



City Administrator Report: November 2021

**Administrative & Legislative Services Department
November 2021**

Administration

City Administrator Gerald Herman attended the following meetings this month:

- November 1:
 - TDEC Grant Training Workshop
- November 3:
 - Ribbon Cutting: Tesha's Apron
- November 4:
 - State of the County and Schools – Robertson County
 - UGB Coordinating Committee Meeting: Public Hearing #2
 - Leisure Services Board
- November 16:
 - Public Safety Radio System meeting with Robertson County
- November 17:
 - GNRC Transportation Policy Board
- November 18:
 - Sumner County Joint Economic Development Board
 - Board of Mayor and Aldermen meeting
- November 23:
 - Progress Meeting: Wastewater Treatment Plant Expansion
- November 30:
 - Power Hour: Colorado Grill

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	\$ 10,382,318	↑7.41
Industrial Development	\$77,000	\$ 23,419	↓11.27
State Street Aid	\$550,000	\$ 92,263	↓24.91
Parks Sales Tax	\$2,105,361	\$ 1,032,666	↑7.35
Solid Waste	\$1,175,418	\$ 539,326	↑4.19
Fire Impact Fees	\$125,000	\$ 19,282	↓26.26
Parks Impact Fees	\$16,000	\$ 6,698	↑0.17
Police Impact Fees	\$42,500	\$ 40,494	↑53.59
Road Impact Fees	\$235,000	\$ -	↓41.69
Police Drug Fund	\$4,500	\$ -	↓41.69
Debt Services	\$1,293,500	\$ 98,001	↓34.11
Wastewater	\$16,874,057	\$ 9,705,098	↑15.82
Dental Care	\$70,000	\$ 29,314	↑0.18
Stormwater Fund	\$1,491,663	\$ 629,394	↑0.5
Cemetery Fund	\$78,890	\$ 22,266	↓13.46

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

**Administrative & Legislative Services Department
November 2021**

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	98	79	97	91	147
November	103	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	756	1355	1199	1,595	1,813

Purchase Orders by Dollars	Nov 2021	FY 2022	FY 2021	FY 2020	Total for FY22	Total for FY21	Total for FY20
Purchase Orders \$0-\$9,999	99	715	1281	1132	\$831,131.86	\$1,482,989.65	\$1,275,419.16
Purchase Orders \$10,000-\$24,999	0	11	29	34	\$187,466.16	\$417,161.17	\$551,938.89
Purchase Orders over \$25,000	4	30	45	33	\$10,985,400.17	\$5,951,224.30	\$4,035,346.92
Total	103	457	1355	1199	\$12,003,998.19	\$7,851,375.12	\$5,862,704.97

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	32,401	11,536	1,164,517	1,080,668
August	66	20	126	133	25,635	9,145	752,932	835,519
September	48	17	43	22	24,833	8,335	679,248	214,406
October	52	10	78	86	23,816	8,390	386,735	864,091
November	63	174	56	40	23,022	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	283	884	901	801	129,707	197,629	5,263,907	9,053,159

**Administrative & Legislative Services Department
November 2021**

“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	6	40	12
November	6	29	13
December		10	15
January		11	23
February		20	70
March		11	69
April		7	41
May		11	29
June		11	36
Total	42	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	64	15	40
November	19	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	221	383	356

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	0	0
November	0	0
December		
Total	15	\$2,365

**Administrative & Legislative Services Department
November 2021**

Building Maintenance Projects

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

Special Maintenance Projects

- Decorate City Hall complex for Christmas

	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	10	6	7	14	18	12
November	23	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	72	200	98	162	266	201

**Finance Department
November 2021**

Finance Section

During November the Finance Office continued working on the FYE 6/30/2021 audit fieldwork, scanning thousands of documents to reduce physical document storage space, and began collecting the current year property taxes. Current year tax bills were printed and mailed around the week of November 9th. The cumulative total of real estate and personal property taxes for the 2021 tax year billed is approximately \$5 million. As of November 30th, approximately \$392k (7.8%) of the 2021 property taxes was collected. Members of the Finance Office participated in the following events during the month:

November 2: City Hall group photo for time capsule

November 10: HR disciplinary training @ Fire Station #2

November 15: Transition planning for new Community Event Center

Performance Measures

Utility Billing

	November 2021	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
New Builds (#)	31	100	357	171	62	102
Move Ins (#)	79	400	737	649	534	553
Move Outs (#)	66	387	743	602	534	576
New customer signup via email (#)	37	167	300	127	104	163
New customer signup via email (%)	34%	33%	27%	15%	17%	25%

Business License Activity

	November 2021	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
Opened	4	33	76	69	75	72
Closed (notified by business)	2	3	6	10	9	18
Closed (uncollectable)	0	0	0	0	0	199

Accounts Payable

	November 2021	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
Total # of Invoices Processed	322	1712	4079	4003	3940	4437

**Finance Department
November 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	2,247,176	22%
Cemetery Fund	45,261	13,578	269,626	596%
Debt Services	1,217,528	365,258	997,724	82%
Dental Care Fund	39,361	11,808	213,648	543%
Roads Impact Fees	105,396	31,619	402,006	381%
Parks Impact Fees	109,476	32,843	306,888	280%
Police Impact Fees	77,976	23,393	305,744	392%
Fire Impact Fees	26,904	8,071	208,715	776%
Industrial Development	76,063	22,819	93,340	123%
Parks Sales Tax	988,260	296,478	1,047,341	106%
Police Drug Fund	5,048	1,514	34,068	675%
Solid Waste	1,065,400	319,620	505,374	47%
State Street Aid	418,172	125,452	337,490	81%
Stormwater Fund	964,600	289,380	1,223,817	127%
Wastewater	5,579,100	1,673,730	6,709,913	120%

*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	2,781,208	↓ 14.95%
Cemetery Fund	45,261	27,740	↑ 19.62%
Debt Services	1,217,528	549,109	↑ 3.43%
Dental Care	39,361	15,073	↓ 3.37%
Roads Impact Fees	105,396	53,974	↑ 9.54%
Parks Impact Fees	109,476	40,442	↓ 4.73%
Police Impact Fees	77,976	43,963	↑ 14.71%
Fire Impact Fees	26,904	29,011	↑ 66.16%
Industrial Development	76,063	60,759	↑ 38.21%
Parks Sales Tax	988,260	368,444	↓ 4.38%
Police Drug Fund	5,048	3,075	↑ 19.25%
Solid Waste	1,065,400	451,543	↑ 0.72%
State Street Aid	418,172	193,870	↑ 4.69%
Stormwater Fund	964,600	415,893	↑ 1.45%
Wastewater	5,579,100	2,242,107	↓ 1.48%

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

**Human Resources Department
November 2021**

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

- November 02: Benefits Specialist Interviews
- November 03: TnPRIMA Conference
Police Officer Interview
- November 04: TnPRIMA Conference
- November 05: TnPRIMA Conference
- November 09: Wastewater Tech I Interview
Police Officer Testing
- November 10: Municipal Management Academy Level I Course
- November 18: Board of Mayor and Aldermen Meeting
- November 23: Planning Technician Interview
- November 29: New Hire Orientation for Police Officer

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

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

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	1	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	1
November	1	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	3	7	4	6

**Human Resources Department
November 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	0	3	0
November	0	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	0
November	0	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
November 2021**

Meetings/Civic Organizations

➤ **Chief Brady attended the following meetings in November:** Department Head Staff Meeting (Nov. 1st, 15th & 29th), New Officer Interview (Nov. 3rd), White House Rotary Club Meeting (Nov. 4th, 11th, 18th & 25th), Planning Commission Meeting (Nov. 8th), Robertson County Chief's Meeting (Nov. 9th), Sumner Co. Drug Task Force Meeting (Nov. 18th), Command Staff Meeting (Nov. 18th) and Board of Mayor & Alderman Meeting (Nov. 18th).

➤ **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 51 proofs of the 164 for this year. The LEACT Conference should be in the Spring of 2022.

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
October	0	208	0	208
November	0	490	8	498
Total	100	2,547	80	2,727

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	November 2021	FY 2021-22
Three (3) Officers per Shift	39	220
Four (4) Officers per Shift	21	88

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 are plan to be conducted in January.

**Police Department
November 2021**

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. We are purchasing a custom software from Tyler Technologies which will help with stats.

Group A Offenses	November 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	
<i>Total</i>			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. We are purchasing a custom software from Tyler Technologies which will help with stats.

	November 2021	TOTAL 2021
Traffic Crashes Reported		350
Enforce Traffic Laws:		
Written Citations		826
Written Warnings		417
Verbal Warnings	403	3,645

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

COLLISION RATIO				
<u>2021</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
November	38	5 YTD 51	13%	13% YTD 388

Traffic School: There was no Traffic School in November.

Staffing:

- Ofc. Perry Gerome and Ofc. Caleb Railey are currently at the Tennessee Law Enforcement Training Academy. They will graduate in December.
- November 3rd, Chief interviewed one potential hire.
- Terry Brown (TJ) was hired to begin on November 29th.
- Jeremy Sisk resigned his position. His last day will be January 1st.
- We currently have 2 positions open and are accepting applications.

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

**Police Department
November 2021**

Sumner County Emergency Response Team:

- ERT had training on November 19th.

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. We are purchasing a custom software from Tyler Technologies which will help with stats.

2021 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
November		

Communications Section

	November	Total 2021
Calls for Service	1,013	12,125
Alarm Calls	38	366

Request for Reports

	November	FY 2021-22
Requests for Reports	12	66
Amount taken in	\$11.55	\$40.65
Tow Bills	\$0.00	\$0.00
Emailed at no charge	12	87
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- THSO- Sgt. Joel Brisson is attended the Autism Instructor training in Franklin, Tn November 1 -3, 2021.
- THSO- Sgt. Joel Brisson attended an all staff training in Franklin, TN November 4-5, 2021.

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.** Discover White House Expo & Safety Day presented by The Farmers Bank took place on October 2nd, 2021. **Completed**
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. We are currently taking applications for 2022.

**Police Department
November 2021**

4. *Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.*
- November 1st– Sgt. Enck instructed a 4-hour handcuffing class for eight Gallatin Police Department Officers.
 - November 3rd – Sgt. Enck instructed a 5-hour Defensive Tactics class at Tennessee Law Enforcement Academy.
 - November 14th – 19th – Sgt. Enck instructed a 3-day (24 hours) Ground Defense Instructor's school for the Tennessee Law Enforcement Officers Training Association in Gatlinburg, TN.
 - November 18th – we gave a helmet out at Wheels In Motion at H.B. Williams and Heritage Elementary.

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

Upcoming Events:

- Christmas Parade (12/4)
- Shop w/a Cop/Fireman (12/11)

<i>2021 Participation in Joint Community Events</i>		
	<u>October</u>	<u>Year to Date</u>
Community Activities	5	80

**Fire Department
November 2021**



Summary of Month's Activities

Fire Operations

The Department responded to 114 requests for service during the month with 78 responses being medical emergencies, 2 building fires, 2 vehicle fires. The Department also responded to 6 vehicle accidents; 4 accidents reported patients being treated for injuries, and 2 accidents reported with no injuries. Of the 114 responses in the month of November there were 18 calls that overlapped another call for service that is 15.79% 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 November from dispatch to on scene time averaged was, six minutes and eighteen seconds (6:18). The average time a fire unit spent on the scene of an emergency call was eighteen minutes and fifty-one seconds (18:51).

Department Event

- November 3rd – Fire Extinguisher training at Woodgrain
- November 18th – Breakfast at Grace Park
- November 18th – Visit Temple Baptist for Mother's Day Out

Fire Administration

- November 1st – Inspect Old Hickory Tool and Die
- November 10th – Fire Drill at City Hall

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	17
Rescue & Emergency Services	565
Hazardous Conditions (No Fire)	16
Service Calls	30
Good Intent Call	41
False Alarms & False Call	72
Calls for The Month	165
Total Responses FY to Date	743

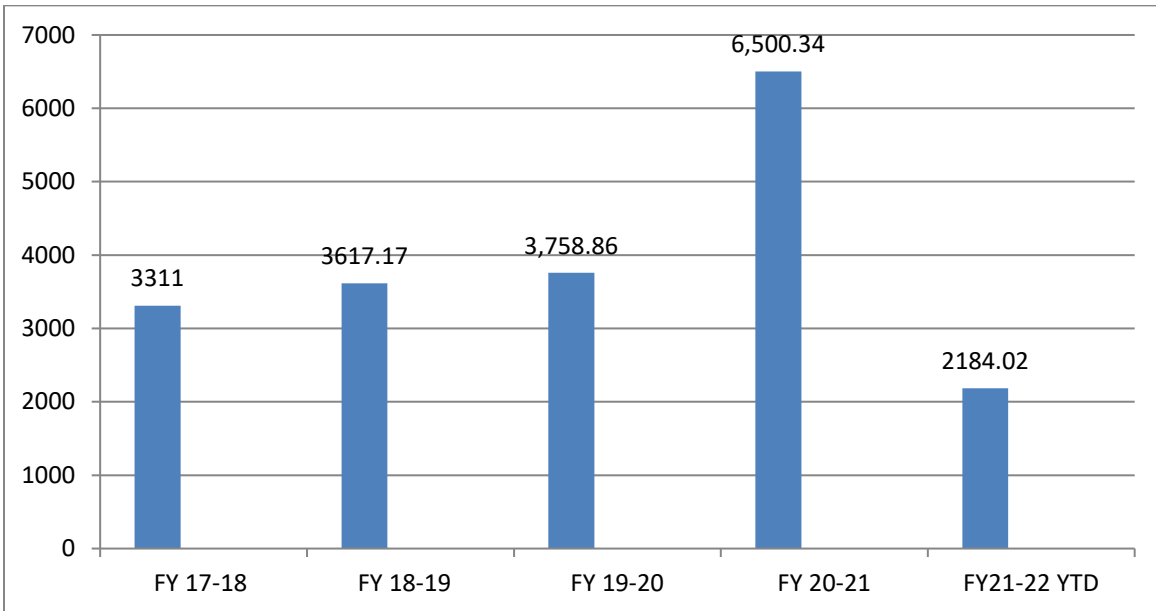
**Fire Department
November 2021**

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	79	505	67.96%
Station #2 (Business Park Dr)	35	238	32.03%

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	602.93	2184.02

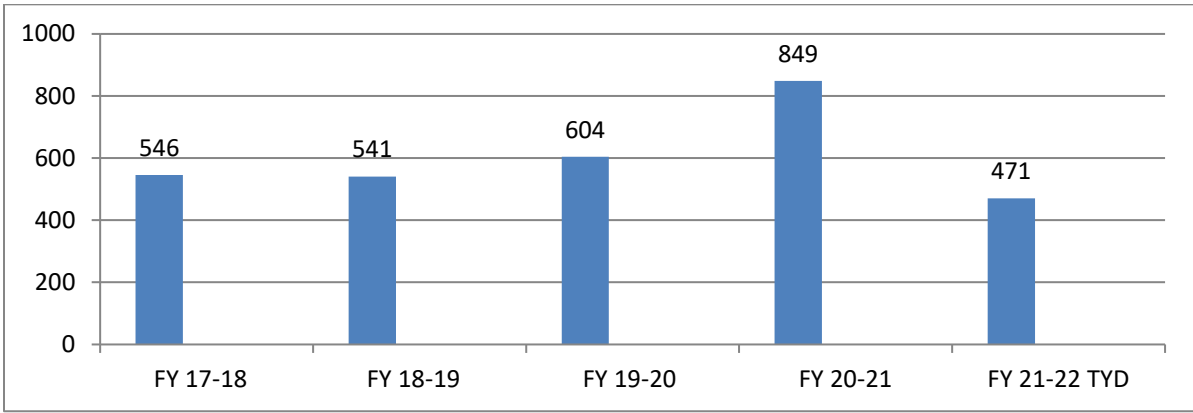
Training breakdown for ISO and NFPA

	Fire Officer	Company	Facilities	NFPA
Month	39.5	263.5	67.5	152.43
Total for FY	174	770	164.5	1103.02

Fire Inspection

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

**Fire Department
November 2021**

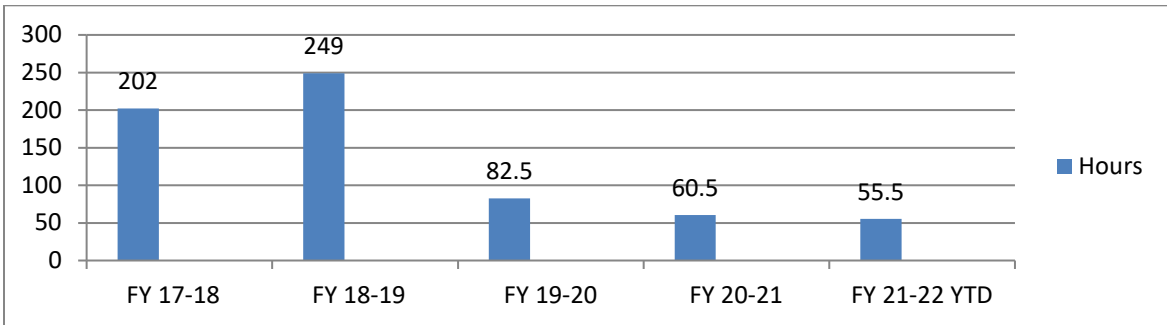
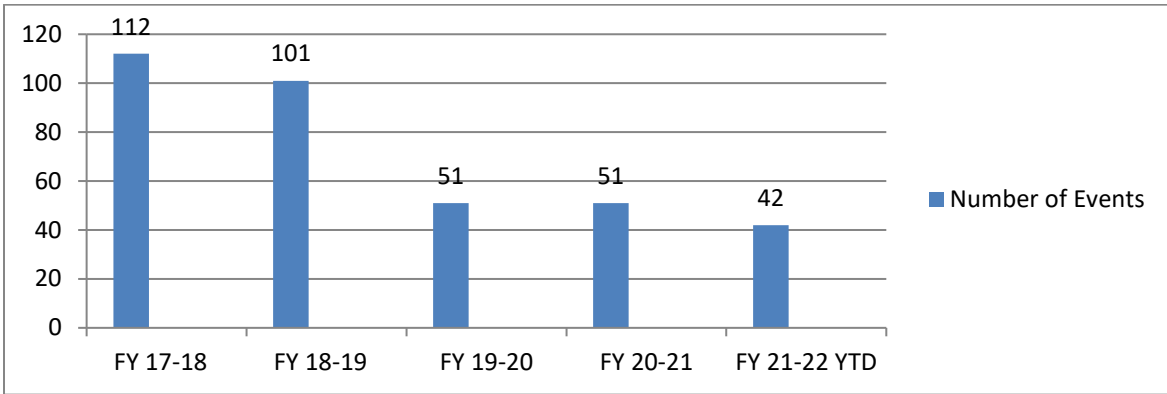
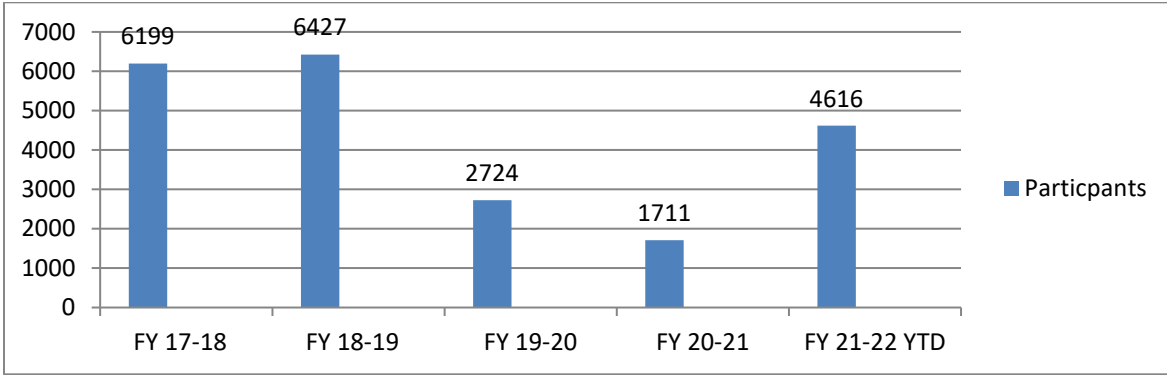


	Month	YTD
November Fire Inspection	92	471
Reinspection	21	101
Code Violation Complaint	1	6
Violations Cleared	13	66
Annual Inspection	15	63
Commercial Burn Pile	0	5
Knox Box	2	14
Fire Alarms	2	10
Measure Fire Hydrant	0	3
Plans Review	3	27
Pre-C/O	2	11
Pre-incident Survey	28	109
Sprinkler Final	2	3
Final/Occupancy	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
November 2021**



	Month	YTD
Participants	204	4616
Number of Events	7	42
Education Hrs.	12	55.5

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

Social Media Statistics

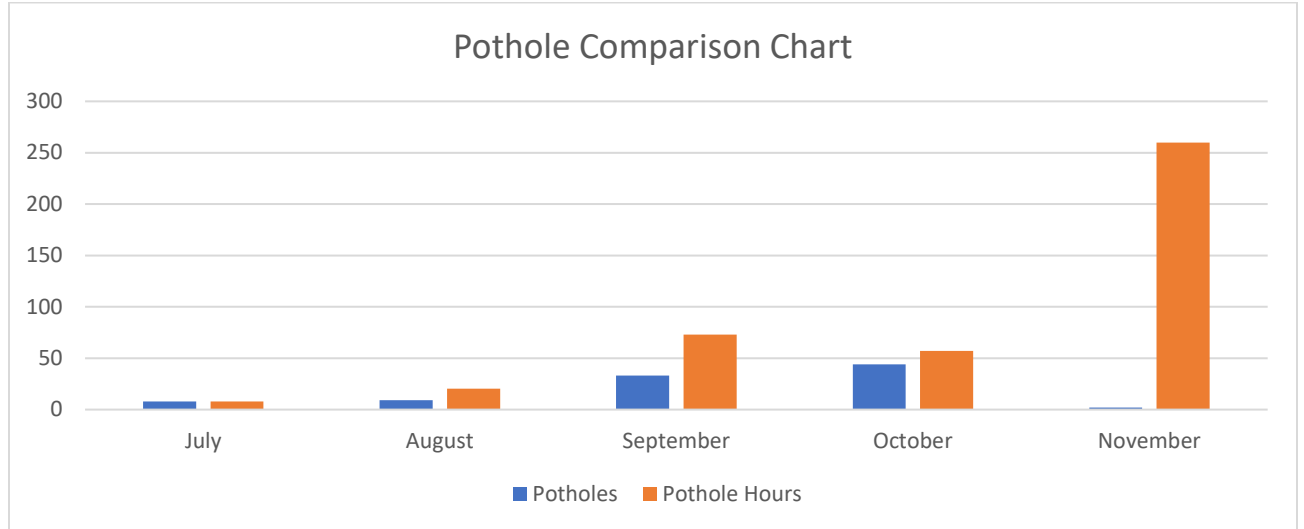
Page Views	518
Page Likes	67
Post Reach	11,315

**Public Services Department – Public Works Division
November 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:



-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.

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.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
Autumnwood Drive	7/26/2021	11/18/2021	NA
Overlook Court	11/9/2021	Ongoing repairs along this road (6.50 Tons installed as of 11/18/2021)	Approximately 2 and a half months

NOTE: The extended period of time needed to make repairs on Autumnwood Drive is due to low prioritization of the repair to be made as it was a minor inconvenience to the resident that reported the issue, as well as planning and scheduling of the project due to the large area needing to be repaired.

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

Monthly Work Log

Monday 11-01-2021

- Continued work and diagnostics of minor plow and salt box issues / Plow and salt route review

Tuesday 11-02-2021

- Street name sign installation / Closing cul-de-sac near Shell Station / Facility and Fleet Maintenance

Wednesday 11-03-2021

- Milled damaged asphalt on Donal Terrace

Thursday 11-04-2021

- Removed non-compliant ADA Ramp at WHPD in preparation to pour asphalt on Tuesday November 9th

Monday 11-08-2021

- Built forms in preparation to pour concrete for ADA Compliant Ramp at WHPD

Tuesday 11-09-2021

- Poured ADA Ramp at WHPD / Fleet Maintenance

Wednesday 11-10-2021

- Replaced street name signs / ROW Mowing

Thursday 11-11-2021

- Holiday (Veterans Day) Thank you Military Veterans!

Monday 11-15-2021

- Traffic Control for CEMC to repair Christmas Lights wiring at 31W and Portland Road Intersection / Removed forms from WHPD ADA Ramp / Milled Donal Terrace in preparation for asphalt repair / Delivered leaf bags to City Hall

Tuesday 11-16-2021

- Asphalt installation on Donal Terrace

Wednesday 11-17-2021

- Milling and removal of damaged asphalt and sub-base on Autumnwood Drive and Overlook Court

Thursday 11-18-2021

- Cleaned up Autumnwood Drive / Toolbox Talk / Removed “BUMP AHEAD” signs on Donal Terrace and installed at Overlook Court.

Monday 11-22-2021

- Safety meeting / Facility and Fleet Maintenance / Installed Road plates on Autumnwood Drive

Tuesday 11-23-2021

- Asphalt on Autumnwood Drive / Bushhogged NPC

Wednesday 11-24-2021

- Finished asphalt on Autumnwood Drive and started installing asphalt on Overlook Court

Thursday 11-25-2021

- Holiday (Thanksgiving)

Monday 11-29-2021

- Installation of Christmas Lights at on Portland Road and 31W as well as 76 and 31W Intersection / RoW Mowing / Started installation of new batteries in Decorative Street Lights in Settlers Ridge.

Tuesday 11-30-2021

- Fleet Maintenance on Bucket Truck / Installation of Street Name Signs

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

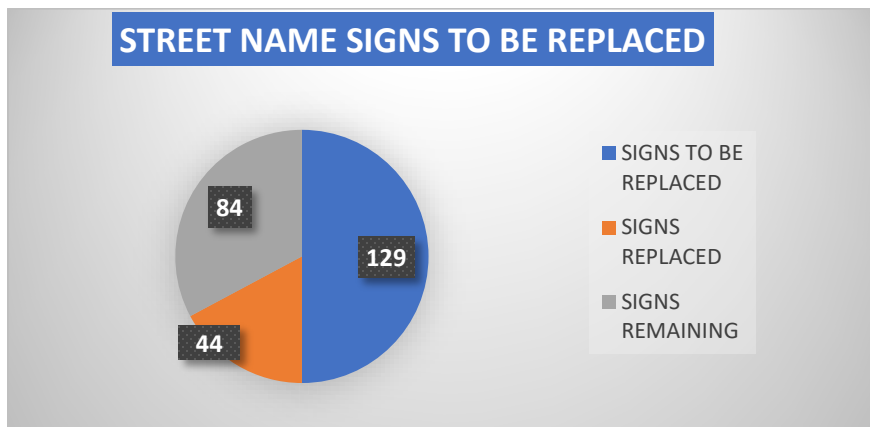
<u>Subdivision Decorative Light LED Retrofit Project</u>			
<u>UPDATED September 2021</u>	<u>TOTAL LAMPS</u>	<u>TOTAL RETROFIT COMPLETED</u>	<u>TOTAL RETROFIT TO BE COMPLETED</u>
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	5	6	0
Bridle Creek Subdivision	7	7	0
Business Park Drive	7	7	0
Hampton 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
Settlers Ridge (Solar lights batteries need replaced)	22	0	22
Totals:	167	167	0

NOTE: Settlers Ridge Subdivision has recently reported that all lights are out. The manufacturer and supplier of the Lead Acid Batteries provided the City of White House Public Works Department with replacement batteries under warranty until such time the Public Works Department can budget for the most update and best batteries (Lithium Ion).

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: 26 Street Name Signs were replaced int the month of November.



Public Services Department – Public Works Division
November 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-Oct	21-Nov	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	848	902	12,038
Facility Maintenance	3494	2187	1,227	1,137	887.25	101	97	1290.25
Fleet Maintenance	1034	514	282	380	422.5	125	18	556
Meeting/Training	502	510	517	400	457	23	28	457
Leave	1,253	576	613	810	823	70	100	1480.9
Holiday	795	470	385	555	545	50	2	552
Overtime	508.5	488	414	311	152.75	34	100	398
Administrative	385	698	803	867	1153.25	162	188	2,503
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	27	25	634
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	57	2	408
Pothole Hours	0	759	734	1,181	831.5	44	261	709.25
R-O-W Hours	0	2835	2416	4,027	3044.5	202	0	2,918
Sign/Repaired	0	120	91	84	63	10	27	119
Sign Work Hours	0	289	179	234	109	28	30	269
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	15	0	70
Traffic Light Hours	0	0	65	20	158	0	0	77

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Oct	21-Nov	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	320	360	5,248
Facility Maintenance	3494	723	446	574	394.5	53	49	625
Fleet Maintenance	1034	488	445	331	294.5	8	19	265
Meeting/Training	502	265	130	135	127.5	8	12	165
Leave	1,253	428	700	476	336	30	80	680
Holiday	795	270	230	230	230	20	40	290
Overtime	508.5	119	4	12	39.5	0	0	8
Administrative	385	167	1	0	72.5	1	3	50
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	50	0	484
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	0

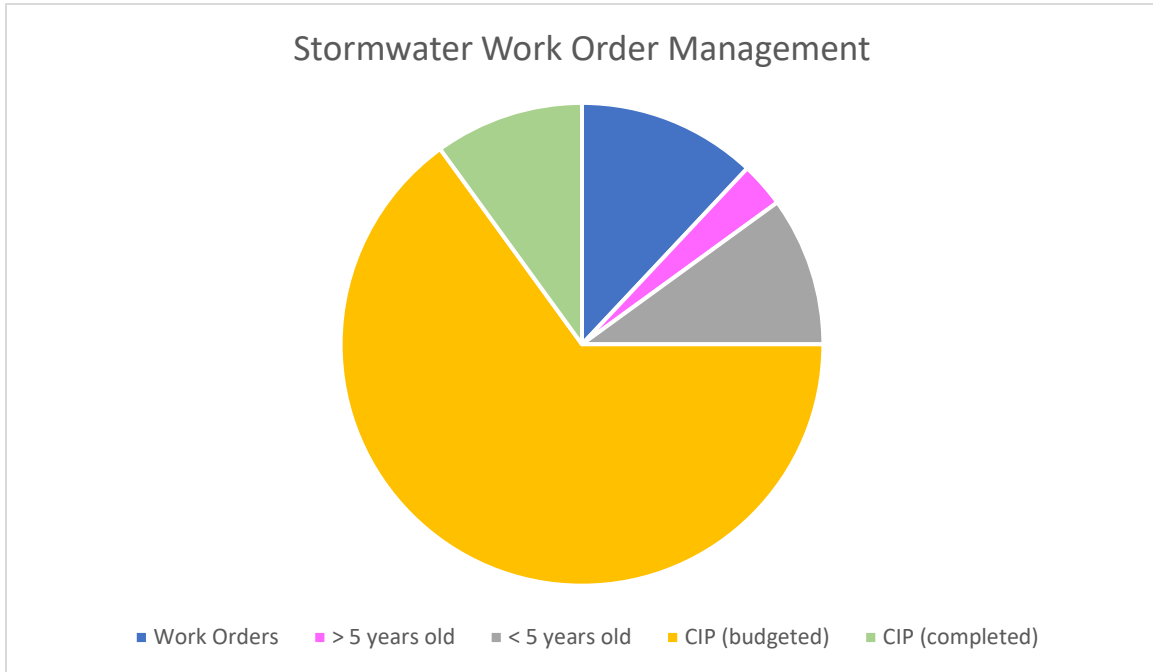
Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Oct	21-Nov	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	511	405	7,961
Brush Truck Loads	459	551	522	578	584	41	37	716
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	283	368	5,591
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	96	88	1,654
Litter Pickup Bags	334	507	546	511	456	21	36	533
Litter Pickup Hours	1147	1132	985	957	892	44	58	948

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

Month:	November
Year:	2021

	STATUS	TITLE	PRIORITY	DESCRIPTION	START DATE	END DATE
	PUBLISHED	Springbrook Drainage Improvements	High	Replace 24" HDPE with 30" RCP and area drainages along Copperfield Ct	1/3/2022	TBD
	IN PROGRESS	Beechbrook Court	Medium	Install series of 15", 18" and 30" RCP into ROW conveyance	11/18/2021	12/20/2021
	COMPLETED	Tractor Supply	Medium	Certificate of Occupancy - Final Stormwater	11/23/2021	11/29/2021
	COMPLETED	Area 2	Low	Catch basin cleaning	5/15/2020	5/20/2020
	PLANNED	Wilkinson Drainage Improvements	High	Extensive grade work and culvert replacement along Hickerson Drive and Wilkinson Lane	4/4/2022	TBD
	COMPLETED	403 Rolling Acres	Low	Install 15" driveway culvert	11/15/2021	11/18/2021
	IN PROGRESS	419-425 N. Palmers Chapel Rd	Medium	Install 8" FM along NPC	10/28/2021	12/13/2021
	COMPLETED	112 Tison Lane	Medium	Riparian buffer repair and vegetation removal	11/4/2021	11/8/2021
	COMPLETED	Stephanie Drive	Medium	Headwall repair at Meadowlark Ln	10/25/2021	11/2/2021
		<i>Insert new rows ABOVE this one</i>				

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



Administrative Notes

- Three complaints were received and investigated. Two issues are on private property and one requires extensive rehabilitation and partnership with TDEC.
 - o 101 Hickory Trail – clogged culvert
 - o 304 Autumnwood Drive – stream bank eroding and causing sinkholes. Most likely, the city will need an ARAP to disturb the creek.
 - o 113 Whitehaven Ct. – ponding water in backyard
- Ongoing: remediation at Beechbrook Ct.
- Street sweeping of hwy31W completed following expressed concerns for the bike lane.
- 1 complaint reported at 721 North Palmers Chapel Rd: no ditch line to convey runoff; 811 called and work scheduled for 2nd week in December
- Four (4) fence permits were issued: 2129 Brokeshire Dr, 3600 Hwy31W, 234 Telavera Dr., and 144 Crabourne Drive
- Long term maintenance agreement submitted for review and approval of behalf of Tractor Supply.
- Springbrook CIP pre construction meeting scheduled for December 6th. Estimated delivery on material extended to December 20th.

**Public Services Department – Stormwater Division
November 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>The Parks</i>	Open trench inspection	Work Order: 112921006 Complete	
<i>US 31W</i>	Ditch Maintenance	Work Order: 10324569 Complete	

Public Services Department – Stormwater Division
November 2021

<p>Tractor Supply</p>	<p>EPSC Inspection</p> <p>Work Order: 11291005</p> <p>Complete</p>	
<p>Truck #1303</p>	<p>Fleet Maintenance</p> <p>Work Order: 112921001</p> <p>Complete</p>	
<p>Brush Route #2</p>	<p>Catch Basin Cleaning</p> <p>Work Order: 112221001</p> <p>Complete</p>	

Public Services Department – Stormwater Division
November 2021

*403 Rolling
Acres Dr*

Driveway
culvert

Work Order:
102521005
Complete



*Street
Sweeping*

Preventative
Maintenance

Work Order:
111721002
Complete



Stormwater Division

Total Hours Worked	FY 15/16	FY 19/20	31-Oct	30-Nov	YTD 20/21
Stormwater	5,744	7,204	915	859	15,626
Work Orders	0	69	11	5	213
Overtime	508.5	262	19	0	204
Facility Maintenance	3,494	638	72	31	992
Fleet Maintenance	1,034	314	92	95	1,285
Administrative	385	1,138	219	212	2,826
Drainage Work (feet)	0	3,988	283	332	8,653
Drainage Man Hours	0	1,371	94	274	4,399
Debris Removed Load	0	188	8	2	234
Sweeping Man Hours	0	309	58	27	613
Mowing Hours	0	102	36	0	496
R-O-W Hours	0	1,506	0	2	47
Shoulder/Curb Hrs	0	0	0	0	40

Public Services Department – Stormwater Division
November 2021

SWEEPER LOG

Monthly

NPDES II

13th Annual Report for Sweeper Truck
July 1, 2021- June 30, 2022
For City of White House, Stormwater

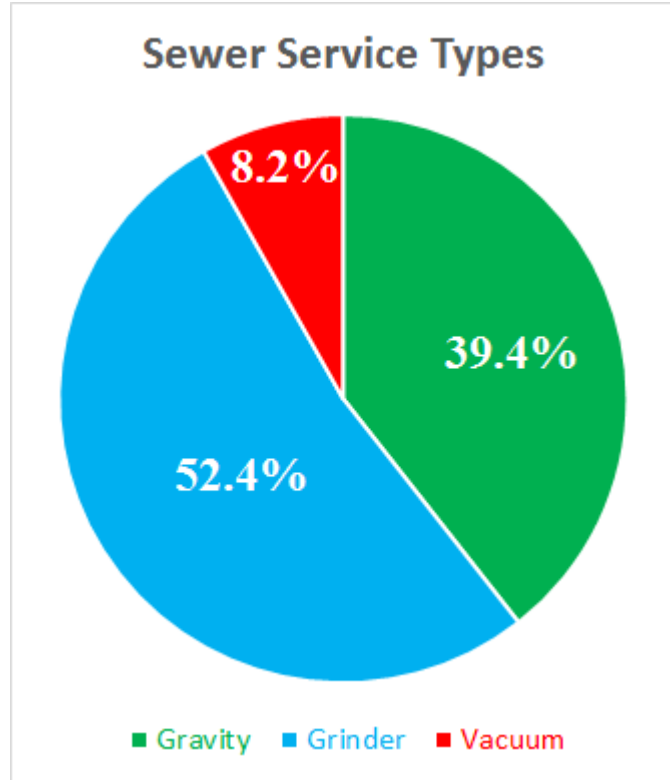
Month	Time (Hours)	Mileage	Tons
July, 2021	16.75	52	5
August, 2021	59	139	21
September, 2021	39.5	103	41
October, 2021	30	138	13
November, 2021	14	57	7
December, 2021	0	0	0
January, 2022			
February, 2022			
March, 2022			
April, 2022			
May, 2022			
June, 2022			
Totals YTD:	159.25	489.00	87

**Public Services Department - Wastewater Division
November 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 October 31st, 2021, City personnel count a total of **5,688** sewer system connections, with **31 new** applications for service in October, 2021. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	2,242
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>November 2021</u>	<u>YTD</u>
Tennessee 811	1,670	1849	2315	2680	2933		423	2503

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

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

**Public Services Department - Wastewater Division
November 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>Nov 2021</u>	<u>YTD</u>
North Palmers Chapel	22	23	8	3	1		0	3
Calista Road	55	13	4	2	1		2	5
Wilkinson Lane	8	4	1	3	1		1	1
Portland Road	1	4	1	0	1		0	0
Cope's Crossing	17	15	7	8	6		1	4
Union Road	8	17	6	6	9		0	0
Meadowlark Drive	11	6	4	2	1		0	1
Highway 76 (Springfield)	1	0	1	1	0		0	0
Cambria Drive	0	0	1	4	3		1	1
Sage Road (Hester)	7	2	0	1	0		0	0
Kensington Green	n/a	n/a	n/a	1	0		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		0	0
Settler's Ridge	0	1	1	1	1		0	0
Summerlin	0	0	2	5	22		0	0
Heritage High School	22	0	2	1	0		0	0
Loves Truck Stop	n/a	n/a	n/a	0	0		0	2
Concord Springs	n/a	n/a	n/a	0	0		0	1
Parks	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:

On 11-01, an alarm occurred at Calista station when a power outage caused vacuum pump #3 to reverse phase. The motor was tested to determine no damage, and rewired to return to normal operation. On 11-28, multiple downed power line repairs by CEMC caused a similar phase reversal in vacuum pumps #'s 1 and 2, which were tested and repaired same as pump #3.

On 11-22, the transducer at the Wilkinson Ln malfunctioned, causing a low-water alarm. A short in the wiring led to frequent run times and caused a strong odor. The transducer was pulled, cleaned, tested, and reinstalled, and the station returned to normal operation.

On 11-28, the Cambria station went into high-temp lockout following restoration of power after an outage. Copes Crossing and Wilkinson stations ran at full speed after the outage, overpowering the Cambria station and causing it to overheat. The pumps were reprimed, tested, and returned to normal operation.

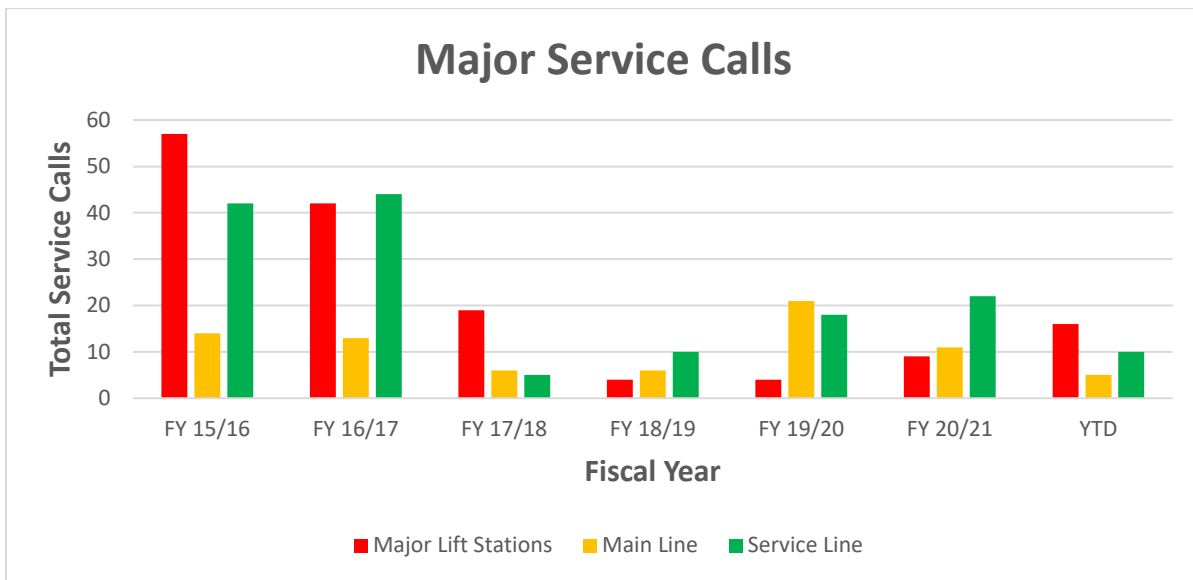
On 11-28, the same power outage caused both soft-starts at the Copes Crossing station to trip out. The station was reset and returned to normal operation.

**Public Services Department - Wastewater Division
November 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.

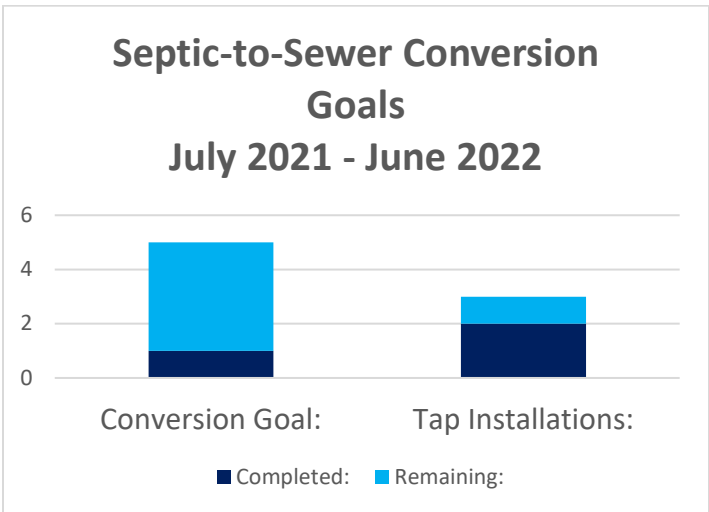
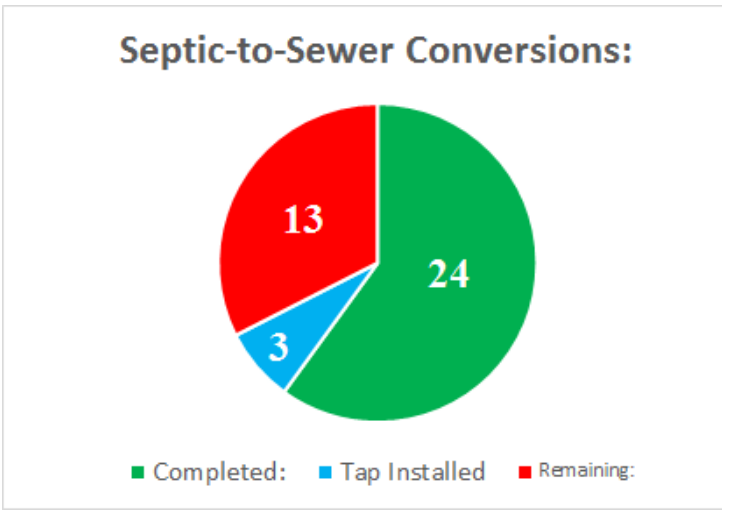
<u>Repairs</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Nov 2021</u>	<u>YTD</u>
Major Lift Stations	42	19	4	4	9		9	16
Main Line	13	6	6	21	11		1	5
Service Line	44	5	10	18	22		3	10



- Line Breaks** – One main-line break occurred in November, 2021. A 2-inch force-main on McCurdy Rd was damaged by fiber installation activities. Crew responded quickly and were able to repair the line before any stream impacts could occur.
- 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** – A number of small-diameter inflatable ball plugs have been found in the Concord Springs station wet well. These are 4” plugs used by plumbers when working on the private service laterals on the individual lot service lines. One of these plugs lodged in a suction pump at this station, causing damage to the pump clutch. **This repair has been completed by Southern Sales and the station is operating as designed. An invoice will be forwarded to the developer to cover the cost of the repairs.**
- 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.**

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

5. **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.
6. **Sewer Model Update and Master Plan Update** – The Sewer Model and Master Plan Updates being conducted by Jacobs Engineering are complete. 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. Bids will be opened for Phase-1 of the 18” line on Monday, November 8th. Phase-1 will connect to the existing 12” Southern Force-Main on Hester Dr, bore underneath I-65 towards Loves Truck Stop, cross Hwy 76 at the Loves Ln intersection, and manifold to an existing 12” line at the intersection of DeeCee Ct and SCT Dr.
7. **Vacuum-to-Gravity Conversion Projects:** The North Palmers Chapel vacuum-to-gravity conversion project has begun for the remaining vacuum service customers on North Palmers Chapel Rd and College St Extension from the greenway to Tyree Springs Rd. This project will remove 22 vacuum services from the North Palmers vacuum station, and reroute them to the Copes Crossing station via a new gravity line. A pre-construction meeting was held with L&G Construction on September 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. The gravity portion of the project has been completed and testing of the lines and manholes is underway. There is a delay in the delivery of the two LPG pumps. L&G waited on ordering them until the last week of October. Due to longer than normal lead times the pumps have been pushed back to mid-December.
8. **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.
9. **Plant Repairs** – A bearing failed on one of the disc aerator assemblies in the oxidation ditch at the Wastewater Treatment Plant. Repairing and replacing the bearing required that the aerator be taken out of service, and the entire shaft assembly removed by crane. Impacts on treatment quality were negligible, and no effluent violations occurred due to the equipment failure. **This was repaired and the plant is 100% operational.**



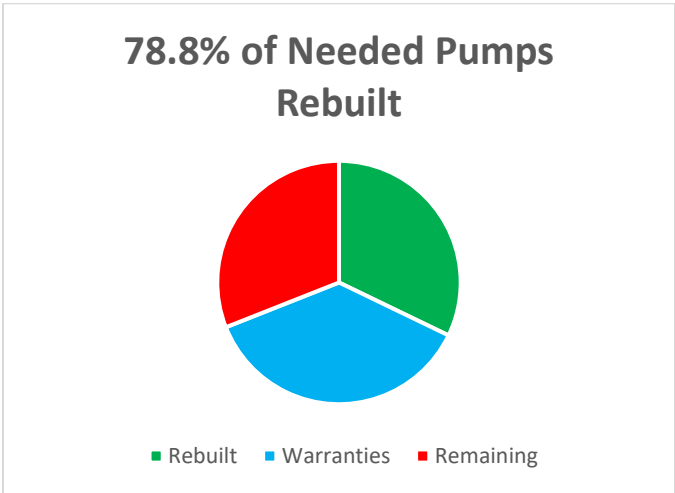
**Public Services Department - Wastewater Division
November 2021**

<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>Nov 2021</u>	<u>YTD</u>
Vacuum System Service Request	172	143	112	82	78		16	57
Gravity Service Request	12	0	10	13	20		3	31
Low Pressure Service Request	716	621	728	770	702		58	321
Total Pumps Replaced	338	401	361	449	492		41	221
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	135		12	55
Total Warranty Pumps Returned	n/a	n/a	n/a	n/a	n/a		9	63
Grinder Tank PM Program	58	63	358	267	219		9	44
Open Trench Inspections	23	54	103	226	409		42	326
Final Inspection for New Service	55	56	62	110	248		50	194
Sanitary Sewer Overflow (SSO)	9	1	3	49	19		1	12
Odor Complaints	17	28	43	43	35		3	10

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 anticipate approximately 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
November 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	Aug - 21	Sep - 21	Oct - 21	Nov - 21	
Flow – To Creek	0.459 MGD	0.621 MGD	0.563 MGD	0.629 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.232 MGD	0.115 MGD	0.047 MGD	0 MGD	
Total Flow Through Plant	0.691 MGD	0.736 MGD	0.610 MGD	0.629 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.4000 MGD	
% of Plant Throughput	49.3%	52.6%	43.6%	44.9%	(0.629 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	57.5%	65.7%	54.5%	56.2%	(0.629 MGD) / (1.12 MGD)
Rainfall	4.51”	5.98”	5.99”	2.27”	

Effluent	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21		Nov 2021	YTD
Violations	7	7	13	7	12	7		1	5

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
November 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 **0.14** PPM with a max residual of **0.26** 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 **27.5 CFU’s** which is well below the limit. *Last month the average was 7.6.*

**Public Services Department - Wastewater Division
November 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
November 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
November 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.
- **10-01-2021:** Continued excavation of unsuitable soils, with backfilling and compacting of soils in Lab Building, Bioreactor, and parking areas. Existing drainage ditch on-site redirected away from clarifier area.
- **10-04-2021:** 1 and 3/8 inches rain in rain gauge from Sunday and Monday. Silt fence inspected with no issues found. Additional silt fence installed at construction parking area. Defunct 8” line removed underneath grit removal area. Conducted dewatering of excavated areas.
- **10-05-2021:** Site still muddy from rain on previous day, with more rain in forecast for the day. Existing light pole removed from effluent area by White Electric. Additional stone applied to parking area. Additional dewatering of site conducted. Conflicting irrigation line to sprinkler head removed.
- **10-06-2021:** Additional 0.40” of rain received overnight. Site still muddy from rain on previous day. Demoed light pole foundation excavated and removed. Safety fence installed around excavation pits on site.
- **10-07-2021:** Additional 3/8 inch of rain received overnight. Additional dewatering performed. Began sub-grade excavation of grit removal and UV areas.
- **10-08-2021:** Site still muddy from rain on previous day. New construction roadway cut in. Continued to excavate UV area.
- **10-09-2021:** Site still muddy, but workable. Conducted backfilling/compacting in bioreactor area. Continued to excavate UV area.
- **10-10-2021:** Continued backfilling/compacting bioreactor area. Continued excavating UV area.
- **10-11-2021:** Keller on-site to begin augering and installing vibropiers. Continued backfilling and compacting bioreactor area. Excavated lab building area.
- **10-12-2021:** Keller continues augering for vibro-pier installation. Began excavating effluent structure area.
- **10-13-2021:** Keller continues augering for vibro-pier installation. Performed lawn maintenance and graded area for conex box.

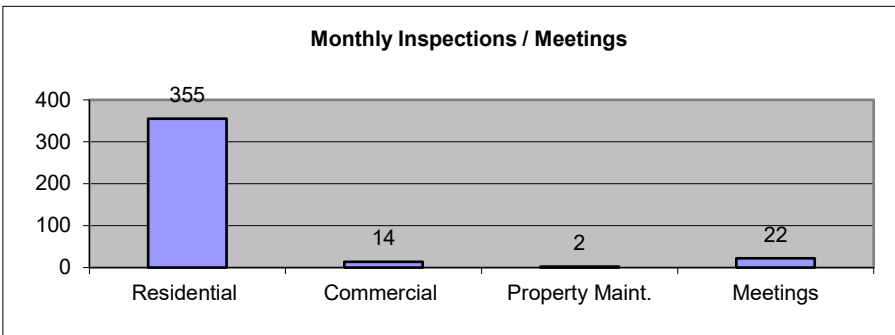
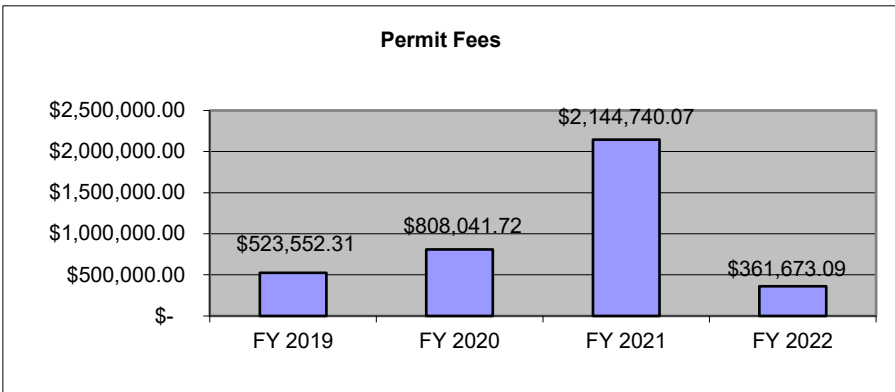
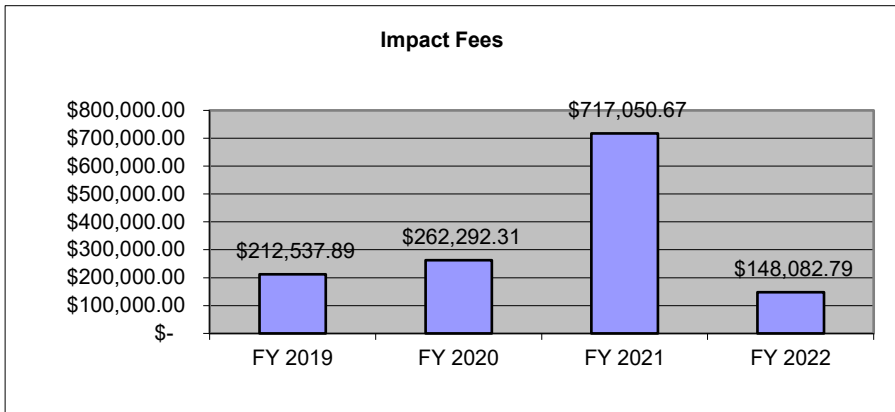
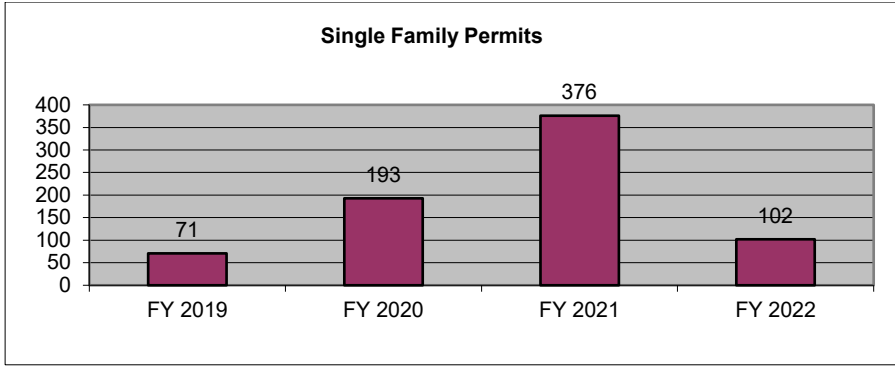
**Public Services Department - Wastewater Division
November 2021**

- **10-14-2021:** Keller continues vibro-pier installation. Began excavating electrical building area. Continued yard work. Applied stone to new construction entrance road.
- **10-15-2021:** Work delayed due to heavy rains beginning at approximately 8:30am. Proof-roll test conducted in bioreactor area. Additional drain pipe installed to assist with dewatering site.
- **10-18-2021:** Keller continues vibro-pier installation. Conducted site dewatering. Continued yard work and safety fence installation.
- **10-19-2021:** Keller continues vibro-pier installation. Extended construction road around jobsite.
- **10-20-2021:** Keller continues vibro-pier installation. Stone applied to extended construction road. Soil stockpiles turned for drying. Began building concrete wash-out area. Site prepped for additional rain tomorrow.
- **10-21-2021:** Keller continues vibro-pier installation. Dirt work performed to protect against incoming rain in forecast.
- **10-22-2021:** Keller continues vibro-pier installation. Backfilled lab building area, and performed dirt work around parking area. Began building break area/conex roof for Reeves Young crew.
- **10-23-2021:** Keller continues vibro-pier installation. Performed heavy equipment maintenance.
- **10-25-2021:** 1.4" rain overnight, with rain still falling. Keller unable to continue vibro-pier installation due to rain. Performed silt fence inspection and site dewatering.
- **10-26-2021:** Keller continues vibro-pier installation. Continued working on Reeves Young break area, and dewatered site.
- **10-27-2021:** Keller continues vibro-pier installation. Continued working on Reeves Young break area. Performed dirt work to protect against incoming rain in forecast.
- **10-28-2021:** Keller completed vibro-pier installation and demobilized. Additional safety fence installed on-site. Continued working on Reeves Young break area.
- **11-01-2021:** Reeves Young dewatering site due to heavy rains over the weekend. Tafolla on site receiving rebar and prepping for concrete work. Gravel spread in bioreactor area to prep for mud-mat pour. Performed maintenance on construction road.
- **11-02-2021:** Reeves Young and Tafolla prepping site for mud-mat pour, grading, and dewatering.
- **11-03-2021:** Reeves Young and Tafolla continuing to prep mud-mat and dewatering site.
- **11-04-2021:** 1st bioreactor mud-mat poured by Tafolla.
- **11-05-2021:** Tafolla installed forms for 2nd mud-mat.
- **11-08-2021:** Reeves Young grades site and preps for 2nd mud-mat. Tafolla installing rebar for 1st bioreactor foundation pour.
- **11-09-2021:** 2nd bioreactor mud-mat poured by Tafolla. Reeves Young backfilling around lab building area. GEO Services on-site to test soil compactions in lab building and parking lot areas. Tafolla continuing to install rebar for 1st bioreactor foundation pour.
- **11-10-2021:** Reeves Young continuing backfill work and grading. Tafolla continuing to install rebar for 1st bioreactor foundation pour.
- **11-11-2021:** Reeves Young prepped site in anticipation of rain, which began late-morning.
- **11-12-2021:** Reeves Young dewatering site and drying soil after rain. Tafolla continuing to install rebar for 1st bioreactor foundation pour.
- **11-13-2021:** Tafolla continuing to install rebar for 1st bioreactor foundation pour.
- **11-15-2021:** Reeves Young continuing to dry soils. Tafolla continuing to install rebar for 1st bioreactor foundation pour, and installing bioreactor piping.
- **11-16-2021:** Reeves Young continuing to dry soils. Tafolla continuing to install bioreactor piping. GEO Services performing soil compaction testing.
- **11-17-2021:** Tafolla continuing to install rebar for 1st bioreactor foundation pour. Reeves Young prepping site for incoming rain, and continuing to backfill and compact lab building and parking areas.
- **11-18-2021:** Approximately ½ inch of rain fell overnight. Reeves Young dewatering site and working on bioreactor piping. Tafolla continuing to work on rebar ties.
- **11-19-2021:** Reeves Young continuing to dewater site and dry soils, and working on piping for bioreactor drains. Geo Services performing rebar inspections. Tafolla beginning vertical rebar installation.
- **11-20-2021:** Tafolla continuing to install rebar for 1st and 2nd bioreactor foundations. Reeves Young prepping site for incoming rain, and continuing to work on bioreactor drain piping.
- **11-22-2021:** Approximately ¾ inch of rain fell previous day. Reeves Young dewatering site, performed construction road maintenance, continued working on piping for bioreactor drains, and prepped site for concrete pour of 1st bioreactor foundation. Tafolla continuing to install rebar for 2nd bioreactor foundation.
- **11-23-2021:** 1st bioreactor foundation poured beginning at midnight. 797 cubic yards of concrete poured. Additionally, Tafolla continued installation of rebar for 2nd bioreactor foundation.
- **11-24-2021:** Tafolla continues installing rebar for 2nd bioreactor foundation. Reeves Young continuing work on drain pipes.
- **11-29-2021:** Tafolla continues installing rebar for 2nd bioreactor foundation. Reeves Young continues to work on installing bioreactor drain lines.

Public Services Department - Wastewater Division
November 2021

- **11-30-2021:** Tafolla continues installing rebar for 2nd bioreactor foundation. Reeves Young dewater bioreactor piping trench and spreads soil to dry. Reeves Young begins excavating clarifier area to sub-grade.

**Planning and Codes Department
NOVEMBER 2021**



**Planning and Codes Department
NOVEMBER 2021**

	Month	FY2022	FY2021	FY2020	FY2019
MEETING AGENDA ITEMS#					
Planning Commission	6	32	74	69	66
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	2	4	5	6
Tech. Review/Study Session	0	2	2	0	1
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	32	102	376	193	71
Multi-Family Residential	0	0	22	0	13
Other Residential	5	36	83	91	93
New Commercial	0	1	6	6	3
New Industrial	0	0	2	0	1
Other Com/Ind	0	9	23	23	33
Sign	1	6	17	14	25
Occupancy Permits	31	203	21	14	25
Other	1	1	11	12	3
BUILDING INSPECTIONS					
Residential	355	2000	2621	2858	2411
Hours	266	736	533	699.58	414.98
Commercial /Industrial	14	66	92	110	179
Hours	7	33	36.93	12.83	165
CODE ENFORCEMENT					
Total Cases	2	23	98	330	179
Hours	2	15	35.75	70.24	86.75
Complaints Received	2	44	41	116	98
MEETINGS					
Administration	8	60	72	58	68
Hours	16	54	99	38.26	103.67
Planning	14	53	53	76	135
Hours	21	101	96.58	155.5	86.82
Codes	0	4	11	28	35
Hours	0	4	9	37.85	40.16
FEES					
Permit Fees	\$64,715.00	\$ 361,673.09	\$2,144,740.07	\$ 808,041.72	\$523,552.31
Board Review Fees	\$400.00	\$ 2,775.00	\$ 84,775.00	\$ 11,000.00	\$3,750.00
City Impact Fee	\$39,840.00	\$ 148,082.79	\$ 717,050.67	\$ 262,292.31	\$212,537.89
Roads	\$12,192.00	\$ 48,045.22	\$ 301,769.60	\$ 77,860.90	\$98,885.80
Parks	\$12,672.00	\$ 40,392.00	\$ 150,326.00	\$ 74,646.00	\$ 23,140.00
Police	\$9,024.00	\$ 43,897.91	\$ 191,431.41	\$ 59,096.30	\$ 11,704.30
Fire	\$5,952.00	\$ 28,966.86	\$ 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: 16	\$ 3,590,692.99	\$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	15		17	16	15

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

Update on ongoing projects:

Greenway Trailhead Clock Repair

- Received products from Verdin Company this month
- Will begin install next month

Soccer Complex Renovation

- Grading work has been completed
- Irrigation installed but has not been tested
- Sod began to be put down toward end of month
- Light intensity needs to be checked on each pole that was installed



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

- Attended Before Executing Your Grant Virtual Workshop November 1st
- Workshops for executing grant will be sometime later.

Parks, Recreation, & Cultural Arts Department
November 2021

Design Work

- We are working with HFR to design a concession stand renovation/addition for baseball as well as a Splash Pad maintenance building
- Received quote for design and estimated total cost for each project.
- Design ongoing

Fencing

- Maintenance Shop specs done
- Field 5 at Municipal Park specs done
- Cemetery – need help from engineer to finish specs. Should be completed soon.
- Will go out for bid as soon as cemetery specs are complete.

Upcoming Projects:

Grading

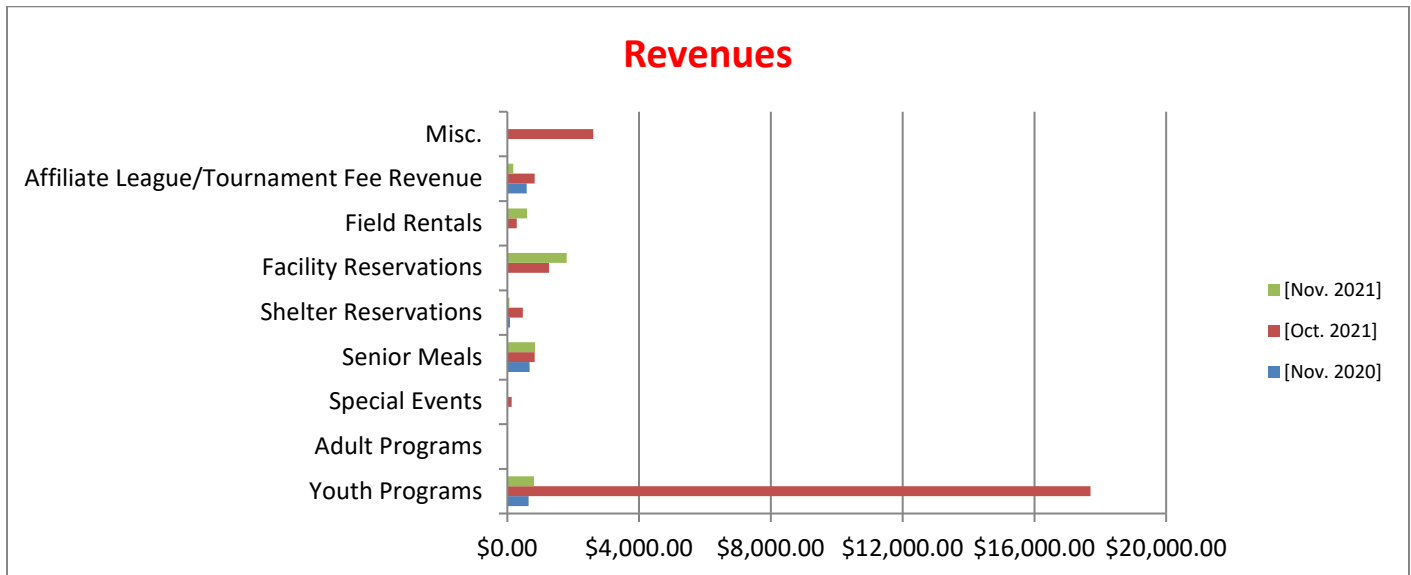
- Began cutting out grass that developed on infield on Field 7 so we can add new dirt and grade it.
- Will possibly add sand to soccer fields or other areas but that will be in the summer

Tennis Courts

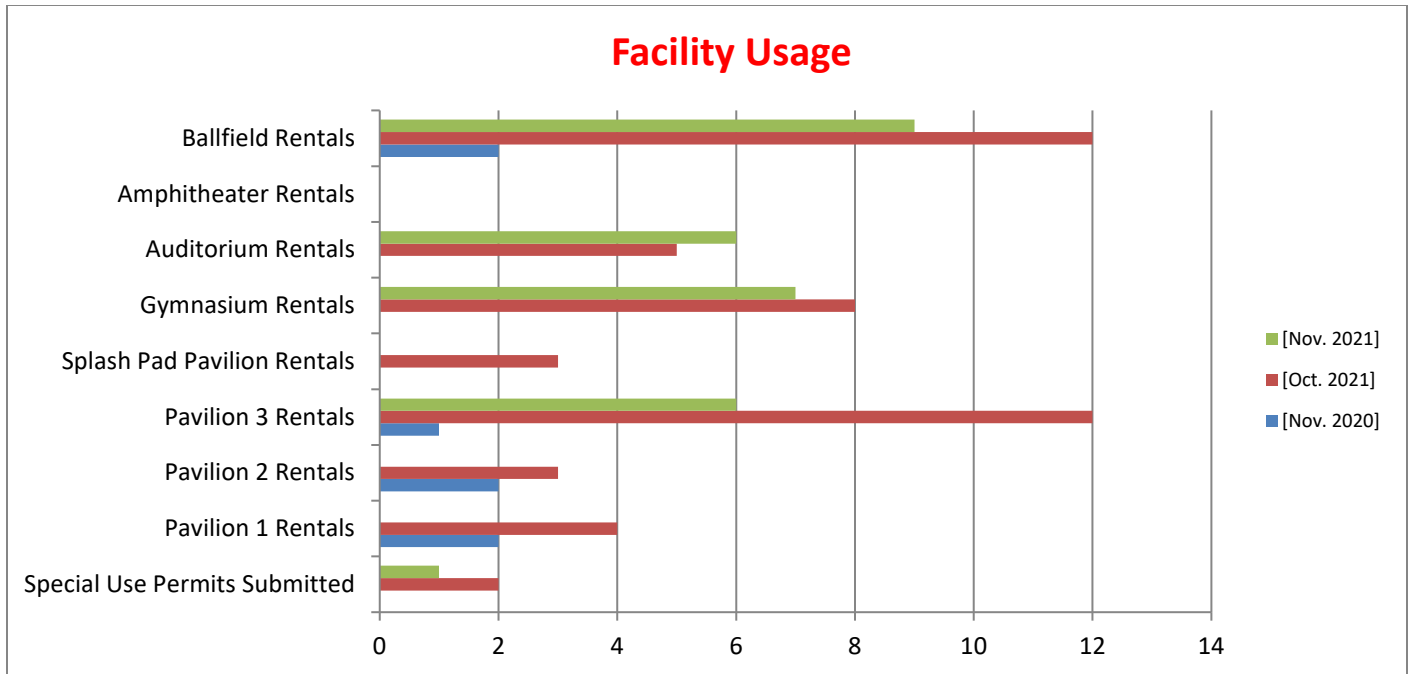
- Design ongoing

Dog Park parking lot paving

- Waiting until spring to see if Greenway paving is possible first



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



Recreation

Youth Basketball:

- We had 310 participants sign up this year
- Started with 40 coaches but have dropped down to 38 due to 2 backing out
- 2 teams were condensed to other teams due to lack of coaches
- Uniforms were ordered on 11/18 (Increase of \$900)
- Background checks have been processed and reviewed
- Trophy quote is still being reviewed due to shortage
- Splitting gym space between Civic Center, Heritage Middle, and White House Middle School

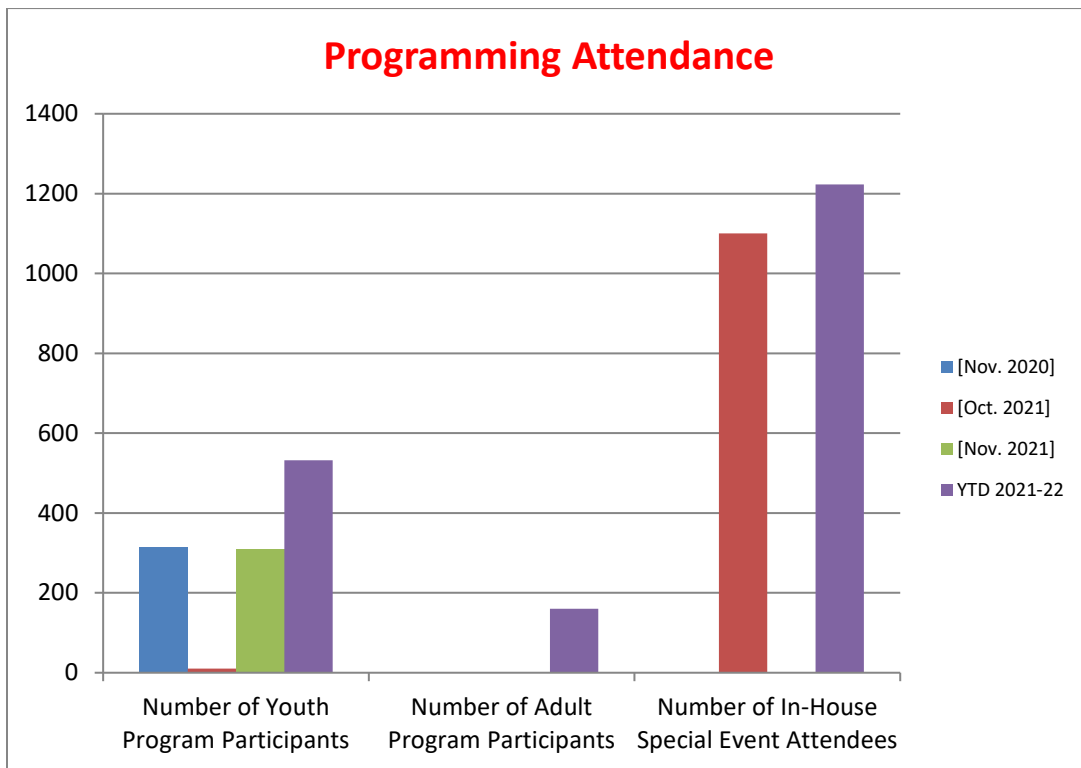
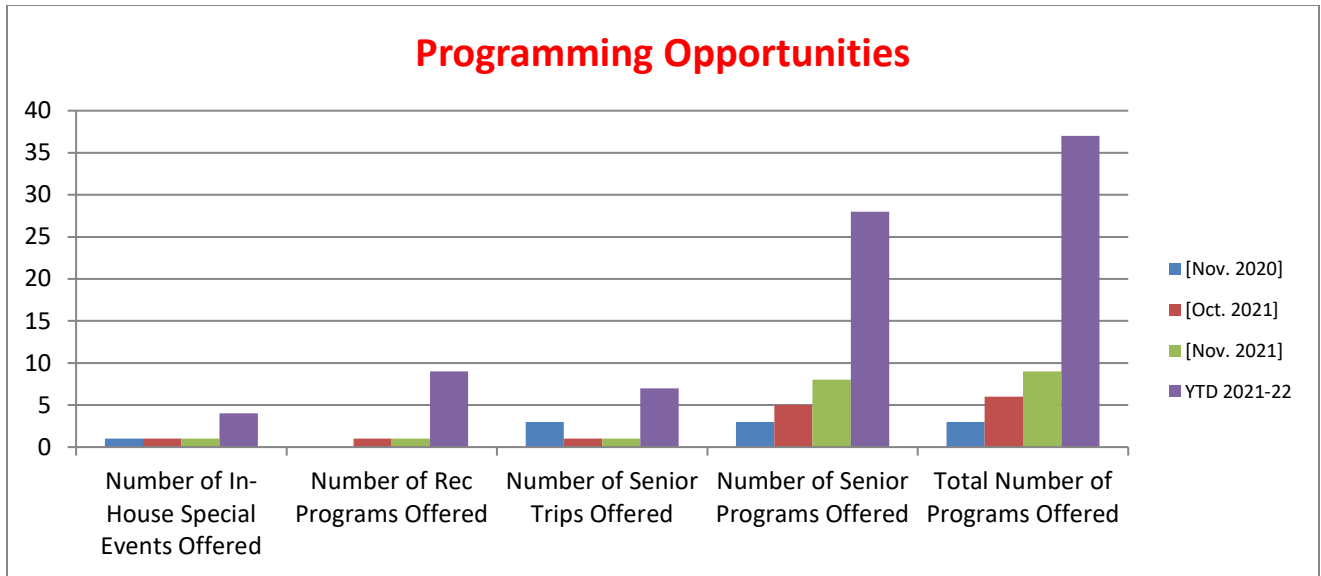
Christmas Parade:

- Banner ordered for Grand Marshals
- Dates patched on Park Banners
- Plaques picked up for Parade Winners and Grand Marshals
- Registration for parade ended on 11/29
- Parade Meeting on 11/30

Miscellaneous:

- Orey finished his internship with us on 11/18
- Orey has accepted a job with the planning department
- Posted Part Time job application
- Target Solutions for Tommy/Orey were completed on 11/23
- Ice Machine in concession stand sent off for repair on 11/17

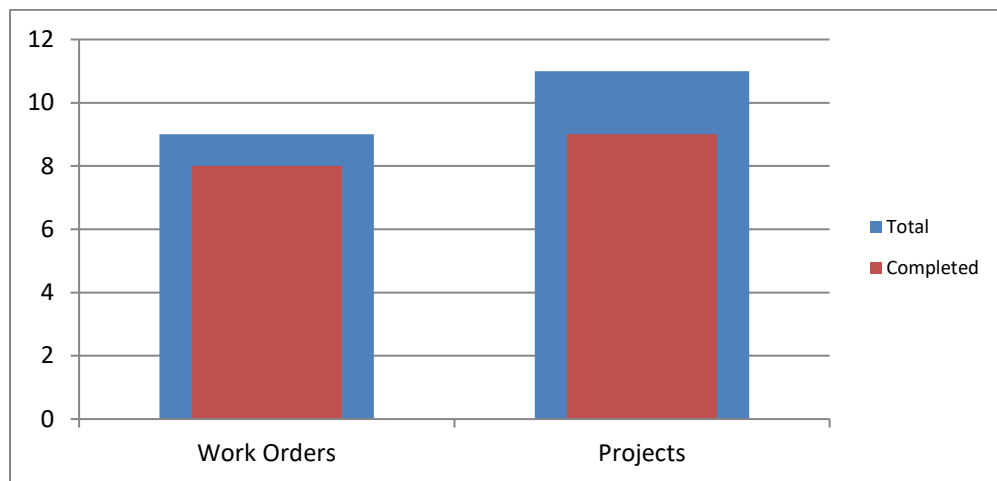
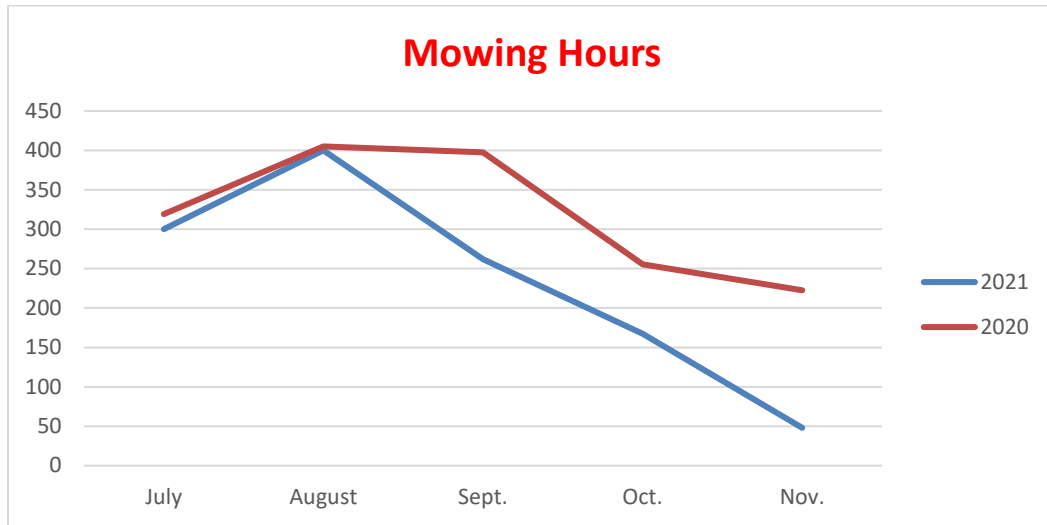
**Parks, Recreation, & Cultural Arts Department
November 2021**



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

Maintenance

- Everything has been winterized but soccer irrigation (should be able to do this on Monday 12/6 once irrigation has been tested for new field).
- Finished putting landscape stone in ornamental bed at wayside.
- Have most of the dirt work done around sidewalk at Northwoods. Still need to seed/straw and remove remaining dirt pile (we will finish next month).
- Spread more rye in the goal mouths and other worn places on soccer fields.
- Took down fence at new park property.
- Trimmed shrubs and mulched Veterans trailhead for Veterans Day
- Cut out infield on field 7 with the skid loader (will get clay ordered soon).
- Taken off all backstop pads at the quad and field 7.
- Mulching leaves daily (should be winding up soon).
- Removed the old yellow fence cap around field 5.
- Pressure washing daily (all bridges have been done).



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

Museum

Volunteers

Museum volunteers and I were invited to Madison Creek Elementary on November 8 to discuss pioneer times with the second-grade students. We had presented to MCE second graders in 2019, so we were pleased to be invited back. We took several artifacts to discuss and to set out for viewing. We discussed pioneer times in our area as well as traveling pioneers. Darrell played music of the times on his fiddle while Terry discussed pioneers in Middle Tennessee. I discussed the role of the women and Josette discussed the role of the children. We completed with question/answer session and a viewing of all the artifacts that were brought. There were 109 students present and 11 teachers and staff.



Also, Museum volunteers and I planned for the Museum's float in this year's Hometown Christmas Parade – Past, Present and Future. Museum volunteers provided 17 hours to the Museum in the month of November.

Exhibits

50th Celebration Exhibit continues.

Social Media Promotion



White House History Wednesday's monthly edition was posted on Wednesday, November 24, 2021, with a new episode on the flood in May 2010.

Parks, Recreation, & Cultural Arts Department
November 2021

Loaned Artifacts



Class picture 1942. Loaned by Bill Norfleet.

8"x10" postcard given to all of the sailors of Truman's yacht at Christmas. Dave Callahan Jr. was in WWII when it ended then served on the President's yacht. Loaned by Pat Callahan

Donated Artifacts



School class photos during 1970 – mid 1980s from White House Elementary 5th and 6th grades. Donated by Carolyn Wiggins whose mother was a teacher at WHES during that time.



Retired ABUS Air Force uniform. This uniform started service around 2008 and was discontinued in 2020. Donated by Technical Sergeant Benjamin Williams.

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

Tours at Museum

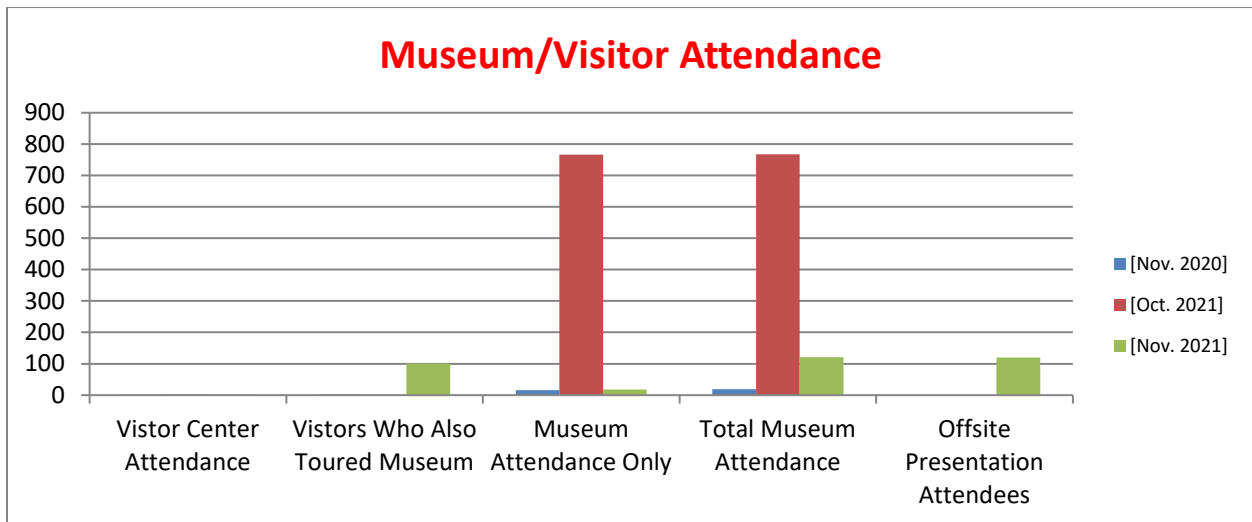
Tours were given to walk ins.



The Museum was open during Jingle Mingle Around Town as a drop off point for the event's passports which allowed for visitors to view Museum as well. Thirty percent (100) of the people dropping off visited the Museum.

Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	101	18	121	120

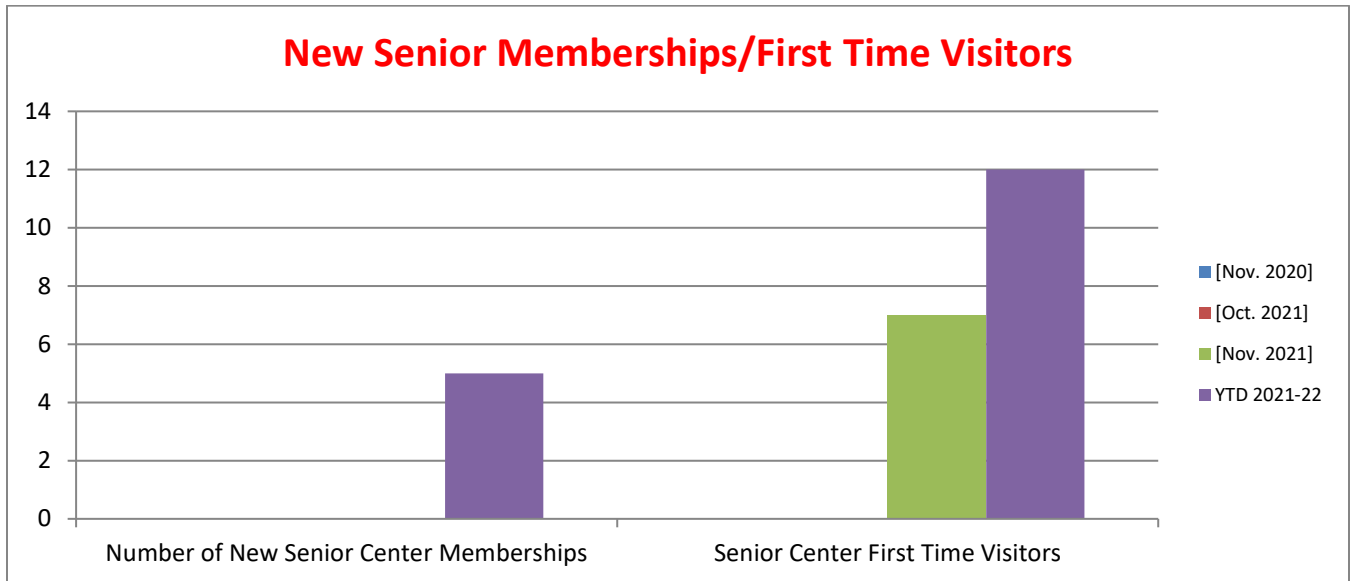
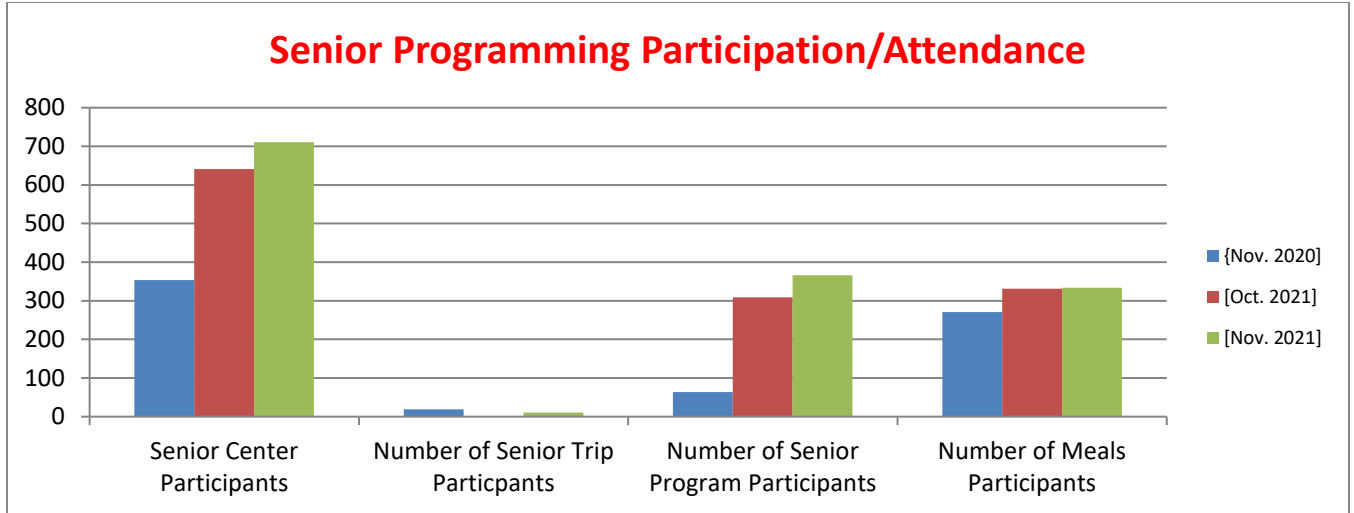


**Parks, Recreation, & Cultural Arts Department
November 2021**

Senior Center

Senior Center Participation - November 2021			
<u>Outings/Events:</u>			
Crafts	13		
Movie at Center	0		
Bowling	11		
Bunco	6		
Total	30		
		<u>Sr Meals Wednesdays</u>	
		74	
		82	
		83	
		95	
		334	TOTAL
<u>Programs:</u>			
Fittercise	97		
Walk	30		
Yoga	48		
Strength	86		
Cards, Games, Billiards, Bingo	86		
TOTAL	347		
NEW MEMBERS	0		
FIRST TIME ATTENDEE	7	Terry, Bud, Lorie, Annie, Teresa, Debbie, Sandra	
TOTAL Sr Center Participants:	711		

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



Parks, Recreation, Cultural Arts Department
November 2021

	FYE 2019	FYE 2020
--	----------	----------

Facility Usage

Special Use Permits Submitted	13	15
Pavilion 1 Rentals	3	7
Pavilion 2 Rentals	11	5
Pavilion 3 Rentals	106	38
Splash Pad Pavilion Rentals	177	106
Total Number of Pavilion Rentals	297	156
Gymnasium Rentals	130	79
Cafeteria Rentals	54	0
Auditorium Rentals	4	10
Amphitheater Rentals	3	0
Total Number of Facility Rentals	196	89
Ballfield Rentals	7	45
Vistor Center Attendance	6	21
Vistors Who Also Toured Museum	14	84
Museum Attendance Only	85	668
Total Museum Attendance	99	752

Nov. 2020	Oct. 2021	Nov. 2021	YTD 21-22
-----------	-----------	-----------	-----------

0	2	1	6
2	4	0	7
2	3	0	4
1	12	6	36
0	3	0	90
5	22	6	137
0	8	7	33
0	0	0	0
0	5	6	26
0	0	0	0
0	13	13	59
2	12	9	63
2	3	2	8
3	1	101	110
16	766	18	962
19	767	121	1074

Programming

Number of Youth Program Participants	679	578
Number of Adult Program Participants	240	76
Number of In-House Special Events Offered	8	7
Number of In-House Special Event Attendees	2987	2964
Number of Rec Programs Offered	34	18
Number of Senior Center Memberships	319	1768
Number of New Senior Center Memberships	16	16
Senior Center Participants	14,966	9594
Senior Center First Time Visitors	32	59
Number of Senior Trips Offered	54	37
Number of Senior Trip Participants	896	613
Number of Senior Programs Offered	117	76
Number of Senior Program Participants	9,989	6798
Number of Senior Meals Served	54	34
Number of Meals Participants	4052	2235
Offsite Presentation Attendees	0	15
Total Number of Programs Offered		

315	10	310	532
0	0	0	160
1	1	1	4
0	1,100	0	1223
0	1	1	9
200	205	205	1019
0	0	0	5
354	641	711	3358
0	0	7	12
3	1	1	7
19	1	11	35
3	5	8	28
64	309	366	1595
3	4	4	20
271	331	334	1728
0	0	120	120
3	6	9	37

Revenues

Youth Programs	\$55,825.00	\$41,183.00
Adult Programs	\$ 8,460.00	\$ 3,580.00
Special Events	\$ 4,355.00	\$ 2,009.00
Senior Meals	\$10,875.00	\$ 5,961.50
Shelter Reservations	\$12,135.00	\$ 4,780.00
Facility Reservations	\$19,305.00	\$ 8,046.88
Field Rentals	\$ 2,521.00	\$ 1,203.34
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20
Misc.	\$11,744.00	\$15,394.74

\$648.00	\$17,708.00	\$812.00	\$40,364.00
\$0.00	\$0.00	\$0.00	\$2,500.00
\$0.00	\$130.00	\$0.00	\$765.00
\$677.50	\$834.00	\$838.00	\$4,359.50
\$85.00	\$470.00	\$60.00	\$4,165.00
\$0.00	\$1,268.75	\$1,800.00	\$7,425.50
\$0.00	\$285.00	\$600.00	\$2,385.00
\$590.00	\$834.00	\$179.00	\$7,849.50
\$0.00	\$2,607.23	\$0.00	\$19,081.87

Workflow

Mowing Hours	1,554	2,601
Work Orders Received	N/A	8
Work Orders Completed	N/A	8
Number of Projects Started	27	40
Number of Projects Completed	18	35

222.5	167.25	48	1177.25
2	1	1	9
1	1	1	8
3	3	3	11
2	2	1	9

White House Library November 2021

Summary of Activities

The library staff had a group photo taken to put in the city's time capsule as part of their 50th anniversary celebration. The library also purchased a book about the pandemic to put in the time capsule as well.

The library director and library supervisor attended the third session of the municipal management academy. This session talked about fostering a service culture. We talked about customer service, how our customer service differs from the private sector. It was good to think about different customer service models.

The Library Director and Library Supervisor had a meeting with the AARP tax preparers. Due to expanded programs, limited staff time, and parking issues, the library will not be hosting the tax preparers at the library. They will be allowed to hold their appointments at Fire Hall 2. The library is working on finding them volunteers to help be a moderator and scheduler.

The library received a bomb threat on Monday, November 22. The building was evacuated. Due to caller ID on the library phones, the police were able to identify the middle school students who called in the threat. The library director banned the individual who had a library card for the next 6 months.

Half of the pavers that the friends of the library sold were engraved and installed by the book drop entrance. The other half of the order is being engraved and should be installed before Christmas.

The library director, other staff, and volunteers decorated the library for the Christmas event. The director also mailed out invitations for the Christmas celebration that is in conjunction with the city's final 50th anniversary celebration.

The library got a trial run of the receipt printer software installed. It worked fine with our printers. So we will go ahead and install the paid version of this software on our checkout computers. This software will allow us to put ads on the receipts about different programs we have at the library.

The library received a total of \$28,576 from the grant American Rescue Plan Act (ARPA) The library will have to spend \$3,175 as part of a match to this grant. Normally the library only receives between \$3,000 and \$6,000 for the tech grant. However, that grant was combined with the ARPA grant, which gave libraries a bigger pool to receive funds. The library did not have enough budgeted to cover the ARPA grant. As such, the city is doing a budget amendment so the library can spend all the funds the city receives.

The storybook trail panels have been printed and delivered to the library. The city maintenance man is going to work on making frames for the panels. Once those are complete, we will get them installed on the trail by White House Heritage Elementary.

The library was nominated by Senator Marsha Blackburn's office for the National Medal Award for Library and Museum Services. This award is the highest national honor that a library or museum can received. The director completed the award and obtained letters of support from the community to submit with the application. The library staff is honored to be nominated for the award.

Department Highlights

The Highlights for the month were getting the storybook trail panels in, receiving so much from the ARPA grant, the group photo for the time capsule, and the nomination for the National Medal Award.

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

Official Service Area Populations

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

Membership

November	2017	2018	2019	2020	2021
New Members	60	73	74	53	64
Updated Members	421	194	207	214	258
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,463
% of population with membership	86	51	59	66	52

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: 39,241

Estimated Value of Total Materials: \$981,025

Total Materials Available Per Capita: 2.71

State Minimum Standard: 2.00

Last Month: \$973,625

Last Month: 2.69

Materials Added in November

2017	2018	2019	2020	2021
242	230	311	127	326

Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	2,739

Physical Items Checked Out in November

2017	2018	2019	2020	2021
4,800	4,313	4,393	4,465	5,438

Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	55,565

Miscellaneous item checkouts

November	2017	2018	2019	2020	2021
Technology Devices	66	48	65	56	68
Study Rooms	57	117	65	14	59
Games and Puzzles	48	57	77	140	125
Seeds	5	0	6	8	28
STEAM Packs	*	22	37	0	20
Cake Pans	*	*	2	1	0

Yearly Totals

2017	2018	2019	2020	2021
585	644	137	381	682
828	1,082	253	305	351
528	743	222	955	1,141
1,197	586	112	302	841
*	148	61	25	143
*	6	1	28	21

Library Services Usage

November	2017	2018	2019	2020	2021
Lego Table	281	54	77	140	0
Test Proctoring	0	9	6	0	5
Charging Station	6	9	8	7	4
Notary Services	*	*	9	4	14
Library Visits	*	3,746	3,891	2,566	3,236
Website Usage	*	874	1,372	2,094	2,191
Reference Questions	7	6	5	10	5

Yearly Totals

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	106
86	90	19	47	38
*	*	16	88	133
*	52,565	55,728	30,007	35,540
*	2,517	16,935	17,977	26,037
115	59	77	60	61

Library Volunteers

November	2018	2019	2020	2021
Library Volunteers	20	24	6	12
Volunteer Hours	125	183	67	159

Yearly Totals

18-19	19-20	20-21	21-22
82	36	20	17
809	1,286	1,204	709

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

Computer Users

November	2017	2018	2019	2020	2021
Wireless	798	609	443	387	425
Adult Users	279	336	292	261	171
Kids Users	139	145	136	8	89

Yearly Computer Users

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	3,574
4,413	4,642	1,103	2,138	2,089
2,209	2,088	556	427	856

White House Public Library

November 2021

Performance Measures

Universal Class Counts

November	
Sign ups	1
Courses started	1
Lessons viewed	18
Class Submissions	11

Yearly Totals

2017	2018	2019	2020	2021
27	24	9	10	13
39	52	16	53	36
273	661	194	1,771	718
258	445	105	800	349

Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	1	2
total Sign-ups	29	60	81	94

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	20
500 Mark	2	2	0	2
Completion	0	1	2	4

Face-to-face Kids Programs

November	2017	2018	2019	2020	2021
Programs	8	11	9	1	11
Attendees	185	182	202	17	203
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	84
Attendees	4,268	4,260	4,201	1,185	2,023

Virtual Kids Programs

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

Grab & Go Kits

November	2020	2021
Kits	8	5
Taken	225	212
Yearly	2020	2021
Kits	38	42
Taken	1094	1613

We offered grab and go kits this month as part of our Yeti, Set, Read winter program. Kids can not only read to win prizes, but also pick up grab and go kits to complete while off for the holidays or while traveling.

Face-to-face Teen Programs

November	2017	2018	2019	2020	2021
Programs	4	5	3	0	0
Attendees	30	11	15	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

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

Combined Face-to-Face

November	2020	2021
Programs	0	7
Attendees	0	60
Yearly	2020	2021
Programs	11	38
Attendees	77	345

Virtual Teen & Tweens

November	2020	2021
Videos	2	0
Views	10	0
Yearly	2020	2021
Videos	12	6
Views	1,591	95

Grab & Go

November	2020	2021
Kits	3	5
Taken	15	151
Yearly	2020	2021
Kits	13	22
Taken	152	339

We put out more grab and go kits this month for part of our Yeti, Set, Read winter program. Teens/tweens were able to take these kits with them as they traveled or were off for the holiday season.

Face-to-face Adult Programs

November	2017	2018	2019	2020	2021
Programs	9	12	10	2	8
Attendees	29	115	27	6	23
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	56
Attendees	689	1,009	1,343	214	316

Virtual

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

Device Advice

Sessions	2019	2020	2021
November	*	5	20
Yearly	125	51	76
Grab & Go			
October	*	*	0
Yearly	*	*	0

The library continued to hold the brush pen lettering class since it was successful. In addition, there were more device advice this month since a large number of our October appointments were cancelled due to our staff member being away.

Interlibrary Loan Services

November	2017	2018	2019	2020	2021
Borrowed	15	54	59	46	42
Loaned	20	43	36	23	32

Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	623
305	410	410	151	215

November	R.E.A.D.S
Adults	1673
Juvenile	165

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	8,976
Juvenile	725	1,430	1,189	1,032	995

The READS statistics come from the state.

CITY COURT REPORT

November 2021

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$9,401.50
TOTAL MONIES COLLECTED YTD	\$42,506.96

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$1,232.14
TOTAL MONIES COLLECTED YTD	\$9,850.15

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$10,633.64</u>
TOTAL REVENUE YTD	\$52,357.11

DISBURSEMENTS

LITIGATION TAX	\$846.78
DOS/DOH FINES & FEES	\$356.25
DOS TITLE & REGISTRATION	\$337.25
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>\$1,540.28</u>
TOTAL DISBURSEMENTS YTD	\$7,353.83

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$9,093.36</u>
TOTAL ADJUSTED REVENUE YTD	\$45,003.28

DRUG FUND

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$475.00</u>
DRUG FUND DONATIONS YTD	\$2,992.50

Offenses Convicted & Paid For Month	Count	Paid
Following Too Close	1	\$0.00
Financial Responsibility Law	13	\$555.00
Registration Law	20	\$1,440.00
Improper Equipment	1	\$0.00
Texting/Hands Free Law	6	\$311.00
Open Container	1	\$0.00
DL Exhibited		
Red Light	5	\$545.00
General-Miscellaneous	2	\$106.00
Stop Sign		
Speeding	45	\$4,525.00
Seat Belt-Child Restraint	2	\$80.00
Failure To Yield	4	\$370.00
Exercise Due Care	12	\$867.50
Improper Passing		
Total	112	\$8,799.50