



City Administrator Report: September 2021

Administrative & Legislative Services Department
September 2021

Administration

City Administrator Gerald Herman attended the following meetings this month:

- September 02:
 - Leisure Services Board
- September 07:
 - Christmas on Main Street Event Discussion
 - Beer Board
- September 08:
 - Bid Opening: Traffic Control Battery Backups
 - Ribbon Cutting: Hitchhiker Toys
 - Redistricting Committee Meeting
- September 09:
 - Library Board
- September 13:
 - CD&I Committee
 - Stormwater Advisory Board Meeting
 - Planning Commission Study Session
 - Planning Commission
- September 14:
 - Robertson County Election Commission
 - Ribbon Cutting: International Tea & Coffee
 - Redistricting Committee Meeting
- September 15:
 - GNRC Transportation Policy Board
 - Economic Development Team Meeting
- September 16:
 - Board of Mayor and Aldermen Study Session
 - Board of Mayor and Aldermen Study
- September 17:
 - Presentation at GNRC Training: Preparing and Implementing a Capital Improvement Plan
- September 18:
 - Evening with the Arts 50th Anniversary Celebration Dinner
- September 20:
 - TNECD Community and Rural Development Listening Tour
- September 21:
 - White House Area Chamber of Commerce Luncheon
- September 22:
 - GNRC Business Meeting and Luncheon
- September 28:
 - GNRC Project Delivery Task Force
 - American Recovery Funds Webinar
 - Christmas on Main Street Event Discussion
- September 30:
 - Community Event Center Furniture Meeting
 - Community Event Center Walkthrough
 - Community Event Center Progress Meeting
 - Wastewater Treatment Plant Progress Meeting
 - Sumner County Council of Governments Annual Banquet

**Administrative & Legislative Services Department
September 2021**

Performance Measurements

Finance Update

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

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$21,144,050	\$ 5,564,799	↑1.28
Industrial Development	\$77,000	\$ 3,879	↓19.99
State Street Aid	\$550,000	\$ 12,185	↓22.81
Parks Sales Tax	\$2,105,361	\$ 816,938	↑13.77
Solid Waste	\$1,175,418	\$ 332,470	↑3.25
Fire Impact Fees	\$125,000	\$ 19,282	↓9.60
Parks Impact Fees	\$16,000	\$ 6,698	↑16.83
Police Impact Fees	\$42,500	\$ 40,494	↑70.25
Road Impact Fees	\$235,000	\$ -	↓25.03
Police Drug Fund	\$4,500	\$ -	↓25.03
Debt Services	\$1,293,500	\$ 1,671	↓24.90
Wastewater	\$16,874,057	\$ 7,425,239	↑18.97
Dental Care	\$70,000	\$ 17,706	↑0.26
Stormwater Fund	\$1,491,663	\$ 542,496	↑11.33
Cemetery Fund	\$78,890	\$ 4,870	↓18.85

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

Purchasing

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

Total Purchase Orders

	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	325	261	269	346	362
August	132	128	106	151	166
September	98	106	98	126	119
October		79	97	91	147
November		72	78	120	125
December		71	58	72	104
January		123	81	122	177
February		75	93	119	113
March		106	107	131	142
April		154	85	138	185
May		133	82	129	121
June		47	45	50	52
Total	555	1355	1199	1,595	1,813

Purchase Orders by Dollars	Sept 2021	FY 2022	FY 2021	FY 2020	Total for FY22	Total for FY21	Total for FY20
Purchase Orders \$0-\$9,999	96	523	1281	1132	\$698,591.79	\$1,482,989.65	\$1,275,419.16
Purchase Orders \$10,000-\$24,999	0	9	29	34	\$155,525.66	\$417,161.17	\$551,938.89
Purchase Orders over \$25,000	2	23	45	33	\$8,636,120.17	\$5,951,224.30	\$4,035,346.92
Total	98	457	1355	1199	\$9,490,237.62	\$7,851,375.12	\$5,862,704.97

**Administrative & Legislative Services Department
September 2021**

Website Management

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

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

“City of White House, TN” Mobile App

	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
July	8	45	19
August	9	44	21
September	13	19	21
October		40	12
November		29	13
December		10	15
January		11	23
February		20	70
March		11	69
April		7	41
May		11	29
June		11	36
Total	30	258	369

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

	FY22 # of Request	FY21 # of Request	FY20 # of Request
July	38	20	36
August	54	27	39
September	46	16	18
October		15	40
November		20	27
December		27	20
January		18	24
February		72	41
March		36	34
April		26	35
May		48	26
June		58	28
FY Total	138	383	356

January 2018 – All requests have either been responded to, and are either Completed or In Progress

**Administrative & Legislative Services Department
September 2021**

White House Farmers Market

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

	Application Fees # (amount collected)	Booth Payments (\$)
January	0	0
February	0	0
March	0	0
April	4	\$810
May	8	\$1,280
June	3	\$275
July	0	0
August	0	0
September	0	0
October		
November		
December		
Total	15	\$2,365

Building Maintenance Projects

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

Special Maintenance Projects

- Ed Bailey started on September 27th
- Orientation

	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	2016 – 2017 Work Order Requests
July	19	11	10	22	21	27
August	8	27	10	26	24	28
September	12	9	13	19	22	13
October		6	7	14	18	12
November		16	7	18	34	12
December		19	3	8	19	9
January		11	16	14	16	23
February		16	18	7	21	6
March		12	11	7	17	16
April		17	2	12	25	14
May		25	11	6	26	27
June		31	10	9	23	14
Total	39	200	98	162	266	201

*In December 2013 work order requests started to be tracked.

**Finance Department
September 2021**

Finance Section

During September the Finance Office continued working on the FYE 6/30/2021 audit on-site fieldwork, scanning thousands of documents to reduce physical document storage space, began researching electronic group task management programs, and worked on the SAM.gov (System for Award Management) accounts for the City. The City is required to maintain a SAM.gov account which is used by the federal government to maintain all grants. Members of the Finance Office participated in the following events during the month:

September 7: Beer Board

September 28: CARES Survey

September 30: Community Event Center walkthrough

Performance Measures

Utility Billing

	September 2021	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
New Builds (#)	10	49	357	171	62	102
Move Ins (#)	77	235	737	649	534	553
Move Outs (#)	81	240	743	602	534	576
New customer signup via email (#)	30	98	300	127	104	163
New customer signup via email (%)	34%	35%	27%	15%	17%	25%

Business License Activity

	September 2021	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
Opened	6	21	76	69	75	72
Closed (notified by business)	1	1	6	10	9	18
Closed (uncollectable)	0	0	0	0	0	199

Accounts Payable

	September 2021	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
Total # of Invoices Processed	377	1023	4079	4003	3940	4437

**Finance Department
September 2021**

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	10,409,165	3,122,750	2,441,920	23%
Cemetery Fund	45,261	13,578	266,876	590%
Debt Services	1,217,528	365,258	889,332	73%
Dental Care Fund	39,361	11,808	220,113	559%
Roads Impact Fees	105,396	31,619	381,776	362%
Parks Impact Fees	109,476	32,843	292,570	267%
Police Impact Fees	77,976	23,393	296,724	381%
Fire Impact Fees	26,904	8,071	198,837	739%
Industrial Development	76,063	22,819	73,985	97%
Parks Sales Tax	988,260	296,478	1,387,064	140%
Police Drug Fund	5,048	1,514	32,212	638%
Solid Waste	1,065,400	319,620	489,129	46%
State Street Aid	418,172	125,452	278,404	67%
Stormwater Fund	964,600	289,380	1,212,910	126%
Wastewater	5,579,100	1,673,730	4,753,383	85%

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

The Finance Department’s goal is to meet or exceed each fund’s total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2021-2022.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	10,409,165	1,317,143	↓ 12.35%
Cemetery Fund	45,261	13,753	↑ 5.39%
Debt Services	1,217,528	344,386	↑ 3.29%
Dental Care	39,361	9,809	↓ 0.08%
Roads Impact Fees	105,396	33,744	↑ 7.02%
Parks Impact Fees	109,476	19,426	↓ 7.26%
Police Impact Fees	77,976	28,988	↑ 12.18%
Fire Impact Fees	26,904	19,133	↑ 46.12%
Industrial Development	76,063	21,865	↑ 3.75%
Parks Sales Tax	988,260	223,384	↓ 2.40%
Police Drug Fund	5,048	1,219	↓ 0.85%
Solid Waste	1,065,400	269,104	↑ 0.26%
State Street Aid	418,172	114,706	↑ 2.43%
Stormwater Fund	964,600	248,292	↑ 0.74%
Wastewater	5,579,100	1,314,435	↓ 1.44%

*Realized amounts reflect revenues realized from July 1, 2021—September 30, 2021

**Human Resources Department
September 2021**

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

- September 02: Part Time Parks Attendant Interview
- September 07: Chamber of Commerce Board Meeting
- September 08: Municipal Management Academy Level I Class
Hitchhiker Toys Ribbon Cutting
Part Time Parks Attendant New Hire Orientation
- September 13: International Tea & Coffee Ribbon Cutting
- September 16: Chamber of Commerce New Member Breakfast
Board of Mayor and Aldermen Meeting
- September 18: Evening with the Arts 50th Anniversary Celebration Dinner
- September 22: Community Outreach Coordinator Interviews
- September 23: Dark Fired Vapors Ribbon Cutting
- September 30: Sumner County Council of Governments Banquest

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

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

Three-year average: 6.67

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

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

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

Three-year average: 5.67

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January		0	1	0
February		0	0	0
March		0	0	0
April		0	0	1
May		0	0	1
June		0	0	0
Total	1	7	4	6

**Human Resources Department
September 2021**

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

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January		2	2	1
February		0	1	0
March		0	1	0
April		2	0	0
May		0	2	5
June		3	2	1
Total	4	12	18	11
Percentage	3.88%	11.65%	17.48%	11.34%

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

Three-year average: 13.49%

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

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

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

Three-year average: 4.6667

**Police Department
September 2021**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in September:** Beer Board Meeting (Sept. 7), Municipal Management Academy (Sept. 8), Planning Commission (Sept. 13), Robertson County Chief's Meeting (Sept. 14), Command Staff Meeting (Sept. 16), Board of Mayor and Alderman Meeting (Sept. 16), Department Head Staff Meeting (Sept. 20) and Tennessee Association of Chiefs of Police (Sept. 29 & Sept. 30).

- **Police Department Administration Performance Measurements**

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

Susan Johnson, Accreditation Manager, has started our 4th edition of our TLEA program into PowerDMS which includes 164 standards. She has completed 41 proofs of the 164 for this year. The LEACT Conference has not been re-scheduled.

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

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	171	0	171
February	0	216	40	256
March	0	343	24	367
April	0	232	8	240
May	0	352	0	352
June	0	156	0	156
July	24	48	0	72
August	30	141	0	171
September	46	190	0	236
Total	100	1,849	72	2,021

Patrol Division Performance Measurements

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

Number of Officers on Shift	September 2021	FY 2021-22
Three (3) Officers per Shift	41	135
Four (4) Officers per Shift	21	51

1. *Acquire and place into service two Police Patrol Vehicles.* We have ordered three 2021 Police Interceptors from Lonnie Cobb Ford.
2. *Conduct two underage alcohol compliance checks during the Fiscal Year 2021-2022.* Compliance Checks will be conducted in the fall.
3. *Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1,000 population during the calendar year of 2021.*
We are unable to provide the above stats at the present time due to working thru the obstacles of the new Tyler Technology Software.

**Police Department
September 2021**

Group A Offenses	September 2021	Per 1,000 Pop.	Total 2021	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons			80	
Crimes Against Property			100	
Crimes Against Society			255	
Total			435	
Arrests			402	

**U.S. Census Estimate 7/1/2019 – 12,638*

4. **Maintain a traffic collision rate at or below the three-year average of 426 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2021.**
We are unable to provide the above stats at the present time due to working thru the obstacles of the new Tyler Technology Software.

	September 2021	TOTAL 2021
Traffic Crashes Reported	49	302
Enforce Traffic Laws:		
Written Citations		826
Written Warnings		417
Verbal Warnings	452	2,894

5. **Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2021.**
We are unable to provide the above stats at the present time due to working thru the obstacles of the new Tyler Technology Software.

COLLISION RATIO				
<u>2021</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
September	49	7 YTD 39	14%	13% YTD 302

Traffic School: No Traffic School in September.

Staffing:

- Ofc. Perry Gerome and Ofc. Caleb Railey are currently on FTO. They will be attending the Academy in October.
- Ofc. Jay Wright resigned his position on September 14th due to personal reasons.
- We currently are accepting applications for one Officer position.

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

Sumner County Emergency Response Team:

- Cpl. David Segerson attended ERT training on September 17th.

Police Department
September 2021

Support Services Performance Measurements

1. **Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2021.**

We are unable to provide the above stats at the present time due to working thru the obstacles of the new Tyler Technology Software.

2021 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
<i>September</i>		

Communications Section

	September	Total 2021
Calls for Service	1,152	9,937
Alarm Calls	31	294

Request for Reports

	September	FY 2021-22
Requests for Reports	12	27
Amount taken in	\$7.05	\$18.60
Tow Bills	\$0.00	\$0.00
Emailed at no charge	24	49
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- THSO – Both grants for 2022 have been submitted and approved.
- THSO – Sgt. Brisson attended the GHSA conference in Denver, Colorado on September 12th thru September 15th. The conference was for Traffic Safety.

Volunteer Police Explorers: Nothing to report at this time.

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

Crime Prevention/Community Relations Performance Measurements

1. **Teach D.A.R.E. Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.**
D.A.R.E. for the Fall has been cancelled due to Covid.
2. **Plan and coordinate Public Safety Awareness Day as an annual event.** Safety Day is in conjunction with Discover White House. The Discover White House Expo & Safety Day presented by The Farmers Bank has been scheduled for October 2, 2021.
3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.**
Citizen's Police Academy has been cancelled in 2021 due to COVID-19.

Police Department
September 2021

4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***

- September 10th – Community Christian Schools 911 Parade.
- September 15 – Sgt. Enck instructed a Realty Safety Class.
- September 16 – Wheels In Motion at H.B. Williams Elementary
- September 16 – Wheels In Motion at Heritage Elementary
- September 16 – Community Christian Schools First Responders Day. We took several patrol cars to the school for the kids to see.
- September 21 – Sgt. Enck assisted Sumner County with an Active Shooter Drill at H. B. Williams Elementary.
- September 21 – Sgt. Enck gave a tour of the Police Department to a young boy.
- September 22 – Sgt. Enck assisted Sumner County with an Active Shooter Drill at White House Middle School.
- September 22 – Wheels In Motion at Community Christian School.
- September 28 – Sgt. Enck took a patrol car and the DARE car to Temple Baptist Mother's Day Out for a safety talk and for the kids to look at. (approx. 80 kids)
- September 30 – Sgt. Enck handed out badges to kids at the City Park.

Special Events: *WHPD Officers participated in the following events during the month of September:*
(9/24)-Community Christian Homecoming Parade.

Upcoming Events:

- Pumpkin Run (10/2)
- Discover White House (Safety Day) 10/2
- Harvest Moon Festival 10/9

2021 Participation in Joint Community Events		
	<u>September</u>	<u>Year to Date</u>
Community Activities	12	60

**Fire Department
September 2021**



Summary of Month's Activities

Fire Operations

The Department responded to 167 requests for service during the month with 130 responses being medical emergencies, 1 building fire and 1 vehicle fire. The Department also responded to 14 vehicle accidents; 6 accidents reported patients being treated for injuries, and 8 accidents reported with no injuries. Of the 167 responses in the month of September there were 32 calls that overlapped another call for service that is 19.16% of our responses.

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 September from dispatch to on scene time averaged was, five minutes and fifty-six seconds (5:56). The average time a fire unit spent on the scene of an emergency call was twelve minutes and seventeen seconds (12:17).

Department Event

- September 1st – Air pack updates
- September 4th – American Legion 9/11 Ceremonies
- September 8th – Municipal Management class
- September 10th – September 11th Parade and Ceremony
- September 11th – Springfield September 11th Ceremony

Fire Administration

- September 8th – Discover White House Pre-Event meeting
- September 14th – Monthly Staff meeting
- September 29th – Christmas events Planning meeting

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	8
Rescue & Emergency Services	353
Hazardous Conditions (No Fire)	4
Service Calls	19
Good Intent Call	30
False Alarms & False Call	50
Calls for The Month	167
Total Responses FY to Date	464

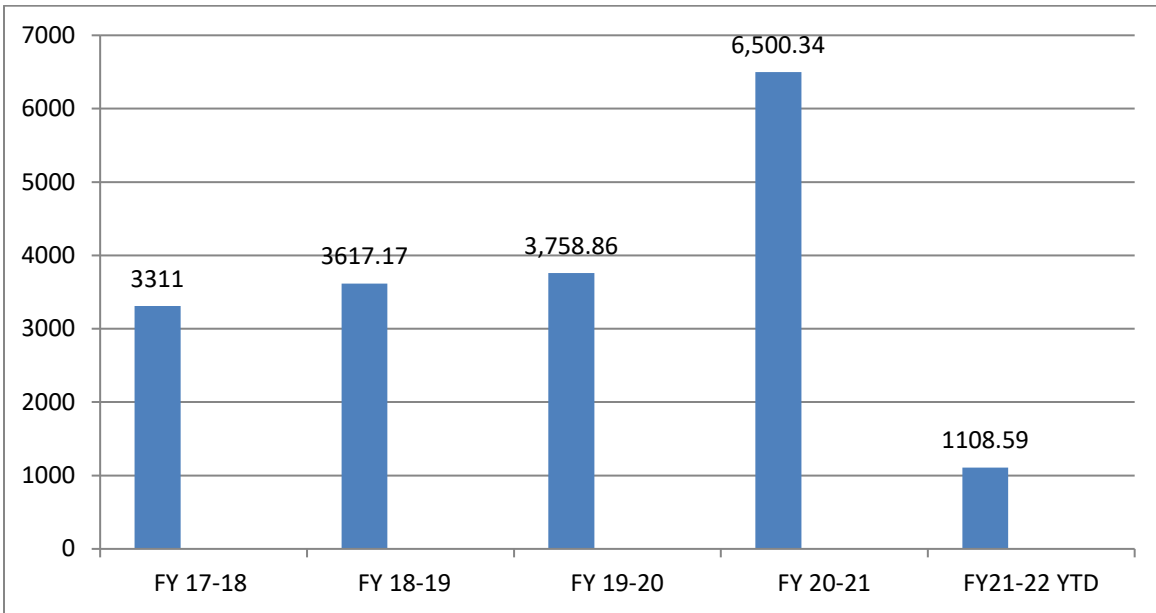
**Fire Department
September 2021**

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	119	317	68.10%
Station #2 (Business Park Dr)	47	147	31.66%

Fire Fighter Training

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



	Month	YTD
Firefighter Training Hours	355.9	1108.59

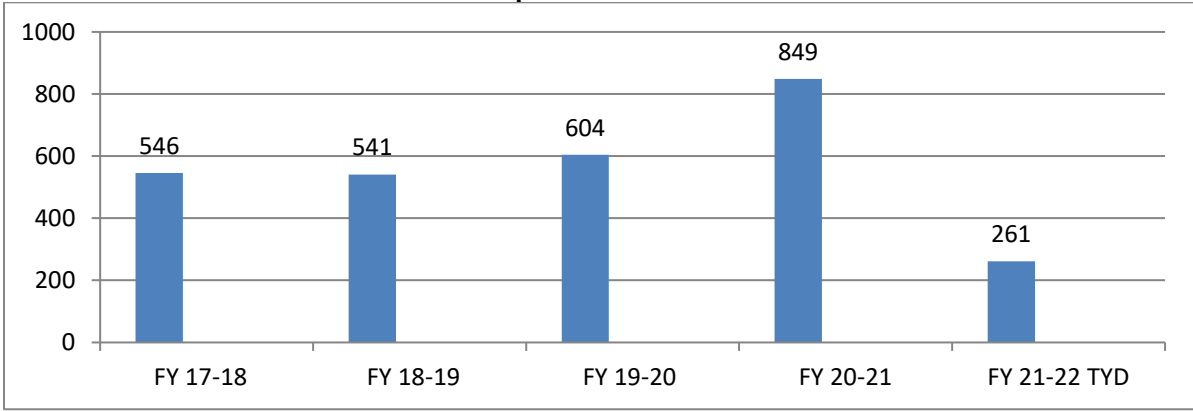
Training breakdown for ISO and NFPA

	Fire Officer	Company	Facilities	NFPA
Month	26	86	52	191.9
Total for FY	99.5	291	69	793.59

Fire Inspection

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

**Fire Department
September 2021**

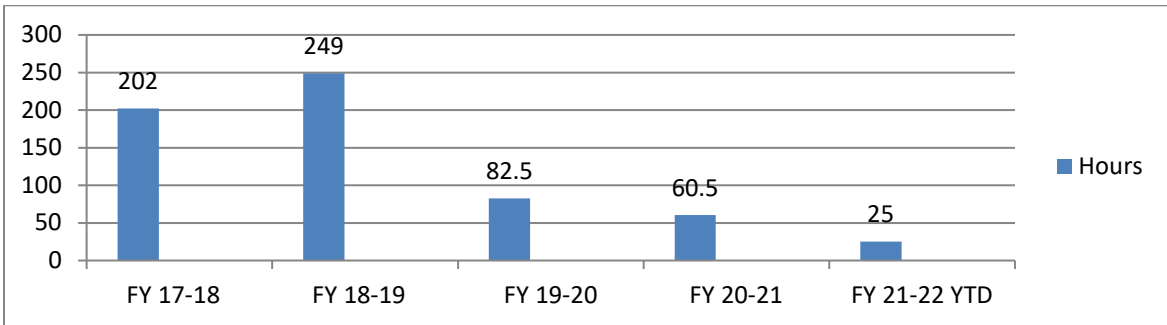
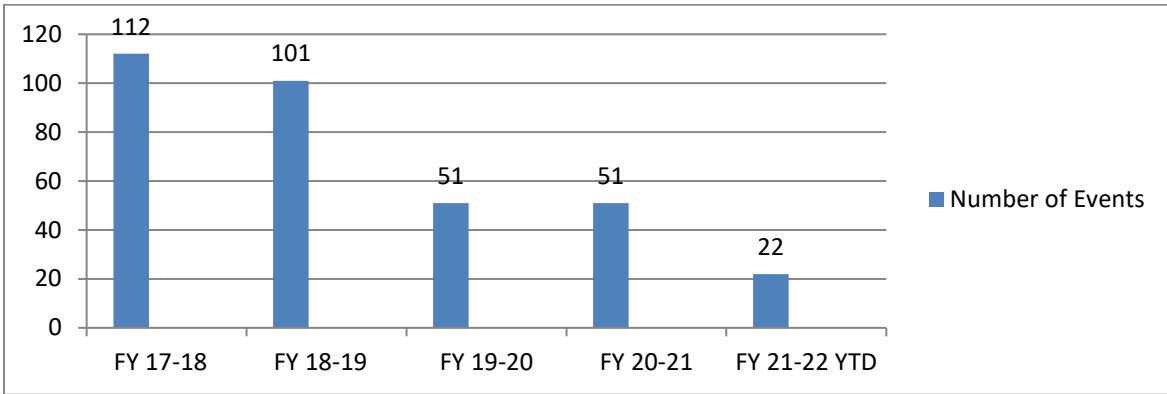
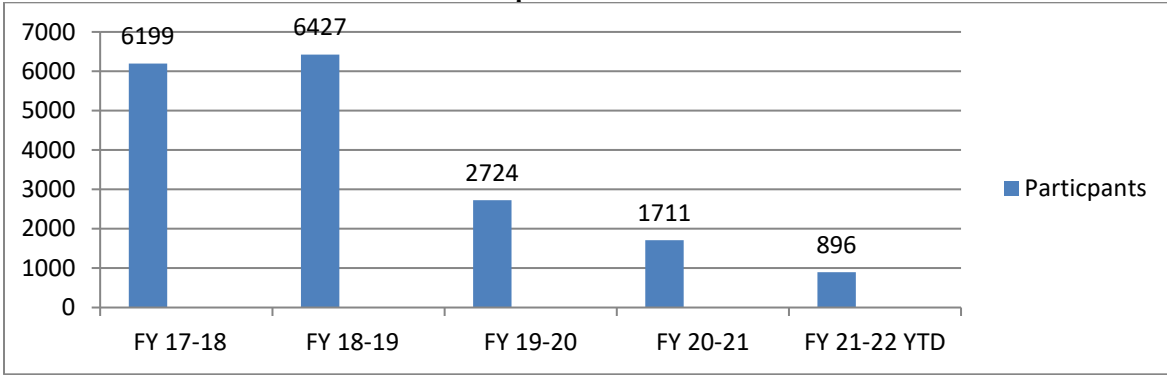


	Month	YTD
September Fire Inspection	65	261
Reinspection	16	58
Code Violation Complaint	4	5
Violations Cleared	14	41
Annual Inspection	3	17
Commercial Burn Pile	1	5
Knox Box	2	10
Fire Alarms	1	7
Measure Fire Hydrant	1	2
Plans Review	11	20
Pre-C/O	2	5
Pre-incident Survey	5	42
Sprinkler Final	0	1
Final/Occupancy	0	11

Public Fire Education

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

**Fire Department
September 2021**



	Month	YTD
Participants	520	896
Number of Events	7	22
Education Hrs.	8	25

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

Social Media Statistics

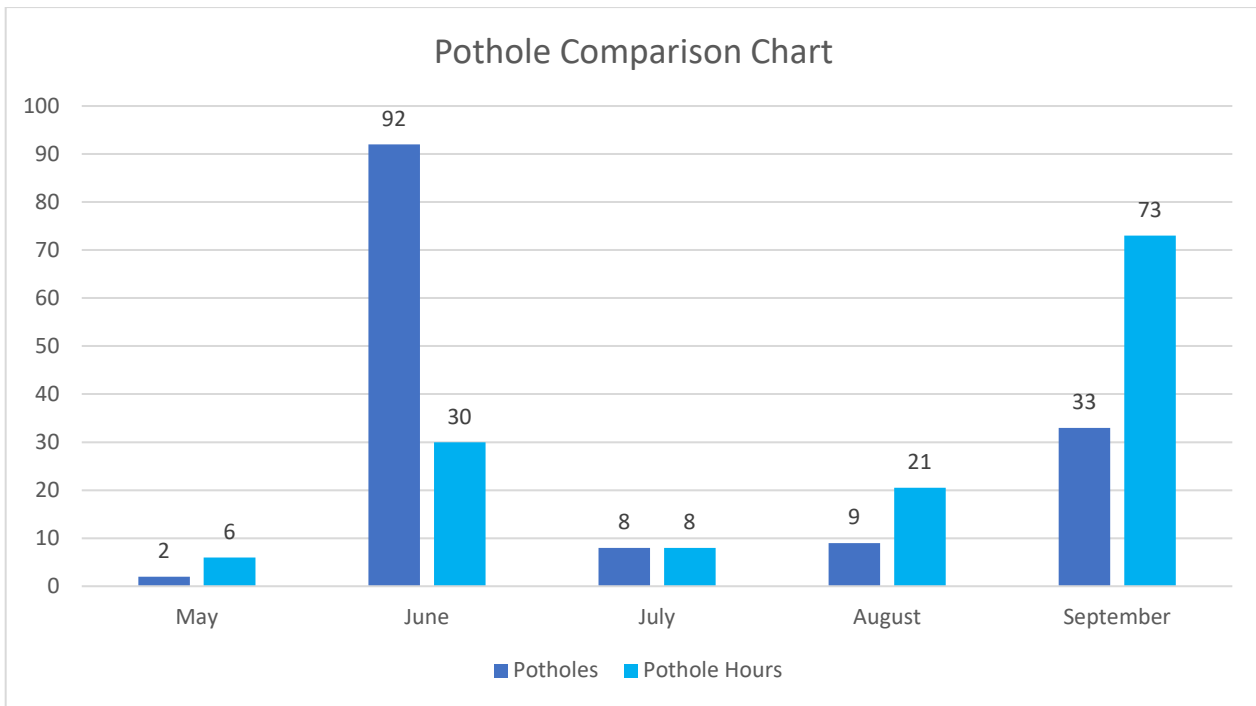
Page Views	300
Page Likes	49
Post Reach	8,562

**Public Services Department – Public Works Division
September 2021**

Pothole Comparison

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

NOTE: In the month of September The Public Works Department made repair to 33 potholes throughout the City of White House; similar to the month of August most of the repairs were made to Patana Drive, Meadowbrook Lane, Daisy Court and the surrounding roadways. Pleasant Grove Road, Boyles Road, McCurdy Road, and Brooklawn Drive also had potholes to repair. Unfortunately, the repair on Brooklawn Drive was required due to delamination of asphalt that was installed within the last two and half years. This area has been identified as needing full depth reclamation, up to and including removing asphalt, excavating base material and reinstallation of new base stone and the reinstallation of new asphalt, to properly repair this roadway specifically in the cul-de-sac. The repair that was made in is a temporary measure and will only present itself again under heavy rain events.



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

**Public Services Department – Public Works Division
September 2021**

Pothole Complaint Response Time

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

NOTE: Repairs that extended past a 24-hour response was due to the issue being reported during a weekend day and were repaired as soon as possible during normal business hours.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
115 and 117 McCurdy Road	Saturday September 4 th , 2021 2:14 PM	Tuesday September 7 th , 2021 12:54 PM	2 Days and approx. 23 hours
101 Larkspur Court	Sunday September 5 th , 2021 3:02 PM	Tuesday September 7 th , 2021 11:00 AM	1 Day and approx. 20 hours
100, 301 and 305 Meadowbrook Lane	Sunday September 5 th , 2021 3:03 PM	Tuesday September 7 th , 2021 10:55 AM and 11:00 AM	1 Day and approx. 20 hours
101 Daisy Court	Identified during repairs at afore mentioned addresses	Tuesday September 7 th , 2021 11:06 AM	Immediate repair
Patana Bridge and Meadowbrook Intersection	Identified during repairs at afore mention addresses	Tuesday September 7 th , 2021 11:06 – 11:38 AM	Immediate repair
3451 Pleasant Grove Road	Identified by Public Works Department	Tuesday September 7 th , 2021 12:57 PM	Immediate repair
Union Road shoulder failure	Identified by Public Works Department	Thursday September 9 th , 2021 3:51 PM	Ongoing repair
Pleasant Grove Road utility cut repair	Identified by Public Works Department	Wednesday September 29 th , 2021	Ongoing repair

**Public Services Department – Public Works Division
September 2021**

Identification of asphalt repairs

Brooklawn Drive delamination issue.

Before



After



Pleasant Grove Road utility cut, mill and fill repair.

Before



After



**Public Services Department – Public Works Division
September 2021**

Apache Trail Sidewalk Closure



The sidewalk on Apache Trail (nearest address is 209 Apache Trail) has been identified as a Public Safety Risk. This section of sidewalk has been closed as directed by City Administrator and Director of Public Services as of Thursday October 7th, 2021. This section of sidewalk will remain closed to the public until further notice.

**Public Services Department – Public Works Division
September 2021**

Monthly Work Log

Wednesday 09-01-2021

- Facility maintenance / ROW mowing / Safety Meeting

Thursday 09-02-2021

- ROW mowing / Stop Sign installation and removal of outdated Detour Signs on Dee Cee and SR-76

Monday 09-06-2021

- Holiday

Tuesday 09-07-2021

- Crew update meeting / Repaired potholes throughout the City of White House.

Wednesday 09-08-2021

- Removed dangerous trees on Old Hwy 31W / Cleared limbs obstructing view of Stop Signs in Northwood Subdivision / ROW mowing / Removed dangerous tree on N. Swift Road

Thursday 09-09-2021

- Asphalt repair on Union Road / Weekly vehicle and equipment inspections.

Monday 09-13-2021

- Installation of lights for Chamber of Commerce 50th Anniversary Event / Set-up in preparation for Emissions Testing / Installation of bases for Digital Speed Limit signs (Initial example of Traffic Calming Program).

Tuesday 09-14-2021

- Installation of light for Chamber of Commerce 50th Anniversary Event / Installation of bases for Digital Speed Limit signs (Initial example of Traffic Calming Program) / Delivered barricades to Chamber of Commerce for event / Picked up material needed to construct Welcome to White House sign enclosure / Repaired 2 Pedestrian Crosswalk Push Buttons at Hwy 31W and SR-76 Intersection.

Wednesday 09-15-2021

- Pick up manlift at Sunbelt Rentals needed to install lights for 50th Anniversary Event / Target Solutions / Facility and Fleet Maintenance / Picked up ordered parts for backhoes and picked up Unit 1328 after repairs were completed.

Thursday 09-16-2021

- Installation of lights for Chamber of Commerce 50th Anniversary Event

Friday 09-17-2021

- Installation of lights for Chamber of Commerce for 50th Anniversary Event

Monday 09-20-2021

- Crew update meeting / Safety initiative / Facility maintenance.

Tuesday 09-21-2021

- Crew meeting with Andy / Removed damaged asphalt from Brooklawn Drive / Removed lights from Chamber of Commerce 50th Anniversary Event / Closed Wilkinson Lane and set-up Detour for Wastewater due to a sewer force main repair.

Wednesday 09-22-2021

- Installation of poles and Digital Speed Limit signs on Calista Road / Replaced missing Stop Sign, in immediate fashion, on Star Place.

Thursday 09-23-2021

- Installation of poles and Digital Speed Limit sign on Calista Road / Traffic Control for Brush Collection Route

Monday 09-27-2021

- Continued installation of Digital Speed Limit Signs and Solar Panel on Calista Road

Tuesday 09-28-2021

- Evaluation and repair of Gridsmart Camera at SR-76 / Pothole repair through the City of White House

Wednesday 09-29-2021

- Pleasant Grove Road mill and fill repair

Thursday 09-30-2021

- Finished Pleasant Grove Road mill and fill repair

**Public Services Department – Public Works Division
September 2021**

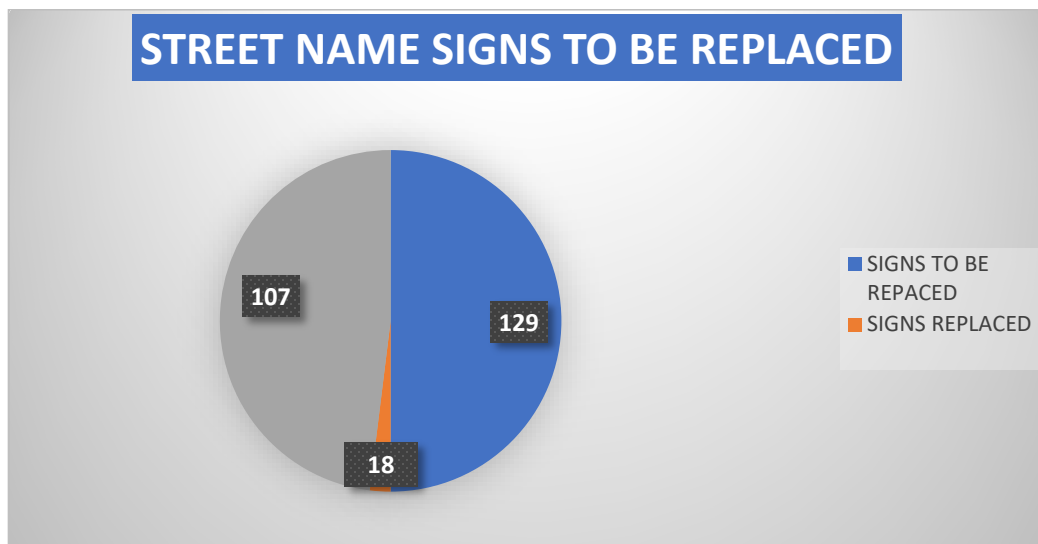
Subdivision Decorative Light LED Retrofit Project			
UPDATED September 2021	TOTAL LAMPS	TOTAL RETROFIT COMPLETED	TOTAL RETROFIT TO BE COMPLETED
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	9	9	0
Bridle Creek Subdivision	7	7	0
Business Park Drive	7	7	0
Hampton Village Subdivision	24	24	0
Heritage Trace Subdivision	5	5	0
Holly Tree Subdivision	44	44	0
Madeline Way	7	7	0
Magnolia Village Subdivision	27	27	0
Sumner Crossing Subdivision	21	21	0
Villages of Indian Ridge	10	10	0
Spring Brook Blvd	2	2	0
Baylee Ct	2	2	0
Totals:	171	171	0

NOTE: An evaluation was done to determine the accuracy of the given chart. It was determined that this chart is an inaccurate representation of the number of retrofits actually needing to be completed throughout the City of White House. After further evaluation of the given subdivisions, it was discovered that all lights were in fact retrofit to 45W or 54W LED Corncob Lights. This was a clerical error and is now rectified.

Street Name Sign MUTCD Compliance List

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

NOTE: The remaining 129 signs have been ordered and delivered (these signs will be installed periodically from now until completion of project).



**Public Services Department – Public Works Division
September 2021**

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Aug	21-Sep	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	655	934	10,289
Facility Maintenance	3494	2187	1,227	1,137	887.25	62	158	1093
Fleet Maintenance	1034	514	282	380	422.5	43	16	413
Meeting/Training	502	510	517	400	457	29	72	406
Leave	1,253	576	613	810	823	73	105	1310.9
Holiday	795	470	385	555	545	0	50	500
Overtime	508.5	488	414	311	152.75	6	20	264
Administrative	385	698	803	867	1153.25	196	181	2,153
Drainage Work (feet)	0	906	2749	10	0	0	0	546
Drainage Man Hours	0	1470	1045	170	14	0	0	587.28
Debris Removed Load	0	100	35	44	0	0	0	0
Sweeping Man Hours	0	18	13	0	0	0	0	0
Mowing Hours	0	22	175	219	221	38	44	582
Curb Repair	0	0	0	15	0	0	0	15
Shoulder LF	0	4485	630	5	640	0	0	30
Shoulder Hours	0	155	160	49	176	0	0	10
# of Potholes	0	250	473	346	385	9	33	349
Pothole Hours	0	759	734	1,181	831.5	21	73	404.75
R-O-W Hours	0	2835	2416	4,027	3044.5	81	133	2,716
Sign/Repaired	0	120	91	84	63	20	7	82
Sign Work Hours	0	289	179	234	109	32	92	211
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	24	0	55
Traffic Light Hours	0	0	65	20	158	2	11	77

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Aug	21-Sep	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	360	360	4,568
Facility Maintenance	3494	723	446	574	394.5	73	75	523
Fleet Maintenance	1034	488	445	331	294.5	10	29	238
Meeting/Training	502	265	130	135	127.5	17	17	145
Leave	1,253	428	700	476	336	40	20	570
Holiday	795	270	230	230	230	0	20	230
Overtime	508.5	119	4	12	39.5	0	0	8
Administrative	385	167	1	0	72.5	2	0	46
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	13	42	434
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	0

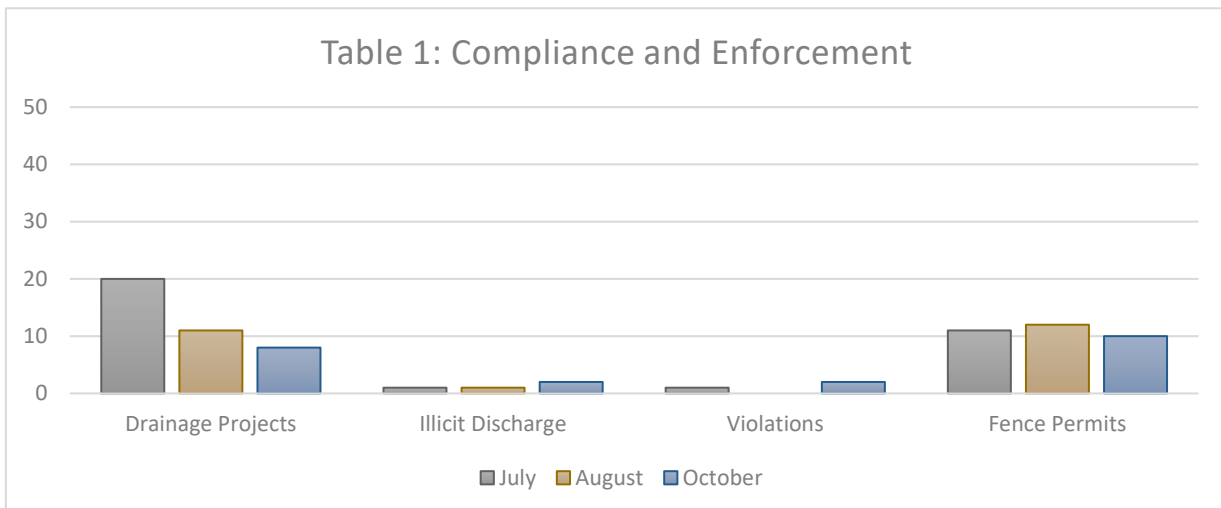
Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Aug	21-Sep	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	518	586	7,045
Brush Truck Loads	459	551	522	578	584	49	41	638
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	349	198	4,940
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	118	105	1,470
Litter Pickup Bags	334	507	546	511	456	52	26	476
Litter Pickup Hours	1147	1132	985	957	892	87	52	846

**Public Services Department – Stormwater Division
September 2021**

Administrative Notes

- No complaints reported regarding flooding during the 2.5 inches of rainfall from the week of August 26th.
- The department issued 10 fence permits during the month of September.
- Infrastructure installed within drainage conveyance at 1015 Piccadilly Drive.
- Overgrown vegetation and limbs obstructed flow were removed from Honey Run Creek.
- Curb inlet at the Soccer Complex was hydro-excavated to remove accumulated sediment and debris and exposed headwall for TDOT to further unclog ditch line.
- TDEC acknowledge receipt of stormwater permits for the WWTP expansion.
- Street Sweeping efforts are continuously being maintained along HWY 31W, HWY 76 and Tyree Springs to remedy track out for construction activity. A notice of violation with a civil penalty was issued to Brad Edwards and Associates for repeat offenses.
- Rehabilitated detention pond at 408 Hunterwood Drive. Endangered species (streamside salamander) sighted and reported to TDEC.
- Word on White House excerpt submitted for publication to provide educational awareness on the purpose and benefits of a stormwater utility fee.
- Springbrook drainage project is *delayed* due to nationwide material shortage. Estimated 10-12 weeks for pipe.
- A notice of violation with civil penalty has been issued for two illicit discharges; One to Bojangles for sanitary sewer overflow into a storm drain and another to Tennessee Construction Associates for a color contrast to surface water on Portland Rd/Tyree Springs Rd.
- We have received 2 drainage complaints: 307 Tyree Springs Rd and 910 Meadowlark. All driveways are compromised with excess sediment buildup and pine needles. Work would require a swale or rip rap apron for stabilization and proper flow. Residents are experiencing excessive ground saturation but no flooding.
- The stormwater department applied for a grant: Arbor Day Foundation.
- TDEC Annual report was submitted on September 21st detailing our programs progress for this fiscal year. We have an expected audit in 2023.
- The City has requested demos for budgetary quotes on the following capital items: street sweeper, vac truck and box culverts at Hobbs/Villages/Apache.
- The City inspected 2 civil disputes in which a pipe is diverting flow on the downstream property at 1021 Briarwood Drive and 216 Eastside Drive.
- A notice of noncompliance via email was issued to The Reserve at Palmers Crossing due to failure to maintain erosion and sediment controls. Mud and debris were observed on the greenway.

Table 1: Compliance and Enforcement

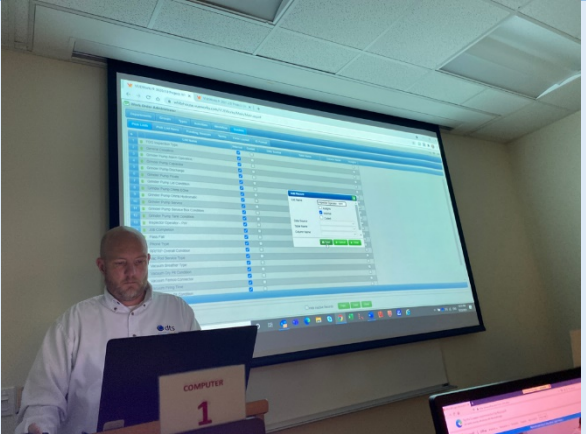



**Public Services Department – Stormwater Division
September 2021**

Stormwater Work Orders

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

Below are the work order requests and summaries that have been completed for the month of April:

<i>Address</i>	<i>Scope of Work</i>	<i>Status</i>	<i>Notes</i>
<i>VueWorks</i>	Training: Updated asset management and work order systems	Work Order: 092421008 Complete	
<i>209 Cardinal Drive</i>	Repaired drainage conveyance	Work Order: 092321003 Complete	

Public Services Department – Stormwater Division
September 2021

***Tyree Springs
Road***

Illicit
Discharge

Work Order:
092021002

Complete



***223 Rolling
Acres Dr.***

Drainage
Mitigation

Work Order:
091421006

Complete



514 TN-76

Bojangles –
sanitary
sewer
overflow

Work Order:
090921004
Complete



Public Services Department – Stormwater Division
September 2021

202 Dorchester Drive

Repair washouts and ruts in residential front yard

Work Order:
090221009

Complete



Street Sweeping

City Limits

Work Order:
090221006

Complete



**Public Services Department – Stormwater Division
September 2021**

<u>Stormwater Division</u>					
Total Hours Worked	FY 15/16	FY 19/20	31-Aug	30-Sept	YTD 20/21
Stormwater	5,744	7,204	931	933	13,852
Work Orders	0	69	11	8	197
Overtime	508.5	262	0	0	185
Facility Maintenance	3,494	638	89	99	790
Fleet Maintenance	1,034	314	72	106	992
Administrative	385	1,138	193	176	2,395
Drainage Work (feet)	0	3,988	410	175	8,038
Drainage Man Hours	0	1,371	291	161.5	4,031
Debris Removed Load	0	188	8	5	224
Sweeping Man Hours	0	309	62	54.5	528
Mowing Hours	0	102	22	24	460
R-O-W Hours	0	1,506	0	0	45
Shoulder/Curb Hours	0	0	0	0	40

**Public Services Department – Stormwater Division
September 2021**

RIGHT-OF-WAY MOWING

Monthly

Work Order #	Type of SCM	Location:	Date:
<u>092321003</u>	Swale	Cardinal Drive	09/23/2021
<u>091421006</u>	Swale	Rolling Acres Dr	09/13/2021

SWEEPER LOGS

Monthly

4 cu.yd hopper/ actual usage- 3.0 cu.yd=4.5 tons

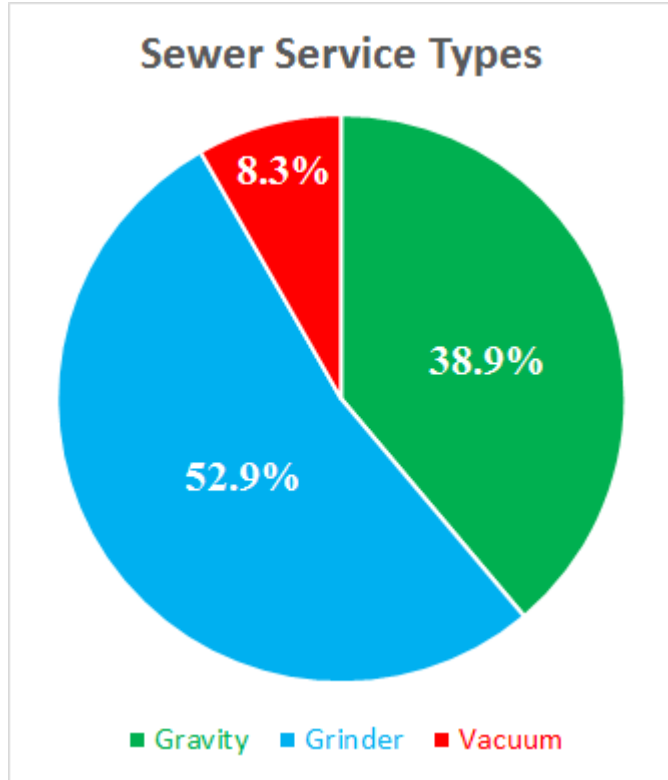
Date	Time	Mileage	Tons	Subdivision / Street
09/01/2021	6	25	8	Magnolia Village, Covington Heights, Northwoods
09/02/2021	6	23	8	Morgan Trace, Tison Ln, Springbrook, Meadowbrook
09/07/2021	7.5	30	6	Kensington Bend, Northwoods, Orchard Park
09/08/2021	7	28	8	Hampton Village, Sage Rd
09/09/2021	7	20	8	Indian Ridge, Hwy 31W
09/27/2021	7.5	20	2	Indian Ridge
Totals:	41	146	40	

**Public Services Department - Wastewater Division
September 2021**

Collections System Activities:

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, and vacuum services. As of September 30th, 2021, City personnel count a total of **5,637** sewer system connections, with **10 new** applications for service in September, 2021. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	2,191
Low-Pressure Grinder Sewer Connections	2,981
Vacuum Connections	465



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

811 Utility Locate Service:

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

<u>Line Marking</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>September 2021</u>	<u>YTD</u>
Tennessee 811	1,670	1849	2315	2680	2933		435	1575

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

Our goal is to reduce the number of responses through an ongoing, proactive maintenance program at the major lift stations. However, there are uncontrollable factors that create an alarm condition; such as high-water levels due to large rain events, loss of vacuum, power outages, and/or loss of phase. These types of alarms notify us that a problem exists. A service technician can access the SCADA system from any location via a smart device and acknowledge the alarm. The SCADA system at every lift station will allow the technician to remotely operate the components at the station. **We are having Grundfos upgrade the V-cards at four of the station to make them more compatible with the 5G signal. This should be completed by the end of October.**

**Public Services Department - Wastewater Division
September 2021**

<u>Lift Station Location</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Sep 2021</u>	<u>YTD</u>
North Palmers Chapel	22	23	8	3	1		1	1
Calista Road	55	13	4	2	1		0	1
Wilkinson Lane	8	4	1	3	1		0	0
Portland Road	1	4	1	0	1		0	0
Cope's Crossing	17	15	7	8	6		1	1
Union Road	8	17	6	6	9		0	0
Meadowlark Drive	11	6	4	2	1		1	1
Highway 76 (Springfield)	1	0	1	1	0		0	0
Cambria Drive	0	0	1	4	3		0	0
Sage Road (Hester)	7	2	0	1	0		0	0
Kensington Green	n/a	n/a	n/a	1	0		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		0	0
Settler's Ridge	0	1	1	1	1		0	0
Summerlin	0	0	2	5	22		0	0
Heritage High School	22	0	2	1	0		0	0
Loves Truck Stop	n/a	n/a	n/a	0	0		1	1
Concord Springs	n/a	n/a	n/a	0	0		0	1
Parks Temporary	n/a	n/a	n/a	0	0		0	0
Fields at Oakwood	n/a	n/a	n/a	n/a	2		0	0
Treatment Plant	1	6	4	6	3		0	0

Alarms:

Alarm at Copes Crossing station was caused by an electrical failure within the pump control panel causing temporary loss of power to the pumps which led to an overflow event. The control panel has been replaced.

Alarm at North Palmers Chapel station was caused by a clogged vacuum equalization line sending the station into a high-water alarm. The line was cleaned/cleared, and the station returned to normal operation.

Alarm at Meadowlark station was caused by a mat forming in the wet well which interfered with the floats and transducers that control the pumps, causing the station to enter high water and overflow. The station was made operational, and was then cleaned via vactor truck and the mat removed.

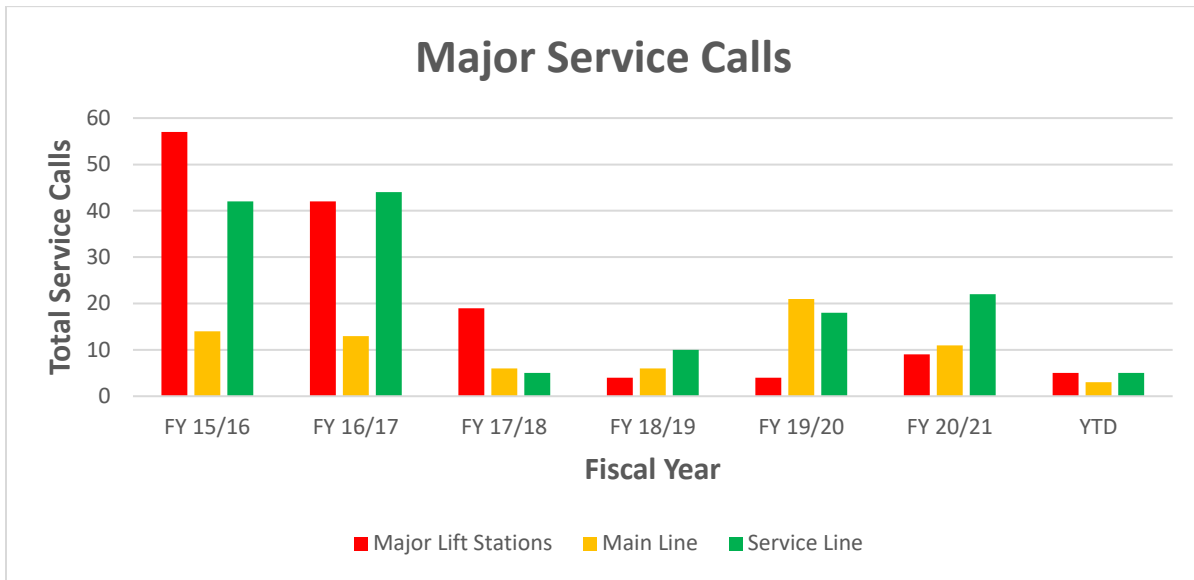
Alarm at Loves station was caused by a pump getting jammed by an article of clothing, and the station entering high-water. The pump was cleared and the station returned to normal operation.

**Public Services Department - Wastewater Division
September 2021**

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 three (3) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of the lift stations are either at or near their anticipated useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced. The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

<u>Repairs</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Sep 2021</u>	<u>YTD</u>
Major Lift Stations	42	19	4	4	9		2	5
Main Line	13	6	6	21	11		2	3
Service Line	44	5	10	18	22		2	5

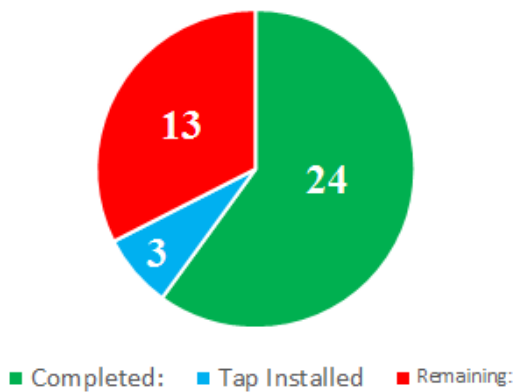


- Line Breaks** – Two main-line breaks occurred in September, 2021; both on the same day (09-21-2021). The first break was caused by an air release valve (ARV) that broke loose from the 6” force-main that runs up Industrial Dr from the Hwy 76 station to the WWTP. The second break occurred in the 8” force-main that runs up Wilkinson Ln from the Wilkinson station to the 10” Northern Force-Main. The break was a hairline fracture in the pipe approximately 5’ long, roughly 50’ outside of the lift-station, which resulted in an overflow event into the adjacent creek. No surficial damage was observed at the scene, and it is suspected that the underlying cause of the pipe failure for both line breaks was the age of the respective pipes.
- Settler’s Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.**
- Concord Springs** – Operationally, the station punch list has been completed and the station is working correctly. The Concord Springs lift-station was conditionally accepted by the City on 07-24-2020, with the agreement that the Contractor/Developer would complete installation of the privacy slats in the station fence, as well make satisfactory repairs to the station’s access road. **Repairs to the station and access drive have been completed and deemed adequate by City personnel.**

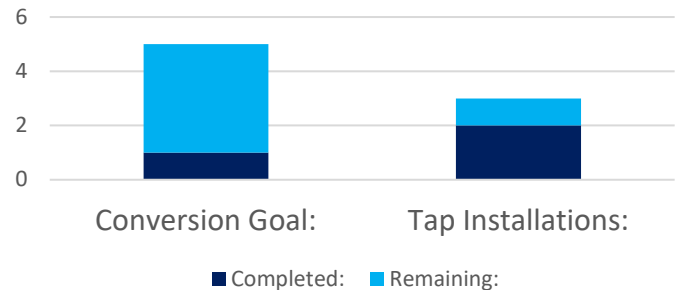
Public Services Department - Wastewater Division
September 2021

- The Parks** – The lift station at the Parks subdivision was also started successfully. **The 10” sewer line has been completed and tested. The station has been set in place and came online as of September 7th.**
- Wilkinson Lane Station** – Station is again running on both pumps. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails again. This will be the 4th time this station has had to be re-piped, so we have chosen a rigid, yet flexible pipe.
- Sewer Model Update and Master Plan Update** – The Sewer Model and Master Plan Updates being conducted by Jacobs Engineering are complete and in final review. **Completed Model Update for the Southern Force-Main and Copes Crossing lift-station has revealed that they have exceeded their designed capacity, and will need to be upsized (or have existing flow removed) to accommodate further development on the southern and eastern sides of town. Additionally, the Meadowlark and Union lift stations have reached their wet-weather capacities. Crews have identified sources of infiltration and inflow (“I&I”) and are working to resolve, beginning with Meadowlark station. Jacobs Engineering has compiled the final combined report for both the Sewer Model Update and the Master Plan Update. Plans are in motion to construct a new 18” Southern Force-Main to ease flow restrictions on the existing main, and to reroute a significant volume of flow off the Copes Crossing station and into the proposed Farmstead station set to begin construction this year.**
- Vacuum-to-Gravity Conversion Projects:** The North Palmers Chapel vacuum-to-gravity conversion project has begun for the remaining vacuum service customers on North Palmers Chapel Rd and College St Extension from the greenway to Tyree Springs Rd. This project will remove 23 vacuum services from the North Palmers vacuum station, and reroute them to the Copes Crossing station via a new gravity line. **A pre-construction meeting was held with L&G Construction on September 2nd. L&G installed their erosion control and began mobilizing materials to the site on September 3rd. The existing terminal manhole was re-surveyed on September 7th, and L&G crews began stripping soil and setting pipe. As of October 12th, the new gravity line has extended to 425 North Palmers Chapel Rd, and they will soon begin converting vacuum service connections to gravity services.**
- Septic-to-Sewer Conversions** – The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) conversions were completed in the 2020/2021 budget year, and three (3) additional taps were pre-emptively installed in anticipation of additional projects. **In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target five (5) conversion projects on Union Rd (requiring three (3) additional taps) in mid to late 2021. The department is evaluating bidding out the remaining conversions as a single project. An additional sewer tap has been installed for the storage units. The sewer conversion for 2966 Union Rd has also been completed. A total of 24 projects have now been completed on the list of 40.**

Septic-to-Sewer Conversions:



Septic-to-Sewer Conversion Goals
July 2021 - June 2022



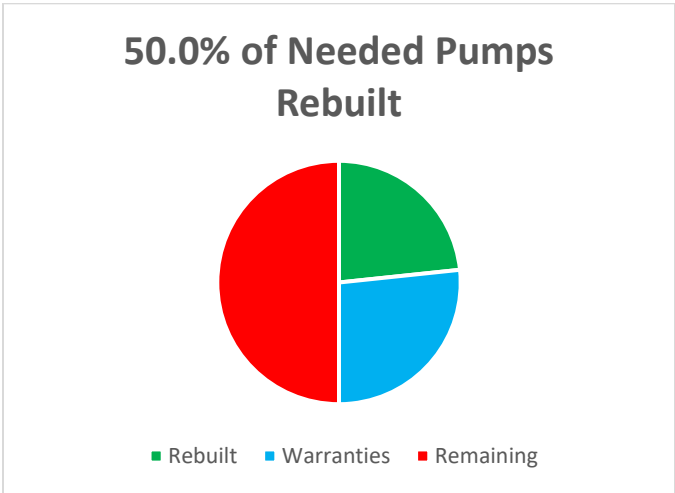
**Public Services Department - Wastewater Division
September 2021**

<u>Work Orders</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Sep 2021</u>	<u>YTD</u>
Vacuum System Service Request	172	143	112	82	78		7	21
Gravity Service Request	12	0	10	13	20		9	23
Low Pressure Service Request	716	621	728	770	702		66	210
Total Pumps Replaced	338	401	361	449	492		50	142
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	135		5	35
Total Warranty Pumps Returned	n/a	n/a	n/a	n/a	n/a		4	40
Grinder Tank PM Program	58	63	358	267	219		7	25
Open Trench Inspections	23	54	103	226	409		51	235
Final Inspection for New Service	55	56	62	110	248		27	123
Sanitary Sewer Overflow (SSO)	9	1	3	49	19		5	11
Odor Complaints	17	28	43	43	35		1	4

Pump Rebuilds:

The capital outlay budget was designed for a total purchase of 275 new E-One grinder pumps for the 2020/2021 Fiscal Year. However, **492** grinder pumps were needed to meet all the service call requests for the year. To supplement the amount of pumps on-hand, the department rebuilt **135** pumps throughout the year, in addition to all warranty-return pumps received.

For the 2021/2022 budget year, the department has budgeted for the purchase of approximately 350 new pumps, and anticipates that 500 pumps will be required throughout the year. To further supplement the number of pumps on-hand, personnel will rebuild an estimated 100 E-One pumps throughout the year, and anticipates 50 warranty-returns. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period.



**Public Services Department - Wastewater Division
September 2021**

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.

Parameter	Jun - 21	July - 21	Aug - 21	Sep - 21	
Flow – To Creek	0.486 MGD	0.516 MGD	0.459 MGD	0.621 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.083 MGD	0.147 MGD	0.232 MGD	0.115 MGD	
Total Flow Through Plant	0.569 MGD	0.663 MGD	0.691 MGD	0.736 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	40.6%	45.2%	49.3%	52.6%	(0.736 MGD) / (1.40 MGD)
Actual Capacity	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	50.8%	56.5%	57.5%	65.7%	(0.736 MGD) / (1.12 MGD)
Rainfall	3.86”	5.95”	4.51”	5.98”	

Effluent	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21		Sep 2021	YTD
Violations	7	7	13	7	12	7		1	3

1. **Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.
2. **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. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7th, 2020.**
3. **H2S & Ferric Sulfate:** We have moved away from the Ferric Sulfate feed. The City will be employing air scrubbers that pull the H2S through a series of filters. These units will be installed at Cope’s Crossing and Wilkinson Lane stations.

Public Services Department - Wastewater Division
September 2021

4. **Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly.

The PAA feed rate is operating at a constant **2.50** parts per million (ppm). The average residual was **0.02** PPM with a max residual of **0.10** 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 **15.2 CFU’s** which is well below the limit. *Last month the average was 25.7.*

**Public Services Department - Wastewater Division
September 2021**

WWTP Expansion Project:

Pre-Construction Timeline:

- **10-03-2019:** City of White House submitted WWTP Facilities Plan to TDEC.
- **02-25-2020:** TDEC/SRF issued Facilities Plan Comment Letter to City of White House.
- **04-23-2020:** Facilities Plan Addendum submitted.
- **05-06-2020:** City of White House submitted Fiscal Sustainability Plan Certification Letter to TLDA as part of State Revolving Fund (SRF) Loan requirements needed to finance the project (SRF Loan #2021-449)
- **05-26-2020:** Financial Sufficiency Review submitted for SRF Loan.
- **08-04-2020:** Public advertisement for SRF Loan Public Meeting began.
- **08-10-2020:** TDEC/SRF approved the current City of White House Sewer Use Ordinance.
- **08-19-2020:** City of White House and Jacobs Engineering hosted SRF Loan Public Meeting.
- **08-20-2020:** Project Performance Standards submitted to TDEC/SRF.
- **08-31-2020:** SRF Loan Public Meeting minutes from 08-19 meeting, as well as proof of meeting advertisement submitted to TDEC/SRF.
- **09-03-2020:** WWTP Expansion Project stamped and approved plans submitted to TDEC/SRF for review.
- **09-04-2020:** TDEC/SRF formally approved the City of White House WWTP Expansion Project Plan of Operation.
- **09-09-2020:** TDEC/SRF released Environmental Assessment for the WWTP Expansion Project.
- **09-17-2020:** TLDA released Finding of No Significant Impact (FNSI) package to City of White House.
- **10-15-2020:** City of White House Board of Mayor and Aldermen voted to approve Resolution #20-24 to apply for SRF Loan #2021-449 in the amount of \$12,448,000 to fund the WWTP Expansion Project.
- **10-27-2020:** TDEC/SRF issued Facilities Plan Approval for WWTP Expansion Project.
- **11-11-2020:** SRF Loan Application package submitted for loan #2021-449.
- **12-14-2020:** TLDA Board approved the City of White House Loan Application Package for SRF Loan #2021-449.
- **12-17-2020:** City of White House formally approved “100% Final Plans and Addendums” as designed by Jacobs Engineering for WWTP Expansion Project.
- **12-23-2020:** Justification for Sole Source Equipment Procurement submitted to TDEC/SRF for WWTP Expansion Project.
- **01-12-2021:** TDEC/SRF granted final Land Approval for the WWTP Expansion Project.
- **01-22-2021:** TDEC/SRF approved Plans and Specifications for the WWTP Expansion Project, and cleared City to begin advertisement period for bids.
- **02-16-2021:** WWTP Expansion Project bid advertisement published in multiple sources.
- **03-09-2021:** Pre-bid conference for WWTP Expansion Project conducted at 725 Industrial Dr, White House, TN.
- **03-31-2021:** Bids opened for WWTP Expansion Project.
- **04-01-2021:** City began review process for Construction Bids for WWTP.
- **04-12-2021:** City submits request to SRF for review of an \$8,000,000 increase to the SRF loan in response to received bids.
- **04-15-2021:** City of White House Board of Mayor and Aldermen voted to accept bid by Reeves Young in the amount of \$20,990,00 for the Wastewater Treatment Plant Expansion Project.
- **04-28-2021:** Complete bid package for WWTP Expansion Project submitted to TDEC/SRF for approval.
- **04-29-2021:** TDEC/SRF completed Financial Sufficiency Review for City’s \$8,000,000 SRF loan increase request.
- **05-14-2021:** TDEC/SRF confirms that the City can award the WWTP Expansion Project bid contract without voiding the request for the additional \$8,000,000 SRF loan.
- **05-14-2021:** TDEC/SRF issued Authority to Award letter to the City for \$20,990,000 bid contract with Reeves Young.
- **05-18-2021:** City formally awards WWTP Expansion Project bid to Reeves Young for \$20,990,000.
- **05-24-2021:** Bid bonds returned to Reeves Young and Adams Robinson for WWTP Expansion Project.
- **06-01-2021:** Executed bid contract received from Reeves Young for WWTP Expansion Project.
- **06-23-2021:** Pre-Construction Meeting held at 105 College St for City of White House WWTP Expansion Project.
- **06-24-2021:** SRF Loan application for additional \$8,000,000 SRF loan submitted to TDEC/SRF.
- **06-28-2021:** City Resolution and additional documentation submitted to TDEC/SRF for additional \$8,000,000 SRF loan to help fund the WWTP Expansion Project.
- **07-02-2021:** City submitted completed Fiscal Sustainability Plan to TDEC.
- **07-06-2021:** Executed Notice to Proceed given to Reeves Young by Jacobs Engineering on behalf of the City of White House.

**Public Services Department - Wastewater Division
September 2021**

WWTP Expansion Project:

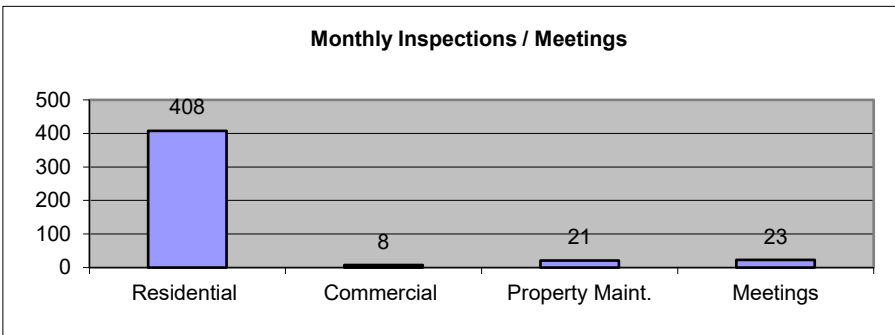
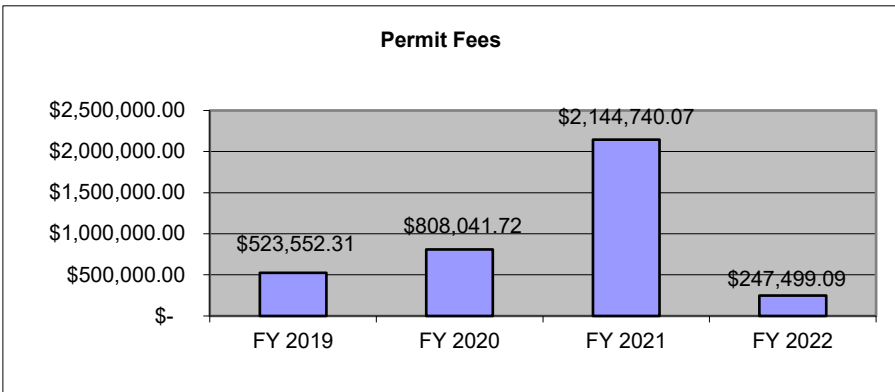
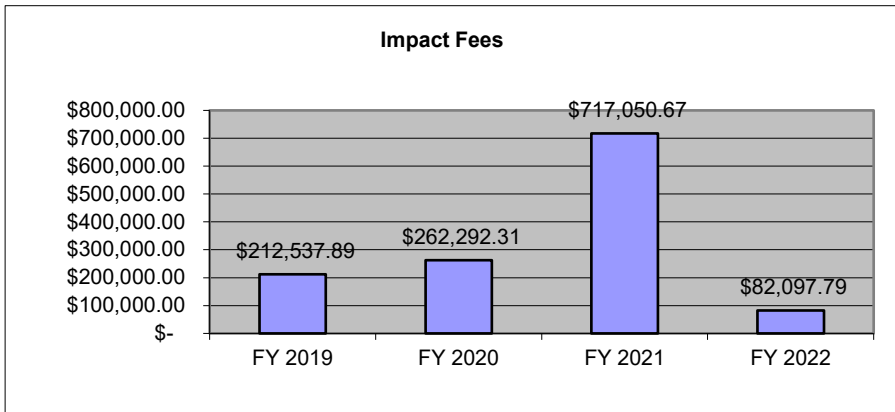
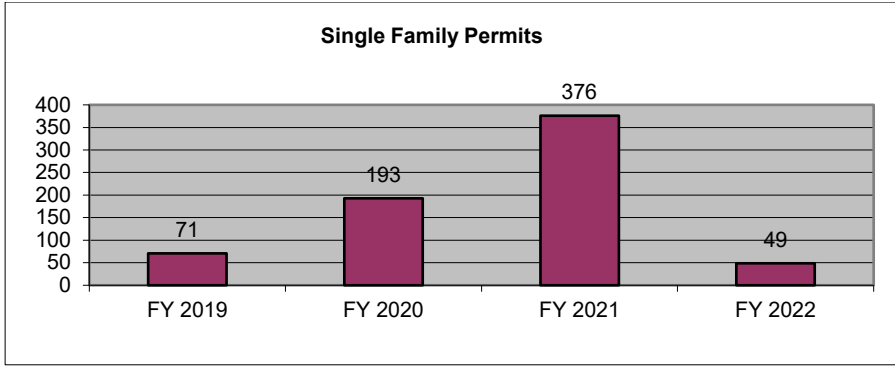
Construction Timeline:

- **07-06-2021:** Executed Notice to Proceed given to Reeves Young by Jacobs Engineering on behalf of the City of White House.
- **07-22-2021:** Construction Trailer and Inspectors Trailer delivered and set in place.
- **07-26-2021:** Power installed for both trailers.
- **07-27-2021:** Water and sewer installed for both trailers. Construction entrance relocated to avoid existing guy-wires and radio tower. Mid-TN began installing silt fence.
- **07-28-2021:** Kickoff meeting held between City of White House, Reeves Young, and Jacobs Engineering. Discussed on-site safety. Discussed subsurface structure supports being changed from mortar/concrete to vibro-compacted stone (this is both a time and cost saving process). Discussed contacting Terracon to see if they do more than concrete testing. Reeves Young to take photos/videos throughout construction process. Mid-TN completes silt fence installation.
- **07-29-2021:** Reeves Young submits City Land Disturbance Permit application to Stormwater Division. Reeves Young working on backfilling around silt fence.
- **07-30-2021:** Reeves Young crew working on installation of Safety/Sign Station, and second set of steps for office trailer.
- **08-02-2021:** Reeves Young completes steps for office trailer. City of White House Stormwater Division inspects and approves silt fence. Waiting for TDEC approval of submitted SWPPP, NOI, and ARAP applications.
- **08-03-2021:** TN Hydrovac on-site at approximately 07:15am to hydroexcavate and spot existing 8" Western Force-Main. Reeves Young completed construction entrance. 10 loads of stone delivered. Dumpster delivered. Additional check-dams installed and silt fence reinforced with stone.
- **08-04-2021:** TN Hydrovac returned to site to hydroexcavate and spot existing water line, and continue to spot-locate existing 8" line. Bioreactor locations staked out.
- **08-05-2021:** Installed additional hydrant on water line at Pump House.
- **08-09-2021:** Fuel tank delivered to construction site, along with fire cabinets.
- **08-10-2021:** Reeves Young management crew on-site, but no laborers. Fuel tank pad completed. Lull delivered. Fire cabinets delivered. Fuel tank delivered.
- **08-11-2021:** On-site GPS receiver positioned. Battery box and solar charger installed for fuel tank. Reeves Young mowed jobsite.
- **08-12-2021:** Conex trailer delivered. Jacobs Engineering continued mowing jobsite.
- **08-13-2021:** No work being done. Management crews on-site.
- **08-16-2021:** Slight shower overnight, but did not disrupt activities on-site. Reeves Young crew on-site at approximately 10:00am, cleaning out Conex trailer. Received 8" C900 pipe and fittings for 8" Western Force-Main relocation. City personnel discussed line stop needs with Reeves Young. A laborer broke a guy-wire for EMS tower while driving a lull. No damaged noted to the tower itself, and no injuries from the incident. Fire Chief came out to inspect. Reeves Young is willing to pay to have it fixed and is filling out a report on their end.
- **08-17-2021:** 0.01" rain yesterday did not impact work. Reeves Young personnel on-site at approximately 10:30; began spotting 8" Western Force-Main at approximately 13:30 at the valve, and left T uncovered/fenced-off for the night.
- **08-18-2021:** Reeves Young crews beginning to lay out Western Force-Main; both connection points exposed. Backfilling and compacting fine stone in trench with roller. Heavy down-pour of 0.09" from 11:30-11:36, during which time Reeves Young personnel broke for lunch. Light rain resumed at 12:20, but did not impact ditch integrity; Reeves Young crew begins assembling 8" line. Heavier rain begins at 16:15 with Reeves Young personnel already off-site.
- **08-19-2021:** Reeves Young continuing to lay 8" force-main. Both hot-taps completed. Reeves Young instructed to backfill under and around valves with #57 stone, mega-lugs and formed kickers being used at bends.
- **08-20-2021:** Reeves Young continuing to lay 8" force-main, and trucking in loads of stone. One water truck delivered.
- **08-23-2021:** Reeves Young continuing to lay 8" force-main.
- **08-24-2021:** Reeves Young continuing to lay 8" force-main, and clearing soil behind Oxidation Ditch.
- **08-25-2021:** Reeves Young continuing to clear soil. One of two test caps installed on new section of 8" line. Line-stop installation delayed due to Consolidated Pipe crew being reassigned to respond to an emergency. Line will be pressure-tested for 2 hours at 100 psi. Bulldozer delivered.
- **08-26-2021:** New 8" line filled and flushed. Second water truck delivered to site, along with track-hoe and sheeps-foot roller. Reeves Young continuing to clear soil for aeration basins. 8" line failed pressure test.
- **08-27-2021:** Reeves Young continuing to clear soil. 8" line retested and passed.
- **08-30-2021:** 8" line-stops installed. New line now live (663.4 linear feet of new line) and backfilled. Reeves Young continuing to move soil, and has begun compacting in previously cleared areas. Heavy rains anticipated overnight.

**Public Services Department - Wastewater Division
September 2021**

- **08-31-2021:** 0.61” of rain received prior to midnight, another 1.11” recorded as of 06:50am. Reeves Young crew not on-site today due to rains.
- **09-01-2021:** Total of 3.33” of rain from 08-30 to 09-01. Reeves Young crew worked on surveying site.
- **09-02-2021:** TN Hydrovac on-site to recover water from old 8” Western Force-Main as it is cut, capped, and removed. 2-headed pole light at drive entrance to Pump House will have to be removed as pole is in conflict with planned screen/filter pad.
- **09-03-2021:** Reeves Young continuing to clear and shape soil, and backfilling trench of removed old Western Force-Main.
- **09-07-2021:** Reeves Young continuing to backfill trench of removed old Western Force-Main. Clearing soil for new bioreactor pad, and for new lab building.
- **09-08-2021:** Reeves Young continuing to backfill trench of removed old Western Force-Main, clear soil for new bioreactor pad and for new lab building. Moved trash materials out of work area.
- **09-09-2021:** Reeves Young continuing to move trash materials out of work area. Unsuitable soils discovered at depth underneath where lab building will be constructed. Unsuitable soils were identified in this area by the Geotech survey, and communicated in Addendum-1 of the bid package.
- **09-10-2021:** Reeves Young continuing to excavate unsuitable soils.
- **09-13-2021:** Reeves Young continuing to excavate unsuitable soils, and backfill/compact area with stable soils.
- **09-14-2021:** Reeves Young continuing to excavate unsuitable soils, and backfill/compact area with stable soils. Mid-Tenn extended silt fence perimeter to accommodate UV disinfection area. Geo Services arrives to perform soil compaction testing.
- **09-15-2021:** Total of 1.6” rain. Reeves Young crew rained out.
- **09-16-2021:** Reeves Young crew rained out from previous day and attempting to dewater site. Trimmed around silt fences and conducted silt fence inspection.
- **09-17-2021:** Reeves Young crew rained out at 11:00am. Total of 0.28” rain.
- **09-20-2021:** Total of 0.61” rain. Reeves Young crew rained out. Reinspected silt fence.
- **09-21-2021:** Total of 0.09” rain. Reeves Young crew rained out from previous day, inspected silt fence and reviewed plans.
- **09-23-2021:** Reeves Young crew begins dewatering saturated areas, exposed abandoned 8” irrigation line.
- **09-25-2021:** Reeves Young crew excavating bioreactor pad.
- **09-26-2021:** Reeves Young crew continuing excavating bioreactor pad.
- **09-27-2021:** Reeves Young crew continuing excavating bioreactor pad. Additional unsuitable fill materials encountered during excavation, as noted in Addendum-1 of the bid package.
- **09-28-2021:** Reeves Young crew excavating clarifier pad. Additional unsuitable fill materials and debris encountered during excavation, as noted in Addendum-1 of the bid package. Buried debris also encountered during excavation.
- **09-29-2021:** Reeves Young crew continuing excavating clarifier pad and unsuitable soils, and Geo Services testing backfill compactions.
- **09-30-2021:** Monthly progress meeting held between Reeves Young, Jacobs Engineering, and the City. Reeves Young crew continuing excavating clarifier pad and unsuitable soils, and Geo Services testing backfill compactions. Abandoned old Western Force-Main capped off. Hydrovac on-site to pothole existing underground utilities.

**Planning and Codes Department
SEPTEMBER 2021**



**Planning and Codes Department
SEPTEMBER 2021**

	Month	FY2022	FY2021	FY2020	FY2019
MEETING AGENDA ITEMS#					
Planning Commission	9	19	74	69	66
Construction Appeals	0	0	0	0	0
Zoning Appeals	1	1	4	5	6
Tech. Review/Study Session	1	2	2	0	1
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	10	49	376	193	71
Multi-Family Residential	0	0	22	0	13
Other Residential	6	24	83	91	93
New Commercial	0	0	6	6	3
New Industrial	0	0	2	0	1
Other Com/Ind	1	7	23	23	33
Sign	1	2	17	14	25
Occupancy Permits	22	145	21	14	25
Commercial Remodel-317 Hwy 76					
Commercial Addition-117 Marlin Road (Temple Baptist)					
Commercial Certificate of Occupancy					
Other	0	0	11	12	3
BUILDING INSPECTIONS					
Residential	408	1279	2621	2858	2411
Hours	120	370	533	699.58	414.98
Commercial /Industrial	8	42	92	110	179
Hours	4	21	36.93	12.83	165
CODE ENFORCEMENT					
Total Cases	21	12	98	330	179
Hours	5	9	35.75	70.24	86.75
Complaints Received	21	33	41	116	98
MEETINGS					
Administration	11	38	72	58	68
Hours	5	24	99	38.26	103.67
Planning	12	33	53	76	135
Hours	8	75	96.58	155.5	86.82
Codes	0	4	11	28	35
Hours	0	4	9	37.85	40.16
FEES					
Permit Fees	\$73,146.29	\$ 247,499.09	\$2,144,740.07	\$ 808,041.72	\$523,552.31
Board Review Fees	\$2,500.00	\$ 1,575.00	\$ 84,775.00	\$ 11,000.00	\$3,750.00
City Impact Fee	\$52,591.29	\$ 82,097.79	\$ 717,050.67	\$ 262,292.31	\$212,537.89
Roads	\$18,822.52	\$ 27,852.22	\$ 301,769.60	\$ 77,860.90	\$98,885.80
Parks	\$3,960.00	\$ 19,404.00	\$ 150,326.00	\$ 74,646.00	\$ 23,140.00
Police	\$17,953.91	\$ 28,951.91	\$ 191,431.41	\$ 59,096.30	\$ 11,704.30
Fire	\$11,854.86	\$ 19,108.86	\$ 79,900.66	\$ 36,749.61	\$ 23,344.29
OTHER ITEMS					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 15	\$ 4,037,915.45	\$3,791,061.30	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Builders Bonds	0.00	\$ -	\$ 18,000.00	\$ 69,366.43	\$45,366.43
Workings Days in Month	17		17	16	15

**Parks, Recreation, & Cultural Arts Department
September 2021**

Summary of Month's Activities

September is always a busy time in our parks as it is a time when almost every facility available at our parks are being used. Between fall sports like fall baseball, soccer, football, and Girls Volleyball --- the splash pad is still used on weekends, playgrounds are extremely busy, shelter rentals are steady, the dog park has a steady usage, and of course the Greenway is always being utilized. Next month we start picking up on events at our parks and facilities. We have the Discover White House event that will utilize our amphitheater and splash pad, The Gathering – which is a brand new event held at our Museum, Dog Day at the Splash Pad, the Fall Family Block Party will be held at the Municipal Park, a softball tournament, a soccer tournament, and Trail of Treats. So, next month will be a typically busy month for us.

An update on some projects:

The Soccer Complex Renovation project is ongoing. The dirt work is still a work in progress but getting closer. The irrigation should be put in immediately after it is done and then the sod will be added. This likely means we won't be able to open the field for play in the spring as the grass won't have time to be rooted in enough before the cold hits to be able to allow it but at least we will have a new field that is playable at some point next year. Additionally, the light poles have already arrived and the electrical work has continued. The transformer should get moved sometime near the beginning of next month which will force the complex to be without power for a couple days. Hopefully the project will be completed sometime in the next couple of months if the weather cooperates enough.



We still have yet to get much of an update on the grant we received for the second phase of this project. The information I have received from them is there would be some workshops for the grant administration portion soon but I haven't received any word on when that will be. However, we have decided that it would be in our best interest to go ahead and get some design work done for this phase of the project. That way it can be a little further along and we don't have to wait so long for that phase of the project to be completed. So, CSR will begin that process here soon.

We are still awaiting the items to arrive to repair the trailhead clock. Again, we are going to attempt to fix it ourselves when we get them. It should make the clock look a little more updated and improve the lighting of it and, of course, it should make it function properly.

We ordered and received the laser grading equipment we needed to complete the setup on our infield groomer to be able to laser grade our fields on our own. So, now all we have to rely on is getting dirt for our fields each year and we can laser grade them ourselves which will save us money and make it possible for us to do them whenever it is convenient for us instead of relying on a company to tell us when is best for them. So, we are very excited to have that completed.

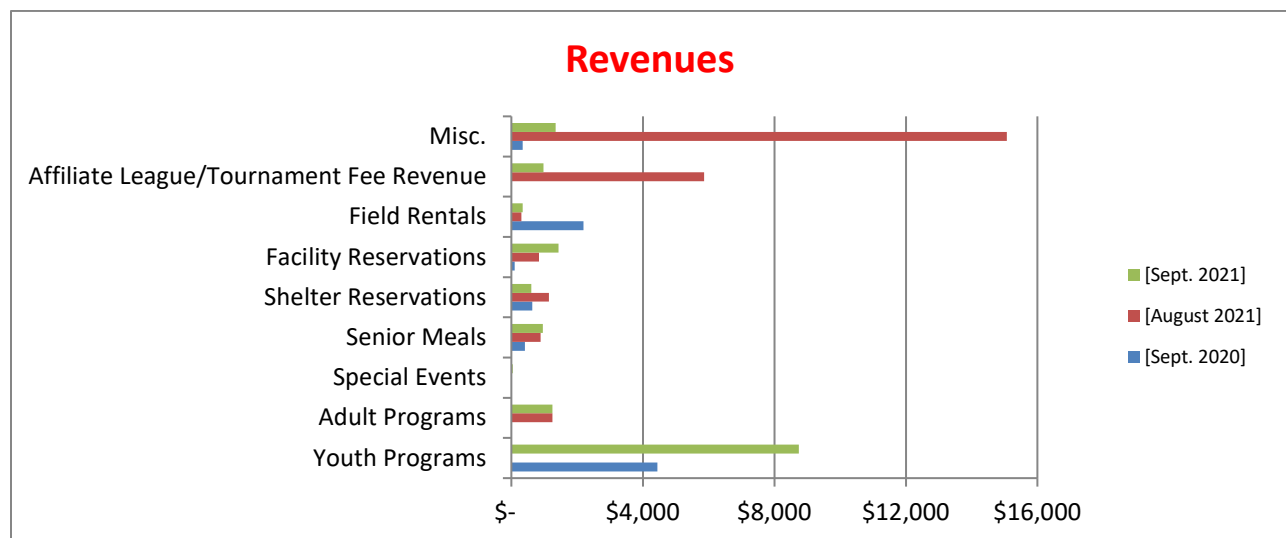
**Parks, Recreation, & Cultural Arts Department
September 2021**

We have also been discussing the design plans for renovating the concession stand at the park and a maintenance building for the splash pad with HFR/Wold. We are trying to get that process started and hopefully get a pretty accurate price projection to present to the board at the budget retreat in March.

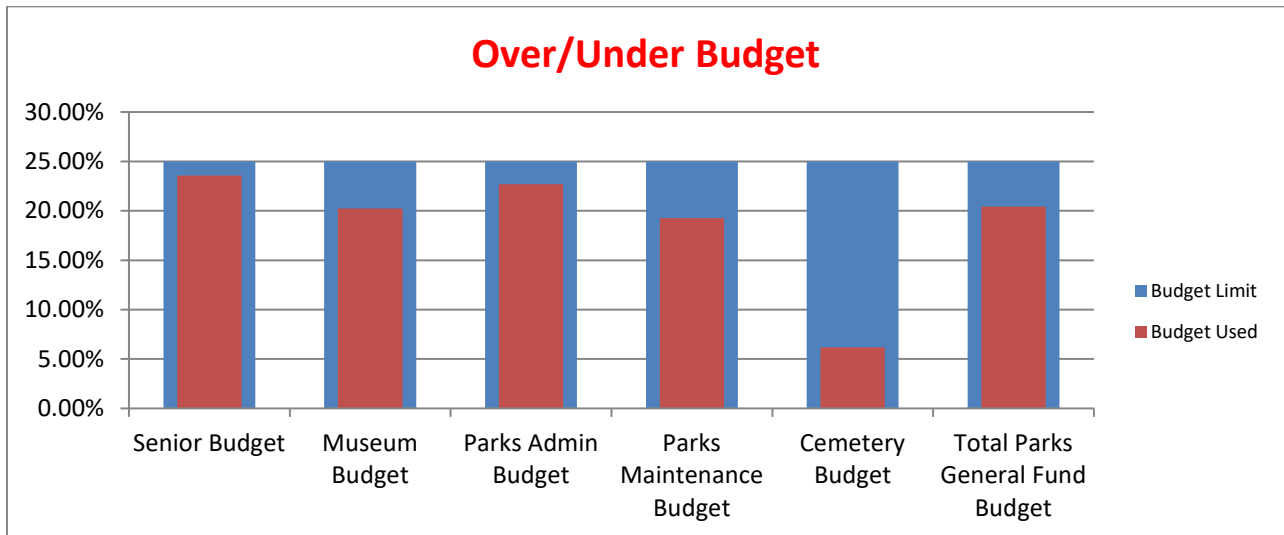
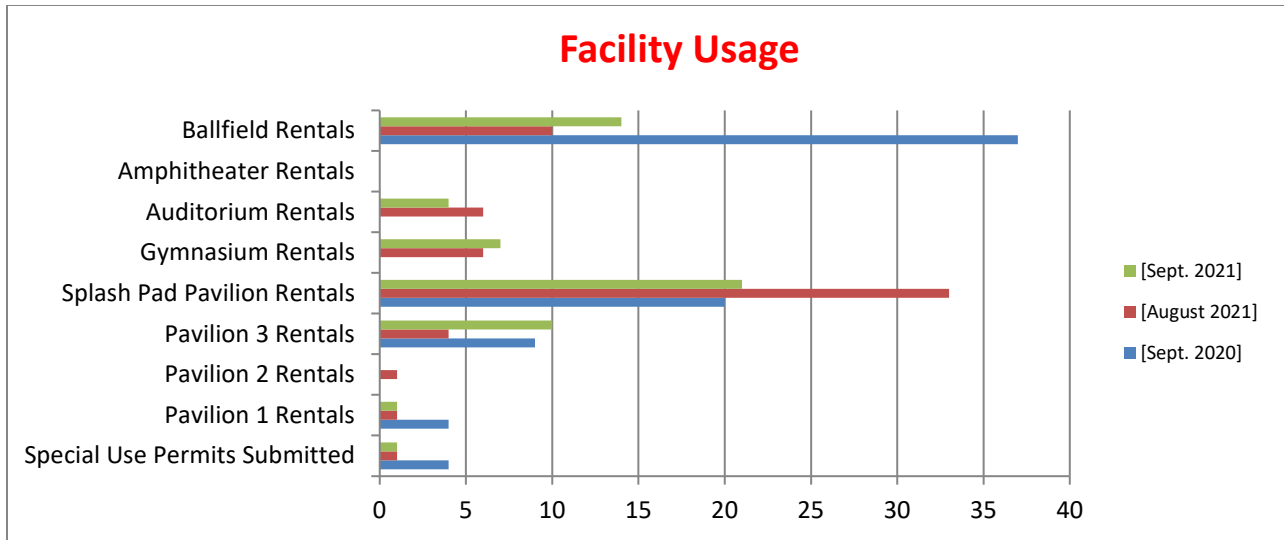
We should be getting the sidewalk at Northwoods Park finished sometime next month as well. Just a reminder that the old sidewalk was partially removed when we expanded the stormwater area at the park. So, this will get it back to making a loop so people can make laps around the park.

We have also been working with HFR/Wold on design plans for the new rec center. We have been making changes for the past several months now but we are getting closer and closer to completion on that. We have also been working on a plan to demolish the City Hall building in preparation for a new parking lot that will serve the current gym while construction is going on for the new rec center and then that parking will be expanded to include the area where the current gym is (because it will be demolished once the new rec center is finished). We are still at least a couple years away from completion but we are all excited about the way the plans are looking and what all we will be able to provide the community.

Lastly, a couple of our staff attended the NRPA National Conference in Nashville. We were able to visit with several vendors and get some great ideas for new amenities in our parks and learned a great deal.



**Parks, Recreation, & Cultural Arts Department
September 2021**



Recreation

Youth Baseball:

- Had incident at the park on 9/14 that resulted in a suspension of a coach getting reduced down to a warning for all parties involved
- More baseballs were ordered to get through the extended season due to rainouts
- Trophies were picked up on 9/29
- Last day of the season is 10/9
- Awaiting picture revenue to give final Revenue/Expense Report

Adult Softball

- Season started on 9/27 instead of 9/20 due to rainouts
- 4 teams in league
- Getting more and more difficult to get umpires for leagues
- Winners' plaque will be ordered

**Parks, Recreation, & Cultural Arts Department
September 2021**

Girls' Volleyball

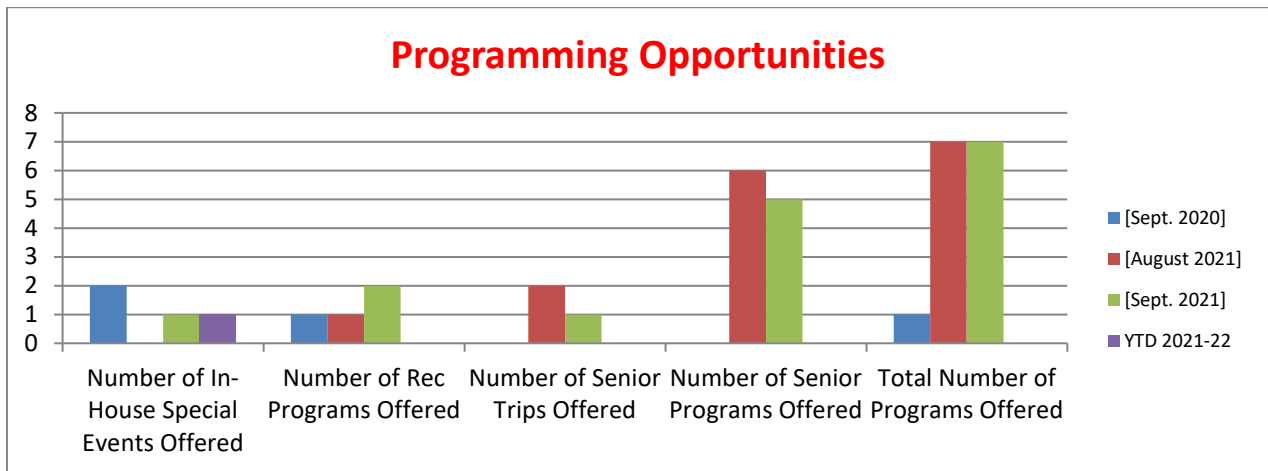
- Season ends on 10/2
- Trophies and medals were picked up on 9/29
- Awaiting picture revenue to give final Revenue/Expense Report

Youth Basketball

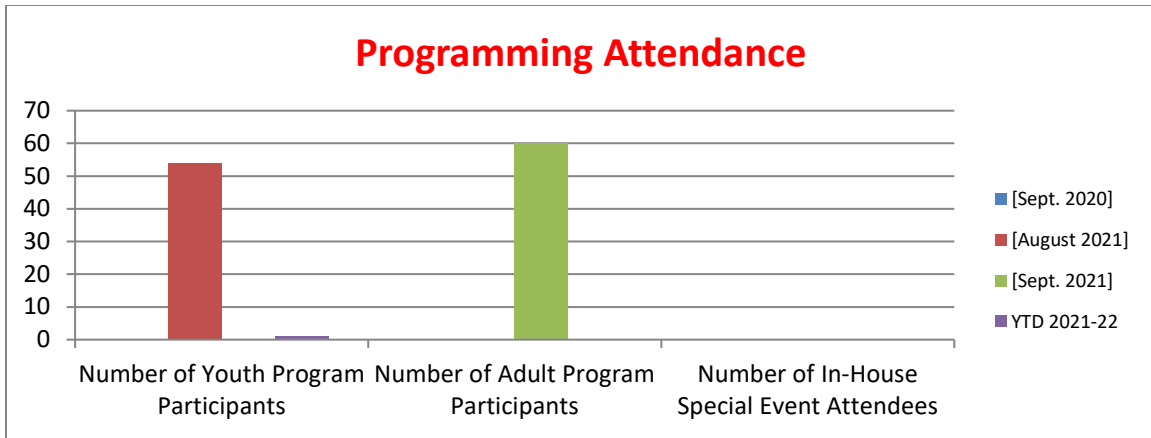
- Signups started on 9/7
- Currently at 90 players signed up
- Picked up new game balls and supplies on 9/28
- Working with Heritage High School to secure gymnasiums for months of December through March; White House Middle School possible alternate if needed
- Increased registration fees \$5 to offset costs

General Information:

- Orey began internship with us on 9/13
- Trail of Treats Letters sent out on 9/14
- Ball field rentals still on a consistent basis each week
- Target Solutions were completed
- Met with A-Z Office Resource for possible new vendor for cleaning and office supplies
- Continue to update TV in gym lobby with news and updated senior calendars
- Playground checks performed on 9/29



Parks, Recreation, & Cultural Arts Department
September 2021



Maintenance

- Have been spot spraying round up in beds and fences at the park. (Ongoing)
- Have been trimming tree limbs at the park, trailheads, greenway. (Ongoing)
- Changed out 22 irrigation heads at the park and soccer complex. (Completed)
- Replaced all swings at Northwoods with new ones. (Completed)
- Put together a new table and placed at Northwoods (Completed)

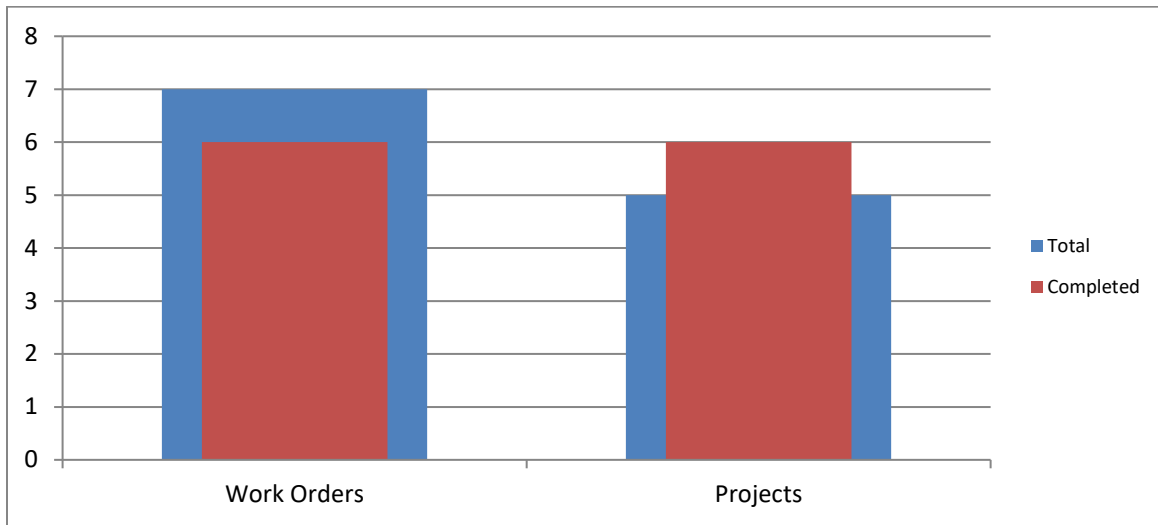
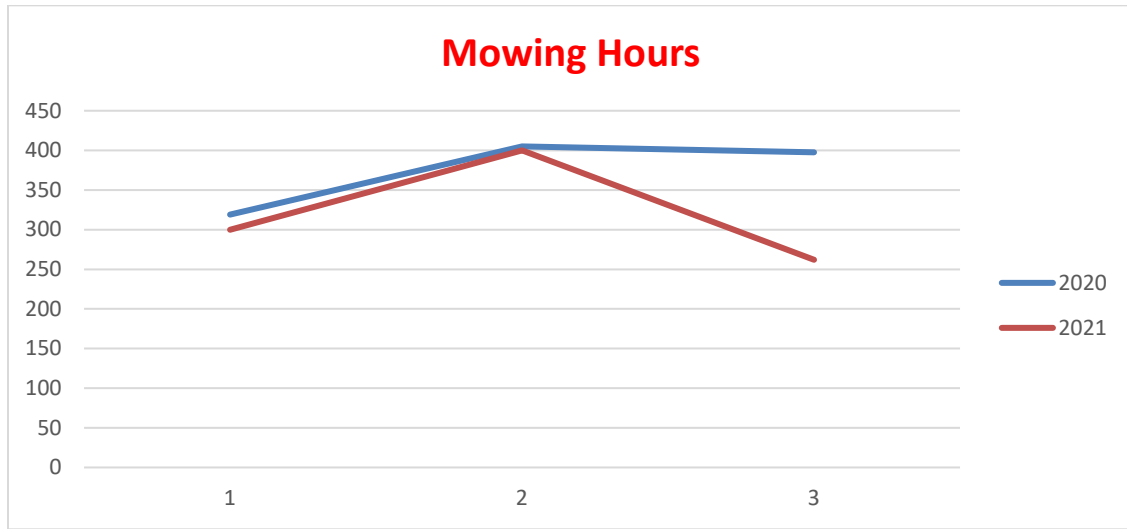


- Put new bulbs in light fixtures at cemetery building and flag pole. (Completed)
- Cut down overgrown brush and limbs at the back of cemetery. (Completed)



- Put down rye on fields at park and soccer complex. (Completed)
- Aerated fields before rye went down. (Completed)

**Parks, Recreation, & Cultural Arts Department
September 2021**



Museum

Volunteers

The volunteers helped add the tools donated in August to the tool wall. On September 18, the volunteers dressed in period dress and provided tours for event attendees. We visited with Tom Byrum at his homeplace and collected some additional items for the museum; most of which have already been put on display. We also prepared for the museum's booth setup at Discover White House & Safety Day and continued preparations for The Gathering at the White House Inn Museum.

**Parks, Recreation, & Cultural Arts Department
September 2021**

Exhibits



50th Celebration Exhibit continues.



A new milking station display was prepared with stool, cow kicker, milk strainer, milk can and milk bottles which were used by Tom Byrum when he delivered milk as a boy.

Social Media Promotion



White House History Wednesday's monthly edition was posted on Wednesday, September 29, 2021, with a new episode at the Greenway.

Marketing

Photo shoot for Google Street View to improve the museum's google listing was completed this month with panoramic photos and still photos. It should appear on the museum's google listing in November.

Building Maintenance

Three roofers came out to give estimates for fixing leak as well as a couple of inspections under the building for water issues.

**Parks, Recreation, & Cultural Arts Department
September 2021**

Donated Artifacts



Tom Byrum donated his father's victrola and his grandmother's flax wheel. These two pieces are already on display.



Pete Santoro donated a railroad car hose wrench. The regular size hammer is pictured next to the wrench to show the size of the wrench.

Loaned Artifacts

Christy Williams loaned a WWI company picture which contains her father, Willard Roger Marlin.

Leadership Robertson County

Began Leadership Robertson County which is a nine-month adult program designed to develop and encourage Robertson County residents to take an active leadership role in the future of our community.

Tours at Museum

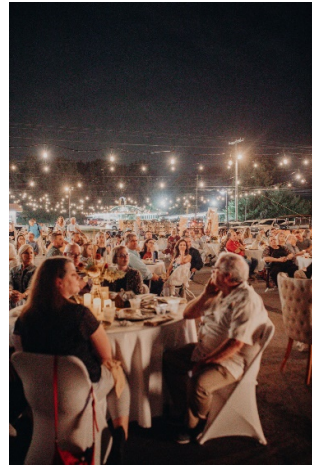
Tours were given to walk ins. The night of Evening with the Arts was amazing time for tours with attendance of 125 visitors to the museum grounds.

Evening with the Arts

As part of the City's 50th Anniversary of incorporation, the grounds of the White House Inn Museum were transformed for the celebration to begin. Artisans from the White House area were invited to showcase their talents and create one-of-a-kind pieces that were auctioned later in the evening. Guest enjoyed hors d'oeuvres, wine, beer, coffee flights, a catered meal and dessert bar. There was live music and tours of the museum. All to mark this historic anniversary of our fine city.

Parks, Recreation, & Cultural Arts Department
September 2021

Evening with the Arts Photos



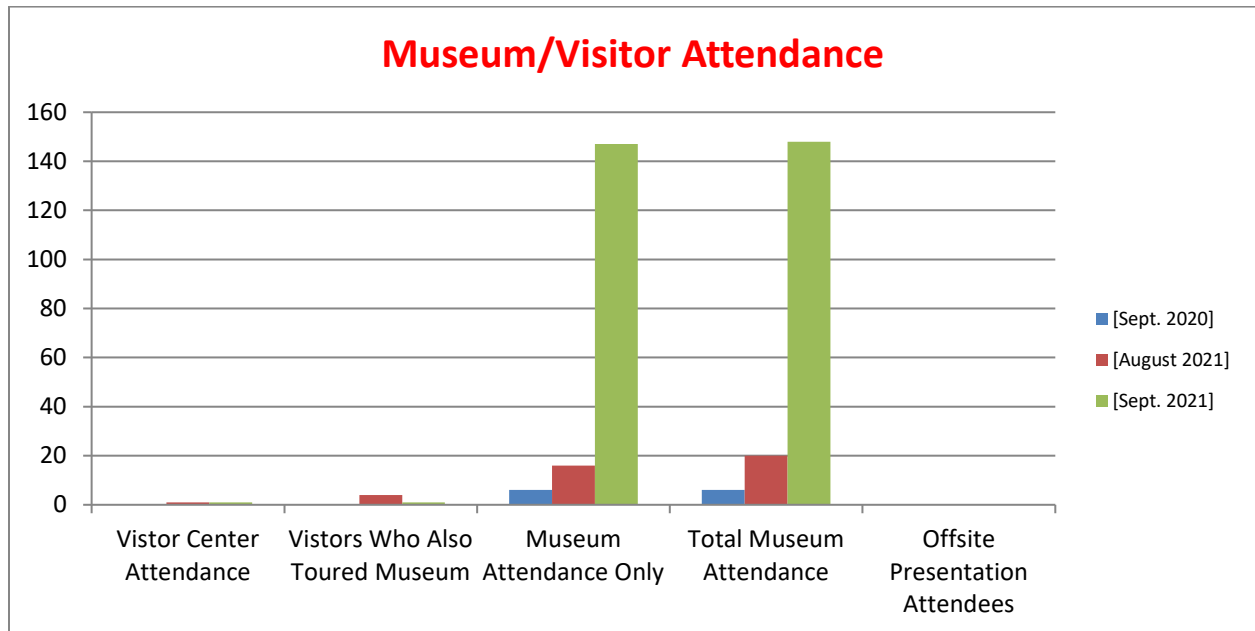
**Parks, Recreation, & Cultural Arts Department
September 2021**

Events and Meetings Assisted with and/or Attended

- September 2 – Leadership Robertson County
- September 8 – Ribbon Cutting for Hitchhiker Toys
- September 11 – Attended Experience Robertson County
- September 14 – Ribbon Cutting International Tea & Coffee
- September 18 – Evening with the Arts
- September 21 – Chamber Luncheon
- September 23 – Visited the home of Tom Byrum

Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
1	1	147	148	0

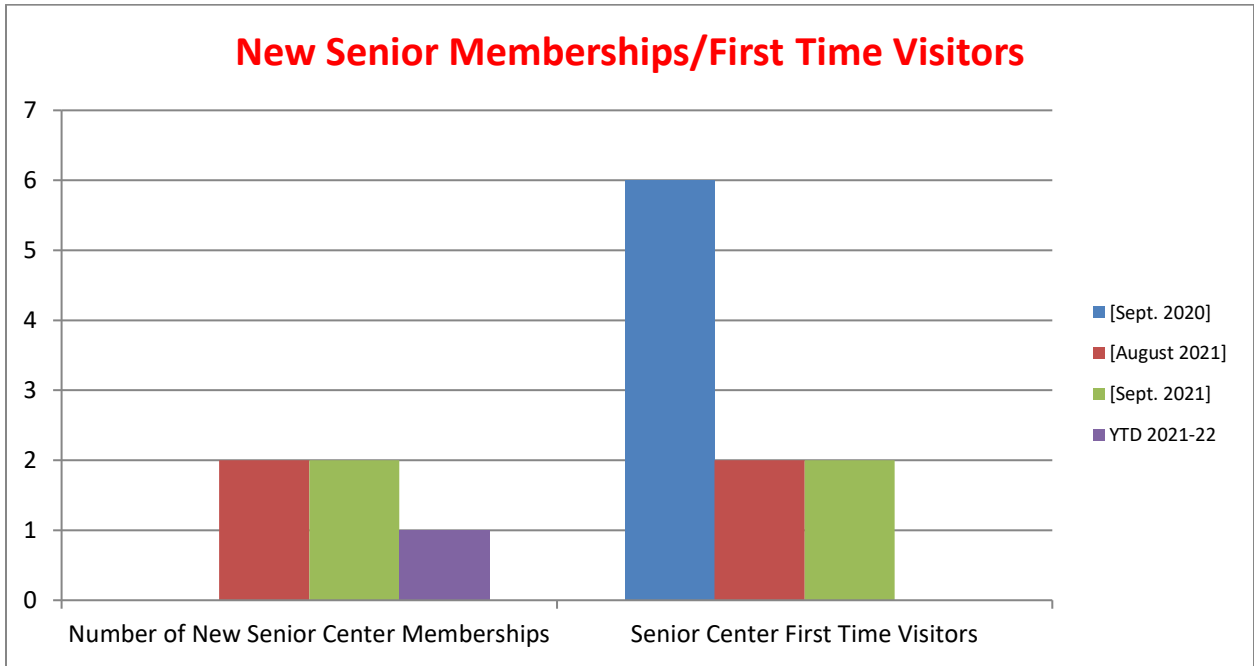
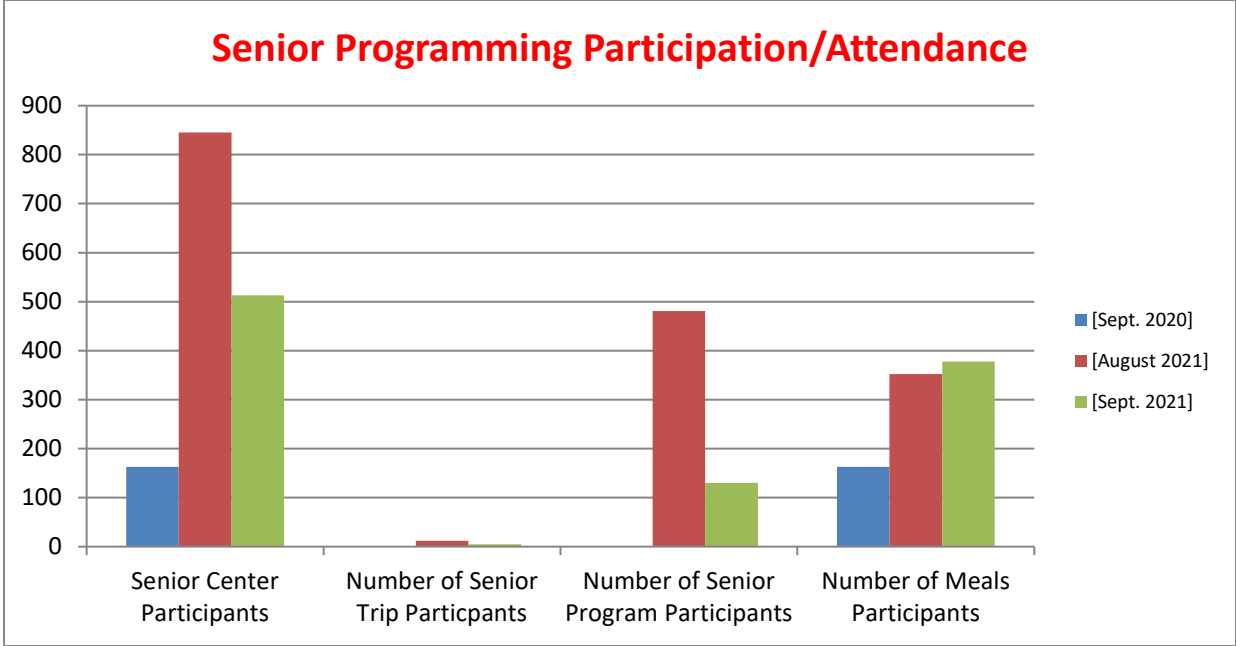


**Parks, Recreation, & Cultural Arts Department
September 2021**

Senior Center

Senior Center Participation - September 2021			
<u>Outings/Events:</u>			
Crafts	6		
Bunco	3		
Bowling	5		
Bingo	7		
Total	21		
		<u>Sr Meals Wednesdays</u>	
		102	
		94	
		94	
		88	
		378	TOTAL
<u>Programs:</u>			
Fittercise	18		
Walk			
Yoga	96		
TOTAL	114		
NEW MEMBERS	2		
FIRST TIME ATTENDEE	2		
TOTAL Sr Center Participants:	513		

**Parks, Recreation, & Cultural Arts Department
September 2021**



**Parks and Recreation Department
September 2021**

	FYE 2019	FYE 2020	Sept. 20	Aug,21	Sept. 21	YTD 21-22
Facility Usage						
Special Use Permits Submitted	13	15	4	1	1	3
Pavilion 1 Rentals	3	7	4	1	1	3
Pavilion 2 Rentals	11	5	0	1	0	1
Pavilion 3 Rentals	106	38	9	4	10	18
Splash Pad Pavilion Rentals	177	106	20	33	21	87
Total Number of Pavilion Rentals	297	156	33	39	32	109
Gymnasium Rentals	130	79	0	6	7	18
Cafteria Rentals	54	0	0	0	0	0
Auditorium Rentals	4	10	0	6	4	15
Amphitheater Rentals	3	0	0	0	0	0
Total Number of Facility Rentals	196	89	0	12	11	33
Ballfield Rentals	7	45	37	10	14	42
Vistor Center Attendance	6	21	0	1	1	3
Vistors Who Also Toured Museum	14	84	0	4	1	8
Museum Attendance Only	85	668	6	16	147	178
Total Museum Attendance	99	752	6	20	148	186
Programming						
Number of Youth Program Participants	679	578	0	54	0	212
Number of Adult Program Participants	240	76	0	0	60	160
Number of In-House Special Events Offered	8	7	2	0	1	2
Number of In-House Special Event Attendees	2987	2964	0	0	0	123
Number of Rec Programs Offered	34	18	1	1	2	7
Number of Senior Center Memberships	319	1768	200	203	205	609
Number of New Senior Center Memberships	16	16	0	2	2	5
Senior Center Participants	14,966	9594	163	845	513	2006
Senior Center First Time Visitors	32	59	6	2	2	5
Number of Senior Trips Offered	54	37	0	2	1	5
Number of Senior Trip Participants	896	613	0	12	5	23
Number of Senior Programs Offered	117	76	0	6	5	15
Number of Senior Program Participants	9,989	6798	0	481	130	920
Number of Senior Meals Served	54	34	2	4	4	12
Number of Meals Participants	4052	2235	163	352	378	1063
Offsite Presentation Attendees	0	15	0		0	0
Total Number of Programs Offered			1	7	7	22
Revenues						
Youth Programs	\$55,825.00	\$41,183.00	\$4,440.00	\$0.00	\$8,748.00	\$21,844.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$0.00	\$1,250.00	\$1,250.00	\$2,500.00
Special Events	\$ 4,355.00	\$ 2,009.00	\$0.00	\$0.00	\$40.00	\$635.00
Senior Meals	\$10,875.00	\$ 5,961.50	\$407.50	\$892.00	\$957.00	\$2,687.50
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$640.00	\$1,145.00	\$610.00	\$3,635.00
Facility Reservations	\$19,305.00	\$ 8,046.88	\$100.00	\$837.50	\$1,437.50	\$4,356.75
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$2,190.00	\$310.00	\$340.00	\$1,500.00
Affiliate League/Tournament Fee Revenue			\$0.00	\$5,861.50	\$975.00	\$6,836.50
Misc.	\$25,030.00	\$31,411.74	\$345.00	\$15,066.23	\$1,349.46	\$16,474.64
Workflow						
Mowing Hours	1,554	2,601	397.5	400	262	962
Work Orders Received	N/A	8	1	3	3	7
Work Orders Completed	N/A	8	1	3	2	6
Number of Projects Started	27	40	1	0	2	5
Number of Projects Completed	18	35	0	2	1	6

White House Library Monthly Report September 2021

Summary of Activities

The library director met with individual staff members to go over the long-range plan and what their individual role is in meeting this plan.

The library director and library supervisor attended the second municipal management academy class offered by the city. This 8-class course will take place over 8 months. The training has been very helpful and the content will be utilized in the workplace.

The library director and her mentor, Martha at Clarksville Public Library, had a conference call meeting. The two discussed updates that have been happening at their library and COVID. Martha mentioned that unless the program numbers drop or she knows that a staff member contracts COVID from a library program, she is going to continue to hold face-to-face programs. The White House Library Director will probably follow a similar approach concerning library events.

The library now has a Veiled Chameleon as its mascot. The chameleon is named Larry and his cage sits at the circulation desk where patrons can see him. He is very popular and is staying healthy at the library. We hope to have Larry for many years to come.

The library director, catalog librarian and library assistant had a few meetings with TLC to discuss moving our library software from Sumner County to the cloud. The move was scheduled to take place on September 24 and 25. The library had to be closed to the public on September 25 for this move. The move went well. Right now the library is on a host server to make sure all the data was moved correctly and to remove any data from Sumner County that is not ours. Once all of Sumner County's data is deleted, then we will be moved to the cloud and our data will be removed from the Sumner County server. So the move is still in progress, but should be fully completed by the end of October.

The library director submitted the final report for the Dollar General Summer Reading Grant. That report finalizes all the requirements of that grant.

The library director attended the virtual trustee workshop on September 28. The director did learn a lot of new information and found the workshop to be very helpful. She will use some of the information from this workshop to better her relationship with her library trustees.

The library director attended two different meetings to discuss the Christmas open house. The city would like to combine the parade and open house into one event for the 50th celebration. The event will take place on a Saturday and the library will stay open later than normal. Pictures with Santa will be inside, but refreshments will be offered outside the library. The library staff will have an open craft in the story time room for kids to complete.

Department Highlights

The highlights for the month were the progress made with moving the library system to the cloud, the meetings on the joint Christmas event for the 50th celebration, and getting Larry as our mascot.

**White House Public Library
September 2021
Performance Measures**

Official Service Area Populations

2017	2018	2019	2020	2021
13,833	14,035	14,202	14,363	14,455

Membership

September	2017	2018	2019	2020	2021
New Members	108	132	173	108	100
Updated Members	265	253	598	481	343
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,346
% of population with membership	86	51	59	66	51

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

Total Material Available: 38,933

Estimated Value of Total Materials: \$973,325

Total Materials Available Per Capita: 2.69

State Minimum Standard: 2.00

Last Month: \$969,525

Last Month: 2.68

Materials Added in September

2017	2018	2019	2020	2021
320	201	410	348	175

Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	2,287

Physical Items Checked Out in September

2017	2018	2019	2020	2021
5,632	6,190	5,099	5,147	6,049

Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	44,509

Miscellaneous item checkouts

September	2017	2018	2019	2020	2021
Technology Devices	38	43	33	31	61
Study Rooms	69	70	90	25	52
Games and Puzzles	37	64	63	96	116
Seeds	4	11	8	13	10
STEAM Packs	*	64	20	0	27
Cake Pans	*	*	0	3	0

Yearly Totals

2017	2018	2019	2020	2021
585	644	137	381	532
828	1,082	253	305	241
528	743	222	955	919
1,197	586	112	302	797
*	148	61	25	100
*	6	1	28	20

Library Services Usage

September	2017	2018	2019	2020	2021
Lego Table	277	92	160	0	0
Test Proctoring	3	6	9	9	5
Charging Station	5	6	1	8	1
Notary Services	*	*	*	19	17
Library Visits	*	4,406	4,173	3,106	3,288
Website Usage	*	586	1,591	1,353	2,086
Reference Questions	5	3	5	8	10

Yearly Totals

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	99
86	90	19	47	28
*	*	16	88	107
*	52,565	55,728	30,007	28,782
*	2,517	16,935	17,977	20,850
115	59	77	60	49

Library Volunteers

September	2018	2019	2020	2021
Library Volunteers	13	13	4	8
Volunteer Hours	114	132	74	138

Yearly Totals

18-19	19-20	20-21	21-22
82	36	20	12
809	1,286	1,204	405

We have not getting many volunteers as some organizations are not requiring volunteer work at this time due to COVID.

Computer Users

September	2017	2018	2019	2020	2021
Wireless	931	604	623	352	333
Adult Users	329	427	354	274	189
Kids Users	199	192	139	7	150

Yearly Computer Users

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	2,637
4,413	4,642	1,103	2,138	1,681
2,209	2,088	556	427	674

**White House Public Library
September 2021
Performance Measures**

Universal Class Counts

September	
Sign ups	2
Courses started	1
Lessons viewed	8
Class Submissions	7

Yearly Totals

2017	2018	2019	2020	2021
27	24	9	10	9
39	52	16	53	32
273	661	194	1,771	377
258	445	105	800	196

Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	5	3
Yearly Sign-ups	29	60	81	91

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	14
500 Mark	2	2	0	2
Completion	0	1	2	4

Face-to-face Kids Programs

September	2017	2018	2019	2020	2021
Programs	16	13	12	4	12
Attendees	327	280	244	109	171
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	62
Attendees	4,268	4,260	4,201	1,185	1,604

Virtual Kids Programs

September	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	24	19
Views	4,182	230

Grab & Go Kits

September	2020	2021
Kits	9	0
Taken	177	0
Yearly	2020	2021
Kits	38	37
Taken	1094	1401

We did not put out as any grab & go kits as we are now having regular face-to-face movie and craft days. However, if COVID numbers go up, we will start offering these kits again.

Face-to-face Teen Programs

September	2017	2018	2019	2020	2021
Programs	4	6	4	0	0
Attendees	18	9	14	0	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

September	2020	2021
Programs	0	0
Attendees	0	0
Yearly	2020	2021
Programs	5	0
Attendees	18	0

Combined Face-to-Face

September	2020	2021
Programs	4	4
Attendees	34	25
Yearly	2020	2021
Programs	11	23
Attendees	77	241

Virtual Teen & Tweens

September	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	12	6
Views	1,591	95

Grab & Go

September	2020	2021
Kits	0	0
Taken	0	0
Yearly	2020	2021
Kits	13	17
Taken	152	188

Since we are having inside face-to-face programs, we have not been putting out grab & go kits. If we get to where we cannot hold face-to-face programs, then we will go back to offering grab & go kits for teens.

Face-to-face Adult Programs

September	2017	2018	2019	2020	2021
Programs	12	11	14	3	8
Attendees	54	60	38	15	41
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	39
Attendees	689	1,009	1,343	214	270

Virtual

September	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	18	1
Views	4,972	20

Device Advice

Sessions	2019	2020	2021
September	*	0	0
Yearly	125	51	51

We had a special calligraphy class for Adults in September. It was well received and may be something we look at holding again in the future.

Interlibrary Loan Services

September	2017	2018	2019	2020	2021
Borrowed	37	50	97	58	57
Loaned	24	21	35	7	20

Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	526
305	410	410	151	163

September	R.E.A.D.S
Adults	1,878
Juvenile	262

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	5,485
Juvenile	725	1,430	1,189	1,032	626

The READS statistics come from the state.

CITY COURT REPORT

September 2021

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$8,128.50
TOTAL MONIES COLLECTED YTD	\$23,889.46

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$1,852.50
TOTAL MONIES COLLECTED YTD	\$6,229.72

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$9,981.00</u>
TOTAL REVENUE YTD	\$30,119.18

DISBURSEMENTS

LITIGATION TAX	\$767.05
DOS/DOH FINES & FEES	\$177.65
DOS TITLE & REGISTRATION	\$394.25
RESTITUTION/REFUNDS	\$0.00
ON-LINE CC FEES	\$0.00
CREDIT CARD FEES	\$0.00
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$1,338.95</u>
TOTAL DISBURSEMENTS YTD	\$3,962.33

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$8,642.05</u>
TOTAL ADJUSTED REVENUE YTD	\$26,156.85

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	\$237.50
DRUG FUND DONATIONS YTD	\$1,140.00

Offenses Convicted & Paid For Month	Count	Paid
Improper Pass/Lane Change	2	\$117.50
Financial Responsibility Law	15	\$555.00
Registration Law	30	\$1,762.50
Improper Equipment		
Texting/Hands Free Law	3	\$60.00
Open Container	1	\$132.50
DL Exhibited		
Red Light	6	\$467.50
General-Miscellaneous	2	\$183.50
Stop Sign	1	\$117.50
Speeding	39	\$3,835.00
Seat Belt-Child Restraint	6	\$110.00
Failure To Yield	3	\$290.00
Exercise Due Care	8	\$497.50
Following Too Close		
Total	116	\$8,128.50