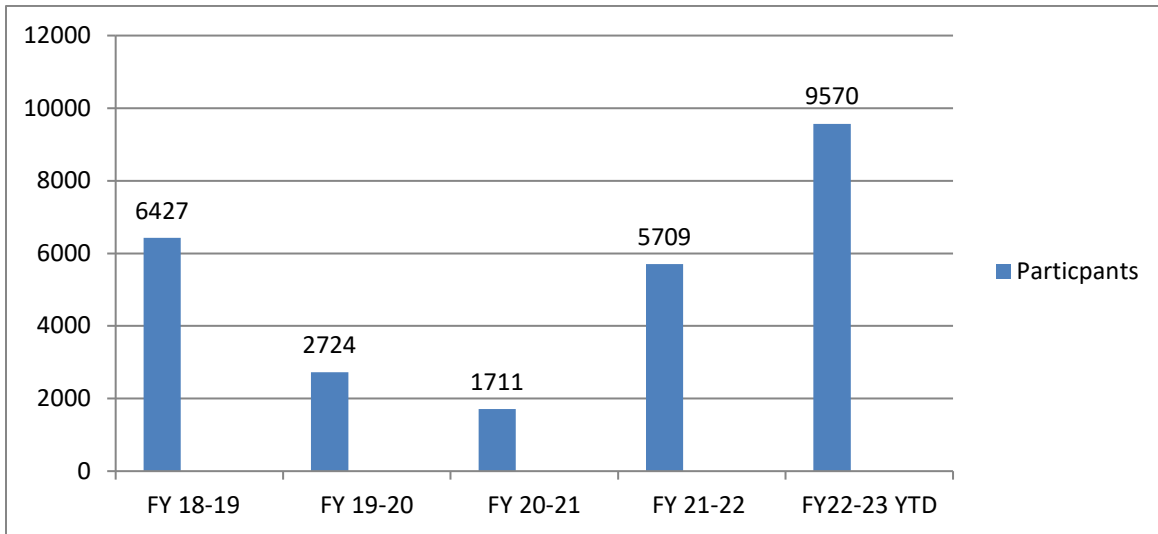


**Fire Department  
March 2023**

	<b>Month</b>	<b>FYTD</b>
<b>March Fire Inspection</b>	<b>110</b>	<b>863</b>
<b>Reinspection</b>	<b>22</b>	<b>83</b>
<b>Code Violation Complaint</b>	<b>3</b>	<b>8</b>
<b>Violations Cleared</b>	<b>10</b>	<b>61</b>
<b>Annual Inspection</b>	<b>12</b>	<b>83</b>
<b>Commercial Burn Pile</b>	<b>Discontinued</b>	<b>9</b>
<b>Knox Box</b>	<b>5</b>	<b>25</b>
<b>Fire Alarms</b>	<b>2</b>	<b>29</b>
<b>Measure Fire Hydrant</b>	<b>1</b>	<b>1</b>
<b>Plans Review</b>	<b>15</b>	<b>48</b>
<b>Pre-C/O</b>	<b>3</b>	<b>14</b>
<b>Pre-incident Survey</b>	<b>14</b>	<b>200</b>
<b>Sprinkler Final</b>	<b>0</b>	<b>19</b>
<b>Final/Occupancy</b>	<b>3</b>	<b>19</b>

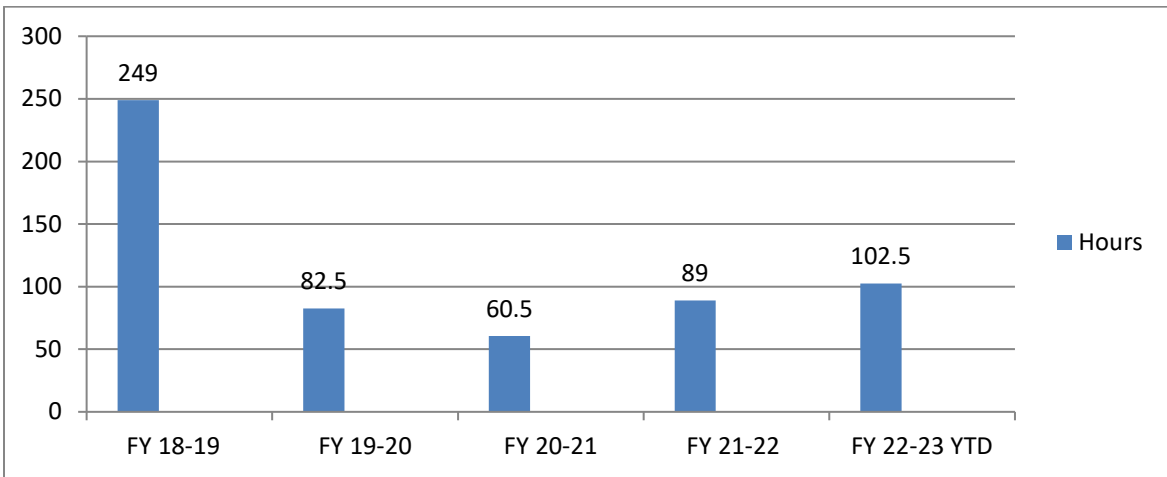
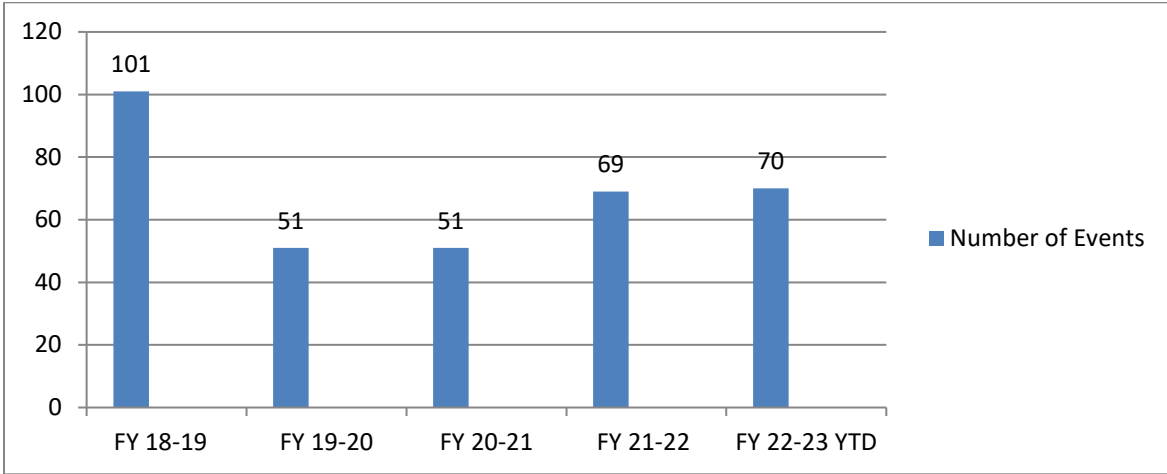
**Public Fire Education**

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  
March 2023**



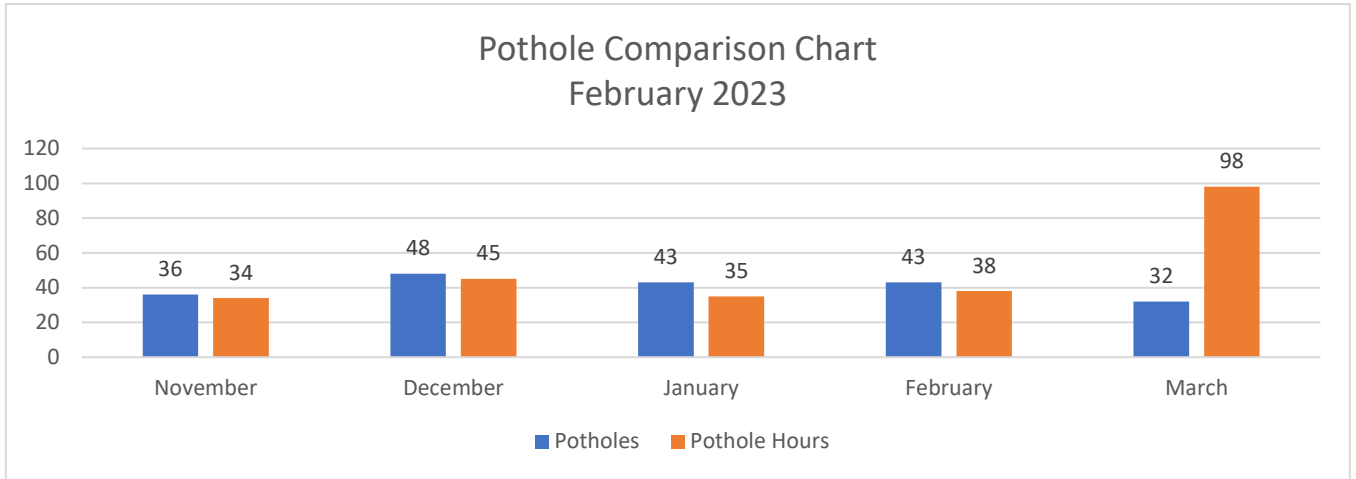
	<b>Month</b>	<b>FYTD</b>
<b>Participants</b>	<b>6</b>	<b>9570</b>
<b>Number of Events</b>	<b>2</b>	<b>70</b>
<b>Education Hrs.</b>	<b>2.5</b>	<b>102.5</b>

**Social Media Statistics for the Month**

<b>Post Reach</b>	<b>13,031</b>
<b>Post Engagement</b>	<b>3,820</b>
<b>New Page Followers</b>	<b>53</b>

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

**Pothole Comparison**



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

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

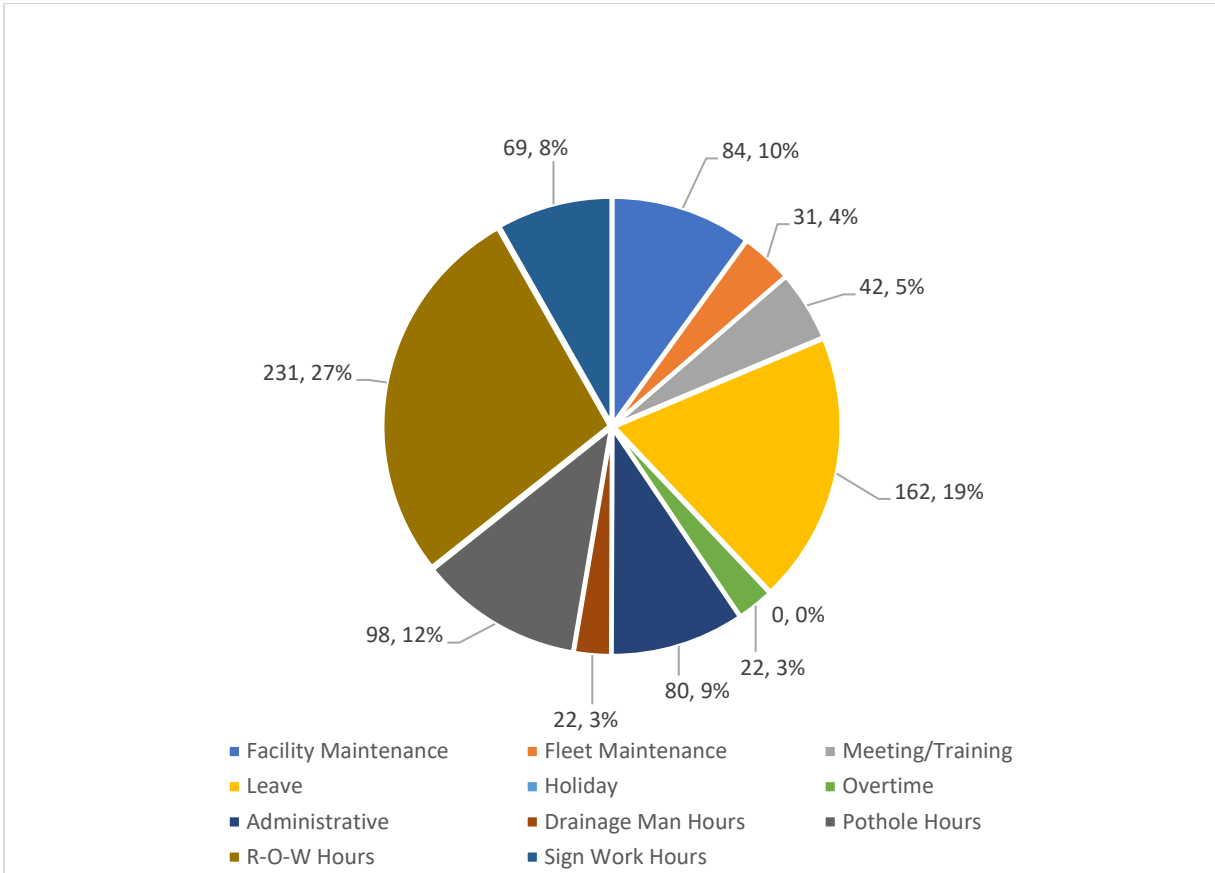
**Pothole Complaint Response Time**

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

<b>STREET ADDRESS OF COMPLAINT</b>	<b>DATE COMPLAINT LOGGED</b>	<b>DATE COMPLAINT RESOLVED</b>	<b>ELAPSED TIME BEFORE REPAIR MADE</b>
Wilkinson Lane	3-6-2023	3-7-2023	12 Hours
Marlin Road	3-6-2023	3-7-2023	1 Day
Choctaw	3-7-2023	3-7-2023	Same Day
Portland Rd	3-7-2023	3-13-2023	6 Days
Kennedy	3-20-2023	3-23-2023	3 Days
Walnut	3-20-2023	3-23-2023	3 Days
Lone oak	3-20-2023	3-23-2023	3 Days
Cardinal	3-24-2023	3-27-2023	3 Days

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

Total Hours Worked in The Public Works Department were 819 Hours. The chart below show what percentage of time was spent on each job task.



**Monthly Work Log**

Wednesday 3-1-2023

- Removed Plows and Salt Boxes from plow trucks / Repaired potholes on Rachel Court / Cut tree limbs on Holly Lane and Willowleaf Lane in Holly Tree Subdivision that were hanging in the ROW.

Thursday 3-2-2023

- Cut trees back away from roads sidewalks and signs city wide for visibility purposes / Changed batteries in radar speed limit signs / Cleaned mowers / Washed Truck 1326

Monday 3-5-2023

- Open enrollment / Remove fallen trees from creek on Donal Terrace / Straightened right arrow sign on NB ramp / Fixed Raymond Hirsch sign on 76 / Repaired Byrum Drive sign / Repaired red light on Wilkinson Lane / Repaired Wilkinson Lane sign / Changed dates on message boards for paving

Tuesday 3-6-2023

Repaired potholes on Marlin Road and Wilkinson Lane / Worked on zero turn mowers / Cut the road at City hall for Wastewater / Repaired stop sign on Montelena / Straightened leaning Stop sign on Harpers Way / Cut tree on Thoroughbred from in front of sidewalk

Wednesday 3-7-2023

- Replaced Street Signs city wide / Repaired pothole on Choctaw / Took delivery of mower max and test cutting with Mower Max / Delivered roller to City Hall then picked up roller from City Hall for Wastewater / Shuttled millings from Magnolia Village back to the shop for stockpile.

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

Thursday 3-8-2023

- Facility maintenance / Removed spoils, concrete and rock to make room for rock staging area at PW Shop / Cleaned up paint from Sunny Parks target solutions

Monday 3-13-2023

- Assisted Stormwater at 413 Donal Terrace project / Repaired pothole on Portland Road and 31W / Looked at traffic light on 31W and McCurdy / Removed trash from creek at 407 Wilkinson Lane / Facility Maintenance

Tuesday 3-14-2023

- Cut and removed tree from AT&T lines on Robert Ave / Repaired stop sign on Kensington Green / Assisted Stormwater Crew with traffic control on Pinson Lane and Highland Drive / Assisted Wastewater crews by hauling two loads of dirt from 307 Hunterwood Drive

Wednesday 3-15-2023

- Removed debris from Bill Moss Road at Calista intersection / Repaired chevron sign on Union and Melton / Repaired Meadowlark Street sign / Repaired Sunnybrook Street sign / Cleaned and performed maintenance on chainsaws / Performed Proof Roll at Cope's Crossing Subdivision

Thursday 3-16-2023

Traffic Signal Controller Class at Stansell Electric / Repaired potholes on Kennedy, Walnut Circle and Lone Oak / Changed message board sign for Tree Giveaway / Picked up box on college and 31w fixed gate at shop

Monday 3-20-2023

Picked up couch, chair and tires off SB Ramps / Looked at Eastside Drive Street sign to repair / Cleaned spoil pile and loaded dumpster with concrete and asphalt debris

Tuesday 3-21-2023

Training on Mower Max / Installed Chevron sign on Tyree Springs / Assisted in fixing brakes on F-150 / Assisted Stormwater form concrete headwall on Kennedy Drive

Wednesday 3-22-2023

- Meeting about Community Clean Up Day / Repaired Stop Sign at Magnolia Blvd at 31W / Set message boards up for Community Clean-up Day / Set up temporary Stop Sign at Charles Drive / Facility Maintenance

Thursday 3-23-2022

- Traffic control on North Palmers Chapel / Repaired potholes on Wilkinson Lane and Calista Road / Evaluated potential road failure on Calista Road / Washed and cleaned Truck 1332

Monday 3-27-2023

- Repaired potholes on Cardinal Drive / Repaired ditch on Calista with drainage issue and collapsed section, repaired road by cutting and digging out damaged section of roadway filling with base stone and installing asphalt.

Tuesday 3-28-2023

- Safety committee meeting / Repaired green light as well as green and yellow arrows at Charles Drive / Evaluated Gridsmart issue on SB ramps and took down camera and junction box / Cleaned up debris left by Rogers Group on Blossom Ct, added dirt, seed and straw smashed dumpsters at shop picked up message boards from Community Clean Up day

Wednesday 3-29-2023

- Cut out road failure on Calista and repaired with base stone and installed asphalt

Thursday 3-29-2023

- Finished asphalt on Calista Repaired potholes on Kennedy Drive and Maiden Lane / Truck inspections on 1326 and 1332 / Changed school signs on West Drive / Performed traffic control for Stormwater Crew / Assembled curbing machine

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

On February 27<sup>th</sup> 2023 the Public Works Crew installed newly ordered signs that will help direct motorists on Westbound SR-76 that the left most lane is left turn only and the right most lane is a straight only lane. This was done because of the number of complaints that were fielded by Public Works about semi-trucks cutting people off in traffic when traveling Eastbound under I-65 NB & SB Lanes.



Also installed recently were LED Flashing Yield Sign at the Southbound Off Ramp and Chevron Sign installed on Tyree Springs Road.

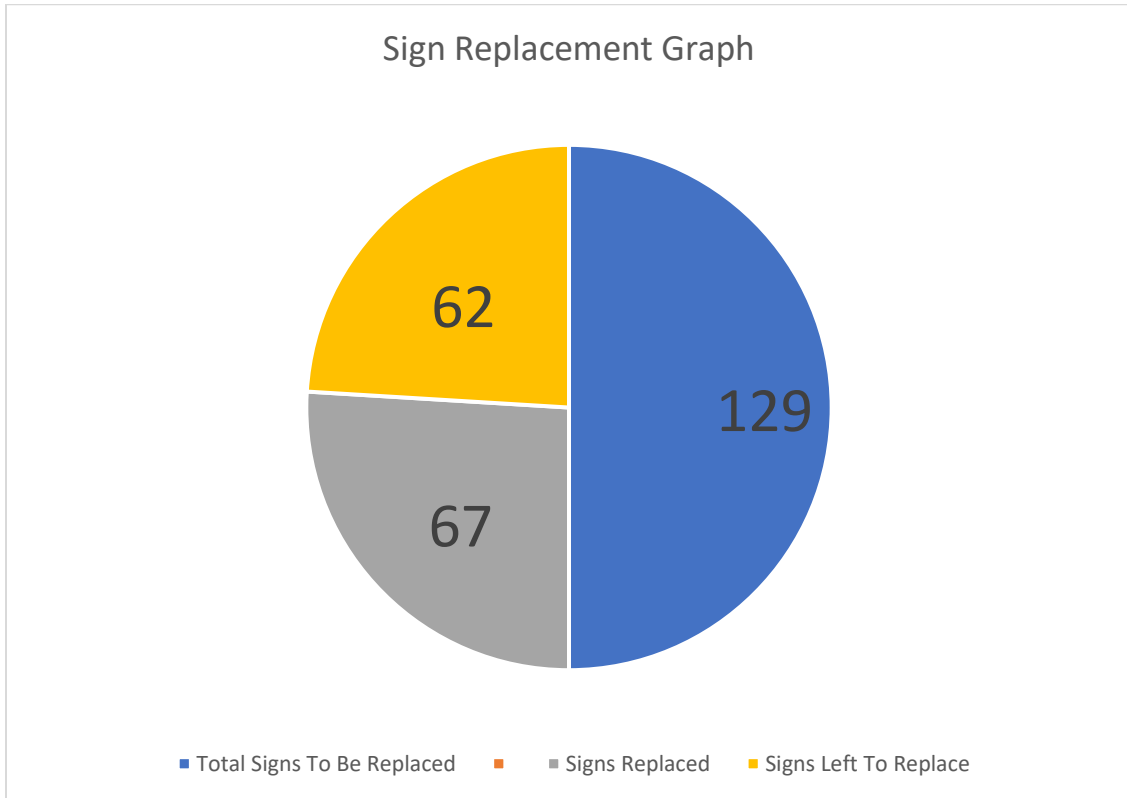


**Public Services Department – Public Works Division  
March 2023**

**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: No Signs were installed in the month of February. Only signs in need of repair were replaced in the month of February.**



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

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	23-Feb	23-Mar	YTD 22/23
Street	8,134	9,364	8,741	10,229	9191.25	699	819	5,775
Facility Maintenance	3494	2187	1,227	1,137	887.25	103	84	657
Fleet Maintenance	1034	514	282	380	422.5	62	31	409
Meeting/Training	502	510	517	400	457	16	42	203
Leave	1,253	576	613	810	823	83	162	564
Holiday	795	470	385	555	545	30	0	305
Overtime	508.5	488	414	311	152.75	9	22	267
Administrative	385	698	803	867	1153.25	171	80	1,259
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	18	22	85
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	0	0	176.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	43	32	254
Pothole Hours	0	759	734	1,181	831.5	35	98	284
R-O-W Hours	0	2835	2416	4,027	3044.5	91	231	1,414
Sign/Repaired	0	120	91	84	63	0	10	60
Sign Work Hours	0	289	179	234	109	9	69	131
Salt Hours	0	10	143	24	76.5	0	0	78.5
Salt Tons	0	12	20	23	18	0	0	18
Decorative Street Light Hours	0	57	46	125	133.5	24	0	153
Traffic Light Hours	0	0	65	20	158	0	0	15

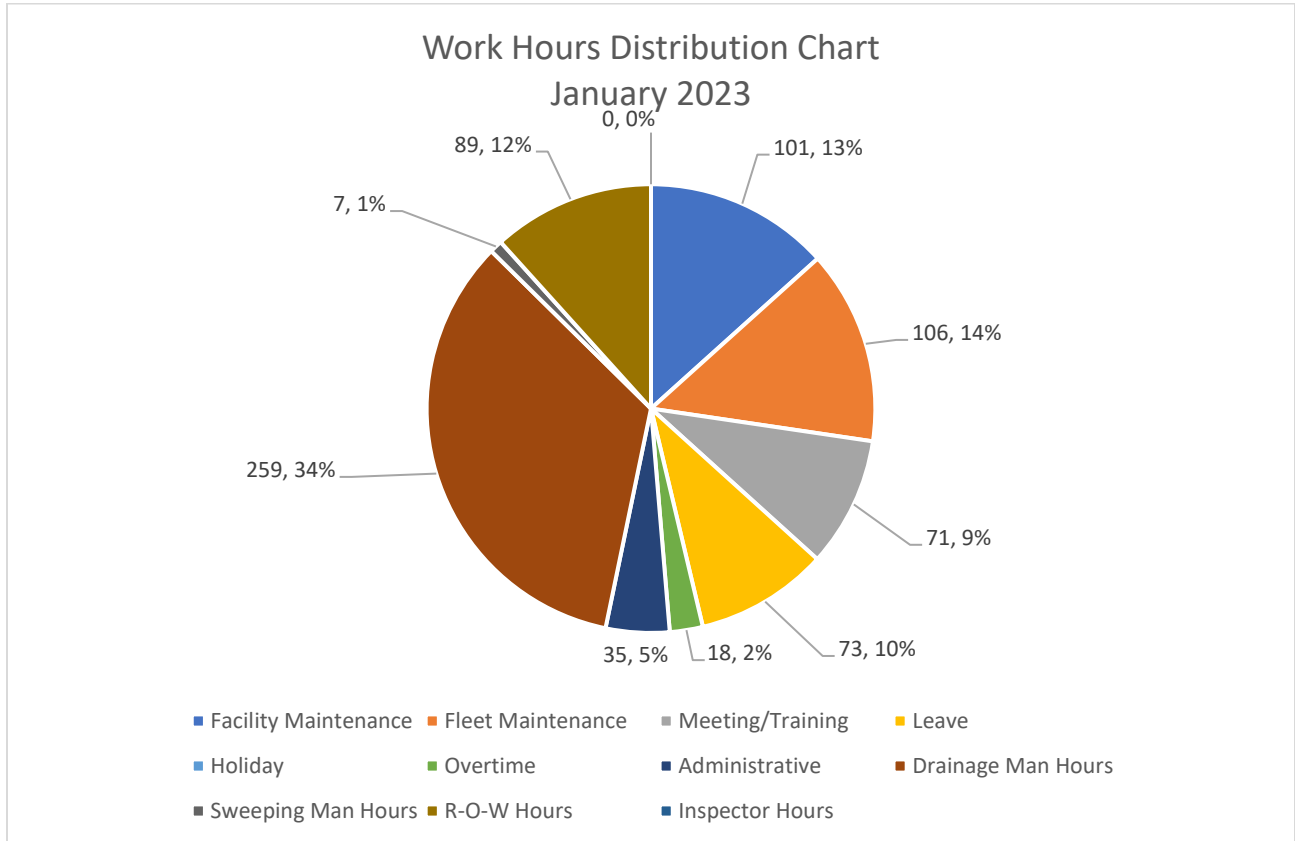
Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Feb	23-Mar	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	320	332	2,716
Facility Maintenance	3494	723	446	574	394.5	45	14	315
Fleet Maintenance	1034	488	445	331	294.5	19	4	112
Meeting/Training	502	265	130	135	127.5	7	5	103
Leave	1,253	428	700	476	336	50	34	375
Holiday	795	270	230	230	230	20	0	190
Overtime	508.5	119	4	12	39.5	0	12	16
Administrative	385	167	1	0	72.5	0	1	17
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW					7	0	36
R-O-W Hours	0	166	30	97	170	32	15	109
Salt Hours	0	0	0	0	0	0	0	79
Salt Tons	0	0	0	0	0	0	0	15

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Feb	23-Mar	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	320	543	3,699
Brush Truck Loads	459	551	522	578	584	45	88	352
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	240	352	2,796
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	97	150	795
Litter Pickup Bags	334	507	546	511	456	21	79	356
Litter Pickup Hours	1147	1132	985	957	892	43	109	650

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

Total Hours Worked in The Stormwater Division were 754.75 Hours. The chart below show what percentage of time was spent on each job task.



**Inspectors Notes**

<b>Stormwater / Public Works Inspections</b>	
EPSC Site Inspections	20
Land Disturbance	29
Open Trench Inspections	11
Fence Inspections	14
Proof Rolls	2
Public Works Inspection	8
Final Storm	37
Final Road	36
<b>Total Inspections Performed for the Month</b>	<b>157</b>

Total Hours: 160

Hours Worked: 137.5

PTO: 22.5

Holiday:

Overtime: 7.5



Public Services Department – Stormwater Division  
March 2023

Monthly Work Log

Wednesday 03/01/2023

- The Culvert was falling apart and was in need of repair we decide to ready pour concrete to correct the problem



Thursday 03/02/2023

- Fleet Maintenance

Public Services Department – Stormwater Division  
March 2023

Monday 03/06/2023

- Meadowlark Dr: Service call concerning trees down in creek after storms. Clean and removed.



WO030623004 404 Hunterwood Drive: Homeowner states that 408 and 406 ditch remediation had been completed yet his was not taken care of after Ajuuah stated it would be. Meet with homeowner in person and apologize about Ajuuah not following up with him. Due to Salamanders in the area no further work can be done in the area. He thanks us for the information and understood about the Salamanders.

WO 030623008 7026 Indian Ridge Blvd: Ms. Rhonda reports that she's had ongoing issues with the drainage in her yard. She said when a rain event happens all of the water slopes toward her house and is washing out her yard. Meet with Ms. Rhonda and inspection of the area does need some work done but due to the lack of maintenance from the HOA we don't have access. Contacted HOA and have setup a meeting to discuss what need to be done by the HOA. They have agreed to have a meeting with landscaping and HOA board for the week of the 20<sup>th</sup>.



Public Services Department – Stormwater Division  
March 2023

WO030623009 White House Greenway: Trees fallen into the creek and drain buildup of debris.



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

Tuesday 03/07/2023

- 253 Thoroughbred Way: Service call on trees down on sidewalks and creek. This was a joint project with Streets and road. The sideway was cleared the tree in the creek isn't causing a problem and being a Blue Line creek, no action required at this time.



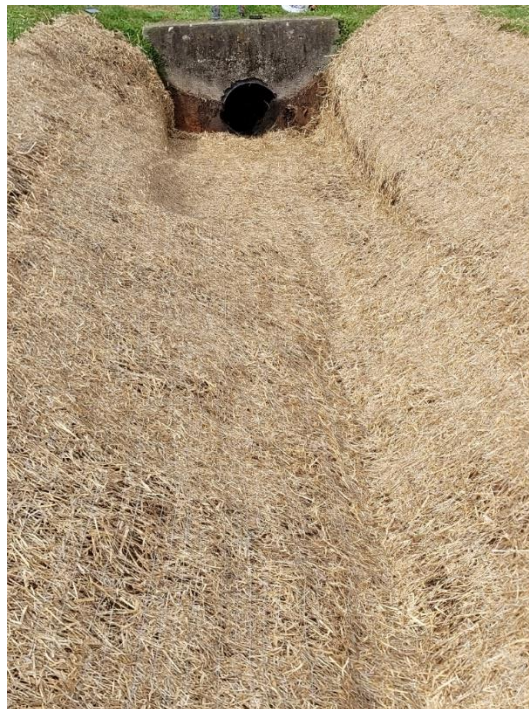
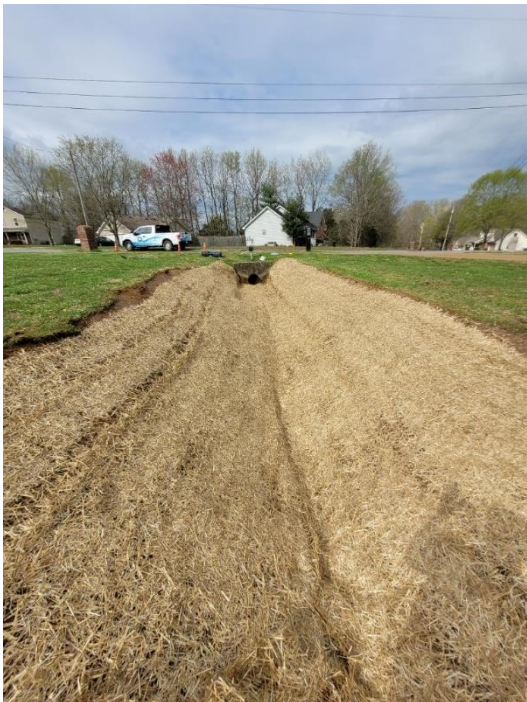
WO030723003 704 N Palmers Chape Rd. Service call drainage ditch falling. After storm drain blacked and was cleaned. We also noticed the ditch will need some reshaping we have added it to the schedule list.



WO030723007 105 Highland Dr: Ms. Shari Maynard reports that the water drainage at her address is washing out her driveway. She said she spoke with someone in June-July of last year and they told her she was on the list. Meet with Ms. Shari Maynard and apologize to her because there was no information about the last person that was there. Her driveway isn't washing out but the drainage does need some work. We have her on the schedule it should be done within the next two weeks weather permits. She is happy now.

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

WO030723015 104 Lockspur Court: M. Jimmy Ray came in looking to speak with someone regarding the clogged culvert in his backyard. He said nothing's getting through it and it's rutting out the yard. Meet with Mr. Ray at 104 Larkspur and the holes in his back yard is from some kind of animal and are not clogged culvert. We did notice that the homeowner fence is thru the drainage easements and due to being in place before the fence permits, we came to an agreement that stormwater will address the drainage in the front of the property and he'll do the back of the property.



Public Services Department – Stormwater Division  
March 2023

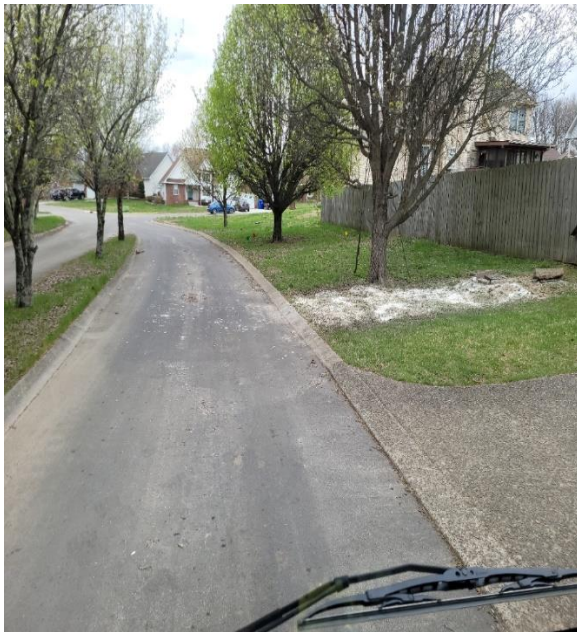
Wednesday 03/08/2023

- 2995 Union Rd, and Harpers Way: Received a call about broken storm drain. After inspection it looks like a semi ran it over and broke it. We'll need to form concrete.



WO030823009 112 Iroquois Dr: Mr. Bennet reports that there's a ditch in the back of his property that is causing the water to run toward his foundation. He requested some topsoil and said he'd straw and seed it. Meet with Mr. Bennet and had him sign agreement for dirt. Once we have some dirt, we'll delivery it to him.

WO030823010 Was contacted by Wastewater and they requested we come out to SunnyBrook drive and help clean the roads where the waste water have run into the road.



Public Services Department – Stormwater Division  
March 2023

Thursday 03/09/2023

- 725 Industrial Drive Security cameras box that holds the router and power is broken repaired with rubber sealant to protect from the weather.

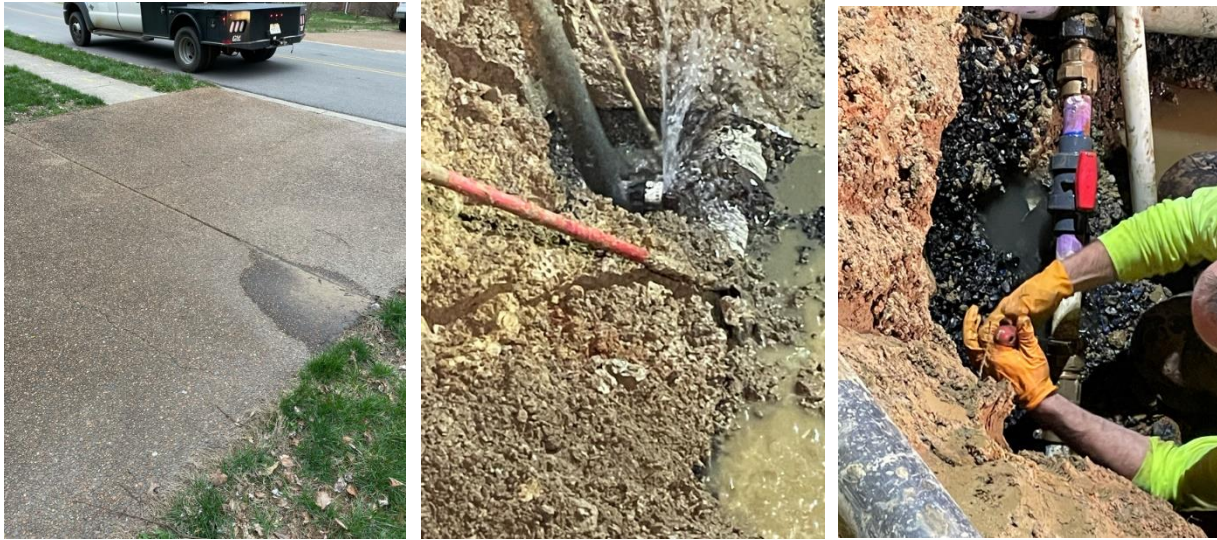


WO030923004 During weekly vehicle inspection found that on 1327 the street sweeper the second motor muffler has rusted thru and causing lowing pressure light. Equipment has been tagged out of service until new muffler in found and installed.



Public Services Department – Stormwater Division  
March 2023

WO030923009 307 Hunterwood Found that the pvc thread in the brass saddle tap was cracked. Broke out the old thread replaced with new brass to pvc connection and brass to pvc repair coupling.



Monday 03/13/2023

- Fleet and Facility Maintenance

Tuesday 03/14/2023

- WO030723007 Ms. Shari Maynard reports that the water drainage at her address is washing out her driveway. She said she spoke with someone in June-July of last year and they told her she was on





Public Services Department – Stormwater Division  
March 2023

Wednesday 03/15/2023

- On Loves Lane and Harper way the truck drivers are parking on the stormwater system and causing damage. This is an example of the money being sent on repair. The Truck driver hooked the stormwater drainage and broke off concrete.



Thursday 03/16/2023

- 413 Donald Terrace Homeowner was having drainage problems. Reshaped ditch and drainage. Driveway pipe completely underground.



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

Saturday 03/18/2023

- Tree Giveaway Day

Monday 03/20/2023

- Site inspection at Applewood Ct, Applewood Dr, Hillwood and meeting with CEMC about Sage Road project. CEMC will remove the trees in drainage around the electric poles.

Tuesday 03/21/2023

- Inspected truck and found breaks were bad brakes on truck 1329.



Wednesday 03/22/2023

- Mike Parker at 4711 S Downs Circle called and said that a tow truck had just come and repossessed a car a couple houses down, and damaged the storm drain near 4151 S Downs Circle. Due to being new construction we clean the area and put-up cones to keep kids safe and reported the damage to Wastewater.



Thursday 03/23/2023

- Street Sweeping, Fleet and Facility Maintained

Saturday 03/25/2023

- Cleanup day

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

Monday 03/27/2023

- Start of Calista Road Project

Tuesday 03/28/2023

Resident at 303 Sage Road reports that there is water coming from the development being built near her home, and it is flooding both hers and her neighbor's yards. After inspection and pulling up the plat's the city has no easement in that area. Home owners notify and was satisfy with the information.



Wednesday 03/29/2023 Thru 03/30/2023

- This was a week-long project with Streets and Roads due to the road collapsing.



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

Public Services - Stormwater Division

<b>Total Hours Worked</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>23-Feb</b>	<b>23-Mar</b>	<b>YTD 22/23</b>
Stormwater	8,134	9,364	8,741	10,229	9191.25	800	755	7,283
Facility Maintenance	3494	2187	1,227	1,137	887.25	111	101	720
Fleet Maintenance	1034	514	282	380	422.5	103	106	613
Meeting/Training	502	510	517	400	457	35	71	418
Leave	1,253	576	613	810	823	53	73	1034.25
Holiday	795	470	385	555	545	50	0	435
Overtime	508.5	488	414	311	152.75	0	34	217
Administrative	385	698	803	867	1153.25	33	18	218
Drainage Work (feet)	0	906	2749	10	0	423	495	8,061
Drainage Man Hours	0	1470	1045	170	14	167	259	2739
Debris Removed Load	0	100	35	44	0	0	1	112
Sweeping Man Hours	0	18	13	0	0	0	7	80
Mowing Hours	0	22	175	219	221	0	0	109
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	20
Shoulder Hours	0	155	160	49	176	0	0	12
# of Potholes	0	250	473	346	385	0	0	69
Pothole Hours	0	759	734	1,181	831.5	12	0	57
R-O-W Hours	0	2835	2416	4,027	3044.5	79	89	520
Sign/Repaired	0	120	91	84	63	0	1	7
Sign Work Hours	0	289	179	234	109	0	8	12
Salt Hours	0	10	143	24	76.5	7	0	56
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	0	11
Traffic Light Hours	0	0	65	20	158	0	0	0
Inspector Hours						0	0	626

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

Public Services - Stormwater Division

<b>Total Hours Worked</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>23-Feb</b>	<b>23-Mar</b>	<b>YTD 22/23</b>
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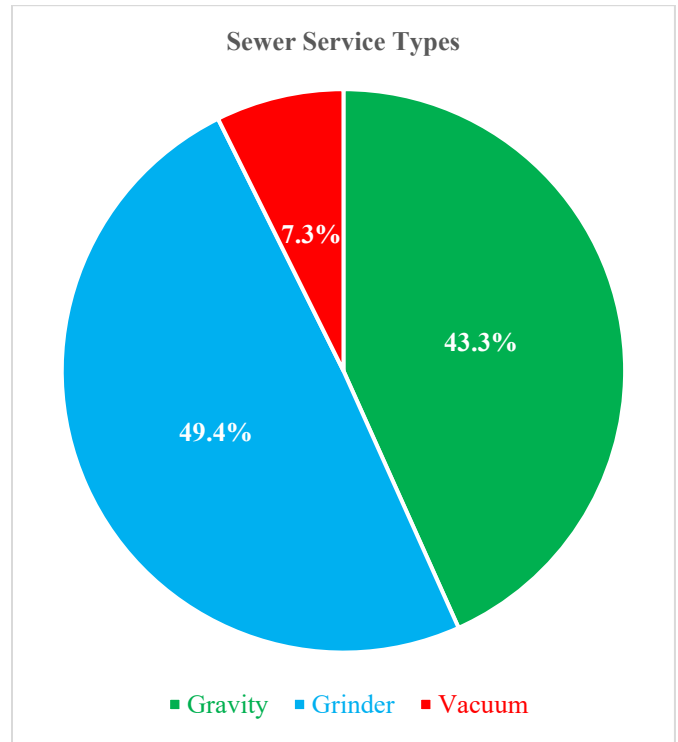
**Public Services Department - Wastewater Division  
March 2023**

**Collections System Activities:**

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, vacuum services, and various types of lift-stations. As of **March 31<sup>st</sup>, 2023**, City personnel count a total of **6,043** sewer system connections, with **27 new** applications for service in **March 2023**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,616</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,982</b>
<b>Vacuum Sewer Connections</b>	<b>445</b>

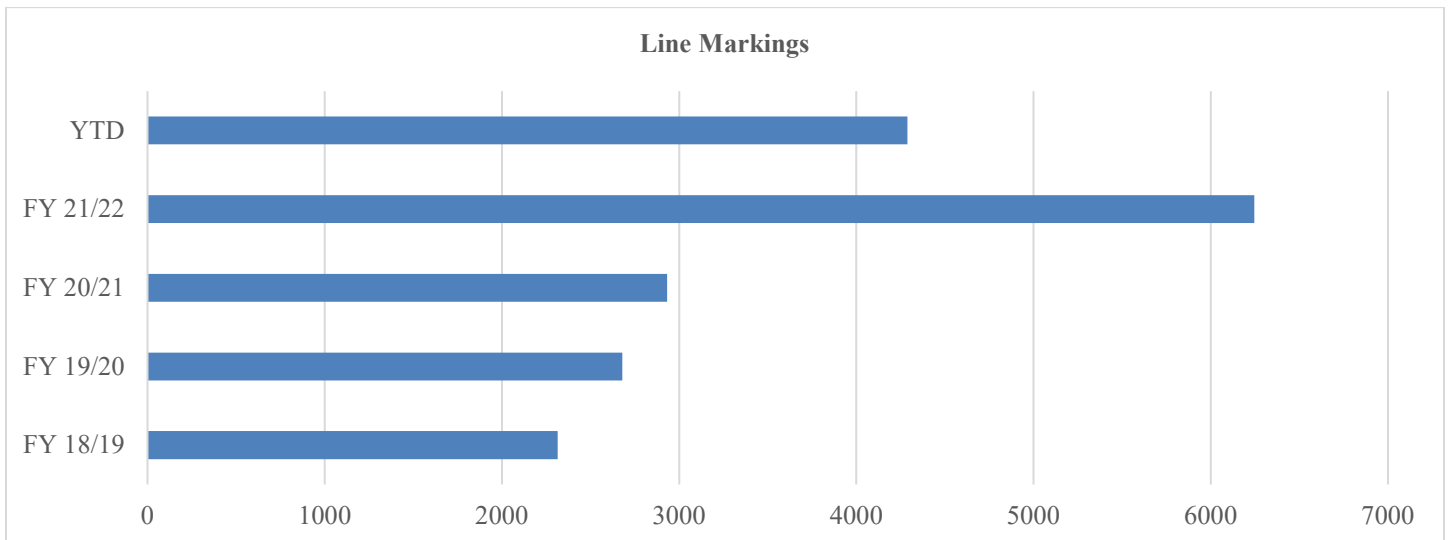
The City counts **187** commercial grinder stations, **2,795** residential grinder stations, and **28** major lift stations integrated into our system.



**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. **Wastewater personnel received 213% more line-marking in the 2021/2022 fiscal year than in the 2020/2021 fiscal year, largely due to new construction and utility boring activities.**

<b>Line Markings</b>	<b><u>FY 18/19</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>March 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
Tennessee 811	2315	2680	2933	6245	413	4289



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

<u>Lift Station Location</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Mar 2023</u>	<u>FY 22/23 YTD</u>
Union Road	6	6	9	0		0	1
Summerlin	2	5	22	0		0	0
Settlers' Ridge	1	1	1	1		0	0
Cope's Crossing	7	8	6	9		0	3
Cambria	1	4	3	4		0	0
Belmont Lodge Apartments	n/a	n/a	n/a	0		0	1
Kensington Green	n/a	1	0	0		0	0
Meadowlark Townhomes	n/a	n/a	n/a	0		0	0
Meadowlark	4	2	1	1		0	2
Sage (aka Hester)	0	1	0	0		0	1
Loves Truck Stop	n/a	0	0	3		0	1
Highway 76 (aka Springfield)	1	1	0	0		0	0
Portland	1	0	1	0		0	1
North Palmers Chapel Vacuum Station	8	3	1	7		0	1
Villas at Honey Run	n/a	n/a	n/a	1		0	2
31W Apartments	n/a	n/a	n/a	0		0	0
Calista Apartments	n/a	n/a	n/a	0		0	0
Calista Vacuum Station	4	2	1	9		0	3
Concord Springs	n/a	0	0	2		0	0
Fields at Oakwood	n/a	n/a	2	2		0	0
Los Jalapenos	n/a	n/a	n/a	0		0	0
Mt. Vernon Apartments	n/a	n/a	n/a	0		0	0
Grove at Kendall	n/a	n/a	n/a	0		0	0
Wilkinson Lane	1	3	1	3		0	1
Heritage High School	2	1	0	0		0	0
Legacy Farms	n/a	n/a	n/a	0		0	0
The Parks #1	n/a	0	0	0		0	0
Treatment Plant	4	6	3	0		0	0

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

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

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

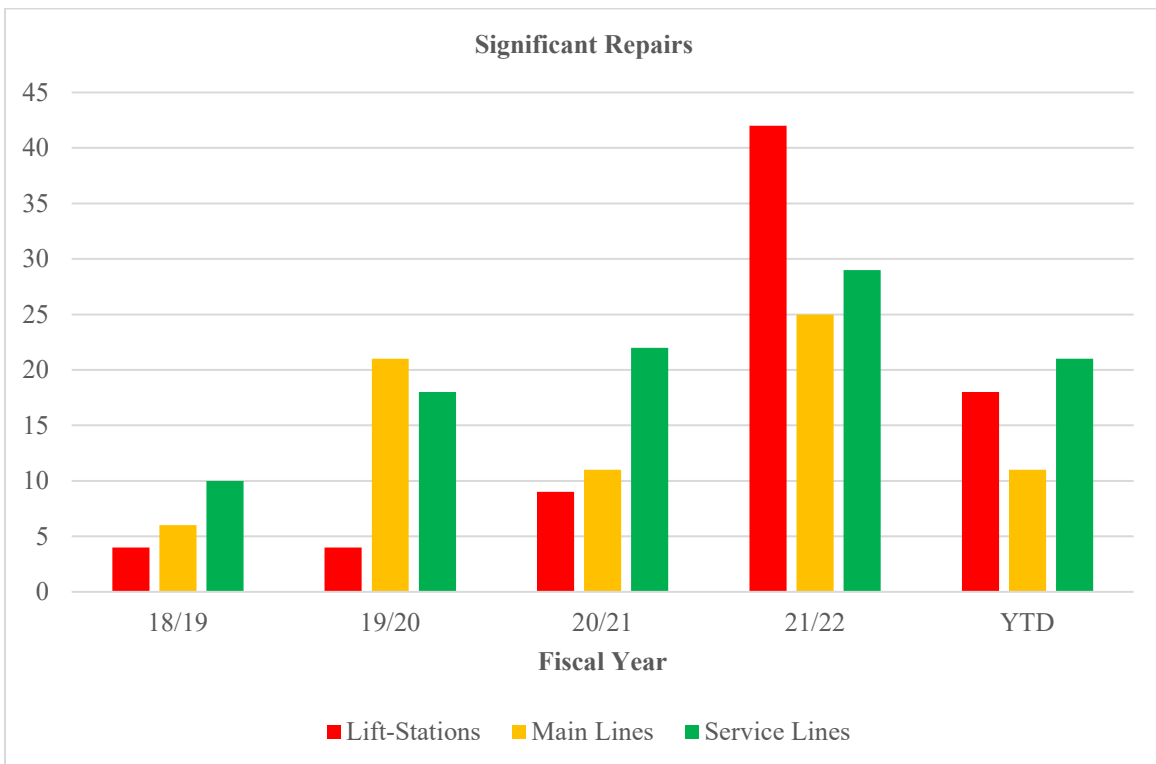
**Major Alarms:**

Station alarms received throughout the month of March, 2023 were caused by multiple power outages across the City. No major operational alarms were received.

**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.

<b><u>Repairs</u></b>	<b><u>FY 18/19</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>Mar 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
Major Lift Stations	4	4	9	42		<b>0</b>	<b>18</b>
Main Line	6	21	11	25		<b>3</b>	<b>11</b>
Service Line	10	18	22	29		<b>5</b>	<b>21</b>

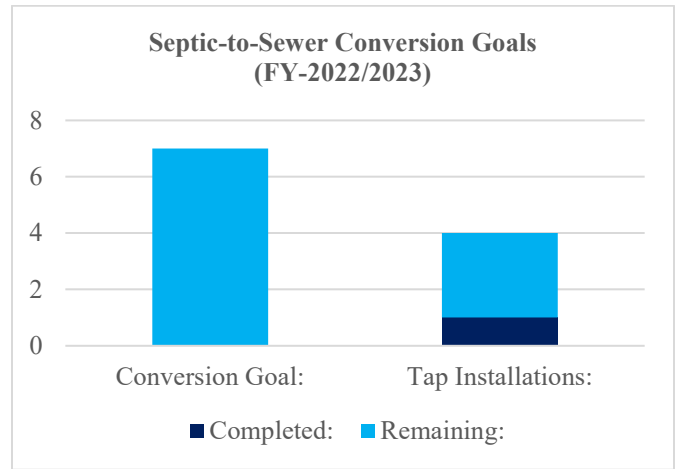
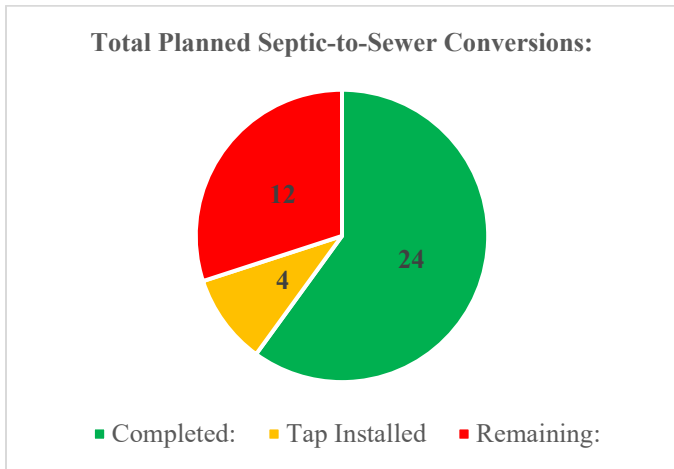




Public Services Department - Wastewater Division  
March 2023

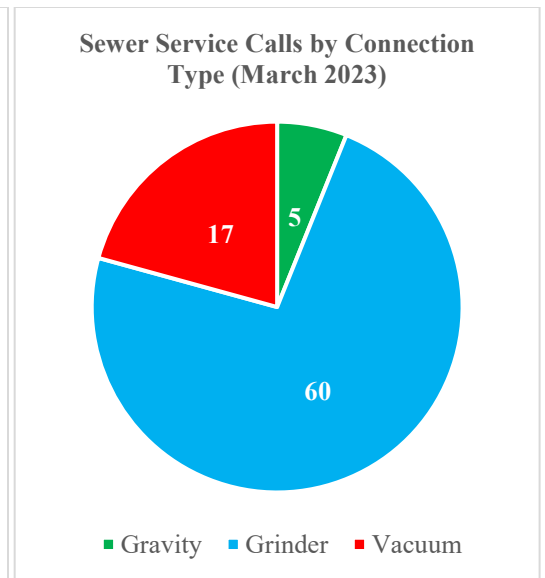
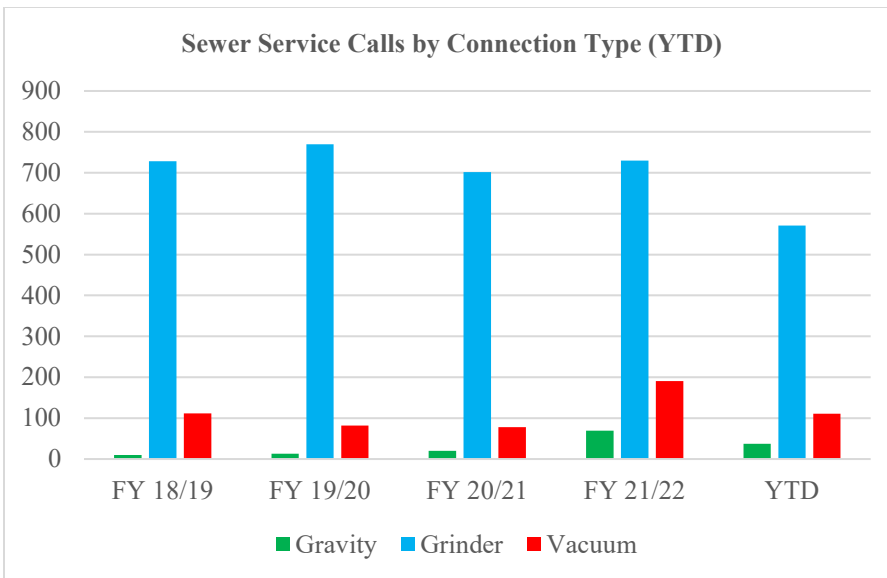
**Ongoing Projects:**

- 1. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City’s sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. 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. **Phase-1 installation is almost complete, pending the installation of one final valve and final site cleanup / road patches. Phase-2 pipe fusing has begun. Phase-2 will run approximately 5,600 ft from Hester Dr to the intersection of Sage Rd and Cardinal Dr. The pre-construction meeting for Phase-2 was held on Monday, 12-05-2022. Phase-3 design is complete and currently released to bid, with a bid opening date of May 1<sup>st</sup>. Phase-3 will run from the intersection of DeeCee and SCT Dr to the Wastewater Treatment Plant located at the end of Industrial Dr.**
- 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.**
- 3. Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Seven (7) conversion projects are planned for the 2022/2023 fiscal year. **A total of 24 projects have now been completed on the list of 40.**



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

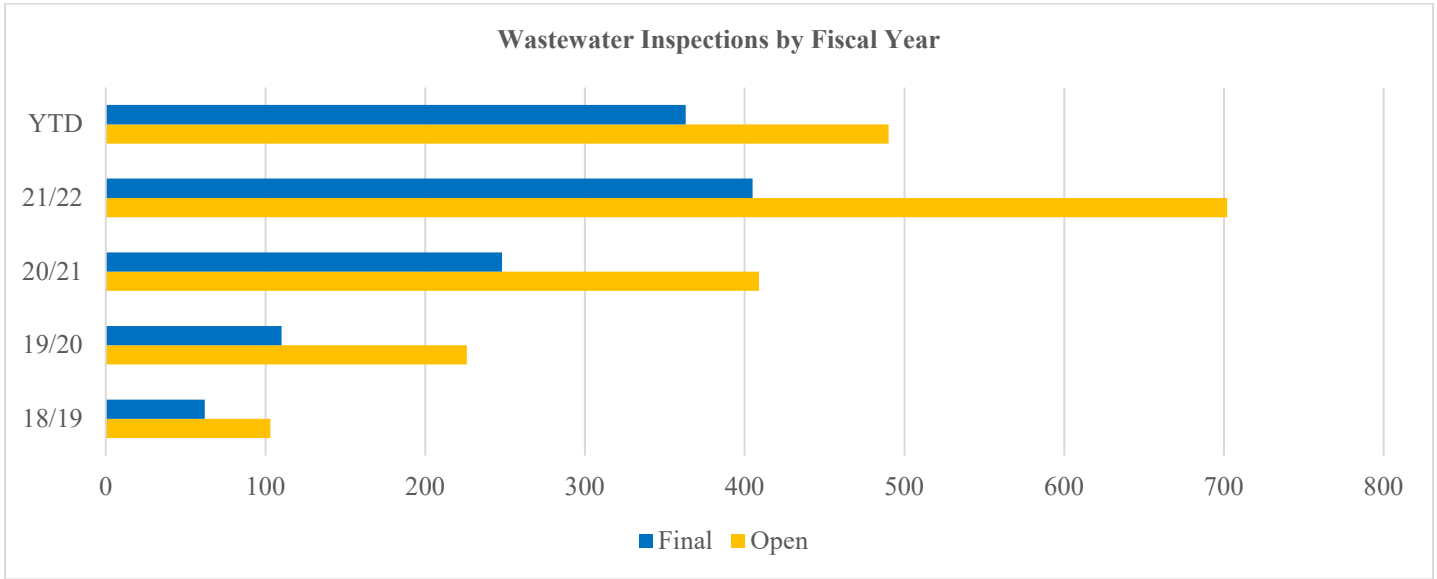
<u>Work Orders</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Mar 2023</u>	<u>FY 22/23 YTD</u>
<b>Vacuum System Service Request</b>	112	82	78	191		<b>17</b>	<b>111</b>
<b>Gravity Service Request</b>	10	13	20	69		<b>5</b>	<b>37</b>
<b>Low Pressure Service Request</b>	728	770	702	730		<b>60</b>	<b>571</b>
<b>Total Pumps Replaced</b>	361	449	492	472		<b>34</b>	<b>342</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	135	114		<b>0</b>	<b>30</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	129		<b>8</b>	<b>102</b>
<b>Grinder Tank PM Program</b>	358	267	219	117		<b>9</b>	<b>94</b>
<b>Open Trench Inspections</b>	103	226	409	702		<b>75</b>	<b>490</b>
<b>Final Inspection for New Service</b>	62	110	248	405		<b>51</b>	<b>363</b>
<b>Grease Trap Inspections</b>	n/a	n/a	n/a	n/a		<b>43</b>	<b>89</b>
<b>Sanitary Sewer Overflow (SSO)</b>	3	49	19	28		<b>2</b>	<b>10</b>
<b>Odor Complaints</b>	43	43	35	22		<b>2</b>	<b>19</b>



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

**New Constructions and Inspections:**

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

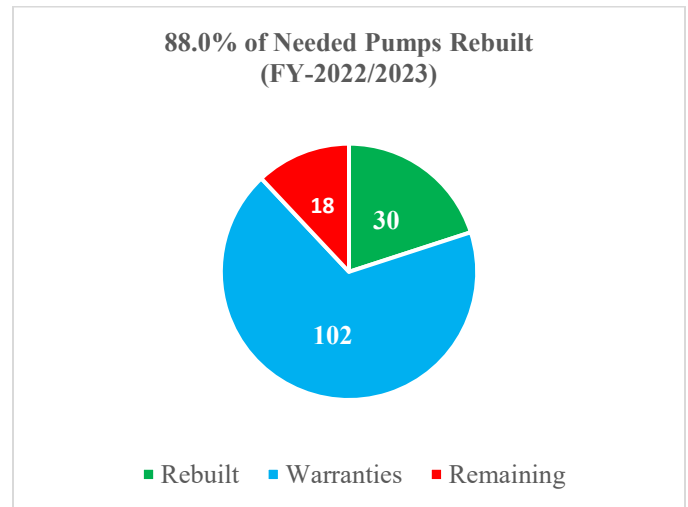


**Pump Rebuilds:**

The capital outlay budget was designed for a total purchase of 350 new E-One grinder pumps for the 2021/2022 Fiscal Year. However, 472 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 114 pumps throughout the year, in addition to 129 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 2022/2023 fiscal year was again designed for the purchase of approximately 350 new pumps, with an anticipated need for approximately 500 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps).

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 was an abnormally high number of warranty-returns in the 2021/2022 fiscal year caused by a known manufacturing defect in the 2018/2019 E-One models that the manufacturer has since corrected.



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

**Treatment System Activities:**

**Wastewater Treatment Plant Goals:**

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

<b>Parameter</b>	<b>Dec - 22</b>	<b>Jan - 23</b>	<b>Feb - 23</b>	<b>Mar - 23</b>	
<b>Flow – To Creek</b>	0.732 MGD	0.718 MGD	0.701 MGD	0.711 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>	0.732 MGD	0.718 MGD	0.701 MGD	0.711	
<b>Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
<b>% of Plant Throughput</b>	52.3%	51.3%	50.1%	50.8%	(0.711 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>	65.4%	64.1%	62.6%	63.5%	(0.701 MGD) / (1.120 MGD)
<b>Rainfall</b>	6.68”	6.37”	3.36”	4.99”	

	<b><u>FY 18/19</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>March 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
<b>Effluent Violations</b>	7	12	7	32		<b>6</b>	<b>18</b>

- 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.

On February 25<sup>th</sup>, an aerator bearing failed on the oxidation ditch, which prevented the treatment plant from being able to entrain enough air in the water, and resulted in five failures on ammonia limits in March. Although a spare bearing was on-hand, repairs on this particular bearing could not be completed without access to a large crane to remove the gearbox and shaft. As of March 1<sup>st</sup>, this repair was completed and the plant returned to normal operation, however, the time required for the plant to fully recover to normal treatment levels following the repair did result in ammonia levels being out of compliance with our permit for the first week of March.

Annual WET testing of C. Dubia reproduction rates failed on diluted samples (but passed on undiluted effluent). Retests are currently underway, as required by permit.

- 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.**

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

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 **2.20** parts per million (ppm). The average residual was **0.22** PPM with a max residual of **0.37** PPM. *Last month the feed rate was 2.12 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 **34.0 CFU's** which is well below the limit. *Last month the average was 75.1 CFU.*

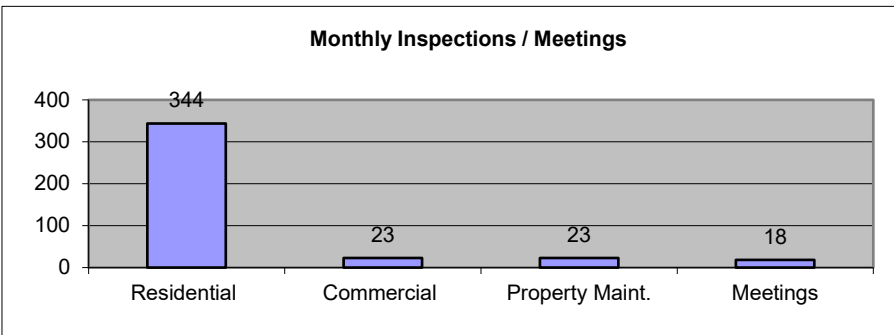
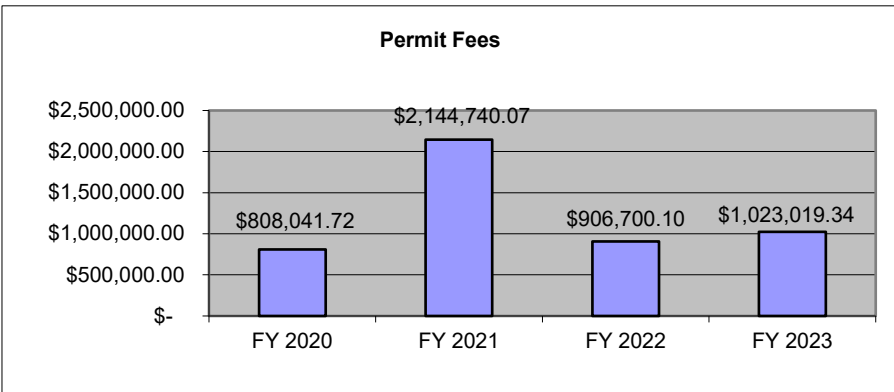
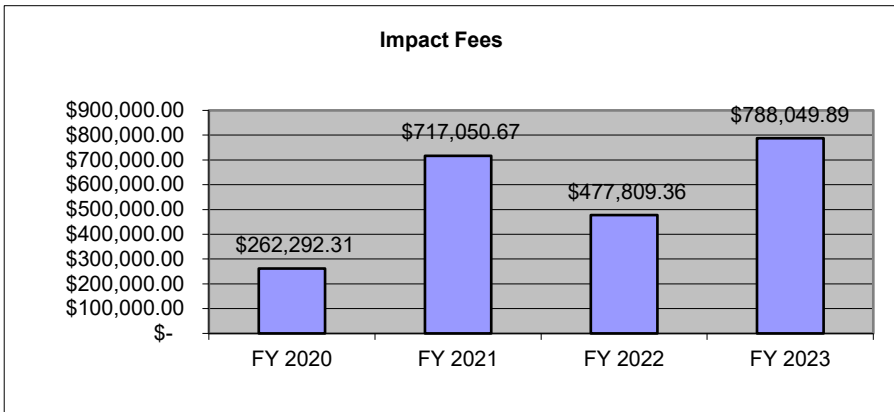
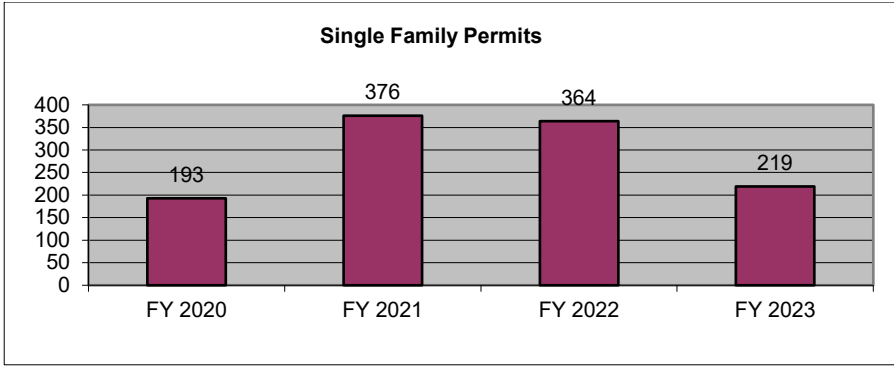
4. **Storm Damage:** On the evening of March 3<sup>rd</sup>, strong wind storms impacted the City's power grid and caused multiple blackouts. When power failed to the Wastewater Treatment Plant, the plant's generator (and transfer switch) engaged but failed to produce power on two of three phases and immediately shut off, leaving the plant without power. Wastewater personnel responded immediately when initial power was lost, but were unable to make repairs themselves.

Utility power was restored to the site approximately five hours later, but the facility transfer switch then failed in the open (generator feed) position, leaving the facility unpowered. The facility's main breaker was also tripped by the event. Representatives and service technicians from both the utility provider (Cumberland Electric) and the company responsible for maintaining the generator and transfer switch (Cummins Crosspoint) were unreachable, and at approximately midnight the plant began to overflow onto the facility grounds. A representative from an alternative generator repair company (Taylor Sudden Service) was able to be contacted early Saturday morning, and responded to the site within 45 minutes. The technician from Taylor Sudden Service was able to successfully engage the main breaker and transfer switch to restore utility power to the site and return the plant to proper operation. No solids were discharged from the plant to any waterways, and no spilled materials left the facility grounds.

A purchase order has been issued for repairs to the plant generator, and we are awaiting delivery of parts for the repairs to be completed. The transfer switch repairs are currently being diagnosed and quoted, but will not be able to be completed until the generator is restored to proper operation. Additionally, it was discovered during this event that the facility main breaker is badly corroded, and in need of full replacement. Quotes are currently being solicited, but repairs cannot proceed until both the generator and transfer switch are fully operational, as replacement of the main breaker will require that utility power to the site be disconnected.

The powered front gate to the facility grounds was also bent by the strong winds during the storm, and is no longer functioning properly. The gate was temporarily repaired in order to facilitate manual opening/closing, but requires replacement. Quotes have been solicited for the repairs, and a purchase order has been submitted.

**Planning and Codes Department  
March 2023**



**Planning and Codes Department  
March 2023**

	Month	FY2023	FY2022	FY2021	FY2020
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	14	73	67	74	69
Construction Appeals	0	0	0	0	0
Zoning Appeals	1	4	5	4	5
Tech. Review/Study Session	0	0	5	2	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	30	219	340	376	193
Multi-Family Residential	0	226	0	22	13
Other Residential	10	68	89	83	91
New Commercial	0	7	7	6	6
New Industrial	0	0	0	2	0
Other Com/Ind	5	31	25	23	33
Sign	2	16	11	17	14
Occupancy Permits	53	313	319	400	212
Other	3	20	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	344	3588	5452	2621	2858
Hours	167	1664.5	1367	533	699
Commercial /Industrial	23	95	139	92	110
Hours	11.5	57	48	18	12.83
<b>CODE ENFORCEMENT</b>					
Total Cases	23	106	35	98	179
Hours	11.5	67.5	35.75	70.24	86.75
Complaints Received	23	101	55	41	116
<b>MEETINGS</b>					
Administration	6	67	117	72	58
Hours	3	79.5	127	70	38
Planning	10	92	127	53	76
Hours	5	96.5	96	50	70
Codes	1	6	8	11	28
Hours	2	10	10	9	37
<b>FEES</b>					
Permit Fees	\$62,800.00	\$ 1,023,019.34	\$ 906,700.10	#####	\$808,041.72
Board Review Fees	\$3,575.00	\$ 14,925.00	\$ 14,100.00	\$ 84,775.00	\$11,000.00
City Impact Fee	<b>\$37,350.00</b>	<b>\$ 788,049.89</b>	<b>\$ 477,809.36</b>	<b>\$ 717,050.67</b>	<b>\$262,292.31</b>
Roads	\$11,430.00	\$ 226,581.51	\$ 664,873.68	\$ 301,769.60	\$77,860.90
Parks	\$11,880.00	\$ 183,018.00	\$ 114,114.00	\$ 150,326.00	\$ 74,646.00
Police	\$8,460.00	\$ 162,711.73	\$ 125,535.54	\$ 191,431.41	\$ 59,096.30
Fire	\$5,580.00	\$ 118,950.00	\$ 76,498.26	\$ 79,900.66	\$ 36,749.61
<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	216	428	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 34	\$ 13,582,881.13	\$25.00	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	18		17	16	15

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

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

- Continue to work with TDEC on revising plans to meet the grant specifications
- Probably won't be until late fall/winter before construction actually begins

*Tennis Courts*

- Wind storm caused major damage to one set of courts and minor damage to the other
- Ribbon cutting postponed
- Getting things worked out with insurance to get fencing fixed on court that had major damage
- Hoping to have it fixed by the end of next month



*Rec Center*

- New water lines run for current civic center to help avoid problems when rec center construction begins. They are currently working on the sewer part of this project now and it should be complete early next month.
- We will also be moving the HVAC system to a safer location as it currently sits extremely close to where they will be shoring for the new building.
- The parking lot continues to progress – should be complete sometime next month
- Completing the parking lot will be the moment that the construction really kicks in gear

*Splash Pad Maintenance Building*

- Re-design continued this month – should know more once we have our progress meeting early next month

*Cemetery Software*

- We found more errors that need to be addressed this month, so now we hope to have the software live by next month but it will depend on how many changes we end up needing to make and how fast the company can make them

*Museum Chimney Restoration*

- Job Complete
- Some before and after photos are below:





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

*Greenway Bridge Restoration*

- Awarded project to Williams Concrete Services
- Still waiting to hear when they want to start project but it will likely be after school lets out to make things a little easier.

*Cemetery Fencing*

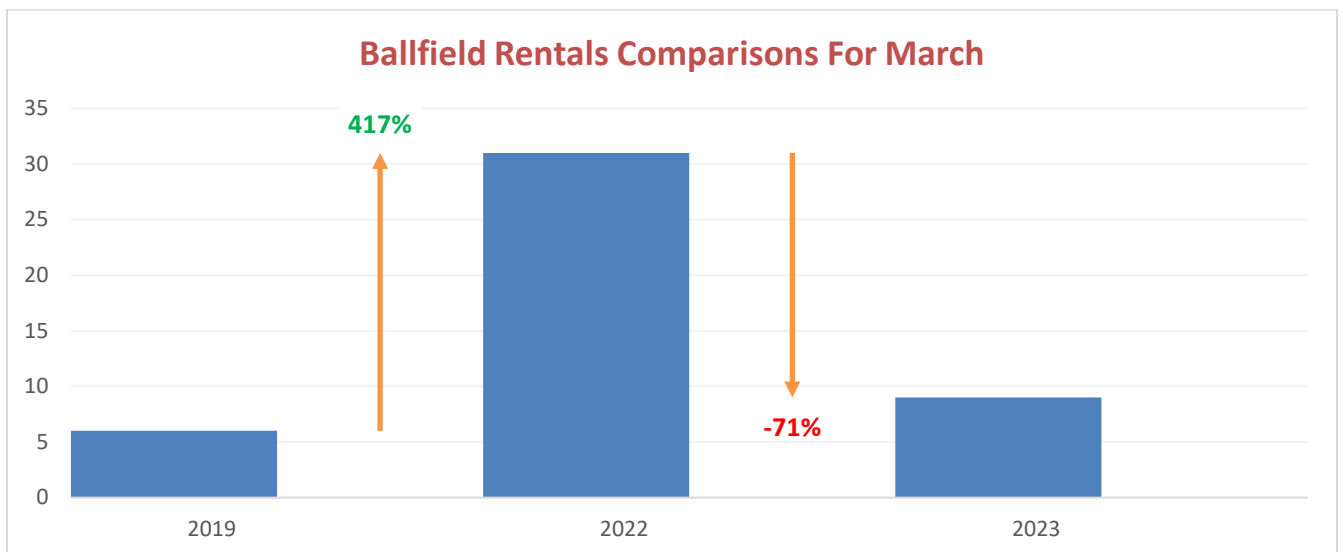
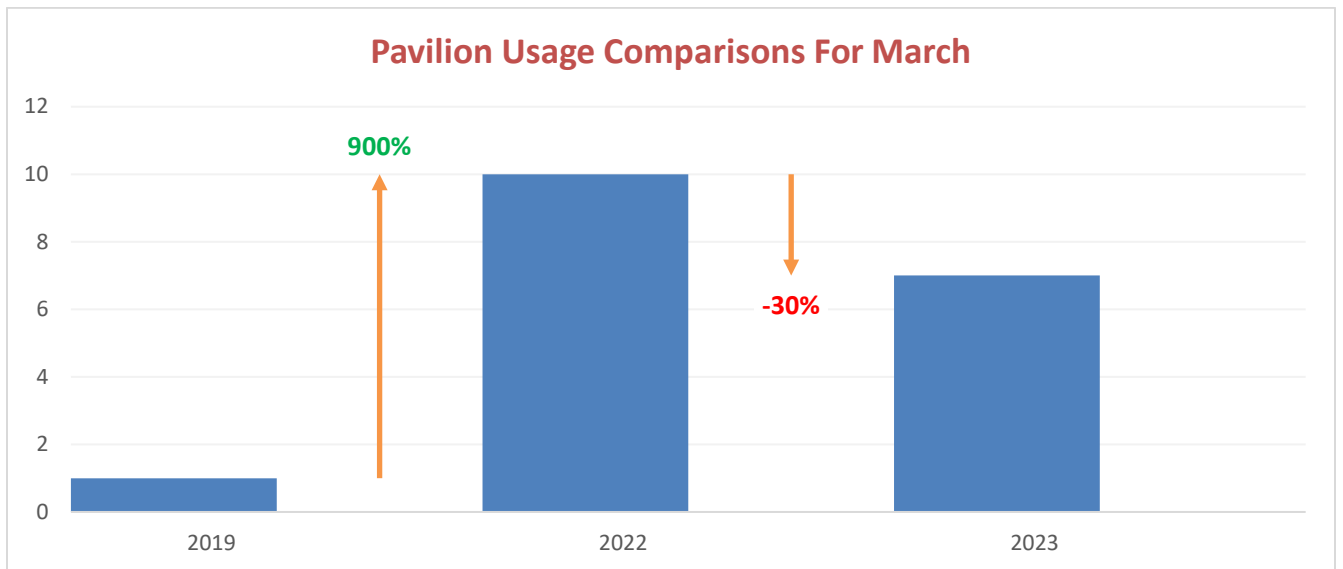
- Survey was completed – met with neighbor to discuss and agreed to cut back some of his bushes to accommodate the fence
- Received change order for section of fencing that is closer to the front
- They will go ahead and start the main part of the fencing that they already have in and then come back to do the front part, so full completion in likely a month away or so.

*Dog Park Parking Lot Paving/Striping*

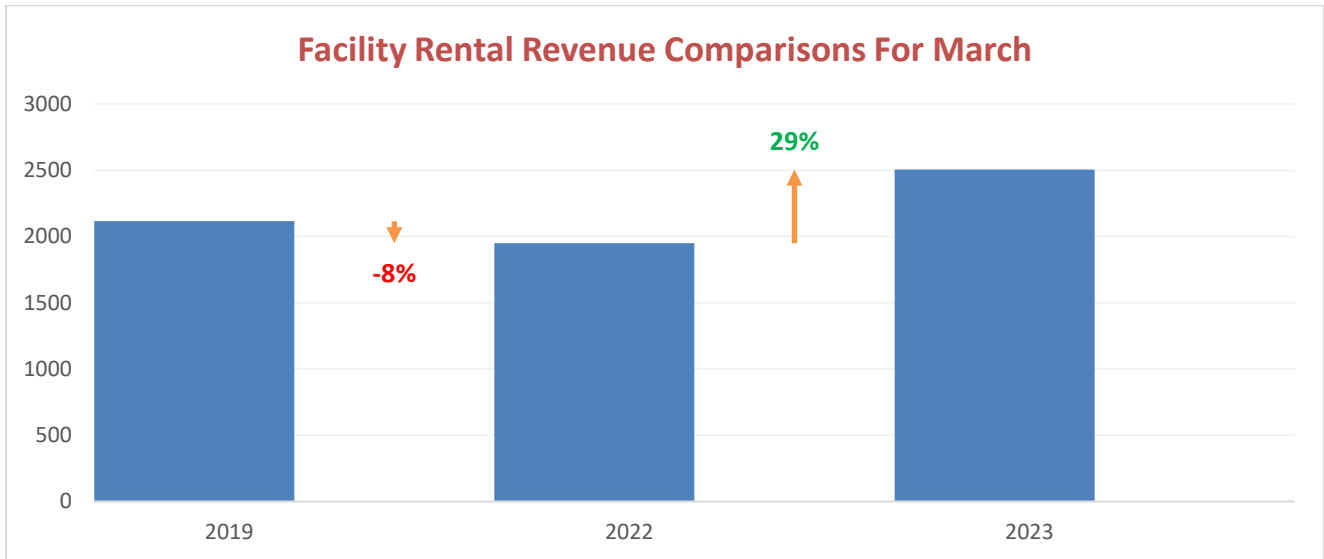
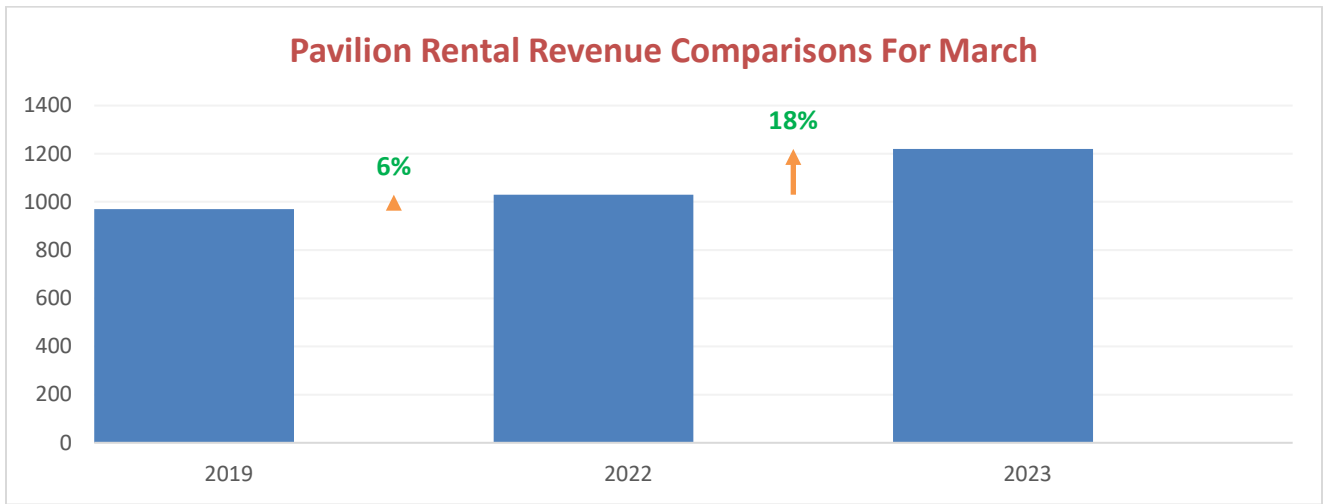
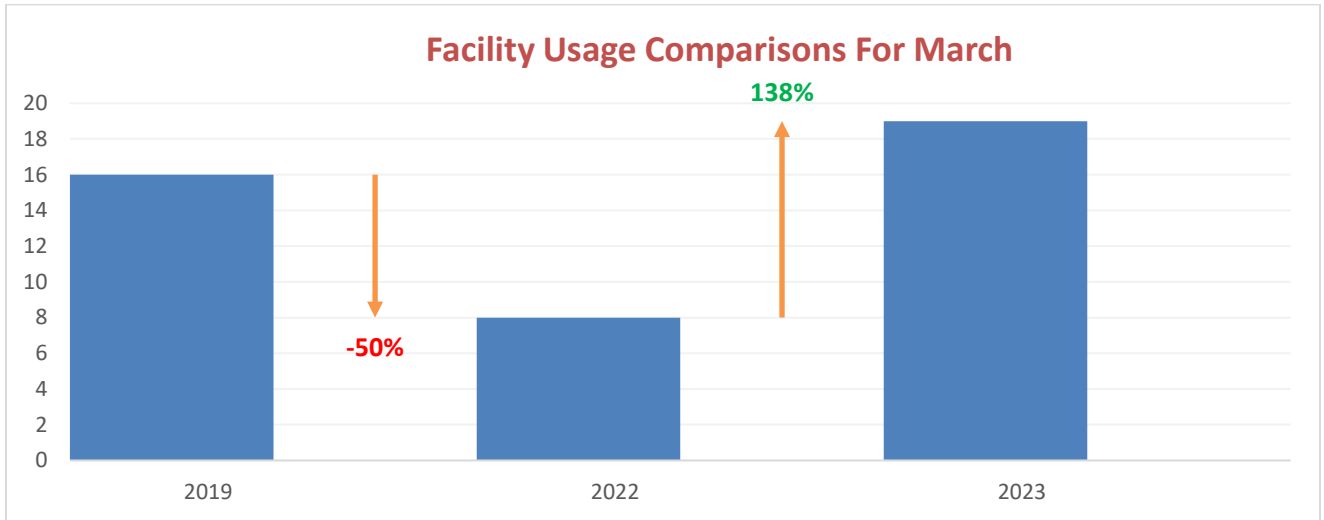
- Currently under design

*Laser Grading & Top-Dressing Fields*

- Laser Grading is complete on Fields 1 & 3
- Top dressing of soccer fields will not happen until June most likely



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



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

**Recreation- Assistant Director**

**Special Events**

The Great Egg Hunt- 03/27-04/09

- First 5 eggs were hidden
  - 45 households participated as of 03/31

**Adult Athletics**

Men's Basketball: 9 Teams total

- Games began: 03/20
- Monday Night Games

Adult Softball: 4 Teams total

- Games began 03/27
- Monday Night Games

**Youth Athletics**

Girls' Volleyball: 14 Teams Total

- Practices began: 03/11
- First Games Scheduled for 04/04

Challenger Baseball: 8 Players Total

- Practices began 03/28

**Other**

Open gyms: Averaged totals per a day

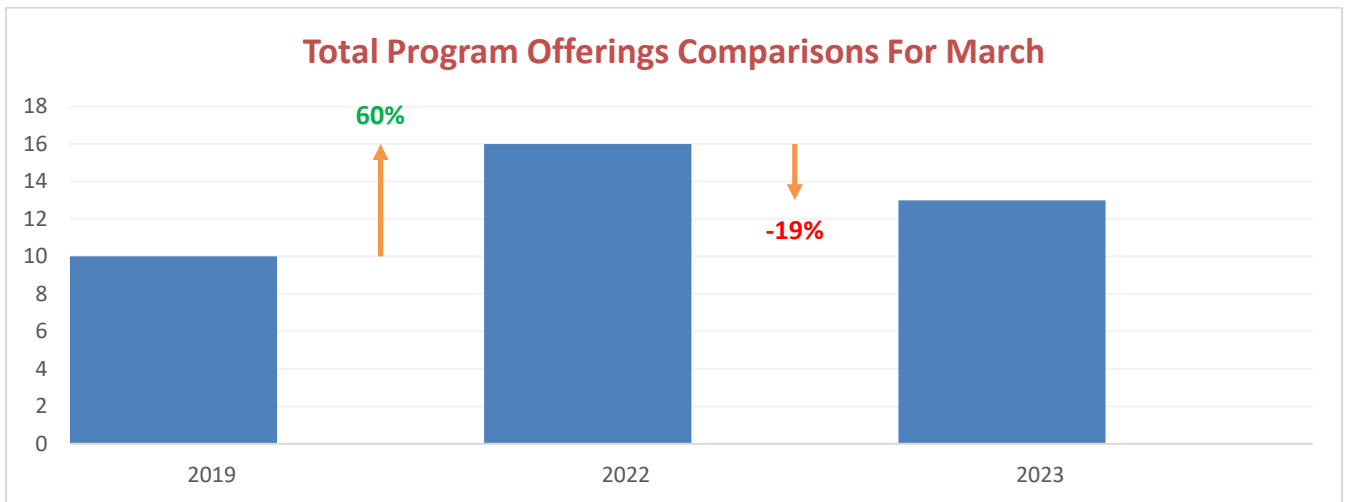
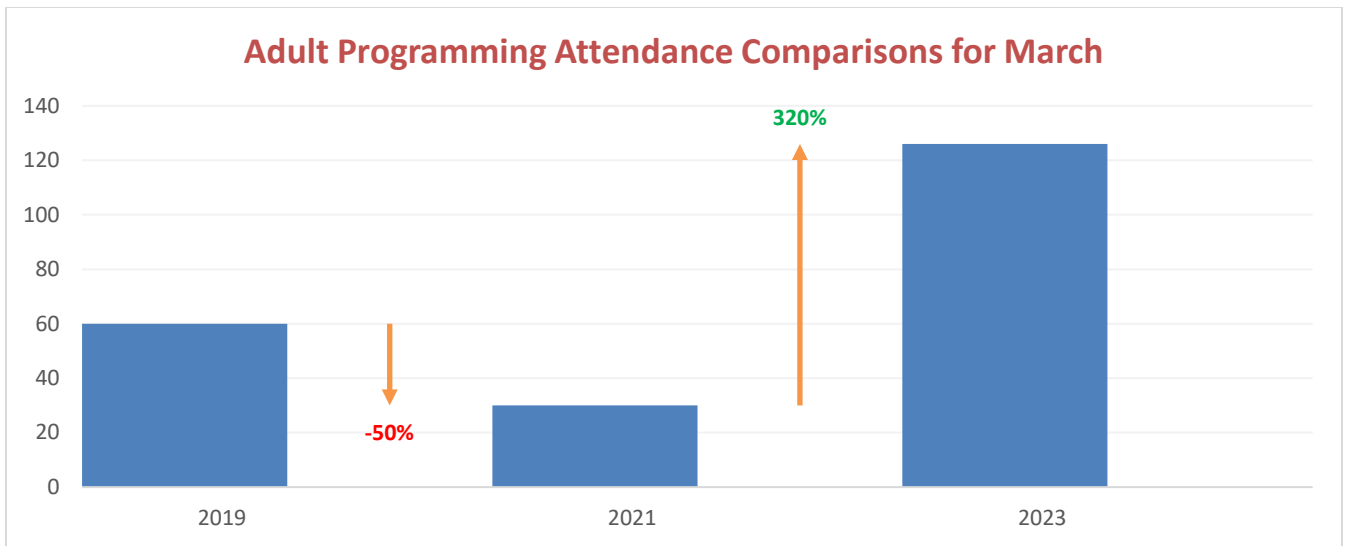
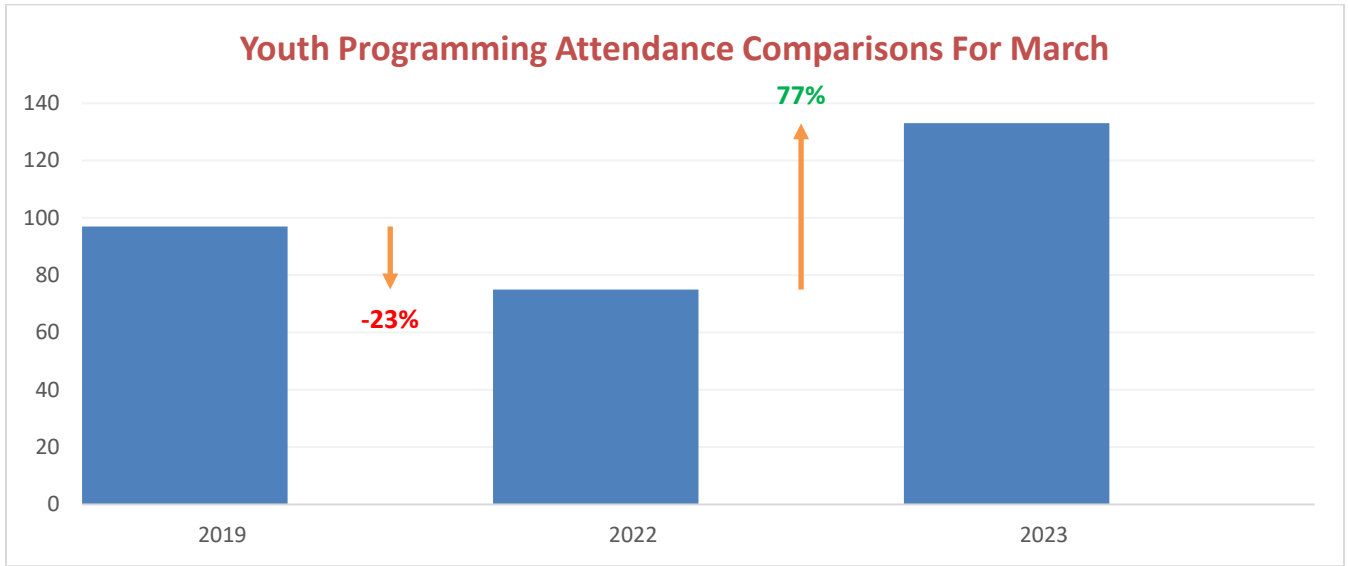
- Pickle Ball Open Gym
  - Tuesdays- 13
  - Thursdays- 17
- Open Gym Basketball
  - 15

Facebook

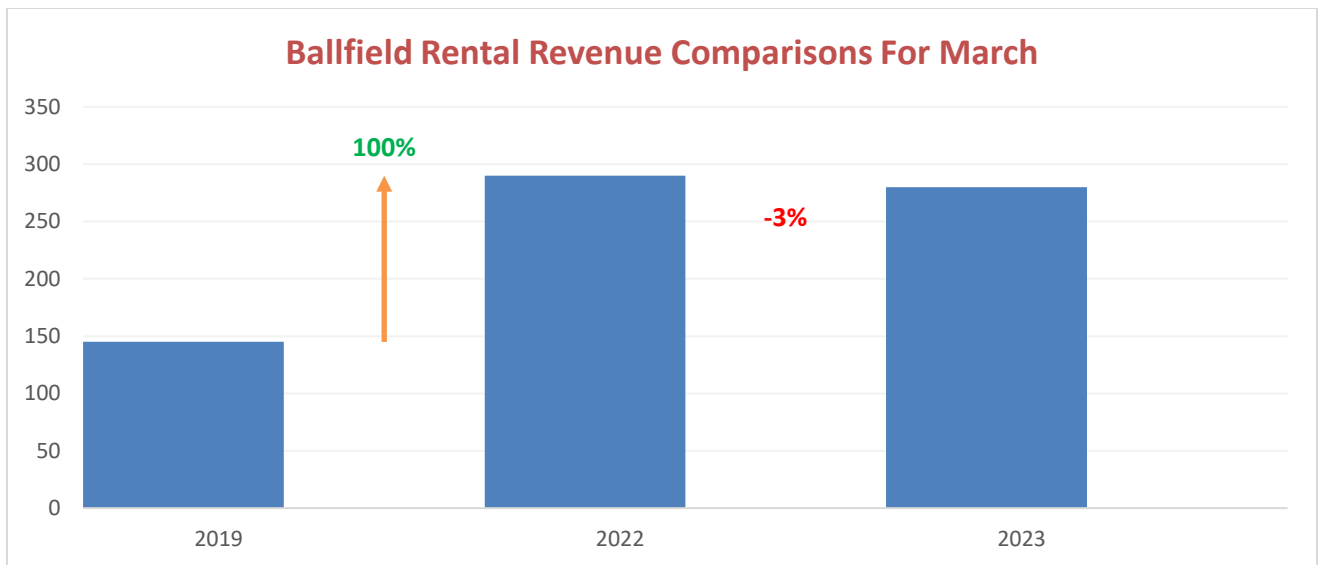
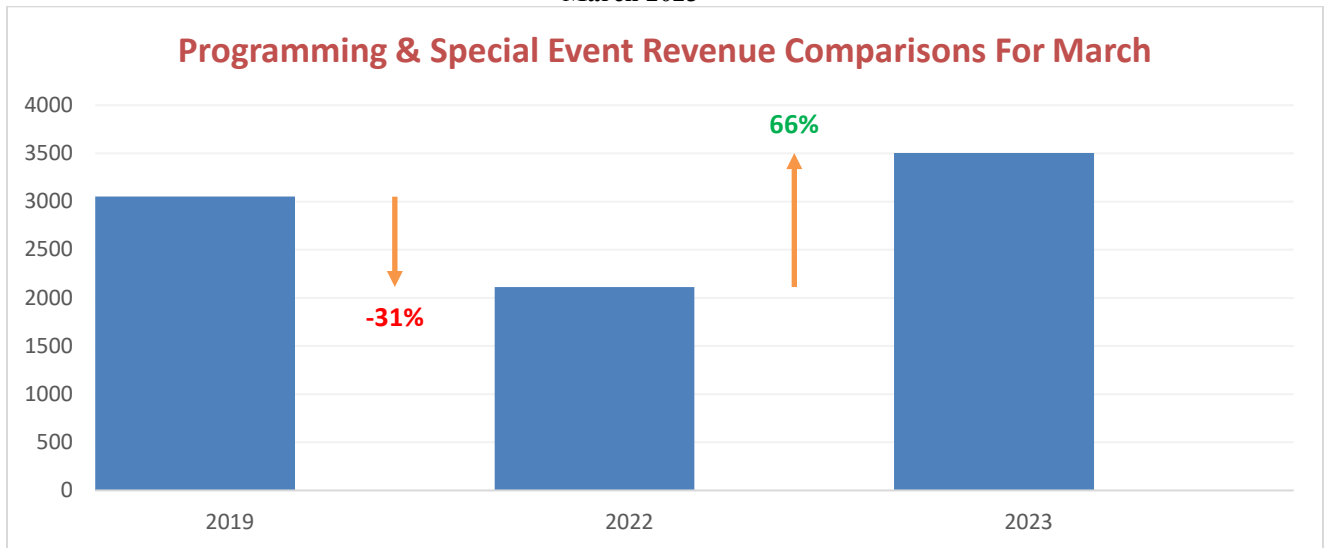
- 495 Followers
- 34 total posts for March
- Best Performing Post: Egg Hunt Post
  - 8.4K reach
  - 111 Likes/ Reaction's
  - 36 Comments



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



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



**Maintenance**

- We put out 2500 pounds of fertilizer on the soccer and baseball fields.
- We put four skids of infield conditioner on the quad infield (one pallet per field).
- We put in new 70' base anchors on field 6 for adult softball. 1st base is a double safety base.
- We put out all new bases on the quad fields to be ready for games.
- We sprayed the Jr pro field for the second time to kill off any unwanted weeds before bermudagrass starts coming in.
- We painted more sign posts and trash can holders along the Greenway.
- The mowing has picked up and we are mowing about every day now.
- We had a soccer tournament we worked. Saturday was rained out but they played on Friday and Sunday.
- We have been cutting up trees at the park and along the Greenway every day for the last few weeks. We are getting close but we still have some to cut up.

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

**Museum**

**Volunteers**

The volunteers are preparing for The Gathering at the White House Inn Museum on Saturday, September 23, 2023. We are currently working on living history demonstrators that will fit in our theme for this year. In addition to preparing for this third annual event, we are working on the new display featuring JT Albert. The museum volunteers are very faithful in working with the museum every week, and they have provided the museum with 10 hours of service in March.

**Exhibits**

There are no new exhibits in the month of March.

**Tours at Museum**



Tours were given to walk ins. We also had several visitors for the Great Egg Hunt!

**Donations**

Kay Hurt with the Sumner County Board of Education Archives contacted us about several Future Homemakers of America scrapbooks that were from White House High School. The archives donated these scrapbooks to the museum.

**Loans**

The most exciting artifact that was loaned to the museum is a Forte Grand piano that is from a descendent of Richard S. Wilks. The piano is dated circa 1830 and is believed to have sat in the original white house.



**Education Conference**

Attended the Tennessee Association of Museums (TAM) Conference in March in Memphis. Our focus this year was titled Unfinished Revolutions. The conference's focus was on reflecting on historical revolutions of the past, the unfinished revolutions of today and advocate for diverse and inclusion interpretation of our nation's past. I was able to make several contacts and attend sessions with other respected leaders in the museum field.

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

**Learn at Lunch**

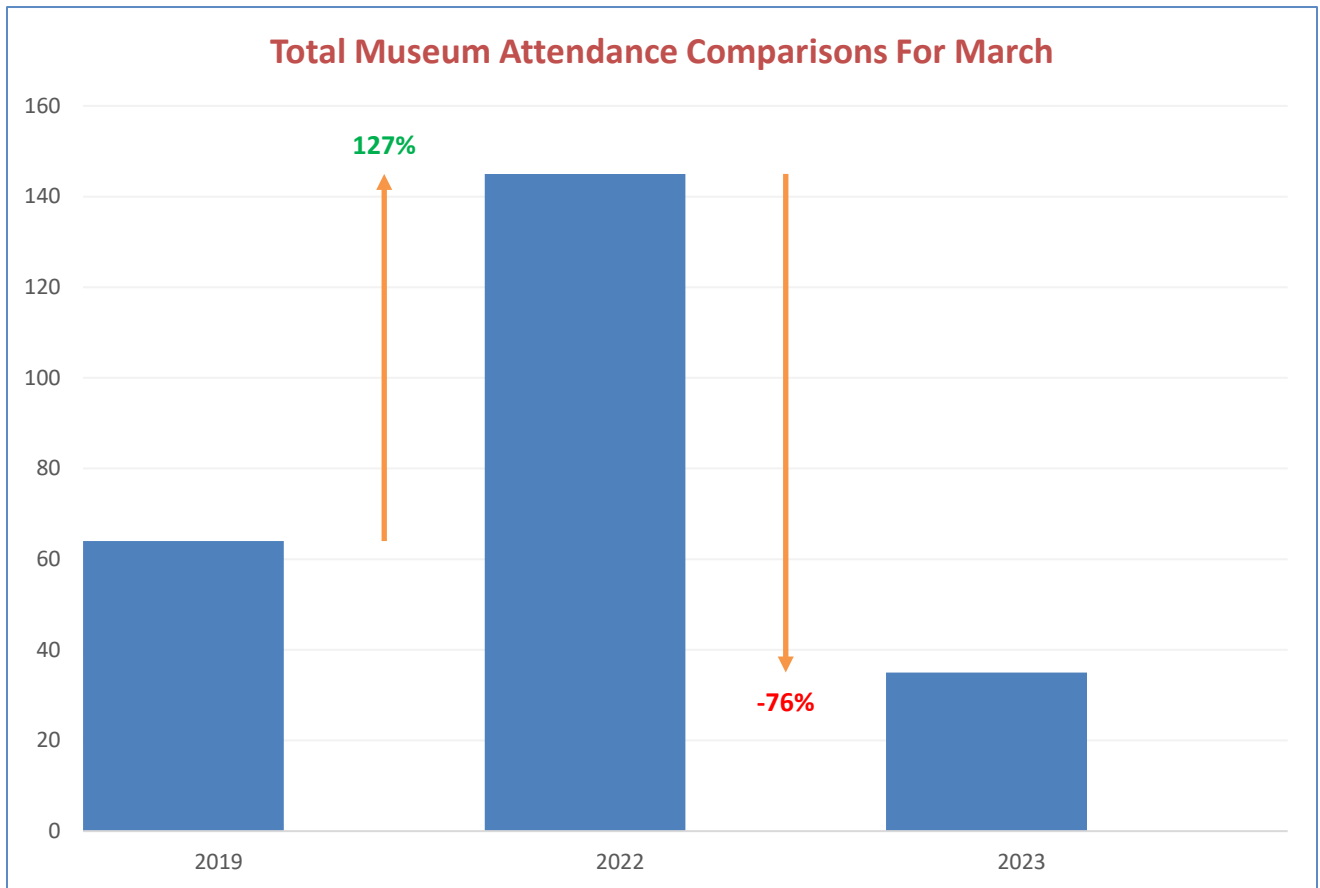
Attended the Chamber's Learn at Lunch concerning Instagram marketing learning how to promote through pictures.

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

- March 9 – Coffee with a Cop at Deja Moo
- March 9 – Ribbon Cutting at Wave It Away
- March 15-17 – TAM Conference
- March 28 – Breakfast Power Hour at Uncle John's
- March 30 – Chairman's Celebration at The Barn at Spring Lake

**Visitors' Center and Museum Attendance**

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
6	17	18	35	

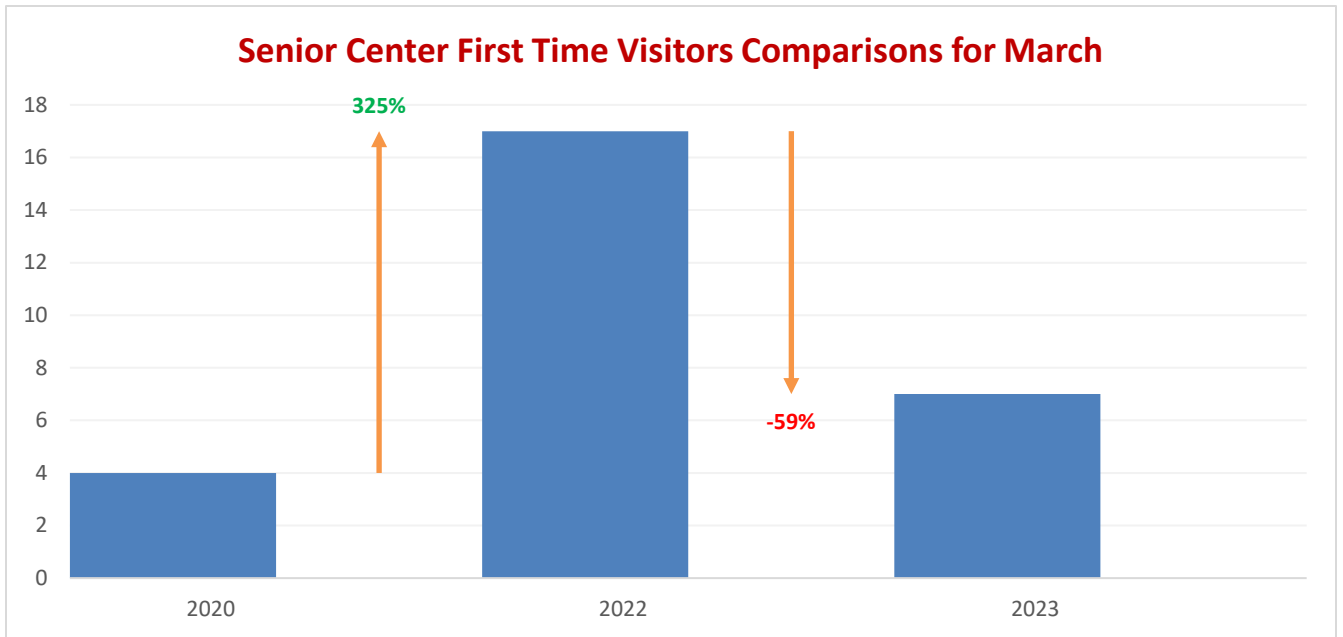
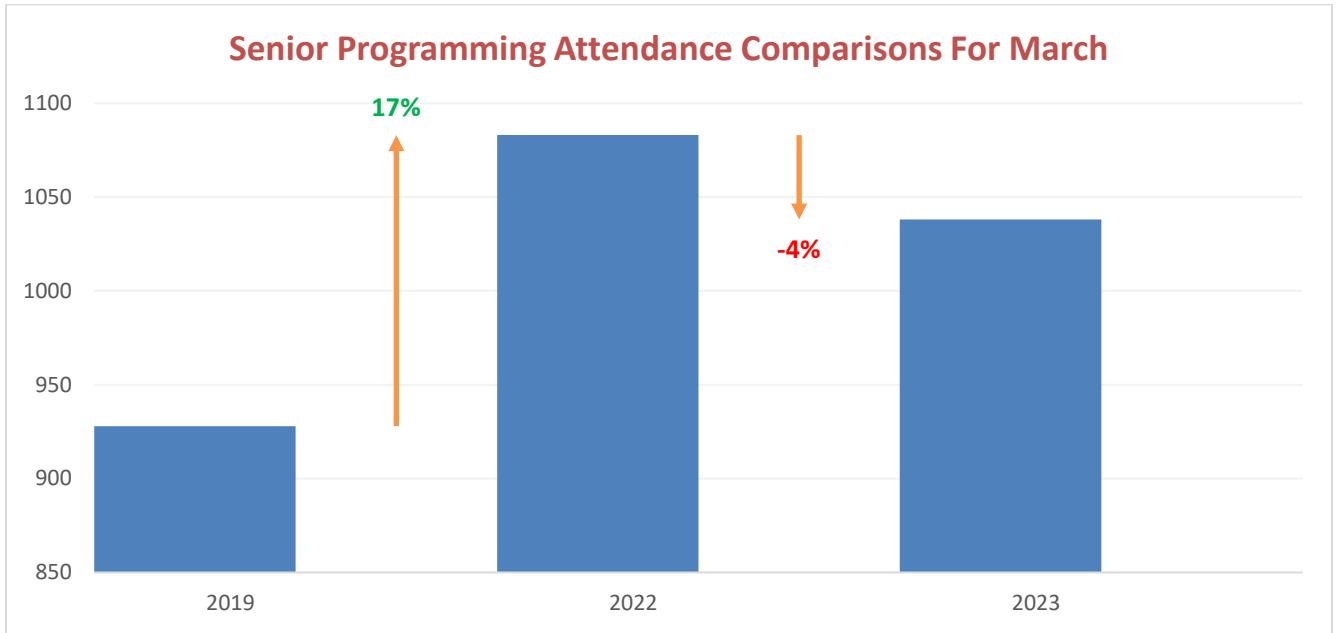


**Parks, Recreation, & Cultural Arts Department  
March 2023**

<b>Senior Center Participation - March 2023</b>			
<b>Outings:</b>			
McNamara Irish Pub	21		
Bowling	5		
Lawn & Garden Show	13		
Antique Mall/ Franklin KY	9		
<b>Total</b>	<b>48</b>		
<b>Events:</b>			
Vietnam Veterans Celebration	35		
Exercise Party	24		
St Patricks Party	15		
<b>Total</b>	<b>74</b>		
		<b>Sr Meals Wednesdays</b>	
		140	
		130	
		117	
		136	
		148	
		<b>671</b>	<b>TOTAL</b>
<b>Programs:</b>			
Fittercise-Strength, Yoga	451		
Walk	180		
Bingo	34		
Birthday Potluck	26		
Garden Club	16		
Bunco	13		
Farmers Rummy	8		
Bible Study	7		
Cards, Games, Pool, Puzzles	158		
Pickle Ball	71		
<b>TOTAL</b>	<b>964</b>		
<b>MEMBERS</b>	<b>311</b>	Updated members	as of 2/28
<b>1st time visitors</b>			7
<b>New Members</b>			5
<b>TOTAL Sr Center Participants:</b>	<b>1396</b>	<b>Total</b>	<b>1757</b>



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



	FYE 2019	FYE 2020	FYE 2021	March 2019	Mar-22	March 2023	YTD 22-23
<b>Facility Usage</b>							
Special Use Permits Submitted	13	15	39	0	3	3	17
Pavilion 1 Usage	3	7	21	0	1	0	7
Pavilion 2 Usage	11	5	13	0	2	1	6
Pavilion 3 Usage	106	38	74	1	5	6	71
Splash Pad Pavilion Usage	177	106	99	0	2	0	122
Total Number of Pavilions Usage	297	156	207	1	10	7	206
Gymnasium Rentals	130	79	23	16	8	2	68
Amphitheater Usage	3	0	1	0	0	0	7
Community Room				0	0	17	34
Total Number of Facility Rentals	196	89	30	16	8	19	109
Ballfield Rentals	7	45	146	6	31	9	117
Vistor Center Attendance	6	21	20	3	4	6	25
Vistors Who Also Toured Museum	14	84	70	0	80	17	135
Museum Attendance Only	85	668	115	64	65	18	964
Total Museum Attendance	99	752	189	64	145	35	1099
<b>Programming</b>							
Number of Youth Program Participants	679	578	417	97	75	133	800
Number of Adult Program Participants	240	76	100	60	0	126	195
Number of In-House Special Events Offered	8	7	9	0	0	1	8
Number of In-House Special Event Attendees	2987	2964	1077	0	0	0	2150
Number of Rec Programs Offered	34	18	19	2	4	0	17
Number of Senior Center Memberships	319	1768	2000		205	311	2223
Number of New Senior Center Memberships	16	16	0	0	0	5	20
Senior Center Participants	14,966	9594	4412	1,330	1,557	1,757	12723
Senior Center First Time Visitors	32	59	36	0	17	7	97
Number of Senior Trips Offered	54	37	9	5	2	4	36
Number of Senior Trip Participants	896	613	81	93	15	48	458
Number of Senior Programs Offered	117	76	34	8	12	13	105
Number of Senior Program Participants	9,989	6798	1061	928	1083	1038	8240
Number of Senior Meals Served	54	34	36	4	5	5	36
Number of Meals Participants	4052	2235	3277	309	459	671	4025
Offsite Presentation Attendees	0	15	0		0	0	435
Total Number of Programs Offered			53	10	16	13	122
<b>Revenues</b>							
Youth Programs	\$55,825.00	\$41,183.00	\$44,261.00	\$0.00	\$296.00	\$142.00	\$ 68,765.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$ 6,230.00	\$2,250.00	\$260.00	\$1,145.00	\$ 11,580.00
Special Events	\$ 4,355.00	\$ 2,009.00	\$ 3,495.00	\$0.00	\$0.00	\$0.00	\$ 780.00
Senior Meals	\$10,875.00	\$ 5,961.50	\$ 8,222.50	\$800.50	\$1,556.50	\$2,216.00	\$ 13,342.00
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$ 9,112.50	\$970.00	\$1,030.00	\$1,220.00	\$ 5,215.00
Facility Reservations	\$19,305.00	\$ 8,046.88	\$ 2,956.25	\$2,115.50	\$1,950.00	\$2,506.25	\$ 13,259.00
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$ 5,820.50	\$145.00	\$290.00	\$280.00	\$ 4,351.00
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20	\$ -	\$0.00	\$0.00	\$950.00	\$ 22,995.50
Misc	\$11,744.00	\$15,394.74	\$ 9,686.39	\$3,388.08	\$1,426.40	\$1,050.00	\$ 5,467.18
<b>Maintenance</b>							
Mowing Hours	1,554	2,601	2,195	40	62	62	892.5
Work Orders Received	N/A	8	9	0	0	4	19
Work Orders Completed	N/A	8	9	0	0	4	18
Number of Projects Started	27	40	39			0	8
Number of Projects Completed	18	35	32			0	8
Number of ballfield rainouts	NA	NA	NA		37	122	172
Bags of Field Dry Used	NA	NA	NA		10	0	6

## **White House Library March 2023**

### **Summary of Activities**

The library director and youth services librarian attended a spirit school night at H.B. Williams on March 2nd. The two made library cards and gave out calendars of events and bookmarks.

The library director attended a director's check-in with the region on March 7<sup>th</sup>. The topics discussed included: the tech grant, state and federal orders, virtual partnership fair, TLA, upcoming in-services, etc.

The library director attended a friends meeting on March 7<sup>th</sup>. The group discussed their budget, what they needed to do to file all tax related documents, the fandom fair, the garden space, and a staff appreciation lunch.

The library director attended a Lion's Club meeting on March 8<sup>th</sup>. The library director gave all the glasses that had been collected at the Farmer's Bank drop off location to the club members to take to the donation center in Nashville. The Lion's gave the library director a glasses donation box for the library, which is set up beside the seed lending library. The library director also will check to see when big tournaments are being held at the library to determine the best time for a Lion's fundraiser. Lastly, she agreed to talk with Dr. DeHaven about getting a free eye screening for kids at the library. The library director is going to try and coordinate the screening in July.

The library director attended the Board of Mayor and Alderman budget retreat on March 9<sup>th</sup>. At this retreat department heads present to the BMA what capital improvement projects they are requesting funding. The library director did not present at this meeting since the two library projects were under \$25,000, which is the amount a project must be to present at this meeting.

The library director attended the library board meeting on March 9<sup>th</sup>. However, there was not enough board members present to have a quorum. As such, the group did not discuss any of the documents. The library did tell those present the plans to move the juvenile collection into the teen room and the YA items to the main stacks. The library director and staff believe this will be a good idea as more juveniles use the chalk board wall and video game system than the teens. Also, adults will read more YA than juvenile books. Thus, moving the juveniles will give them their own space without many adults being around them.

The library director, children's librarian and library assistant met to discuss the Summer Reading Internship program. The group finalized all the details for that program and sent the information to the middle, high, and private schools.

The library director attended a lunch and learn at the Chamber of Commerce on March 22<sup>nd</sup> about Instagram marketing. After the class, the library director reached out to the city administrator to get approval for a library Instagram page. Once approved, the director coordinated with the city community outreach coordinator and held a training for all library staff on how to use Instagram as well as other social media tips. The community coordinator will also do a training for staff on how to make fliers.

The library director attended a leadership workshop on March 24<sup>th</sup> and 25<sup>th</sup>.

### **Department Highlights**

The highlights for the month were the school event night and the training on Instagram and marketing.

**White House Public Library  
March 2023**

**Official Service Area Populations**

2019	2020	2021	2022
14,202	14,363	14,455	14,820

**Membership**

March	2019	2020	2021	2022	2023
<b>New Members</b>	90	79	60	121	147
<b>Updated Members</b>	254	319	307	392	273
Yearly Totals	2019	2020	2021	2022	2023
<b>Total Members</b>	8,376	9,496	7,027	7,125	7,506
<b>% of population with membership</b>	59	66	49	48	51

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library is also sending out notices when a patron's card is expired to help reduce the number of inactive cards.

**Total Material Available:** 39,710

**Estimated Value of Total Materials:** \$992,750

**Total Materials Available Per Capita:** 2.68

**Last Month:** \$989,225

**Last Month:** 2.67

**State Minimum Standard:** 2.00

**Materials Added in March**

2019	2020	2021	2022	2023
207	277	374	282	287

**Yearly Material Added**

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	633

**Physical Items Checked Out in March**

2019	2020	2021	2022	2023
5,458	5,966	4,051	6,996	7,594

**Cumulative Physical Items Check Out**

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	20,373

**Miscellaneous item checkouts**

March	2019	2020	2021	2022	2023
<b>Technology Devices</b>	45	36	68	67	56
<b>Study Rooms</b>	84	29	23	71	106
<b>Games and Puzzles</b>	86	91	59	202	182
<b>Seeds</b>	84	47	257	41	187
<b>STEAM Packs</b>	20	23	0	14	30
<b>Cake Pans</b>	1	1	0	1	3
<b>Outdoor Items</b>	*	*	*	*	7
<b>Honor Books</b>	*	*	*	*	27

**Yearly Totals**

2019	2020	2021	2022	2023
137	381	725	743	190
253	305	395	746	183
222	955	1,263	2,060	505
112	302	878	883	402
61	25	160	234	64
1	28	21	69	9
*	*	*	17	9
*	*	*	19	47

**Library Services Usage**

March	2019	2020	2021	2022	2023
<b>Test Proctoring</b>	14	6	2	6	2
<b>Charging Station</b>	8	1	2	3	1
<b>Notary Services</b>	*	4	18	15	15
<b>Library Visits</b>	4,743	3,132	3,292	4,112	4,573
<b>Website Usage</b>	1,118	1,882	2,264	2,467	4,340
<b>Reference Questions</b>	4	1	8	5	9

**Yearly Totals**

2019	2020	2021	2022	2023
27	74	108	61	7
19	47	45	21	6
16	88	144	135	29
55,728	30,007	38,913	48,253	11,748
16,935	17,977	27,907	33,678	12,315
77	60	73	31	11

**Computer Users**

March	2019	2020	2021	2022	2023
<b>Wireless</b>	650	341	357	414	552
<b>Adult Users</b>	380	178	178	270	228
<b>Kids Users</b>	194	78	7	209	217

**Yearly Computer Users**

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	1,302
1,103	2,138	2,235	2,608	611
556	427	957	2,987	531

**White House Public Library  
March 2023**

**Library Volunteers**

March	2019	2020	2021	2022	2023
Library Volunteers	14	39	9	8	11
Volunteer Hours	117	93	125	158	87.5

**Yearly Totals**

18-19	19-20	20-21	21-22	22-23
82	36	20	48	30
809	1,286	1,204	1,492.5	845.5

**Universal Class Counts**

March	
Sign ups	2
Courses started	1
Lessons viewed	71
Class Submissions	98

**Yearly Totals**

2019	2020	2021	2022	2023
9	10	13	18	8
16	53	39	2	3
194	1,771	1,008	876	166
105	800	515	465	229

**Programs**

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	1	1	5	6
total Sign-ups	60	83	84	106	142

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	0
500 Mark	2	0	2	5	5
Completion	1	2	4	7	3

**Face-to-face Kids Programs**

March	2019	2020	2021	2022	2023
Programs	16	7	2	14	15
Attendees	284	145	49	403	407
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	38
Attendees	4,201	1,185	2,167	3,646	1,033

**Grab & Go Kits**

March	2020	2021	2022	2023
Kits	0	6	0	0
Taken	0	162	0	0
Yearly	2020	2021	2022	2023
Kits	38	44	7	0
Taken	1094	1,699	334	0

The library is pleased that story times are still drawing large attendance even with the limited parking situation.

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

March	2020	2021	2022	2023
Programs	0	0	10	12
Attendees	0	0	49	39
Yearly	2020	2021	2022	2023
Programs	11	43	98	31
Attendees	77	370	437	85

**Grab & Go**

March	2020	2021	2022	2023
Kits	0	4	0	0
Taken	0	36	0	0
Yearly	2020	2021	2022	2023
Kits	13	24	7	0
Taken	152	409	151	0

Since the library has only done combined teen/tween classes for the last year, the director will only record those numbers until the program grows and needs to be divided by age. The library did cancel one of its sewing classes due to weather and rescheduled it in February.

**Face-to-face Adult Programs**

March	2019	2020	2021	2022	2023
Programs	14	8	3	6	8
Attendees	67	31	17	35	41
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	23
Attendees	1,343	214	351	377	105

**Device Advice**

March	2019	2020	2021	2022	2023
Sessions	*	*	8	10	9
Yearly	125	51	81	131	30
Passive					
March	*	*	0	0	0
Yearly	*	*	0	20	0

**Interlibrary Loan Services**

March	2019	2020	2021	2022	2023
Borrowed	73	63	51	74	68
Loaned	21	7	14	36	42

**Yearly Interlibrary Loan Services**

2019	2020	2021	2022	2023
690	534	673	872	170
410	151	226	317	73

March	R.E.A.D.S	Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	2,213	Adults	21,138	23,138	19,466	21,110	18,111
Juvenile	163	Juvenile	1,430	1,189	1,032	2,013	1,256

The READS statistics come from the state.

City Court  
March 2023

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$1,370.00	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$30,289.00</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$2,919.59	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$17,794.70</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$4,289.59</u>	
<b><u>TOTAL REVENUE YTD</u></b>		<b><u>\$48,083.70</u></b>

**DISBURSEMENTS**

LITIGATION TAX	\$122.05	
DOS/DOH FINES & FEES	\$23.75	
DOS TITLE & REGISTRATION	\$80.75	
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>\$226.55</u>	
<b><u>TOTAL DISBURSEMENTS YTD</u></b>		<b><u>\$5,911.78</u></b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$4,063.04</u>	
<b><u>TOTAL ADJUSTED REVENUE YTD</u></b>		<b><u>\$42,171.92</u></b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$1,021.25</u>	
<b><u>DRUG FUND DONATIONS YTD</u></b>		<b><u>\$5,652.48</u></b>

Offenses Convicted & Paid For Month	Count	Paid
Careless Driving		
Financial Responsibility Law	3	\$165.00
Registration Law	6	\$415.00
Improper Equipment		
Texting/Hands Free Law		
Codes Violation	1	\$0.00
DL Exhibited		
Red Light	1	\$117.50
Animal Control		
Stop Sign		
Speeding	5	\$532.50
Seat Belt-Child Restraint	1	\$30.00
Anti-Noise Regulations		
Exercise Due Care	3	\$110.00
Following Too Close		
Total	20	\$1,370.00