



# **City Administrator Report: April 2024**

**Administrative & Legislative Services Department**  
**April 2024**

**Administration**

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

- April 1:
  - Department Head Staff Meeting
  - Staff Plan Reviews
  - Leisure Services Board Study Session
- April 2:
  - Stagecoach Discussion
  - Beer Board Meeting- Publix and All Seasons Grill
- April 3:
  - White House Recreation Center Meeting
  - Core 5 Open House
- April 4:
  - BMA Budget Retreat
- April 8:
  - Planning Commission
- April 9:
  - Goodwill Center Ribbon Cutting
  - Robertson County Economic Development Board Meeting
- April 11:
  - Robertson County Joint Economic Development Meeting
- April 15:
  - Department Head Staff Meeting
- April 16:
  - Power Hour at White House Pizza Pub
  - Economic Development Meeting
- April 17:
  - TCMA 2024 Spring Conference
- April 18 :
  - TCMA 2024 Spring Conference
  - Board of Mayor and Alderman Meeting
- April 19:
  - TCMA 2024 Spring Conference
- April 23 :
  - Luncheon featuring Congressman John Rose
  - Ribbon Cutting for the Flex Space
- April 25 :
  - Mayor Update Meeting
  - Safety Fair
  - Stagecoach Update Meeting
- April 29 :
  - Department Head Staff Meeting
  - Americana Celebration Planning Meeting #2
  - WWTP Site Visit
- April 30 :
  - Soccer Complex Project Update
  - Multiple Ribbon Cuttings at White House Chamber
  - White House Rotary Scholastic Banquet

**Administrative & Legislative Services Department  
April 2024**

**Performance Measurements**

**Finance Update**

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

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/ Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$34,261,901	\$19,675,956	↓25.91
Economic Development	\$136,600	\$122,358	↑6.23
State Street Aid	\$505,000	\$485,423	↑12.74
Parks Sales Tax	\$2,296,000	\$2,073,630	↑6.97
Solid Waste	\$1,657,227	\$1,362,411	↓1.12
Parks Impact Fees	\$1,055,000	\$984,047	↑9.93
Police Impact Fees	\$110,000	\$101,112	↑8.58
Fire Impact Fees	\$274,000	\$53,044	↓63.98
Road Impact Fees	\$650,000	\$650,000	↑16.66
Police Drug Fund	\$25,000	\$23,436	↑10.40
Debt Services	\$2,512,200	\$247,028	↓73.50
Wastewater	\$15,952,225	\$12,531,113	↓4.78
Dental Care	\$100,000	\$63,348	↓19.99
Stormwater Fund	\$1,672,625	\$1,246,221	↓8.83
Cemetery Fund	\$42,690	\$31,313	↓9.98

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

**Purchasing**

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

**Total Purchase Orders**

	<b>FY 2024</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	341	313	325	261	269	346	362
August	161	166	132	128	106	151	166
September	108	104	98	106	98	126	119
October	145	98	98	79	97	91	147
November	130	104	103	72	78	120	125
December	98	84	73	71	58	72	104
January	125	116	117	123	81	122	177
February	132	111	105	75	93	119	113
March	112	145	145	106	107	131	142
April	147	103	105	154	85	138	185
May		138	153	133	82	129	121
June		35	52	47	45	50	52
<b>Total</b>	<b>1,499</b>	<b>1,517</b>	<b>1,506</b>	<b>1,355</b>	<b>1,199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>April 2024</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>FY 2021</b>	<b>Total for FY24</b>	<b>Total for FY23</b>	<b>Total for FY22</b>
Purchase Orders \$0-\$9,999	144	1,435	1,448	1281	\$1,685,491.99	\$1,645,212.29	\$1,640,827.83
Purchase Orders \$10,000-\$24,999	2	27	32	29	\$461,225.72	\$421,438.69	\$404,406.65
Purchase Orders over \$25,000	1	37	37	45	\$14,433,935.40	\$39,313,456.65	\$11,687,700.37
<b>Total</b>	<b>147</b>	<b>1,499</b>	<b>1,517</b>	<b>1355</b>	<b>\$16,580,653.11</b>	<b>\$41,380,107.63</b>	<b>\$13,732,934.80</b>

**Administrative & Legislative Services Department  
April 2024**

**Website Management**

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

	2023-2024 Update Requests	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2023-2024 Page Visits	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits
<b>July</b>	51	52	54	15	152	34,294	31,946	32,401	11,536	1,164,517
<b>Aug.</b>	44	63	66	20	126	38,060	31,340	25,635	9,145	752,932
<b>Sept.</b>	48	65	48	17	43	31,899	27,594	24,833	8,335	679,248
<b>Oct.</b>	55	47	52	10	78	33,673	29,829	23,816	8,390	386,735
<b>Nov.</b>	42	54	63	174	56	30,149	30,449	23,022	7,587	695,971
<b>Dec.</b>	38	32	39	13	156	30,202	27,768	22,904	17,483	847,724
<b>Jan.</b>	46	53	56	108	67	32,467	31,686	26,942	17,123	720,531
<b>Feb.</b>	58	47	52	135	22	35,251	28,043	23,253	19,796	N/A
<b>Mar.</b>	43	62	57	39	85	35,610	30,614	30,026	22,930	N/A
<b>April</b>	50	72	68	101	43	44,802	31,817	31,127	20,881	N/A
<b>May</b>		51	54	38	27		35,606	31,335	23,514	5,998
<b>June</b>		42	674	214	48		23,919	34,600	30,909	10,251
<b>Total</b>	<b>475</b>	<b>640</b>	<b>609</b>	<b>884</b>	<b>901</b>	<b>346,410</b>	<b>360,611</b>	<b>329,885</b>	<b>197,629</b>	<b>5,263,907</b>

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

	FY 24 New Downloads	FY 23 New Downloads	FY22 New Downloads	FY21 New Downloads
<b>July</b>	9	8	8	45
<b>Aug.</b>	4	13	9	44
<b>Sept.</b>	4	9	13	19
<b>Oct.</b>	2	11	6	40
<b>Nov.</b>	4	11	6	29
<b>Dec.</b>	3	10	10	10
<b>Jan.</b>	3	18	18	11
<b>Feb.</b>	1	10	9	20
<b>Mar.</b>	4	9	14	11
<b>April</b>	4	11	11	7
<b>May</b>		3	10	11
<b>June</b>		1	10	11
<b>Total</b>	<b>38</b>	<b>114</b>	<b>124</b>	<b>258</b>

	FY24 # of Request	FY23 # of Request	FY22 # of Request	FY21 # of Request
<b>July</b>	55	50	38	20
<b>Aug.</b>	46	43	54	27
<b>Sept.</b>	52	40	46	16
<b>Oct.</b>	40	45	64	15
<b>Nov.</b>	38	53	19	20
<b>Dec.</b>	34	70	42	27
<b>Jan.</b>	61	61	41	18
<b>Feb.</b>	82	20	41	72
<b>March</b>	66	41	38	36
<b>April</b>	61	68	26	26
<b>May</b>		50	39	48
<b>June</b>		47	47	58
<b>FY Total</b>	<b>535</b>	<b>588</b>	<b>495</b>	<b>383</b>

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

**Administrative & Legislative Services Department  
April 2024**

**White House Farmers Market 2024**

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	3(\$45)	2(\$300)
<b>February</b>	6(\$90)	5(\$660)
<b>March</b>	3(\$45)	4(\$510)
<b>April</b>	7(\$105)	9 (\$1,260)
<b>May</b>		
<b>June</b>		
<b>July</b>		
<b>August</b>		
<b>September</b>		
<b>October</b>		
<b>November</b>		
<b>December</b>		
<b>Total</b>	<b>19(\$285)</b>	<b>20(\$2,730)</b>

**Building Maintenance Projects**

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

	<b>2022-2023 Work Order Requests</b>	<b>2022-2023 Work Order Requests</b>	<b>2021-2022 Work Order Requests</b>	<b>2020-2021 Work Order Requests</b>	<b>2019 – 2020 Work Order Requests</b>	<b>2018 – 2019 Work Order Requests</b>	<b>2017 – 2018 Work Order Requests</b>
<b>July</b>	18	14	19	11	10	22	21
<b>August</b>	23	23	8	27	10	26	24
<b>September</b>	13	21	12	9	13	19	22
<b>October</b>	13	13	10	6	7	14	18
<b>November</b>	13	12	23	16	7	18	34
<b>December</b>	8	8	17	19	3	8	19
<b>January</b>	14	11	6	11	16	14	16
<b>February</b>	7	10	8	16	18	7	21
<b>March</b>	7	16	14	12	11	7	17
<b>April</b>	10	6	13	17	2	12	25
<b>May</b>		34	20	25	11	6	26
<b>June</b>		19	14	31	10	9	23
<b>Total</b>	<b>126</b>	<b>187</b>	<b>164</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>

**Finance Department  
April 2024**

**Finance Section**

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

- April 3: Budget Retreat planning
- April 4: BMA Budget Retreat
- April 4-5: MTAS Municipal Courts Conference
- April 4: BMA Budget Retreat Review with Alderwoman Linda Silver
- April 9: EPL Software Training
- April 9: Regions Bank master agreement document review meeting
- April 30: Soccer Complex Construction budget meeting
- April 30: Finance Staff meeting

**Performance Measures**

Utility Billing	Apr 2024	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
New Build Applications (#)	77	459	307	284	357	171
Move In Applications (#)	94	867	926	977	737	649
<b>Total Applications (#)</b>	171	1326	1233	1261	1094	820
Move Outs (#)	11	298	831	898	743	602
Electronic new customer signups (#)	93	715	476	410	300	127
Electronic new customer signups (%)	54%	54%	39%	33%	27%	15%

Business License Activity	Apr 2024	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
Opened	9	73	95	92	76	69
Closed (notified by business)	1	11	9	7	6	10

Accounts Payable	Apr 2024	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total
<b>Total # of Invoices Processed</b>	397	4413	4455	4254	4079	4003

Property Tax Relief Applications	Apr 2024	FY 2024 Total	FY 2024 Est.	FY 2023 Total	FY 2022 Total
New Parcels (#)	3	48	29	27	29
Existing Parcels (#)	2	115	124	101	99
<b>Total Parcels (#)</b>	5	163	153	128	128
State Relief Credits (\$)	320	26,510	21,040	23,860	20,844
City Relief Credits (\$)	320	22,984	18,255	16,536	10,155
<b>Combined Relief Credits (\$)</b>	640	49,494	39,295	40,396	30,999

**Finance Department  
April 2024**

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

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>General Fund Cash Reserves Goal (\$)</b>	<b>Current Month Fund Cash Balance (\$)</b>	<b>G.F. Cash Reserves Goal Performance</b>
General Fund	12,575,765	3,772,730	8,850,535	70%
Economic Development Fund	141,900	42,570	256,951	181%
State Street Aid Fund	456,800	137,040	598,767	131%
Parks Sales Tax Fund	1,093,500	328,050	1,305,211	119%
Solid Waste Fund	1,577,500	473,250	970,864	62%
Parks Impact Fees Fund	440,484	132,145	204,956	47%
Police Impact Fees Fund	315,200	94,560	1,128,545	358%
Fire Impact Fees Fund	208,200	62,460	722,766	347%
Roads Impact Fees Fund	421,800	126,540	641,521	152%
Police Drug Fund	5,250	1,575	43,989	838%
Debt Services Fund	2,530,300	759,090	2,837,416	112%
Wastewater Fund	6,293,000	1,887,900	9,188,164	146%
Dental Care Fund	78,300	23,490	173,550	222%
Stormwater Fund	1,100,750	330,225	886,423	81%
Cemetery Fund	55,450	16,635	271,278	489%

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

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

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>YTD Realized* (\$)</b>	<b>% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)</b>
General Fund	12,575,765	11,671,902	↑ 9.48%
Economic Development Fund	141,900	116,861	↓ 0.98%
State Street Aid Fund	456,800	394,188	↑ 2.96%
Parks Sales Tax Fund	1,093,500	993,445	↑ 7.52%
Solid Waste Fund	1,577,500	1,354,199	↑ 2.51%
Parks Impact Fees Fund	440,484	551,936	↑ 41.97%
Police Impact Fees Fund	315,200	469,143	↑ 65.51%
Fire Impact Fees Fund	208,200	309,635	↑ 65.39%
Roads Impact Fees Fund	421,800	590,195	↑ 56.59%
Police Drug Fund	5,250	8,279	↑ 74.36%
Debt Services Fund	2,530,300	2,287,468	↑ 7.07%
Wastewater Fund	6,293,000	5,868,914	↑ 9.93%
Dental Care Fund	78,300	75,212	↑ 12.72%
Stormwater Fund	1,100,750	969,584	↑ 4.75%
Cemetery Fund	55,450	48,991	↑ 5.02%

\*Realized amounts reflect revenues realized from July 1, 2023—April 30, 2024

**Human Resources Department  
April 2024**

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

- April 03: Hitchhiker Toys and Little Shop of Cards Ribbon Cutting
- April 04: Board of Mayor and Aldermen Budget Retreat
- April 10: Chamber of Commerce Board Orientation and Meeting
- April 17: Tennessee City Managers Association Spring Conference
- April 18: Tennessee City Managers Association Spring Conference
- April 19: Tennessee City Managers Association Spring Conference
- April 23: Chamber of Commerce Luncheon  
The Flex Space Ribbon Cutting
- April 25: Health, Safety & Wellness Fair
- April 29: Wastewater Treatment Plant Site Visit

**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	1	0	1
February	0	0	1	0
March	1	0	0	2
April	1	0	0	1
May		0	1	0
June		0	1	3
<b>Total</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>9</b>

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



**Human Resources Department  
April 2024**

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

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

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January	2	0	4	2
February	2	0	2	0
March	0	2	3	0
April	2	0	2	2
May		0	2	0
June		1	1	3
<b>Total</b>	<b>14</b>	<b>10</b>	<b>19</b>	<b>12</b>
<b>Percentage</b>	<b>11.02%</b>	<b>8.40%</b>	<b>16.52%</b>	<b>10.91%</b>

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

Three-year average: 11.94%

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

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

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

Three-year average: 1.667

**Police Department  
April 2024**

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in April:** Department Head Meeting (April 1, 15 & 29), Beer Board Meeting (April 2), Board of Mayor & Alderman Budget Retreat (April 4), Planning Commission (April 8), White House Rotary Club Meeting (April 11, 18 & 25) TDOT Meeting – Homeless Encampment (April 15), TEMA & FEMA Interagency Recovery Meeting (April 16), Command Staff Meeting (April 18), Board of Mayor & Alderman Meeting (April 18), Sumner Drug Task Force Meeting (April 24) and White House Rotary Scholarship Dinner (April 30).

- **Police Department Administration Performance Measurements**

*Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2026.*

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

We received our 4th TLEA award in April in Franklin, Tn. Susan is now working on our 5th one that will be due in December 2026. She is already collecting proofs for 2024 standards.

Susan will be attending the LEACT conference this September in Pigeon Forge, Tn.

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	460	0	460
February	0	300	24	324
March	20	500	38	558
April	0	208	40	248
<b>Total</b>	<b>20</b>	<b>1468</b>	<b>102</b>	<b>1,590</b>

**Patrol Division Performance Measurements**

1. *Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 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	April 2024	FY 2023-24
Three (3) Officers per Shift	23	167
Four (4) Officers per Shift	37	425

1. **Acquire and place into service two Police Patrol Vehicles.** Four new vehicles have been ordered from Lonnie Cobb Ford. We have been advised by Lonnie Cobb Ford the vehicles possibly could be here the first of June.
2. **Conduct two underage alcohol compliance checks during the Fiscal Year 2023-2024.** Spring Compliance check letters were sent out to businesses on April 15<sup>th</sup>.

**Police Department  
April 2024**

3. *Maintain or reduce TBI Group A offenses at the three-year average of 60 per 1,000 population during the calendar year of 2024.*

Group A Offenses	April 2024	Per 1,000 Pop.	Total 2024	Per 1,000 Pop.
<b>Serious Crime Reported</b>				
Crimes Against Persons	16	1	45	3
Crimes Against Property	23	2	88	6
Crimes Against Society	14	1	58	4
<b>Total</b>	53	4	191	13
<b>Arrests</b>	54		229	

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

4. *Maintain a traffic collision rate at or below the three-year average of 446 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2024.*

	April 2024	TOTAL 2024
<b>Traffic Crashes Reported</b>	38	141
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	47	191
<b>Written Warnings</b>	85	189
<b>Verbal Warnings</b>	341	1,222

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 2024.*

<b>COLLISION RATIO</b>				
<u>2024</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>April</b>	38	2 YTD 12	5%	9% YTD 141

**Staffing:**

- Ofc. Blake McClusky graduated from the Tennessee Law Enforcement Academy on March 29<sup>th</sup>. He has been cleared from FTO and on the road.
- Officer Devin Keen is on FTO. He will be going to the Tennessee Law Enforcement Academy in July.
- Detective Keith Anglin is on FMLA.
- Officer Nicholas Lepore turned in his resignation. His last day was April 20<sup>th</sup>.
- Officer Tyler Miller turned in his resignation. His last day was April 22<sup>nd</sup>.
- We have interviewed a Certified Officer. Pending medical and psych.
- We are continuing to accept applications. We have three positions open.

**Police Department  
April 2024**

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

ERT had three training days in April.

- April 17th – New member tryout. Ofc Pharris made the team
- April 18th– Firearms training at the Sumner Co range
- April 19th– Training Scenarios at Vol St CC with negotiators

**Support Services Performance Measurements**

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

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

2023 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
April		

**Communications Section**

	April	Total 2024
Calls for Service	996	3,652
Alarm Calls	41	155

**Request for Reports**

	April	FY 2023-24
Requests for Reports	11	222
Amount taken in	\$8.55	\$213.50
Tow Bills	\$0.00	\$650.00
Emailed at no charge	26	284
Storage Fees	\$0.00	\$0.00

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

- Two Stalker handheld radar have been ordered with funding from THSO.
- April 3<sup>rd</sup>, Robertson EMS, White House Fire, and WHPD assisted WHHHS in their mock crash for their prom. Information on impaired driving was provided to the school for the students.
- Yard signs (speeding) are now available at the PD. Signs are provided by THSO.

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

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

**Crime Prevention/Community Relations Performance Measurements**

**Police Department  
April 2024**

- **Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.** D.A.R.E. should start in the Fall at White House Middle School.
- **Plan and coordinate Public Safety Awareness Day as an annual event.** Discover White House will be in the Fall.
- **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.**
- 4/2 - Sgt. Enck met with and conducted a Threat Assessment on Summit Prep Academy.
- 4/3 - WHPD participated in a touch a truck at Robert F Woodall.
- 4/3- WHPD assisted Heritage High School with a mock crash scene.
- 4/12 Sgt Enck hosted a SPEARE class at WHHS, approximately 40 Seniors.

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

- 4/27 WHPD participated in the National DEA Drug take back event. We collected 161.7 lbs of unused RX pills.

**Upcoming Events:**

- May 7<sup>th</sup> – WHPD Annual Awards Ceremony
- National Police Week –  
May 12 to May 18<sup>th</sup>, 2024

<b>2024 Participation in Joint Community Events</b>		
	<b><u>April</u></b>	<b><u>Year to Date</u></b>
<b>Community Activities</b>	5	19

**Fire Department  
April 2024**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 147 requests for service during the month with 108 responses being medical emergencies. The Department also responded to 5 vehicle accidents of which 1 had injuries, and 4 had no injuries. Of the 147 responses in the month of April there were 20 calls that overlapped another call for service which is 13.61% of our responses for the month. That brings the overlapping call volume for FY23-24 to 267 or 17.62% 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 April from dispatch to on scene time averaged was, six minutes and twenty-nine seconds (6:29). The average time a fire unit spent on the scene of an emergency call was eleven minutes and nine seconds (11:09).

**Department Event**

- April 3<sup>rd</sup> – Mock Crash at White House Heritage High School
- April 3<sup>rd</sup> – Career Day at RF Woodal Elementary School
- April 9<sup>th</sup> – Monthly Officer Meeting
- April 13<sup>th</sup> – TN Fire Commission written and practical exams

**Fire Administration**

- April 4<sup>th</sup> – BMA Budget retreat
- April 16<sup>th</sup> – TEMA & FEMA Interagency recovery meeting
- April 22<sup>nd</sup> – Conference call with ESO (new reporting program)
- April 29<sup>th</sup> – Americana Celebration meeting #2

**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	31
Rescue & Emergency Services	1062
Hazardous Conditions (No Fire)	27
Service Calls	89
Good Intent Call	89
False Alarms & False Call	178
Calls for The Month	147
Total Responses FY to Date	1502

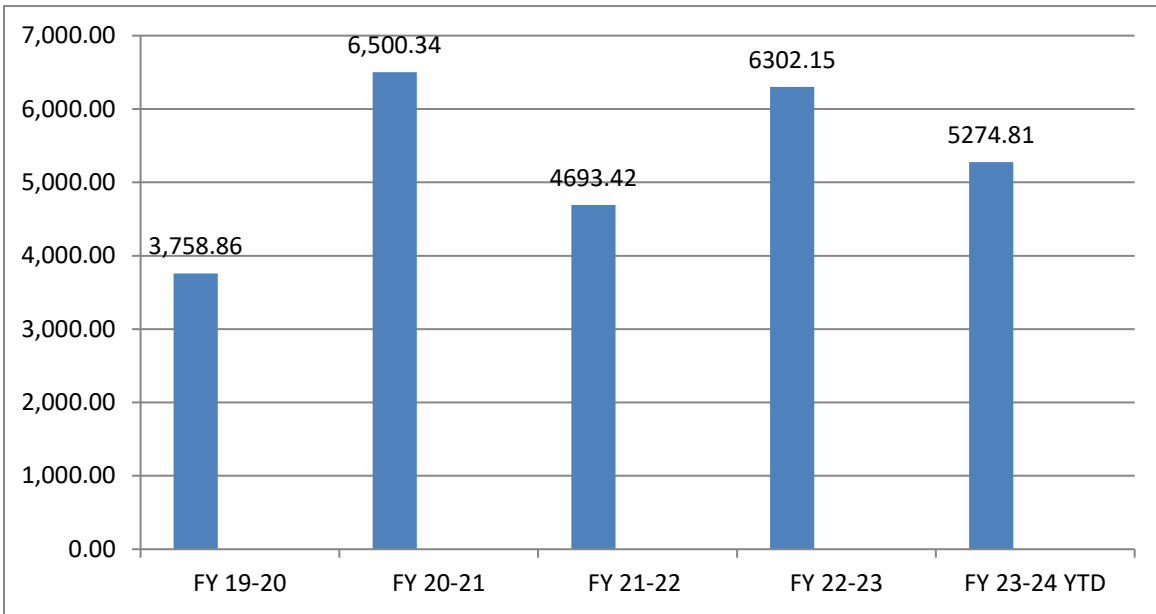
**Fire Department  
April 2024**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City Park)</b>	<b>102</b>	<b>983</b>	<b>65.44%</b>
<b>Station #2 (Business Park Dr)</b>	<b>45</b>	<b>514</b>	<b>34.22%</b>

**Fire Fighter Training**

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



	Month	FYTD
<b>Firefighter Training Hours</b>	<b>566.89</b>	<b>5274.81</b>

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

	Fire Officer	Company	Facilities	NFPA	Non-ISO
<b>Month</b>	<b>9</b>	<b>287</b>	<b>78.5</b>	<b>91.06</b>	<b>101.33</b>
<b>Total for FY</b>	<b>225</b>	<b>2433.05</b>	<b>846.5</b>	<b>935.19</b>	<b>1415.77</b>

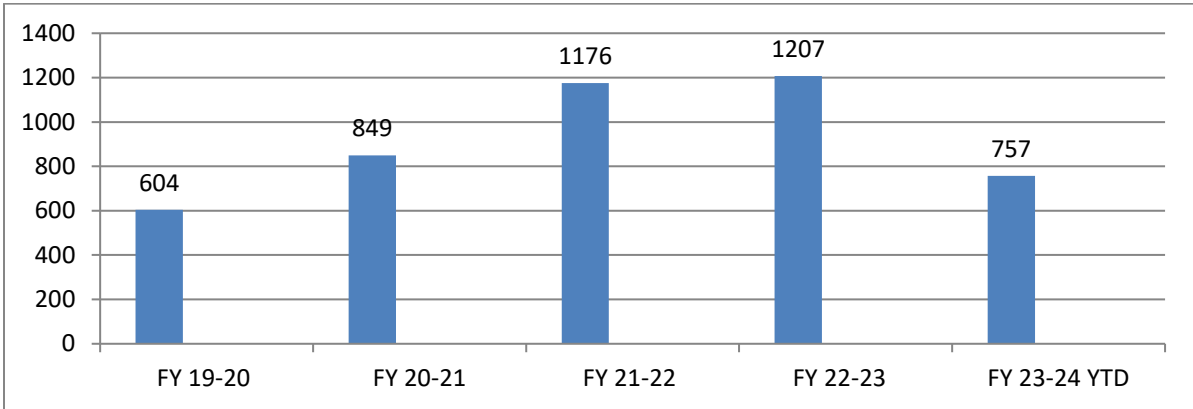
\*National Fire Protection Association – The fire service industry standard.

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

**Fire Department  
April 2024**

**Fire Inspection**

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



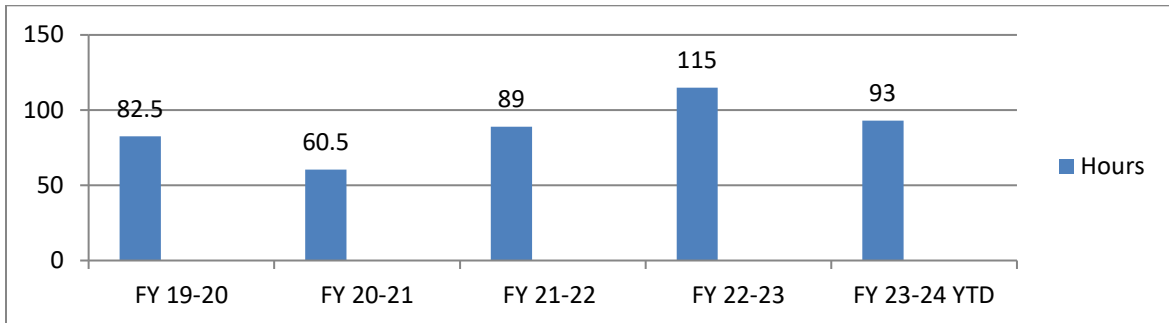
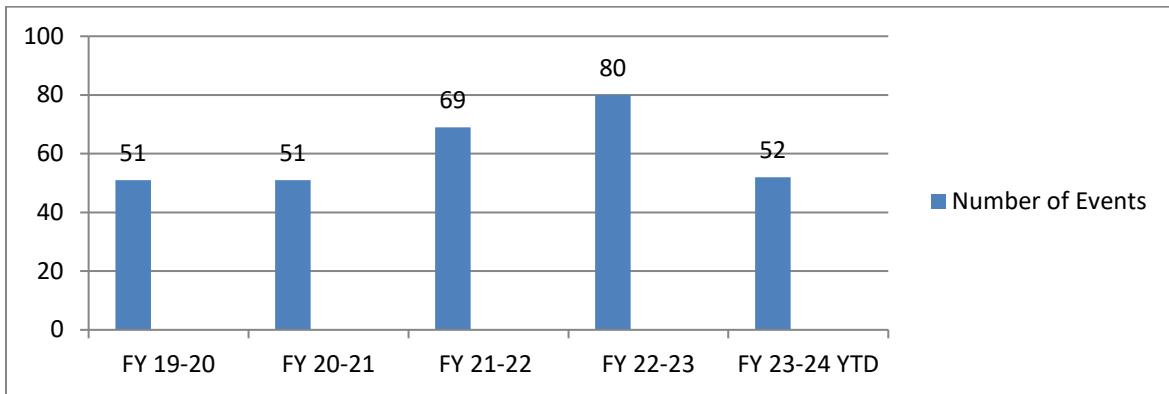
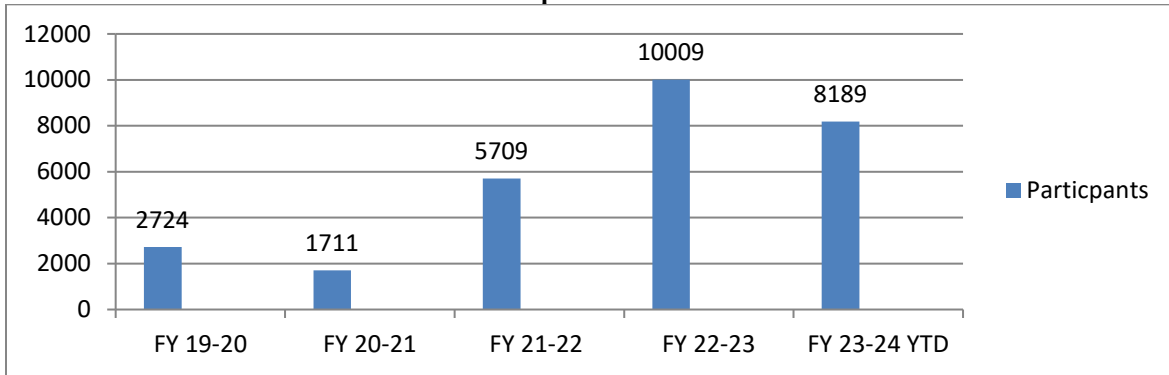
	Month	FYTD
<b>April Fire Inspection</b>	<b>115</b>	<b>872</b>
<b>Reinspection</b>	<b>4</b>	<b>115</b>
<b>Code Violation Complaint</b>	<b>0</b>	<b>12</b>
<b>Violations Cleared</b>	<b>4</b>	<b>82</b>
<b>Annual Inspection</b>	<b>8</b>	<b>107</b>
<b>Knox Box</b>	<b>14</b>	<b>55</b>
<b>Fire Alarms</b>	<b>8</b>	<b>76</b>
<b>Measure Fire Hydrant</b>	<b>0</b>	<b>10</b>
<b>Plans Review</b>	<b>6</b>	<b>58</b>
<b>Pre-C/O</b>	<b>2</b>	<b>24</b>
<b>Pre-incident Survey</b>	<b>13</b>	<b>182</b>
<b>Sprinkler Final</b>	<b>0</b>	<b>1</b>
<b>Final/Occupancy</b>	<b>4</b>	<b>19</b>

**Public Fire Education**

It is a department goal to exceed our last three years averages in Participants (5720) Number of Events (112) and Contact Hours (215). The following programs are being utilized currently; Career Day, Station tours, Fire Extinguisher training and Discover WH/Safety Day.



**Fire Department  
April 2024**



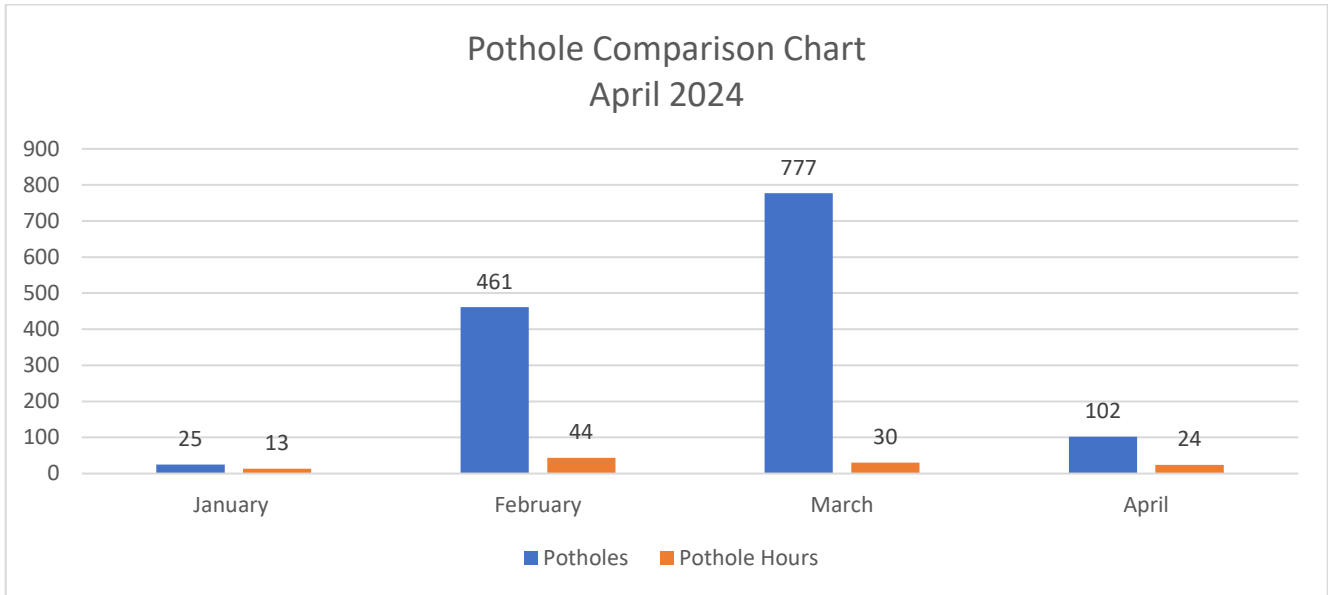
	Month	FYTD
<b>Participants</b>	<b>904</b>	<b>8189</b>
<b>Number of Events</b>	<b>5</b>	<b>52</b>
<b>Education Hrs.</b>	<b>9.5</b>	<b>93</b>

**Social Media Statistics for the Month**

<b>Post Reach</b>	<b>406</b>
<b>Post Engagement</b>	<b>16</b>
<b>New Page Followers</b>	<b>25</b>

**Public Services Department - Public Works Division  
April 2024**

**Pothole Comparison**



**Location of Pothole Repairs**

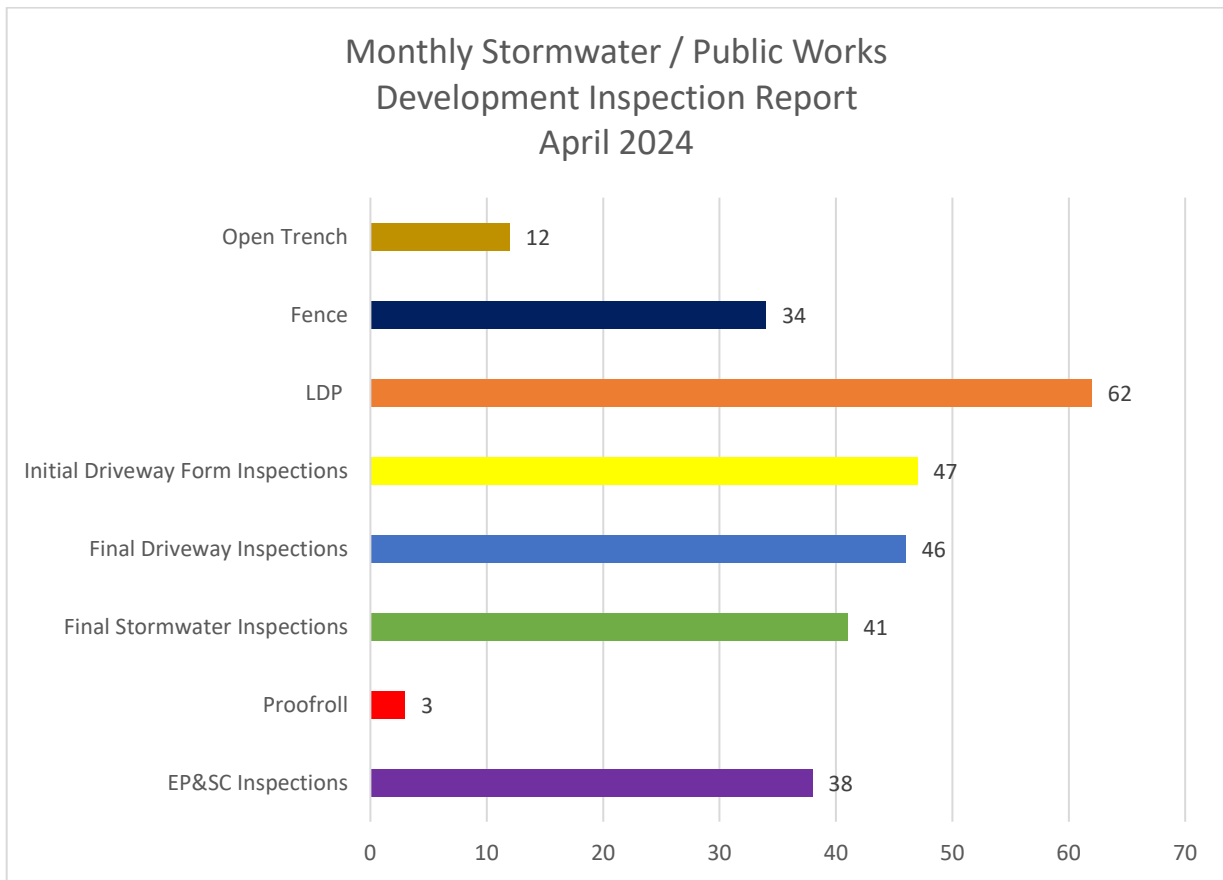
<b>Street Address</b>	<b>Date Resolved</b>
108 Louise Dr.	04-01-2024
106 Larkspur Ct.	04-03-2024
200 Louise Drive	04-03-2024
100-199 Meadow Brook Ln.	04-03-2024
2013 Hwy. 31W	04-09-2024
103-133 Portland Rd.	04-11-2024
156-158 Marlin Rd.	04-11-2024
300-380 Hobbs Dr.	04-12-2024
2807 Hwy. 31W	04-14-2024
101-199 Fieldstone Dr.	04-14-2024
3155 Pleasant Grove Rd.	04-15-2024
141 Covington Bend	04-15-2024
305 Covington Bend	04-15-2024
201-299 Reid Way	04-18-2024
109 Meadow Ct.	04-19-2024
315 Kennedy Dr.	04-21-2024
Marlin Rd.	04-26-2024

**Public Services Department - Public Works Division  
April 2024**

**Inspector Notes**

**New Construction and Inspections:**

The Public Works Inspector performs various 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. The chart 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**  
**April 2024**

**Monthly Work Log**

Monday 04-01-24

- Prepared chainsaws to finish cutting up trees on Pleasant Grove Road / Conducted Planning Meeting for tree removal on Pleasant Grove Road / Cut up and removed tree on Pleasant Grove Road ditch / Searched for missing Stop Sign from Bill Moss / Evaluated hole in road at 209 Creekwood Drive repair made with concrete / Trained crew members on proper operation of asphalt crack sealing machine.

Tuesday 04-02-24

- Public Services meeting with Isaiah about maintenance storage building / Evaluated dip in road at Morgan Trace / Performed drainage ditch mitigation work near Calista Road Lift Station prior to paving operations / Evaluated Collins Crossing drainage issue in rear of homes / Refueled in generator and worked around the shop.

Wednesday 04-03-24

- Participated in Touch a Truck Event at Robert F. Woodall Elementary school (Public Outreach to satisfy MS4 Permit Requirements) / Utilized millings to repair roads at Public Services Facility.

Thursday 04-04-24

- Mitigated ditch for drainage at the Public Services Facility in brush disposal area / Repaired road going to brush disposal area / Facility Maintenance.

Monday 04-08-24

- Cleaned and organized in preparation for Safety Walkthrough of Public Services Facility / Received order of road signs, took inventory and stored appropriately / Cleared a drainage easement on Cherokee Drive while also taking preventative measure to remove other possible future issues / Utilized MowerMax to mow on Cherokee Drive / Skidsteer with grapple claw to remove brush and utilized dingo for regrading / Began work on 1326 to replace radiator.

Tuesday 04-09-24

- Torqued MowerMax lugnuts and performed preventative maintenance before use / Repaired Lane Lights on 31W Greenway Crossing / Rights of Way mowing on Loves Ln, Wilkinson Ln, Hickerson Lane, and Raymond Hirsch Parkway / Facility and Fleet Maintenance.

Wednesday 04-10-24

- Disposed of concrete pipe by breaking it up with skidsteer attached jackhammer / Prepared small dump truck for delivery to mechanic shop to be repaired / Cleaned glass out of road on Sage and 31w / Troubleshooting operations Lane Lights on 31W Greenway Crossing (South Trailhead) / Changed two back tires on 1332 / Assisted citizen throw trash into compactor.

Thursday 04-11-24

- Picked up paint/epoxy for breakroom floor / Painted breakroom floor / Repaired potholes on Marlin Rd / Removed signs and installed new signs at Church on Carmack Drive / Ditch remediation at 538 North Palmers Chapel Road / Performed Facility and Fleet Maintenance / Cleaned debris piles at Public Services Facility / Performed troubleshooting operation on Lane Lights at (South Trailhead).

Monday 04-15-24

- Torqued lug nuts and greased boom and wheels on MowerMax / Rights of Way mowing Meadows by ball field, South Palmers Chapel in sharp curve near Ben Albert Road, Marlin Rd near Tyree Springs Intersection, Hillwood, Kennedy near detention pond, Removed hazardous branch on Longview Drive, Mowed pond at WHPD / Moved 3 dumptruck loads to clear spot for possible storage building location.

Tuesday 04-16-24

**Public Services Department - Public Works Division**  
**April 2024**

- Loaded mini excavator and loaded dump truck with #57 stone / Repaired drainage pipe on Autumnwood Drive / Delivered a load of # 57 stone and 2 loads of dirt to Autumnwood Drive / Removed HDPE pipe out of creek on Walnut Ct. because it was blocking positive flow of water / Repaired decorative solar street light on Rosewood Drive.

Wednesday 04-17-24

- Loaded tri-axle dump truck with 3 loads of dirt for Autumnwood / Ditch restoration (stabilization seed and straw) on Autumnwood Drive / Loaded skidsteer with milling head to prepare for following days road repair project / Changed batteries in radar speed sign at Municipal Park.

Thursday 04-18-24

- Milled Ben Albert and Lola Ln. intersection / Delivered Truck #20 to Cole Brothers for safety light installation, bed liner and running boards / Troubleshooting detection issue at traffic signal cabinet at 31W and Raymond Hirsh.

Monday 04-22-24

- String-trimmed ditch on Tison Ln to prevent drainage issues / String-trimmed hillside in front of McDonalds withing Rights of Way / Removed bushes in Rights of Way, with homeowner permission, from Brinkley Ln due to line-of-sight issue / Straightened and adjusted Yellow Turning Arrow at Hester Drive & SR-76 Intersection Repaired parking lot light at WHPD / Straightend 3-section signal head at Byrum Dr. / Repaired Zero-Turn Ferris Mower (slipped belt).

Tuesday 04-23-24

- Installed concrete to assist in holding Flex-a-Mat on Pinson Lane withing Rights of Way near Rosewood Drive / String-trimmed sidewalk from SR-76 to College Street, East and West Sidewalks on SR-76 / String-trimmed ditch in front of Public Services Facility / Cleaned out weed sprayer / Sprayed weed killer on rocks at Hardees and sprayed sidewalks on SR-76 to College Street and back to Kroger.

Wednesday 04-24-24

- Traffic control on Union for brush. Fixed sprayer and finished spraying sidewalk from Kroger to McDonalds. Sprayed in front of complex at office. Moved dirt at shop where new building will be.

Thursday 04-25-24

- Removed dead deer near Chamber of Commerce / Conducted Staff Meeting with Public Services Department / Repaired 3 of 5 decorative street lights on Business Park Drive / Attended Health and Safety Fair / Removed overgrown weeds near guardrails on Union Road / Removed weed from ditches in front of Public Services Department / Removed barricades at Meadowlark Drive as well as at Byrum Drive and Stadium Drive intersection.
- Repaired potholes on Marlin Road, Peachtree Drive, Orchard Park Drive, Reidway Drive and Kennedy Drive. Repaired minor air leak on Vehicle #237

Monday 04-29-24

- Went with Ed and Mike to look at issues for Stormwater Division / Placed stickers on trash carts on Meadowlark Drive, informing citizens to remove carts from the side of road as it was causing a more narrow area to navigate / String-trimmed sidewalks on 31W / Cut sidewalk on Indian Ridge Blvd in preparation of repair.

Tuesday 04-30-24

- Loaded skidsteer, concrete, and water for concrete sidewalk trip hazard mitigation on Indian Ridge Blvd on Indian Ridge Blvd removed sidewalk flag and installed new within Public Services / Straightend sign on Lone Oak Drive / Started removing tree on Boyles Rd and loaded into brush truck.

**Public Services Department - Public Works Division  
April 2024**

Traffic Signal Complaint Log

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

**Current Month Reported/Identified Issue and Resolutions**

**Hwy 31W & Ray Hirsch – Reported/Identified Issue:** Left turn arrow on Raymond Hirsch traveling South is activating with no vehicles in the zone.

**Resolution:** Shelf mounted detector was only a portion of the issue. It was later discovered that the in-ground vehicle detection loop is damaged and must be repaired by Stansell Electric

**Hwy 31W and Sage – Reported/Identified Issue:** Cycle length is too long; vehicles are sitting too long on major approach because minor approaches are being serviced when no vehicles are present.

**Resolution:** Timing adjustments made. Cameras were rebooted to provide detection.

**Hwy 31W and Portland Rd. – Reported/Identified Issue:** Vehicle Detection Zone 1 was activating with no vehicles present.

**Resolution:** Vehicle Detection Zone 1 was adjusted.

**Tyree Springs and South Palmers Chapel Road – Reported/Identified Issue:** Cycle length is too long; vehicles are sitting too long on Major approach because light minor approaches are being serviced when no vehicles are present.

**Resolution:** Timing adjustments. Cameras were rebooted to provide detection. CSR Engineering Performing timing study on this signal beginning week of May 6<sup>th</sup> 2024.

**Public Services Department – Stormwater Division  
April 2024**

04/01/2024

208 Creekwood Dr. – Drainage mitigation, sinkhole in road by curb inlet.



04/01/2024

3159 Pleasant Grove Rd. – Tree cleanup.



04/02/2024

349 Calista Rd. – Drainage mitigation, road shoulder cuts for drainage at new paving.



**Public Services Department – Stormwater Division  
April 2024**

04/03/2024

Robert F. Woodall Elementary School – Education/Outreach, Touch-a-Truck



04/03/2024

725 Industrial Dr. – Facility Maintenance, cleanup brush truck dump area.



04/04/2024

3356 Calista Rd. – Drainage Mitigation, Collins Crossing north pond spillway.

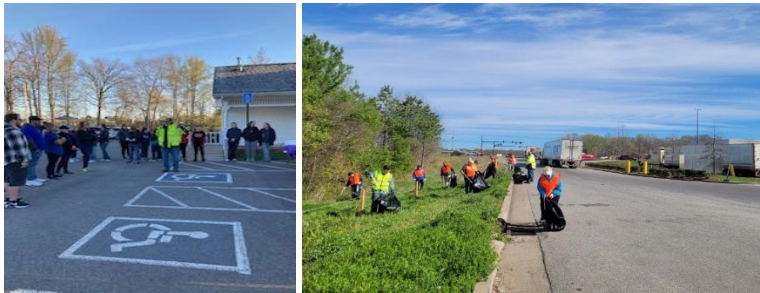




**Public Services Department – Stormwater Division  
April 2024**

04/06/2024

City Wide – Sumner County Cleanup Day



04/08/2024

109 Bridlewood Dr. – Drainage mitigation, area is flat so owner will redirect drainpipe.



04/09/2024

Union Rd. – Drainage mitigation, cleaned out culvert.



**Public Services Department – Stormwater Division  
April 2024**

04/09/2024

City wide – Drainage mitigation, hotspots.



04/10/2024

Sage Rd. at McCurdy Rd. – Street sweeping, remove trash and broken glass.



04/10/2024

149 Raymond Hirsch Pkwy – Street sweeping, crash cleanup.



**Public Services Department – Stormwater Division  
April 2024**

04/11/2024

538 N Palmers Chapel – Drainage mitigation, blocked culvert



04/15/2024

City Wide – Street sweeping, vehicle inspections.

04/16/2024

Walnut Ct. – Drainage mitigation, removed pipe left in ditch.



04/17/2024

City wide – public works, camera cleaning, potholes.

04/18/2024

City wide – facility maintenance.

**Public Services Department – Stormwater Division  
April 2024**

04/22/2024

306 Portland Rd. – General maintenance, tree removal, street sweeping, mowing



04/23/2024

100 Mohawk Ct. – Drainage mitigation, pothole repair & ditch clean.



04/24/2024

725 Industrial Dr. – vehicle preventative maintenance.

04/25/2024

725 Industrial Dr. – facility & vehicle maintenance

04/29/2024

City wide – street sweeping



**Public Services Department – Stormwater Division  
April 2024**

04/29/2024

City wide – Rights of Way mowing



04/30/2024

7724 Bill Moss Rd. – drainage mitigation, reshape ditch.



04/30/2024

725 Industrial Dr. – vehicle & facility maintenance, repairs for street sweeper and excavator.

**Public Services Department – Stormwater Division**  
**April 2024**

**Inspectors Notes for April 2024**

April 1: Checked email, and notifications in Tyler. Followed up on CPMSM Course information. Started composing Monthly March Report. Discussed the phases of the Project of Fields at Oakwood with the Public Works Inspector, and provided information. Discussed Collins Crossing with Asst. Director and assisted with equipment requests. Open trench inspections at Towne Center. Met the Public Works Inspector at Fields at Oakwood for an impromptu Review of the curbing and sidewalks of phases 2-4. Reviewed Sage Farms' Violations related to the Stop Work Order issued.

April 2: Updated information, notes, and work logs. Consolidated Notes and other documents for Monthly Reports. Viewed TTAP Asphalt Maintenance Webinar. Research into Asphalt Testing Equipment needed for Public Services staff. Reviewed Fence apps and scheduled inspections.

April 3: Updated LDP spreadsheet. Part 2 of TTAP's Asphalt Maintenance online seminar. EPSC Inspections at McInerney, Dollar General, WHIS, Summerlin, Cambria, Towne Center, and Jackson Farms.

April 4: Reviewed Fence Applications, updated Inspection notes, built reports, and updated project and permit information and files. WHUD Pre-Con. LD Inspection at WHUD. Open Trench Inspections at Dollar General, Calista Farms, and Marlin Pointe. Sent EPSC inspection reports for Frey.

April 8: Reviewed email and Notifications in Tyler. Issued LDP for WHUD. Washed and Cleaned truck 1329 and completed weekly inspection along with disconnecting the trailer that was used during the Sumner County Clean event. EPSC Inspections at Highland Park, SRM, Marlin Pointe, Cambria, Summerlin, and 711.

April 9: Reviewed Fence applications. Reviewed ERU for SRM. Assisted homeowner with Property concerns about fence permitting requirements. Reviewed and Updated Inspection reports on EPSC from the previous week. Notified contractors on corrective actions to be taken with EPSC violations. Updated LDP Permit information. Reviewed MS4 Permit. Filed remaining reports from previous weeks' inspections.

April 10: Reviewed Long Term Maintenance Agreement and Plan information. Updated LTMAP Highlight Doc to provide the specific ordinance information on one document. Worked on developing SCM Inspection Document and formatting can be completed digitally. Spoke with the Development Team at Summerlin and Publix about the ongoing EPSC & CGP violations. EPSC Inspections at The Mill, Willow Grove, Springbrook, Dorris 1 & 2. Filed returned signed reports.

April 11: Reviewed and updated Files, notes, pictures, etc. Reviewed Concord Springs Phase 2&3 for Bond considerations to Right of Way appurtenances. Reviewed Stormwater Areas for Maintenance issues.

April 15: Open Trench Inspections at Dollar General. EPSC Inspections at Cardinal Pointe. Sage Farms, White House Assisted Living, Legacy Farms. Reviewed Fence Permits at Legacy Farms.

April 17: Reviewed Fence Applications and other notifications for weekly schedule considerations. Requested New phone and laptop equipment to be more efficient in the field with composing and filing inspection reports, and researching pertinent information on site.

April 18: Impromptu meeting with Public Services Director, Assistant Public Services Director, and Public Services Inspector to discuss concerns about bond reduction and report expectations as identified in an email I sent the previous week. Random Drug Screening. EPSC Inspections at WHUD, Dorris, and Bridal Creek. Open Trench at Dollar General. (P. T. O. 2.5 hrs.)

April 22: Reviewed notifications in Tyler and Email. Edited SCM Inspection Sheet. Consolidated notes on EPSC inspections and uploaded photos. Scheduled Form Inspection for 711. Reviewed Violations noted on inspection reports at Calista Farms, Jackson Farms, Frey Branch, Fields, Marlin, and Towne Center. EPSC Inspections at

**Public Services Department – Stormwater Division  
April 2024**

Jackson, Calista Farms, and Fields at Oakwood. Open trench Inspections at Jackson and Marlin. Consolidated notes, built inspection reports, and provided the correspondence.

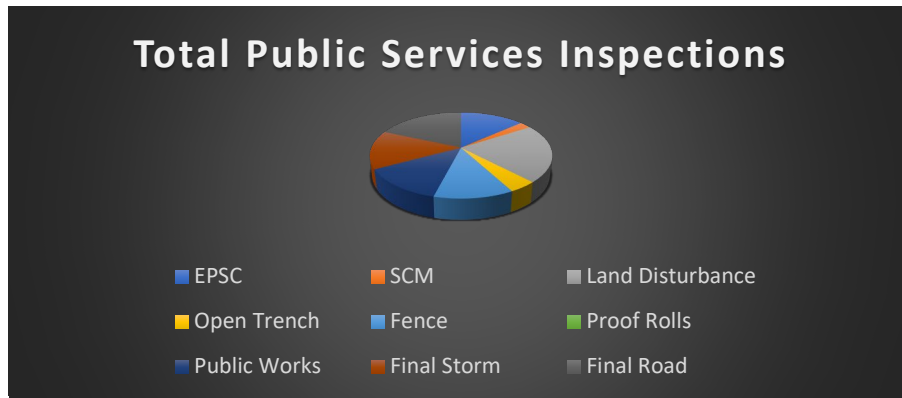
April 23: Assisted PW Inspector with accessing the Shared folder and how to navigate to files needed. Reviewed Fence Permit Applications and reviewed onsite conditions. Pre-construction meeting for the Smile Center and Reviewed Initial EPSC then Issued LDP. Checked on Sage Farms Current conditions. Updated Applications and consolidated notes. (P. T. O. 4 hrs.)

April 24: EPSC Inspections at WWTP, Pinson Pointe. Open Trench Inspections at Marlin Pointe, Jackson Farms. Phase 4 Bond Reduction. Reviewed work at Calista Road subdivision on the repair of the sinkhole in Basin 2.

April 25: P. T. O. (2hrs) Completed Reports from previous days' inspections and updated work logs and work orders. Met with the Assistant Director and discussed minor issues, permitting questions, internal issues, etc. EPSC Inspections at Springbrook. Fence Reviews. Open Trench at Marlin and Jackson. Health and Safety Fair.

April 29: Fence reviews and LDP. Reviewed Title 16. Received request on modifications to Temp Drives for consideration to permitting requirements. Composed requests to Directors for consideration and approval. EPSC Inspection at The Mill. SCM inspections at COWH Stormwater Facilities: Community Center, Municipal Park, Fire Hall #2, PD, Northwoods Retention, Chris Keith/Shady Lane Detention Basin, Calista Road Retention Basin.

April 30: Reviewed Notifications, Fence apps, Updated Reports, notes, pictures, etc. Spoke to builders at Dorris Phase 2 about ways to improve EPSC issues, secure the contractors from removing barricades to access neighboring communities, and overall improve the conditions of the site.



EPSC Site Inspections	<b>38</b>
Land Disturbance	<b>62</b>
Open Trench Inspections	<b>12</b>
Fence Inspections	<b>34</b>
Proof Rolls	<b>3</b>
Public Works Inspection	<b>37</b>
Final Storm	<b>41</b>
Final Road	<b>52</b>
<b>Total Inspections Performed for the Month</b>	<b>279</b>

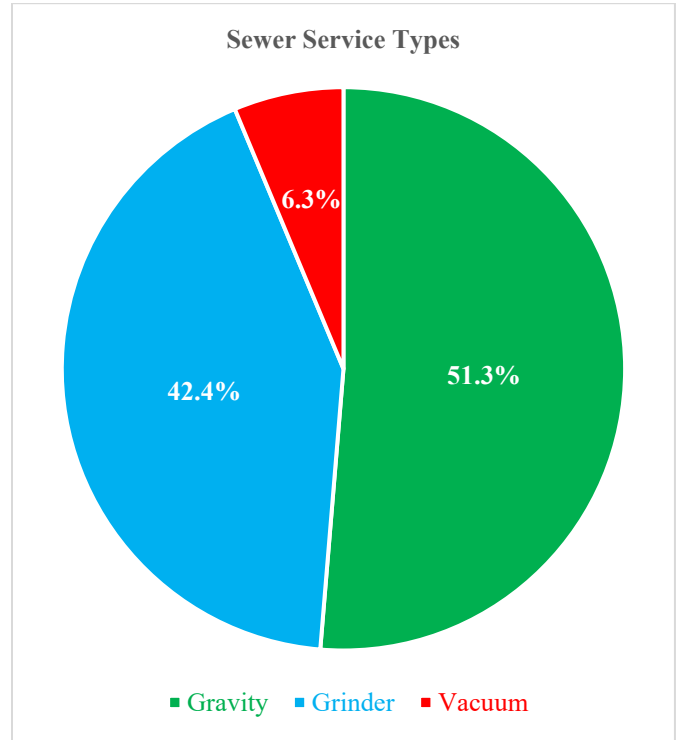
Wastewater Department  
April 2024

**Collections System Activities:**

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, vacuum services, and various types of lift-stations. As of **April 30<sup>th</sup>, 2024**, City personnel count a total of **6,998** sewer system connections, with **76 new** applications for service in **April 2024**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>3,630</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,998</b>
<b>Vacuum Sewer Connections</b>	<b>446</b>

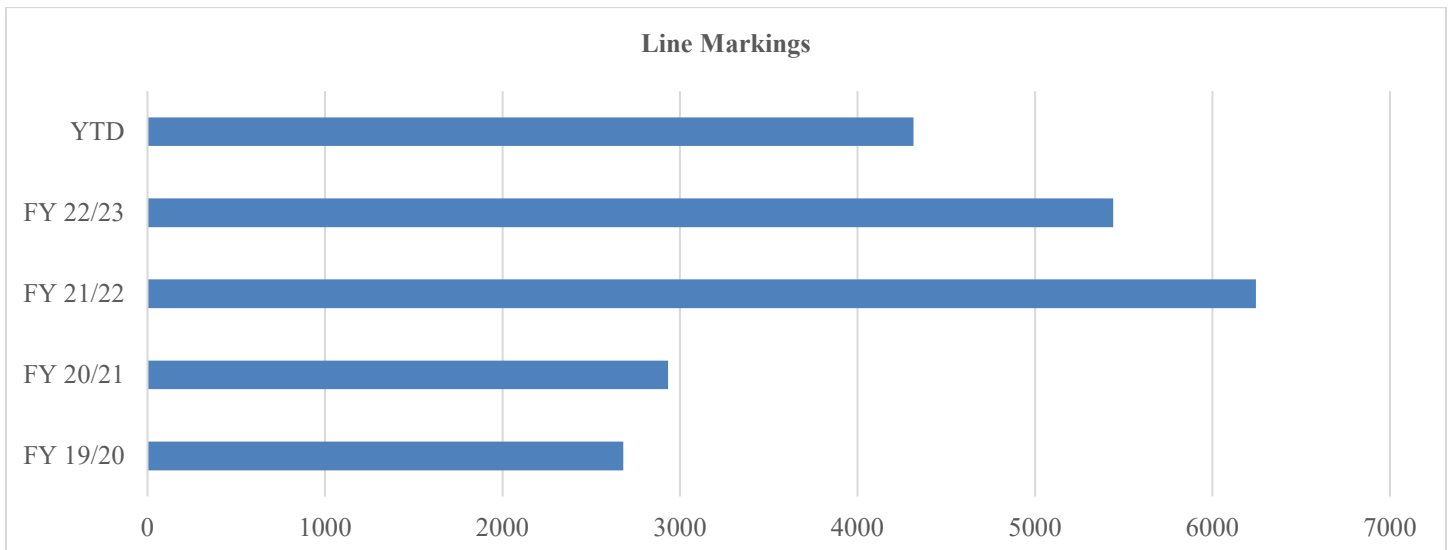
The City counts **197** commercial grinder connections, **2,801** residential grinder stations, and **36** lift-stations integrated into our Sanitary Sewer System.



**811 Utility Locate Service:**

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

<b>Line Markings</b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>FY 22/23</u></b>	<b><u>April 2024</u></b>	<b><u>FY 23/24 YTD</u></b>
Tennessee 811	2680	2933	6245	5441	566	4316





Wastewater Department  
April 2024

<u>Lift-Station Repairs</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Apr 2024</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
Springbrook	n/a	n/a	n/a	n/a		0	0
Willow Grove	n/a	n/a	n/a	n/a		0	1
Dorris Farms	n/a	n/a	n/a	n/a		0	0
Cope's Crossing	8	6	9	9		0	4
Cambria	4	3	4	4		0	1
Belmont Apartments	n/a	n/a	0	0		0	0
Kensington Green	1	0	0	0		0	0
Meadowlark Townhomes	n/a	n/a	0	0		0	0
Meadowlark	2	1	1	1		1	2
Sage Farms	n/a	n/a	n/a	n/a		0	1
Sage Rd (Hester Dr)	1	0	0	0		0	0
Loves Truck Stop	0	0	3	3		0	1
Highway 76	1	0	0	0		0	0
Portland	0	1	0	0		0	0
North Palmers Vacuum	3	1	7	7		0	4
Villas at Honey Run	n/a	n/a	1	1		0	0
31W Apartments	n/a	n/a	0	0		0	0
Calista Apartments	n/a	n/a	0	0		0	0
Calista Vacuum	2	1	9	9		0	2
Concord Springs	0	0	2	2		0	0
Fields at Oakwood	n/a	2	2	2		0	0
The Mill	n/a	n/a	n/a	n/a		0	0
Highland Park	n/a	n/a	n/a	n/a		0	0
Los Jalapenos	n/a	n/a	0	0		0	2
Mt. Vernon Apartments	n/a	n/a	0	0		0	3
Grove at Kendall	n/a	n/a	0	0		0	0
Wilkinson Lane	3	1	3	3		0	1
Heritage High School	1	0	0	0		0	0
Legacy Farms	n/a	n/a	0	0		0	1
The Parks #1	0	0	0	0		0	3
The Parks #2	n/a	n/a	n/a	n/a		0	0
Treatment Plant #1	6	3	0	0		0	0
Treatment Plant #2	0	0	0	0		0	1

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

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

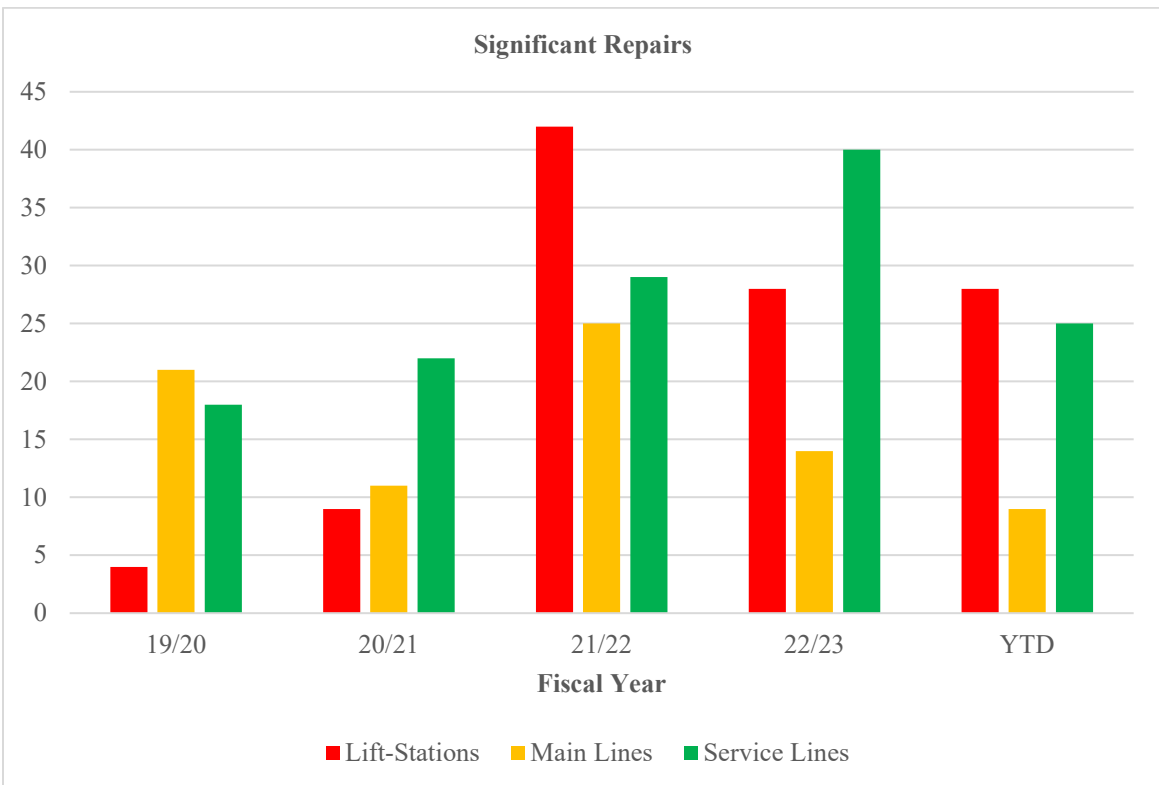
**Major Alarms/Repairs:**

**Meadowlark Station:** The station pump contactors tripped out during power supply issues, resulting in the station entering high water. The station overflowed before the pumps could be restored to service. The contactors have been reset and the station returned to normal operation.

**System Repair Goals:**

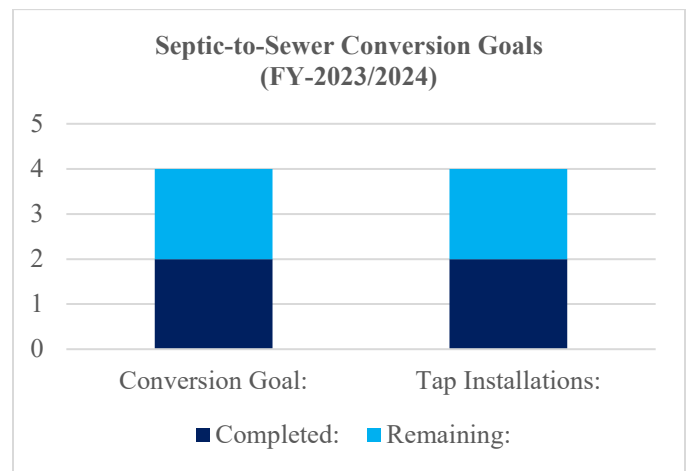
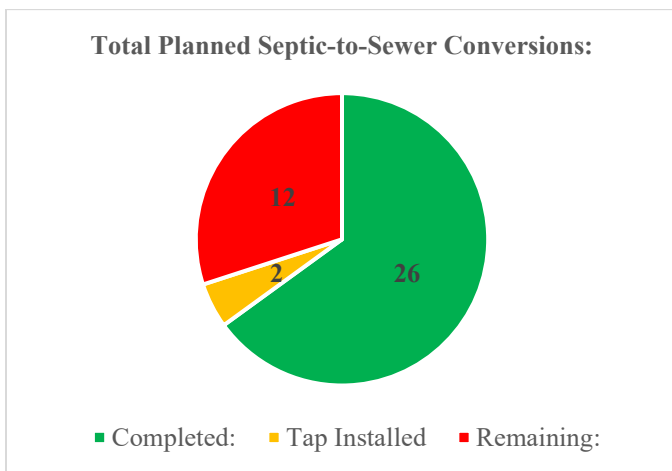
The goal is to minimize failures with the major lift stations and the mainline gravity, low-pressure and high-pressure force-mains, and the air-vacuum systems. Key personnel have been trained over the last six (6) years on the proper operation and maintenance of the major lift stations. This program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

<b>Repairs</b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>FY 22/23</u></b>		<b><u>Apr 2024</u></b>	<b><u>FY 23/24 YTD</u></b>
Major Stations	4	9	42	28		<b>1</b>	<b>28</b>
Main Line	21	11	25	14		<b>1</b>	<b>9</b>
Service Line	18	22	29	40		<b>4</b>	<b>25</b>



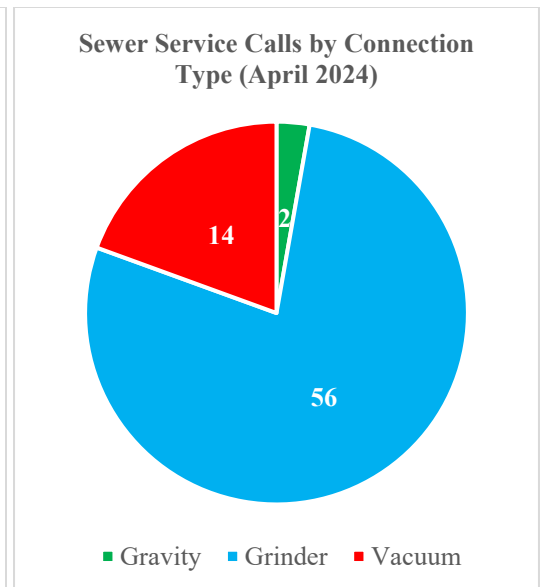
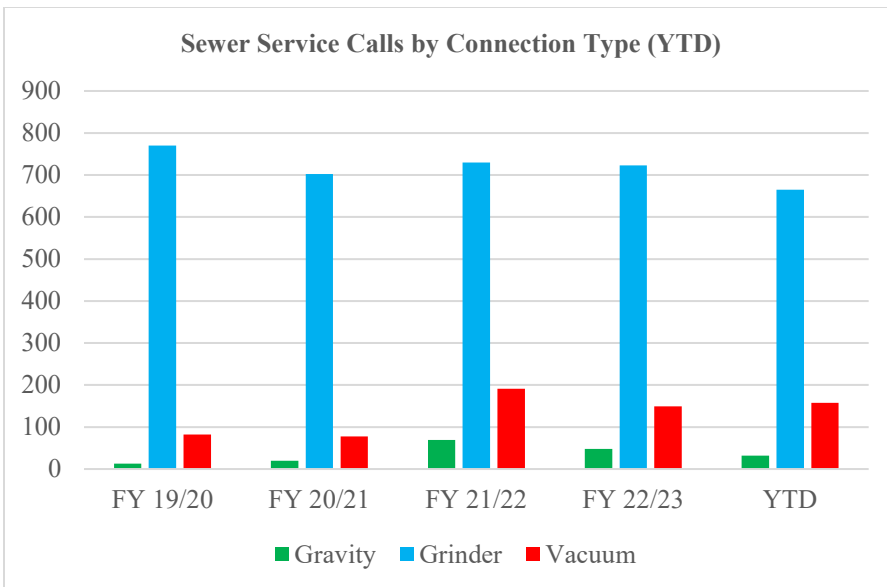
**Ongoing Projects:**

- 1. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. **Phase-1 (from the intersection of DeeCee/SCT to the end of Hester Dr) has been fully completed. Phase-2 (from Hester Dr to the intersection of Sage/Cardinal) has been fully completed. Phase-3 (from the intersection of DeeCee/SCT to the Wastewater Treatment Plant) has been completed. As of October 31<sup>st</sup>, 2023, all three phases of the new Southern Force-Main are receiving active flow (flow is diverting from the old 12" line into the new upsized line beginning at the intersection of Sage Rd / Cardinal Dr and flowing to the Wastewater Treatment Plant located at 725 Industrial Dr), and the old 12" and old 6" lines along Industrial Dr have been physically disconnected and abandoned from the intersection of SCT Dr and Industrial Dr to the treatment plant. Bids for Phase-4 were opened on February 5<sup>th</sup>, and the contract has been awarded to Norris Bros. Excavation. Phase-4 Project work began with a bore and casing installation under Hwy 31W at the Sage/31W intersection, with the bore now complete. Pipe has now been delivered and fusing is underway, with crews prepping for tree clearing along Sage Rd as necessary.**
- 2. Calista Vacuum Station:** All three of the new Mink vacuum pumps installed in 2019 have failed prematurely, with metal shavings discovered in the oil pan of pumps #2 and #3, and a splined coupler failure in both pump #1 and pump #2. We are sending pumps #2 and #3 back to the manufacturer to discover the cause of the failure, and for a quote on repairs. The replacement cost for a new pump is approximately \$30,000. **One of the older model Busch pumps previously removed from the station has been retrofitted as a replacement until the Mink pump can either be repaired or replaced. A second Busch pump has been rebuilt by the manufacturer and installed, and the station is currently operating normally.**
- 3. North Palmers Vacuum Station:** The volute of one of the in-line centrifugal sewer pumps has cracked, and the pump has been removed from service. Due to the age of the pump, a matching volute cannot be sourced, and the entire pump must be replaced. **A replacement pump has been ordered and delivery is anticipated in August, 2024. The old pump was been pulled and sent out for an emergency interior repair patch to the failed volute, and has been received and returned to service. The patch will not hold permanently, but is anticipated to function until the new pump gets delivered.**
- 4. Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) full conversions are planned for the FY23/24 fiscal year, with one of the conversions already having a tap installed. **A total of 26 projects have now been completed on the list of 40, and taps are installed for two additional locations.**
- 5. Copes Crossing Lift-Station:** The control panel for the Copes Crossing lift-station has been replaced. However, an additional issue was identified with the pump power cables during the panel replacement, and following that the pump itself experienced a mechanical failure. **A quote for replacement of the cables was solicited, and the replacement power cables have been placed on order. Pump #2 has since experienced an electrical and mechanical issue due to the corroded cables, and has been pulled for repairs. The new power cables have been delivered, and we are awaiting installation. The condition of the damaged pump is such that full replacement is warranted, and a quote has been acquired.**



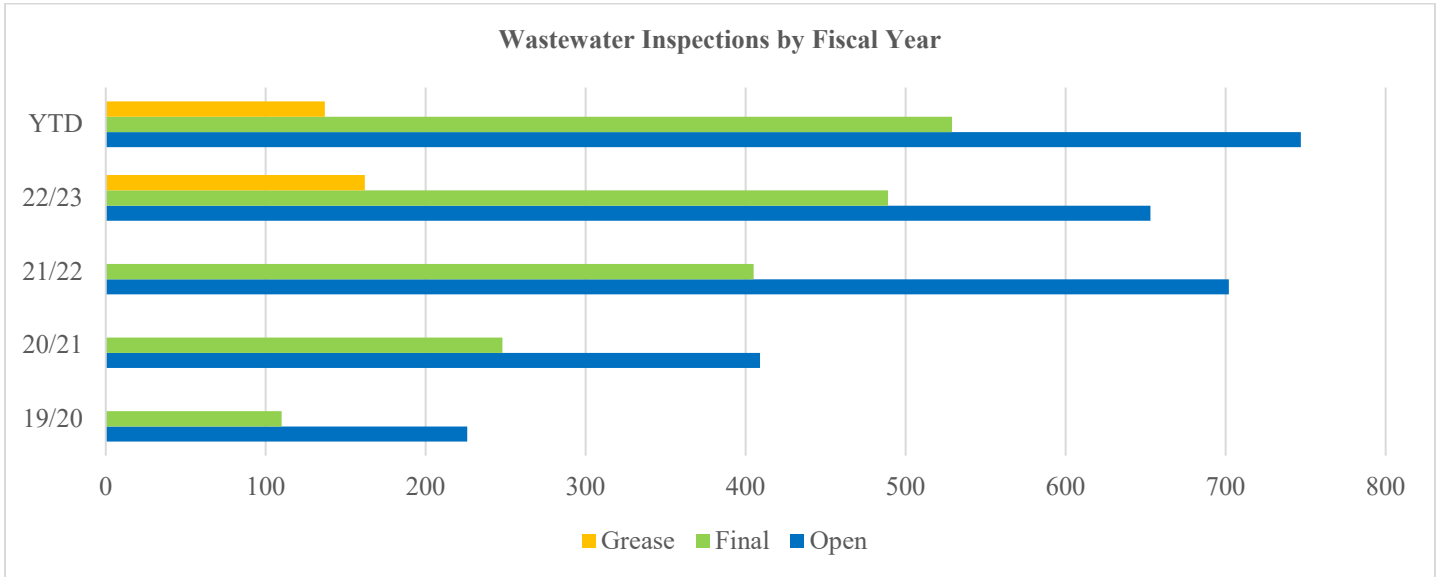
Wastewater Department  
April 2024

<u>Work Orders</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Apr 2024</u>	<u>FY 23/24 YTD</u>
<b>Vacuum System Service Request</b>	82	78	191	149		<b>14</b>	<b>158</b>
<b>Gravity Service Request</b>	13	20	69	48		<b>2</b>	<b>32</b>
<b>Low Pressure Service Request</b>	770	702	730	723		<b>56</b>	<b>665</b>
<b>Total Pumps Replaced</b>	449	492	472	459		<b>32</b>	<b>383</b>
<b>Total Pumps Rebuilt</b>	n/a	135	114	30		<b>7</b>	<b>22</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	129	125		<b>7</b>	<b>74</b>
<b>Grinder Tank PM Program</b>	267	219	117	132		<b>15</b>	<b>121</b>
<b>Open Trench Inspections</b>	226	409	702	653		<b>88</b>	<b>747</b>
<b>Final Inspection for New Service</b>	110	248	405	489		<b>54</b>	<b>529</b>
<b>Grease Trap Inspections</b>	n/a	n/a	n/a	162		<b>7</b>	<b>137</b>
<b>Sanitary Sewer Overflow (SSO)</b>	49	19	28	14		<b>1</b>	<b>12</b>
<b>Odor Complaints</b>	43	35	22	28		<b>2</b>	<b>29</b>



**New Constructions and Inspections:**

Wastewater inspectors perform open-trench inspections for all sewer infrastructure installed within our Collections System, as well as final inspections on all new construction buildings. New constructions throughout the City, both commercial and residential, have drastically increased the frequency of both inspection activities. We have seen an approximate doubling in the number of inspections every year for five years, with FY22/23 numbers remaining similar to the FY21/22 inspection requests.

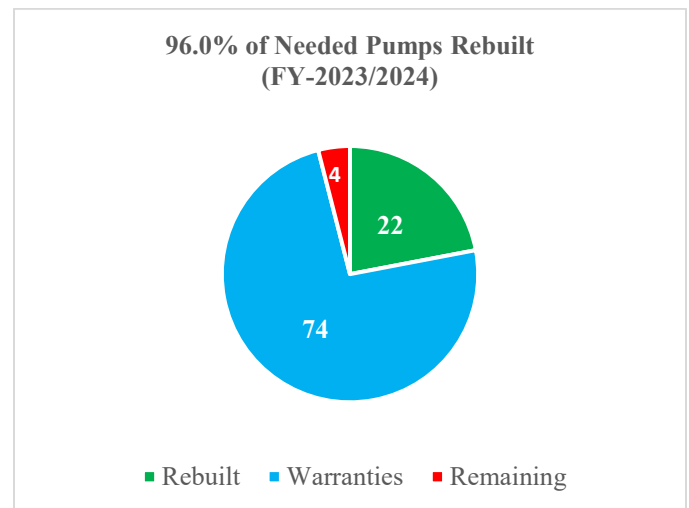


**Pump Rebuilds:**

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

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

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



Wastewater Department  
April 2024

**Treatment System Activities:**

**Wastewater Treatment Plant Goals:**

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

<b>Parameter</b>	<b>Jan - 24</b>	<b>Feb - 24</b>	<b>Mar - 24</b>	<b>Apr - 24</b>	
<b>Influent – To Plant</b>	-	0.955 MGD	See Note	0.915 MGD	MGD = Million Gallons/Day
<b>Effluent – To Creek</b>	0.820 MGD	0.763 MGD	See Note	0.952 MGD	MGD = Million Gallons/Day
<b>Effluent – To Spray Field</b>	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
<b>Total Flow Through Plant</b>	0.820 MGD	0.763 MGD	See Note	See Note	
<b>Design Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
<b>% of Influent Capacity</b>	-	68.2%	See Note	65.4%	(Influent) / (1.400 MGD)
<b>% of Effluent Capacity</b>	58.6%	54.5%	See Note	68.0%	(Effluent) / (1.400 MGD)
<b>Actual Capacity</b>	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.400 MGD x 80%)
<b>% Actual Influent Capacity</b>	73.2%	68.1%	See Note	81.7%	(Influent) / (1.120 MGD)
<b>% Actual Effluent Capacity</b>	-	85.3%	See Note	85.0%	(Effluent) / (1.120 MGD)
<b>Rainfall</b>	11.02”	4.53”	1.76”	3.63”	

	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>FY 22/23</u></b>		<b><u>Apr 2024</u></b>	<b><u>FY 23/24 YTD</u></b>
<b>Effluent Violations</b>	12	7	32	25		<b>8</b>	<b>23</b>

- Violations:** One (1) violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility. Five (5) additional violations were daily ammonia exceedances caused by difficulty regulating sludge age due to an issue with RAS pump #2’s flow meter wiring, plus inaccurate readings of flow through the plant from the new effluent flow meter. Two (2) failures on quarterly WET testing occurred due to elevated nitrite and ammonia levels during the issues with sludge regulation.
- TDEC Order and Assessment:** On July 15<sup>th</sup>, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29<sup>th</sup>, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. **The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>, 2020.**

Wastewater Department  
April 2024

3. **Flow Readings:** The installation and calibration issues of the new plant effluent meter caused the plant discharge numbers to be unreliable (facility was routinely recording discharge numbers in great excess of our influent, which is not physically possible). The ultrasonic meter was found to be installed/calibrated to read a greater distance between the meter head and the water level than the actual depth of the flume itself, causing it to record flow even when the channel was dry. This issue has been corrected, with the meter installed at the proper height, recalibrated based on exact installation height, and certified/verified by a third-party agency. **Once this was completed, the meter continued to provide higher than anticipated readings. Upon further investigation, it was found that the dimensions of the new flume channel differed from what was designed. The flume was cut, ground, and reformed to the exact specifications called for in the design, and the new flow meter recalibrated again. Metered flow now agrees with anticipated values, and is holding steady.**
4. **Peracetic Acid:** Although TDEC has approved our use of peracetic acid (PAA) as the method of disinfection and has modified our NPDES permit accordingly, our new permit allows for the use of Ultraviolet (UV) Light disinfection, and the UV system has recently been brought online as part of the new facility expansion. As such, we operated primarily on UV disinfection for the month of April, 2024, only returning to the PAA feed for a few days during repairs/modifications to the new effluent flume. ***Last month there was no PAA feed rate.***

Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed **126 CFU's** (colony forming units) per 100 ml." Additionally, our **daily maximum** concentration limit is **941/1000ml**. Our **E Coli** testing for the month operating on the new UV disinfection system showed an average of **less than 6.1 CFU's**. ***Last month the average was 1.0 CFU, operating on the UV for disinfection.***

5. **WWTP Expansion Project:**

Effluent Flow-Meter: Following repairs to the new flume, the effluent flow meter is reading within expected parameters. The flume was found to be misshapen and not to design width. The flume was cut, ground, and concrete repoured to exact measurements, and the flow-meter is now providing anticipated measurements.

UV Disinfection: The UV disinfection has been successfully started up and is functioning normally. The UV is now being used as the primary means of disinfection for the existing plant, and preliminary analyses have shown it is providing more effective disinfection than the PAA. PAA totes are still on-site as a backup if needed.

Secondary Effluent Filters: The secondary effluent filters have also been successfully started up and are now functioning.

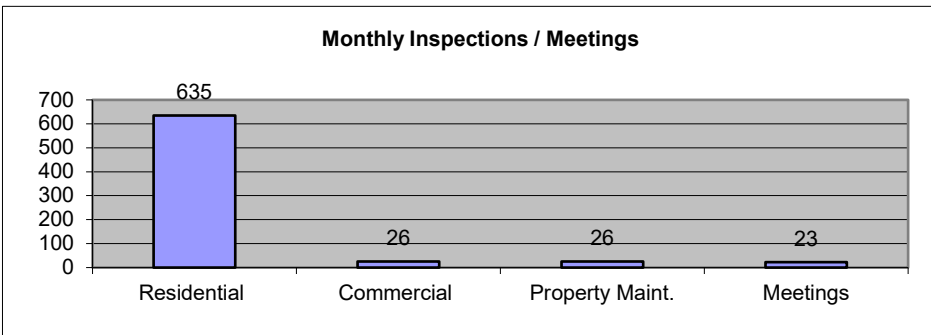
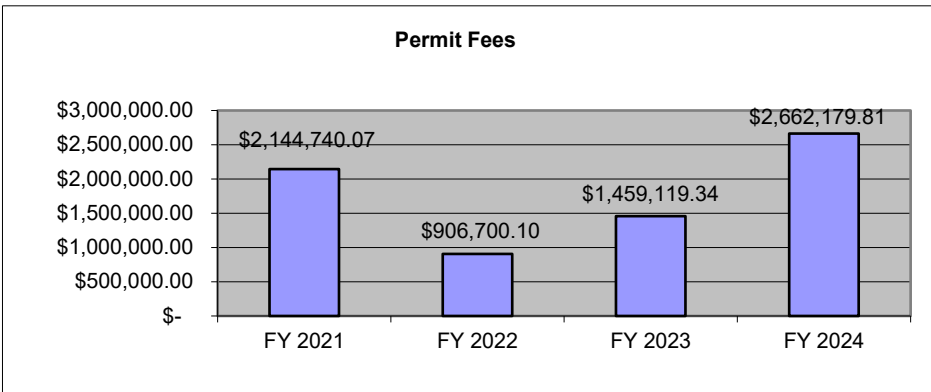
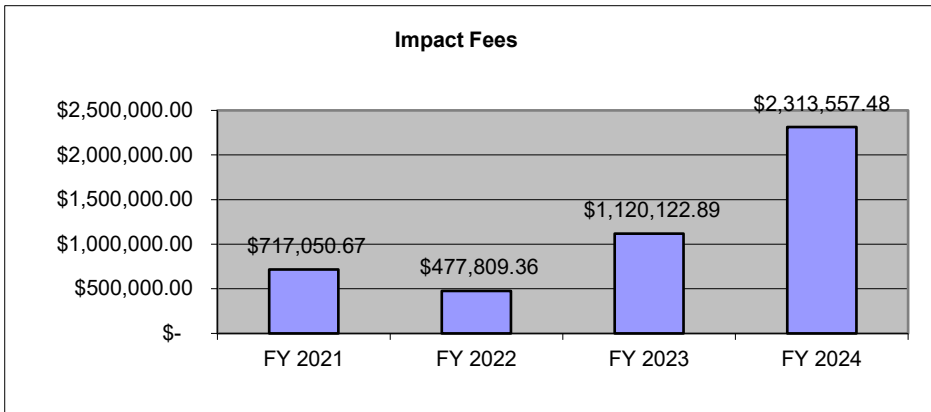
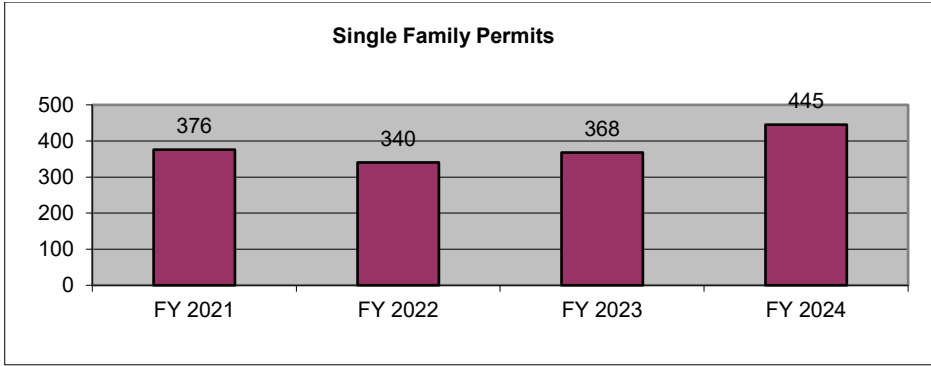
RAS/WAS Pumps: The Return (RAS) and Waste (WAS) sludge pumps for clarifiers #1 and #2 have been replaced and are operating, and flow rates for these pumps are being adjusted to the needs of the facility. An issue was identified with the wiring of the flow-meter on RAS pump #2, and has since been corrected.

Clarifier #3: As of May 6<sup>th</sup>, 2024, Clarifier #3 is live and functional. We will operate exclusively on the new clarifier until the existing clarifiers #1 and #2 can be disconnected from the old oxidation ditch and reconnected to the new bioreactors.

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

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

**Planning and Codes Department  
APRIL 2024**





**Planning and Codes Department  
APRIL 2024**

	Month	FY2024	FY2023	FY2022	FY2021
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	4	66	91	67	74
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	0	6	5	4
Tech. Review/Study Session	0	0	0	5	2
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	50	445	368	340	376
Multi-Family Residential	0	0	226	0	22
Other Residential	14	70	96	89	83
New Commercial	2	11	7	7	6
New Industrial	0	1	0	0	0
Other Com/Ind	7	45	51	25	23
Sign	3	17	22	11	17
Occupancy Permits	27	310	397	319	400
Other	2	3	31	11	12
<b>BUILDING INSPECTIONS</b>					
Residential	635	4237	4885	5452	2621
Hours	317.5	1783.75	2250.5	1367	533
Commercial /Industrial	26	165	125	139	92
Hours	6.5	64.75	125	139	92
<b>CODE ENFORCEMENT</b>					
Total Cases	26	179	35	98	179
Hours	6.5	62.25	35.75	70.24	86.75
Complaints Received	26	168	199	55	41
<b>MEETINGS</b>					
Administration	6	61	80	117	72
Hours	3	31.25	86	127	70
Planning	14	122	112	127	53
Hours	7	63.75	116.5	96	50
Codes	3	19	10	8	11
Hours	1.5	12.5	13	10	9
<b>FEES</b>					
Permit Fees	\$239,581.55	\$2,662,179.81	\$ 1,459,119.34	\$ 906,700.10	\$2,144,740.07
Board Review Fees	\$4,850.00	\$ 12,930.00	\$ 18,050.00	\$ 14,100.00	\$84,775.00
City Impact Fee	<b>\$187,000.00</b>	<b>\$ 2,313,557.48</b>	<b>\$ 1,120,122.89</b>	<b>\$ 477,809.36</b>	<b>\$717,050.67</b>
Roads	\$66,040.00	\$ 705,813.48	\$ 323,964.51	\$ 664,873.38	\$301,769.60
Parks	\$59,450.00	\$ 517,215.00	\$ 291,189.00	\$ 114,114.00	\$ 150,326.00
Police	\$59,496.81	\$ 613,306.25	\$ 239,697.73	\$ 125,535.54	\$ 191,431.41
Fire	\$39,250.74	\$ 404,847.02	\$ 169,728.00	\$ 76,498.26	\$ 79,900.66
<b>OTHER ITEMS</b>					
Subdivision Lots	70	173	0	0	235
Commercial/Ind. Sq Ft	5,915	337,914	0	15,216	214,206
Multi-Family Units	0	0	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 41	\$ 25,282,255.33		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	18		17	16	15

**Parks, Recreation, & Cultural Arts Department  
April 2024**

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

- Project ongoing – concrete work for pavilion and sidewalks should start soon
- First reimbursement received
- Substantial completion still on schedule for June 15<sup>th</sup>



*Splash Pad Maintenance Building*

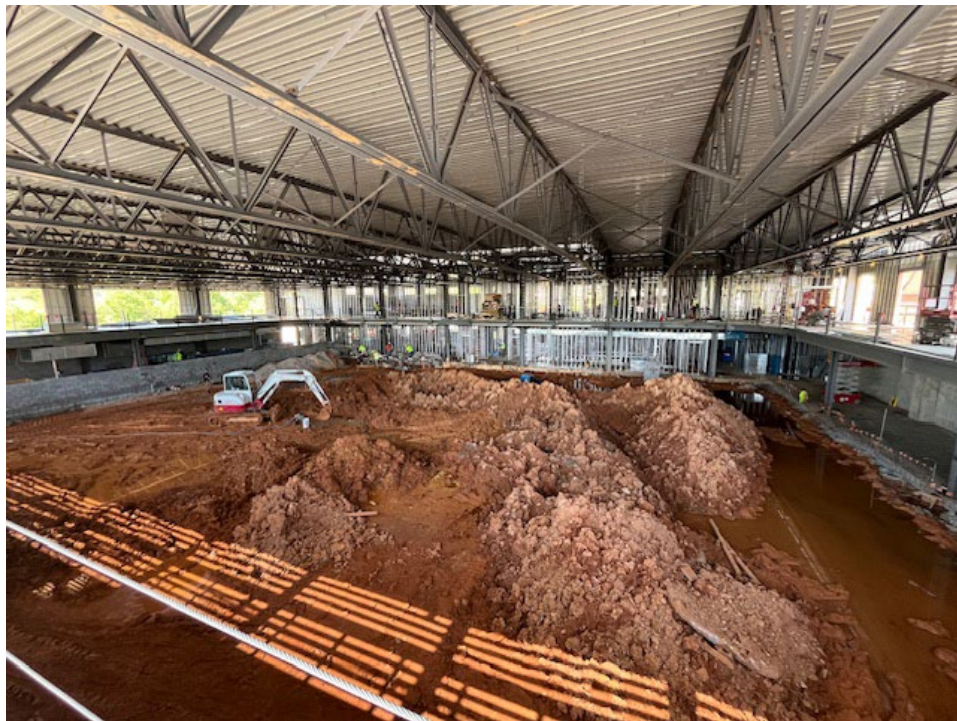
- Work picked up towards the end of this month
- Concrete and electrical work to be completed in early May
- Tank will be replaced sometime in May – still no firm date provided
- Target opening date is Memorial Day weekend but looking less likely



**Parks, Recreation, & Cultural Arts Department  
April 2024**

*Rec Center*

- Roof work is ongoing
- Outside block work has begun
- Brick work should start shortly



**Parks, Recreation, & Cultural Arts Department**  
**April 2024**



*Master Plan*

- Approved at April Board of Mayor & Alderman Meeting
- Submitted with Application for LPRF Grant

*2024 LPRF Grant*

- Moved to application stage
- Application items due May 22<sup>nd</sup>

Parks, Recreation, & Cultural Arts Department  
April 2024

List of upcoming projects yet to begin:

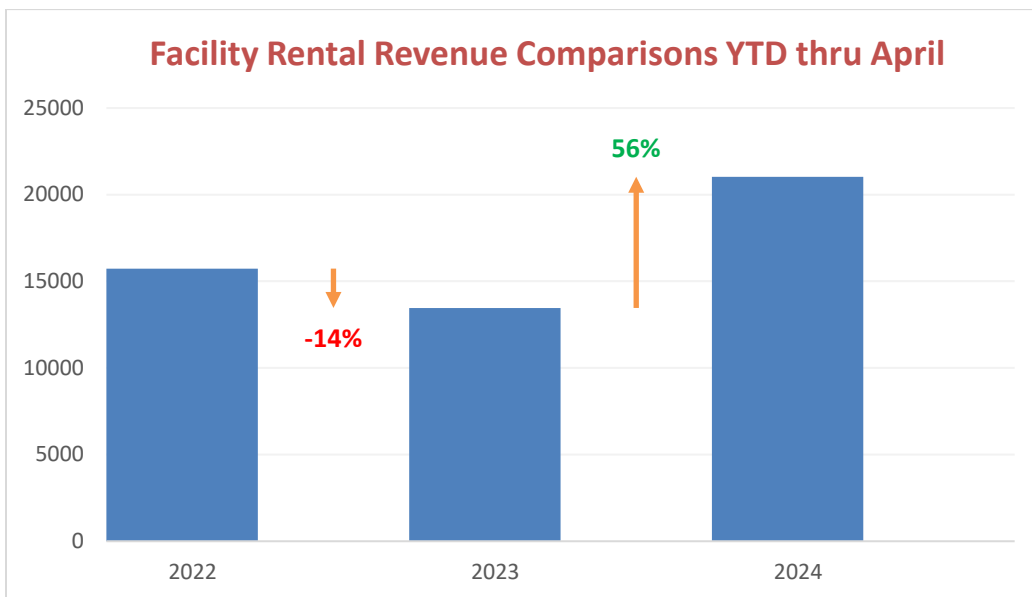
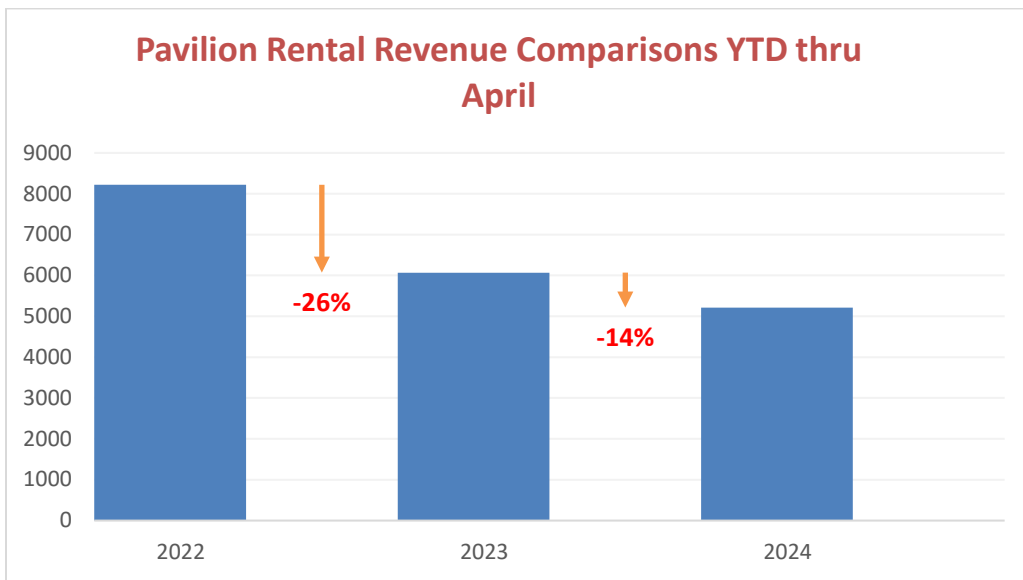
*Parks Truck*

- Still waiting on this project

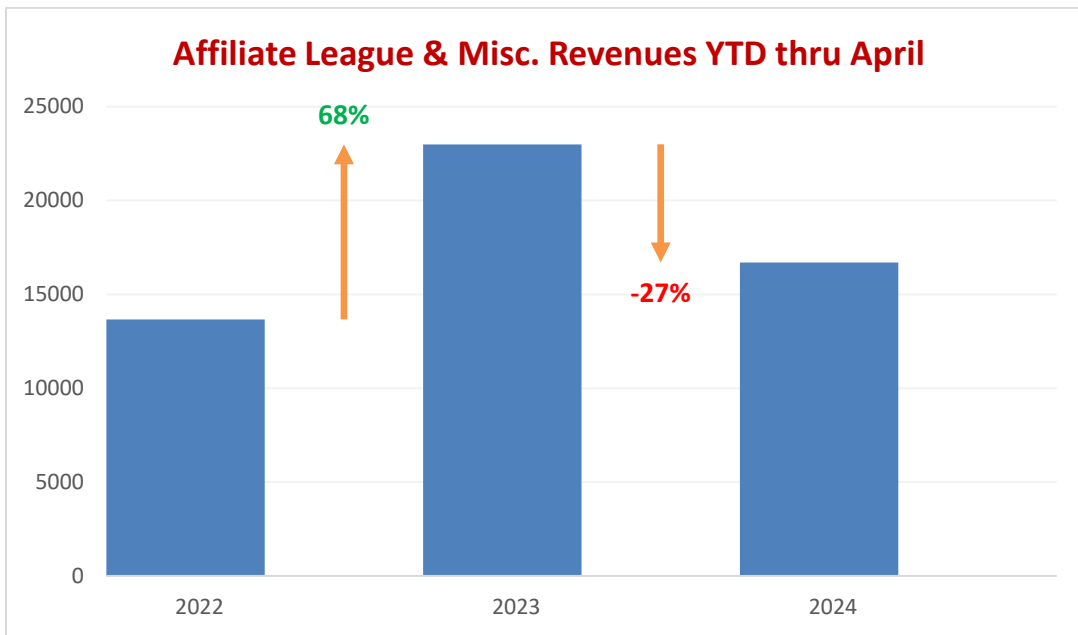
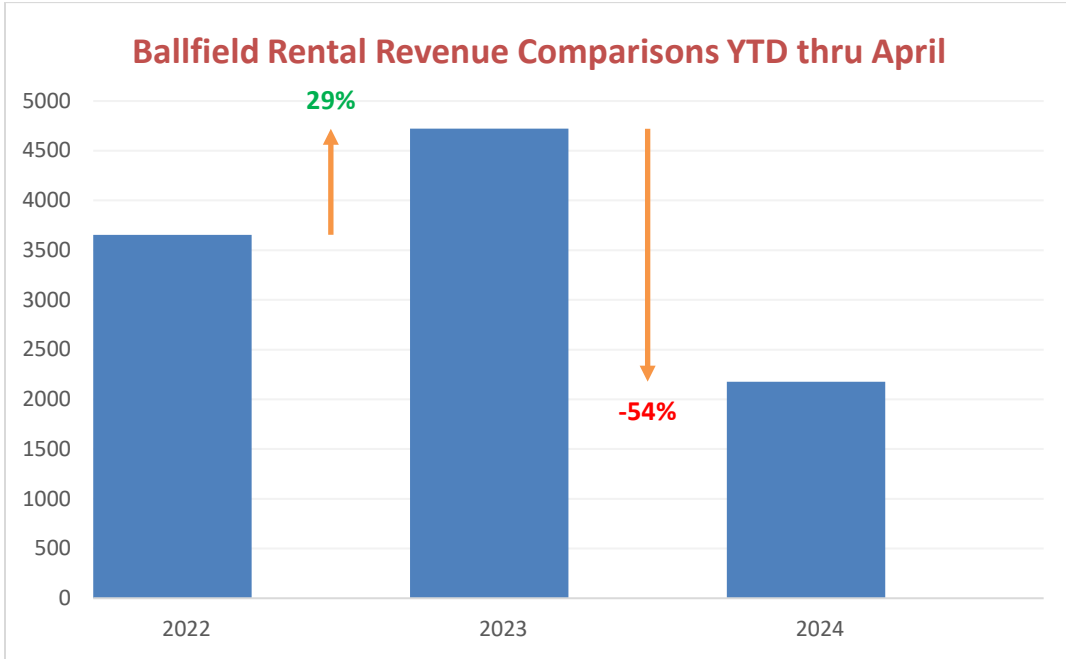
*Dirt for Laser Grading & Sand for Top Dressing*

- Laser grading

**\*\*No charts this month for pavilion usage, ballfield usage, facility usage, youth programming, special event attendance, and program offerings as trends are the same and percentages do not differ by much more than a few percentage points\*\***



**Parks, Recreation, & Cultural Arts Department  
April 2024**



Parks, Recreation, & Cultural Arts Department  
April 2024

Recreation- Assistant Director

**Adult Programs**

Women's Exercise Class:

- Dates: 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>
- Total Attendees: 14

Adult Softball:

- Playing on Thursday nights
- First game 04/04

Men's Basketball: Registration

- Playing Wednesday nights
- First game 04/10

4V4 Sand Volleyball

- Registration opened 04/07

**Youth Athletics**

Girl's Volleyball:

- First games: 04/06
- Picture Day: 04/20

Challenger Baseball:

- First Practice: 04/02
  - 03/26 & 03/30 rained out
- First game: 04/27

**Other Programming:**

- Nature Hide and Seek Brochure
  - Added to website & Front desk

**Special Events**

- Independence 5k:
  - Sponsor Letters and information sent out: 04/08

**Other**

Open gyms: Averaged totals per a day

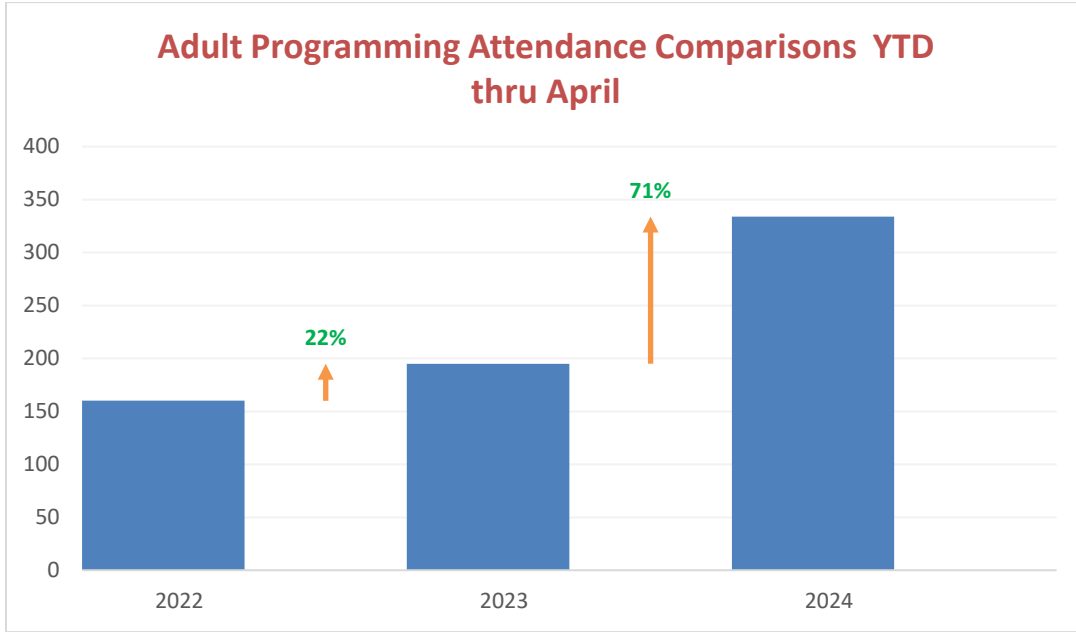
- Pickle Ball Open Gym- 13
- Open Gym - 13

Social Media

- Facebook
  - 1,238 Followers
  - Reach: 2,700
  - Total posts: 13
  - Best Performing Post: Women's exercise (04/02)
    - Reach: 934
    - Shares: 4



**Parks, Recreation, & Cultural Arts Department  
April 2024**



**Maintenance**

- Painted a pickle ball court on basketball court in the back of park. Purchased a pickle ball net.



- Sprayed all bermudagrass fields to kill out the ryegrass and any weeds that had started to grow.
- Cleaned up Burney Cemetery and took down a section of damaged fence.
- Pulled shrubs at the museum to be ready for the new concrete sidewalk/pad.
- Lumber has been delivered for the Greenway bridge. We will start on it soon.
- We are mowing daily now with tractor and zero turn mowers. We are reel mowing three times a week.



**Parks, Recreation, & Cultural Arts Department**  
**April 2024**

- Added another round of sand to the quad infields to help with rainouts and compaction.



- Took fiberglass hoods that covered the splash pad equipment off to make access much easier.



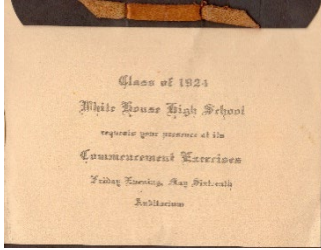
- Put up new Greenway signs at the Sonic Trailhead.

**Parks, Recreation, & Cultural Arts Department  
April 2024**

**Museum**

**Volunteers**

The volunteers are helping with new displays. Terry Palmer provided a tour for a small homeschool group while I was out of office. The volunteers have provided the museum with 19 volunteer hours.



**Exhibits** – Celebrating the 100<sup>th</sup> graduating class of WHHS.

Mabel Baggett Rhodes and Josette Williams are also our special exhibits for Women’s History Month which will stay up until the end of May.

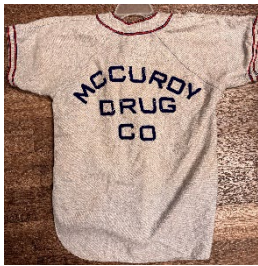


**Tours at Museum** - Tours were given to walk ins. Volunteer, Terry Palmer, provided a tour for a

homeschool group at a time that I had to be out.

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

**Donations** – Terry Palmer has donated an Ind eraser, 4 Civil War books, Demi John and a Portmanteau which he made himself to fit in the back of the buggy.



Valerie donated Leonard Widick’s baseball jersey from 1930/40s.



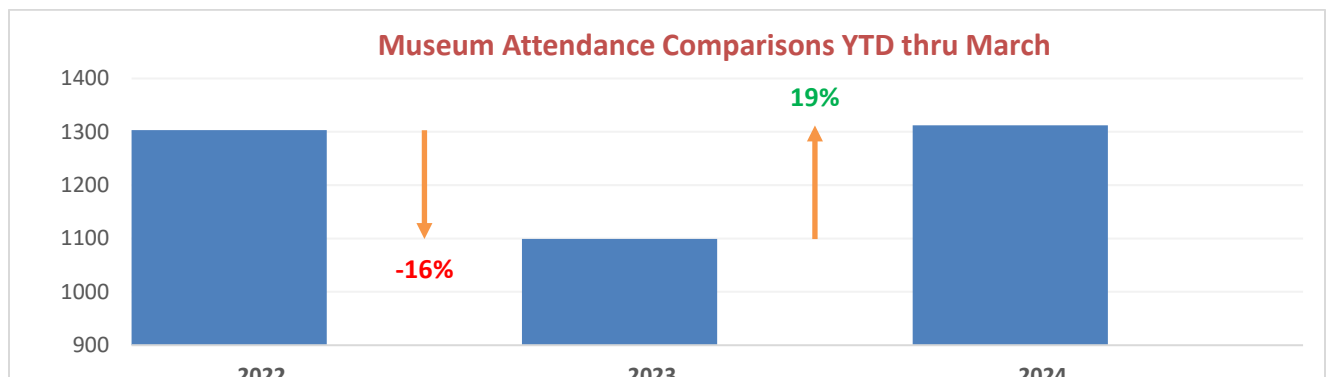
**Events and Meetings Assisted with and/or Attended**

- April 2 – Ribbon Cutting at Extreme Exteriors
- April 3 – Ribbon Cutting Hitchhiker Toys and Little House of Cards
- April 18 – Mugs and Mugshots in Museum
- April 23 – Chamber Luncheon
- April 23 – After Hours and Ribbon Cutting Prosperity Mortgage/FlexSpace
- April 29 – Attended Travel & Tourism Multi-County Alliance
- April 30 – Multi Ribbon Cutting at Chamber



**Visitors’ Center and Museum Attendance**

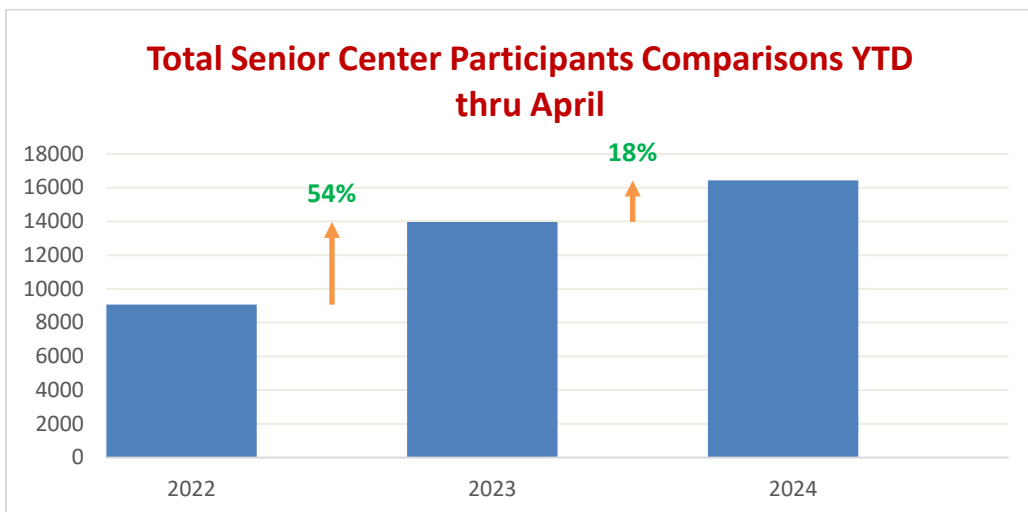
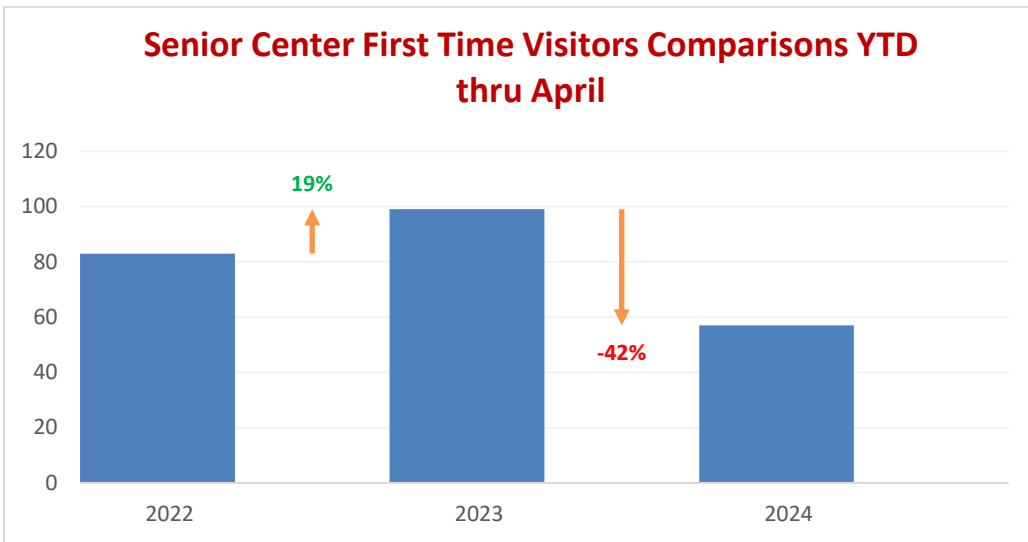
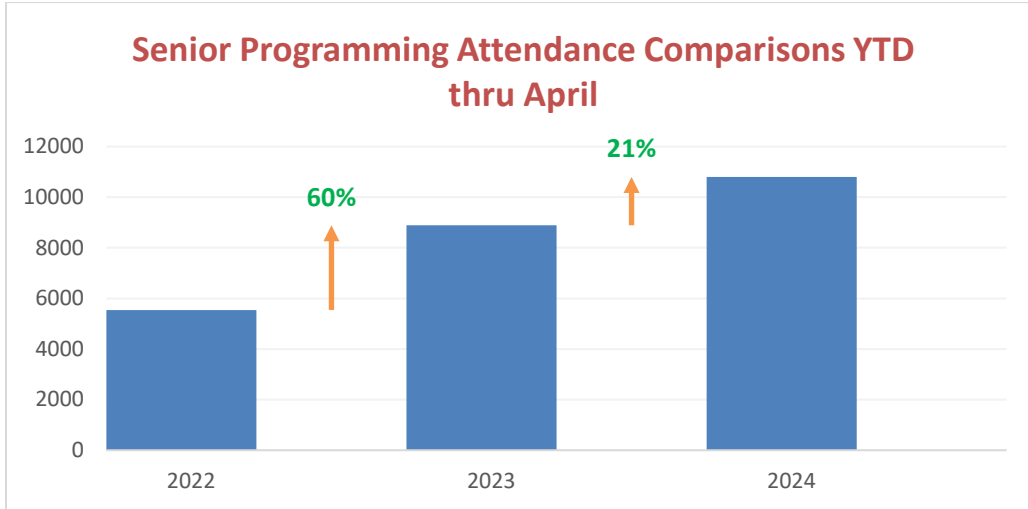
Visitors’ Center Only	Visitors’ Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
3	25	19	44	



**Parks, Recreation, & Cultural Arts Department  
April 2024**

<b>Senior Center Participation – APRIL 2024</b>			
<b><u>Outings:</u></b>			
Bowling	17		
<b>Total</b>	<b>17</b>		
<b><u>Events:</u></b>			
BBQ Place	15		
<b>Total</b>	<b>15</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		118	
		134	
		105	
		124	
		<b>481</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Fittercise-Strength, Yoga	595		
Walk	102		
Bingo	58		
Birthday Potluck	35		
Ballroom & Country Western Dance Lessons	14		
Farmers Rummy	9		
Garden Club	46		
Quilting	0		
Meals on Wheels	93		
Bunco	22		
Bible Study	0		
Crafts	0		
Cards, Games, Pool, Puzzles	226		
Pickle Ball	102		
<b>TOTAL</b>	<b>1302</b>		
<b>MEMBERS</b>	<b>402</b>	Updated members	as of 4/30
<b>1<sup>st</sup> time visitors</b>	<b>2</b>		
<b>New Members</b>	<b>6</b>		
<b>TOTAL Sr Center Participants:</b>	<b>1396</b>	<b>Total</b>	<b>1815</b>

**Parks, Recreation, & Cultural Arts Department  
April 2024**



Parks, Recreation, Cultural Arts Department  
April 2024

	FYE 2021	FYE 2022	FYE 2023	YTD April 2022	YTD April 2023	April 2024	YTD 23-24
<b>Facility Usage</b>							
Special Use Permits Submitted	39	20	23	17	19	2	22
Pavilion 1 Usage	21	16	16	11	11	1	14
Pavilion 2 Usage	13	16	14	9	7	3	12
Pavilion 3 Usage	74	94	137	59	88	11	91
Splash Pad Pavilion Usage	99	165	136	97	130	7	25
Total Number of Pavilions Usage	207	291	303	176	236	22	142
Gymnasium Rentals	23	83	82	64	71	4	27
Amphitheater Usage	1	9	9	0	7	1	2
Community Room			66		47	19	168
Total Number of Facility Rentals	30	92	157	64	125	24	197
Ballfield Rentals	146	134	165	118	132	4	83
Vistor Center Attendance	20	29	30	21	27	3	29
Vistors Who Also Toured Museum	70	303	191	278	172	25	205
Museum Attendance Only	115	1116	1142	1,079	976	19	1151
Total Museum Attendance	185	1419	1333	1357	1148	44	1356
<b>Programming</b>							
Number of Youth Program Participants	417	615	800	607	800	10	789
Number of Adult Program Participants	100	260	195	160	195	146	334
Number of In-House Special Events Offered	9	7	11	5	9	0	9
Number of In-House Special Event Attendees	1077	2223	2158	2,223	2,158	0	3355
Number of Rec Programs Offered	19	21	24	18	17	2	25
Number of Senior Center Memberships	2000	2454	3186	2044	2539	402	3755
Number of New Senior Center Memberships	0	5	38	5	25	6	74
Senior Center Participants	4412	11605	16,821	9,070	13,971	1,815	16427
Senior Center First Time Visitors	36	95	115	83	99	2	57
Number of Senior Trips Offered	9	28	46	20	39	2	27
Number of Senior Trip Participants	81	235	617	158	510	32	426
Number of Senior Programs Offered	34	101	142	80	117	14	149
Number of Senior Program Participants	1061	7304	10,566	5545	8891	1302	10800
Number of Senior Meals Served	36	47	48	40	40	4	42
Number of Meals Participants	3277	3965	5658	3367	4590	481	5833
Offsite Presentation Attendees	0	145	435	120	435	0	525
Total Number of Programs Offered	53	124	166	98	134	16	174
<b>Revenues</b>							
Youth Programs	\$44,261.00	\$57,366.00	\$ 79,821.40	\$46,379.00	\$68,765.00	\$0.00	\$ 65,718.00
Adult Programs	\$ 6,230.00	\$ 7,925.00	\$ 11,780.00	\$4,500.00	\$11,580.00	\$445.00	\$ 12,235.00
Special Events	\$ 3,495.00	\$ 3,080.00	\$ 2,940.00	\$1,365.00	\$780.00	\$500.00	\$ 1,285.00
Senior Meals	\$ 8,222.50	\$11,442.00	\$ 18,754.00	\$9,422.00	\$15,211.00	\$1,592.50	\$ 19,394.00
Shelter Reservations	\$ 9,112.50	\$12,995.00	\$ 7,675.00	\$8,220.00	\$6,070.00	\$1,652.50	\$ 5,215.00
Facility Reservations	\$ 2,956.25	\$19,181.75	\$ 16,978.25	\$15,731.75	\$13,462.00	\$3,026.25	\$ 21,033.75
Field Rentals	\$ 5,820.50	\$ 3,913.00	\$ 5,578.50	\$3,655.00	\$4,721.00	\$85.00	\$ 2,178.00
Affiliate League/Tournament Fee Revenue	\$ -	\$13,666.50	\$ 29,825.50	\$13,666.50	\$22,995.50	\$5,171.00	\$ 16,698.50
Misc	\$ 9,686.39	\$25,818.31	\$ 8,763.20	\$22,514.31	\$6,263.20	\$247.16	\$ 8,689.11
<b>Maintenance</b>							
Mowing Hours	2,195	1660.25	1548.5	1392.25	1054.5	126	1125
Work Orders Received	9	15	24	10	20	2	15
Work Orders Completed	9	14	23	9	19	2	15
Number of Projects Started	39	31	8	29	8	1	16
Number of Projects Completed	32	29	8	27	8	1	15
Number of ballfield rainouts	NA	156	321	151	227	25	280
Bags of Field Dry Used	NA	100	42	18	26	39	72

## **White House Library April 2024**

### **Summary of Activities**

The library closed on Wednesday, April 3<sup>rd</sup> for a staff development day in Franklin TN. The staff attended the TN Library Association (TLA) Conference. At the conference, staff attended various trainings on topics ranging from: de-escalation techniques, Artificial Intelligence, creating a virtual tour of the library, having strong friends groups, homeschooling programs, displays, teaching technology, grant writing and others. The event was very helpful and staff will work on implementing some of the tips that were discussed.

The director attended the city budget retreat on April 4<sup>th</sup>. At this meeting, the department heads presented any CIP requests over \$25,000 to the Board of Mayor and Aldermen.

The library director attended a training on Emotional Intelligence on April 8<sup>th</sup> and learned ways to increase that skill.

The director submitted her budget projections for the 2023-2024 fiscal year as well as her proposed 2024-2025 budget to the city on April 11<sup>th</sup>.

The library director attended a Lions club meeting on April 12<sup>th</sup>. The director was given the application of two new members as well as more membership forms to give out other interested individuals.

The assistant director and library assistant attended a regional training on ordering titles and spending guidelines on April 16<sup>th</sup>.

The library director attended a marketing committee meeting on April 16<sup>th</sup>. The group discussed updates on the Fandom Fair, a patron survey and reviewed marketing plans of other libraries to see what type of plan should be created for White House.

The library director met with the library board chair on April 18<sup>th</sup>. The two discussed the director progress on her goals as well as the upcoming executive committee agenda.

The executive committee met on April 25<sup>th</sup>. The group reviewed the director's goals, discussed the long range plan, and future director evaluations.

The library held a food drive for the month of April. The library was able to raise a barrel of food that will be donated to the local Hope Food Bank.

The library held its first homeschool program. There were two sessions held, one for children in pre-k through 2<sup>nd</sup> grade and one for children in grades 3<sup>rd</sup> through 6<sup>th</sup>. Both sessions were very successful with positive feedback from those in attendance. The library will continue to hold this program in the future.

### **Department Highlights**

The highlights for the month included the TLA conference, the food drive success and the homeschool program success.

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

**Official Service Area Populations**

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

**Membership**

April	2020	2021	2022	2023	2024
New Members	16	63	100	91	151
Updated Members	106	106	519	167	348
Yearly Totals	2020	2021	2022	2023	2024
Total Members	9,496	7,027	7,125	7,442	7,920
% of population with membership	66	49	48	49	52

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

Total Material Available: 39,728

Estimated Value of Total Materials: \$993,200

Total Materials Available Per Capita: 2.63

Last Month: \$990,875

Last Month: 2.63

State Minimum Standard: 2.00

**Materials Added in April**

2020	2021	2022	2023	2024
336	136	304	179	109

**Yearly Material Added**

2020	2021	2022	2023	2024
3,025	3,035	3,573	2,641	618

**Physical Items Checked Out in April**

2020	2021	2022	2023	2024
3,340	3,650	6,444	6,588	6,573

**Cumulative Physical Items Check Out**

2020	2021	2022	2023	2024
50,042	59,515	80,653	81,667	25,894

**Miscellaneous item checkouts**

April	2020	2021	2022	2023	2024
Technology Devices	26	65	54	53	61
Study Rooms	0	0	54	65	82
Games and Puzzles	37	37	158	81	147
Seeds	30	30	194	132	217
STEAM Packs	0	0	21	14	34
Cake Pans	0	0	6	1	6
Outdoor Items	*	*	*	3	4
Honor Books	*	*	*	16	4
Adult Kits	*	*	*	*	12
Museum Passes	*	*	*	*	1

**Yearly Totals**

2020	2021	2022	2023	2024
381	725	743	794	272
305	395	746	888	316
955	1,263	2,060	1,855	710
302	878	883	767	578
25	160	234	351	117
28	21	69	45	36
*	*	17	59	26
*	*	19	104	24
*	*	*	*	15
*	*	*	*	1

**Library Services Usage**

April	2020	2021	2022	2023	2024
Test Proctoring	1	30	8	2	24
Charging Station	0	2	2	2	1
Notary Services	4	7	14	2	8
Library Visits	0	2,724	3,648	3,945	4,420*
Website Usage	1,101	2,113	2,244	3,704	851
Reference Questions	16	5	2	4	12

**Yearly Totals**

2020	2021	2022	2023	2024
74	108	61	54	39
47	45	21	16	4
88	144	135	167	50
30,007	38,913	48,253	48,053	16,082
17,977	27,907	33,678	36,648	3,514
60	73	31	37	20

**Computer Users**

April	2020	2021	2022	2023	2024
Wireless	140	331	272	329	347
Adult Users	8	165	191	205	213
Kids Users	0	80	227	167	173

**Yearly Computer Users**

2020	2021	2022	2023	2024
3,829	3,878	4,544	4,338	1,305
2,138	2,235	2,608	2,255	817
427	957	2,987	2,030	537

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

**Library Volunteers**

April	2020	2021	2022	2023	2024
Library Volunteers	0	8	8	13	7
Volunteer Hours	0	114	130	74.5	39

**Yearly Totals**

19-20	20-21	21-22	22-23	23-24
36	20	48	54	40
1,286	1,204	1,492.5	1,227	463.5

**Universal Class Counts**

April	
Sign ups	0
Courses started	3
Lessons viewed	95
Submissions	125

**Yearly Totals**

2020	2021	2022	2023	2024
10	13	18	22	4
53	39	2	24	15
1,771	1,008	876	419	332
800	515	465	559	408

**Kanopy**

April	
Visits	315
Pages	434
Plays	73
Accounts	8

2023	2024
2,350	1,927
3,547	2,555
608	499
89	23

**Programs**

1,000 books	2020	2021	2022	2023	2024
Monthly Sign-ups	1	1	2	1	1
Total program Sign-ups	82	84	113	143	69

Achievements	
500 Mark	21
Total Completion	19

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

**Face-to-face Kids Programs**

April	2020	2021	2022	2023	2024
Programs	0	6	12	13	16
Attendees	0	41	301	292	312
Yearly	2020	2021	2022	2023	2024
Programs	43	91	136	129	52
Attendees	1,185	2,167	3,646	3,805	1,158

**Grab & Go Kits**

April	2020	2021	2022	2023	2024
Kits	0	6	0	0	0
Taken	0	162	0	0	0
Yearly	2020	2021	2022	2023	2024
Kits	38	44	7	7	0
Taken	1094	1,699	334	184	0

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

April	2020	2021	2022	2023	2024
Programs	0	4	8	11	12
Attendees	0	13	43	46	33
Yearly	2020	2021	2022	2023	2024
Programs	11	43	98	112	44
Attendees	77	370	437	361	116

**Teens Programs**

April	2024
Programs	2
Attendance	5
Yearly	
Programs	8
Attendance	12

**Grab & Go**

April	2020	2021	2022	2023	2024
Kits	0	4	0	0	0
Taken	0	36	0	0	0
Yearly	2020	2021	2022	2023	2024
Kits	13	24	7	10	0
Taken	152	409	151	100	0

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

**Face-to-face Adult Programs**

April	2020	2021	2022	2023	2024
Programs	0	5	6	7	13
Attendees	0	15	44	42	94
Yearly	2020	2021	2022	2023	2024
Programs	42	63	75	107	51
Attendees	214	351	377	589	375

**Device Advice**

April	2020	2021	2022	2023	2024
Sessions	42	3	8	7	7
Yearly	51	81	131	144	58
Passive					
April	*	0	0	0	0
Yearly	*	0	20	0	0

**Interlibrary Loan Services**

April	2020	2021	2022	2023	2024
Borrowed	0	50	81	42	46
Loaned	0	18	14	6	22

**Yearly Interlibrary Loan Services**

2020	2021	2022	2023	2024
534	673	872	597	230
151	226	317	184	120

April	R.E.A.D.S
Adults	2,540
Juvenile	157

Yearly Totals	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Adults	23,138	19,466	21,110	25,066	24,550
Juvenile	1,189	1,032	2,013	1,788	1,924

The READS statistics come from the state.



**CITY COURT REPORT**

**APRIL 2024**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$3,258.50
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$54,626.75</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$2,710.66
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$19,841.55</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$5,969.16</u>
<b>TOTAL REVENUE YTD</b>	<b>\$74,468.30</b>

**DISBURSEMENTS**

LITIGATION TAX	\$211.71
DOS/DOH FINES & FEES	\$104.50
DOS TITLE & REGISTRATION	\$137.75
RESTITUTION/REFUNDS	\$0.00
ON-LINE CC FEES	\$0.00
CREDIT CARD FEES	\$0.00
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$453.96</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$8,357.79</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$5,515.20</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$66,110.51</b>

**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH	\$1,282.50
<b>DRUG FUND DONATIONS YTD</b>	<b>\$5,016.87</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Careless Driving	1	\$85.00
Financial Responsibility Law	5	\$390.00
Registration Law	8	\$640.00
Improper Equipment	2	\$20.00
Texting/Hands Free Law	1	\$61.00
Codes Violation	2	\$55.00
DL Exhibited		
Red Light	1	\$75.00
Open Container	1	\$55.00
Stop Sign		
Speeding	18	\$1,470.00
Seat Belt-Child Restraint		
Following Too Close	4	\$270.00
Exercise Due Care	2	\$167.50
Failure to Yield		
Total	45	\$3,288.50