



# **City Administrator Report: February 2022**

**Administrative & Legislative Services Department**  
**February 2022**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- February 7:
  - Department Head Staff Meeting
- February 8:
  - Regional City Managers Meeting
  - Robertson County Economic Development Board Meeting
- February 9:
  - Walkthrough Meeting: Community Event Center
- February 14:
  - Planning Commission Study Session
  - Planning Commission
- February 15:
  - TDOT Local Government Guidelines and Right-of-Way Training
- February 16
  - TDOT Local Government Guidelines and Right-of- Way Training
  - Evelyn Guill Celebration of Life
  - Economic Development Team Meeting
- February 17:
  - Sumner County JEDB
  - CD&I Committee Meeting
  - Board of Mayor and Alderman Meeting
- February 22:
  - Power Hour at Deja Moo
  - Danny Davenport' Retirement Reception
- February 23
  - Walkthrough and Progress Meeting: Community Event Center
- February 24:
  - Coffee with a Cop at Deja Moo
  - Leisure Services Board
  - White House WWTP Monthly Progress Meeting
- February 28
  - White House Development Meeting

**Administrative & Legislative Services Department  
February 2022**

**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.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/ Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$21,172,626	\$ 14,305,924	↑0.88
Industrial Development	\$77,000	\$ 24,069	↓35.42
State Street Aid	\$550,000	\$ 478,860	↑20.38
Parks Sales Tax	\$2,105,361	\$ 1,092,776	↓14.77
Solid Waste	\$1,175,418	\$ 858,616	↑6.36
Parks Impact Fees	\$16,000	\$ 16,000	↓18.45
Police Impact Fees	\$42,500	\$ 40,494	↑28.6
Fire Impact Fees	\$125,000	\$ 22,069	↓49.02
Road Impact Fees	\$235,000	\$ 235,000	↑33.32
Police Drug Fund	\$4,500	\$ -	↓66.68
Debt Services	\$1,293,500	\$ 98,001	↓59.1
Wastewater	\$16,874,057	\$ 11,514,503	↑1.55
Dental Care	\$70,000	\$ 44,235	↓3.48
Stormwater Fund	\$1,491,663	\$ 812,505	↓12.21
Cemetery Fund	\$78,890	\$ 30,729	↓27.72

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

**Purchasing**

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

**Total Purchase Orders**

	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
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	73	71	58	72	104
January	117	123	81	122	177
February	105	75	93	119	113
March		106	107	131	142
April		154	85	138	185
May		133	82	129	121
June		47	45	50	52
<b>Total</b>	<b>1051</b>	<b>1355</b>	<b>1199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>Feb 2022</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>Total for FY22</b>	<b>Total for FY21</b>	<b>Total for FY20</b>
Purchase Orders \$0-\$9,999	97	995	1281	1132	\$1,147,677.77	\$1,482,989.65	\$1,275,419.16
Purchase Orders \$10,000-\$24,999	3	19	29	34	\$310,792.28	\$417,161.17	\$551,938.89
Purchase Orders over \$25,000	5	36	45	33	\$11,460,417.17	\$11,050,535.17	\$4,035,346.92
<b>Total</b>	<b>105</b>	<b>1,050</b>	<b>1355</b>	<b>1199</b>	<b>\$12,918,887.22</b>	<b>\$12,367,741.04</b>	<b>\$5,862,704.97</b>

**Administrative & Legislative Services Department  
February 2022**

**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
<b>July</b>	54	15	152	61	32,401	11,536	1,164,517	1,080,668
<b>August</b>	66	20	126	133	25,635	9,145	752,932	835,519
<b>September</b>	48	17	43	22	24,833	8,335	679,248	214,406
<b>October</b>	52	10	78	86	23,816	8,390	386,735	864,091
<b>November</b>	63	174	56	40	23,022	7,587	695,971	812,527
<b>December</b>	39	13	156	82	22,904	17,483	847,724	1,055,111
<b>January</b>	56	108	67	68	26,942	17,123	720,531	934,562
<b>February</b>	52	135	22	40	23,253	19,796	N/A	762,985
<b>March</b>		39	85	61		22,930	N/A	879,671
<b>April</b>		101	43	56		20,881	N/A	820,505
<b>May</b>		38	27	29		23,514	5,998	946,897
<b>June</b>		214	48	123		30,909	10,251	901,328
<b>Total</b>	<b>430</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>202,806</b>	<b>197,629</b>	<b>5,263,907</b>	<b>9,053,159</b>

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

	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
<b>July</b>	8	45	19
<b>August</b>	9	44	21
<b>September</b>	13	19	21
<b>October</b>	6	40	12
<b>November</b>	6	29	13
<b>December</b>	10	10	15
<b>January</b>	18	11	23
<b>February</b>	9	20	70
<b>March</b>		11	69
<b>April</b>		7	41
<b>May</b>		11	29
<b>June</b>		11	36
<b>Total</b>	<b>79</b>	<b>258</b>	<b>369</b>

	FY22 # of Request	FY21 # of Request	FY20 # of Request
<b>July</b>	38	20	36
<b>August</b>	54	27	39
<b>September</b>	46	16	18
<b>October</b>	64	15	40
<b>November</b>	19	20	27
<b>December</b>	42	27	20
<b>January</b>	41	18	24
<b>February</b>	41	72	41
<b>March</b>		36	34
<b>April</b>		26	35
<b>May</b>		48	26
<b>June</b>		58	28
<b>FY Total</b>	<b>345</b>	<b>383</b>	<b>356</b>

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

**Administrative & Legislative Services Department  
February 2022**

**White House Farmers Market**

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

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	0	0
<b>February</b>	4	\$150
<b>March</b>	0	0
<b>April</b>	0	0
<b>May</b>	0	0
<b>June</b>	0	0
<b>July</b>	0	0
<b>August</b>	0	0
<b>September</b>	0	0
<b>October</b>	0	0
<b>November</b>	0	0
<b>December</b>	0	0
<b>Total</b>	<b>4</b>	<b>\$150</b>

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Took down and stored Christmas decorations
- Deiced City Hall and Library Complex during winter weather events

	<b>2021-2022 Work Order Requests</b>	<b>2020-2021 Work Order Requests</b>	<b>2019 – 2020 Work Order Requests</b>	<b>2018 – 2019 Work Order Requests</b>	<b>2017 – 2018 Work Order Requests</b>	<b>2016 – 2017 Work Order Requests</b>
<b>July</b>	19	11	10	22	21	27
<b>August</b>	8	27	10	26	24	28
<b>September</b>	12	9	13	19	22	13
<b>October</b>	10	6	7	14	18	12
<b>November</b>	23	16	7	18	34	12
<b>December</b>	17	19	3	8	19	9
<b>January</b>	6	11	16	14	16	23
<b>February</b>	8	16	18	7	21	6
<b>March</b>		12	11	7	17	16
<b>April</b>		17	2	12	25	14
<b>May</b>		25	11	6	26	27
<b>June</b>		31	10	9	23	14
<b>Total</b>	<b>103</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
February 2022**

**Finance Section**

During February the Finance Office continued scanning thousands of documents to reduce physical document storage space, and continued collecting the current year property taxes. The cumulative total of real estate and personal property taxes for the 2021 tax year billed is approximately \$5 million. As of February 28<sup>th</sup>, approximately \$4.75 million (95.0%) of the 2021 property taxes were collected. The new Customer Service Representative, Bethany Johnson, was hired on February 7<sup>th</sup>. After 28 years of service for the City, Danny Davenport retired on February 28<sup>th</sup>. Members of the Finance Office participated in the following events during the month:

February 2: Local option sales tax virtual meeting with TN Department of Revenue CFO Amanda McGraw

February 3: American Rescue Plan meeting

February 15: Bulk shredding pickup for expired documents

February 23: Community Event Center walkthrough

February 23: Fiscal Year 2023 budget meeting with City Administrator

**Performance Measures**

**Utility Billing**

	<b>February 2022</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>New Builds (#)</b>	8	144	357	171	62	102
<b>Move Ins (#)</b>	72	639	737	649	534	553
<b>Move Outs (#)</b>	53	583	743	602	534	576
<b>New customer signup via email (#)</b>	33	271	300	127	104	163
<b>New customer signup via email (%)</b>	41%	35%	27%	15%	17%	25%

**Business License Activity**

	<b>February 2022</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>Opened</b>	10	58	76	69	75	72
<b>Closed (notified by business)</b>	0	5	6	10	9	18
<b>Closed (uncollectable)</b>	0	0	0	0	0	199

**Accounts Payable**

	<b>February 2022</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>Total # of Invoices Processed</b>	316	2757	4079	4003	3940	4437

**Finance Department  
February 2022**

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

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>General Fund Cash Reserves Goal (\$)</b>	<b>Current Month Fund Cash Balance (\$)</b>	<b>G.F. Cash Reserves Goal Performance</b>
General Fund	10,409,165	3,122,750	5,021,250	48%
Cemetery Fund	45,261	13,578	279,891	618%
Debt Services	1,217,528	365,258	1,402,001	115%
Dental Care Fund	39,361	11,808	210,364	534%
Roads Impact Fees	105,396	31,619	376,169	357%
Parks Impact Fees	109,476	32,843	327,520	299%
Police Impact Fees	77,976	23,393	320,447	411%
Fire Impact Fees	26,904	8,071	199,129	740%
Industrial Development	76,063	22,819	129,050	170%
Parks Sales Tax	988,260	296,478	873,646	88%
Police Drug Fund	5,048	1,514	35,011	694%
Solid Waste	1,065,400	319,620	537,940	50%
State Street Aid	418,172	125,452	403,331	96%
Stormwater Fund	964,600	289,380	1,376,897	143%
Wastewater	5,579,100	1,673,730	4,371,041	78%

*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.

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>YTD Realized* (\$)</b>	<b>% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)</b>
General Fund	10,409,165	8,749,615	↑ 17.39%
Cemetery Fund	45,261	48,019	↑ 39.43%
Debt Services	1,217,528	953,385	↑ 11.64%
Dental Care	39,361	26,232	↓ 0.02%
Roads Impact Fees	105,396	73,836	↑ 3.39%
Parks Impact Fees	109,476	61,075	↓ 10.88%
Police Impact Fees	77,976	58,666	↑ 8.57%
Fire Impact Fees	26,904	38,707	↑ 77.20%
Industrial Development	76,063	96,744	↑ 60.52%
Parks Sales Tax	988,260	624,530	↓ 3.47%
Police Drug Fund	5,048	4,018	↑ 12.93%
Solid Waste	1,065,400	729,820	↑ 1.84%
State Street Aid	418,172	307,654	↑ 6.90%
Stormwater Fund	964,600	673,968	↑ 3.20%
Wastewater	5,579,100	3,431,532	↓ 5.16%

\*Realized amounts reflect revenues realized from July 1, 2021—February 28, 2022

**Human Resources Department  
February 2022**

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

- February 01: Police Officer Interview  
Chamber of Commerce Board Meeting
- February 07: New Hire Orientation for Customer Service Representative
- February 09: Municipal Management Academy Level I Course
- February 15: Chamber of Commerce Monthly Luncheon
- February 17: Board of Mayor and Aldermen Meeting

**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	0

Three-year average: 6.67

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

**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	0

Three-year average: 5.67

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January	0	0	1	0
February	0	0	0	0
March		0	0	0
April		0	0	1
May		0	0	1
June		0	0	0
<b>Total</b>	<b>3</b>	<b>7</b>	<b>4</b>	<b>6</b>



**Human Resources Department  
February 2022**

**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	1	2	1	0

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January	4	2	2	1
February	2	0	1	0
March		0	1	0
April		2	0	0
May		0	2	5
June		3	2	1
<b>Total</b>	<b>11</b>	<b>12</b>	<b>18</b>	<b>11</b>
<b>Percentage</b>	<b>10.68%</b>	<b>11.65%</b>	<b>17.48%</b>	<b>11.34%</b>

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	0	1 (T)	0	0

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

Three-year average: 4.6667

**Police Department  
February 2022**

**Meetings/Civic Organizations**

➤ **Chief Brady attended the following meetings in February:** White House Rotary Meeting (Feb. 3, 10, 17 & 24), Department Head Staff Meeting (Feb. 7), Robertson County Chief's Meeting (Feb. 8), Municipal Management Academy (Feb. 9), Planning Commission Meeting (Feb. 14), Sumner County Drug Task Force Meeting (Feb. 16), Board of Mayor and Alderman Meeting (Feb. 17) and White House Police Department Command Staff Meeting (Feb. 24).

➤ **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 4<sup>th</sup> edition of our TLEA program into PowerDMS which includes 164 standards. Susan is still getting some proofs for 2021 standards and has already done 34 for 2022. She will be attending the 2022 LEACT Conference in Chattanooga on April 27-29.

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	105	0	105
February	0	49	16	65
<b>Total</b>	<b>0</b>	<b>154</b>	<b>16</b>	<b>170</b>

**Patrol Division Performance Measurements**

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 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	February 2022	FY 2021-22
Three (3) Officers per Shift	51	363
Four (4) Officers per Shift	5	125

1. ***Acquire and place into service two Police Patrol Vehicles.*** We ordered three 2021 Police Interceptors from Lonnie Cobb Ford. We have received two of the new cars and waiting to get them striped and equipped. There is no time line on when we will receive the other car.
2. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2021-2022.***  
Compliance Checks are plan to be conducted in February and March.
3. ***Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1, 000 population during the calendar year of 2022.***

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.

**Police Department  
February 2022**

Group A Offenses	February 2022	Per 1,000 Pop.	Total 2022	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons				
Crimes Against Property				
Crimes Against Society				
<b><i>Total</i></b>				
<b>Arrests</b>				

*\*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 2022. 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.*

	February 2022	TOTAL 2022
<b>Traffic Crashes Reported</b>	35	89
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>		
<b>Written Warnings</b>		
<b>Verbal Warnings</b>	282	692

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.*

<b>COLLISION RATIO</b>				
<u>2022</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>February</b>	35	3 YTD 5	9%	6% YTD 89

**Traffic School:** Jeremy Sisk taught Traffic School for us in February.

**Staffing:**

- Ofc. Perry Gerome completed his one week at Tennessee Law Enforcement Academy. He is now a certified Officer. He will remain on FTO for a few more weeks.
- Ofc. Terry Brown (TJ) is currently in FTO.
- Ofc. Seth Goodcourage has turned in his two weeks resignation. His last day is March 12<sup>th</sup>.
- We currently have 4 positions open and are accepting applications.

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

**Sumner County Emergency Response Team:**

- Emergency Response Team had a Search Warrant in Gallatin on February 17<sup>th</sup>.
- They had Training on February 18<sup>th</sup>.

**Police Department  
February 2022**

**Support Services Performance Measurements**

1. **Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2022.**

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.

<b>2022 CLEARANCE RATE</b>		
<b>Month</b>	<b>Group A Offenses</b>	<b>Year to Date</b>
<i>February</i>		

**Communications Section**

	<b>February</b>	<b>Total 2022</b>
Calls for Service	917	1,877
Alarm Calls	43	81

**Request for Reports**

	<b>February</b>	<b>FY 2021-22</b>
Requests for Reports	14	104
Amount taken in	\$10.95	\$73.05
Tow Bills	\$0.00	\$0.00
Emailed at no charge	15	138
Storage Fees	\$0.00	\$0.00

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

- THSO – Sgt. Brisson attended the Regional IV Law Enforcement Liaison Conference in Miramar, Florida February 6-11<sup>th</sup>.

***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. did start on January 31<sup>st</sup> at White House Middle School. Sgt. Enck is instructing 7 classes with approximately 150 students.
2. **Plan and coordinate Public Safety Awareness Day as an annual event.** Discover White House Expo & Safety Day date will be announced at a later date.
3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.** 2022 Citizen's Police Academy was cancelled.

**Police Department  
February 2022**

4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
- Feb. 6<sup>th</sup> - Sgt. Enck Instructed a S.P.E.A.R.E. class with 33 women.
  - Feb. 10<sup>th</sup> – Sgt. Enck instructed a Taser class for 4 Portland Officers. Sgt. Bagwell Instructed an OC Spray for the 4 Portland Officers.
  - Feb. 10<sup>th</sup> – Sgt. Enck spoke to the White House Rotary about New training mandates, yearly training and community relation events in which we are involved in.
  - Feb. 16<sup>th</sup> – Wheels in Motion at Community Christin School. We gave a bike helmet.
  - Feb. 17<sup>th</sup> - Wheels in Motion at H. B. Williams. We gave a bike helmet.
  - Feb. 24<sup>th</sup> – Wheels in Motion at Heritage Elementary. We gave a bike helmet.

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

- Feb. 13<sup>th</sup> – Chief Brady, Sgt. Enck and Sgt. Bagwell went to Small Wonders to judge Valentine's Boxes.
- Feb. 24<sup>th</sup> – Coffee with a Cop was held at Deja Moo. We had over 100 people in attendance.
- Feb. 26<sup>th</sup> – We partnered with Speedway for the second annual pack a cruiser and we collected two patrol cars full of food. Sgt. Enck, Sgt. Bagwell and Ofc. Loveday participated.
- Feb. 27<sup>th</sup> – Sgt. Enck met with representatives from Northridge Church who brought 8 elderly widowed ladies to pick up the food we had collected. We also packed bags for 4 other ladies and delivered them.

**Upcoming Events:**

- Cool off with a Cop (June & July)
- Americana (July 9<sup>th</sup>)

<b><i>2022 Participation in Joint Community Events</i></b>		
	<b><u>January</u></b>	<b><u>Year to Date</u></b>
<b>Community Activities</b>	10	11

**Fire Department  
February 2022**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 126 requests for service during the month with 93 responses being medical emergencies. The Department also responded to 4 vehicle accidents; 4 accidents reported patients being treated for injuries, and zero (0) accidents reported with no injuries. Of the 126 responses in the month of February there were 14 calls that overlapped another call for service that is 11.11% 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 February from dispatch to on scene time averaged was, five minutes and forty (5:40). The average time a fire unit spent on the scene of an emergency call was fourteen minutes and sixteen seconds (14:16).

**Department Event**

- February 1<sup>st</sup> – Smoke detector battery replacement for resident in Hampton Village
- February 28<sup>th</sup> – First day of annual In-service training

**Fire Administration**

- February 1<sup>st</sup> – Sumner Co EMA Zoom meeting
- February 3<sup>rd</sup> – SAFER Grant submitted
- February 9<sup>th</sup> – MTAS Municipal Management class
- February 24<sup>th</sup> – Station tour for Wold HFR
- 

**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	26
Rescue & Emergency Services	886
Hazardous Conditions (No Fire)	24
Service Calls	45
Good Intent Call	73
False Alarms & False Call	107
Calls for The Month	126
Total Responses FY to Date	1167

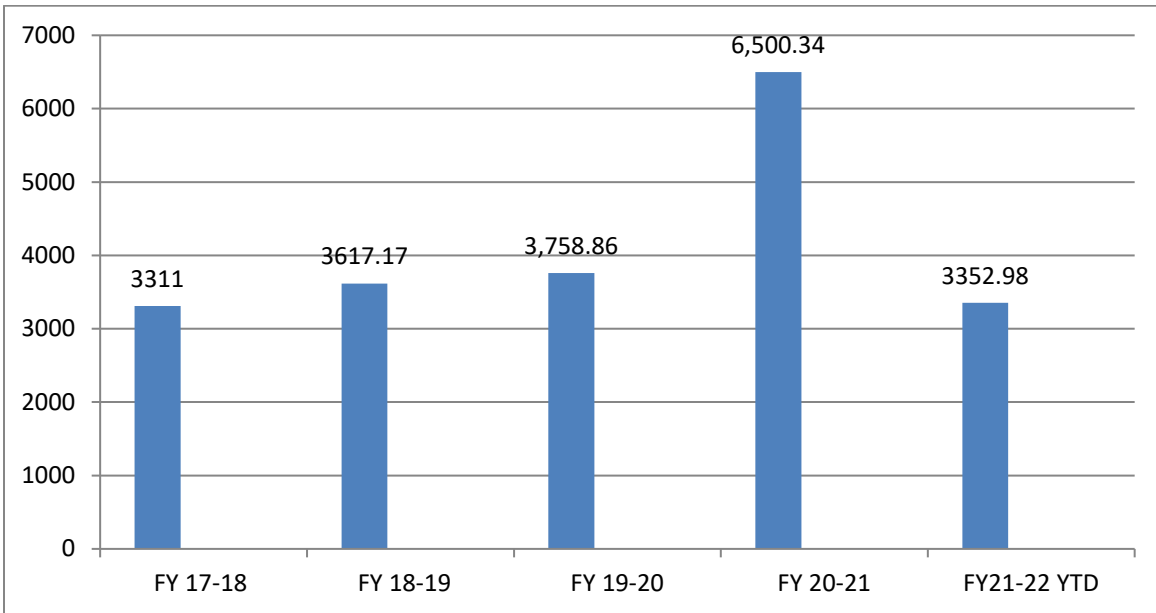
**Fire Department  
February 2022**

**Response by Station**

	<b>Month</b>	<b>FY to Date</b>	<b>%</b>
<b>Station #1 (City Park)</b>	<b>99</b>	<b>828</b>	<b>70.95%</b>
<b>Station #2 (Business Park Dr)</b>	<b>27</b>	<b>339</b>	<b>29.04%</b>

**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.



	<b>Month</b>	<b>YTD</b>
<b>Firefighter Training Hours</b>	609.28	<b>3352.98</b>

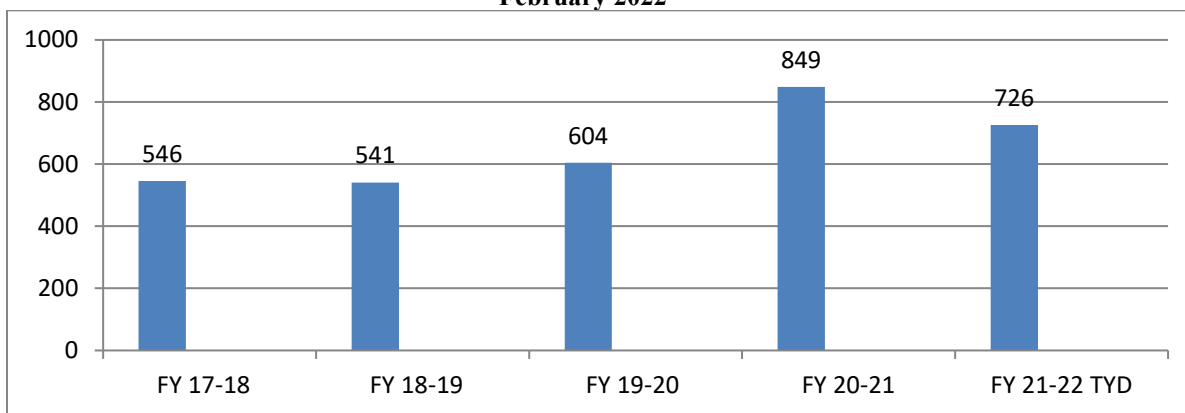
**Training breakdown for ISO and NFPA**

	<b>Fire Officer</b>	<b>Company</b>	<b>Facilities</b>	<b>NFPA</b>
<b>Month</b>	71	347.5	47	47.03
<b>Total for FY</b>	298.5	1264.5	240.5	1275.58

**Fire Inspection**

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

**Fire Department  
February 2022**



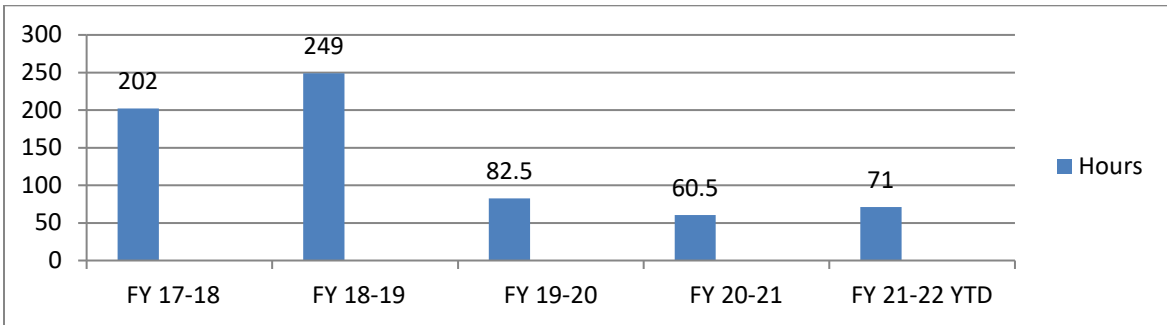
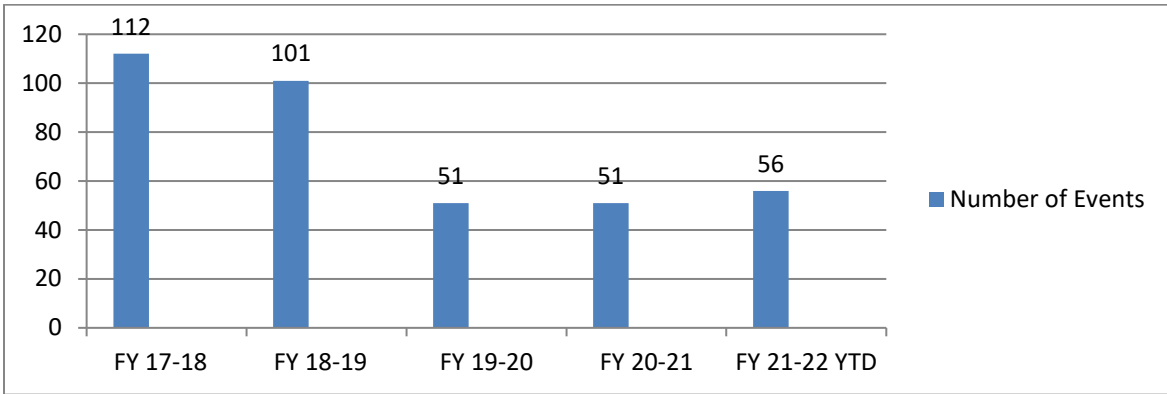
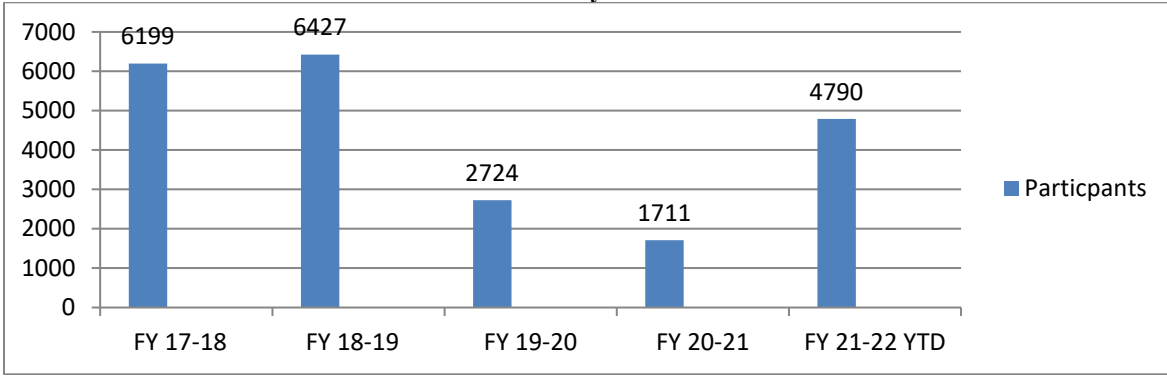
	<b>Month</b>	<b>YTD</b>
<b>February Fire Inspection</b>	<b>87</b>	<b>726</b>
<b>Reinspection</b>	<b>15</b>	<b>132</b>
<b>Code Violation Complaint</b>	<b>1</b>	<b>10</b>
<b>Violations Cleared</b>	<b>11</b>	<b>101</b>
<b>Annual Inspection</b>	<b>14</b>	<b>100</b>
<b>Commercial Burn Pile</b>	<b>1</b>	<b>10</b>
<b>Knox Box</b>	<b>0</b>	<b>17</b>
<b>Fire Alarms</b>	<b>1</b>	<b>12</b>
<b>Measure Fire Hydrant</b>	<b>1</b>	<b>4</b>
<b>Plans Review</b>	<b>7</b>	<b>39</b>
<b>Pre-C/O</b>	<b>0</b>	<b>15</b>
<b>Pre-incident Survey</b>	<b>26</b>	<b>170</b>
<b>Sprinkler Final</b>	<b>5</b>	<b>22</b>
<b>Final/Occupancy</b>	<b>0</b>	<b>28</b>

**Public Fire Education**

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



**Fire Department  
February 2022**



	Month	YTD
<b>Participants</b>	<b>10</b>	<b>4790</b>
<b>Number of Events</b>	<b>3</b>	<b>56</b>
<b>Education Hrs.</b>	<b>2</b>	<b>71</b>

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

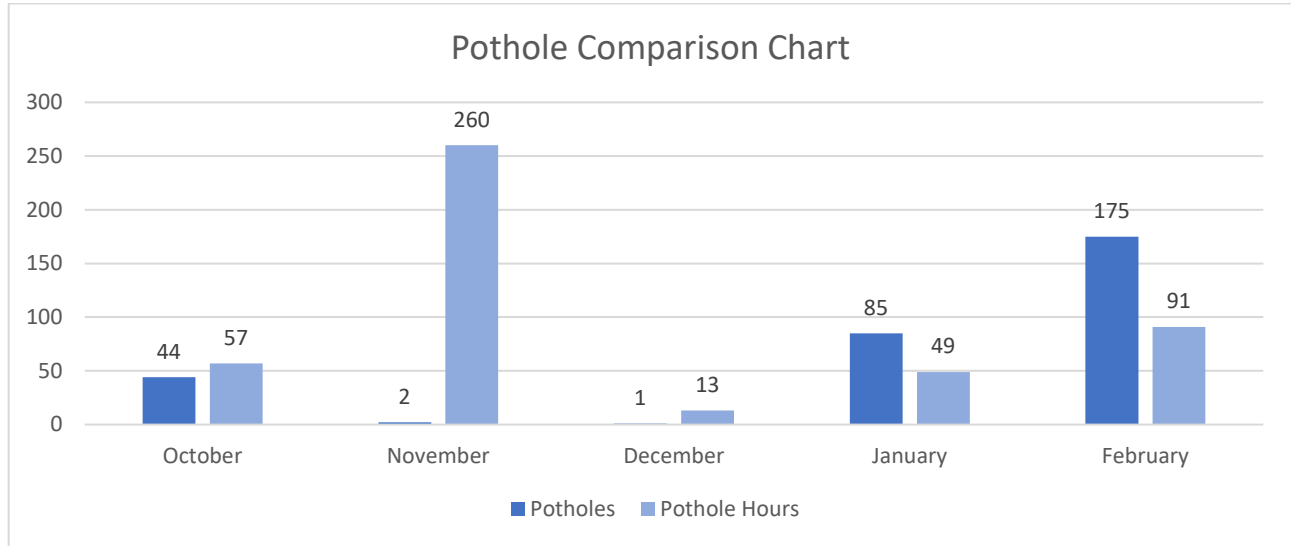
**Social Media Statistics for the Month**

<b>Post Reach</b>	<b>1,940</b>
<b>Post Engagement</b>	<b>201</b>
<b>New Page Followers</b>	<b>54</b>

**Public Services Department – Public Works Division  
February 2022**

**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 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.

<b>STREET ADDRESS OF COMPLAINT</b>	<b>DATE COMPLAINT LOGGED</b>	<b>DATE COMPLAINT RESOLVED</b>	<b>ELAPSED TIME BEFORE REPAIR MADE</b>
103 Orchard Park Drive	February 12 <sup>th</sup> , 2022, at 9:33 AM	February March 3, 2022, at 4:30 PM	2 Weeks, 6 Days
204 Reidway Drive	Friday, February 18 <sup>th</sup> , 2022, at 2:14 PM (Reported by WW Supervisor)	Tuesday February 22 <sup>nd</sup> , 2022, at 9:18 AM	3 Days, 18 Hours, 4 Minutes
215 S. Aztec Drive	Tuesday, February 22 <sup>nd</sup> , 2022, at 4:42 PM	Thursday, March 3 <sup>rd</sup> , 2022, 4:00 PM	8 Days, 23 Hours, 18 Minutes

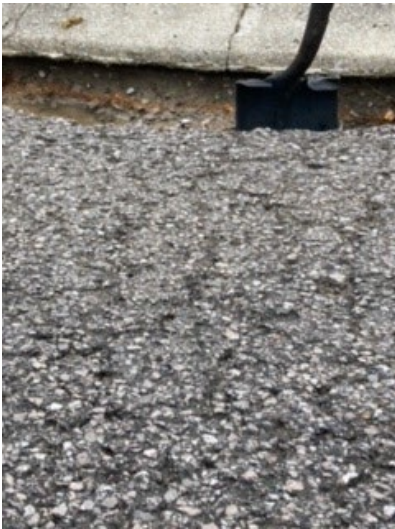
**Pothole Complaint Response Time**

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

NOTE: The extended period of time for repairs made on this list are due to when the pothole was reported in relation to a weekend and holiday (204 Reidway Drive). (215 S. Aztec) was a very in-depth repair as it was an erosion issue from stormwater flowing onto the street and undermining the curbing and the roadway in this area needed hot-mix asphalt to properly repair this issue. (103 Orchard Park Drive) needed to be milled and repaved with hot-mix asphalt because of an existing utility cut that was failing.

**Public Services Department – Public Works Division  
February 2022**

215 S. Aztec (Before and After)



103 Orchard Park Drive (Before and After)



103 Orchard Park (Before and After) Continued



**Public Services Department – Public Works Division**  
**February 2022**

**Monthly Work Log**

Tuesday 2-1-2022

- Installed Yellow Flashing Light at Pleasant Grove and SR-76 / Repaired Potholes on Pleasant Grove Road / Performed Proof Roll at Legacy Farms and The Parks Subdivisions / Side Mount Mower Demo.

Wednesday 2-2-2022

- Facility and Fleet Maintenance / Attended free TTAP Class via Zoom on Traffic Signs and Pavement Markings Course (MUTCD Compliance)

Thursday 2-3-2022

- Facility and Fleet Maintenance / Attended free TTAP Class via Zoom on Traffic Signs and Pavement Markings Course (MUTCD Compliance)

Saturday 2-4-2022

- Salt and Plow Operations 5AM – 10:30AM

Monday 2-7-2022

- Washed salt equipment and vehicles / Repaired Potholes City Wide (50 Potholes 29 Bags of Cold Patch)

Tuesday 2-8-2022

- Facility and Fleet Maintenance

Wednesday 2-9-2022

- Facility and Fleet Maintenance / Performed Proof Roll at Parks Subdivision.

Thursday 2-10-2022

- Completed Weekly Vehicle Inspections / Fleet Maintenance / Trained Crew Members to do Sidewalk/Driveway Inspections so that these can be completed in PW Manager's absence

Monday 2-14-2022

- Cut out asphalt at Sage and Cardinal Intersection in order to repair sewer valve box / Repaired potholes in Orchard Park Subdivision.

Tuesday 2-15-2022

- Milled and repaired asphalt in Orchard Park Subdivision (2.25 Tons)

Wednesday 2-16-2022

- Milled and repaired asphalt in Orchard Park Subdivision (2.25 Tons) / Severe Weather meeting conducted to inform the Crew that they will be on-call in case of emergency.

Thursday 2-17-2022

- Fueled equipment and trucks in preparation of severe weather / Sent crew to Tractor Supply to purchase work pants and raingear / Emergency Call Out (Thursday 8:30PM – Friday 12:30AM) for Tree that had fallen across NPC Sewer Lift Station Road and struck citizens vehicle parked in driveway.

Monday 2-21-2022

- Holiday (President's Day)

Tuesday 2-22-2022

- Repaired Potholes / Attended Safety Meeting / Evaluated roadway erosion on S. Aztec / Prepared for severe weather / Updated VueWorks Work Order permissions for entire PW Crew.

Wednesday 2-23-2022

- Repaired Potholes Citywide / Prepared vehicles for salt and plowing operations / Fueled backhoes and transfer fuel tank.

Thursday 2-24-2022

- Installed No Littering signs on N. Palmers Chapel (Byrum Property) / Pothole repair Citywide

Monday 2-28-2022

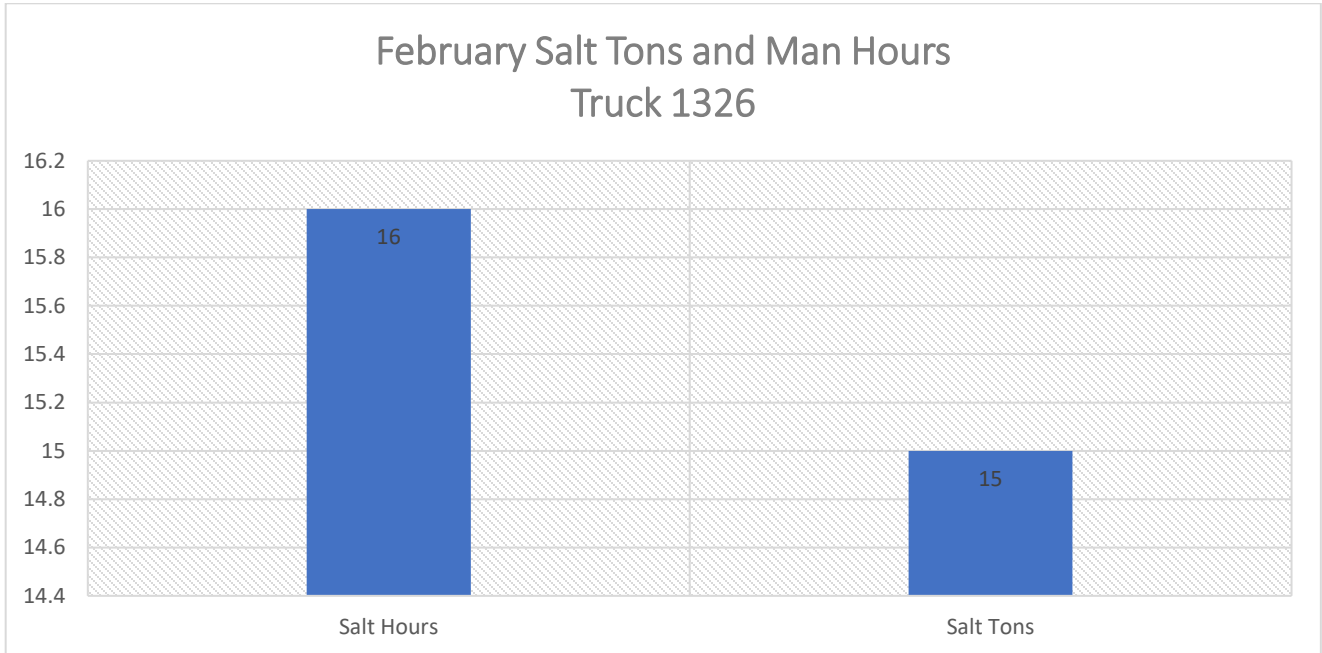
- Repaired 5-Section Signal at Edenway Drive and SR-76 / Repaired Decorative Street lights at 404 Landon's Circle / Safety Meeting / Straightened two Stop Signs.

**Public Services Department – Public Works Division  
February 2022**

**Salt and Plow Debriefing**

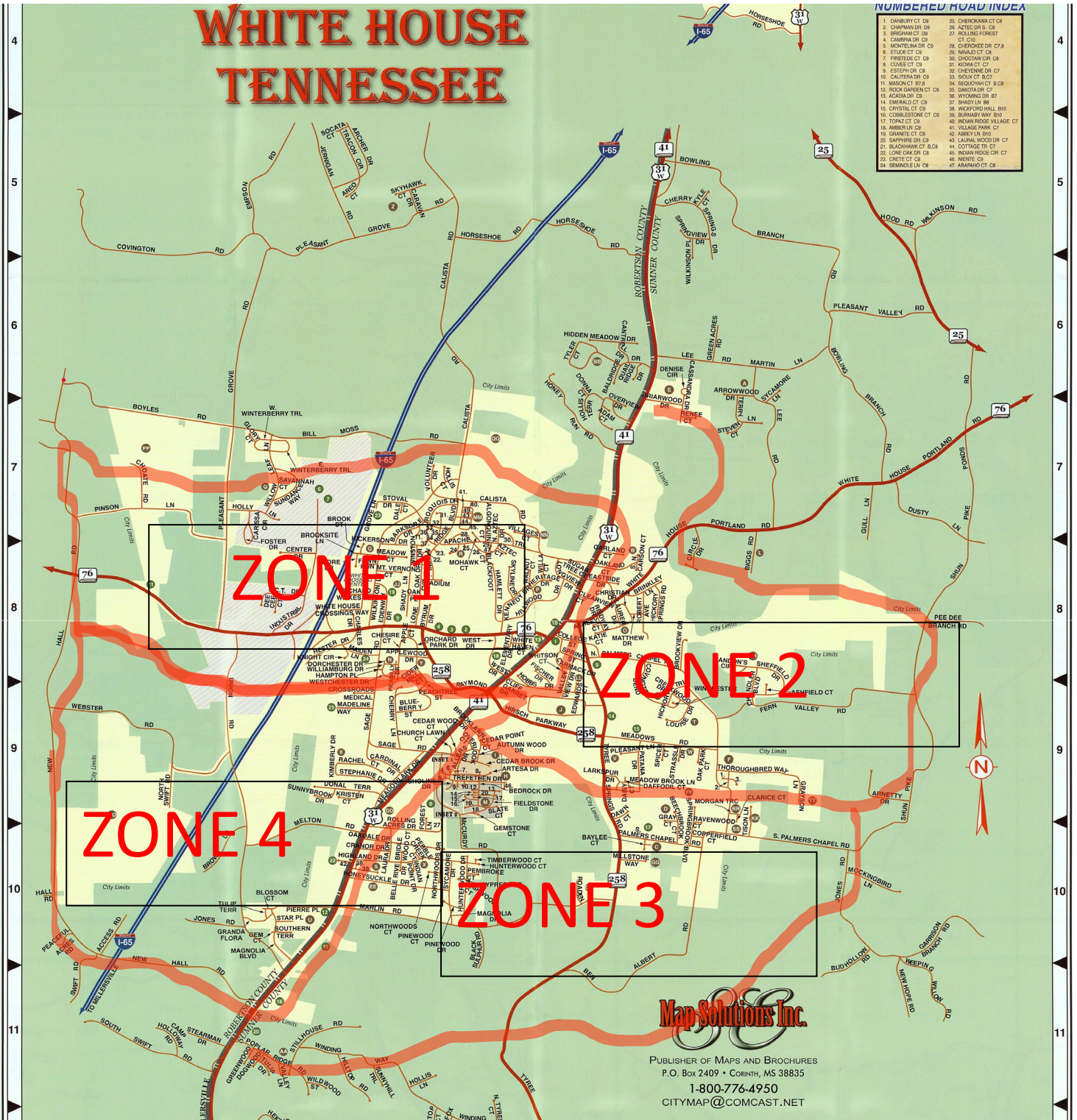
Note: The intended purpose of the following information is to give snapshot of individual snow events and giving detailed information about the amount of salt in tons used, man hours worked and the vehicles that were responsible for salt removal during the given events.

**Note: This chart gives information for the most recent snow event which occurred on February 4, 2022.**



**Public Services Department – Public Works Division  
February 2022**

To be more efficient, the Public Works Division decided to divide the City of White House into Zones much like the Brush Collection Route. This was done because there is approximately 95 miles of road to salt and plow. Zone 1 is covered by Truck 1326 (Salt and Plow), Zone 2 is covered by the STW Dually (Salt and Plow), Zone 3 is covered by Truck 309 (Salt and Plow), and Zone 4 is plowed by PW Backhoes and salted, when possible, by Truck 309. This a more efficient way to ensure the whole City of White House is treated with salt and plowed during snow events.

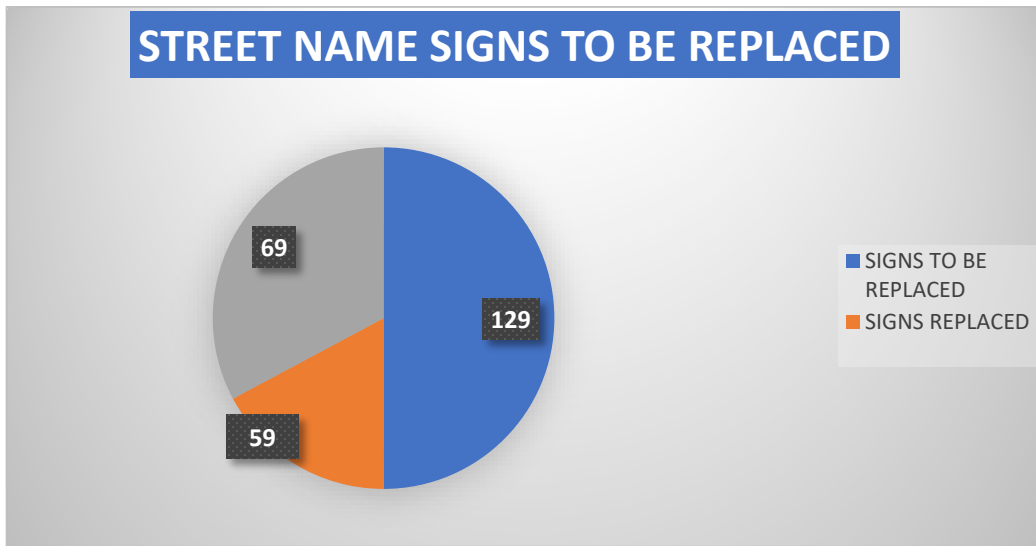


**Public Services Department – Public Works Division  
February 2022**

**Street Name Sign MUTCD Compliance List**

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

**NOTE: No street name signs were replaced in the month of February**



Public Services Department – Public Works Division  
February 2022

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Jan	22-Feb	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	987	812	13,837
Facility Maintenance	3494	2187	1,227	1,137	887.25	50	155	1495.25
Fleet Maintenance	1034	514	282	380	422.5	170	42	768
Meeting/Training	502	510	517	400	457	10	34	501
Leave	1,253	576	613	810	823	113	73	1666.65
Holiday	795	470	385	555	545	50	50	652
Overtime	508.5	488	414	311	152.75	108	29	534
Administrative	385	698	803	867	1153.25	152	182	2,837
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	0	0	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	85	175	668
Pothole Hours	0	759	734	1,181	831.5	49	91	849.25
R-O-W Hours	0	2835	2416	4,027	3044.5	154	160	3,232
Sign/Repaired	0	120	91	84	63	13	5	137
Sign Work Hours	0	289	179	234	109	17	9	295
Salt Hours	0	10	143	24	76.5	173	16	188
Salt Tons	0	12	20	23	18	67	15	81.69
Decorative Street Light Hours	0	57	46	125	133.5	0	1	71
Traffic Light Hours	0	0	65	20	158	4	0	81

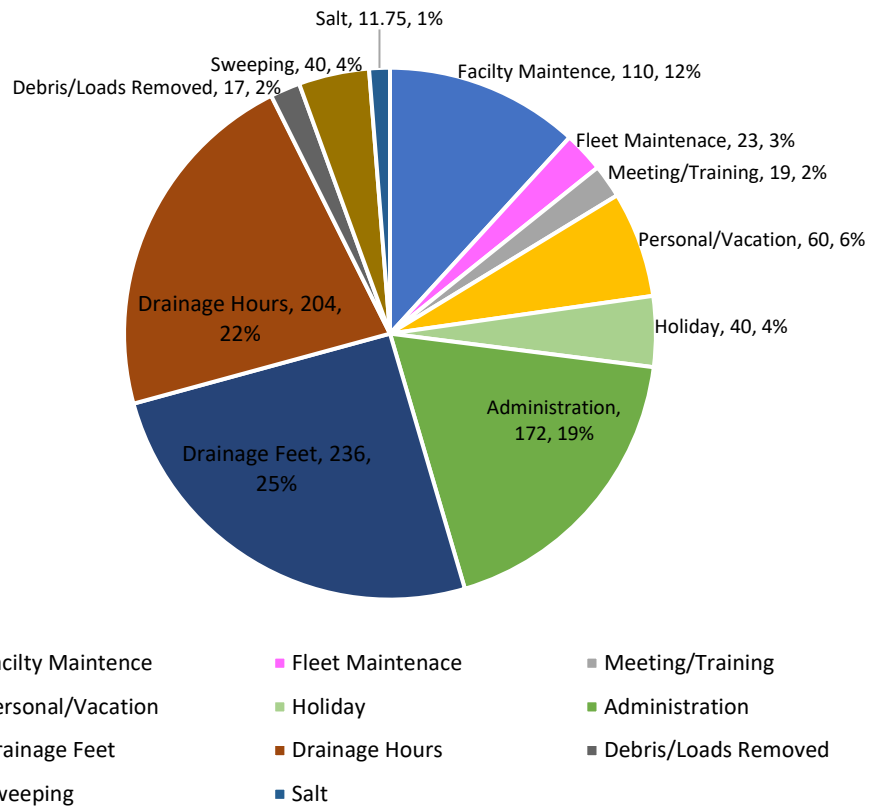
Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Jan	22-Feb	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	340	320	5,908
Facility Maintenance	3494	723	446	574	394.5	39	57	720
Fleet Maintenance	1034	488	445	331	294.5	14	12	291
Meeting/Training	502	265	130	135	127.5	10	18	193
Leave	1,253	428	700	476	336	61	58.5	800
Holiday	795	270	230	230	230	20	20	330
Overtime	508.5	119	4	12	39.5	0	0	8
Administrative	385	167	1	0	72.5	3	2	55
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours						30	0	30
R-O-W Hours	0	166	30	97	170	11	11	506
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-Jan	22-Feb	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	429	284	429
Brush Truck Loads	459	551	522	578	584	40	29	40
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	297	100	297
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	91	68	91
Litter Pickup Bags	334	507	546	511	456	56	39	56
Litter Pickup Hours	1147	1132	985	957	892	61	60	61



## Stormwater Work Distribution Chart



### Administrative Notes

1. Scott & Ritter started the mitigation project in the Springbrook subdivision. In a coordinated effort with CSR, City, & Scott & Ritter, the existing utilities are being moved. CEMC electrical was moved, sewer pipe was lowered for proper clearance, 20-foot section of water line was upgraded to ductile iron pipe from PVC, and AT&T fiber has been moved. Approximately 200 feet of new infrastructure has been installed and flowable fill has been poured, per the plans.



2. We have received all pricing for the Wilkinson Stormwater Mitigation Project. This venture will be completed by the stormwater crew.

**Public Services Department – Stormwater Division**  
**February 2022**

3. All quotes have been received for the Zanger Stormwater Mitigation Project. Once grade is confirmed the project will commence. Grade is dependent on Mr. & Mrs. Zanger.
4. Five Fence Permits were issued.
5. Eighteen Land Disturbance Permits were issued
6. Thirty-Two C/O's were issued

**Stormwater Complaints**

1. **108 Bridlewood Ct** - Jason Kirkham caller stated that conveyance is in need of cleaning.
2. **412 S. Aztec Dr.** - Two separate callers and the landowner, regarding this vacant lot's possibilities of vertical construction.
3. **724 N. Palmers Chapel Rd - Mrs. White** Concern made via website. Caller noted they had been in correspondence with AJ in the past regarding flooding on the property. Team investigated concern, and plot plan will be pulled to verify easements. Fences obstructing Easements preventing and possibly causing the ponding water. Private Matter
4. **206 Peachtree Dr - Matt Sigmund.** Spoke to Matt on Feb. 16, 2022 and investigate his concerns. Findings included that roadway is damaged and according to Mr. Matt's statement of inquiring engineering services to look into his property, that the roadway is the primary culprit for allowing the drainage of the road to shed onto property.
5. **324 Wilkinson Lane – Rebecca Roberts.** Caller was experiencing inflow from conveyance in the rear of her property. Stormwater met with Ms. Rebecca Roberts onsite at 4:30pm to discuss the nature of the complaint; provided updated information for remediation for the area that is planned for this year. She also stated that they are good with us utilizing the front of their property to stage stone for the upgrades in infrastructure on the front of the property.
6. **Meadow Ct** - unknown address, Feb.3, Ms. Stephanie calling reporting about the overwhelmed conveyance between Meadow and Hickerson. Dispatched team to investigate.
7. **206 Donal Terrace – Bertie Jones** Homeowner seeking assistance with large trees in the easement located in the rear of their property.
8. **701 Stoval Dr. – Michael Loafman** Homeowner wanting assistance with drainage improvements located within the private property. *Public services will not be assisting at this time.*
9. **302 Artesa Dr – Ms. Melissa Thomas** stated the culvert at the lift station appeared to be clogged. Team investigated. Pipe Determiner may not be sized accordingly for this area, no debris restricting access.
10. **206 Renee Ct – Ms. Megan Holland** stated that the rear of her property was receiving a large amount of Runoff through her property and the upstream neighbor has tree debris blocking the concrete flume in the rear of the property up against a raw iron fence crossing the conveyance. Team was dispatched to investigate and spoke to the homeowner at 204 Renee Ct. about the debris blocking the fence.
11. **303 Stephanie Dr – Jo Ann Atwood** online request came in on February 17<sup>th</sup>. Caller stated that the right of way conveyance had been dug to deep and stated how that we should fix this issue. Team investigated on Feb. 22 and found that the drainage was functioning well. No contact on the online request to follow up with.

**Public Services Department – Stormwater Division  
February 2022**

12. **101 Applewood Dr – Jason Broadway** Online request came in on 2/20/22 with no contact information, and stated, “The drainage or rainwater all sits in my yard and doesn’t drain properly.” Team investigated on Feb. 22. Private Matter.
13. **135 Villages Ct – Mr. William Green** called and stated that he wanted someone to visit the site and “observe” the drainage through this property. Team was dispatched to observe. He said he was aware of the upgrades to come
14. **208 Spring Street – Carol Sturm** mentioned this area to Chris Keith during the Feb. Safety Meeting and it has been observed in the past. I believe this culvert in the road is undersized and there is not enough capacity in Right of Way to contain the volume.
15. **105 Highland Dr. – Sheri Maynard.** Spoke to Ms. Maynard on Feb. 24, the team investigated the property on February 22<sup>nd</sup>. Resident concerned about the flow off and through the property. She would like to see the ditch piped so that she can mow the yard and she has concerns of the driveway losing integrity due to the soils at the driveway washing out. I’m not in favor of piping right of way conveyances without curb and gutter, due to increasing sheet flows and prolong times of runoff on the roadway which aids in the deterioration asphalt.
16. **104 Forest Ln – Kate Samayoa** Call came in about a trash can obstructing the drainage on this property. The team was dispatched to investigate and removed a trash can that had become lodged in the culvert restricting the flow in the conveyance.
17. **630 Tyree Springs – Charles Bleacher** – “I have reported this in the past and someone came out and took a look at the flooding to my property and said that it was going to be fixed. This has been over a year and I need to Know when it is going to be addressed.” There is not a contact number associated with the online request. This area is maintained by county since its on state route 258. There is evidence of recent drainage improvements in the right of way. County Performed ROW improvements. The team has suggested that we assist in the rear of property to help with the concentrating flows and would provide better results for several residents in this location. I will look into this area and do more research due to other complaints that have come in for this area, Dawn Ct.
18. **240 E. Winterberry** – Homeowner concerned about sheet flows coming off of road and onto his property. Suggested modifying drive aprons to create more of a curb on the road. Updated Public Works on a possible joint effort to correct this issue.



**Public Services Department – Stormwater Division  
February 2022**


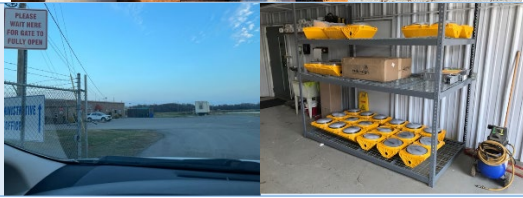
**Stormwater Work Orders**

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 some work order requests and summaries that have been addressed for the Month of February:

<i>Address</i>	<i>Scope of Work</i>	<i>Status</i>	<i>Notes</i>
<b>428 Calista Rd</b>	Ditch Maintenance	Work Order: 020822004  <b>Complete</b>	
<b>301 Winston Ct</b>	Conveyance Work	Work Order: 012422002  <b>Complete</b>	
<b>Sage Road</b>	Inspection & Clean	Work Order: 020322009  <b>Complete</b>	
<b>426 Calista Road</b>	Drainage Mitigation	Work Order: 020722004  <b>Complete</b>	
<b>123 Calista Road</b>	Sage Road Water Removal	Work Order: 020322009  <b>Completed</b>	
<b>Sage Road</b>	High Water Concern	Work Order: 020322009  <b>Complete</b>	

Public Services Department – Stormwater Division  
February 2022

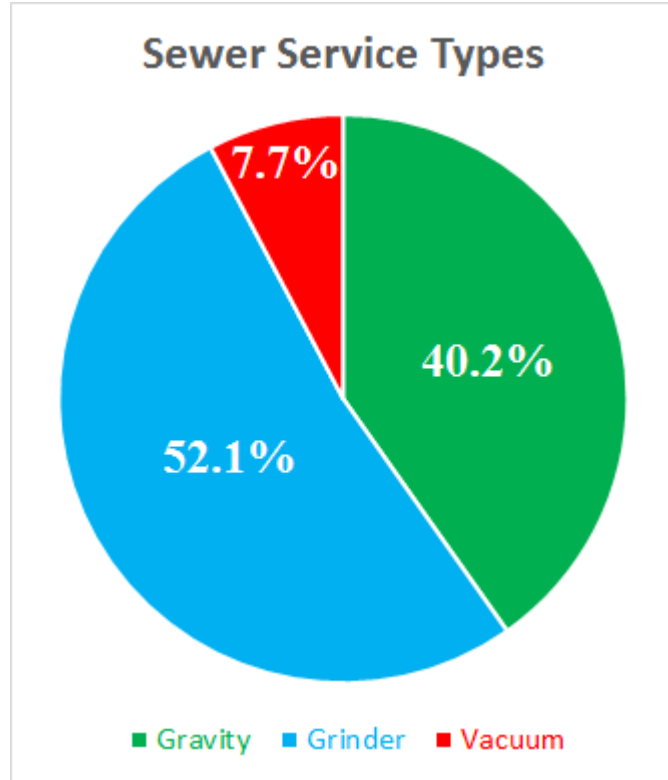
<i>Willow Grove</i>	Inspection	Work Order: 0209220077  <b>Complete</b>	
<i>725 Industrial Drive</i>	Facility Maintenance	Work Order: 121622001  <b>Complete</b>	

**Public Services Department - Wastewater Division  
February 2022**

**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 **February 28<sup>th</sup>, 2022**, City personnel count a total of **5,731** sewer system connections, with **8 new** applications for service in **February, 2022**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,305</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,983</b>
<b>Vacuum Connections</b>	<b>443</b>



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>February 2022</u>	<u>YTD</u>
Tennessee 811	1,670	1849	2315	2680	2933	488	4033

**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.**

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<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>Feb 2022</u>	<u>YTD</u>
North Palmers Chapel	22	23	8	3	1		0	5
Calista Road	55	13	4	2	1		2	7
Wilkinson Lane	8	4	1	3	1		0	2
Portland Road	1	4	1	0	1		0	0
Cope's Crossing	17	15	7	8	6		1	7
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		0	3
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	3
Concord Springs	n/a	n/a	n/a	0	0		0	2
Parks	n/a	n/a	n/a	0	0		0	0
Fields at Oakwood	n/a	n/a	n/a	n/a	2		0	1
Treatment Plant	1	6	4	6	3		0	0

**Major Alarms:**

Copes Crossing: On 02-22, the Copes Crossing station experienced an overflow due to I&I caused by heavy rains.

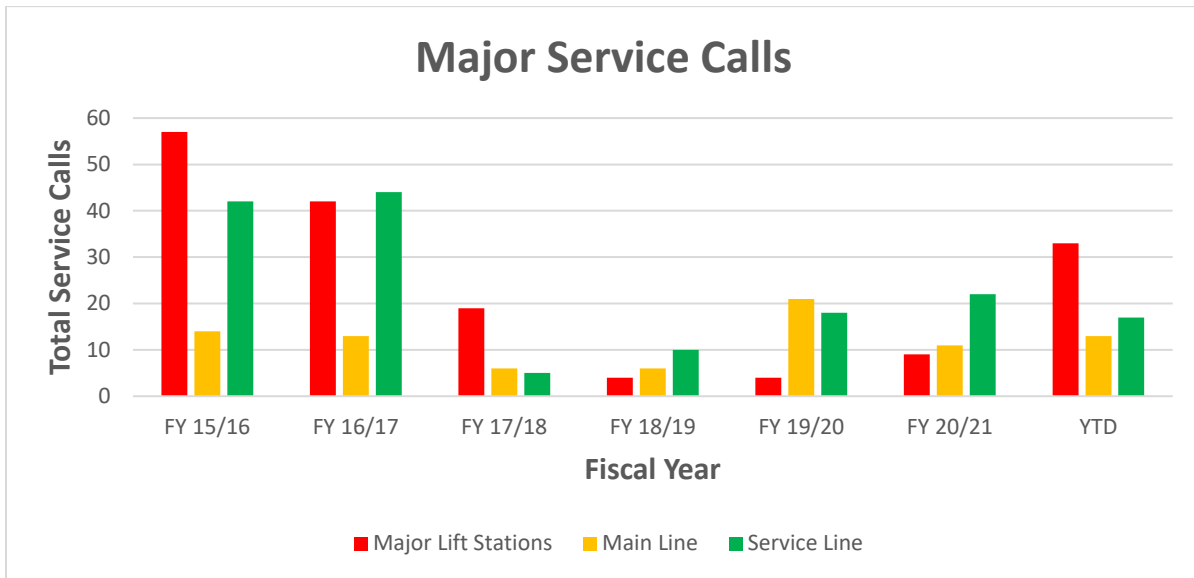
Calista: Vacuum pump #3 was taken out of operation due to pitting discovered in the pump veins causing inefficient operation. Airvac has been notified of the issue and are working to diagnose the cause. The high-water lockout probe was also replaced in the vacuum tank.

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**System Repair Goals:**

The goal is to minimize failures with the major lift stations and the mainline gravity, low-pressure and high-pressure force-mains, and the air-vacuum systems. Key personnel have been trained over the last four (4) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of the lift stations are either at or near their anticipated useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced. The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

<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>Jan 2022</u>	<u>YTD</u>
Major Lift Stations	42	19	4	4	9		7	33
Main Line	13	6	6	21	11		1	13
Service Line	44	5	10	18	22		3	17



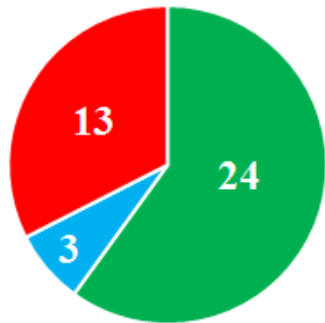
- 1. Settler's Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for 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.**
- 2. 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.**
- 3. 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 7<sup>th</sup>.**
- 4. 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 4<sup>th</sup> time this station has had to be re-piped, so we have chosen a rigid, yet flexible pipe.



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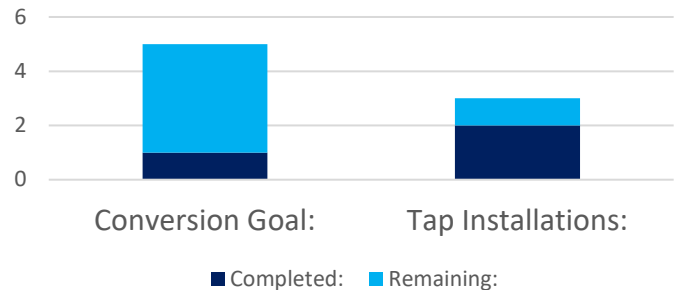
- Sewer Model Update and Master Plan Update** – The Sewer Model and Master Plan Updates being conducted by Jacobs Engineering are complete. **Completed Model Update for the Southern Force-Main and Copes Crossing lift-station has revealed that they have exceeded their designed capacity, and will need 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 8<sup>th</sup>. 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.**
- 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 2<sup>nd</sup>. L&G installed their erosion control and began mobilizing materials to the site on September 3<sup>rd</sup>. The existing terminal manhole was re-surveyed on September 7<sup>th</sup>, and L&G crews began stripping soil and setting pipe. All services have now been removed from the vacuum network. Final site cleanup remains to be completed by the contractor.**
- Septic-to-Sewer Conversions** – The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) conversions were completed in the 2020/2021 budget year, and three (3) additional taps were pre-emptively installed in anticipation of additional projects. **In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target five (5) conversion projects on Union Rd (requiring three (3) additional taps) in mid to late 2021. The department is evaluating bidding out the remaining conversions as a single project. An additional sewer tap has been installed for the storage units. The sewer conversion for 2966 Union Rd has also been completed. A total of 24 projects have now been completed on the list of 40.**

Septic-to-Sewer Conversions:



■ Completed: ■ Tap Installed ■ Remaining:

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

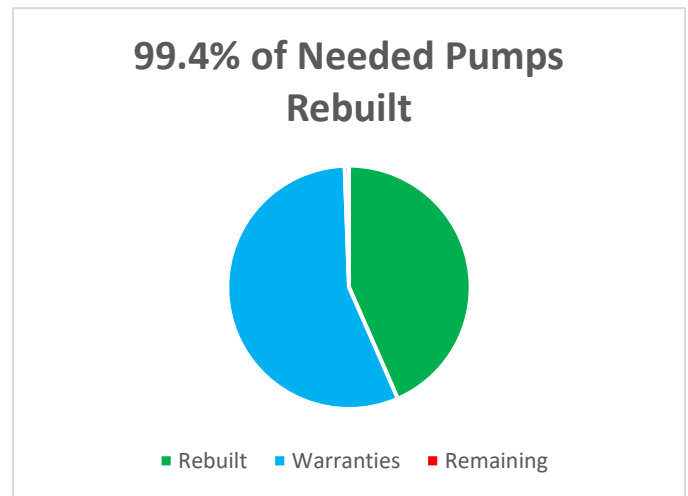


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<u>Work Orders</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Jan 2022</u>	<u>YTD</u>
<b>Vacuum System Service Request</b>	172	143	112	82	78		<b>23</b>	<b>104</b>
<b>Gravity Service Request</b>	12	0	10	13	20		<b>6</b>	<b>50</b>
<b>Low Pressure Service Request</b>	716	621	728	770	702		<b>62</b>	<b>480</b>
<b>Total Pumps Replaced</b>	338	401	361	449	492		<b>30</b>	<b>316</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	n/a	n/a	135		<b>4</b>	<b>76</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	n/a	n/a		<b>9</b>	<b>98</b>
<b>Grinder Tank PM Program</b>	58	63	358	267	219		<b>10</b>	<b>73</b>
<b>Open Trench Inspections</b>	23	54	103	226	409		<b>22</b>	<b>468</b>
<b>Final Inspection for New Service</b>	55	56	62	110	248		<b>23</b>	<b>284</b>
<b>Sanitary Sewer Overflow (SSO)</b>	9	1	3	49	19		<b>2</b>	<b>20</b>
<b>Odor Complaints</b>	17	28	43	43	35		<b>0</b>	<b>14</b>

**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 525 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 100 warranty-returns. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period. Production issues have caused backorders for new pump deliveries.



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**Treatment System Activities:**

**Wastewater Treatment Plant Goals:**

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

<b><u>Parameter</u></b>	<b><u>Nov - 21</u></b>	<b><u>Dec - 21</u></b>	<b><u>Jan - 22</u></b>	<b><u>Feb - 22</u></b>	
<b>Flow – To Creek</b>	0.629 MGD	0.681 MGD	0.703 MGD	0.829 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0 MGD	0 MGD	0 MGD	0 MGD	
<b>Total Flow Through Plant</b>	0.629 MGD	0.681 MGD	0.703 MGD	0.829 MGD	
<b>Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
<b>% of Plant Throughput</b>	44.9%	48.6%	50.2%	59.2%	(0.829 MGD) / (1.40 MGD)
<b>Actual Capacity</b>	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.4 MGD x 80%)
<b>% of Allocated Capacity</b>	56.2%	60.8%	62.8%	74.0%	(0.829 MGD) / (1.12 MGD)
<b>Rainfall</b>	2.27”	4.15”	5.68”	12.41”	

<b><u>Effluent</u></b>	<b><u>FY 15/16</u></b>	<b><u>FY 16/17</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>		<b><u>Feb 2022</u></b>	<b><u>YTD</u></b>
<b>Violations</b>	7	7	13	7	12	7		<b>8</b>	<b>15</b>

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.

A total of 7 additional ammonia violations occurred in February, 2022 suspected to be caused by an unknown toxicity hit which killed off a large volume of the plant sludge, and reduced the treatment effectiveness of the plant. This toxicity hit was immediately followed by large volumes of I&I caused by heavy rain events, which delayed the biological recovery of the plant.

On 02-25, heavy I&I also caused an overflow event at the Headworks when the drum screens were overwhelmed with influent and forced off of their rotating gear assemblies. Approximately 20,000 gallons was released, but remained on-site.

2. **TDEC Order and Assessment:** On July 15<sup>th</sup>, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29<sup>th</sup>, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. 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 7<sup>th</sup>, 2020.**

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3. **H<sub>2</sub>S & Ferric Sulfate**: We have moved away from the Ferric Sulfate feed. The City has installed air scrubbers that pull the H<sub>2</sub>S through a series of filters. These units have been installed at the Cope's Crossing and Wilkinson Lane stations.
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 **0.30** PPM with a max residual of **0.35** 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 **35.1 CFU's** which is well below the limit. *Last month the average was 63.9.*

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**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.

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**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.

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- **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.

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- **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:** 1<sup>st</sup> bioreactor mud-mat poured by Tafolla.
- **11-05-2021:** Tafolla installed forms for 2<sup>nd</sup> mud-mat.
- **11-08-2021:** Reeves Young grades site and preps for 2<sup>nd</sup> mud-mat. Tafolla installing rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-09-2021:** 2<sup>nd</sup> 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 1<sup>st</sup> bioreactor foundation pour.
- **11-10-2021:** Reeves Young continuing backfill work and grading. Tafolla continuing to install rebar for 1<sup>st</sup> 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 1<sup>st</sup> bioreactor foundation pour.
- **11-13-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-15-2021:** Reeves Young continuing to dry soils. Tafolla continuing to install rebar for 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> 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 1<sup>st</sup> bioreactor foundation. Tafolla continuing to install rebar for 2<sup>nd</sup> bioreactor foundation.
- **11-23-2021:** 1<sup>st</sup> bioreactor foundation poured beginning at midnight. 797 cubic yards of concrete poured. Additionally, Tafolla continued installation of rebar for 2<sup>nd</sup> bioreactor foundation.
- **11-24-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young continuing work on drain pipes.
- **11-29-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young continues to work on installing bioreactor drain lines.



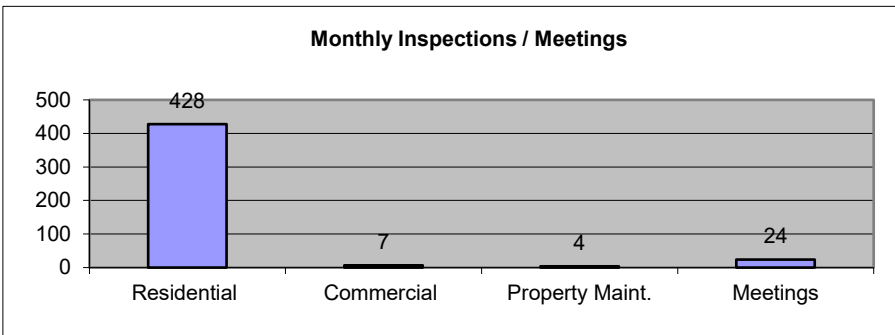
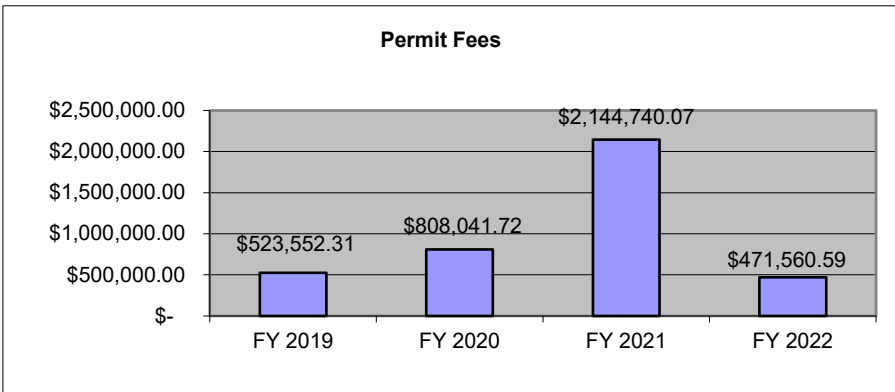
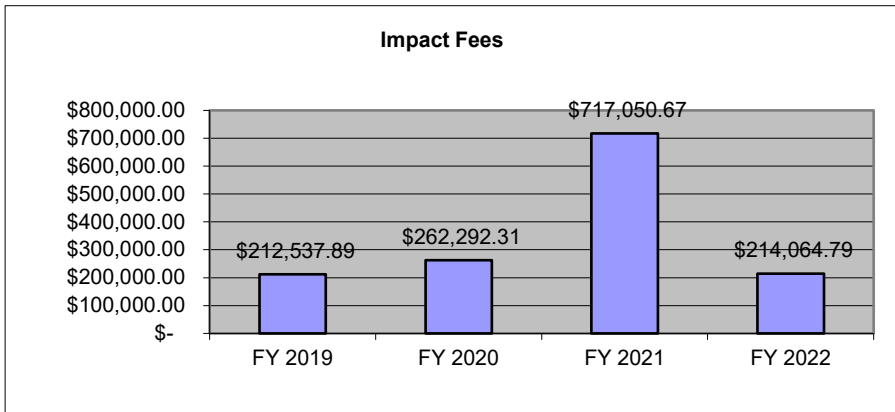
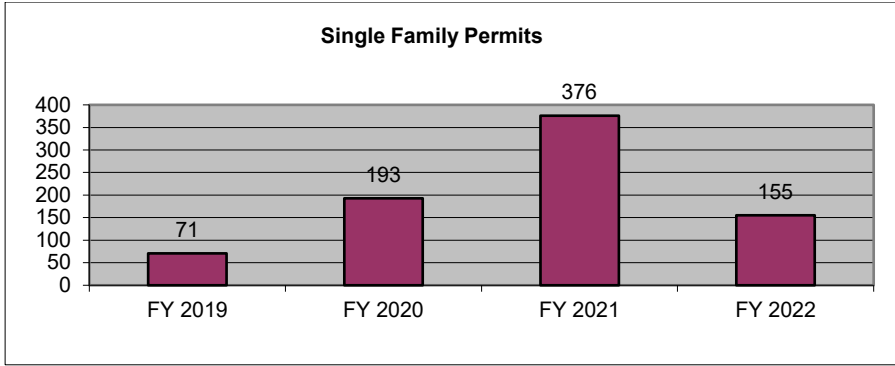
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- **11-30-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young dewaterers bioreactor piping trench and spreads soil to dry. Reeves Young begins excavating clarifier area to sub-grade.
- **12-01-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. GeoServices tests cylinders from 1<sup>st</sup> bioreactor foundation pour and testing compaction under lab building area. Reeves Young continues excavating clarifier area and UV area.
- **12-02-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young continues excavating UV area and Grit Chamber area, and exposed existing underground electrical in jobsite.
- **12-03-2021:** 2<sup>nd</sup> bioreactor foundation poured beginning at midnight. Additional backfilling conducted in lab building area.
- **12-04-2021:** Tafolla laid down wall lines and removed plywood forms in preparation for joint fillers. Stone put in place in preparation for bioreactor mud-mat #3.
- **12-06-2021:** Heavy rain in the morning. Reeves Young dewatered site and made silt fence repairs. Tafolla installed safety fence around existing oxidation ditch.
- **12-07-2021:** Reeves Young continued to dewater site. Hydrostatic test on bioreactor drain line performed and passed.
- **12-08-2021:** Reeves Young continued to dewater site, and backfilled with gravel around bioreactor drain pipe.
- **12-09-2021:** 3<sup>rd</sup> bioreactor mud-mat poured. Reeves Young backfilled grit removal area with stone.
- **12-10-2021:** Rain day. Crew performed basic maintenance and organizational tasks.
- **12-13-2021:** Reeves Young dewatering site and inspecting silt fence. Excavated around bioreactor drain pipe to prep for encasement.
- **12-14-2021:** Reeves Young prepped site for 4<sup>th</sup> bioreactor mud-mat and dewatered site. GeoServices on-site for wall rebar inspection. Reeves Young performed site safety audit.
- **12-15-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> wall pour. Reeves Young performing general site prep and organization.
- **12-16-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> wall pour. GeoServices on-site for wall rebar inspection.
- **12-17-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> wall pour.
- **12-21-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> wall pour. Reeves Young dewatering site.
- **12-22-2021:** 1<sup>st</sup> wall pour completed.
- **12-23-2021:** Tafolla tying rebar for 2<sup>nd</sup> wall pour. Reeves Young prepping site for holiday weekend.
- **12-27-2021:** Tafolla tying rebar for bioreactor drain pipe encasement and 2<sup>nd</sup> wall pour.
- **01-06-2022:** Reeves Young prepped site in anticipation of heavy snowfall.
- **01-07-2022:** Snowed out.
- **01-10-2022:** Reeves Young dewatering site following rain and snow.
- **01-12-2022:** Tafolla continuing to install rebar for 2<sup>nd</sup> wall pour. Hydrovac on-site to hydroexcavate existing 20" ductile pipe and to assist with dewatering grit chamber pit. Reeves Young reapplied gravel to access drive, worked on piping between bioreactors and clarifiers, and staked out lab building, electrical building, and clarifier #3.
- **01-13-2022:** 2<sup>nd</sup> wall pour completed. Continued work on piping between bioreactors and clarifiers.
- **01-14-2022:** Tafolla continuing to install rebar for 3<sup>rd</sup> bioreactor foundation. Reeves Young continuing to work on piping between bioreactors and clarifiers, and repaired gravel access drives.
- **01-17-2022:** Ice impacts to jobsite. Tafolla and Reeves Young crews worked on de-icing and safety. Tafolla continues working on rebar for 3<sup>rd</sup> bioreactor foundation.
- **01-18-2022:** Ice impacts to jobsite. Tafolla and Reeves Young crews worked on de-icing and dewatering site. Tafolla continues working on rebar for 3<sup>rd</sup> bioreactor foundation.
- **01-19-2022:** Tafolla continuing to install rebar for 3<sup>rd</sup> bioreactor foundation. Reeves Young continuing to dewater site.
- **01-20-2022:** Snow impacts to jobsite. Tafolla and Reeves Young crews worked on safety and de-icing/dewatering site, and laying out clarifier underdrains.
- **01-21-2022:** Ice impacts to jobsite. Tafolla continuing to install rebar for 3<sup>rd</sup> bioreactor foundation and wall dowels. Reeves Young continuing to work on site grading and stone backfill.
- **01-24-2022:** Water line feeding Reeves Young trailer froze overnight. Reeves Young continuing to dewater site and continuing to work on lab building grading and stone backfill. Small amount of concrete poured for clarifier #3.
- **01-25-2022:** Tafolla continuing to install wall dowels. White Electric project trailer delivered to site. John Bouchard & Sons began installing plumbing for lab building.
- **01-26-2022:** Tafolla continuing to install rebar and wall dowels for bioreactor foundation #3. John Bouchard & Sons continuing to install plumbing for lab building. Reeves Young relocating spoils piles. White Electric delivering equipment and supplies to job site.
- **01-27-2022:** Tafolla continuing to install rebar and wall dowels for bioreactor foundation #3. John Bouchard & Sons continuing to install plumbing for lab building. Reeves Young working on surveying site elevations and general site cleanup.
- **01-28-2022:** Reeves Young and Tafolla prepping site for next concrete pour.

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- **01-31-2022:** Reeves Young and Tafolla continuing to prep site for next concrete pour. Tafolla placing rebar around clarifier drain pipe. John Bouchard & Sons continuing to install plumbing for lab building. White Electric on-site.
- **02-01-2022:** John Bouchard & Sons continuing to work on water lines. White Electric setting up dig site for electrical conduit. Reeves Young and Tafolla continuing to prep site for concrete pour to occur at midnight. Additional walls in bioreactor poured. Foundation slab for grit removal poured.
- **02-02-2022:** Reeves Young dewatering site following heavy rains.
- **02-03-2022:** Reeves Young and Tafolla continuing to dewater site.
- **02-04-2022:** Jobsite impacted with ice.
- **02-07-2022:** Reeves Young and Tafolla continuing to dewater site, and prep site for next concrete pour.
- **02-08-2022:** Reeves Young and Tafolla installing rebar and forms for clarifier #3 pipe encasement. GeoServices on-site for rebar inspection.
- **02-09-2022:** Reeves Young installing RAS piping. Tafolla continuing to install rebar and forms for next bioreactor wall pour.
- **02-10-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. White Electric continuing to excavate for conduit installation. Reeves Young performed construction entrance maintenance, located existing RAS line, and began installation of clarifier #3 drain line.
- **02-11-2022:** Tafolla poured additional bioreactor wall. GeoServices on-site for concrete testing. White Electric continued to excavate for conduit installation.
- **02-12-2022:** Tafolla removing forms from wall footers following concrete pour.
- **02-15-2022:** Reeves Young continuing to install drain pipe for clarifier #3. Tafolla continuing to install rebar and forms for next bioreactor wall pour. White Electric continuing to excavate for conduit installation.
- **02-16-2022:** Reeves Young continuing to install drain pipe for clarifier #3. Tafolla poured additional bioreactor wall. GeoServices on-site for concrete testing. White Electric continuing to excavate for conduit installation.
- **02-17-2022:** Reeves Young and Tafolla dewatering site. Tafolla installed small amount of rebar before rain moved in.
- **02-18-2022:** Reeves Young and Tafolla dewatering site. Reeves Young repaired silt fence following heavy rains and performed maintenance on construction entrance. Tafolla striping bioreactor walls.
- **02-21-2022:** Reeves Young continuing to dewater site, perform silt fence maintenance, and backfilling clarifier #3 drain pipe. Tafolla continuing to install rebar and forms for next bioreactor wall pour. White Electric continuing to install conduit.
- **02-22-2022:** Rain day. Reeves Young continuing to dewater site and locate existing pipes. Tafolla continuing to install rebar and forms for next bioreactor wall pour.
- **02-23-2022:** Reeves Young and Tafolla continuing to dewater site. Reeves Young performed maintenance on silt fence and construction entrance. Tafolla continuing to install rebar and forms for next bioreactor wall pour.
- **02-24-2022:** Rain day. Reeves Young and Tafolla continuing to dewater site. Reeves Young continuing to perform construction entrance maintenance.
- **02-25-2022:** Rain day. Site impacted by Headwork overflow event. Reeves Young and Tafolla continuing to dewater site.
- **02-26-2022:** Reeves Young and Tafolla continuing to dewater site. Reeves Young continuing to install clarifier #3 drain pipe. Tafolla continuing to install rebar and forms for next bioreactor wall pour.
- **02-28-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. GeoServices on-site for rebar inspection. Reeves Young prepping grit removal area for mud-mat pour.

**Planning and Codes Department  
FEBRUARY 2022**



**Planning and Codes Department  
FEBRUARY 2022**

	Month	FY2022	FY2021	FY2020	FY2019
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	5	53	74	69	66
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	2	4	5	6
Tech. Review/Study Session	1	4	2	0	1
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	8	155	376	193	71
Multi-Family Residential	0	0	22	0	13
Other Residential	8	54	83	91	93
New Commercial	0	2	6	6	3
New Industrial	0	0	2	0	1
Other Com/Ind	0	13	23	23	33
Sign	2	8	17	14	25
Occupancy Permits		249	21	14	25
Other		1	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	428	3198	2621	2858	2411
Hours	75	1180.3	533	699.58	414.98
Commercial /Industrial	7	105	92	110	179
Hours	1.5	51	36.93	12.83	165
<b>CODE ENFORCEMENT</b>					
Total Cases	4	32	98	330	179
Hours	1.5	20	35.75	70.24	86.75
Complaints Received	4	52	41	116	98
<b>MEETINGS</b>					
Administration	7	86	72	58	68
Hours	3.5	78	99	38.26	103.67
Planning	12	80	53	76	135
Hours	7.5	138.5	96.58	155.5	86.82
Codes	0	4	11	28	35
Hours	0	4	9	37.85	40.16
<b>FEES</b>					
Permit Fees	\$16,710.00	\$ 471,560.59	\$2,144,740.07	\$ 808,041.72	\$523,552.31
Board Review Fees	\$2,050.00	\$ 7,925.00	\$ 84,775.00	\$ 11,000.00	\$3,750.00
City Impact Fee	<b>\$9,960.00</b>	<b>\$ 214,064.79</b>	<b>\$ 717,050.67</b>	<b>\$ 262,292.31</b>	<b>\$212,537.89</b>
Roads	\$2,667.00	\$ 579,131.20	\$ 301,769.60	\$ 77,860.90	\$98,885.80
Parks	\$2,772.00	\$ 60,654.00	\$ 150,326.00	\$ 74,646.00	\$ 23,140.00
Police	\$1,974.00	\$ 58,561.91	\$ 191,431.41	\$ 59,096.30	\$ 11,704.30
Fire	\$1,302.00	\$ 38,638.86	\$ 79,900.66	\$ 36,749.61	\$ 23,344.29
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 20	\$ 4,060,047.02	\$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 February 2022

### Update on ongoing projects:

#### *Greenway Trailhead Clock Repair*

- Top portion is still in the process of being restored but should be done soon
- Here is a picture of what it will look like when done.



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

- This is still a slow process but we have been allowed to start working on some minor sections.
- Design is ongoing

#### *Design Work – Splash Pad Maintenance Building & Municipal Park Concession Stand*

- Still waiting for survey work to be integrated with design. Once that is done the design will officially be done.

#### *Fencing – Maintenance Shop, Field 5, Cemetery*

- Maintenance Shop
  - Did RFQ
  - Decided to go with Volunteer Fence and do the front section and install a gate
  - Work will begin early next month
- Field 5
  - Did RFQ
  - Decided to go with Volunteer Fence and do the foul lines and outfield
  - Work has already begun and will be complete by beginning of next month
  - Will install new yellow fence guard once project is complete
- Cemetery
  - Pre-bid meeting was February 24<sup>th</sup>
  - Bid opening scheduled for March 3<sup>rd</sup>

### Upcoming Projects:

#### *Tennis Courts*

- Design ongoing
- Hoping to go out for bid soon

## Parks, Recreation, & Cultural Arts Department February 2022

### Greenway paving

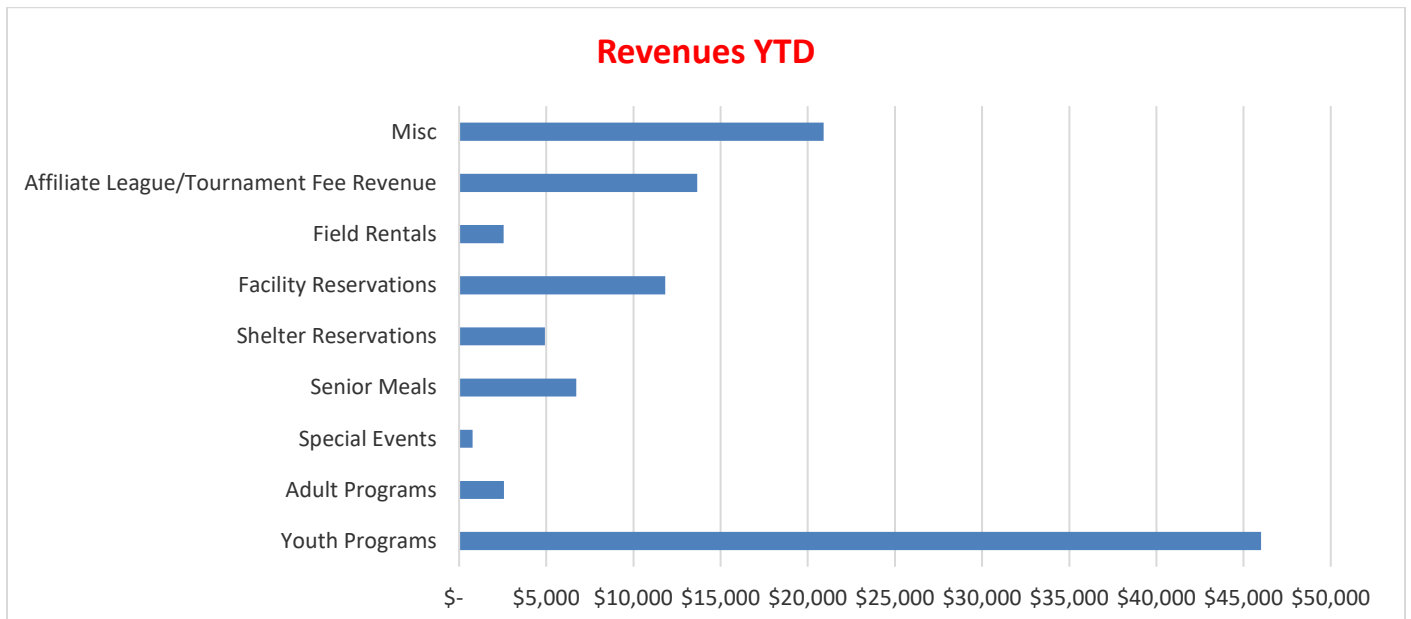
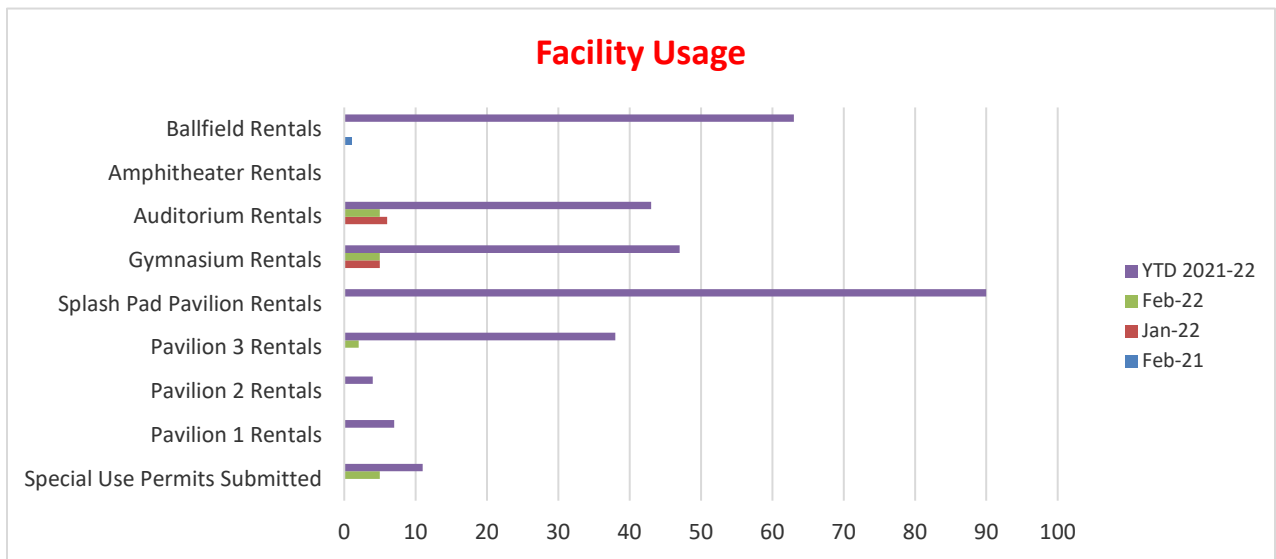
- Just a reminder we are forgoing the Dog Park parking lot paving for this year in lieu of the opportunity to get access to the Wayside section of the Greenway for asphalt overlay.
- Pre-bid meeting March 17<sup>th</sup>
- Bid opening March 30<sup>th</sup>

### Grading

- Field 7 work continues and only lacks the mound and backstop netting being installed before completion
- Soccer will be done later this year

### Rec Center

- Design ongoing
- Had meeting with architects to discuss technology and interior design for the building



# Parks, Recreation, & Cultural Arts Department February 2022

## Recreation

### Youth Basketball

- Games continued for the month of February
- Trophies picked up on February 23<sup>rd</sup>
- Returned Middle School key on February 23<sup>rd</sup>
- Last regular season games February 26<sup>th</sup>
- Tournament begins February 28<sup>th</sup> with season ending March 5<sup>th</sup>
- Still awaiting check from picture sales

### Girls' Volleyball

- 76 Signed up
- 6 confirmed coaches with 1 potential coach
- Will need at least 2 more coaches
- Will begin practices once rosters are confirmed

### Challenger Baseball

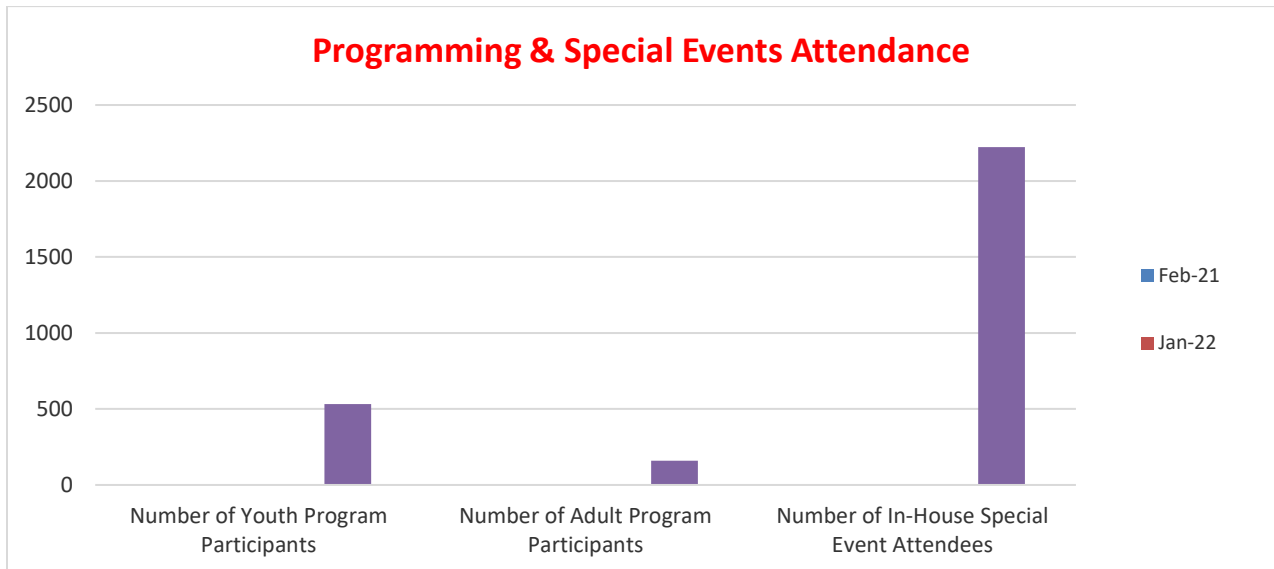
- 7 players currently signed up
- Extended signups through March 6<sup>th</sup>
- Sponsorships have begun coming in for the season
- Hendersonville is doing a league again and Springfield has started a new league
- Awaiting confirmation for a coach

### Men's Softball

- Registrations started February 22<sup>nd</sup>
- Ends March 27<sup>th</sup>

### Miscellaneous

- Pavilion rentals have opened back up
- Ballfield rentals began on February 21<sup>st</sup>
- Paint for fields ordered February 23<sup>rd</sup>
- Idea for Book Library discussed



Parks, Recreation, & Cultural Arts Department  
February 2022



Maintenance

- We have installed two new benches next to the columbarium's at the cemetery. We placed them in a formation that will work for current and future columbarium's.





## Parks, Recreation, & Cultural Arts Department February 2022

- We are getting close to finishing up the infield renovation on field 7. We have put down five loads of clay and laser graded it. We have purchased our own laser grading equipment which will save us time and money on field work in the future. We still need to install a backstop net and put in the pitching mound and it will be ready for play.



- We have done some new landscaping at the High School trailhead. We pulled out all of the large overgrown shrubs and replaced them with smaller more manageable shrubs and trees. Instead of mulch we used metal edging and landscape stone to help with maintenance.



## Parks, Recreation, & Cultural Arts Department February 2022

- We have started a drainage project at the park. We are digging a drainage ditch beside the park road from the stop sign beside field 7 down the hill to the sharp curve beside the Jr. pro football field. This will help with the flow of stormwater and hopefully discourage cars from crossing the drainage ditch to park in the grass which has become a problem.



- We have been servicing all of our trucks and equipment to be ready for the upcoming season. (changing oil/oil filters/air filters/greasing) We have 6 trucks and 22 pieces of equipment to service. The equipment includes mowers, tractors, infield groomers, weed eaters and blowers.
- We started clearing trees in the creek behind the new park property. It was filled up with trees and was becoming a problem for the homeowners in Sumner Crossing. So, we rented a large excavator to start pulling them all out. It should be done at the beginning of next month.

### Museum

#### Volunteers

The Museum volunteers have been helping prepare a new exhibit for Hamilton's Fort. Museum volunteers provided 22 hours to the Museum in the month of February.

#### Exhibits

New exhibit of Hamilton's Fort is being prepared. It will be ready for viewing the beginning of March 2022.

#### Social Media Promotion



White House History Wednesday's monthly edition was posted on Wednesday, February 23, 2022 with a repeat episode on how White House got its name.

There have also been a few additional posts during each week presenting some of the artifacts in the museum.

## Parks, Recreation, & Cultural Arts Department February 2022

### Loan Artifacts



Terry Palmer has loaned several artifacts to be used in the Hamilton's Fort exhibit. This is just a small example of the items loaned.

### Tours at Museum

Tours were given to walk ins.

### Continuing Education

Completed and received certificate for a Basic Archiving online course through American Association of State and Local History.

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

February 2-3 – Training for the ChamberMaster program used by the Chamber

February 7 – Women of White House Event, Night of Illusion

February 10 – Attended the government day with Leadership Robertson County

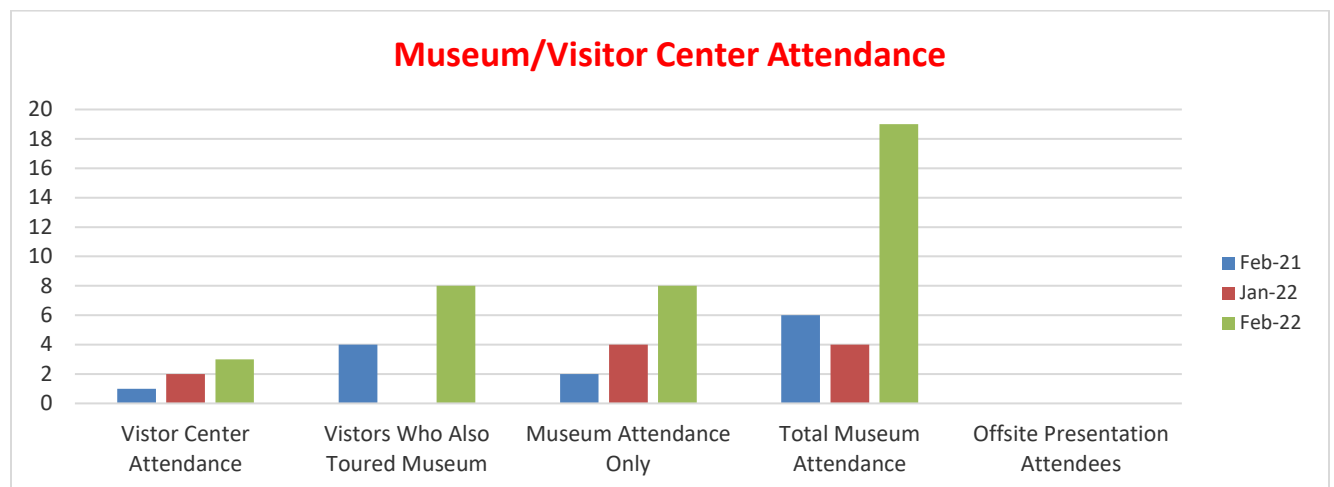
February 15 – Chamber Lunch with George Plaster

February 16 – Attended Mrs. Evelyn Guill's funeral

February 24 – Coffee with a Cop

### Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
3	8	8	19	0

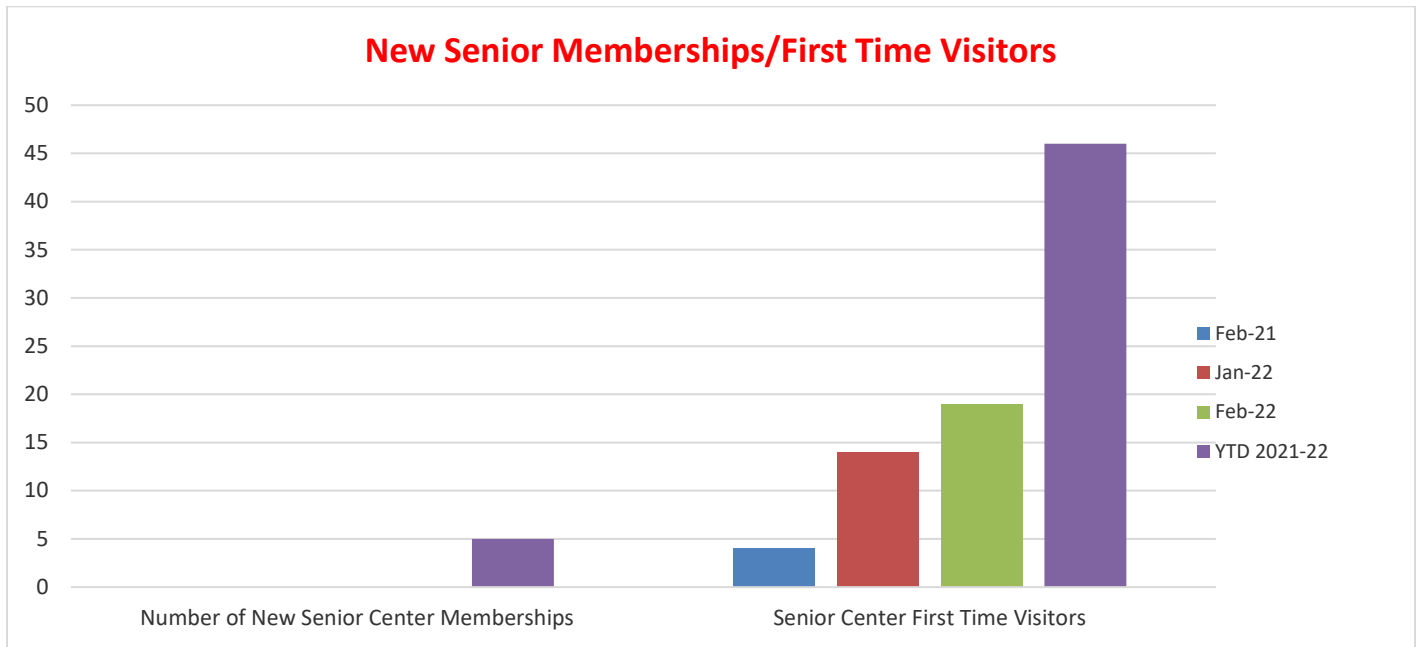
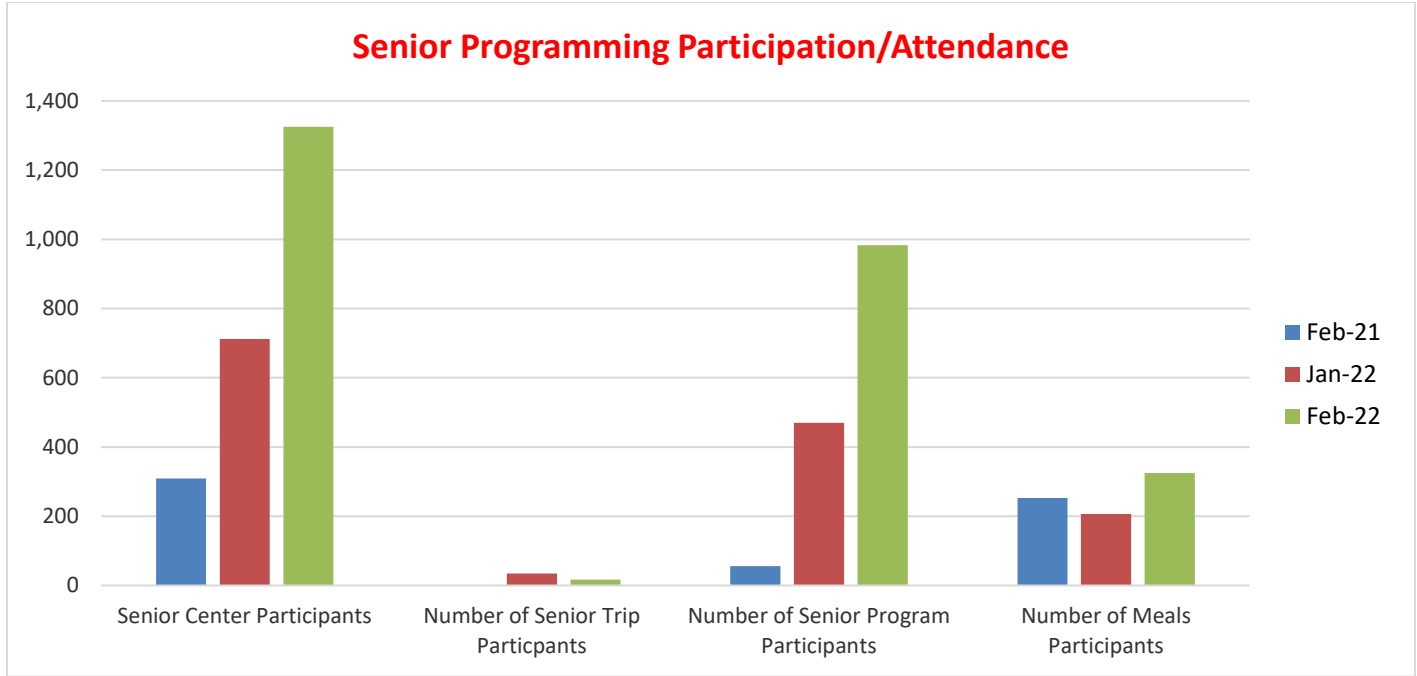


**Parks, Recreation, & Cultural Arts Department  
February 2022**

**Senior Center**

<b>Senior Center Participation - February 2022</b>			
<b><u>Outings/Events:</u></b>			
Bunco	3		
Treasure Swap	10		
Bible Study	6		
Valentines Party	28		
Golly G	11		
Puzzle Contest	5		
Birthday Sack Lunch	21		
Craft	2		
Bowling	6		
<b>Total</b>	<b>92</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		77	
		92	
		87	
		69	
		<b>325</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Fittercise-Strength, Yoga	556		
Walk	260		
Bingo	13		
Cards, Games,Pool	79		
<b>TOTAL</b>	<b>908</b>		
<b>NEW MEMBERS</b>	<b>0</b>		
<b>FIRST TIME ATTENDEE</b>	<b>19</b>		
<b>TOTAL Sr Center Participants:</b>	<b>###</b>	<b>Total</b>	<b>1325</b>

**Parks, Recreation, & Cultural Arts Department  
February 2022**



	FYE 2019	FYE 2020
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21-Feb	Jan-22	Feb-22	YTD 21-22
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**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
Caferia 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

0	0	5	11
0	0	0	7
0	0	0	4
0	0	2	38
0	0	0	90
0	0	2	139
0	5	5	47
0	0	0	0
0	6	5	43
0	0	0	0
0	11	10	90
1	0	0	63
1	2	3	15
4	0	8	159
2	4	8	994
6	4	19	1158

**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		

0	0	0	532
0	0	0	160
0	0	0	5
0	0	0	2223
3	2	3	14
200	205	205	1634
0	0	0	5
309	712	1,325	6219
4	14	19	46
0	3	2	14
0	35	17	109
2	9	11	58
56	470	983	3540
3	3	4	31
253	207	325	2570
0	0	0	120
5	11	14	72

**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

\$2,289.00	\$2,053.00	\$3,509.00	\$46,006.00
\$500.00	\$0.00	\$65.00	\$2,565.00
\$0.00	\$0.00	\$0.00	\$765.00
\$632.50	\$602.00	\$949.00	\$6,723.50
\$0.00	\$290.00	\$465.00	\$4,920.00
\$0.00	\$2,750.00	\$1,256.25	\$11,831.75
\$50.00	\$0.00	\$175.00	\$2,560.00
\$0.00	\$0.00	\$5,817.00	\$13,666.50
\$0.00	\$59.68	\$1,775.00	\$20,916.55

**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
Number of ballfield rainouts		
Bags of Field Dry Used		

0	0	0	1201.25
0	0	0	9
0	0	0	8
2	3	2	20
5	3	2	18
	0	53	53
	0	0	0

## **White House Library February 2022**

### **Summary of Activities**

The Friends of the Library met on February 1. They discussed paying for the con and summer reading events, possibly purchasing some furniture for the library, and making a memorial garden for Don Eden. The group wanted to reach out to the Master Gardeners for help with the memorial garden.

The library director met with Karen House, the president of the Robertson County Master Gardeners. She talked with the Sumner County Master Garden President and the two counties will work on the memorial garden together with the Friends of the Library. They have a member working on coming up with a design idea and estimated cost to do the garden. It will be close to the new hour sign.

The library director submitted the 6-year CIP plan to the city. The director included the two CIP projects for the library, which include new shelving and a self-checkout machine.

The library director and library supervisor attended the 6<sup>th</sup> Municipal Management Training session on February 9<sup>th</sup>. There are only two more classes to complete this training.

The library director completed the yearly evaluations of all staff members and received her evaluation from the library board as well.

The library director filled the full time circulation clerk position with part time staff member Tammy Peterson. The director will not fill Tammy's part time position at this time due to budgeting issues and the hope of receiving another full time position at the start of the next budget year.

The library director attended a webinar on the staff core competency training. This training for librarians is part of the state standards. Library staff can test out of the 26 modules of training and still receive credit. The staff will have one year to complete this training. They will receive a certificate and a pin upon completion showing they are certified.

The library director met with the city administrator to discuss non-CIP projects. The director presented what the library board recommended which included increasing building maintenance for cleaning carpets and flooring, contractual services, dues and subscriptions, and asking for another full time staff member. The city administrator believes these items will probably be approved by the Board of Mayor and Aldermen.

### **Department Highlights**

The highlights for the month were having the Master Gardeners agree to help with the memorial garden, the full time position being filled, and next year's budget being favorable to pass.

**White House Public Library  
February 2022  
Performance Measures**

**Official Service Area Populations**

2018	2019	2020	2021
14,035	14,202	14,363	14,455

**Membership**

February	2018	2019	2020	2021	2022
New Members	95	91	100	46	60
Updated Members	288	214	259	339	254
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	6,940	7,634
% of population with membership	51	59	66	48	53

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:** 39,920

**Estimated Value of Total Materials:** \$998,000

**Total Materials Available Per Capita:** 2.76

**State Minimum Standard:** 2.00

**Last Month:** 995,350

**Last Month:** 2.75

**Materials Added in February**

2018	2019	2020	2021	2022
60	181	140	218	204

**Yearly Material Added**

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	1,299

**Physical Items Checked Out in February**

2018	2019	2020	2021	2022
5,058	4,992	5,320	3,782	5,331

**Cumulative Physical Items Check Out**

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	10,509

The library is happy that our checkout numbers have started to return to pre-covid checkouts.

**Miscellaneous item checkouts**

February	2018	2019	2020	2021	2022
Technology Devices	42	41	33	54	50
Study Rooms	89	74	66	19	47
Games and Puzzles	64	67	127	109	101
Seeds	172	28	115	135	64
STEAM Packs	*	19	32	0	12
Cake Pans	*	0	2	5	1

**Yearly Totals**

2018	2019	2020	2021	2022
644	137	381	725	113
1,082	253	305	395	105
743	222	955	1,263	249
586	112	302	878	87
148	61	25	160	36
6	1	28	21	5

**Library Services Usage**

February	2018	2019	2020	2021	2022
Lego Table	215	153	143	0	0
Test Proctoring	10	11	10	0	3
Charging Station	6	5	4	3	0
Notary Services	*	*	10	1	1
Library Visits	4,590	4,445	4,242	2,305	3,186
Website Usage	*	1,079	1,559	1,859	2,089
Reference Questions	7	4	3	5	4

**Yearly Totals**

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	6
90	19	47	45	1
*	16	88	144	12
52,565	55,728	30,007	38,913	6,337
2,517	16,935	17,977	27,907	4,538
59	77	60	73	8

**Library Volunteers**

February	2018	2019	2020	2021	2022
Library Volunteers	22	16	12	9	8
Volunteer Hours	103	88	143	82.5	85.5

**Yearly Totals**

18-19	19-20	20-21	21-22
82	36	20	36
809	1,286	1,204	885.5

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

**Computer Users**

February	2018	2019	2020	2021	2022
Wireless	1,107	636	532	186	290
Adult Users	346	354	399	160	211
Kids Users	174	176	123	5	276

**Yearly Computer Users**

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	589
4,642	1,103	2,138	2,235	411
2,088	556	427	957	399



**White House Public Library**

February 2022

**Performance Measures**

**Universal Class Counts**

February	
Sign ups	1
Courses started	3
Lessons viewed	4
Class Submissions	4

**Yearly Totals**

2018	2019	2020	2021	2022
24	9	10	13	4
52	16	53	39	5
661	194	1,771	1,008	225
445	105	800	515	72

**Programs**

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	0	2	1	2
total Sign-ups	29	60	83	84	106

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	27
500 Mark	2	2	0	2	2
Completion	0	1	2	4	4

**Face-to-face Kids Programs**

February	2018	2019	2020	2021	2022
Programs	11	15	11	0	11
Attendees	220	216	272	0	256
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	23
Attendees	4,260	4,201	1,185	2,167	506

**Virtual Kids Programs**

February	2020	2021	2022
Videos	0	4	0
Views	0	28	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

**Grab & Go Kits**

February	2020	2021	2022
Kits	0	6	0
Taken	0	251	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

**Face-to-face Teen Programs**

February	2018	2019	2020	2021	2022
Programs	5	6	5	0	0
Attendees	20	22	32	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

**Tween Face-to-Face Programs**

February	2020	2021	2022
Programs	2	0	0
Attendees	9	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

**Combined Face-to-Face**

February	2020	2021	2022
Programs	0	0	8
Attendees	0	0	37
Yearly	2020	2021	2022
Programs	11	43	16
Attendees	77	370	69

**Virtual Teen & Tweens**

February	2020	2021	2022
Videos	0	2	0
Views	0	26	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

**Grab & Go**

February	2020	2021	2022
Kits	0	4	0
Taken	0	55	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

The library is going to continue to hold combined tween/teen programs at this time due to being short staffed and because both age groups enjoy the programs.

**Face-to-face Adult Programs**

February	2018	2019	2020	2021	2022
Programs	13	13	11	2	5
Attendees	46	77	58	12	21
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	11
Attendees	1,009	1,343	214	351	48

**Virtual**

February	2020	2021	2022
Videos	0	0	0
Views	0	0	0
Yearly	2020	2021	2022
Videos	18	1	0
Views	4,972	20	0

**Device Advice**

February	2019	2020	2021	2022
Sessions	*	*	2	3
Yearly	125	51	81	12
Grab & Go				
February				
Yearly	*	*	0	0

**Interlibrary Loan Services**

February	2018	2019	2020	2021	2022
Borrowed	57	53	69	41	74
Loaned	46	45	16	10	33

**Yearly Interlibrary Loan Services**

2018	2019	2020	2021	2022
690	690	534	673	101
410	410	151	226	99

February	R.E.A.D.S
Adults	1,546
Juvenile	174

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	14,067
Juvenile	725	1,430	1,189	1,032	1,431

The READS statistics come from the state.

**CITY COURT REPORT**

**February 2022**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$6,142.70
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$58,907.66</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$1,401.27
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$13,566.11</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$7,543.97</u>
<b>TOTAL REVENUE YTD</b>	<b>\$72,473.77</b>

**DISBURSEMENTS**

LITIGATION TAX	\$416.85
DOS/DOH FINES & FEES	\$356.25
DOS TITLE & REGISTRATION	\$256.50
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>\$1,029.60</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$9,847.92</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$6,514.37</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$62,625.85</b>

**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH	\$342.68
<b>DRUG FUND DONATIONS YTD</b>	<b>\$3,931.78</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Careless Driving	1	\$80.00
Financial Responsibility Law	10	\$247.50
Registration Law	20	\$1,510.00
Improper Equipment	0	\$0.00
Texting/Hands Free Law	3	\$92.00
No Passing/One Way	0	\$0.00
DL Exhibited	0	\$0.00
Red Light	3	\$165.00
General-Miscellaneous	1	\$132.50
Stop Sign	4	\$145.00
Speeding	25	\$2,455.50
Seat Belt-Child Restraint	7	\$475.00
Failure To Yield	1	\$55.00
Exercise Due Care	11	\$562.70
Improper Passing	0	\$0.00
Total	86	\$5,920.20