

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
January 18, 2024
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Roll Call
5. Adoption of the Agenda
6. Approval of the Minutes from the December 14th Board of Mayor and Aldermen meeting.
7. Welcome Visitors
8. Public Comment
9. Public Hearings
 - a. **Ordinance 23-20:** An ordinance amending the Municipal Code Title 8, Chapter 1 Intoxication Liquors Section 8-103 and Chapter 2 Beer Sections 8-207 and 8-208.
10. Communication from Mayor, Aldermen, City Attorney, and City Administrator
11. Acknowledge Reports
 - A. General Government
 - B. Finance
 - C. Human Resources
 - D. Police
 - E. Fire
 - F. Public Services
 - G. Planning & Codes
 - H. Parks & Recreation
 - I. Library
 - J. Municipal Court
12. Consideration of the Following Resolutions:
 - a. None
13. Consideration of the Following Ordinances:
 - a. **Ordinance 23-20:** An ordinance amending the Municipal Code Title 8, Chapter 1 Intoxication Liquors Section 8-103 and Chapter 2 Beer Sections 8-207 and 8-208. *Second Reading.*
 - b. **Ordinance 24-01:** An ordinance amending the Zoning Ordinance to provide an amendment to Article IV, 4.170 Residential Agriculture Uses. *First Reading.*
 - c. **Ordinance 24-02:** An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board Section 2-210 Schedule of Fines, Services and Damages. *First Reading.*
14. Purchasing:
 - a. To approve or reject authorizing the City Attorney Valerie Webb and City Administrator Gerald Herman to proceed with condemnation of a portion of two (2) parcels for rights-of-way and easements for the Southern Force Main Phase 4 project. The City Administrator recommends approval.

- b. To approve or reject City Administrator Gerald Herman to acquisition by purchase or condemnation of an easement and right-of-way of a portion of land owned by Michael Mosely at 218 Sage Road for the Southern Force Main Phase 4 project in the amount of \$38,107. The City Administrator recommends approval.

15. Other Business:

- a. To approve or reject the results of the financial audit completed by KraftCPAs for the year ending June 30, 2023. The Finance Director recommends approval.
- b. To approve or reject subdivision infrastructures and street acceptance for Fields of Oakwood Phase 1 and Phase 2.1. The Planning and Codes Director recommends approval.
- c. To approve or reject subdivision infrastructures and street acceptance for The Reserve at Palmers Crossing Phase 1 and 2. The Planning and Codes Director recommends approval.

16. Discussion Items:

- a. Transportation
- b. Additional Board Appointments for Aldermen by the Mayor

17. Other Information:

- a. None

18. Adjournment:

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Minutes
December 14, 2023
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by Community Pastor

Prayer was led by White House Firefighter Keith Jerde.

3. Pledge by Aldermen

The Pledge to the American Flag was led by Mayor Corbitt.

4. Roll Call

Mayor Corbitt – Present; Ald. Matthews - Present; Ald. Silver – Absent; Ald. Spicer– Present; Ald. Wall – Present;
Quorum – Present.

5. Adoption of the Agenda

Motion was made by Ald. Wall, second by Ald. Spicer to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

6. Approval of the Minutes from the November 16th Study Session and Board of Mayor and Aldermen meeting.

Motion was made by Ald. Matthews, second by Ald. Wall to approve the minutes. A voice vote was called for with all members voting aye. **The November 16th Study Session and Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Corbitt welcomed all visitors.

8. Proclamation

Mayor Corbitt read aloud and signed a proclamation recognizing Ms. Shaylee Keith as Mayor for the Day on December 2, 2023.

9. Public Comment

No one signed up to speak.

10. Public Hearings

- a. **Ordinance 23-19:** An ordinance deleting the Municipal Code Title 2, Chapter 3 Cemetery Board of Trustees.

No one spoke for or against.

11. Communication from Mayor, Aldermen, City Attorney, and City Administrator

Alderman Wall commended Parks and Recreation Director Kevin Whittaker and his staff for an excellent Christmas parade on Saturday, December 2, 2023.

Alderman Wall thanked Public Services Andy Cieslak for his years of service to the City of White House and wished him well in his future endeavors.

Alderman Matthews echoed Alderman Wall's appreciation for the Parks Department's work on a successful Christmas parade.

Alderman Matthews mentioned that Public Services Andy Cieslak did a tremendous job during his tenure in the Public Services Department and that the City of White House will miss him.

Mayor Corbitt confirmed Ald. Wall's and Ald. Matthew's comments about Public Services Andy Cieslak's departure from the City of White House and wished him the best.

City Administrator Gerald Herman stated that Phase 3 of the Southern Force Main collection line is complete. Mr. Herman noted that Phase 4, which will run along the north side of Sage Road between Cardinal Point and US31W, will be out to bid soon. Mr. Herman continued that bid specifications had to be approved by TDEC since the phase is reimbursed from a \$1.3 million state grant. Mr. Herman mentioned that some rights-of-way and easements are still needed to start construction on the project.

City Administrator Gerald Herman discussed the Sage Road widening project from Madeline Way to Cardinal Point. Mr. Herman stated that CEMC had to come out and remove three poles that were in the City's right-of-way. Mr. Herman noted that CEMC wanted to charge Rogers Group over \$20,000 to move the poles, but City Engineer Jason Reynolds pointed out that the City's contract with CEMC requires them to move utilities out of the right-of-way when requested. Mr. Herman mentioned that CEMC did respond back favorably and has been in the process of moving them at no cost to the City or the general contractor Rogers Group.

City Administrator Gerald Herman mentioned that he attended the monthly update meeting for the new Wastewater Treatment Plant, and that the plant is over 90% built out. Mr. Herman noted that substantial completion is February 20, 2024.

City Administrator Gerald Herman stated that the steel framing of the new Recreation Center has been going up the past two weeks. Mr. Herman noted that substantial completion is set for December 2024.

12. Acknowledge Reports

- | | | |
|-----------------------|-----------------------|--------------------|
| A. General Government | E. Fire | I. Library |
| B. Finance | F. Public Services | J. Municipal Court |
| C. Human Resources | G. Planning & Codes | |
| D. Police | H. Parks & Recreation | |

Motion was made by Ald. Matthews, second by Ald. Wall to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Motion passed.**

13. Consideration of the Following Resolutions:

- a. **Resolution 23-15:** A resolution amending the Schedule of Permit and Development Fees for multiple departments.

Motion was made by Ald. Matthews, second by Ald. Spicer to discuss. After discussion, a motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. Motion passed. **Resolution 23-15 was approved.**

14. Consideration of the Following Ordinances:

- a. **Ordinance 23-19:** An ordinance deleting the Municipal Code Title 2, Chapter 3 Cemetery Board of Trustees. *Second Reading.*

Motion was made by Ald. Matthews, second by Ald. Spicer to approve. A roll call vote was requested by Mayor Corbitt; Ald. Matthews – aye; Ald. Spicer – aye; Ald. Wall – aye; Mayor Corbitt - aye. Motion passed. **Ordinance 23-19 was approved on Second Reading.**

- b. **Ordinance 23-20:** An ordinance amending the Municipal Code Title 8, Chapter 1 Intoxication Liquors Section 8-103 and Chapter 2 Beer Sections 8-207 and 8-208. *First Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. Motion passed. **Ordinance 23-20 was approved on First Reading.**

15. Purchasing:

- a. To approve or reject the proposal from Regions Bank and allow City Administrator Gerald Herman to enter into an agreement for banking services. The Finance Director recommends approval.

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for by Mayor Corbitt with Ald. Spicer, Ald. Wall, and Mayor Corbitt voting aye and Ald. Matthews voting no. **Motion passed.**

- b. To approve or reject City Administrator Gerald Herman to enter into an agreement with Wold | HFR Design for design services of renovating Fire Station #1. The Fire Chief recommends approval.

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Mathews, second by Ald. Spicer to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

- c. To approve or reject City Administrator Gerald Herman to sign task order #5 and #6 with Jacobs Engineering for additional engineering services for the Wastewater Treatment Expansion Project in the total amount of \$205,000. The Public Services Director recommends approval.

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

- d. To approve or reject City Administrator Gerald Herman to enter into an agreement with Kimley-Horn to update Land Development Regulations in the total amount of \$160,000. The Planning and Codes Director recommends approval.

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Spicer, second by Ald. Matthews to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

- e. To approve or reject easements and right-of-way purchase agreements with multiple property owners for the Southern Force Main Phase 4 project in the total amount of \$140,000. The City Administrator recommends approval.

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

16. Other Business:

- a. To approve or reject the 2024 Board of Mayor and Aldermen meeting calendar.

Motion was made by Ald. Spicer, second by Ald. Matthews to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

17. Discussion Items:

- a. None

18. Other Information:

- a. 2024-2025 Budget Calendar

The Board of Mayor and Aldermen were given a copy of the 2024-2025 Budget Calendar for their records.

19. Adjournment:

Meeting was adjourned at 7:54 pm.

ATTEST:

John Corbitt, Mayor

Derek Watson, City Recorder

REPORTS....

**Administrative & Legislative Services Department
December 2023**

Administration

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

- December 2:
 - Christmas Parade and Christmas on Main Street
- December 4:
 - Staff Plan Reviews
- December 5:
 - White House Chamber of Commerce Premium Investors Reception
- December 6:
 - Presentation at Springfield Rotary
 - White House Recreation Center OAC Meeting
- December 7:
 - TML District 5 Meeting
 - 2023 TN NCSR Office Hours
 - Beer Board Meeting
- December 11:
 - Stormwater Advisory Board Meeting
 - Transportation Committee/ Roads Projects Discussion
 - Planning Commission
- December 12:
 - Department Head Staff Meeting
 - Robertson County Economic Development Board
- December 13:
 - Christmas Parade and Christmas on Main Street Debrief
 - 2023 WHMS DARE Graduation
 - Cigna Quarterly Review Meeting
- December 14:
 - Sumner County JECDB
 - Board of Mayor and Alderman Meeting
- December 19:
 - Public Services Employee of the Year Luncheon
 - Stagecoach Collaborative
- December 21:
 - City of White House Employee Luncheon

**Administrative & Legislative Services Department
December 2023**

Performance Measurements

Finance Update

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

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$34,221,901	\$14,849,679	↓6.67%
Economic Development	\$136,600	\$4,278	↓46.88%
State Street Aid	\$505,000	\$477,015	↑44.73%
Parks Sales Tax	\$1,526,000	\$164,314	↓42.86%
Solid Waste	\$1,657,227	\$1,217,452	↑23.44%
Parks Impact Fees	\$55,000	\$17,741	↓48.33%
Police Impact Fees	\$110,000	\$101,112	↑41.90%
Fire Impact Fees	\$274,000	\$32,684	↓38.09%
Road Impact Fees	\$650,000	\$642,287	↑48.79%
Police Drug Fund	\$25,000	\$20,855	↑33.40%
Debt Services	\$2,512,200	\$247,028	↓40.28%
Wastewater	\$15,952,225	\$6,891,141	↑7.53%
Dental Care	\$100,000	\$33,810	↓16.20%
Stormwater Fund	\$1,672,625	\$989,890	↑9.16%
Cemetery Fund	\$42,690	\$25,336	↑9.33%

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

Purchasing

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

Total Purchase Orders

	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	341	313	325	261	269	346	362
August	161	166	132	128	106	151	166
September	108	104	98	106	98	126	119
October	145	98	98	79	97	91	147
November	130	104	103	72	78	120	125
December	98	84	73	71	58	72	104
January		116	117	123	81	122	177
February		111	105	75	93	119	113
March		145	145	106	107	131	142
April		103	105	154	85	138	185
May		138	153	133	82	129	121
June		35	52	47	45	50	52
Total	983	1,517	1,506	1,355	1,199	1,595	1,813

Purchase Orders by Dollars	Dec 2023	FY 2024	FY 2023	FY 2021	Total for FY24	Total for FY23	Total for FY22
Purchase Orders \$0-\$9,999	93	933	1,448	1281	\$1,212,256.46	\$1,645,212.29	\$1,640,827.83
Purchase Orders \$10,000-\$24,999	4	23	32	29	\$399,878.42	\$421,438.69	\$404,406.65
Purchase Orders over \$25,000	1	27	37	45	\$6,300,613.97	\$39,313,456.65	\$11,687,700.37
Total	130	983	1,517	1355	\$7,912,748.85	\$41,380,107.63	\$13,732,934.80

**Administrative & Legislative Services Department
December 2023**

Website Management

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

	2023-2024 Update Requests	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2023-2024 Page Visits	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits
July	51	52	54	15	152	34,294	31,946	32,401	11,536	1,164,517
Aug.	44	63	66	20	126	38,060	31,340	25,635	9,145	752,932
Sept.	48	65	48	17	43	31,899	27,594	24,833	8,335	679,248
Oct.	55	47	52	10	78	33,673	29,829	23,816	8,390	386,735
Nov.	42	54	63	174	56	30,149	30,449	23,022	7,587	695,971
Dec.	38	32	39	13	156	30,202	27,768	22,904	17,483	847,724
Jan.		53	56	108	67		31,686	26,942	17,123	720,531
Feb.		47	52	135	22		28,043	23,253	19,796	N/A
March		62	57	39	85		30,614	30,026	22,930	N/A
April		72	68	101	43		31,817	31,127	20,881	N/A
May		51	54	38	27		35,606	31,335	23,514	5,998
June		42	674	214	48		23,919	34,600	30,909	10,251
Total	278	640	609	884	901	198,280	360,611	329,885	197,629	5,263,907

“City of White House, TN” Mobile App

	FY 24 New Downloads	FY 23 New Downloads	FY22 New Downloads	FY21 New Downloads
July	9	8	8	45
Aug.	4	13	9	44
Sept.	4	9	13	19
Oct.	2	11	6	40
Nov.	4	11	6	29
Dec.	3	10	10	10
Jan.		18	18	11
Feb.		10	9	20
Mar.		9	14	11
April		11	11	7
May		3	10	11
June		1	10	11
Total	26	114	124	258

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

	FY24 # of Request	FY23 # of Request	FY22 # of Request	FY21 # of Request
July	55	50	38	20
Aug.	46	43	54	27
Sept.	52	40	46	16
Oct.	40	45	64	15
Nov.	38	53	19	20
Dec.	34	70	42	27
Jan.		61	41	18
Feb.		20	41	72
March		41	38	36
April		68	26	26
May		50	39	48
June		47	47	58
FY Total	265	588	495	383

**Administrative & Legislative Services Department
December 2023**

White House Farmers Market

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

Building Maintenance Projects

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

Major projects this month include:

- Christmas tree and decorations setup
- Christmas on Main Street setup
- Community Center and Gymnasium Demolition Punch List

	2022-2023 Work Order Requests	2022-2023 Work Order Requests	2021-2022 Work Order Requests	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests
July	18	14	19	11	10	22	21
August	23	23	8	27	10	26	24
September	13	21	12	9	13	19	22
October	13	13	10	6	7	14	18
November	13	12	23	16	7	18	34
December	8	8	17	19	3	8	19
January		11	6	11	16	14	16
February		10	8	16	18	7	21
March		16	14	12	11	7	17
April		6	13	17	2	12	25
May		34	20	25	11	6	26
June		19	14	31	10	9	23
Total	88	187	164	200	98	162	266

**Finance Department
December 2023**

Finance Section

During December the Finance Office continued FYE 6/30/2023 audit tasks, and collecting current year property taxes. The total property taxes billed for tax year 2023 is \$5.6 million. As of the end of December, approximately \$1.0 million (17.9%) was collected. From January 1 through January 8 an additional \$2.5 million was collected. Members of the Finance Office also participated in the following events during the month:

December 5: Regions Bank meeting

December 6: Tyler Enterprise Permitting & Licensing review call

December 7: Assistant Finance Director passed CMFO "Purchasing and Risk Management" exam

December 11: Stormwater Advisory Board meeting

December 13: TCRS meeting with HR and City Administrator

December 14: Monthly BMA meeting

December 18: Sage Rd ROW closing wire transfer meeting

December 19: Finance staff meeting

Performance Measures

Utility Billing

	Dec 2023	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
New Build Applications (#)	33	208	307	284	357	171
Move In Applications (#)	64	522	926	977	737	649
Total Applications (#)	97	730	1233	1261	1094	820
Move Outs (#)	62	211	831	898	743	602
Electronic new customer signups (#)	49	406	476	410	300	127
Electronic new customer signups (%)	51%	56%	39%	33%	27%	15%

Business License Activity

	Dec 2023	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
Opened	3	34	95	92	76	69
Closed (notified by business)	1	5	9	7	6	10

Accounts Payable

	Dec 2023	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
Total # of Invoices Processed	485	2679	4455	4254	4079	4003

Property Tax Relief Applications

	Dec 2023	FY 2024 Total	FY 2024 Est.	FY 2023 Total	FY 2022 Total
New Parcels (#)	3	7	29	27	29
Existing Parcels (#)	12	50	124	101	99
Total Parcels (#)	15	57	153	128	128
State Relief Credits (\$)	2,144	10,456	21,040	23,860	20,844
City Relief Credits (\$)	1,804	9,015	18,255	16,536	10,155
Combined Relief Credits (\$)	3,948	19,471	39,295	40,396	30,999

**Finance Department
December 2023**

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

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	12,575,765	3,772,730	6,998,035	56%
Cemetery Fund	55,450	16,635	259,782	468%
Debt Services	2,530,300	759,090	1,827,251	72%
Dental Care Fund	78,300	23,490	169,909	217%
Roads Impact Fees	421,800	126,540	827,471	196%
Parks Impact Fees	440,484	132,145	537,698	122%
Police Impact Fees	315,200	94,560	1,029,168	327%
Fire Impact Fees	208,200	62,460	684,141	329%
Economic Development	141,900	42,570	295,473	208%
Parks Sales Tax	1,093,500	328,050	876,765	80%
Police Drug Fund	5,250	1,575	41,824	797%
Solid Waste	1,577,500	473,250	929,263	59%
State Street Aid	456,800	137,040	489,528	107%
Stormwater Fund	1,100,750	330,225	750,992	68%
Wastewater	6,293,000	1,887,900	8,944,343	142%

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

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

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	12,575,765	4,297,478	↓ 15.83%
Cemetery Fund	55,450	27,717	↓ 0.01%
Debt Services	2,530,300	1,277,303	↑ 0.48%
Dental Care	78,300	44,643	↑ 7.02%
Roads Impact Fees	421,800	459,585	↑ 58.96%
Parks Impact Fees	440,484	245,716	↑ 5.78%
Police Impact Fees	315,200	365,965	↑ 66.11%
Fire Impact Fees	208,200	241,670	↑ 66.08%
Economic Development	141,900	79,052	↑ 5.71%
Parks Sales Tax	1,093,500	556,279	↑ 0.87%
Police Drug Fund	5,250	3,513	↑ 16.91%
Solid Waste	1,577,500	799,864	↑ 0.70%
State Street Aid	456,800	243,780	↑ 3.37%
Stormwater Fund	1,100,750	581,182	↑ 2.80%
Wastewater	6,293,000	3,443,369	↑ 4.72%

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

**Human Resources Department
December 2023**

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

- December 02: Christmas Parade & Christmas on Main Street Celebration
- December 05: Chamber of Commerce Board Meeting
Premium Investors Holiday Cocktail Reception
- December 06: Police Officer Testing
- December 07: Retire Ready TN Plan Service Center Discrepancy Reporting Training
- December 11: Firefighter New Hire Orientation
Police Officer Testing
- December 12: Police Officer New Hire Orientation
- December 13: Ribbon Cutting for Quinnderella's Kids Consignment
- December 14: Board of Mayor and Aldermen
Evergreen Solutions Draft Salary Survey Results Meeting
- December 18: Police Officer Interviews
- December 19: Compensation Study Committee Meeting

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

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

Three-year average: 6.33

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

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

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

Three-year average: 5.33

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

**Human Resources Department
December 2023**

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

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

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

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January		0	4	2
February		0	2	0
March		2	3	0
April		0	2	2
May		0	2	0
June		1	1	3
Total	8	10	19	12
Percentage	6.30%	8.40%	16.52%	10.91%

Three-year average: 11.94%

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

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

Three-year average: 1.667

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

City of White House Police Department
Monthly Report December 2023

Highlights



December 9, 2023, was our annual **SHOP WITH A COP/FIREFIGHTER** event. This event is the most gratifying event that we hold each year. The White House Police Department would like to thank the WHITE HOUSE ROTARY CLUB for sponsoring this event. We would also like to extend our thanks to White House Wal-Mart, who once again was kind enough to roll out the red carpet for these kids. We were able to provide Christmas for 28 kids from the White House area. They each were able to spend \$300.00. Food was provided by White House Pizza & Pub, Little Ceasar's, Zaxby's, Colorado Grill and Walmart. We also appreciate all the Family and Friends of the Police and Fire who came out to help.

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in December:** White House Christmas Parade (Dec. 2), White House Rotary Meeting (Dec. 7 & 14), Beer Board Meeting (Dec. 7), Shop with a Cop/Fireman (Dec. 9), Department Head Staff Meeting (Dec. 12), Command Staff Meeting (Dec. 13) and Board of Mayor & Alderman Meeting (Dec. 21).

➤ **Police Department Administration Performance Measurements**

Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by April 2024.

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

We have received our approved extension on the three-year accreditation cycle in the TN Law Enforcement Accreditation Program.

The Professional Standards Committee gave us the extension until March 6, 2024.

At the end of this 90-day extension, we will need to be prepared for a formal file review and onsite.

Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by April 2024.

1.

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

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	168	0	168
February	0	610	0	610
March	0	652	24	676

City of White House Police Department
Monthly Report December 2023

April	0	280	0	280
May	0	264	0	264
June	0	144	0	144
July	0	308	0	308
August	24	434	16.5	474.5
September	0	208	39	247
October	84	0	20	104
November	0	227	0	227
December	0	8	0	8
Total	108	3,303	99.5	3,510.5

Patrol Division Performance Measurements

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

Number of Officers on Shift	December 2023	FY 2023-24
Three (3) Officers per Shift	20	104
Four (4) Officers per Shift	42	250

- 1. Acquire and place into service two Police Patrol Vehicles.* We received our two new vehicles (November 18th) that were ordered from Lonnie Cobb Ford in August 2022 from the 2022-23 Budget Year. They are currently at Truckers Lighthouse for equipment to be added. Four new vehicles have been ordered from Lonnie Cobb Ford.
- 2. Conduct two underage alcohol compliance checks during the Fiscal Year 2023-2024.*
Fall Compliance checks were completed in October. Three businesses failed – Kroger, EJ's and Sudden Service (Hwy 31W).
- 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	December 2023	Per 1,000 Pop.	Total 2023	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	14	1	173	12
Crimes Against Property	30	2	411	28
Crimes Against Society	16	1	266	18
<i>Total</i>	60	4	850	59
Arrests	67		955	

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

City of White House Police Department
Monthly Report December 2023

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.*

	December 2023	TOTAL 2023
Traffic Crashes Reported	51	489
Enforce Traffic Laws:		
Written Citations	38	551
Written Warnings	48	556
Verbal Warnings	392	3,252

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.*

COLLISION RATIO				
2023	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
December	51	11 YTD 63	22%	13% YTD 489

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

Staffing:

- Ofc. Blake McClusky is currently in FTO. He will go to the Academy in January 7th.
- Officer Adam Wims has been released from FTO and on the road.
- Officer Tanner Pharris is on FTO and should be released early January.
- We tested three applicants in December and had interviews. Two applicants were given conditional offers and should start in January.
- We are approved for a new Police Officer position January 1st. We are continuing to accept applications.

Sumner County Emergency Response Team:

For ERT:

- Dec. 13, 2023, ERT executed high-risk narcotics search warrant on an address in Gallatin for the 18th Judicial Drug Task Force. Investigators recovered an unspecified amount of narcotics and seized an undisclosed sum of money from the suspect.
- Dec. 15 2023, ERT held its annual Christmas breakfast at the Gallatin Training Center. Following the breakfast, ERT members conducted firearms training at the Sumner County range.
- Dec 19, 2023, ERT responded to a barricaded suspect at an address in Westmoreland. The suspect was wanted in connection with a kidnapping which occurred on 18 Dec 2023. After a standoff which lasted approximately 3 hours, ERT made entry into the suspect's residence and located him hiding inside. The suspect was apprehended without incident.

City of White House Police Department
Monthly Report December 2023

Support Services Performance Measurements

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

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

2023 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
December		

Communications Section

	December	Total 2023
Calls for Service	989	12,783
Alarm Calls	36	551

Request for Reports

	December	FY 2023-24
Requests for Reports	15	93
Amount taken in	\$8.85	\$82.90
Tow Bills	\$0.00	\$225.00
Emailed at no charge	30	159
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Sgt. Bagwell, Sgt. Enck, Det. Sgt. Hunter and Det. Anglin attended the THSO Holiday Awards Luncheon held on December 7th at White House First United Methodist Church.

Volunteer Police Explorers: Nothing to report currently.

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

Crime Prevention/Community Relations Performance Measurements

- Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** D.A.R.E. Graduation was held on December 13th at 10:00am. 150 students graduated from D.A.R.E. at White House Middle School. ***Complete.***
- Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House Expo was October 7th. ***Complete***
- Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** Citizen's Police Academy has been cancelled. We are planning to have several new programs for the public.
- Participate in joint community events monthly to promote the department's crime prevention efforts and community relations programs.***
 - Sgt. Enck instructed 8 hours of Defensive Tactics for 2 Hendersonville and on White House Officer on December 14th.

City of White House Police Department
Monthly Report December 2023

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

- White House Christmas Parade
- Shop with a Cop/Firefighter

Upcoming Events:

Nothing currently.

2023 Participation in Joint Community Events		
	<u>December</u>	<u>Year to Date</u>
Community Activities	4	86

**Fire Department
December 2023**



Summary of Month's Activities

Fire Operations

The Department responded to 183 requests for service during the month with 143 responses being medical emergencies. The Department also responded to 18 vehicle accidents of which 11 had injuries, and 7 had no injuries. Of the 183 responses in the month of December there were 31 calls that overlapped another call for service which is 16.94% of our responses for the month. That brings the overlapping call volume for FY23-24 to 163 or 17.66% 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 December from dispatch to on scene time averaged was, five minutes and eighteen seconds (5:18). The average time a fire unit spent on the scene of an emergency call was twelve minutes (12:00).

Department Event

- December 1st – Cash Express Fill a Fire Truck event
- December 2nd – Christmas Parade
- December 9th – Shop with a Cop/Firefighter
- December 13th – Appreciation lunch by local Pastoral Group
- December 18th & 19th – Narcan training by CCCEC
-

Fire Administration

- December 11th – Met with Cheatham County Community Enhancement Coalition
- December 13th – Christmas on Main Debrief

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	21
Rescue & Emergency Services	643
Hazardous Conditions (No Fire)	18
Service Calls	63
Good Intent Call	66
False Alarms & False Call	100
Calls for The Month	183
Total Responses FY to Date	915

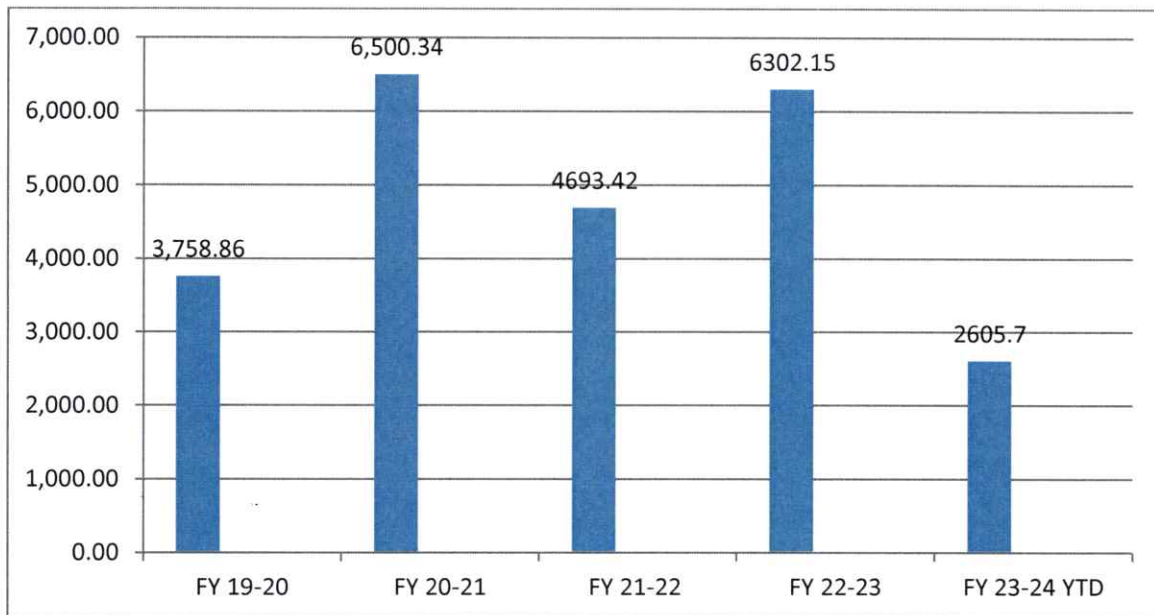
**Fire Department
December 2023**

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	123	596	65.13%
Station #2 (Business Park Dr)	59	314	34.31%

Fire Fighter Training

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



	Month	FYTD
Firefighter Training Hours	327.52	2605.7

Training breakdown for ISO and NFPA*

	Fire Officer	Company	Facilities	NFPA	Non-ISO
Month	0	127.5	34	78.02	88
Total for FY	130	1411.75	248	680.4	716.45

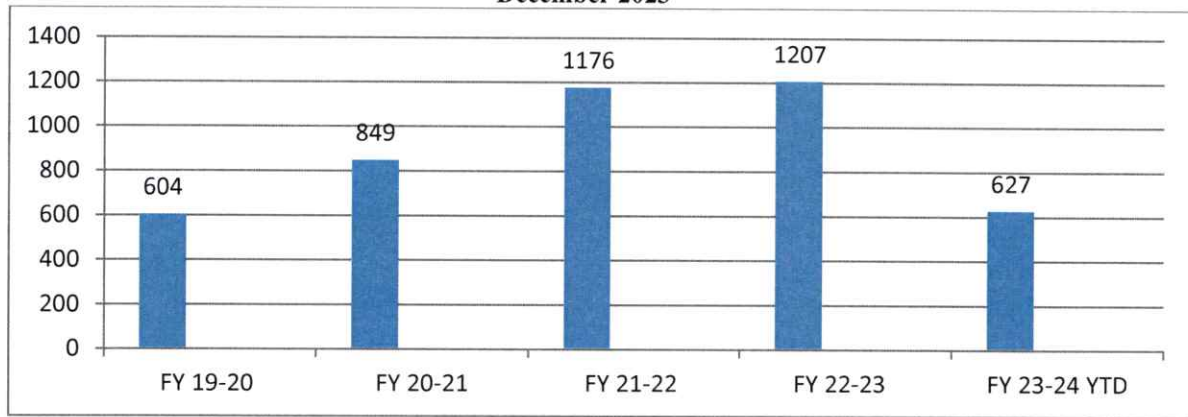
*National Fire Protection Association – The fire service industry standard.

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.

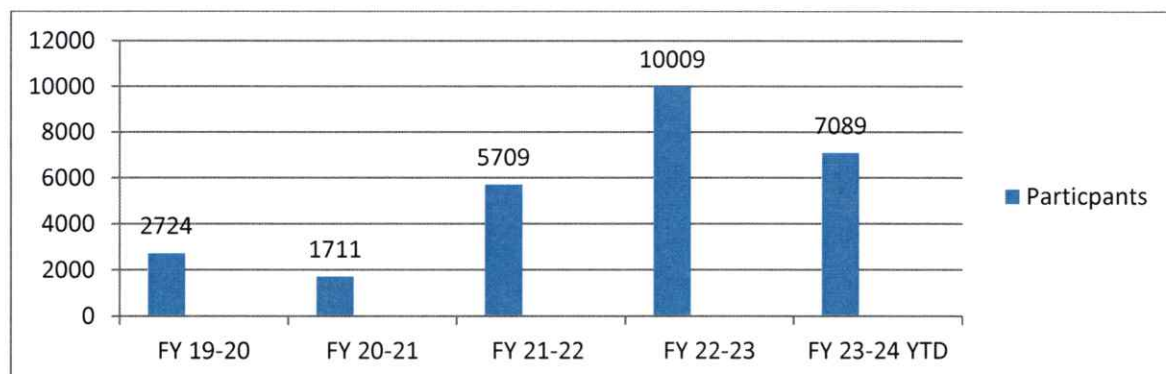
**Fire Department
December 2023**



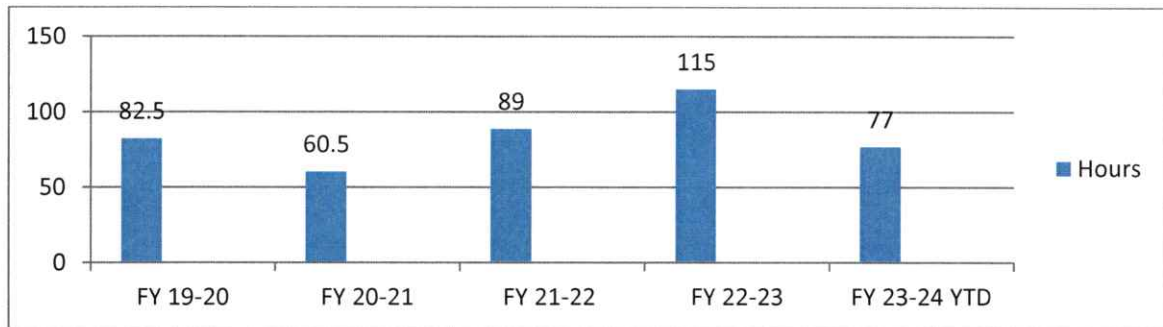
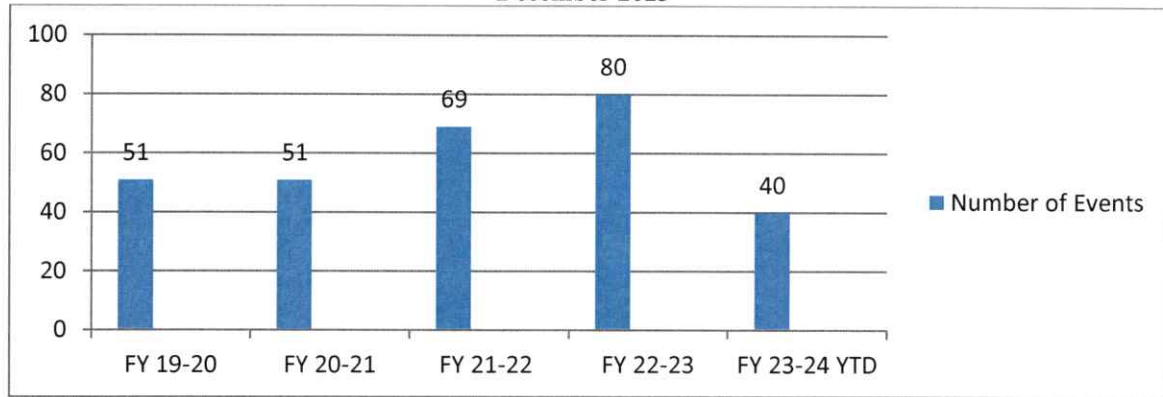
	Month	FYTD
December Fire Inspection	58	627
Reinspection	8	85
Code Violation Complaint	1	8
Violations Cleared	6	54
Annual Inspection	3	64
Knox Box	3	25
Fire Alarms	5	37
Measure Fire Hydrant	1	7
Plans Review	4	24
Pre-C/O	1	15
Pre-incident Survey	13	114
Sprinkler Final	0	1
Final/Occupancy	1	13

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
December 2023**



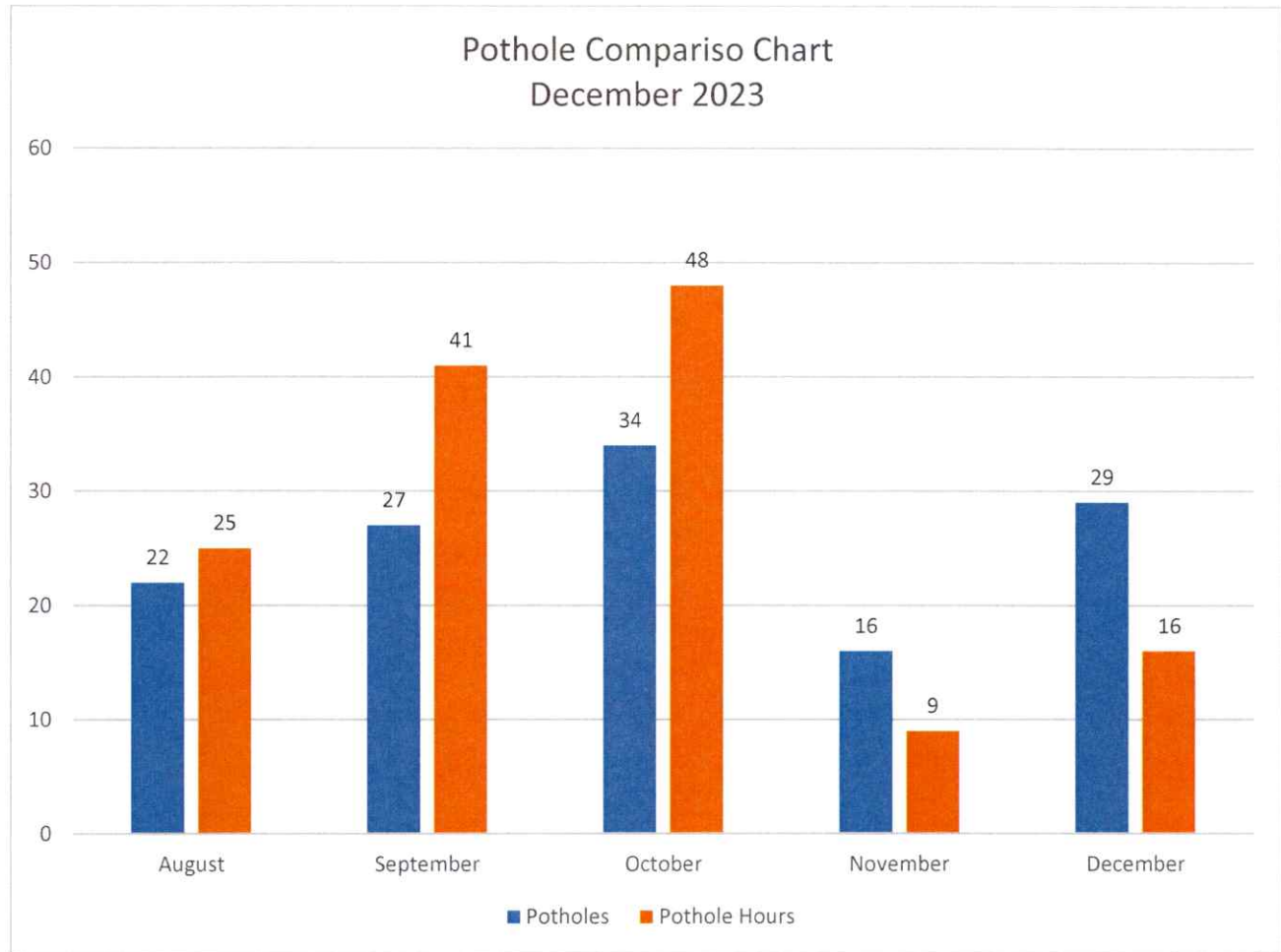
	Month	FYTD
Participants	102	7089
Number of Events	2	40
Education Hrs.	4.5	77

Social Media Statistics for the Month

Post Reach	3299
Post Engagement	239
New Page Followers	12

Public Services Department – Public Works Division
December 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 20 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.

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

Pothole Complaint Response Time

According to Ordinance the Public Works Division is required to respond to a pothole complaint within 24 business hours from the time the complaint is made until time a satisfactory repair is made.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
101 Larkspur Court	December 16, 2023	December 18, 2023	2 Days
Calista Road (All identified were repaired)	December 18, 2023	December 18, 2023	Same Day
Pleasant Grove Road (All identified were repaired)	December 18, 2023	December 18, 2023	Same Day
112 Meadow Court	December 29, 2023	January 8, 2024	10 Days (Holiday observed within time frame)

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

Monthly Work Log

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

Friday 12-1-2023

- Various inspection in various subdivisions

Saturday 12-2-2023

- Installed the rest of the Christmas Decorations at all intersections / Performed traffic control and participated in Christmas Parade

Monday 12-4-2023

- Picked up barricades, signs, and cones from parade / Returned manlift to Sunbelt / Repaired decorative street lights in The Parks Subdivision / Performed maintenance on salt equipment

Tuesday 12-5-2023

- Removed dead tree from S. Pinson Court / Repaired decorative street lights in Holly Tree Subdivision / Started repairing decorative street lights in Concord Springs / Repaired decorative street lights in Parks Subdivision.

Wednesday 12-6-2023

- Performed traffic control for dead animal removal / Cleared out another bay for additional road salt delivery / Performed preventative maintenance on Gridsmart Camera at SR-76 & 31W.

Thursday 12-7-2023

- Repaired Pedestrian Button at Wilkinson Lane & SR-76 and checked Pedestrian Head / Cleaned off ADA Truncated Dome Detectable Warning Mat on Maiden Lane, Knight Circle and KFC / Facility maintenance / Performed maintenance on Truck 1326

Friday 12-8-2023

- Performed inspections in Willow Grove Subdivision / Repaired Lane loop for gate at Public Works Facility.

Monday 12-11-2023

- Performed maintenance on snow plow equipment associated with vehicle 1326 / Repaired Snowflake Decoration at Loves Lane / Took delivery of second load of road salt.

Tuesday 12-12-2023

- Safety walkthrough clean-up / Repaired leaning sign at Dee Cee and S.C.T / Inventoried Decorative Street Lights for Insurance Appraiser and created report

Wednesday 12-13-2023

- Picked up millings from Twin States laydown yard on Industrial Drive / Repaired leaning sign at Dee Cee and S.C.T

Thursday 12-14-2023

- Inventoried of Speed Limit Signs in order to change them from 25 or 30 MPH to 20 MPH / Facility maintenance

Friday 12-15-2023

- Completed various inspections in Subdivisions / Repaired pothole on Marlin Road / Delivered 1332 to Stringfellow for repairs / Assisted Hiller Plumbing in repairing bathroom toilets.

Monday 12-18-2023

- Repaired potholes on Larkspur, Calista, Pleasant Grove Road, and Union Road / Picked up and installed battery for vehicle 206 / Cut Wastewater Collection Ponds at 725 Industrial Drive

Tuesday 12-19-2023

- Went to Stansell Electric to pick up new flashers needed for Signal Cabinets / Installed new fire extinguisher tags on all extinguishers / Employee of the Year Luncheon

Wednesday 12-20-2023

- Fixed Pedestrian Button at Marathon Gas Station / Installed new starter in bucket truck / Repaired pothole at 189 Calista Road / Installed new computer monitors / Troubleshooting mechanical issue on 1303.

Thursday 12-21-2023

- Picked up SDLC Cable to attempt to repair Raymond Hirsch & 76 intersection / Changed SDLC Cable / Power cycled controller / Christmas Holiday Luncheon.

Monday 12-25-2023

- Holiday (Christmas Day)

Tuesday 12-26-2023

- Holiday (Christmas Eve Observed)

Wednesday 12-27-2023

- Delivered trash carts to residents that were missed by WM / Assisted Stormwater in removing brush from the creek at Patana Road bridge / Removed brush from Millstone Way

Thursday 12-28-2023

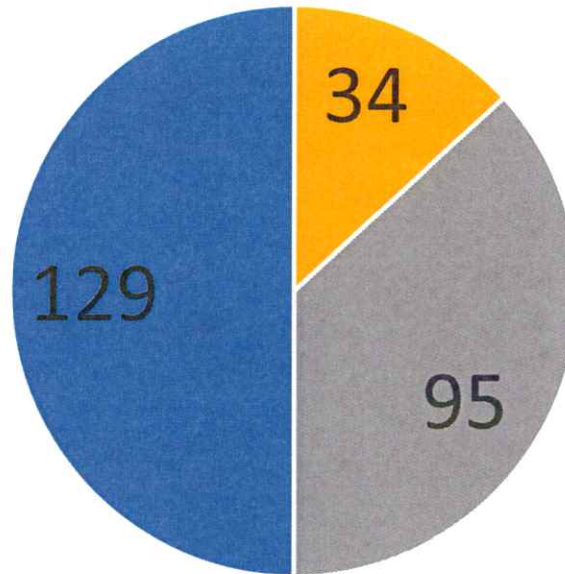
- Picked up 1326 from Stringfellow after repairs were completed / Facility maintenance and repair to gate loop / Meeting with Public Services Director and Public Works Manager about budget.

**Public Services Department – Public Works Division
December 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).

Street Sign Replacement Tracker



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

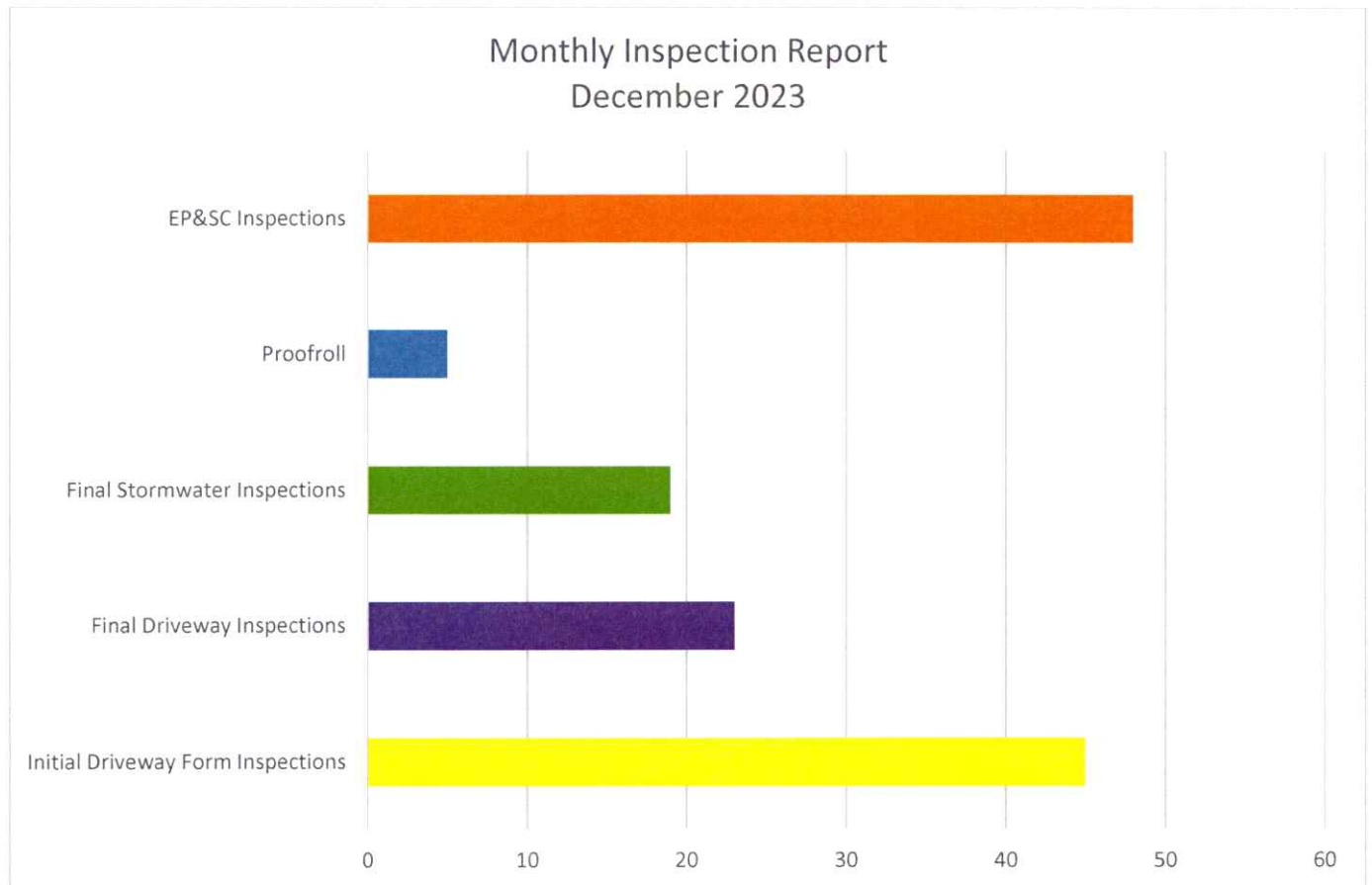
Note: Only signs that were damaged were repaired and no signs were brought into compliance for the month of December

Inspector Notes

New Construction and Inspections:

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

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



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

<u>Traffic Signal Complaints Log</u>	<u>November</u>	<u>December</u>	<u>FY 23/24 YTD</u>
SR-76 & Love's Lane	0	0	0
SR-76 & I-65 Southbound Ramps	0	0	0
SR-76 & I-65 Northbound Ramps	0	0	0
SR-76 & Hester Drive	1	1	2
SR-76 & Wilkinson Lane	1	0	1
SR-76 & Sage Road	0	0	0
SR-76 & Raymond Hirsch	2	1	3
SR-76 & Hwy 31W	0	0	0
SR-76 & Pleasant Grove Road (Flashing Signal)	1	1	2
Hwy 31W & Portland Road	0	0	0
Hwy 31W & Raymond Hirsch	0	0	0
Hwy 31W & Sage Road	0	0	0
Tyree Spring Road & Raymond Hirsch Parkway	0	0	0
Wilkinson Lane & Richard Wilks	0	0	0

Traffic Signal Complaint Details:

SR-76 & Hester Drive:

Complaint: (Accela Logged Complaint, Same as November) Phase 8 light cycled 3 time and no green signal.

Resolution: Adjustment to Gridsmart Detection Zone. Further Troubleshooting needed.

SR-76 & Raymond Hirsch:

Complaint: (Accela Logged Complaint) Light is only letting 3 cars out at a time from Byrum Drive. **Resolution:** Malfunctioning SDLC Port on McCain Controller (Out for repairs). Installed new controller and issue was resolved.

SR-76 & Pleasant Grove Road:

Complaint: (Verbal complaint, Same as November) Needs a signalized intersection. **Resolution:** CSR Designing signalized intersection.

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

12/02/2023 – Christmas Parade! 2nd place float!



12/04/2023

Dee Cee @ 76 – 7-11 construction track out, illicit discharge

12/04/2023

725 Industrial Dr. – preventative maintenance, street sweeper pick-up hose



Public Services Department – Stormwater Division
December 2023

12/05/2023

31W @ 76 – traffic control, camera cleaning



12/05/2023

401 Valley View Dr. – drainage mitigation,



Public Services Department – Stormwater Division
December 2023

12/11/2023

725 Industrial Dr. – snow removal, salt delivery



12/11/2023

City wide – traffic control, decoration maintenance

12/12/2023

725 Industrial Dr. – facility maintenance, camera installation



Public Services Department – Stormwater Division
December 2023

12/13/2023

217 Apache Trail – drainage mitigation, install flexmat for new box culvert



12/14/2023

725 Industrial Dr. – facility maintenance, cleanup from safety inspection

City wide – street sweeping and trash pickup

12/18/2023

725 Industrial Dr. – gate repair



Public Services Department – Stormwater Division
December 2023

12/27/2023

Pantana Dr. Bridge – drainage mitigation



12/28/2023

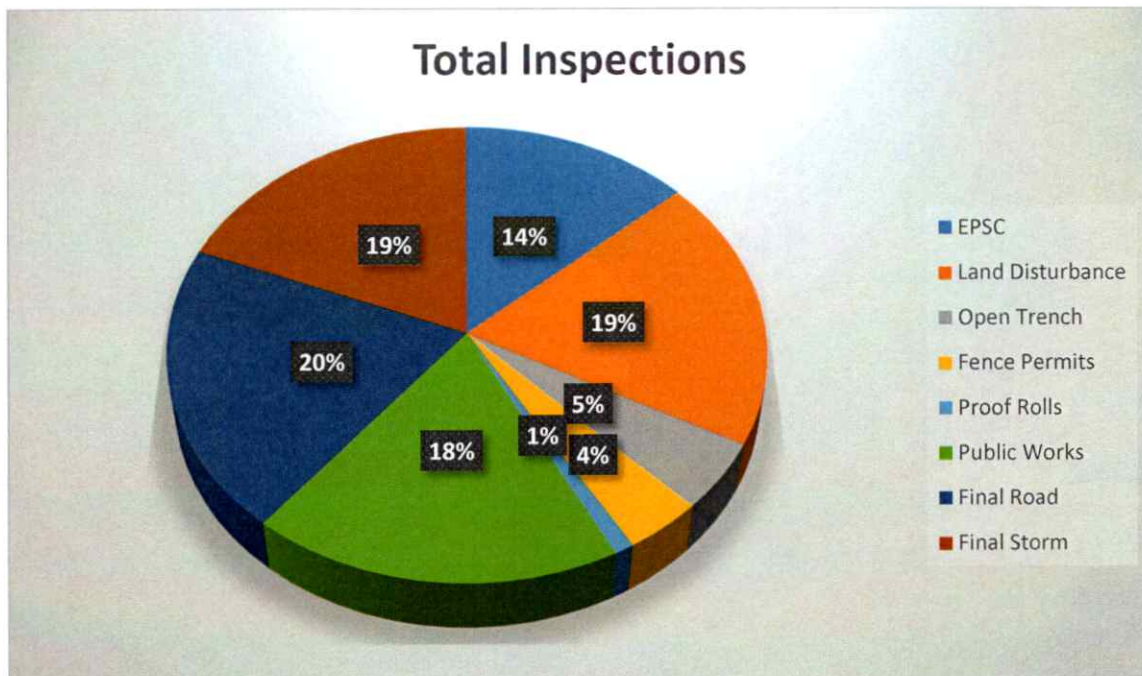
City Wide – drainage mitigation, hot spotting



Public Services Department – Stormwater Division
December 2023

12/28/2023

Apache Trail – traffic control



EPSC	28
Land Disturbance	40
Open Trench	10
Fence Permits	8
Final Storm	39
Public Works	38
Final Road	42
Proof Roll	2
Total	207

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

Work Log:

December 4 – Form inspections at Fields at Oakwood. Open trench inspections at Calista Farms and 711. EPSC inspections at Marlin Pointe and Liberty Market. Caliber Collision review to close the project.

December 5 – EPSC Inspections at Sage Farms, Cambria Phase 3B, Dorris Farms Phases 1 & 2, Willow Grove, and Cardinal Pointe. LD Inspection at 200 Cardinal Dr. Final Inspections at Willow Grove, Legacy Farms, and Summerlin. Composed November Report. Reviewed Fence Concerns at 1005 Apache Trail. Open Trench Inspection at 711.

December 6 – EPSC inspections at Springbrook and Summerlin. LD Inspections at Copes. Proof Roll was scheduled but was not completed due to a misunderstanding of the process.

December 7 – Reviewed Final Inspections for the Reserve at Palmers Crossing; Curbing and ADA Ramps. Completed Target Solutions and TNEPSC LVL. 1 Recertification.

December 11 – Updated LTMAP information for The Mill and Twin Springs. Troubleshooting CSS and Tyler Hub fence permitting issues for customers. Reviewed LD request for 121 Brookview Dr., and established communication for initiating Pre-Con Meeting. Meeting onsite to review issues regarding Collins Crossing. EPSC inspections at SRM,

December 12 – Troubleshooting EP&L issues with applications for Fence and LD. Conversating with the team on ADA concerns and changes needed. Proof Roll at Highland Park. LD Inspections at The Parks, Willow Grove, and Dorris Farms Phase 2.

December 13 – Reviewed Drew Christenson's Project on SR76 for pre-con on 12/14. Open Trench at 711. EPSC inspections at 711, Jackson Farms, The Parks, Pinson Pointe, Frey Branch Cottages, Fields at Oakwood, and White House Heritage High School.

December 14 – EPSC Inspections at Legacy Farms. Open Trench inspections at 711. Pre-Construction Meeting for Drew Christenson Project.

December 18 – Reviewing revision for Publix/White House Shops Right of Way Storm Changes. EPSC Inspections at Rec. Center, The Mill, and Cops Crossing.

December 19 – Employee Luncheon. EPSC inspection at Core5, Calista Rd., and Towne Center. Open Trench Inspections at 711 and Calista Rd.

December 20 – P. T. O.

December 21 – Updated Work Orders, Permits, Email Correspondence, etc. reviewed PROWAG. Personal Year End Review. Open Trench Inspections at 711 and Calista Rd. Half Day Holiday. Employee Luncheon. 5 years of Service.

December 25 – Christmas Eve Holiday

December 26 – Christmas Day Holiday

December 27 – Scheduled Inspections, reviewed Permits, Issued Permits. Reviewing issues with Tyler and collecting information to troubleshoot.

December 28 – EPSC Inspections at White House Assisted Living.

Total Hours:

Regular Hours – 130.0

Holiday – 25.0

P. T. O. – 5.0

Total: 160.0

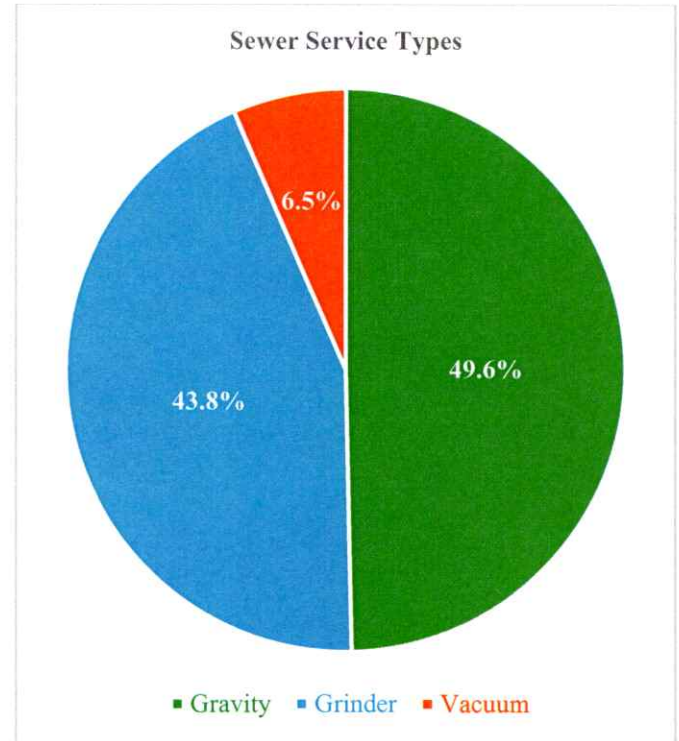
**Public Services Department - Wastewater Division
December 2023**

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 **December 31st, 2023**, City personnel count a total of **6,820** sewer system connections, with **30 new** applications for service in **December 2023**. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	3,386
Low-Pressure Grinder Sewer Connections	2,988
Vacuum Sewer Connections	446

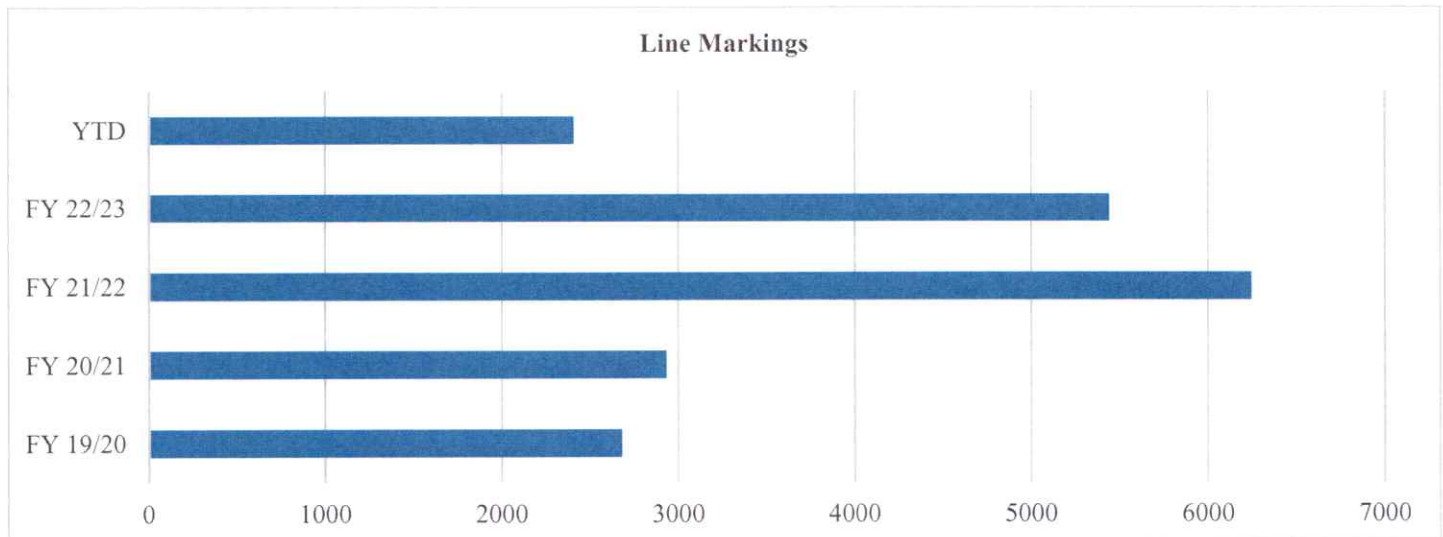
The City counts **189** commercial grinder stations, **2,795** residential grinder stations, and **29** major lift stations integrated into our Sanitary Sewer Collections System.



811 Utility Locate Service:

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

Line Markings	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>December 2023</u>	<u>FY 23/24 YTD</u>
Tennessee 811	2680	2933	6245	5441	207	2406



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

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

**Public Services Department - Wastewater Division
December 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:

Copes Crossing: The control panel for Copes Crossing station has been replaced, and the station is operating normally. This follows the successful operation testing of a portable bypass pump to run the station during the panel replacement. The new panel includes Variable Frequency Drives (VFD's), which allow the pumps to slowly ramp up to speed as needed, instead of firing up at full speed from a cold start. Additionally, the new panel provides a "power conditioner", which provides a steady power stream and buffering effect for the site's electronic components from "dirty power", which has been documented at this site before. During the installation of the new control panel, it was found that the power cables running from the pumps to the panel were also in a deteriorated condition, and will soon require replacement. A quote has been solicited for the additional repairs, and discussions are underway regarding project timing and sequencing.

North Palmers Chapel Vacuum Station: The volute (casing) of one of the two in-line centrifugal pumps at this station has cracked, and the pump has been removed from service. This particular volute has cracked and been repaired before, but it is now beyond our current means of in-field repair. We are awaiting a quote on a replacement pump; as well as a quote for removal, shop repair, and reinstallation of the existing pump (if possible). The station is currently operating normally on the one pump, though the pump with the cracked casing can still be operated manually in the event of an emergency (though this creates a mess if it is).

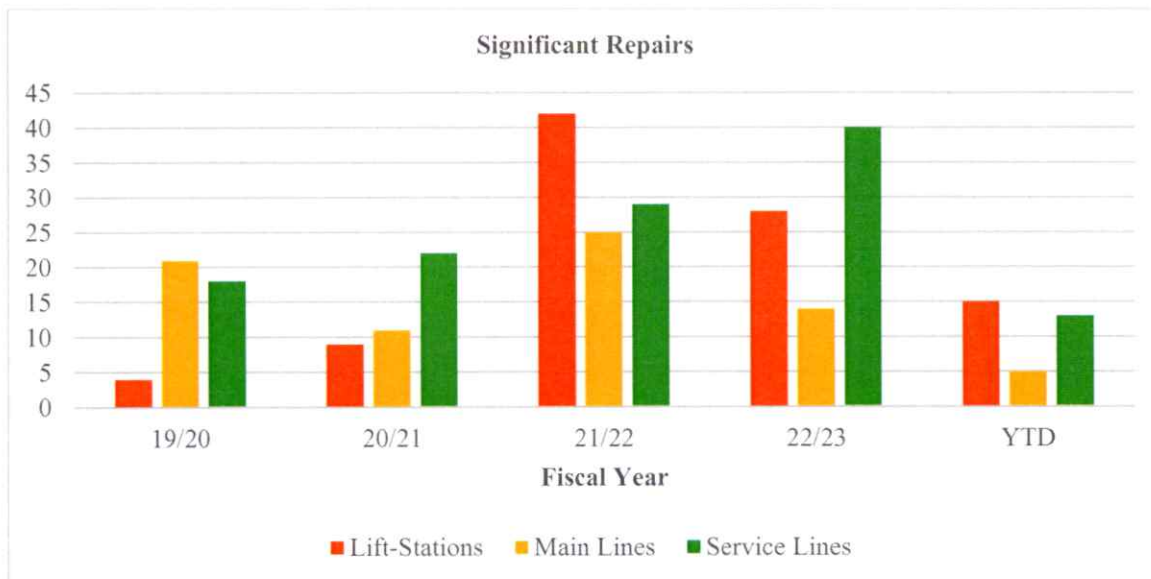
Mt. Vernon / Washington Square Apartments: The station servicing the Mt. Vernon and Washington Square apartments experienced a clog in the check-valve on the discharge line of the station. The station was pumped down, and the clogged check-valve repaired. The station was then returned to normal operation.

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

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 five (5) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of the lift stations are either at or near their anticipated useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced. The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

<u>Repairs</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Dec 2023</u>	<u>FY 23/24 YTD</u>
Major Stations	4	9	42	28		2	15
Main Line	21	11	25	14		0	5
Service Line	18	22	29	40		1	13

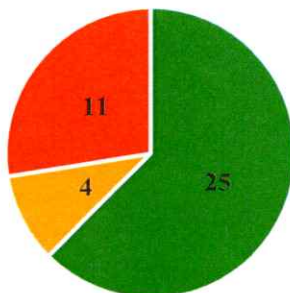


Public Services Department - Wastewater Division
December 2023

Ongoing Projects:

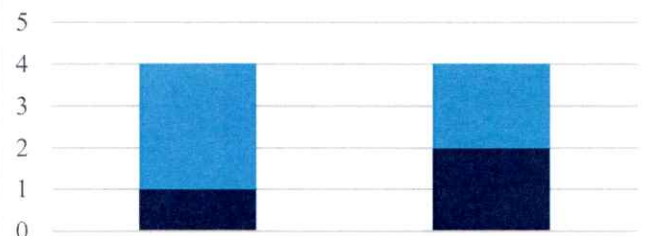
- 1. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require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

Total Planned Septic-to-Sewer Conversions:



■ Completed: ■ Tap Installed ■ Remaining:

Septic-to-Sewer Conversion Goals
(FY-2023/2024)

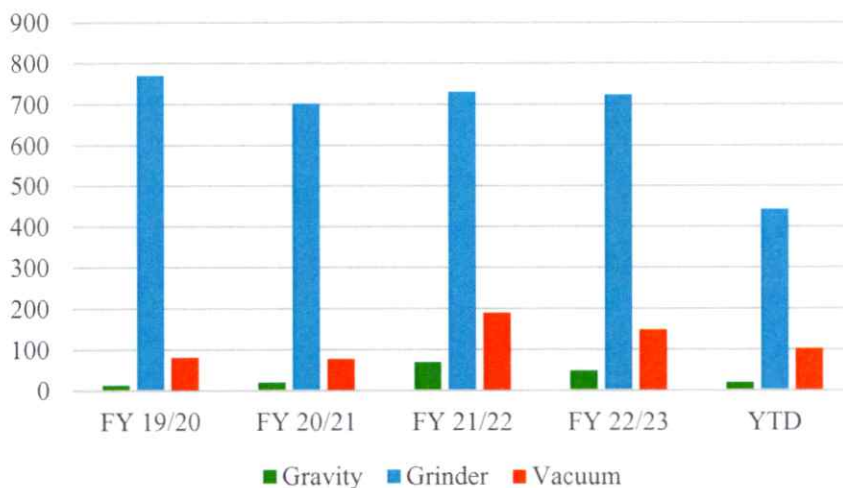


■ Completed: ■ Remaining:

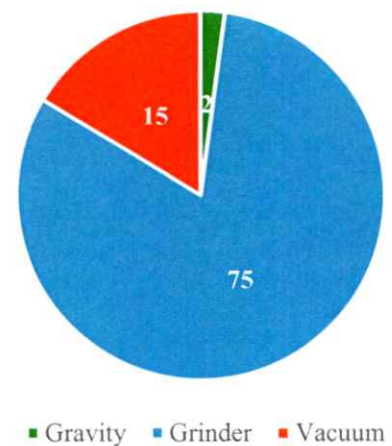
**Public Services Department - Wastewater Division
December 2023**

<u>Work Orders</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Dec 2023</u>	<u>FY 23/24 YTD</u>
Vacuum System Service Request	82	78	191	149		15	103
Gravity Service Request	13	20	69	48		2	19
Low Pressure Service Request	770	702	730	723		75	442
Total Pumps Replaced	449	492	472	459		42	257
Total Pumps Rebuilt	n/a	135	114	30		0	15
Total Warranty Pumps Returned	n/a	n/a	129	125		0	38
Grinder Tank PM Program	267	219	117	132		12	79
Open Trench Inspections	226	409	702	653		70	401
Final Inspection for New Service	110	248	405	489		49	337
Grease Trap Inspections	n/a	n/a	n/a	162		11	90
Sanitary Sewer Overflow (SSO)	49	19	28	14		1	9
Odor Complaints	43	35	22	28		2	20

Sewer Service Calls by Connection Type (YTD)



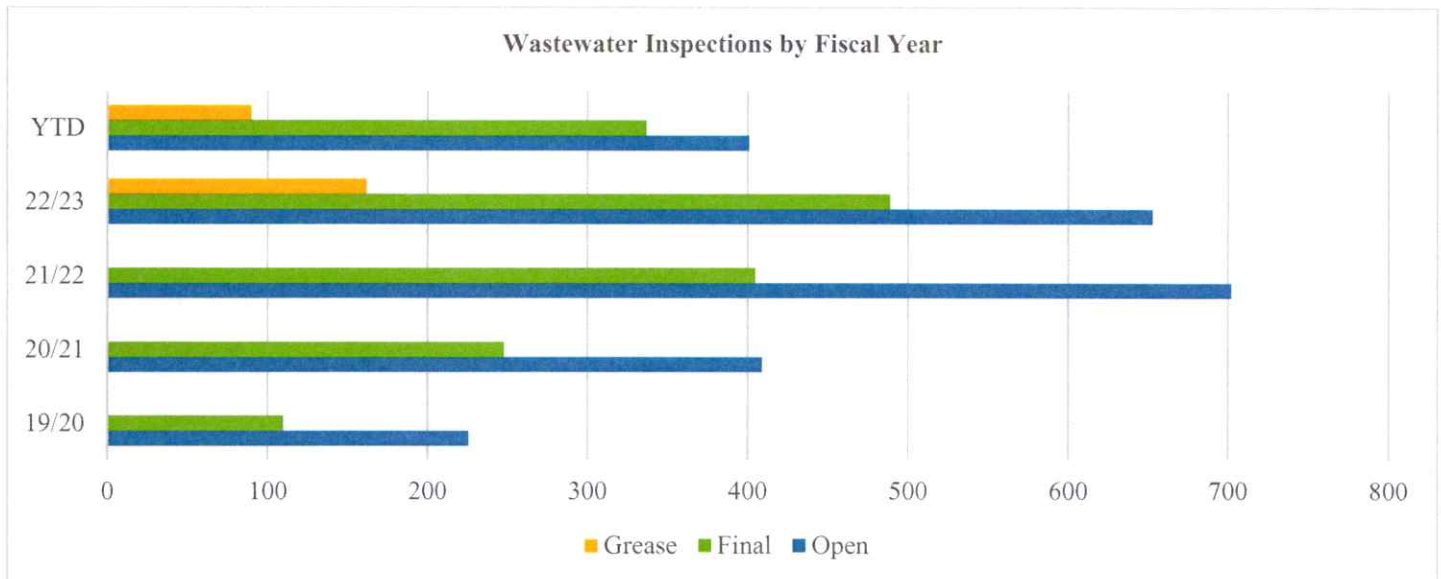
Sewer Service Calls by Connection Type (December 2023)



Public Services Department - Wastewater Division
December 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 five years, with FY22/23 numbers remaining similar to the FY21/22 inspection requests.

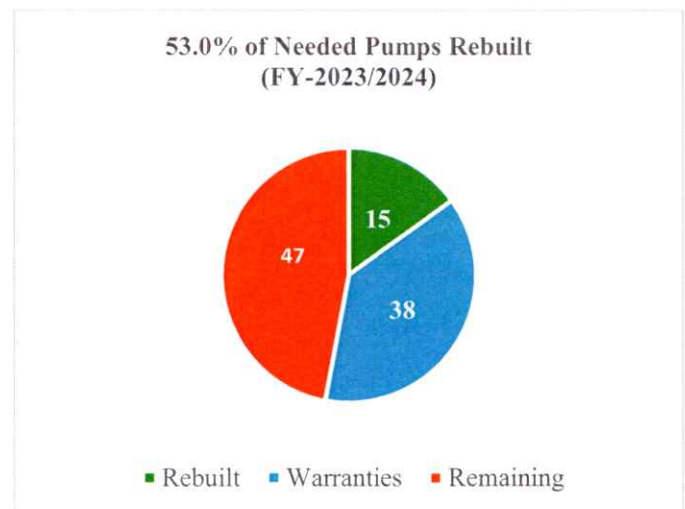


Pump Rebuilds:

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

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

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



**Public Services Department - Wastewater Division
December 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.

<u>Parameter</u>	<u>Sep - 23</u>	<u>Oct - 23</u>	<u>Nov - 23</u>	<u>Dec - 23</u>	
Flow – To Creek	0.587 MGD	0.526 MGD	0.614 MGD	0.646 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
Total Flow Through Plant	0.587 MGD	0.526 MGD	0.614 MGD	0.646 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	41.9%	37.6%	43.9%	46.1%	(0.646 MGD) / (1.400 MGD)
Actual Capacity	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.400 MGD x 80%)
% of Allocated Capacity	52.4%	47.0%	54.8%	57.7%	(0.646 MGD) / (1.120 MGD)
Rainfall	3.37"	1.60"	3.31"	2.15"	

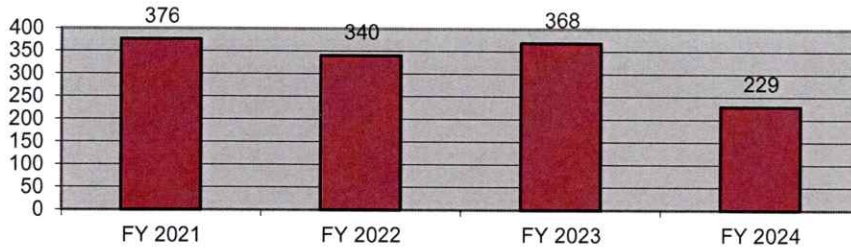
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Dec 2023</u>	<u>FY 23/24 YTD</u>
Effluent Violations	12	7	32	25		3	9

- 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. Two additional violations for ammonia occurred during heavy I&I events, which decreased detention time within the plant, and reduced the effectiveness of the treatment process during that time as a result.
- TDEC Order and Assessment:** On July 15th, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within "significant compliance" of the facility's permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29th, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the "significant compliance" period to begin one (1) year after completion of construction, to allow for the influence of the old facility's treatment effectiveness on annual rolling averages to be completely phased out. **The City received written confirmation of this arrangement from TDEC on August 7th, 2020.**
- Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly. The PAA feed rate is operating at a constant **2.20** parts per million (ppm). The average residual was **0.14** ppm with a max residual of **0.19** ppm. ***Last month the feed rate was 2.50 ppm.***

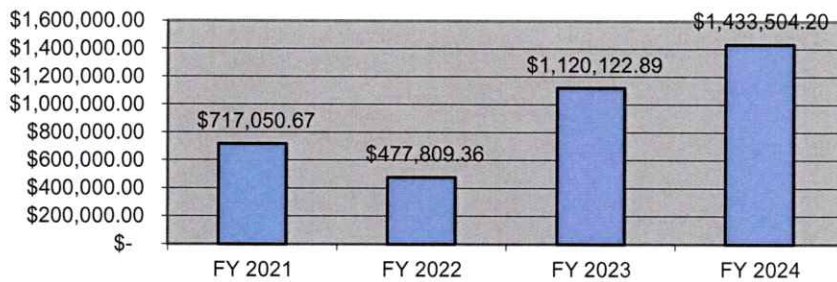
Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed **126 CFU's** (colony forming units) per 100 ml." Additionally, our **daily maximum** concentration limit is **941/1000ml**. Our E Coli testing for the month was an average of **40.80 CFU's**, which is well below the limit. ***Last month the average was 49.00 CFU.***

Planning and Codes Department
DECEMBER 2023

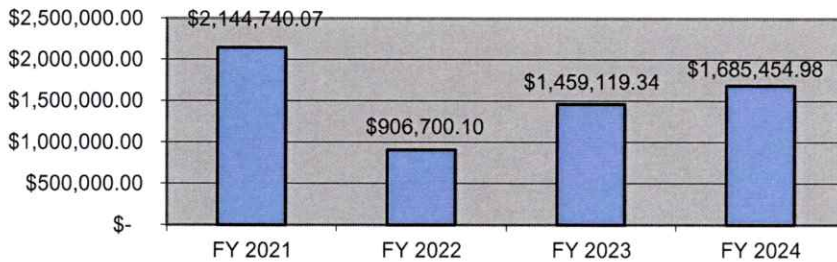
Single Family Permits



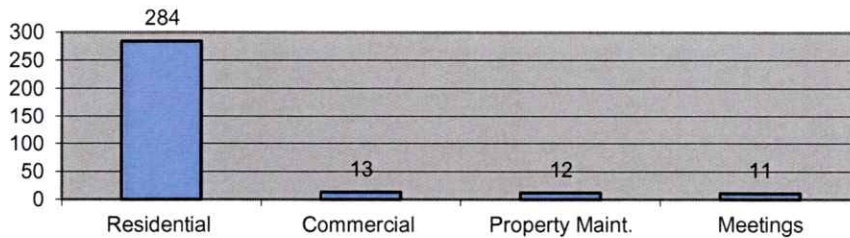
Impact Fees



Permit Fees



Monthly Inspections / Meetings



**Planning and Codes Department
DECEMBER 2023**

	Month	FY2024	FY2023	FY2022	FY2021
MEETING AGENDA ITEMS#					
Planning Commission	7	46	91	67	74
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	0	6	5	4
Tech. Review/Study Session	0	0	0	5	2
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	37	229	368	340	376
Multi-Family Residential	0	0	226	0	22
Other Residential	4	42	96	89	83
New Commercial	2	8	7	7	6
New Industrial	0	1	0	0	0
Other Com/Ind	3	26	51	25	23
Sign	2	7	22	11	17
Occupancy Permits	20	191	397	319	400
Other	0	1	31	11	12
BUILDING INSPECTIONS					
Residential	284	2420	4885	5452	2621
Hours	142	874.75	2250.5	1367	533
Commercial /Industrial	13	99	125	139	92
Hours	6.5	33.75	125	139	92
CODE ENFORCEMENT					
Total Cases	12	112	35	98	179
Hours	6	35.25	35.75	70.24	86.75
Complaints Received	12	108	199	55	41
MEETINGS					
Administration	5	37	80	117	72
Hours	5	19.25	86	127	70
Planning	6	66	112	127	53
Hours	3	28.25	116.5	96	50
Codes	0	10	10	8	11
Hours	0	8.5	13	10	9
FEES					
Permit Fees	\$179,462.00	\$ 1,685,454.98	\$ 1,459,119.34	\$ 906,700.10	#####
Board Review Fees	\$1,250.00	\$ 3,630.00	\$ 18,050.00	\$ 14,100.00	\$84,775.00
City Impact Fee	\$142,152.00	\$ 1,433,504.20	\$ 1,120,122.89	\$ 477,809.36	\$717,050.67
Roads	\$44,385.28	\$ 460,841.48	\$ 323,964.51	\$ 664,873.38	\$301,769.60
Parks	\$43,993.00	\$ 272,281.00	\$ 291,189.00	\$ 114,114.00	\$ 150,326.00
Police	\$32,401.54	\$ 421,833.44	\$ 239,697.73	\$ 125,535.54	#####
Fire	\$21,372.18	\$ 278,548.28	\$ 169,728.00	\$ 76,498.26	\$ 79,900.66
OTHER ITEMS					
Subdivision Lots	0	0	0	0	235
Commercial/Ind. Sq Ft	0	311,999	0	15,216	214,206
Multi-Family Units	0	0	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 35	\$ 19,575,374.37		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	14		17	16	15

City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023

Update on ongoing projects:

Soccer Complex Renovation Phase II

- Silt fence installed and equipment mobilized to site
- Should start breaking ground next month

Splash Pad Maintenance Building

- Framing failed inspection so that slowed some things down
- Other than that, they have done some smaller things here and there to the interior but the overall appearance hasn't changed much

Rec Center

- Steel work began on west side of building where the wall is complete
- Walls continued on the opposite side



**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

Maintenance Building Lean-To

- Complete

Master Plan

- Work continued with Kimley Horn
- Survey went live to the public and will last for approximately 30 days – we have over 600 responses so far

HVAC Unit for Museum

- Completed this month

(2) Zero-Turn Mowers

- Completed this month



List of upcoming projects yet to begin:

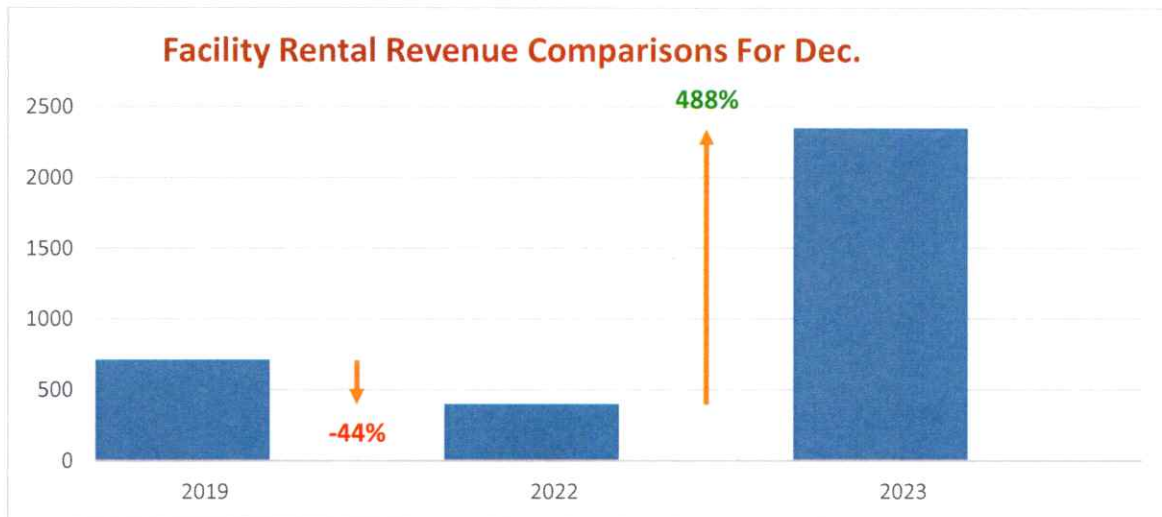
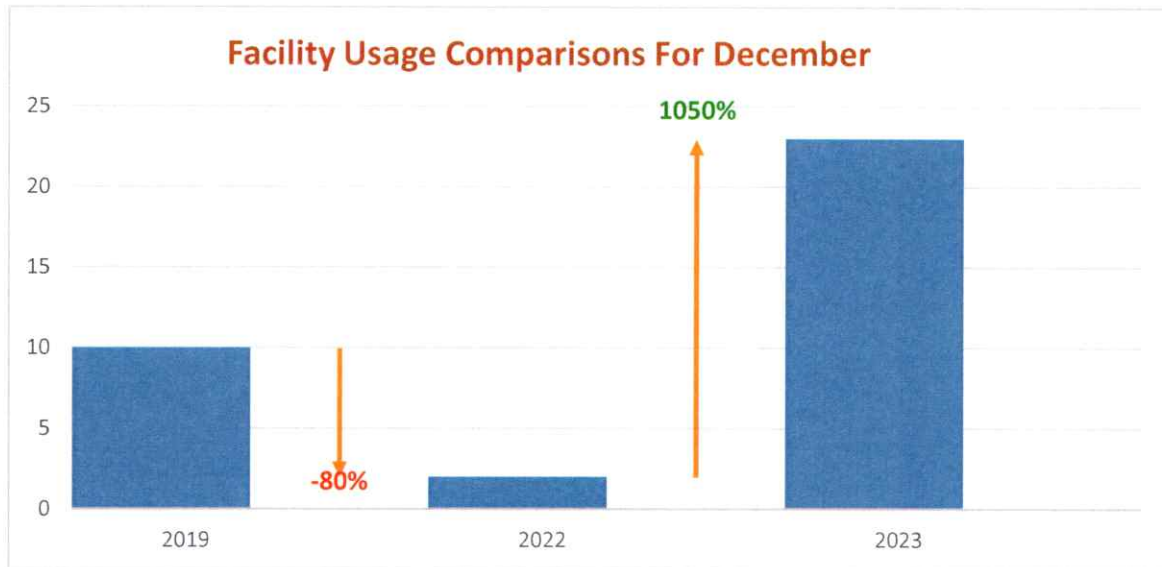
Parks Truck

- Still waiting on this project

Dirt for Laser Grading & Sand for Top Dressing

- Laser grading will likely take place next month

City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023



**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

Recreation- Assistant Director

Adult Programs

Women's Exercise Class:

- Dates: 12/6, 12/13
- Total Attendees: 4

Youth Athletics

Youth Basketball

- Games started: 12/09

Special Events

Christmas Parade: Dec 2nd 3:00pm

- Theme: Christmas Movies
- 72 organizations registered
 - 66 Showed up
- Award Winners
 - 1st- WHUD
 - 2nd- Public Services
 - 3rd- NP Clinic

Other

Master Plan:

- Created section on department website
- Promoted public input survey 12/10
 - Social Media
 - Bulk email via Rec Desk (12/20)
 - Print Copies for Seniors
 - Signs posted throughout parks and at library

Open gyms: Averaged totals per a day

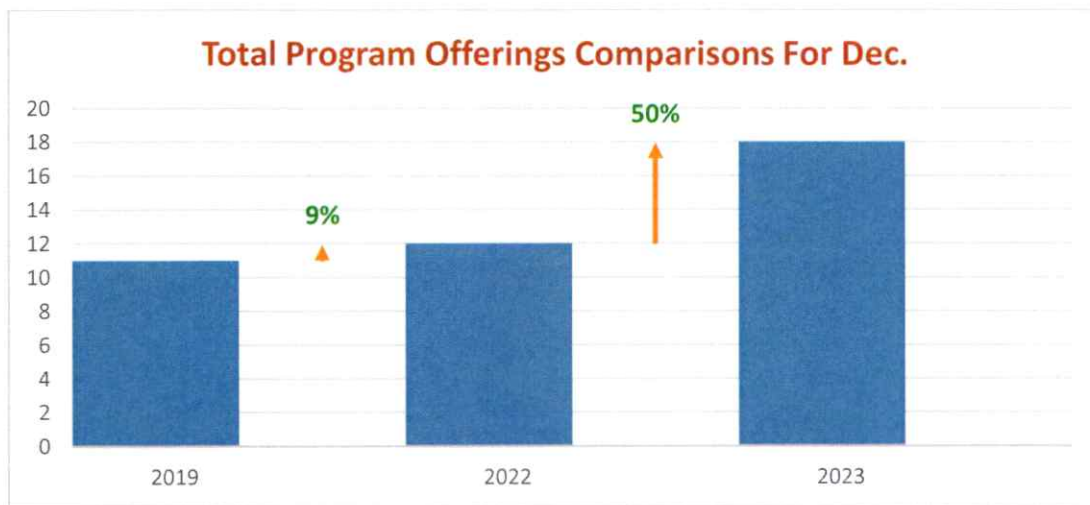
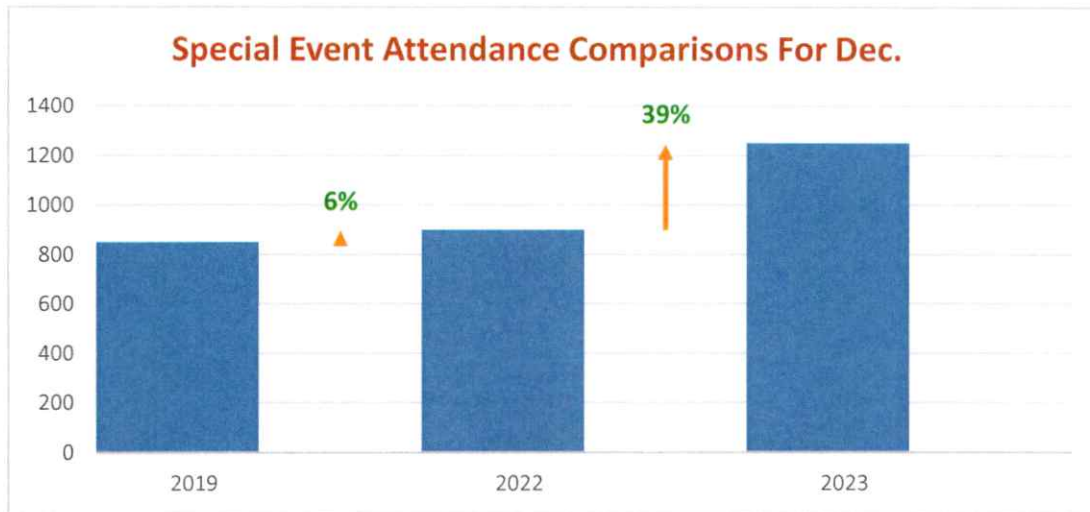
- Pickle Ball Open Gym
 - Tuesdays- 16
 - Thursdays- 15
- Open Gym Basketball - 18

Social Media & Website

- Facebook
 - 953 Followers
 - Reach: 9,567
 - Total posts: 16
 - Best Performing Post: 12/10- Master Plan Survey
 - 7,900 Reach
 - 44 Shares
 - 1,200 engagements (clicks, shares, comments and re



City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023



**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

Maintenance

- We extended our shop lot to make room for trailers. We also cleaned up our shop lot.
- We planted 6 new trees on greenway to make a buffer for homeowner.



- We took down the broken white fence at the Vet Clinic Trailhead.



**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

- We sanded and painted the drinking fountains at the Trailheads.



- We hauled out piles of brush that was piled up next to greenway from March storm.
- We trimmed ornamental grass and crepe myrtles.

Museum

Volunteers

High school volunteers were characters on the museum's Christmas parade float portraying *A Christmas Carol* by Charles Dickens.

The volunteers are preparing for our next 3 exhibits for the winter going into spring. Unfortunately, because of the December 9, 2023 tornados, we were not able to do the pioneer presentation for Beech Elementary. We are hoping to reschedule in the new year. Volunteers provided the museum with 12 hours of service in December.



Exhibits – New exhibits are being prepared for Black History Month, Women's History Month and 100th Graduating Class from White House High School.

Tours at Museum - Tours were given to walk ins.

Building Maintenance

After collecting 3 quotes, the planned replacement of the upstairs training room HVAC was completed in December by Key's Heating and Cooling.

**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023**

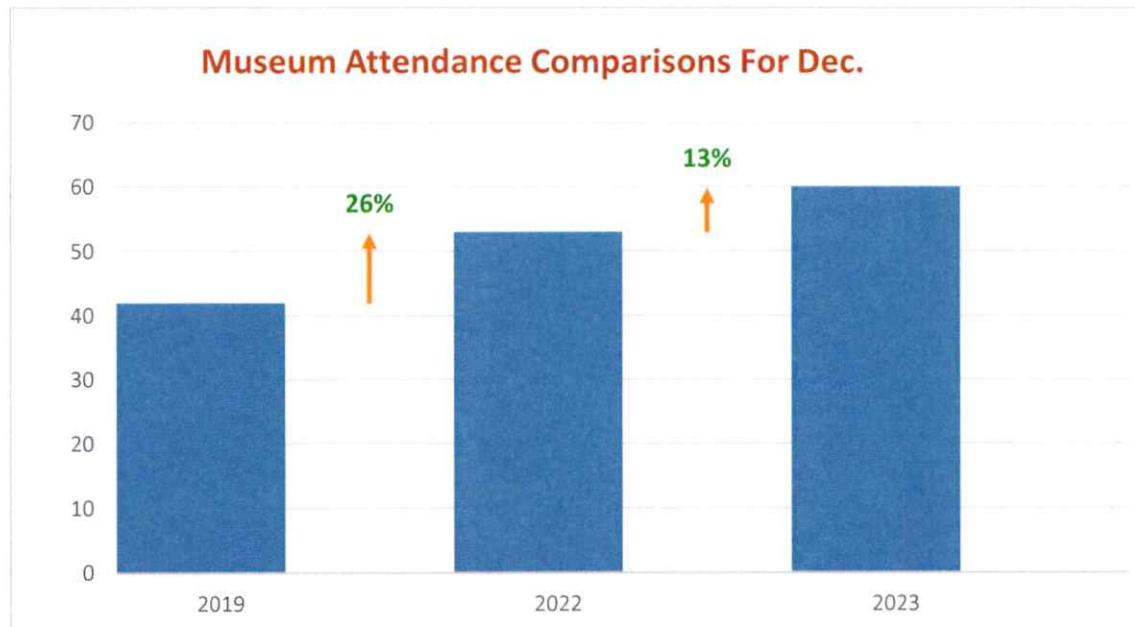
Events and Meetings Assisted with and/or Attended

December 2 – Parade and Christmas on Main
December 5 – Attended Premium Investors Holiday Cocktail Hour
December 7 – QRM used the training room
December 13 – VIP used the training room
December 14 – Attended Diana Health’s Holiday Open House



Visitors’ Center and Museum Attendance

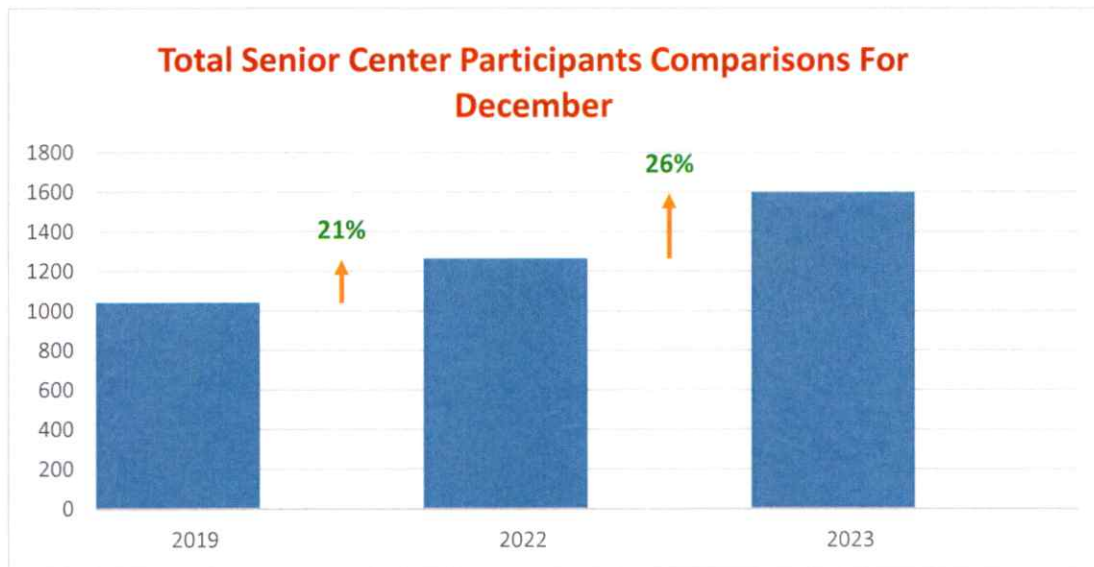
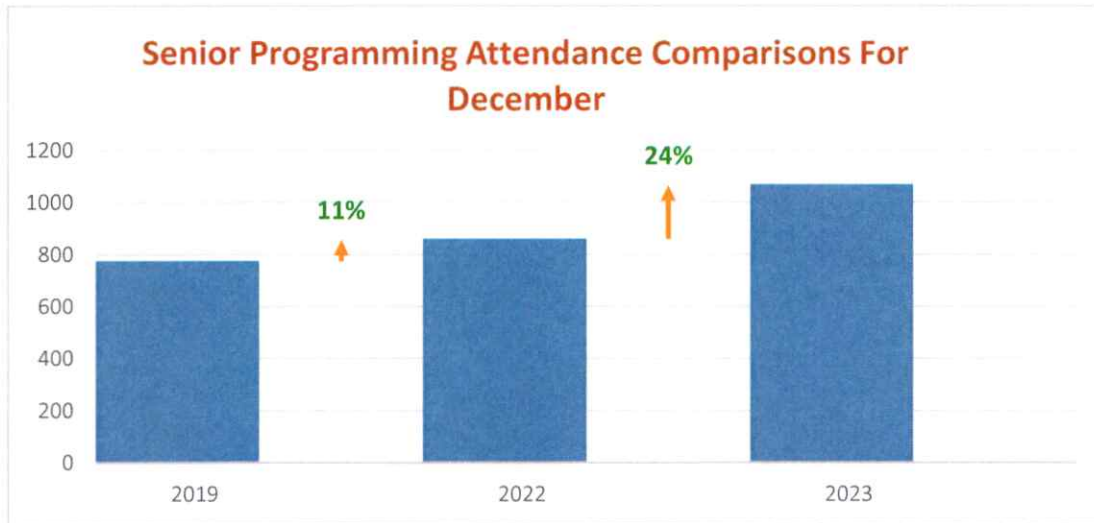
Visitors’ Center Only	Visitors’ Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
1	58	2	60	



City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023

Senior Center Participation - DECEMBER 2023			
Total			
Events:			
Farmers Christmas Breakfast	105		
Christmas Party	59		
Memories by Jane Mankin	41		
Total	205		
		Sr Meals Wednesdays	
		123	
		142	
		127	
		138	
		530	TOTAL
<u>Programs:</u>			
Fittercise-Strength, Yoga	415		
Walk	72		
Bingo	32		
Birthday Potluck	34		
Ballroom & Country Western Dance Lessons	17		
Farmers Rummy	0		
Garden Club	0		
Quilting	3		
Meals on Wheels	51		
Bunco	13		
Bible Study	0		
Crafts	0		
Cards, Games,Pool, Puzzles	161		
Pickle Ball	66		
TOTAL	864		
MEMBERS	373	Updated members	as of12/31
1st time visitors	3		
New Members	1		
TOTAL Sr Center Participants:	1396	Total	1599

City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2023



PARKS AND RECREATION
DECEMBER 2023

	FYE 2021	FYE 2022	FYE 2023	Dec. 2019	Dec. 2022	Dec. 2023	YTD 23-24
Facility Usage							
Special Use Permits Submitted	39	20	23	0	0	6	15
Pavilion 1 Usage	21	16	16	0	0	0	11
Pavilion 2 Usage	13	16	14	0	0	0	9
Pavilion 3 Usage	74	94	137	0	0	0	70
Splash Pad Pavilion Usage	99	165	136	0	0	0	15
Total Number of Pavilions Usage	207	291	303	0	0	0	105
Gymnasium Rentals	23	83	82	10	1	6	16
Amphitheater Usage	1	9	9	0	0	0	1
Community Room			66	0	1	17	88
Total Number of Facility Rentals	30	92	157	10	2	23	105
Ballfield Rentals	146	134	165	0	0	0	74
Vistor Center Attendance	20	29	30	0	1	1	14
Vistors Who Also Toured Museum	70	303	191	37	52	58	109
Museum Attendance Only	115	1116	1142	5	1	2	1015
Total Museum Attendance	185	1419	1333	42	53	60	1124
Programming							
Number of Youth Program Participants	417	615	800	0	0	0	610
Number of Adult Program Participants	100	260	195	76	0	4	145
Number of In-House Special Events Offered	9	7	11	1	1	0	8
Number of In-House Special Event Attendees	1077	2223	2158	850	900	1,250	3260
Number of Rec Programs Offered	19	21	24	0	0	1	10
Number of Senior Center Memberships	2000	2454	3186	201	281	373	2183
Number of New Senior Center Memberships	0	5	38	0	0	1	48
Senior Center Participants	4412	11605	16,821	1,044	1,266	1,599	9380
Senior Center First Time Visitors	36	95	115	1	1	3	28
Number of Senior Trips Offered	9	28	46	3	4	0	16
Number of Senior Trip Participants	81	235	617	53	50	0	219
Number of Senior Programs Offered	34	101	142	11	12	17	87
Number of Senior Program Participants	1061	7304	10,566	776	861	1069	6004
Number of Senior Meals Served	36	47	48	3	3	4	26
Number of Meals Participants	3277	3965	5658	215	355	530	3789
Offsite Presentation Attendees	0	145	435	0	0	0	385
Total Number of Programs Offered	53	124	166	11	12	18	97
Revenues							
Youth Programs	\$44,261.00	\$57,366.00	\$ 79,821.40	\$0.00	\$0.00	\$0.00	\$ 53,602.00
Adult Programs	\$ 6,230.00	\$ 7,925.00	\$ 11,780.00	\$0.00	\$0.00	\$45.00	\$ 4,370.00
Special Events	\$ 3,495.00	\$ 3,080.00	\$ 2,940.00	\$0.00	\$0.00	\$0.00	\$ 785.00
Senior Meals	\$ 8,222.50	\$11,442.00	\$ 18,754.00	\$572.00	\$1,173.50	\$1,765.50	\$ 12,634.50
Shelter Reservations	\$ 9,112.50	\$12,995.00	\$ 7,675.00	\$0.00	\$0.00	\$70.00	\$ 2,107.50
Facility Reservations	\$ 2,956.25	\$19,181.75	\$ 16,978.25	\$712.50	\$400.00	\$2,350.00	\$ 11,443.75
Field Rentals	\$ 5,820.50	\$ 3,913.00	\$ 5,578.50	\$0.00	\$0.00	\$0.00	\$ 1,788.00
Affiliate League/Tournament Fee Revenue	\$ -	\$13,666.50	\$ 29,825.50	\$0.00	\$6,773.00	\$0.00	\$ 8,946.50
Misc	\$ 9,686.39	\$25,818.31	\$ 8,763.20	\$237.00	\$0.00	\$0.00	\$ 4,401.95
Maintenance							
Mowing Hours	2,195	1660.25	1548.5	0	4	16	938
Work Orders Received	9	15	24	0	2	1	10
Work Orders Completed	9	14	23	0	2	1	10
Number of Projects Started	39	31	8	2		2	10
Number of Projects Completed	32	29	8	2		2	8
Number of ballfield rainouts	NA	156	321	0	0	0	167
Bags of Field Dry Used	NA	100	42	0	0	0	24

White House Library December Monthly Report 2023

Summary of Activities

The library partnered with the city and chamber for the Christmas on Main Street event. The library sponsored pictures with Santa and worked with the chamber to have 5 craft stations set up in the story time room. Outside on the library patio were refreshments for patrons to enjoy. The event was very successful with an estimated 400 people coming through, however, the event was cut short due to the rain. Still the staff heard a lot of positive feedback Santa and the craft stations.

The Friends of the Library ended their Larry t-shirt sale on December 2nd. In addition to this fundraiser, the friends also had a wish tree in the lobby for the month of December. Individuals could purchase an item off the wish tree and donated to the library in exchange for the one year friend's membership. This event allows the library to obtain items for its collection without having to purchase them with library funds.

The Library Director, Children's Librarian and a Library Intern all visited the Hendersonville Public Library Homeschool program on December 4th. The group sat in during the program and then toured the library to get ideas and inspiration for White House.

The library had guest author and editor Jeanne Hardt present a workshop to the adult creative writing group. Ms. Hardt gave out handouts on how to improve your writing, the steps to getting published, additional resources to review, and then answer questions from those in attendance. It was a very helpful workshop for those trying to get improve their writing or get published.

The two adult book clubs had their special Christmas gathering with refreshments provided by the Friends of the Library.

The Library Budget Committee met on December 18th. The committee reviewed the library director's proposed budget and made recommended changes. The director will bring those changes to the library board at their January 11th meeting.

The library director attended a regional training on culture making for leaders. This was a great workshop that went over how we influence culture, stresses we face at work, the 4 responses to pain, and self-help tips. The director found this information helpful and will implement some of these tactics. In addition, the presenter also gave some further resources that the director plans to review.

Department Highlights

The highlights for the month were the success with the Christmas on Main Street, visiting the Hendersonville library, the author presentation, the success of the Friend's wish tree and t-shirt sale, and the regional training.

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

Official Service Area Populations

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

Membership

December	2019	2020	2021	2022	2023
New Members	41	38	56	47	105
Updated Members	211	528	293	155	329
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,442
% of population with membership	59	66	49	48	49

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

Total Material Available: 39,525

Estimated Value of Total Materials: \$988,125

Total Materials Available Per Capita: 2.62

Last Month: \$985,900

Last Month: 2.61

State Minimum Standard: 2.00

Materials Added in December

2019	2020	2021	2022	2023
247	120	296	102	107

Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	2,641

Physical Items Checked Out in December

2019	2020	2021	2022	2023
4,464	4,133	4,418	4,819	5,454

Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	81,667

Miscellaneous item checkouts

December	2019	2020	2021	2022	2023
Technology Devices	626	52	43	64	61
Study Rooms	81	16	44	46	66
Games and Puzzles	103	0	122	158	187
Seeds	1	4	37	1	3
STEAM Packs	25	0	17	12	29
Cake Pans	2	8	0	3	7
Outdoor Items	*	*	*	3	0
Honor Books	*	*	*	1	2

Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	794
253	305	395	746	888
222	955	1,263	2,060	1,855
112	302	878	883	767
61	25	160	234	351
1	28	21	69	45
*	*	*	17	59
*	*	*	19	104

Library Services Usage

December	2019	2020	2021	2022	2023
Test Proctoring	8	0	2	5	0
Charging Station	27	6	7	0	1
Notary Services	2	8	11	13	13
Library Visits	4,252	2,395	3,373	3,430	3,401
Website Usage	1,358	1,920	1,870	2,792	598
Reference Questions	6	10	12	1	3

Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	54
19	47	45	21	16
16	88	144	135	167
55,728	30,007	38,913	48,253	48,053
16,935	17,977	27,907	33,678	36,648
77	60	73	31	37

Computer Users

December	2019	2020	2021	2022	2023
Wireless	423	441	304	296	265
Adult Users	270	232	146	161	140
Kids Users	114	0	107	194	112

Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	4,338
1,103	2,138	2,235	2,608	2,255
556	427	957	2,987	2,030

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

Library Volunteers

December	2019	2020	2021	2022	2023
Library Volunteers	19	7	10	9	9
Volunteer Hours	146	99	91	48	41

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	77
809	1,286	1,204	1,492.5	1,494

Universal Class Counts

December	
Sign ups	1
Courses started	2
Lessons viewed	9
Class Submissions	2

Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	22
16	53	39	2	24
194	1,771	1,008	876	419
105	800	515	465	559

Kanopy

December	Visits	Pages	Plays	Accounts
Monthly	788	1,299	241	12
Yearly	2,350	3,547	608	89

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

Programs

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	2	1	1	2
total Sign-ups	214	67	174	132	157

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

Face-to-face Kids Programs

December	2019	2020	2021	2022	2023
Programs	9	0	7	7	5
Attendees	445	17	114	99	109
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	129
Attendees	4,201	1,185	2,167	3,646	3,805

The library held fewer story times in December due to the holidays.

Grab & Go Kits

December	2020	2021	2022	2023
Kits	8	5	3	3
Taken	225	212	145	68
Yearly	2020	2021	2022	2023
Kits	38	44	7	7
Taken	1094	1,699	334	184

Teen/tween Face-to-Face Programs

December	2020	2021	2022	2023
Programs	0	5	4	6
Attendees	0	25	33	15
Yearly	2020	2021	2022	2023
Programs	11	43	98	112
Attendees	77	370	437	361

Grab & Go

November	2020	2021	2022	2023
Kits	3	2	3	4
Taken	45	70	55	42
Yearly	2020	2021	2022	2023
Kits	13	24	7	10
Taken	152	409	151	100

Face-to-face Adult Programs

December	2019	2020	2021	2022	2023
Programs	11	1	7	4	6
Attendees	532	17	35	28	56
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	107
Attendees	1,343	214	351	377	589

Device Advice

December	2019	2020	2021	2022	2023
Sessions	*	0	5	4	16
Yearly	125	51	81	131	144
Passive					
December	*	*	0	0	0
Yearly	*	*	0	20	0

The library had special guest author and editor Jeanne Hardt do a presentation on writing for the adult creative writing group.

Interlibrary Loan Services

December	2019	2020	2021	2022	2023
Borrowed	66	28	50	61	43
Loaned	15	10	11	13	7

Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	597
410	151	226	317	184

December	R.E.A.D.S
Adults	2,241
Juvenile	156

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	39,426
Juvenile	1,430	1,189	1,032	2,013	2,882

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

The READS statistics come from the state.

Winter Reading Numbers

Sign-ups	2021	2022	2023
Kids	29	37	19
Tween/teen	20	30	17
Total	49	67	36

Participated	2021	2022	2023
Kids	19	34	15
Tween/teens	14	25	13
Total	33	59	28

Reading Benchmarks

Kids Benchmarks	1	2	3	4	5	6	7	8
2021	18	17	17	16	15	14	*	*
2022	23	23	22	21	16	15	14	14
2023	15	13	13	13	12	10	8	8
Tween/teen Benchmarks	1	2	3	4	5	6	7	8
2021	14	14	12	11	10	9	*	*
2022	21	19	16	14	11	10	9	8
2023	13	13	12	7	7	7	6	6

Total minutes read	2021	2022	2023
Kids	6,539	15,785	14,160
Tween/teens	6,786	11,308	17,297
Totals	13,325	27,093	31,457

Hours read	2021	2022	2023
Kids	109	263	236
Teens	113	188	288
Totals	222	451	524

Guessing Jar

November	2021	2022	2023
Kids	*	159	45
Tween/teen	*	149	27
Adults	*	1,172	37

December	2021	2022	2023
Kids	18	119	37
Tween/teen	26	208	20
Adults	21	279	20

CITY COURT REPORT
DECEMBER 2023

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$2,824.50	
	TOTAL MONIES COLLECTED YTD	\$39,924.50

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$870.67	
	TOTAL MONIES COLLECTED YTD	\$10,311.63

TOTAL REVENUE FOR MONTH	\$3,695.17	
	TOTAL REVENUE YTD	\$50,236.13

DISBURSEMENTS

LITIGATION TAX	\$203.38	
DOS/DOH FINES & FEES	\$228.00	
DOS TITLE & REGISTRATION	\$114.00	
RESTITUTION/REFUNDS	\$0.00	
ON-LINE CC FEES	\$0.00	
CREDIT CARD FEES	\$0.00	
WORTHLESS CHECKS	\$0.00	
TOTAL DISBURSEMENTS FOR MONTH	\$545.38	
	TOTAL DISBURSEMENTS YTD	\$6,376.91

ADJUSTED REVENUE FOR MONTH	\$3,149.79	
	TOTAL ADJUSTED REVENUE YTD	\$43,859.22

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	\$47.50	
	DRUG FUND DONATIONS YTD	\$2,028.92

Offenses Convicted & Paid For Month	Count	Paid
Improper Passing	1	\$55.00
Financial Responsibility Law	11	\$502.50
Registration Law	15	\$1,015.00
Improper Equipment	1	\$0.00
Texting/Hands Free Law		
Codes Violation		
DL Exhibited		
Red Light	5	\$410.00
Animal Control		
Stop Sign	3	\$227.50
Speeding	6	\$472.50
Seat Belt-Child Restraint	5	\$160.00
Following Too Close		
Exercise Due Care	1	\$0.00
Careless Driving		
Total	48	\$2,842.50

RESOLUTIONS....

ORDINANCES....

ORDINANCE 23-20

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 8, CHAPTER 1 INTOXICATING LIQUORS SECTION 8-103 AND CHAPTER 2 BEER SECTIONS 8-207 AND 8-208.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding intoxicating liquors and beer permits;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 8, Chapter 1 INTOXICATING LIQUORS and Chapter 2 BEER be revised from the Municipal Code as follows:

TITLE VIII: ALCOHOLIC BEVERAGES
CHAPTER 1: INTOXICATING LIQUORS
AMENDING SECTION: 8-103

8-103. Privilege tax on retail sale of alcoholic beverages for consumption on the premises.

- (1) Pursuant to the authority contained in Tennessee Code Annotated, § 57-4-301, there is hereby levied a privilege tax (in the same amounts levied by Tennessee Code Annotated, title 57, chapter 4, section 301, for the City of White House General Fund to be paid annually) upon any person, firm, corporation, joint stock company, syndicate, or association engaging in the business of selling at retail in the City of White House on alcoholic beverages for consumption on the premises where sold. (as added by Ord. #08-28, Jan. 2009, and amended by Ord. #14-04, March 2014)
- (2) *No tax authorized or imposed by this section shall be levied or assessed from any charitable, non-profit, or political organization selling alcoholic beverages at retail pursuant to a special occasion license. (57-4-301(e))*

TITLE VIII: ALCOHOLIC BEVERAGES
CHAPTER 2: BEER
AMENDING SECTIONS: 8-207 AND 8-208

8-207. Permit required for engaging in beer business. It shall be unlawful for any person to sell, store for sale, distribute for sale, or manufacture beer without first making application to and obtaining a permit from the beer board. The application shall be made on such form as the board shall prescribe and/or furnish, and pursuant to Tennessee Code Annotated, § 57-5-104(a), and shall be accompanied by a non-refundable application fee of two hundred and fifty dollars (\$250.00). Said fee shall be in the form of a cashier's check payable to the City of White House. *A charitable, non-profit, or political organization based in the city shall be exempt from this fee.* Each applicant must be a person of good moral character and certify that he has read and is familiar with the provisions of this chapter. *Pursuant to Tennessee Code Annotated, § 57-5-103 the city shall not issue a permit unless the applicant has been a citizen or lawful resident of the United States for not less than one (1) year immediately preceding the date upon which the application is made to the city.*

8-208. Classes of permits. ~~Four (4) classes of p~~ Permits may be issued, by the beer board as follows:

- (1) A manufacture's or distributor's permit to a manufacturer of beer for the manufacture, possession, storage, sale, distribution and transportation of the product of such manufacture, not to be consumed by the purchaser upon or near the premises of such manufacturer. A manufacturer of beer is defined as one who employs a minimum of twenty-five (25) full-time employees in the manufacture of beer.
- (2) An "off-premises" permit to any person of legal organization engaged in the sale of such beverages where they are not to be consumed by the purchaser or other persons upon or near the premises of such seller. Drive in beer sales are authorized for off-site permit holders only. "Off-premises" permit holders shall be permitted to sell beer on a twenty-four (24) hour basis, seven (7) days a week.

- (3) An "on-premises" ~~Restaurant~~ Permit to any person or legal organization engaged in the operation of a restaurant wherein the sale of beer is for consumption on the premises. A restaurant is defined as a business establishment whose primary business is the sale of prepared food to be consumed on the premises and less than forty percent (40%) of its income is from the sale of beer. For the purposes of this chapter, the term "on-premises consumption" shall mean consumption within the building or on any decks, patios, and other outdoor serving areas that are contiguous to the exterior of the building for which the license is issued, except if this license is held by the proprietor of a golf course. For proprietors of golf courses, on-premises shall mean within the building or on any decks, patios and other outdoor serving areas that are contiguous to the exterior of the building and/or the course. However, no consumption shall be permitted on any parking lot. Where on-premises consumption is permitted on a golf course, beer may be purchased either at the restaurant or from a beverage cart. Any "on-premises" permit holder shall follow the hours of sale for intoxicating liquors. No "on-premises" beer permit holder shall sell or give away beer between the hours of 3:00 A.M. and 8:00 A.M. on weekdays, or between the hours of 3:00 A.M. and twelve o'clock noon (12:00 P.M.) on Sundays. Requirements include:

- (A) a public place kept, used, maintained, and held out to the public as a place where meals are actually and regularly served. Including inside the building or on any deck, patios, and other outdoor serving areas that are contiguous to the exterior of the building for which the permit is issued,
- (B) sleeping accommodation is not provided.
- (C) supplied with adequate and sanitary kitchen and dining room equipment,
- (D) seating capacity of at least forty (40) at tables,
- (E) more than fifty percent (50%) of the gross revenue of the restaurant is generated from serving meals.
- (F) No "on-premises" beer permit holder shall sell or give away beer between the hours of 3:00 A.M. and 8:00 A.M. on weekdays, or between the hours of 3:00 A.M. and 10:00 A.M. on Sundays.

- (4) A special event permit may be issued by the beer board on a case by case basis to bona fide charitable nonprofit or political organizations for a specific date and time. It is unlawful for any beer permit holder to engage in any type or phase of the beer business not expressly authorized by his permit. It is likewise unlawful for him not to comply with any and all express restrictions or conditions which may be written into his permit by the beer board.
- (a) The beer board is authorized to issue special event permits to bona fide charitable, nonprofit or political organizations for special events, as defined in Tennessee Code Annotated, § 57-4-102, subject to the approval of the appropriate governmental authority charged with the management of such publicly owned property.
 - (b) The special event permit shall not be issued for longer than one (1) forty-eight (48) hour period unless otherwise specified, subject to the limitations on the hours of sale imposed by law. The application for the special event permit shall state whether the applicant is a charitable, nonprofit or political organization, include documents showing evidence of the type of organization, and state the location of the premises upon which alcoholic beverages shall be served and the purpose for the request of the license.
 - (c) No charitable, nonprofit or political organization possessing a special event permit shall purchase, for sale or distribution, beer from any source other than a licensee as provided pursuant to state law.
 - (d) The caterer shall furnish to the city administration office a copy of their valid catering license issued by the Tennessee Alcoholic Beverage Commission, no later than five (5) days prior to the event.
 - (e) All special event permittees shall construct a temporary fence enclosing the area that beer shall be stored, sold, and/or consumed.
 - (f) Failure of the special event permittee to abide by the conditions of the permit and all laws of the State of Tennessee and the City of White House will result in a denial of a special event beer permit for the sale of beer for a period of one (1) year.

- (4) An "on-premises" Limited-Service Restaurant Permit to any person or legal organization engaged in the operation of a restaurant wherein in the sale of beer is for consumption on the premises. Including inside the building or on any deck, patios, and other outdoor serving areas that are contiguous to the exterior of the building for which the permit is issued. Requirements include:

- (A) a public place which has a seating capacity for at least forty (40) at tables that is kept, used, maintained, advertised, and held out to the public as a place where during regular hours of operation;

- (a) alcoholic beverages are served to patrons

- (b) a menu of prepared food is made available to patrons
- (c) the gross revenue from the sale of prepared food is fifty percent (50%) or less.
- (d) the business will comply with the requirements of TCA 57-4-204 (prohibited sexual or pornographic conduct)
- (e) sleeping accommodations are not provided
- (f) provide a security action plan that adequately provides for public safety
- (g) No "on-premises" beer permit holder shall sell or give away beer between the hours of 3:00 A.M. and 8:00 A.M. on weekdays, or between the hours of 3:00 A.M. and 10:00 A.M. on Sundays.

(5) A Special Occasion Permit to any bona fide charitable, nonprofit, or political organization that intends to host events where beer will be sold within the City.

- (A) All proceeds from the sale of beer at the event must be directly deposited into the monetary account(s) of the non-profit permitted. Such proceeds may not be deposited into accounts owned by any third party.
- (B) Applicants must submit a letter of permission from the owner of the premises where the event is to be held. Such a letter should be issued to the bona fide charitable organization that has applied for the permit.
- (C) No charitable organization shall be eligible to receive more than sixteen (16) special occasion permits in a calendar year.
- (D) A special occasion permitted organization may receive donated beer or purchase beer at retail but may not purchase beer at wholesale.
- (E) Any entity holding a special occasion permit, its employees, or members of the permitted organization may transport beer to the location for which the special occasion permit is issued.
- (F) Special occasion permitted organizations shall be responsible for complying with all state statutes, rules and regulations related to the sale of beer such as the prohibition of sale to minors and visibly intoxicated persons.
- (G) Beer cannot be sold or consumed between 3:00 A.M. and 8:00 A.M. on weekdays and 3:00 A.M. and 10:00 A.M. on Sundays.

(6) A Festival Permit allows a for-profit business or their third-party contractor to sell beer for consumption on the premises of a festival event for a period of up to seven days.

- (A) The premises on which beer will be served, sold, dispensed, or consumed must be sufficiently designated, enclosed, secured, and maintained.
- (B) Adequate security for the festival must be provided.
- (C) The number and location of each point of sale in which beer will be served, sold, dispensed, or consumed must be specified. If the operator of any such sale, including any entity that receives any portion of the proceeds of the sale of beer from that point of sale, is different from the festival operator, the name and relevant information of such other operator must be specified on the application to the beer board, and the beer board may determine that such other operator is required to obtain an additional festival operator permit.
- (D) The staff selling, serving, or dispensing beer must be adequately trained and supervised in the service of beer and on the applicable laws regarding such service. All servers must have on their person either a valid TABC server permit card or proof of completion of a TABC approved training course.
- (E) Beer cannot be sold or consumed between 3:00 A.M. and 8:00 A.M. on weekdays and 3:00 A.M. and 10:00 A.M. on Sundays.
- (F) Festival permitted organizations shall be responsible for complying with all state statutes, rules and regulations related to the sale of alcoholic beverages such as the prohibition of sale to minors and visibly intoxicated persons.

(7) A hotel-motel permit allows the selling of beer in a hotel-motel within the city for consumption on-premises.

- (A) the building is kept, used, maintained, advertised, and held out to the public to be a place where food is served and consumed. Sleeping accommodations are offered for adequate pay to travelers and guests, whether transient, permanent, or residential.

- (B) the hotel-motel must have twenty (20) or more rooms for the sleeping accommodation of guests.
(C) the hotel-motel must have one (1) or more public dining rooms with adequate seating capacity of at least fifty (50) tables.
(D) sleeping accommodation and dining rooms must be in the same building, separate building or structure used in connection therewith on the same premises and must be a part of the hotel operations.

(8) A caterer permit allows the permitted to sell beer at various locations in the city for on-premises consumption.

(A) a caterer operates a permanent catering hall on an exclusive basis.

(B) a caterer has a complete and adequate commercial kitchen facility.

(C) a caterer is licensed as a caterer by the Tennessee Department of Health, unless the catering hall is licensed as a restaurant.

(D) a caterer must provide food at the event. No caterer can provide only beer.

(9) A Golf course permit allows the proprietor of a golf course to sell beer on premises to include within the clubhouse and/or restaurant or on any decks, patios and other outdoor serving areas that are contiguous to the exterior of the building and/or the course. Where on-premises consumption is permitted on a golf course, beer may be purchased at the clubhouse, restaurant, or from a beverage cart. Beer cannot be sold or consumed between 3:00 A.M. and 8:00 A.M. on weekdays and 3:00 A.M. and 10:00 A.M. on Sundays.

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: December 14, 2024 APPROVED

Second Reading: January 18, 2024

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 24-01

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE ZONING ORDINANCE, AS INDICATED BELOW, TO PROVIDE AN AMMENDMENT TO ARTICLE IV, 4.170 RESIDENTIAL AGRICULTURAL USES.

WHEREAS, the Board of Mayor and Aldermen wishes to amend the Zoning Ordinance to allow up to four (4) chickens in Residential Zoning Districts.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the Zoning Ordinance Articles V are amended as indicated below.

BE IT FURTHER ORDAINED that this Ordinance has been approved by the Planning Commission.

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: January 18, 2024

Second Reading: February 15, 2024

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

4.170 Residential Agricultural Uses (Added by Ordinance 06-06, February 16, 2006)

Regulations for properties between (1) and (5) acres:

1. Residential property must be designated as R-40, R-20, and R-15, Residential Zoning Districts on the official zoning map.
2. Property must be over one (1) acre in size. IV-56
3. Agricultural use shall be an accessory to residential use and shall only be a personal use by residents of the property.
4. Property must not be located within a suburban or urban residential and commercial area as determined by the Board of Zoning and Appeals to prevent adverse effects to adjoining properties and uses, including but not limited to, odors and rodents infestation.
5. The land area reserved for the agricultural use and number of animals shall be determined by the Board of Zoning based on type of agricultural use proposed, acreage of the property, and adjoining property uses.
6. The agricultural use of the property shall not injuriously affect public health or become a nuisance because of noise, odor, etc.
7. All animals shall be within an enclosure and shall not run at large. The locations of enclosures and cages shall be determined by Board of Zoning and Appeals including preventing animal cages from being located in front yard and requiring adequate setbacks of animal enclosures from adjacent houses and property lines. No enclosure of poultry shall be within 10 ft of property line.

Regulations for properties between five (5) and twenty (20) acres:

1. Residential property must be designated as R-40, R-20, and R-15 Residential Zoning Districts on the official zoning map.
2. Property must be over (5) acres in size.
3. Agricultural use shall be an accessory to residential use and shall only be a personal use by residents of the property.
4. Property must not be located within a suburban or urban residential and commercial area as determined by the Board of Zoning Appeals to prevent adverse effects to adjoining properties and uses.
5. The land area reserved for agricultural use and number of livestock shall be determined by the Board of Zoning Appeals based on type of agricultural use proposed, acreage of the property, and adjoining property uses.
6. The agricultural use of the property shall not injuriously affect public health or become a nuisance because of noise, odor, etc.

Regulations for properties larger than twenty (20) acres:

1. Residential property must be designated as R-40, R-20, and R-15 Residential Zoning Districts on the official zoning map.
2. Property must be over (20) twenty acres in size.
3. Property must not be located within a suburban or urban residential and commercial area as determined by the Board of Zoning Appeals to prevent adverse effects to adjoining properties and uses.
4. The land area reserved for the agricultural use and number of livestock shall be determined by the Board of Zoning Appeals based on the type of agricultural use proposed, acreage of the property, and adjoining property uses.
5. The land area reserved for the agricultural use and number of livestock shall be determined by the Board of Zoning Appeals based on the type of agricultural use proposed, acreage of the property, and adjoining property uses.
6. The agricultural use of the property shall not injuriously affect public health or become a nuisance because of noise, odor, etc.

4.170 Residential Agricultural Uses

Regulations for chickens on properties designated in Residential Zoning Districts on the official zoning map:

1. Up to four (4) chickens may be allowed.
2. Only female chickens (hereinafter "hens") are allowed. There is no restriction on domestic chicken breeds. Roosters shall be prohibited. Breeding of licensed hens shall be prohibited on property premises.
3. Hens shall be kept for personal use only; no person shall sell eggs or engage in chicken breeding or fertilizer production for commercial purposes.
4. Henhouses and enclosures shall be prohibited in front yards.

5. Hens must be kept in a fenced enclosure at all times, and no enclosure shall be within 10 ft of property line.
6. Fenced enclosures and henhouses must be properly ventilated, clean, dry, and odor free, kept in a neat and sanitary condition at all times, in a manner that will not disturb the use or enjoyment of neighboring lots due to noise, odor or other adverse impact.
7. Provision must be made for the storage and removal of chicken manure. All manure for composting or fertilizing shall be contained in a well aerated garden compost pile. All other manure not used for composting or fertilizing shall be removed. In addition, the henhouse and surrounding area must be kept free from trash and accumulating droppings.
8. Chickens must be provided with adequate food, water, and veterinary care, and must be kept in good health to prevent the spread of disease. All food should be stored securely to keep from rodent infestation.
9. The slaughtering of chickens is prohibited.

The purpose of this section is to provide standards for the keeping of domesticated chickens. It is intended to enable residents to keep a small number of female chickens on a noncommercial basis while limiting the potential adverse impacts on the surrounding neighborhood. The city recognizes that adverse neighborhood impacts may result from the keeping of domesticated chickens as a result of noise, odor, unsanitary animal living conditions, unsanitary waste storage and removal, the attraction of predators, rodents, insects, or parasites, and nonconfined animals leaving the owner's property. This section is intended to create licensing standards and requirements that ensure that domesticated chickens do not adversely impact the neighborhood surrounding the property on which the chickens are kept.

TO: Board of Mayor and Alderman

FROM: Elizabeth Kozlowski

DATE: January 2023

SUBJECT: Late Free Reduction

The White House Library's mission is to be an essential community hub that provides resources, tools and information. In order to better meet that mission, the Library Board recommends that the Board of Mayor and Aldermen remove late fees on all items except technology devices and hot spots. The library would still charge patrons the cost of an item after it is 7 days past its due date. However, once a patron returns the item, the cost of the item would be waived. This process would allow patrons to use the library without penalties for returning an item late while still insuring that items are returned. Based on research, many libraries who have implemented such a program reported: more positive interaction between patrons and staff, a reduction in the number of books never returned, more active cardholders, and an increase in circulation. The library board and staff believe that implementing such a change will result in similar positive outcomes for White House patrons. In addition, since there will still be a late fee for specialty items, a charge for items never returned or returned damaged, and fees for certain services such as faxes and prints, the city will still have some revenue from the library. This fact will enable the library to implement this program in March 2024 without causing there to be much of an impact to the city revenue.

ORDINANCE 24-02

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 2 LIBRARY BOARD, SECTION 2-210 SCHEDULE OF FINES, SERVICES, AND DAMAGES.

WHEREAS, as dictated in Ordinance 15-25 the Library Board may recommend to the Board of Mayor and Aldermen fines for the White House Library; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 2 Library Board, be revised from the Municipal Code as follows:

TITLE II: BOARDS AND COMMISSIONS, ECT.
CHAPTER 2: LIBRARY BOARD
SECTION: 2-210. Schedule of fines, services, and damages.
SUBSECTION: (3) Schedule of fines and services.
 ****Amends are made in bold, italics, and underlined text.***

2-210. Schedule of fines, services, and damages.
(3) Schedule of fines and services.

Overdue books, audios, music CDs, magazines, plush sets, puzzles, board games	\$0.10 per day
Overdue DVDs and tech devices	\$1.00 per day
Hot Spots and <u>Tech Devices</u>	\$3.00 per day
<u>Video Games</u>	<u>\$0.50 per day</u>
Book drop charge for tech devices and bagged items	\$1.00 per occurrence/per items
Computer print outs	\$0.20 per page (black and white) \$0.50 per page (color)
Faxes	\$1.00 per page
Replacement card	\$1.00 per card
Non-resident fee, adult (17 years of age and older)	\$10.00 annually
Non-resident fee, child (16 years of age and under)	\$5.00 annually
3 month temporary card for out-of-state resident	\$15.00
6 month temporary card for out-of-state resident	\$25.00
Lost items	Varies, based on cost of item
Damages	Varies, based on cost of repairs

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: January 18, 2024

Second Reading: February 15, 2024

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

PURCHASING....

January 10, 2024

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Condemnation and Purchase Agreement for Easement/Right-of-ways for the Southern Force Main Project

The City Attorney's office has been in contact with and negotiating on behalf of the City with several property owners along the northside of Sage Road from Cardinal Drive to Hwy 31W for the Southern Force Main Phase 4 project. CSR Engineering designed and surveyed the properties for the new 20-inch line and future road widening. It has been determined that the properties in the chart below will need easements and/or right-of-way purchased.

Two properties with the same property owner have not responded to any of the City Attorney's requests, so the only option for the project to move forward is to file for condemnation. These properties are 181 Cherry Lane (parcel 106M-A-033.00) and the north corner of US31W and Sage Road (parcel 106-199.00).

The City hired an appraiser to appraise these two properties which are required for the condemnation process as well as 218 Sage Road at the request of the property owner. The appraised values of these properties were \$6,251 for 181 Cherry Lane (Optima Trust), \$2,981 for US31W/Sage (Optima Trust), and \$38,107 for 218 Sage Road (Mosley).

I would like to request your approval for me and City Attorney Valerie Webb to move forward in the condemnation process for the Optima Trust properties in the total amount of \$9,232.

I would also like to request your approval to authorize me to sign all documents regarding the purchase agreements for easement/right-of-way approval for 218 Sage in the total amount of \$38,107.

If you have any questions or concerns, please do not hesitate to contact me at 672-4350, option 4.

Map/Parcel	Address	Owner	Interest Sought	Square Footage
106-198.00	112 Sage Road	Jerry Lynn Leftwich & Carolyn Faye Leftwich	Right of Way	1088.85
106-198.00	112 Sage Road	Jerry Lynn Leftwich & Carolyn Faye Leftwich	Easement	7579.1
106M-A-033.00	181 Cherry Lane	The Optima Trust	Right of Way	1717.26
106M-A-034.00	182 Cherry Lane	Melanie Forsythe	Right of Way	797.43
106M-A-034.00	182 Cherry Lane	Melanie Forsythe	Easement	1416.97
106-197.00	204 Sage Road	Samuel J. Keith & Donna G. Keith	Right of Way	3062.57
106-196.01	214 Sage Road	Brian Hampton	Right of Way	10425.77
106-195.00	218 Sage Road	Michael Mosley	Right of Way	2025.85
106-194.00	302 Sage Road	Dustin Shane Mayfield & Jessica E. Mayfield	Right of Way	3202.66
106-199.00	Highway 31W	The Optima Trust	Easement	1985.71



111 East Main Street
Lebanon, TN 37087
+1 (615) 453-1020
TheCRVGroup.com

Appraisal Report

181 Cherry Lane
White House, Tennessee 37188

Effective Date of Value

November 17, 2023

Effective Date of the Report

November 17, 2023

Prepared For

Derek Watson
City of White House, TN
105-D College Street
White House, TN 37188





November 17, 2023

Derek Watson
City of White House, TN
105-D College Street
White House, TN 37188

RE: Appraisal Report
181 Cherry Lane, White House, Tennessee 37188
CRV Group Inc File No: C230313A

Mr. Watson:

CRV Group Inc is proud to present the appraisal that satisfies the agreed upon scope of work with City of White House, TN.

The subject site, which is 0.60 acres in size, is improved with a single-family home; however, the value reported herein is that of the land only, which is utilized to determine a fair market value of an acquisition from the subject property.

The problem being solved by this report is an opinion of the impact of an acquisition from the subject property. This appraisal report includes the identification of the property, the assumptions and limiting conditions, pertinent facts about the area and the subject property, comparable data, investigation and analyses results, and reasoning to support the opinion of value.

The purpose of this appraisal is to develop an opinion of the fair market value of an acquisition from the subject property. The reporting of all information contained within this condensed report conforms to USPAP Standards Rule 2 and more specifically Standards Rule 2 – 2(a). The level of reporting contained in this report is consistent with the minimum reporting requirements as required by USPAP Standards Rule 2 – 2(a).

Based upon my independent appraisal and the exercise of my professional judgment, it is my opinion that the fair market value of the acquisition from the subject property is:

\$6,251

SIX THOUSAND TWO HUNDRED FIFTY-ONE DOLLARS



111 East Main Street
Lebanon, TN 37087
+1 (615) 453-1020
TheCRVGroup.com

Appraisal Report

Sage Road & Highway 31
White House, Tennessee 37188

Effective Date of Value

November 17, 2023

Effective Date of the Report

November 17, 2023

Prepared For

Derek Watson
City of White House, TN
105-D College Street
White House, TN 37188





November 17, 2023

Derek Watson
City of White House, TN
105-D College Street
White House, TN 37188

RE: Appraisal Report
Sage Road & Highway 31, White House, Tennessee 37188
CRV Group Inc File No: C230313B

Mr. Watson:

CRV Group Inc is proud to present the appraisal that satisfies the agreed upon scope of work with City of White House, TN.

The subject property, which is 0.29 acres in size, is improved with an 1,344 storage shed; however, the value reported herein is that of the land only in order to determine the fair market value of an acquisition from the subject property. Additionally, it is determined that the improvements located on site offer minimal contributory value as they are nearing the end of their economic life.

The problem being solved by this report is an opinion of the impact of an acquisition from the subject property. This appraisal report includes the identification of the property, the assumptions and limiting conditions, pertinent facts about the area and the subject property, comparable data, investigation and analyses results, and reasoning to support the opinion of value.

The purpose of this appraisal is to develop an opinion of the fair market value of an acquisition from the subject property. The reporting of all information contained within this condensed report conforms to USPAP Standards Rule 2 and more specifically Standards Rule 2 – 2(a). The level of reporting contained in this report is consistent with the minimum reporting requirements as required by USPAP Standards Rule 2 – 2(a).

Based upon my independent appraisal and the exercise of my professional judgment, it is my opinion that the fair market value of the acquisition from the subject property is:

\$2,981

TWO THOUSAND NINE HUNDRED EIGHTY-ONE DOLLARS



111 East Main Street
Lebanon, TN 37087
+1 (615) 453-1020
TheCRVGroup.com

Appraisal Report

Sage Road Right-of-Way Acquisition

218 Sage Road East

White House, Tennessee 37188

Effective Date of Value

December 21, 2023

Effective Date of the Report

December 27, 2023

Prepared For

Derek Watson
City of White House, TN
105-D College Street
White House, TN 37188





SUMMARY OF VALUES

It is my opinion the fair market value of the acquisition of the herein described property is as shown in the table that follows, and as of the date indicated. This conclusion is based upon my independent appraisal and the exercise of my professional judgment. On the date indicated herein, I personally inspected in the field the property herein appraised. I afforded the property owners or representative the opportunity to accompany me during the inspection. The value of the acquisition is comprised of the value of the partial acquisition (land and improvements, if any), damages to the Remainder resulting from the acquisition (if any), and cost to cure (if any). A table showing the Just Compensation estimate follows:

SUMMARY OF VALUES	
VALUE OF THE SUBJECT AS A WHOLE PROPERTY	
Subject Land	\$95,000
Contributory Value of the Improvements	\$215,000
TOTAL	\$310,000
VALUE OF THE ACQUISITIONS	
Fee Acquisitions	\$12,274
Perpetual Easements	\$0
Site Improvements Acquired	\$6,188
TOTAL	\$18,462
VALUE OF THE REMAINDER AS PART OF THE WHOLE	
Land Less Acquisitions (excludes site improvements)	\$82,726
Improvements	\$208,812
TOTAL	\$291,538
VALUE OF THE REMAINDER AFTER THE ACQUISITION	
Remainder As Part of the Whole	\$291,538
Less Damages, Cost to Cure & Temporary Easements	(\$19,645)
VALUE OF THE REMAINDER PARCEL	\$271,893
SPECIAL BENEFITS	
SPECIAL BENEFITS	\$0
TOTAL AWARD	
Fee Acquisitions	\$12,274
Improvements Acquired	\$6,188
Severance Damages	\$19,645
Less Special Benefits	\$0
FAIR MARKET VALUE OF ACQUISITION (ACQUISITIONS PLUS TOTAL DAMAGES)	\$38,107

The exposure time preceding December 21, 2023, would have been six months or less and the estimated marketing period as of December 21, 2023, is six months or less.

EXTRAORDINARY ASSUMPTIONS

The use of an extraordinary assumption(s) may have impacted the results of the assignment. We have relied on information provided by the client as well as from public records as it relates to building size, year of construction, land size, and other physical, financial, and economic characteristics. It is an extraordinary assumption of this appraisal that this information is accurate and was not misrepresented.

OTHER BUSINESS...

January 8, 2024

M E M O R A N D U M

To: Board of Mayor and Aldermen

From: Jason Barnes, Finance Director

Re: Audit for the Year Ended June 30, 2023

Our City auditing firm, KraftCPAs, is wrapping up their independent audit work for the City of White House annual financial report for the year ended June 30, 2023.

Representatives from the firm will attend the January 18, 2024 Board of Mayor and Aldermen study session to present the audit results.

The final audit document will not be completed until after it is accepted by the Board of Mayor and Aldermen. A draft copy will be delivered to us before the study session, and we will be distributing that for you to review before the presentation at the January 18th study session.

If you have any questions about the audit process, or the draft report, please feel free to contact me.

Thank you,
Jason Barnes
Finance Director
615-672-4350 x *2103
JBarnes@WhiteHouseTN.gov

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Ceagus Clark, Planning and Codes Director
Re: Subdivision and Street Acceptance, Fields at Oakwood Phase 1 and 2.1
Date: January 4, 2024

The White House Planning Commission on Tuesday November 14, 2023 recommended acceptance of the improvements in Fields at Oakwood Phase 1 and Phase 2.1. The plat for this phase has been recorded at the Robertson County Register of Deeds office. This phase is beyond the required maintenance bonds. The public subdivision improvements were inspected and approved by Public Services and meet the subdivision regulations for acceptance under section 3-101.7

3-101.7 Acceptance of Dedication Offers

Acceptance of formal offers of dedication of public ways, easements, and parks shall be by formal action of the governing body or other agency ultimately responsible for acceptance of the facilities. Such action shall be in the form of a resolution recommended by the Planning Commission to the accepting body. The approval by the Planning Commission of a subdivision plat shall not be deemed to constitute or imply an acceptance by the local government or other agency ultimately responsible for acceptance of the facilities of any public way, easement, or other ground shown on the plat. The Planning Commission may require the plat to be endorsed with appropriate notes to this effect.

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Ceagus Clark, Planning and Codes Director
Re: Subdivision and Street Acceptance, The Reserve at Palmers Crossing Phase 1 and 2
Date: January 4, 2024

The White House Planning Commission on Monday December 11, 2023 recommended acceptance of the improvements in The Reserve at Palmers Crossing Phase 1 and Phase 2. The plat for this phase has been recorded at the Sumner County Register of Deeds office. This phase is beyond the required maintenance bonds. The public subdivision improvements were inspected and approved by Public Services and meet the subdivision regulations for acceptance under section 3-101.7

3-101.7 Acceptance of Dedication Offers

Acceptance of formal offers of dedication of public ways, easements, and parks shall be by formal action of the governing body or other agency ultimately responsible for acceptance of the facilities. Such action shall be in the form of a resolution recommended by the Planning Commission to the accepting body. The approval by the Planning Commission of a subdivision plat shall not be deemed to constitute or imply an acceptance by the local government or other agency ultimately responsible for acceptance of the facilities of any public way, easement, or other ground shown on the plat. The Planning Commission may require the plat to be endorsed with appropriate notes to this effect.

DISCUSSION ITEMS...

TITLE 14**ZONING AND LAND USE CONTROL****CHAPTER**

1. MUNICIPAL PLANNING COMMISSION.
2. ZONING ORDINANCE.
3. MOBILE HOME PARKS.

CHAPTER 1**MUNICIPAL PLANNING COMMISSION****SECTION**

- 14-101. Creation and membership.
- 14-102. Organization, powers, duties, etc.
- 14-103. Additional powers.

14-101. Creation and membership. Pursuant to the provisions of Tennessee Code Annotated, § 13-4-101 there is hereby created a municipal planning commission, hereinafter referred to as the planning commission. The planning commission shall consist of seven (7) members; two (2) of these shall be the mayor or a person designated by the mayor and an alderman selected by the board of mayor and aldermen; the other five (5) members shall be appointed by the mayor. All members of the planning commission shall serve as such without compensation. Except for the initial appointments, the terms of the five (5) members appointed by the mayor shall be for three (3) years each. The five (5) members first appointed shall be appointed for terms of one (1), two (2), and three (3) years respectively so that the term of one (1) member expires each year. The additional two (2) members appointed shall be appointed for terms of two (2) and three (3) years respectively, and thereafter those members shall serve for terms of three (3) years. The terms of the mayor and the member selected by the board of mayor and aldermen shall run concurrently their terms of office. Any vacancy in an appointive membership shall be filled for the unexpired term by the mayor. The absence of any member from three consecutive meetings without leave except when such absence is made necessary by sickness or other similar causes, ruled as emergency in nature will declare the seat of such member vacant by the chairman. (1979 Code, § 11-101; as replaced by Ord. #05-01, Feb. 2005, and amended by Ord. #14-29, Dec. 2014)

14-102. Organization, powers, duties, etc. The planning commission shall be organized and shall carry out its powers, functions, and duties in accordance with all applicable provisions of Tennessee Code Annotated, title 13. (1979 Code, § 11-102)

CHAPTER 7

STORMWATER ADVISORY BOARD

SECTION

18-701. Established.

18-702. Composition; terms; filling vacancies.

18-703. General duties of the stormwater advisory board.

18-704. Appeals process.

18-705. Variances.

18-706. Meetings, quorum.

18-701. Established. There is hereby established a board of seven (7) members to be known as the "stormwater advisory board." (as added by Ord. #14-28, Dec. 2014, and renumbered by Ord. #18-31, Dec. 2018 *Ch 18_12-19-19*)

18-702. Composition; terms; filling vacancies. The seven (7) members of this board shall be appointed by the mayor, subject to the approval of the board of mayor and aldermen. The mayor shall appoint members with the following representations: one (1) representative from the planning department, one (1) representative from public services, one (1) representative from the city administration at large, one (1) representative from the finance department, one (1) representative employed or retired from a business establishment regulated by this article, one (1) citizen residing within the city limits of White House, and one (1) representative that is a current member of the board of mayor and aldermen. The stormwater coordinator and city engineer will not be appointed members of the stormwater advisory board but shall attend the meetings of the stormwater advisory board on behalf of the city. All members shall serve until their successor is appointed. In the event of a vacancy, the mayor shall appoint a member to fill the unexpired term subject to approval by the board of mayor and aldermen. The stormwater advisory board shall select its own chair and vice chair. All officers shall serve for terms of one (1) year. (as added by Ord. #14-28, Dec. 2014, and renumbered by Ord. #18-31, Dec. 2018 *Ch 18_12-19-19*)

18-703. General duties of the stormwater advisory board. In addition to any other duty or responsibility otherwise conferred upon the stormwater advisory board by chapters 4 and 5 of this title, the stormwater advisory board shall have the duty and power as follows:

(1) To recommend from time to time to the board of mayor and aldermen that it amend or modify the provisions of chapters 4 through 6 of this title;

(2) To hold hearings relating to the suspension, revocation, or modification of a permit due to stormwater related infractions and issue appropriate orders relating thereto;

CHAPTER 2

LIBRARY BOARD

SECTION

- 2-201. Created, membership, terms, vacancies.
- 2-202. Organization, by-laws, rules and regulations.
- 2-203. Function.
- 2-204. Power to appoint personnel.
- 2-205. Budget, etc.
- 2-206. Reports to board of mayor and aldermen.
- 2-207. Evaluation of the librarian.
- 2-208. Library free to inhabitants.
- 2-209. Penalties for loss of or injury to library property.
- 2-210. Schedule of fines, services, and damages.

2-201. Created, membership, terms, vacancies. There is hereby established a library board. This board shall consist of seven (7) persons serving without pay who shall be appointed by the mayor and board of aldermen. The board shall be composed of the mayor or his designee and six (6) citizens, four (4) of whom shall be residents of the city. Not more than five (5) of said members shall be of the same sex. The terms of office for the six (6) citizens shall be on staggered terms with the first board being composed of two (2) citizens appointed for a one (1) year term, two (2) citizens appointed for two (2) year terms, and two (2) citizens appointed for three (3) year terms, and their successors for three (3) year terms. Board members may not serve more than two (2) consecutive terms and must have a three (3) year break before being reappointed. Vacancies in such board occurring otherwise than by expiration of their term shall be filled by the mayor for the unexpired term. (1979 Code, § 1-1301, as amended by Ord. 99-08, June 1999, Ord. #08-10, June 2008, Ord. #14-14, July 2014, and Ord. #17-31, Dec. 2017)

2-202. Organization, by-laws, rules and regulations. Immediately after their appointment, they shall meet and organize by electing one of their members as chairman and such other officers as may be necessary. The chairman shall be appointed annually by a majority vote of the board at its July meeting. The board shall meet bi-monthly and set the time of the meetings for the evening. The board shall have the power to adopt by-laws, rules and regulations, for the proper organization of the public library for the city. (1979 Code, § 1-1302, as amended by Ord. #08-10, June 2008, and Ord. #10-09, June 2010)

2-203. Function. The library board has the power to direct all the affairs of the public library. It shall provide the state library agencies such

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ARTICLE IV.

The location of the principal office of this corporation shall be City Hall
P. O. Drawer 69, City of White House, Robertson and Sumner
Counties, Tennessee, and the mailing address of such corporation shall be _____
P. O. Drawer 69, City of White House, Robertson and Sumner
Counties, Tennessee, 37188.

ARTICLE V.

The purposes for which the corporation is organized are to promote the industrial development of, and provide additional job opportunities in, the City of White House, Robertson and Sumner Counties, Tennessee, and surrounding areas, and to exercise the authority of and pursue the objectives of industrial development corporations as provided for in Tennessee Code Annotated, and particularly Chapter 28 of Title 6 thereof, including amendments thereto, heretofore, or hereafter adopted, or it being the intention of the incorporators to make the scope of the authorized business activities of said corporation as broad as is permitted by the applicable statutes of the State of Tennessee.

ARTICLE VI.

The corporation shall have seven (7) directors, all of whom shall be duly qualified electors of, and taxpayers in, the City of White House, Robertson and Sumner Counties, Tennessee. The qualifications, terms of office, and duties of such directors shall be as provided in Chapter 28, Title 6, Tennessee Code Annotated, as heretofore or hereafter amended.

ARTICLE VII.

The corporation shall have perpetual existence.

ARTICLE VIII.

The corporation shall have all the powers authorized by applicable statutes, and particularly by Chapter 28, Title 6, Tennessee Code Annotated, including amendments thereto, heretofore, or hereafter adopted, and all powers incidental thereto or necessary for the performance thereof, including, without limitation, the following:

CHAPTER 2

BEER¹

SECTION

8-201. Beer board established.

8-202. Meetings of the beer board.

8-203. Record of beer board proceedings to be kept.

8-204. Requirements for beer board quorum and action.

8-205. Powers and duties of the beer board.

8-206. "Beer" defined.

8-207. Permit required for engaging in beer business.

8-208. Classes of permits.

8-209. Interference with public health, safety, and morals prohibited.

8-210. Issuance of permits to persons convicted of certain crimes prohibited.

8-211. Prohibited conduct or activities by beer permit holders.

8-212. Revocation and suspension of beer permits.

8-213. Civil penalty in lieu of revocation or suspension.

8-214. Privilege tax.

8-215. Loss of clerk's certification for sale to minor.

8-216. Termination of business, or change in ownership, relocation of business or change in business.

8-201. Beer board established. There is hereby established a beer board to be composed of five (5) members appointed by the board of mayor and aldermen, one (1) of which shall be a member of the board of mayor and aldermen. Terms shall be for two (2) years except the first terms appointed shall be for one (1) and (2) years, with two (2) member's terms expiring each year. The board of mayor and aldermen's representative shall be for the duration of his term of office. A chairman shall be elected annually by the board from among its appointed members. All members of the beer board shall serve without compensation. The board of mayor and aldermen shall fill any vacancies that occur. (1979 Code, § 2-201, as replaced by Ord. #06-40, Nov. 2006, and Ord. #08-07, June 2008)

8-202. Meetings of the beer board. All meetings of the beer board shall be open to the public. The board may hold regular meetings in the city hall at such times as it shall prescribe. When there is business to come before the

¹State law reference

For a leading case on a municipality's authority to regulate beer, see the Tennessee Supreme Court decision in Watkins v. Naifeh, 635 S.W.2d 104 (1982).

TITLE 2**BOARDS AND COMMISSIONS, ETC.****CHAPTER**

1. LEISURE SERVICES BOARD.
2. LIBRARY BOARD.
3. CEMETERY BOARD OF TRUSTEES.
4. [DELETED.]
5. [DELETED.]

CHAPTER 1**LEISURE SERVICES BOARD****SECTION**

- 2-101. Board created, membership, terms, appointments, and vacancies.
- 2-102. Powers and duties of the board.
- 2-103. [Deleted.]
- 2-104. [Deleted.]
- 2-105. Rules and regulations.
- 2-106. Enforcement.
- 2-107. Sports operating procedures.
- 2-108. Code of conduct.

2-101. Board created, membership, terms, appointments and vacancies. There is hereby created the White House Board of Leisure Services, hereinafter called "the board." The board shall consist of seven (7) members who shall serve without compensation and who shall be appointed by the mayor. The board shall be composed of the mayor, or the mayor's designee from the board of mayor and aldermen or city administrator, one (1) alderman elected by the mayor and aldermen and five (5) citizens who are residents of the City of White House and appointed by the mayor. The term of office for the five (5) citizens shall be staggered three (3) years or until their successors are appointed. Vacancies in such board shall be filled by the mayor for the unexpired term. (1979 Code, § 1-1201, as replaced by Ord. #96-16, Sept. 1996, and Ord. #09-23, Dec. 2009, and amended by Ord. #16-05, Feb. 2016, and Ord. #19-17, Sept. 2019 *Ch18_12-19-19*)

2-102. Powers and duties of the board. (1) The board is to act as a recommending body in the development of a leisure system within the City of White House. The board under the direction of the board of mayor and aldermen will recommend properties to be developed as parks, theaters, community

the *owner* and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the *owner* or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

SECTION 113 BOARD OF APPEALS

[A] 113.1 **General.** In order to hear and decide appeals of orders, decisions or determinations made by the *building official* relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the applicable governing authority and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business.

[A] 113.2 **Limitations on authority.** An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The board shall not have authority to waive requirements of this code.

[A] 113.3 **Qualifications.** The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.

SECTION 114 VIOLATIONS

[A] 114.1 **Unlawful acts.** It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, *repair*, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code.

[A] 114.2 **Notice of violation.** The *building official* is authorized to serve a notice of violation or order on the person responsible for the erection, construction, *alteration*, extension, *repair*, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this code, or in violation of a *permit* or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

[A] 114.3 **Prosecution of violation.** If the notice of violation is not complied with promptly, the *building official* is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this code or of the order or direction made pursuant thereto.

[A] 114.4 **Violation penalties.** Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the *approved*

construction documents or directive of the *building official*, or of a *permit* or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

SECTION 115 STOP WORK ORDER

[A] 115.1 **Authority.** Where the *building official* finds any work regulated by this code being performed in a manner either contrary to the provisions of this code or dangerous or unsafe, the *building official* is authorized to issue a stop work order.

[A] 115.2 **Issuance.** The stop work order shall be in writing and shall be given to the *owner* of the property involved, the owner's authorized agent or the person performing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work will be permitted to resume.

[A] 115.3 **Unlawful continuance.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

SECTION 116 UNSAFE STRUCTURES AND EQUIPMENT

[A] 116.1 **Conditions.** Structures or existing equipment that are or hereafter become unsafe, insanitary or deficient because of inadequate *means of egress* facilities, inadequate light and ventilation, or that constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or made safe, as the *building official* deems necessary and as provided for in this section. A vacant structure that is not secured against entry shall be deemed unsafe.

[A] 116.2 **Record.** The *building official* shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

[A] 116.3 **Notice.** If an unsafe condition is found, the *building official* shall serve on the *owner*, agent or person in control of the structure, a written notice that describes the condition deemed unsafe and specifies the required repairs or improvements to be made to abate the unsafe condition, or that requires the unsafe structure to be demolished within a stipulated time. Such notice shall require the person thus notified to declare immediately to the *building official* acceptance or rejection of the terms of the order.

[A] 116.4 **Method of service.** Such notice shall be deemed properly served if a copy thereof is: delivered to the *owner* personally; sent by certified or registered mail addressed to the *owner* at the last known address with the return receipt requested; or delivered in any other manner as prescribed by local law. If the certified or registered letter is returned show-

(Deleted and Replaced by Ordinance No. 02-05, March 21, 2002)

Article IX

Board of Zoning Appeals

Section

- 9.010 Creation and Appointment
- 9.020 Term of Office of Board Members, Removal and Vacancies
- 9.030 Procedure
- 9.040 Appeals to the Board
- 9.050 Powers of the Board
- 9.060 Variances
- 9.070 Procedure for Authorizing Special Exceptions

9.010 Creation and Appointment

A Municipal Board of Zoning Appeals is hereby established in accordance with Section 13-7-205, Tennessee Code. The Municipal Board of Zoning Appeals shall consist of five (5) members and have jurisdiction within the corporate limits of the City of White House.

A Regional Board of Zoning Appeals is hereby established in accordance with Section 13-7-304, Tennessee Code. The Regional Board of Zoning Appeals shall consist of three (3) members, the majority of whom shall be residents within the planning region and have jurisdiction within the planning region outside the corporate limits of White House.

9.020 Term of Office of Board Members, Removal and Vacancies

The members of both boards shall serve for a three (3) year term, or until their respective successors are appointed and qualified, except that the board first appointed shall serve respectively for the following terms: one, for one (1) year, one, for two (2) years, one, for three (3) years. All members of the board shall serve with such compensation as may be fixed by the Board of Mayor and Aldermen. The Board of Mayor and Aldermen may remove a member for cause upon written charges and after a public hearing. Vacancies shall be filled for an unexpired term of those members whose position has become vacant in the same manner as the original appointment.

9.030 Procedure

Meetings of the Board of Zoning Appeals shall be held at the call of the chairman, and at such other times as the board may determine. Such chairman or, in his absence, the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings of the board shall be open to the public. The board shall adopt rules of procedure and shall keep records of applications and action taken, hereon. The records and minutes shall be filed in the office of the building inspector and shall be public record.

OTHER INFORMATION....