



City Administrator Report: March 2022

Administrative & Legislative Services Department
March 2022

Administration

City Administrator Gerald Herman attended the following meetings this month:

- March 2:
 - GNRC TCC Meeting
- March 3:
 - Rotary Fire Banquet
 - Leisure Service Board Meeting
- March 8:
 - Beer Board Meeting
- March 9:
 - Community Center Walkthrough
- March 10:
 - Board of Mayor and Alderman Budget Retreat
 - Library Board Meeting
- March 14:
 - TML Legislative Conference
 - Planning Commission
- March 15:
 - TML Legislative Conference
- March 16:
 - GNRC Transportation Policy Board
- March 17:
 - Board of Mayor and Alderman Meeting
- March 21:
 - Coronavirus State and Local Fiscal Recovery Funds Reporting Overview Webinar
- March 22:
 - County Candidate Forum
- March 23:
 - Economic Development Team Meeting
- March 24:
 - Walkthrough of Community Event Center
 - White House Progress Meeting
 - Ward 2 Interviews
- March 29:
 - White House Area Chamber Power Hour at Uncle Johns Diner
- March 31:
 - White House Area Chamber Casino Royale Chairman's Celebration

**Administrative & Legislative Services Department
March 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.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$21,172,626	\$ 15,279,610	↓2.84
Industrial Development	\$77,000	\$ 56,422	↓1.73
State Street Aid	\$550,000	\$ 478,861	↑12.05
Parks Sales Tax	\$2,105,361	\$ 1,092,777	↓23.10
Solid Waste	\$1,175,418	\$ 882,215	↑0.04
Parks Impact Fees	\$16,000	\$ 16,000	↑24.99
Police Impact Fees	\$42,500	\$ 40,494	↑20.27
Fire Impact Fees	\$125,000	\$ 22,069	↓57.35
Road Impact Fees	\$235,000	\$ 235,000	↑24.99
Police Drug Fund	\$4,500	\$ 2,000	↓30.56
Debt Services	\$1,293,500	\$ 98,002	↓67.43
Wastewater	\$16,874,057	\$ 11,932,301	↓4.29
Dental Care	\$70,000	\$ 55,651	↑4.49
Stormwater Fund	\$1,491,663	\$ 847,924	↓18.16
Cemetery Fund	\$78,890	\$ 33,291	↓32.80

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

Purchasing

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

Total Purchase Orders

	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	325	261	269	346	362
August	132	128	106	151	166
September	98	106	98	126	119
October	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	145	106	107	131	142
April		154	85	138	185
May		133	82	129	121
June		47	45	50	52
Total	1196	1355	1199	1,595	1,813

Purchase Orders by Dollars	Feb 2022	FY 2022	FY 2021	FY 2020	Total for FY22	Total for FY21	Total for FY20
Purchase Orders \$0-\$9,999	142	1137	1281	1132	\$1,288,570.42	\$1,482,989.65	\$1,275,419.16
Purchase Orders \$10,000-\$24,999	2	21	29	34	\$343,056.65	\$417,161.17	\$551,938.89
Purchase Orders over \$25,000	1	37	45	33	\$11,503,437.17	\$11,050,535.17	\$4,035,346.92
Total	105	1,195	1355	1199	\$13,135,064.24	\$12,367,741.04	\$5,862,704.97

**Administrative & Legislative Services Department
March 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
July	54	15	152	61	32,401	11,536	1,164,517	1,080,668
August	66	20	126	133	25,635	9,145	752,932	835,519
September	48	17	43	22	24,833	8,335	679,248	214,406
October	52	10	78	86	23,816	8,390	386,735	864,091
November	63	174	56	40	23,022	7,587	695,971	812,527
December	39	13	156	82	22,904	17,483	847,724	1,055,111
January	56	108	67	68	26,942	17,123	720,531	934,562
February	52	135	22	40	23,253	19,796	N/A	762,985
March	57	39	85	61	30,026	22,930	N/A	879,671
April		101	43	56		20,881	N/A	820,505
May		38	27	29		23,514	5,998	946,897
June		214	48	123		30,909	10,251	901,328
Total	487	884	901	801	232,832	197,629	5,263,907	9,053,159

“City of White House, TN” Mobile App

	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
July	8	45	19
August	9	44	21
September	13	19	21
October	6	40	12
November	6	29	13
December	10	10	15
January	18	11	23
February	9	20	70
March	14	11	69
April		7	41
May		11	29
June		11	36
Total	93	258	369

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

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

**Administrative & Legislative Services Department
March 2022**

White House Farmers Market

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

	Application Fees # (amount collected)	Booth Payments (\$)
January	0	0
February	4	\$150
March	3	\$360
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0
Total	7	\$510

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

	2021-2022 Work Order Requests	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests	2016 – 2017 Work Order Requests
July	19	11	10	22	21	27
August	8	27	10	26	24	28
September	12	9	13	19	22	13
October	10	6	7	14	18	12
November	23	16	7	18	34	12
December	17	19	3	8	19	9
January	6	11	16	14	16	23
February	8	16	18	7	21	6
March	14	12	11	7	17	16
April		17	2	12	25	14
May		25	11	6	26	27
June		31	10	9	23	14
Total	117	200	98	162	266	201

**Finance Department
March 2022**

Finance Section

During March the Finance Office continued scanning thousands of documents to reduce physical document storage space, continued collecting the current year property taxes, continued working on FYE 6/30/2023 budget tasks, and began training / planning for new utility customer application process changes. The cumulative total of real estate and personal property taxes for the 2021 tax year billed is approximately \$5 million. As of March 31st, approximately \$4.84 million (96.8%) of the 2021 property taxes were collected. Members of the Finance Office participated in the following events during the month:

- March 1: Bulk shredding pickup for expired documents
- March 7-8: Employee open enrollment meetings
- March 10: BMA Budget Retreat
- March 21: Coronavirus State & Local Fiscal Recovery Funds Reporting Overview Webinar
- March 24: MTAS Training – What you need to know about FLSA
- March 24: Community Event Center walkthrough
- March 29: TDEC American Rescue Plan Notice of Intent planning
- March 30: Finance staff meeting

Performance Measures

Utility Billing

	March 2022	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
New Builds (#)	30	174	357	171	62	102
Move Ins (#)	110	749	737	649	534	553
Move Outs (#)	97	680	743	602	534	576
New customer signup via email (#)	36	307	300	127	104	163
New customer signup via email (%)	26%	33%	27%	15%	17%	25%

Business License Activity

	March 2022	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
Opened	7	65	76	69	75	72
Closed (notified by business)	0	5	6	10	9	18
Closed (uncollectable)	0	0	0	0	0	199

Accounts Payable

	March 2022	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
Total # of Invoices Processed	400	3157	4079	4003	3940	4437

**Finance Department
March 2022**

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

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	10,409,165	3,122,750	4,424,642	43%
Cemetery Fund	45,261	13,578	279,965	619%
Debt Services	1,217,528	365,258	1,512,107	124%
Dental Care Fund	39,361	11,808	202,751	515%
Roads Impact Fees	105,396	31,619	329,481	313%
Parks Impact Fees	109,476	32,843	349,123	319%
Police Impact Fees	77,976	23,393	336,719	432%
Fire Impact Fees	26,904	8,071	209,552	779%
Industrial Development	76,063	22,819	98,188	129%
Parks Sales Tax	988,260	296,478	945,840	96%
Police Drug Fund	5,048	1,514	34,573	685%
Solid Waste	1,065,400	319,620	554,955	52%
State Street Aid	418,172	125,452	398,817	95%
Stormwater Fund	964,600	289,380	1,428,823	148%
Wastewater	5,579,100	1,673,730	5,686,600	102%

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

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

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	10,409,165	9,325,387	↑ 14.59%
Cemetery Fund	45,261	50,413	↑ 36.38%
Debt Services	1,217,528	1,063,492	↑ 12.35%
Dental Care	39,361	29,402	↓ 0.30%
Roads Impact Fees	105,396	99,592	↑ 19.49%
Parks Impact Fees	109,476	82,678	↑ 0.52%
Police Impact Fees	77,976	74,938	↑ 21.10%
Fire Impact Fees	26,904	49,130	↑ 107.61%
Industrial Development	76,063	96,757	↑ 52.21%
Parks Sales Tax	988,260	696,919	↓ 4.48%
Police Drug Fund	5,048	5,580	↑ 35.54%
Solid Waste	1,065,400	824,118	↑ 2.35%
State Street Aid	418,172	342,817	↑ 6.98%
Stormwater Fund	964,600	760,754	↑ 3.87%
Wastewater	5,579,100	4,009,744	↓ 3.13%

*Realized amounts reflect revenues realized from July 1, 2021—March 31, 2022

**Human Resources Department
March 2022**

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

- March 01: Chamber of Commerce Board Meeting
- March 03: Sumner County Community Clean-Up Day Meeting
- March 07: Open Enrollment Meeting for Insurance
Sumner County Community Clean-Up Day Meeting
- March 08: Open Enrollment Meeting for Insurance
- March 09: Municipal Management Academy Level I Course
- March 10: Chamber of Commerce Multi-Business Ribbon Cutting
Board of Mayor and Aldermen Budget Retreat
- March 14: TML Legislative Conference
- March 15: TML Legislative Conference
- March 16: White House Nutrition Ribbon Cutting
- March 22: Chamber of Commerce Monthly Luncheon
Stormwater Manager Interviews
- March 23: Affordable Tree Service Ribbon Cutting
- March 31: Casino Royale Chairman's Celebration

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

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

Three-year average: 6.67

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

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

Three-year average: 5.67

**Human Resources Department
March 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	3	0	1	0
April		2	0	0
May		0	2	5
June		3	2	1
Total	14	12	18	11
Percentage	13.59%	11.65%	17.48%	11.34%

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

Three-year average: 13.49%

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	0	1 (T)	0	0
August	0	0	2 (S)	0
September	0	0	0	1 (T)
October	0	0	0	0
November	0	0	1 (S)	0
December	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	0	1 (S)
April		0	0	0
May		0	0	1 (T)
June		0	1 (T)	0
Total	1	3	4	7

Three-year average: 4.6667

**Police Department
March 2022**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in March:** White House Rotary Club (March 3rd, 17th, 24th, and 31st), Department Head Staff Meeting (March 7th and 21st), Robertson County Chief's Meeting (March 8th), Beer Board Meeting (March 8th), Municipal Management Academy (March 9), BMA Budget Retreat (March 10th), Planning Commission (March 14th), Sumner County Drug Task Force (March 16th), Command Staff Meeting (March 17th), and Board of Mayor and Alderman Meeting (March 17th).

- **Police Department Administration Performance Measurements**

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

Susan Johnson, Accreditation Manager, has started our 4th edition of our TLEA program into PowerDMS which includes 164 standards. Susan is still getting proofs for 2021 and working on 2022 proofs also. 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
March	15	41.4	0	56.4
Total	15	195.4	16	226.4

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	March 2022	FY 2021-22
Three (3) Officers per Shift	54	417
Four (4) Officers per Shift	8	133

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. One car has been striped and both have been taken to Truckers Lighthouse for equipment to be installed.
2. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2021-2022.*** Compliance Checks were conducted in March. We had four businesses fail: Colorado Grill, Tavern 76, Love's Truck Stop and Cracker Barrel.
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.***

**Police Department
March 2022**

Group A Offenses	March 2022	Per 1,000 Pop.	Total 2022	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	14	1	38	3
Crimes Against Property	25	2	71	5
Crimes Against Society	46	4	111	9
Total	85	7	220	17
Arrests	53		148	

**U.S. Census Estimate 4/1/2020 – 12,982*

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.*

	March 2022	TOTAL 2022
Traffic Crashes Reported	35	89
Enforce Traffic Laws:		
Written Citations	89	245
Written Warnings	20	69
Verbal Warnings	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.*

COLLISION RATIO				
<u>2022</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
March	59	5 YTD 10	8%	7% YTD 148

Traffic School: There was no Traffic School in March.

Staffing:

- Ofc. Perry Gerome has completed FTO and is on the road
- Ofc. Terry Brown (TJ) is currently in FTO and will be deployed for eight months.
- Ofc. Seth Goodcourage resigned and his last day was March 12th.
- We currently have 5 positions open and are accepting applications. We plan on testing at the end of April.

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

Sumner County Emergency Response Team:

- March 4th, High Risk Search Warrant in Goodlettsville.
- Mach 18th, High Risk Search Warrant in Gallatin.
- March 18th, Cpl. Segerson attended the Monthly training at the Sumner County Range.
- March 28th, ERT responded to a barricaded suspect in Gallatin.
- Mach 28th to April 1st, Cpl. Segerson instructed a Basic SWAT course with Hendersonville and Wilson Co. There were 24 students from 7 different agencies.

**Police Department
March 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. Tyler Technologies will be providing this capability to our new software in the future.

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

Communications Section

	March	Total 2022
Calls for Service	1036	2,913
Alarm Calls	47	128

Request for Reports

	March	FY 2021-22
Requests for Reports	21	125
Amount taken in	\$12.75	\$85.80
Tow Bills	\$0.00	\$0.00
Emailed at no charge	17	155
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- March 6, 2022 – Many agencies participated in Operation I65. This was a traffic enforcement effort to combat traffic related fatalities. This operation was on I65 from Alabama to Kentucky.
- March 17, 2022 – Sgt. Brisson participated at the Middle, TN Network Coordinator in a DUI checkpoint with Metro Nashville PD and the Tennessee Highway Patrol. The checkpoint was on Murfreesboro Road at the Airport Tunnel.
- On March 22, 2022, THSO had a network meeting at SCEMA and discussed grants and upcoming classes.
- On March 25, 2022, Sgt. Brisson taught a Traffic Safety Class for Wade Lawncare Service employees. Sgt. Brisson spoke on the importance of wearing your seatbelt and the hands free law.

Volunteer Police Explorers: Nothing to report at this time.

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

**Police Department
March 2022**

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.*** Sgt. Enck is instructing 7 D.A.R.E. classes at White House Middle School with approximately 155 students. He teaches classes on Monday and Tuesdays of each week.
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.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
 - March 2nd – Sgt. Enck instructed a Defensive Tactics class at Tennessee Law Enforcement Academy.
 - March 24th – We presented a helmet at Wheels in Motion at H. B. Williams Elementary.
 - March 24th – We presented a helmet at Wheels in Motion at White House Heritage Elementary.
 - March 27th – Sgt. Enck instructed a S.P.E.A.R.E. class with approximately 20 women.
 - March 31st – Sgt. Enck presented a Walmart Employee with a bike to help him with transportation to work.

Special Events: *WHPD Officers participated in the following events during the month of March:*
Nothing at this time.

Upcoming Events:

- Cool off with a Cop (June & July)
- Americana (July 9th)

<i>2022 Participation in Joint Community Events</i>		
	<u>March</u>	<u>Year to Date</u>
Community Activities	5	16

**Fire Department
March 2022**



Summary of Month's Activities

Fire Operations

The Department responded to 134 requests for service during the month with 103 responses being medical emergencies. The Department also responded to 14 vehicle accidents; 7 accidents reported patients being treated for injuries, and 7 accidents reported with no injuries and 1 building fire. Of the 134 responses in the month of March there were 22 calls that overlapped another call for service that is 16.42% 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 March from dispatch to on scene time averaged was, six minutes and two seconds (6:02). The average time a fire unit spent on the scene of an emergency call was fifteen minutes and sixteen seconds (15:16).

Department Event

- March 1st and 2nd – Annual in-service training
- March 9th – MTAS Municipal Management class
- March 20th – Annual ladder testing
- March 24th – Heritage HS mock car crash

Fire Administration

- March 1st – Meeting about new radio system in Springfield
- March 3rd – Rotary Luncheon Firefighter of the year
- March 10th – Rotary Luncheon Police Officer of the year
- March 17th – BMA to update fire code

Emergency Calls Breakdown

The Department goal in this area is to display the different emergency calls personnel have responded to during the month as well as the response from each station.

Incident Responses FY to Date

Fires	31
Rescue & Emergency Services	989
Hazardous Conditions (No Fire)	27
Service Calls	49
Good Intent Call	80
False Alarms & False Call	118
Calls for The Month	134
Total Responses FY to Date	1301

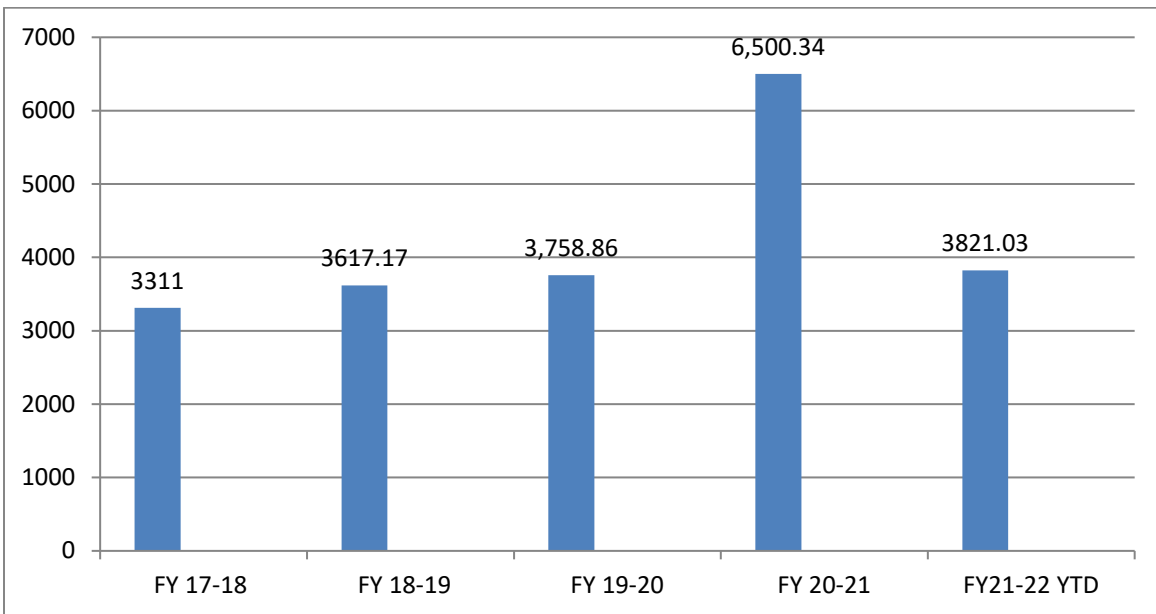
**Fire Department
March 2022**

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	97	925	71.09%
Station #2 (Business Park Dr)	34	373	28.67%

Fire Fighter Training

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



	Month	YTD
Firefighter Training Hours	468.05	3821.03

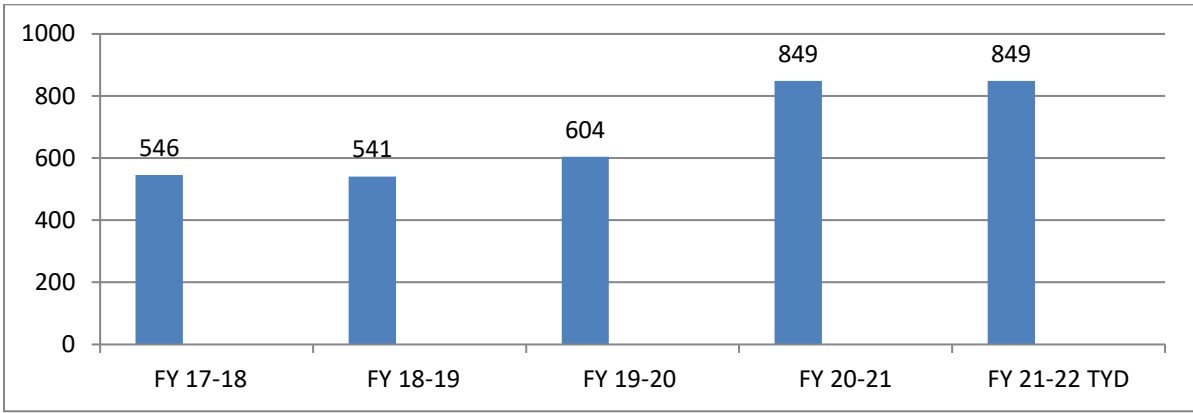
Training breakdown for ISO and NFPA

	Fire Officer	Company	Facilities	NFPA
Month	42.5	56.25	228	34.05
Total for FY	341	1320.75	468.5	1309.63

Fire Inspection

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

**Fire Department
March 2022**

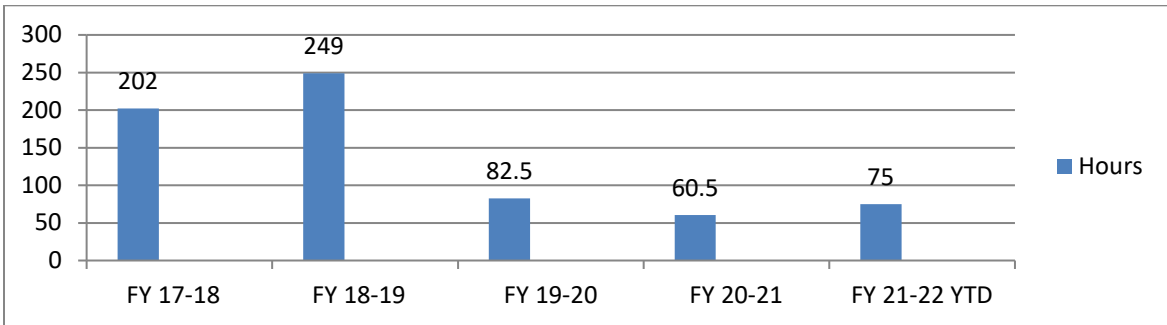
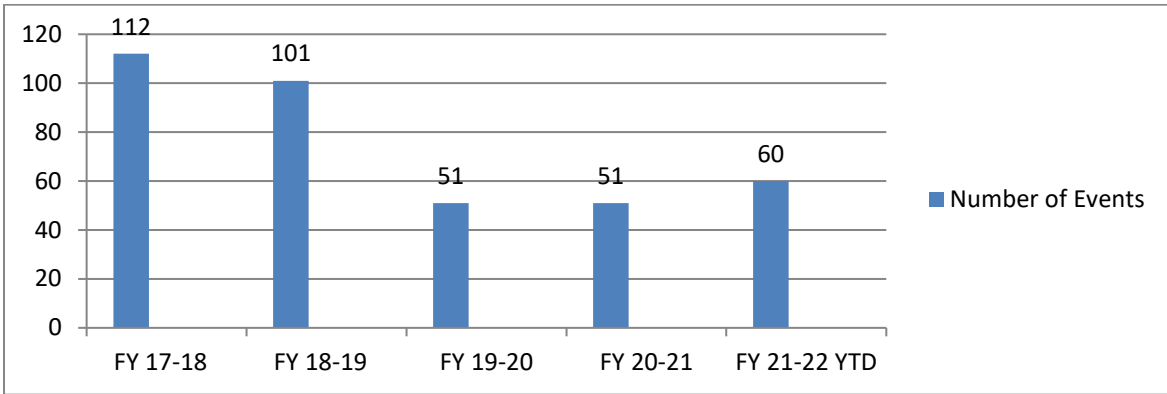
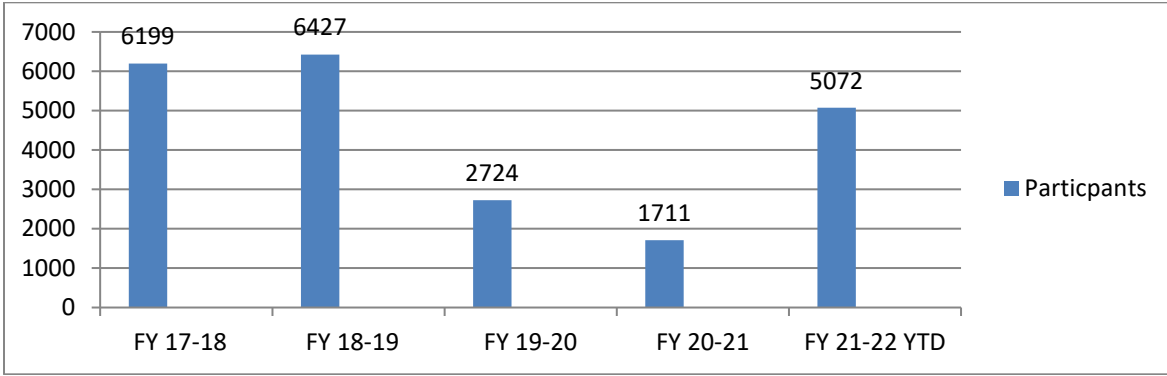


	Month	YTD
March Fire Inspection	123	849
Reinspection	9	141
Code Violation Complaint	0	10
Violations Cleared	7	108
Annual Inspection	39	139
Commercial Burn Pile	0	10
Knox Box	2	19
Fire Alarms	3	15
Measure Fire Hydrant	0	4
Plans Review	3	42
Pre-C/O	4	19
Pre-incident Survey	41	211
Sprinkler Final	3	25
Final/Occupancy	1	29

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
March 2022**



	Month	YTD
Participants	266	5072
Number of Events	4	60
Education Hrs.	4	75

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

Social Media Statistics for the Month

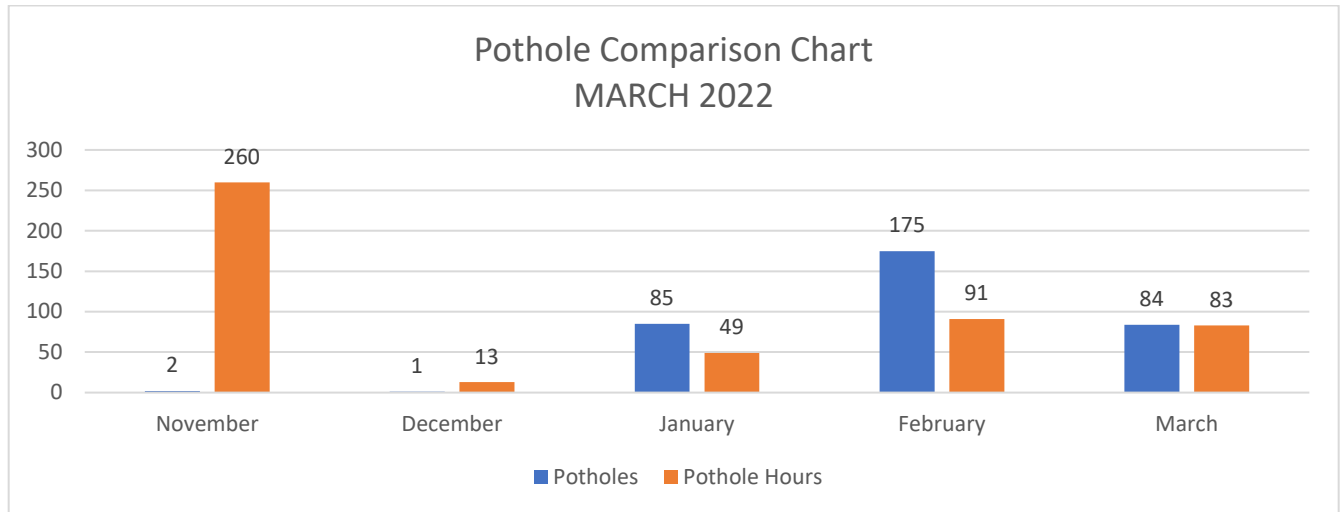
Post Reach	1010
Post Engagement	277
New Page Followers	20

**Public Services Department – Public Works Division
March 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.

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: All potholes were repaired according to a list identified by crew members of the Public Works Department and the Sanitation Department.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE

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

Monthly Work Log

Tuesday 3-1-2022

- Traffic Signal Head Repair at Edenway Drive and SR-76 / Repaired 3 Stop Signs / Repaired Decorative Street Light at 404 Landons Circle

Wednesday 3-2-2022

- Repaired Potholes Citywide

Thursday 3-3-2022

- Reconfigured Parking Spaced at Public Services Admin Building / Installed 3 U-Channel Posts for WHPD to install Digital Speed Limit Sign in Sumner Crossing / Replace Yellow Arrow on Signal at Hester Drive and SR-76

Monday 3-7-2022

- Crew Meeting / Repaired Wash Bay at Collections Building / Repaired Potholes at Firehall 2 and Magnolia Village / Open Enrollment Meeting

Tuesday 3-8-2022

- Repaired Potholes on Union Road / Pulled CAT 5 Cable for GridSmart Camera at Dee Cee and Love's Lane

Wednesday 3-9-2022

- Finished Running CAT 5 at Dee Cee and Love's Lane and Installed Pole to Mount GridSmart Camera

Thursday 3-10-2022

- Installed GridSmart Camera and Repaired Potholes on Kristen Court

Monday 3-14-2022

- Repaired Potholes on Union Road and Citywide / Installed Water Diversion at Chamber of Commerce / Performed Maintenance on Salt Boxes

Tuesday 3-15-2022

- Picked Up Auger and Concrete for Library Story Book Signs on Greenway Trail / Helped Backfill Hole Dug on Carrissa Circle During Sewer Line Break

Wednesday 3-16-2022

- Installed Truck Route Signs / Installed New Cutting Edge for Plow on Stormwater Dually / Repaired Part for Decorative Streetlight on Landon's Circle

Thursday 3-17-2022

- Facility and Fleet Maintenance / Attempted to Grind Sidewalk on 31W with Concrete Grinder to Make Sidewalk ADA Compliant (In Front of TN Flea).

Monday 3-21-2022

- Crew Meeting / Assisted in Fire at NB Ramp and SR-76 / Finished Install of GridSmart Camera at Dee Cee and SR-76

Tuesday 3-22-2022

- Returned Manlift to Sunbelt After GridSmart Installation / Eliminated Trip Hazard on Sidewalk at TN Flea with Concrete Grinder / Facility Maintenance

Wednesday 3-23-2022

- Repaired Decorative Streetlight at 222 Landon's Circle / Installed Litter Signs at Fern Valley and NPC / Repaired Leaning Stop Signs (7)

Thursday 3-24-2022

- Seed and Straw Where Traffic Signal Junction Box had to be Repaired at Dee Cee and Loves Lane / Facility and Fleet Maintenance.

Saturday 3-26-2022

- Community Clean-Up Day (640 Pounds of Trash Cleaned Up)

Monday 3-28-2022

- Adjusted Flashing Yellow Light at Pleasant Grove and SR-76 / Repaired Light in Employee Parking Lot at WHPD / Repaired Potholes Citywide / Fleet Maintenance

Tuesday 3-29-2022

- Returned Glass Backhoe Glass back to Thompson CAT for Credit / Safety Meeting / Facility and Fleet Maintenance

Wednesday 3-30-2022

- Retrieved Broken Trash Cart from 102 Meadows Court / Facility and Fleet Maintenance.

Thursday 3-31-2022

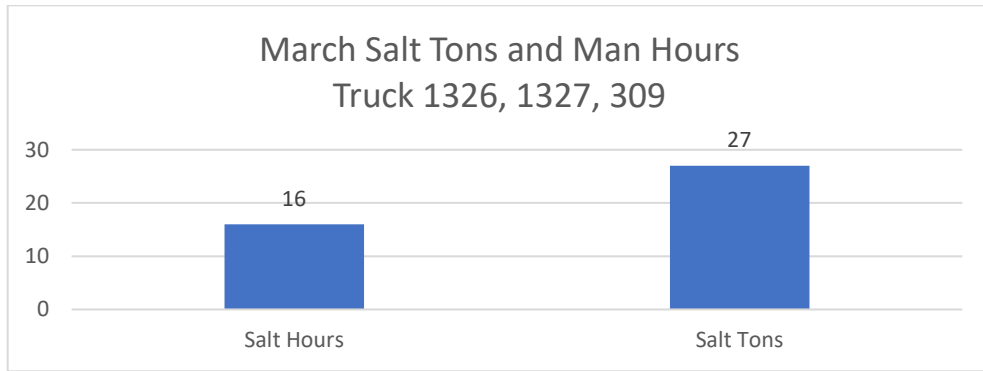
- Removed Broken Exhaust out of Roadway near 318 Wilkinson Lane / Installed Pug Milled Base Stone at 103 Springbrook Blvd due to Settling After Stormwater Project Completed (Resident Complaint) and Installed Dirt Behind Curb at 103 Springbrook Blvd (Resident Complaint).

Public Services Department – Public Works Division
March 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.



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.

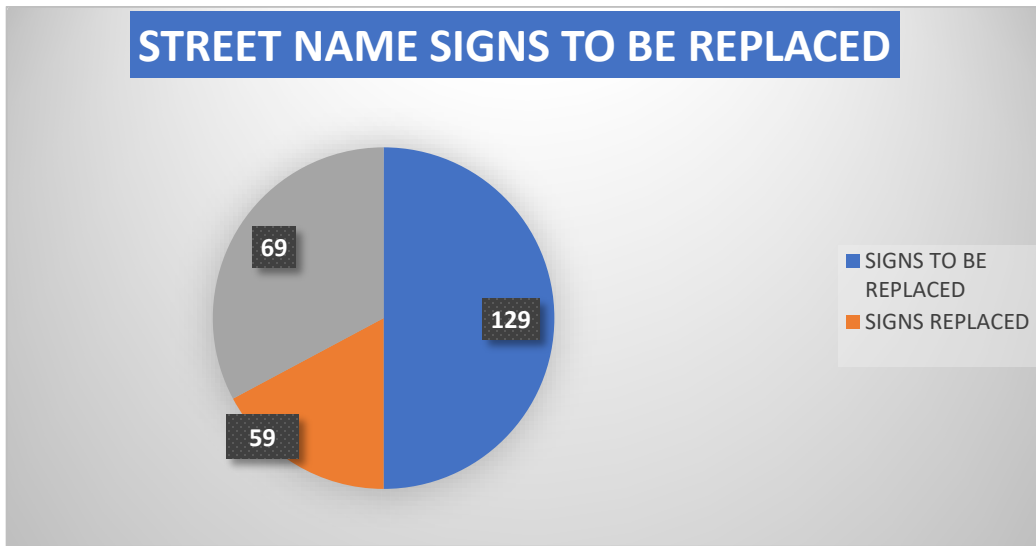


**Public Services Department – Public Works Division
March 2022**

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 March



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

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Feb	22-Mar	YTD 21/22
Street	8,134	9,364	8,741	10,229	9191.25	812	744	13,769
Facility Maintenance	3494	2187	1,227	1,137	887.25	155	86	1426.25
Fleet Maintenance	1034	514	282	380	422.5	42	34	759
Meeting/Training	502	510	517	400	457	34	30	497
Leave	1,253	576	613	810	823	73	51	1644.15
Holiday	795	470	385	555	545	50	0	602
Overtime	508.5	488	414	311	152.75	29	42	547
Administrative	385	698	803	867	1153.25	182	234	2,889
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	2	636
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	175	84	577
Pothole Hours	0	759	734	1,181	831.5	91	83	841.25
R-O-W Hours	0	2835	2416	4,027	3044.5	160	168	3,239
Sign/Repaired	0	120	91	84	63	5	11	143
Sign Work Hours	0	289	179	234	109	9	25	311
Salt Hours	0	10	143	24	76.5	16	16	188.5
Salt Tons	0	12	20	23	18	15	27	93.69
Decorative Street Light Hours	0	57	46	125	133.5	1	16	86
Traffic Light Hours	0	0	65	20	158	0	0	81

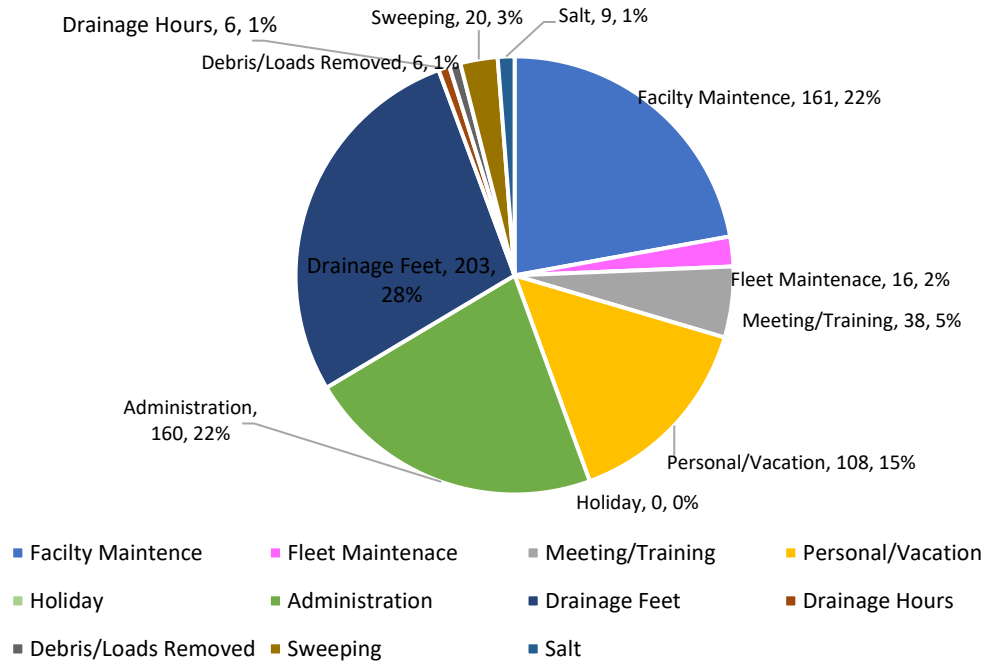
Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Feb	22-Mar	YTD 21/22
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	320	393	6,301
Facility Maintenance	3494	723	446	574	394.5	56.5	45	765
Fleet Maintenance	1034	488	445	331	294.5	12	26	317
Meeting/Training	502	265	130	135	127.5	18	17	210
Leave	1,253	428	700	476	336	58.5	0	800
Holiday	795	270	230	230	230	20	0	330
Overtime	508.5	119	4	12	39.5	0	13	21
Administrative	385	167	1	0	72.5	2	18.5	74
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW					0	3	33
R-O-W Hours	0	166	30	97	170	11	21	527
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	22-Feb	22-Mar	YTD 21/22
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	284	393	8,354
Brush Truck Loads	459	551	522	578	584	29	70	786
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	100	401	5,992
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	68	146	1,800
Litter Pickup Bags	334	507	546	511	456	39	63	596
Litter Pickup Hours	1147	1132	985	957	892	60	116	1,064

Public Services Department – Stormwater Division
March 2022

Stormwater Work Distribution Chart



Administrative Notes

1. Scott & Ritter finished the Springbrook Drainage Improvement installation portion. The grading and seeding have been completed, but will be done again in the drier months. All residents affected have been notified.



2. Infrastructure for the Wilkinson Stormwater Mitigation Project is underway. Anticipated start date is end of May. This venture will be completed by the stormwater crew.
3. All quotes have been received for the Zanger Stormwater Mitigation Project. A request has been submitted, once approved, Elkin Brothers will be completing this project.
4. Six Fence Permits were issued.
5. Fifty Land Disturbance Permits were issued
6. Twenty-Four C/O's were issued

Stormwater Complaints/Concerns

210 Westchester Dr - Mr. Lewis Payne, Concerned about the easement for on new development south of Hampton Village due to poor drainage in the rear of his property. **Stormwater informed him of the intentions of the 25' buffer on the new project to be utilized for drainage.**

303 Hillwood Dr.- Ms. Barbara Parks is concerned about the eroding soils from her property due to recent land clearing operations for the new site of The Mill. **Stormwater engaged on two separate occasions and brought it to Jason Reynolds's attention for closer review when construction plans come in for review.**

467 Calista Rd - Spoke with Terry with Benchmark and told them to install forebays in front of check dams to ensure no sediment loss off-site. **Told Terry on March 3, 2022, to get the sediment that has been lost off-site cleaned up and stabilized. The team assisted wastewater with pressure washing activities.**

2412 Hwy 31W - Concern made aware through the website. Concern stated that debris had been removed from the culvert and placed in the yard and would like them cleaned up. Also stated that the ditch was eroding around the driveway. Turns out to be Pizza Pub, incorrect address. **Reached out on 03/07/22 to make contact on the debris issue that we will continue to monitor, however, the driveway concerns need to be addressed with the state. Pizza Pub stated that they did not call-in concern.**

109 McCurdy Rd. – Floyd Fry submitted an online request and stated, “I am trying to find out who to contact/sue when my house gets flooded because they completely covered the drain at 109 McCurdy Rd. and it's about to rain. Even with the drain open it's too small, to begin with now water has nowhere to go but to my house.” **The issue was corrected the same day by contractors with Charles DeWeese working on the improvements for the intersection.**

1819 Winding Way - Mr. Logan Gregory. He is looking to schedule someone to dig out a swell for the rainwater that is flooding his yard. He is located at 1819 Winding Way and thinks he falls outside of the city's jurisdiction. He was wondering if you maybe had contact for someone with the County so he could find out how to get this scheduled with them. **Spoke to Homeowner and he does fall outside of city limits. Referred and provided him with the correct contact.**

909 Tyree Springs Road - Ms. Sue Young called regarding needing a new culvert at her address. She said that the one there is too small and is creating holes and issues with her driveway. She said it affects both 909 & 915 Tyree Springs Road, but states that she thinks the State or County is in charge of that road. **Left voicemail to provide information for State Route 258.**

Eastside Property - Mr. Don Day. The Seventh Day Adventist Church owns about 16 acres on the south side of Eastside Drive that connects over to HWY 31W. He said that there is a culvert on one side that's been crushed and then one that's rotted toward the middle. He wasn't sure if he needed an inspection or a permit to get these fixed, or if we came out to inspect them and fix them. **Spoke to Contact on March 28, 2022, and notified him of the requirements and expectations for installing/repairing culvert pipe.**

202 Church Lawn Court - Mrs. Kelly Garrett called because her husband is interested in filling the ditch by the end of their road and running a culvert instead. He wasn't sure if they could or what the process would be like and wondered if they needed to speak with you or have an inspection completed to be able to do so. **Called on 3/28/2022 and left a message. I will advise against the proposed work due to creating concentrated flows onto downstream properties.**

234 Bexley Way - Ms. Lin called because she's got some drainage issues happening in her backyard. She started by describing her gutters and said that she's got a black box-like area that seems to be filled with what looks like red clay and she's wondering if that is what's causing the issues and flooding in her yard. **Spoke to the homeowner to confirm the information that the wastewater team had collected. Private Matter.**

1017 Briarwood Dr. – Online Submission for the grate to be installed on a headwall. **Completed**

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

112 Ben Albert Road - Mr. Rob Duport said that the storm drain under his driveway has a pipe on one side, but it's sealed on the other side. He was worried this may cause an issue and was hopeful that someone would be able to come to take a look at him and let him know if anything needed to be done to correct it. **Scheduled 3/30/22. Ditch work Completed, stabilizing in progress.**

500 Wilkinson Lane - Mr. Gene Montgomery, said that he needs someone to come out and fix his ditch. He didn't give further information other than that, however. Several spots ponding water. Built-up sediment in R.O.W. **Team scheduled for work to be initiated.**

Tyree Springs - Bob Dorris called about the stream from the Willow Grove and Willow Springs being inundated with sediment. **Followed up with Dorris Farms for corrections needed.**

400 Covington Bend - Todd Carpenter on 03/28/2022 reported that the neighbor behind him is filling up his retaining wall with a lot of dirt and it's causing run-off into Mr. Carpenter's yard, and he's worried that next time we get a big storm it's going to make a big mess. He said that he believes the street behind him is Louise Court, but he's unsure of the neighbor's house number (203 Louise).

724 N. Palmers Chapel Rd.- Request through an online portal in Feb., stating that water will pond in the rear of the property and will not drain out. **Met with the homeowner to discuss solutions.**

213 Apache Trail – 3/31 Marty Brooks stated that there is a BIG tree trunk stuck in the stormwater drain. He was hoping someone could come and inspect the drain and get it out, and he said you all may need a chainsaw to do so because it's about as big as the pipe itself. **The team dispatched to assess the solution indicated that the debris was outside of the flow line, not an immediate issue to correct, however, Ed Stated that the team would keep an eye on this area.**

107 Ravenwood Ct. – The team identified conduit bored through 15" RCP while locating the end of the line. **Reached out to William Nikel with Stronghold Underground LLC. 811 Ticket# 220744664.**



**Public Services Department – Stormwater Division
March 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 March:

<i>Address</i>	<i>Scope of Work</i>	<i>Status</i>	<i>Notes</i>
<i>Legacy Farms</i>	Open Ditch Inspection	Work Order: 022822003 Complete	
<i>236 S. Palmers Chapel Rd</i>	Driveway Extension	Work Order: 0215220044 Complete	
<i>303 Hillwood Dr</i>	Drainage Mitigation	Work Order: 030222005 Complete	
<i>206 Aztec Dr</i>	Drainage Mitigation	Work Order: 030722005 Complete	

Public Services Department – Stormwater Division
March 2022

Fire Hall #2

Jetted Pipe

Work Order:
030722003

Completed



112 Ben Albert

Drainage
Mitigation

Work Order:
032822004

Complete



***1017
Briarwood***

Installed
Grate &
Cleaned
Culvert

Work Order:
033122001

Complete



***106 S. Palmers
Rd***

Drainage
Mitigation

Work Order:
033122003

Complete

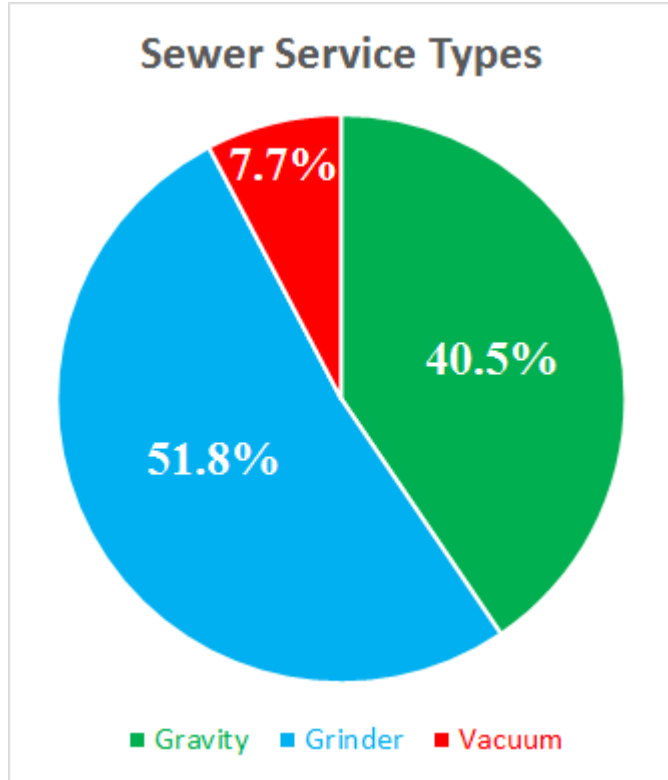


**Public Services Department - Wastewater Division
March 2022**

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 **March 31st, 2022**, City personnel count a total of **5,760** sewer system connections, with **29 new** applications for service in **March, 2022**. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	2,333
Low-Pressure Grinder Sewer Connections	2,983
Vacuum Connections	444



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>March 2022</u>	<u>YTD</u>
Tennessee 811	1,670	1849	2315	2680	2933		570	4603

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

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

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

<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>Mar 2022</u>	<u>YTD</u>
North Palmers Chapel	22	23	8	3	1		1	6
Calista Road	55	13	4	2	1		1	8
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		0	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		1	4
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:

Cambria: On 03-22-2022, pump #1 at the Cambria station went into high-temp lockout. Wastewater personnel removed rags and other debris from the pump casing, and the station was returned to normal operation.

Calista: On 03-23-2022, a vacuum sensor probe and check valve clogged inside the Calista vacuum station, leading to a small release of materials that remained contained within the station basement. The probe and check valve were both cleaned, the station basement was cleaned, and the station was returned to normal operation.

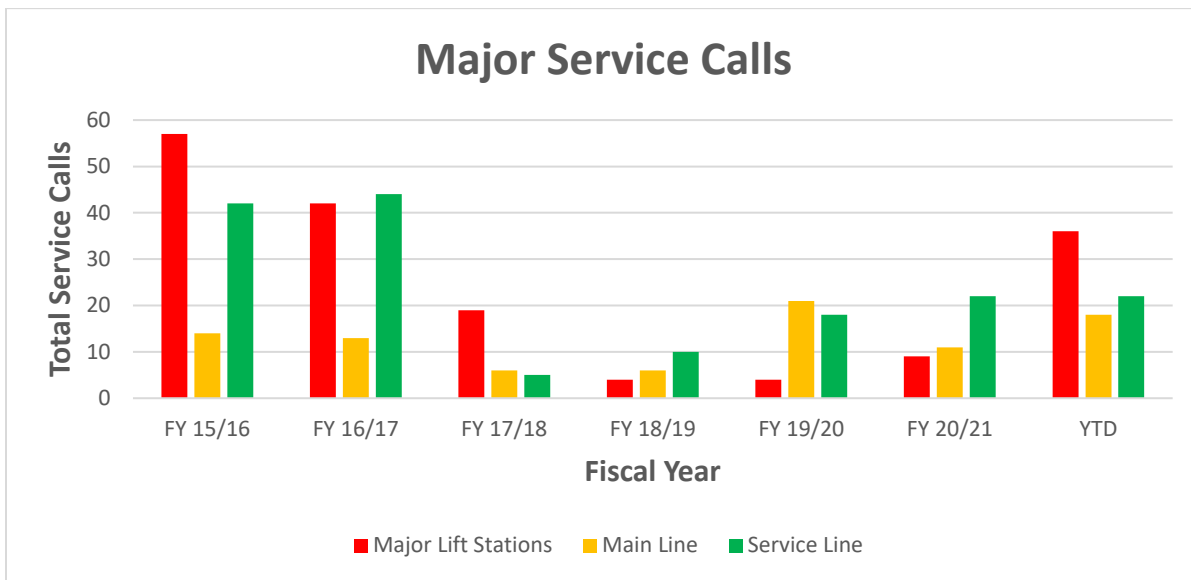
North Palmers Chapel: On 03-30-2022, vacuum pump #1 tripped inside the North Palmers Chapel vacuum station due to a faulty contactor in the pump controls. Station functionality was not affected, as the station was able to continue operation on vacuum pumps #2 and #3. The connector was replaced, and the pump was returned to normal operation.

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

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>Mar 2022</u>	<u>YTD</u>
Major Lift Stations	42	19	4	4	9		3	36
Main Line	13	6	6	21	11		5	18
Service Line	44	5	10	18	22		5	22

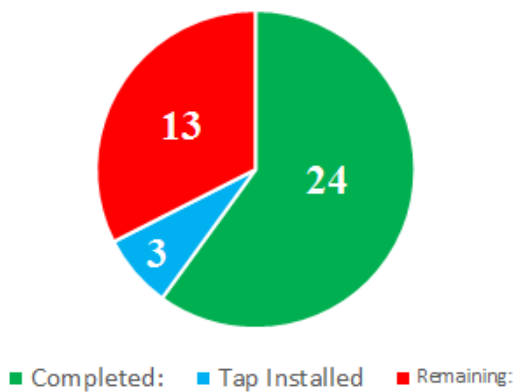


- Settler's Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.**
- Concord Springs** – A number of small-diameter inflatable ball plugs have been found in the Concord Springs station wet well. These are 4" plugs used by plumbers when working on the private service laterals on the individual lot service lines. One of these plugs lodged in a suction pump at this station, causing damage to the pump clutch. **This repair has been completed by Southern Sales and the station is operating as designed. An invoice will be forwarded to the developer to cover the cost of the repairs.**
- The Parks** – The lift station at the Parks subdivision was also started successfully. **The 10" sewer line has been completed and tested. The station has been set in place and came online as of September 7th.**
- Wilkinson Lane Station** – Station is again running on both pumps. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails again. This will be the 4th time this station has had to be re-piped, so we have chosen a rigid, yet flexible pipe.

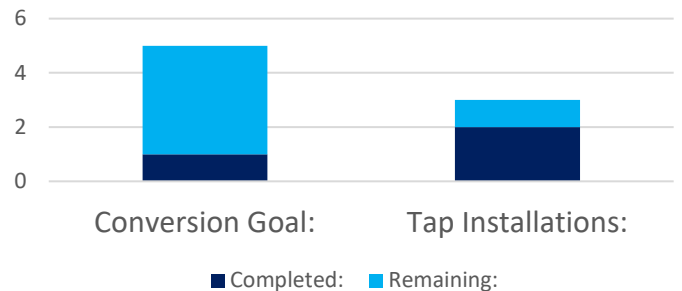
Public Services Department - Wastewater Division
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- 5. **Sewer Model Update and Master Plan Update** – The Sewer Model and Master Plan Updates being conducted by Jacobs Engineering are complete. **Completed Model Update for the Southern Force-Main and Copes Crossing lift-station has revealed that they have exceeded their designed capacity, and will need to be upsized (or have existing flow removed) to accommodate further development on the southern and eastern sides of town. Additionally, the Meadowlark and Union lift stations have reached their wet-weather capacities. Crews have identified sources of infiltration and inflow (“I&I”) and are working to resolve, beginning with Meadowlark station. Jacobs Engineering has compiled the final combined report for both the Sewer Model Update and the Master Plan Update. Plans are in motion to construct a new 18” Southern Force-Main to ease flow restrictions on the existing main, and to reroute a significant volume of flow off the Copes Crossing station and into the proposed Farmstead station set to begin construction this year. Bids will be opened for Phase-1 of the 18” line on Monday, November 8th. Phase-1 will connect to the existing 12” Southern Force-Main on Hester Dr, bore underneath I-65 towards Loves Truck Stop, cross Hwy 76 at the Loves Ln intersection, and manifold to an existing 12” line at the intersection of DeeCee Ct and SCT Dr.**
- 6. **Vacuum-to-Gravity Conversion Projects:** The North Palmers Chapel vacuum-to-gravity conversion project has begun for the remaining vacuum service customers on North Palmers Chapel Rd and College St Extension from the greenway to Tyree Springs Rd. This project will remove 22 vacuum services from the North Palmers vacuum station, and reroute them to the Copes Crossing station via a new gravity line. **A pre-construction meeting was held with L&G Construction on September 2nd. L&G installed their erosion control and began mobilizing materials to the site on September 3rd. The existing terminal manhole was re-surveyed on September 7th, and L&G crews began stripping soil and setting pipe. All services have now been removed from the vacuum network. Final site cleanup remains to be completed by the contractor.**
- 7. **Headworks Repairs:** On March 31st, 2022, the Headworks drum screen #2 required a repair to the drive gear. The existing gear stripped due to heavy wear, causing the drum screen to jump off the guide rail, which led to a previous overflow event. Parts were on hand for the repair, and the drum screen was returned to normal operation.
- 8. **Septic-to-Sewer Conversions** – The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) conversions were completed in the 2020/2021 budget year, and three (3) additional taps were pre-emptively installed in anticipation of additional projects. **In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target five (5) conversion projects on Union Rd (requiring three (3) additional taps) in mid to late 2021. The department is evaluating bidding out the remaining conversions as a single project. An additional sewer tap has been installed for the storage units. The sewer conversion for 2966 Union Rd has also been completed. A total of 24 projects have now been completed on the list of 40.**

Septic-to-Sewer Conversions:



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

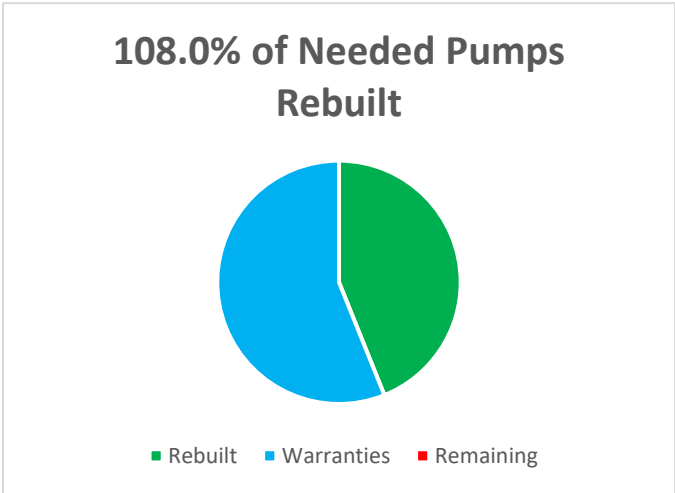


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<u>Work Orders</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Mar 2022</u>	<u>YTD</u>
Vacuum System Service Request	172	143	112	82	78		13	117
Gravity Service Request	12	0	10	13	20		4	54
Low Pressure Service Request	716	621	728	770	702		54	534
Total Pumps Replaced	338	401	361	449	492		36	352
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	135		7	83
Total Warranty Pumps Returned	n/a	n/a	n/a	n/a	n/a		8	106
Grinder Tank PM Program	58	63	358	267	219		10	83
Open Trench Inspections	23	54	103	226	409		32	500
Final Inspection for New Service	55	56	62	110	248		33	317
Sanitary Sewer Overflow (SSO)	9	1	3	49	19		6	26
Odor Complaints	17	28	43	43	35		1	15

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.

Parameter	Dec - 21	Jan - 22	Feb - 22	Mar - 22	
Flow – To Creek	0.681 MGD	0.703 MGD	0.829 MGD	0.736 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0 MGD	0 MGD	0 MGD	0 MGD	
Total Flow Through Plant	0.681 MGD	0.703 MGD	0.829 MGD	0.736 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	48.6%	50.2%	59.2%	52.6%	(0.736 MGD) / (1.40 MGD)
Actual Capacity	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	60.8%	62.8%	74.0%	65.7%	(0.736 MGD) / (1.12 MGD)
Rainfall	4.15”	5.68”	12.41”	4.48”	

Effluent	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21		Mar 2022	YTD
Violations	7	7	13	7	12	7		1	16

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.

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

2. **H₂S & Ferric Sulfate:** We have moved away from the Ferric Sulfate feed. The City has installed air scrubbers that pull the H₂S through a series of filters. These units have been installed at the Cope’s Crossing and Wilkinson Lane stations.

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3. **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 **2.00** parts per million (ppm). The average residual was **0.25** PPM with a max residual of **0.38** PPM. *Last month the feed rate was 2.50 ppm.*

Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed **126 CFU's** (colony forming units) per 100 ml." Additionally, our *daily maximum* concentration limit is **941/1000ml**. Our E Coli testing for the month was an average of **15.5 CFU's** which is well below the limit. *Last month the average was 35.1 CFU.*

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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.
- **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.

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- **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.
- **10-14-2021:** Keller continues vibro-pier installation. Began excavating electrical building area. Continued yard work. Applied stone to new construction entrance road.

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

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- **12-01-2021:** Tafolla continues installing rebar for 2nd bioreactor foundation. GeoServices tests cylinders from 1st 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 2nd bioreactor foundation. Reeves Young continues excavating UV area and Grit Chamber area, and exposed existing underground electrical in jobsite.
- **12-03-2021:** 2nd 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:** 3rd 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 4th 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 1st wall pour. Reeves Young performing general site prep and organization.
- **12-16-2021:** Tafolla continuing to install rebar for 1st wall pour. GeoServices on-site for wall rebar inspection.
- **12-17-2021:** Tafolla continuing to install rebar for 1st wall pour.
- **12-21-2021:** Tafolla continuing to install rebar for 1st wall pour. Reeves Young dewatering site.
- **12-22-2021:** 1st wall pour completed.
- **12-23-2021:** Tafolla tying rebar for 2nd wall pour. Reeves Young prepping site for holiday weekend.
- **12-27-2021:** Tafolla tying rebar for bioreactor drain pipe encasement and 2nd 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 2nd 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:** 2nd wall pour completed. Continued work on piping between bioreactors and clarifiers.
- **01-14-2022:** Tafolla continuing to install rebar for 3rd 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 3rd 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 3rd bioreactor foundation.
- **01-19-2022:** Tafolla continuing to install rebar for 3rd 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 3rd 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.
- **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.

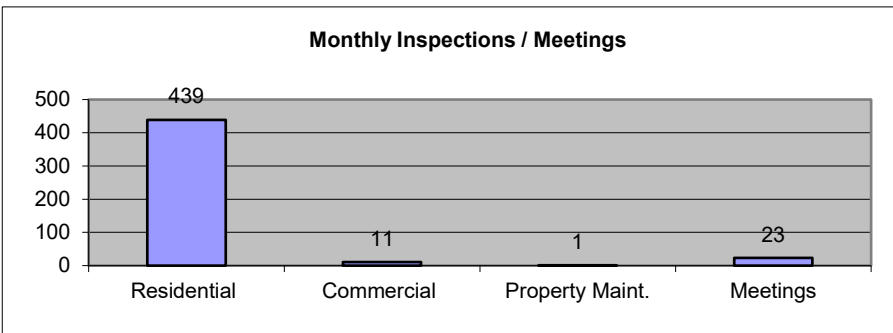
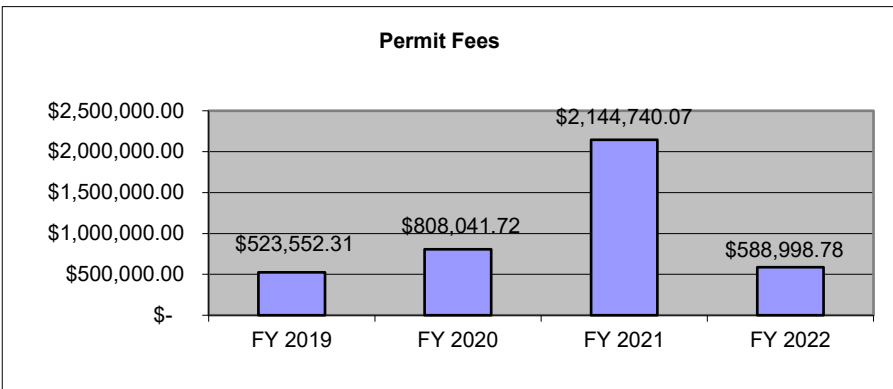
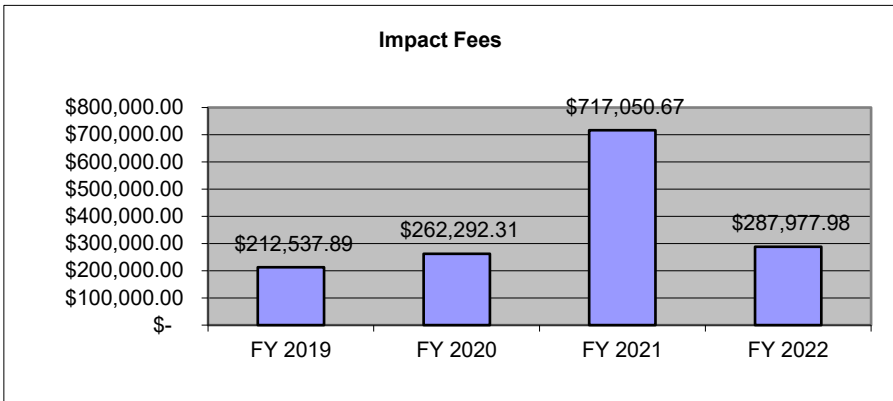
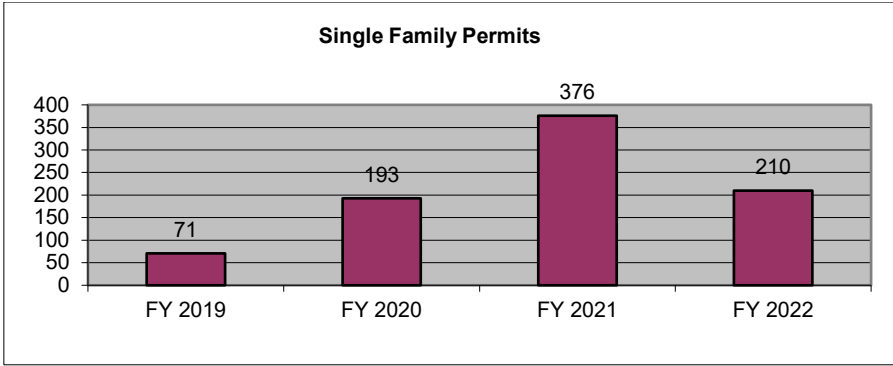
Public Services Department - Wastewater Division
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- **02-01-2022:** John Bouchard & Sons continuing to work on water lines. White Electric setting up dig site for electrical conduit. Reeves Young and Tafolla continuing to prep site for concrete pour 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.
- **03-01-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. White Electric continuing to excavate for conduit installation to Electrical Building. Hydrovac on-site to spot existing 6" RAS line and dewater UV chamber area. Reeves Young and Tafolla prepping Clarifier #3 area for next concrete pour.
- **03-02-2022:** Tafolla continuing to install rebar and forms for bioreactor wall pour. Concrete trucks arrive at 11:20 for pour. White Electric continuing to install electrical conduit.
- **03-03-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. White Electric continuing to install electrical conduit. Reeves Young continuing excavation of UV area.
- **03-04-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. Reeves Young continuing to excavate UV area. Lab building mock-up completed. GEO Services on-site for UV area soil testing. Concrete trucks arrived at 2:40pm for mud-mat pours in Clarifier #3 and UV Chamber.
- **03-07-2022:** Rain day. Tafolla able to complete small amount of rebar work but largely rained out or delayed due to lightning in area. Reeves Young dewatering site.
- **03-08-2022:** Reeves Young continuing to dewater site and laying out pipe and fittings between structures. Reeves Young and Tafolla confirmed UV Chamber footer location survey. White Electric continuing to install conduit.
- **03-09-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. Reeves Young continuing to dewater site, continuing laying out pipe and fittings between structures, and continuing excavation of UV area. White Electric continuing to install electrical conduit. Hydrovac on-site to field-locate existing 20" effluent line.
- **03-10-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. Reeves Young continuing to dewater site, and continuing to lay out pipe and fittings between structures. GEO Services on-site for rebar inspection. Concrete trucks arrived at 8:00am for bioreactor wall pours and extension of UV Chamber mud-mat. White Electric continuing to install electrical conduit.

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

- **03-11-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. Reeves Young and Hydrovac continuing to pothole existing lines on-site and tracing existing effluent line. White Electric continuing to install electrical conduit.
- **03-14-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. Reeves Young testing pipe plugs and performing site maintenance.
- **03-15-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. Reeves Young surveying footer locations for UV Chamber and continuing to lay out pipe and fittings between structures. Hydrovac and Reeves Young potholed and located existing 12x20 reducer in existing effluent line.
- **03-16-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. GEO Services on-site for rebar inspections and concrete testing. Concrete trucks began arriving at 8:00am for bioreactor wall pours. Reeves Young working on site road maintenance. White Electric continuing to install electrical conduit.
- **03-17-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. Hydrovac and Reeves Young on-site to continue potholing existing line locations.
- **03-18-2022:** Reeves Young and Tafolla prepping site for rain, which began at 8:15am. GEO Services on-site for rebar inspections.
- **03-21-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. Reeves Young and Hydrovac continuing to pothole existing lines. Reeves Young performed site maintenance. Additional walls poured in bioreactor.
- **03-22-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. White Electric continuing to install electrical conduit. Light rain began in morning; Reeves Young prepped site for heavier rains expected in evening.
- **03-23-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. Reeves Young dewatering site and continuing to spot existing effluent line and survey location of new effluent line to be installed.
- **03-24-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour. White Electric continuing to install electrical conduit. Reeves Young continuing to dewater site, and performing site maintenance.
- **03-25-2022:** Tafolla continuing to install rebar and forms for next bioreactor wall pour, clarifier foundation pour, grit removal foundation pour, and UV chamber pour. GEO Services on-site to inspect bioreactor and clarifier rebar.
- **03-26-2022:** Tafolla continuing to install rebar and forms for next bioreactor, grit removal, and UV pours.
- **03-29-2022:** Tafolla prepping site for concrete pours. Concrete trucks began arriving at 5:54am. GEO Services on-site for rebar and concrete inspections. Reeves Young and Tafolla installing piping in Clarifier #3 area.
- **03-30-2022:** Tafolla continuing to install rebar and forms for next bioreactor, grit removal, and UV pours. Reeves Young performing site maintenance, prepping site for incoming rains, and continuing to install clarifier discharge pipe.
- **03-31-2022:** Site impacted by rain. Tafolla continuing to install rebar and forms for next bioreactor, grit removal, and UV pours. Reeves Young and Tafolla working on footer for new lab building. Reeves Young dewatering site.

**Planning and Codes Department
MARCH 2022**



**Planning and Codes Department
MARCH 2022**

	Month	FY2022	FY2021	FY2020	FY2019
MEETING AGENDA ITEMS#					
Planning Commission	7	60	74	69	66
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	2	4	5	6
Tech. Review/Study Session	0	4	2	0	1
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	55	210	376	193	71
Multi-Family Residential	0	0	22	0	13
Other Residential	10	64	83	91	93
New Commercial	1	3	6	6	3
New Industrial	0	0	2	0	1
Other Com/Ind	2	15	23	23	33
Sign	1	9	17	14	25
Occupancy Permits	27	276	21	14	25
Other	1	1	11	12	3
BUILDING INSPECTIONS					
Residential	439	3637	2621	2858	2411
Hours	80	1260.3	533	699.58	414.98
Commercial /Industrial	11	116	92	110	179
Hours	3	54	36.93	12.83	165
CODE ENFORCEMENT					
Total Cases	1	33	98	330	179
Hours	1.5	21.5	35.75	70.24	86.75
Complaints Received	1	53	41	116	98
MEETINGS					
Administration	8	94	72	58	68
Hours	10	88	99	38.26	103.67
Planning	13	93	53	76	135
Hours	12	150.5	96.58	155.5	86.82
Codes	2	6	11	28	35
Hours	1	5	9	37.85	40.16
FEES					
Permit Fees	\$117,438.19	\$ 588,998.78	\$2,144,740.07	\$ 808,041.72	\$523,552.31
Board Review Fees	\$775.00	\$ 8,700.00	\$ 84,775.00	\$ 11,000.00	\$3,750.00
City Impact Fee	\$73,913.19	\$ 287,977.98	\$ 717,050.67	\$ 262,292.31	\$212,537.89
Roads	\$25,499.40	\$ 604,630.60	\$ 301,769.60	\$ 77,860.90	\$98,885.80
Parks	\$21,780.00	\$ 82,434.00	\$ 150,326.00	\$ 74,646.00	\$ 23,140.00
Police	\$16,048.41	\$ 74,610.32	\$ 191,431.41	\$ 59,096.30	\$ 11,704.30
Fire	\$10,585.38	\$ 49,224.24	\$ 79,900.66	\$ 36,749.61	\$ 23,344.29
OTHER ITEMS					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 20	\$ 4,078,555.02	\$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	19		17	16	15

Parks, Recreation, & Cultural Arts Department
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Update on ongoing projects:

Greenway Trailhead Clock Repair

- Top portion is still in the process of being restored but should be done soon

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.
- Have a meeting setup to discuss next steps next month
- Design is ongoing

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

- Still nearing completion of this project

Fencing – Maintenance Shop, Field 5, Cemetery

- Maintenance Shop
 - Everything has been installed except for the automatic opening component for the gate
- Field 5
 - Install is complete
 - We installed the fence guard shortly after
- Cemetery
 - Had bid opening March 3rd
 - One bidder: Cobblestone Installation
 - Had to adjust quote because we decided to only do the south side and back section
 - Received new quote for that and will be taking to board for approval in April meeting

Upcoming Projects:

Tennis Courts

- Design complete
- Currently out for bid
- Bid opening scheduled for May 9th
- Hoping for construction to begin in June

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.
- Had bid opening March 30th
- Only one bidder: Sessions paving
- Bid came in quite a bit higher than expected but we will likely try to get it done regardless as this section will be hard to get to in the future.

Grading

- Field 7 work is complete
- Soccer will be done later this year

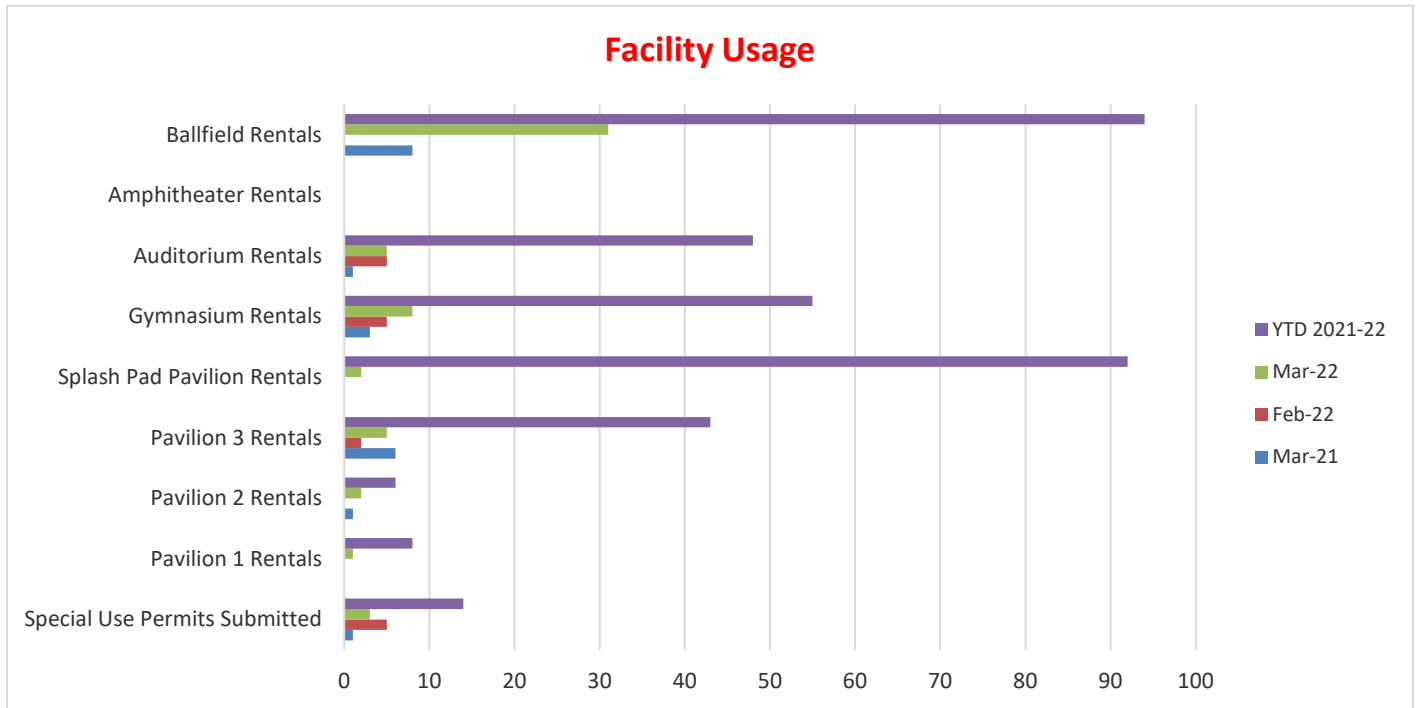
Rec Center

- Design ongoing
- Received estimated price
- Received 50% construction documents

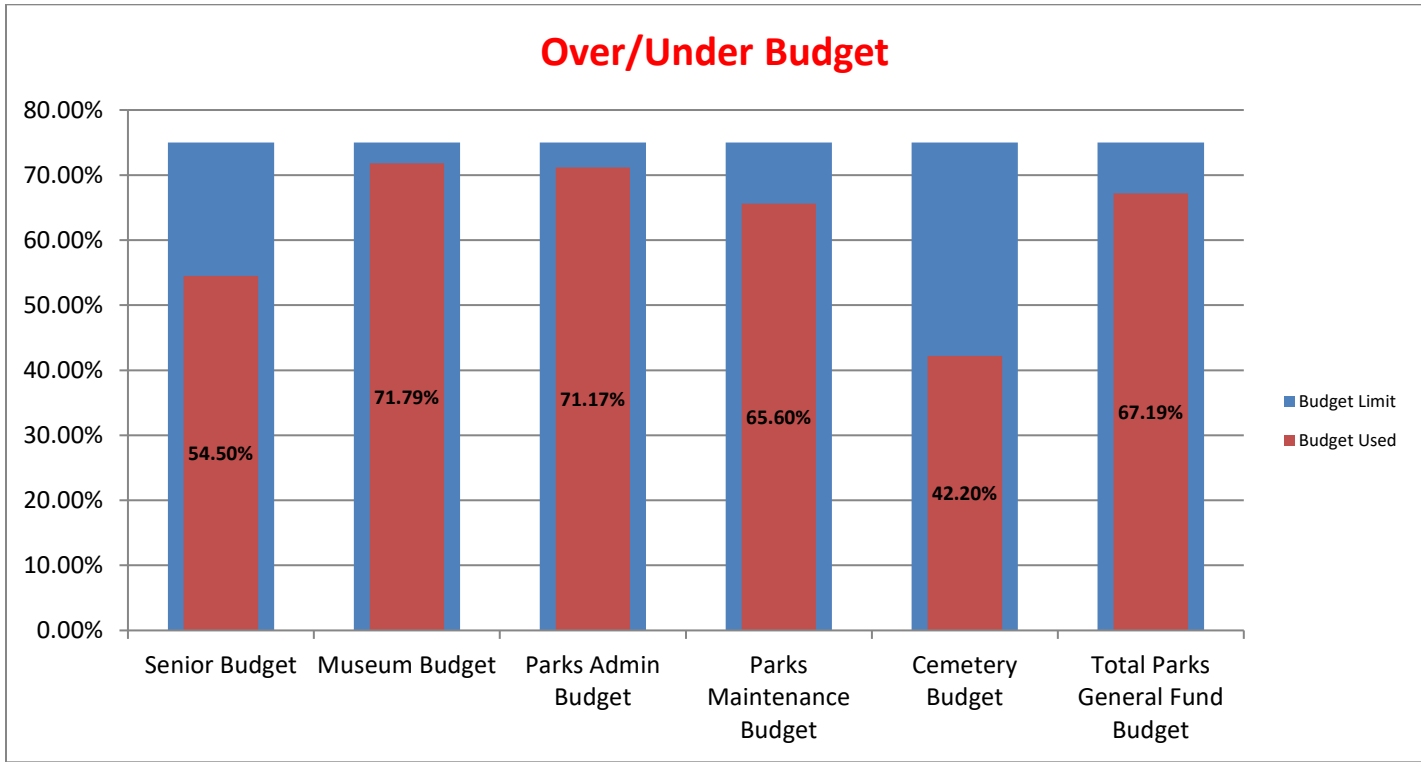
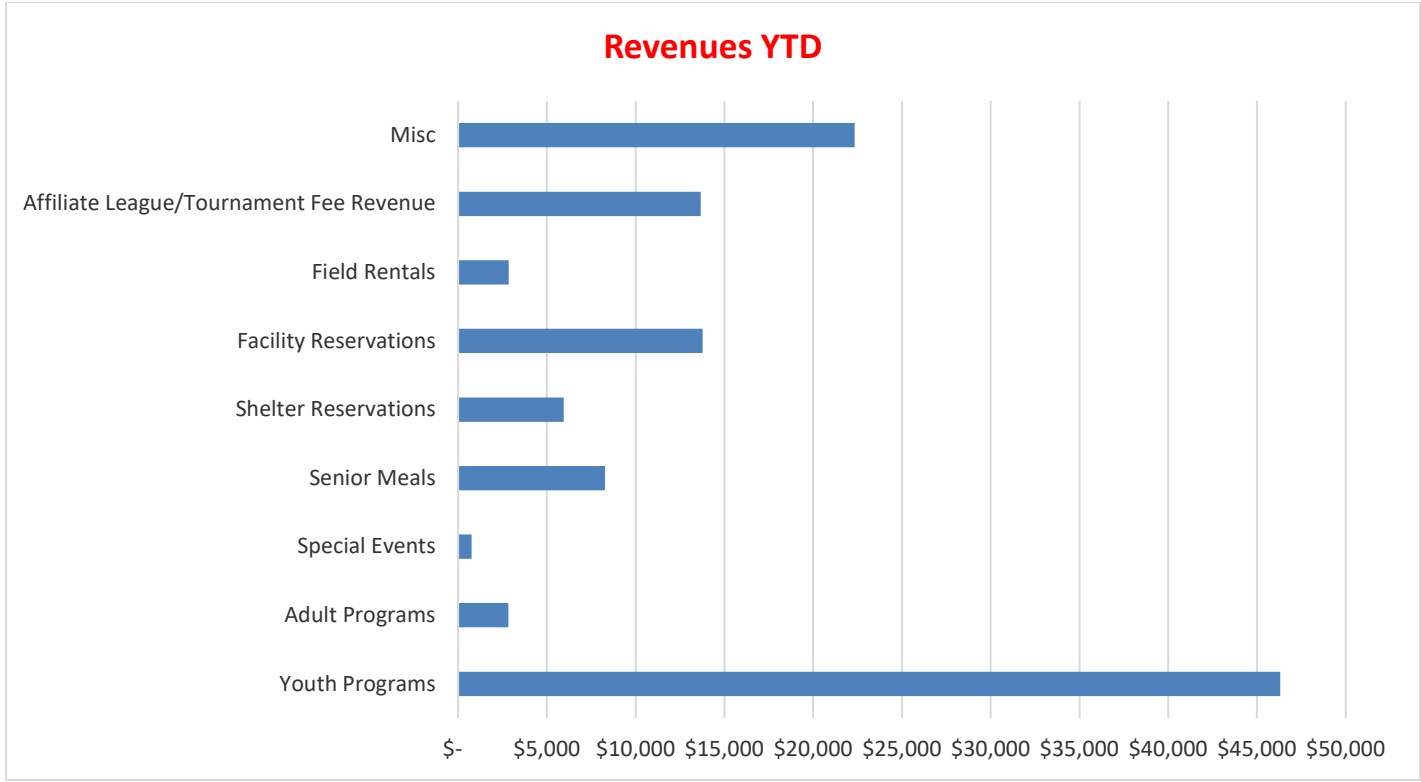
**Parks, Recreation, & Cultural Arts Department
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Additional Notes:

The Splash Pad will open on Weekends starting May 7th. It will open 7 days a week starting Memorial Day and go back to weekends after Labor Day, closing on September 25th.



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



Parks, Recreation, & Cultural Arts Department
March 2022

Recreation

Youth Basketball

- Ended on March 5th
- All trophies and medals were given out to the winning teams
- Net Profit of \$4,821.50 (Includes picture sales)

Girls' Volleyball

- Coach's Meeting took place 3/23
- First practices were 3/26
- 5 teams in 3rd-5th Grade / 3 teams in 6th-8th Grade / 75 total players
- Doubleheader games to make up for uneven teams throughout the season
- Referees have been notified
- Season will wrap up May 26th
- Uniform increase of \$3 per shirt (Total \$610) \$16 per shirt

Challenger Baseball

- 8 kids signed up
- Still searching for a Head Coach
- Have reached out to parents, teachers at Heritage High School, and posted on social media
- Uniform increase of \$15 per kid (\$90)
- 9 Sponsors (\$2075 Total)

Adult Softball

- Registrations ended 3/27
- 5 Participants signed up
- Cancelled season due to low registrations / Refunds issued 3/29
- Registrations were posted on website, newspaper, City Hall, TV Display, yard signs across the city

Adult Basketball

- Registrations opened up on 3/28
- 8 team slots available
- Registrations ends May 8th or until league fills up

Independence Day 5k

- Sponsorship Letters sent out 3/31
- Quote for 150 T-Shirts is \$1,621 (Increase of \$20)

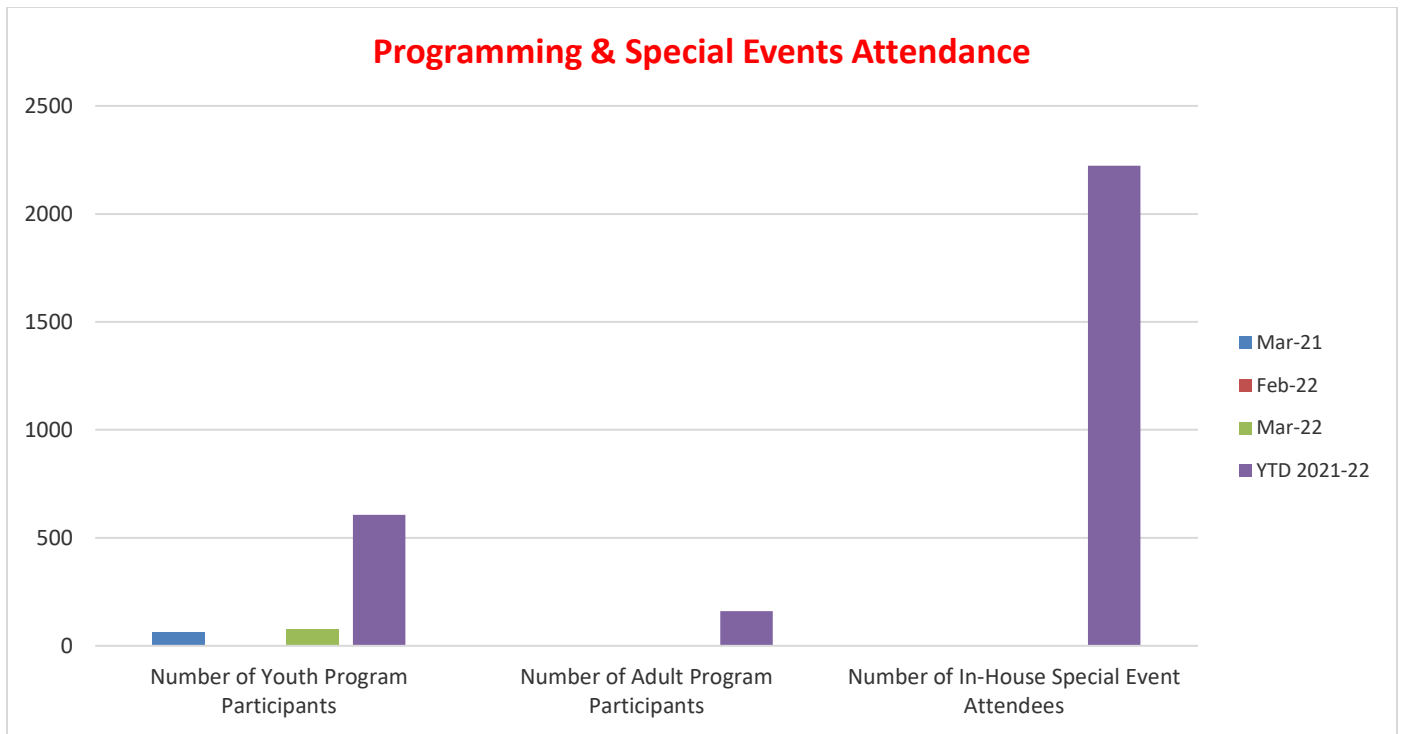
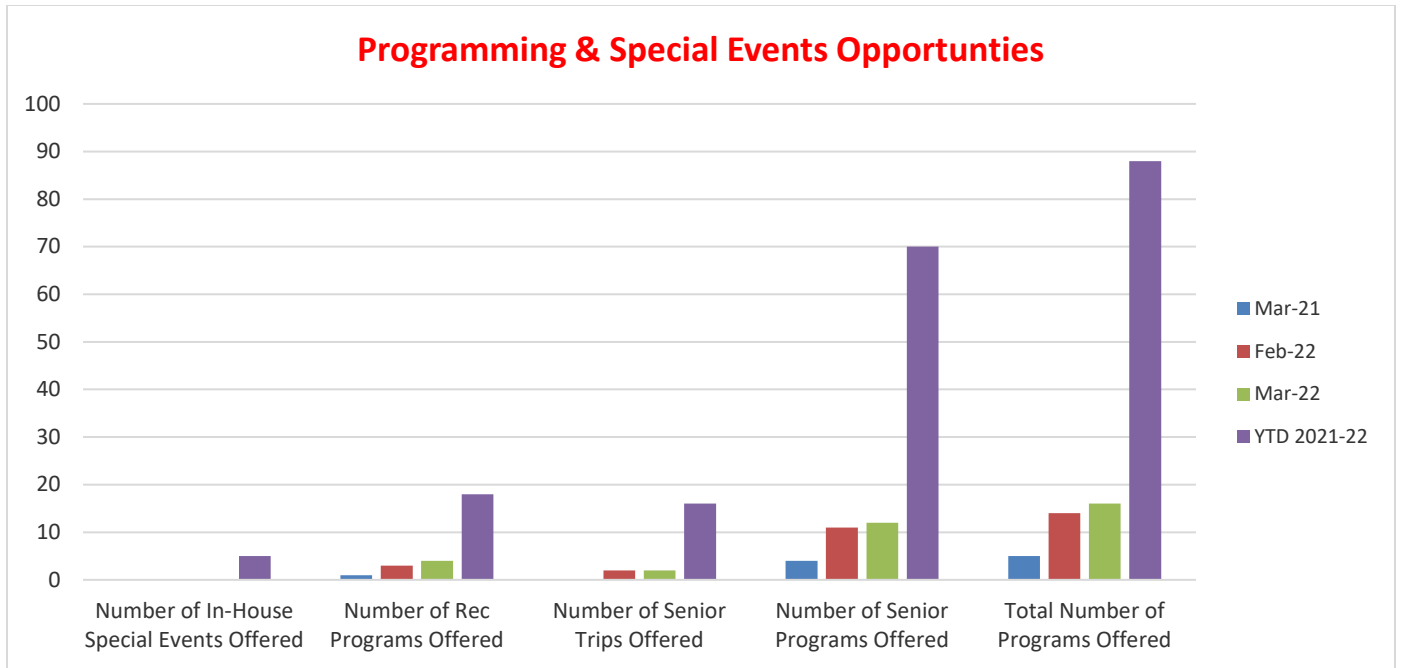
Repairs

- Gym HVAC repaired 3/28 due to no heat (Belt broke)
- Men's toilet paper dispenser replaced on 3/29

Miscellaneous

- All target Solutions finished by staff 3/27
- CCS Softball used field 5 on 3/22, 3/24, 3/25, 3/29, rained out 3/31
- More gym rentals on Fridays and Weekends during month of March
- Added White House Museum slide to TV to gain more attention

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



Parks, Recreation, & Cultural Arts Department
March 2022

Maintenance

- We have finished the Field 7 renovation. This month we put out field conditioner, installed the pitching mound, put up the backstop netting and made repairs to the outfield fence to make it safer.



- We finished the drainage project at the park. We finished digging out 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. We installed some additional bollards in that area this month as well.



Parks, Recreation, & Cultural Arts Department
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- We finished 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.



- We repaired a leak at the splash pad that was between the frogs. The surface still needs to be painted over with the non-stick surface but other than that it is complete.
- We have put pre-emergent in all of our ornamental beds.

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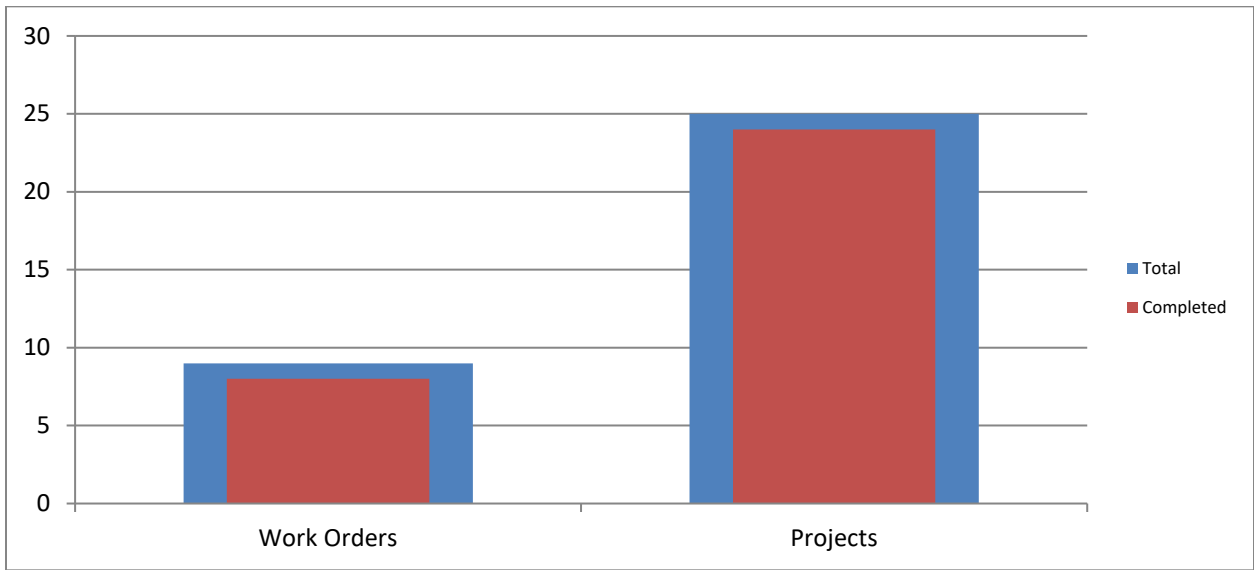
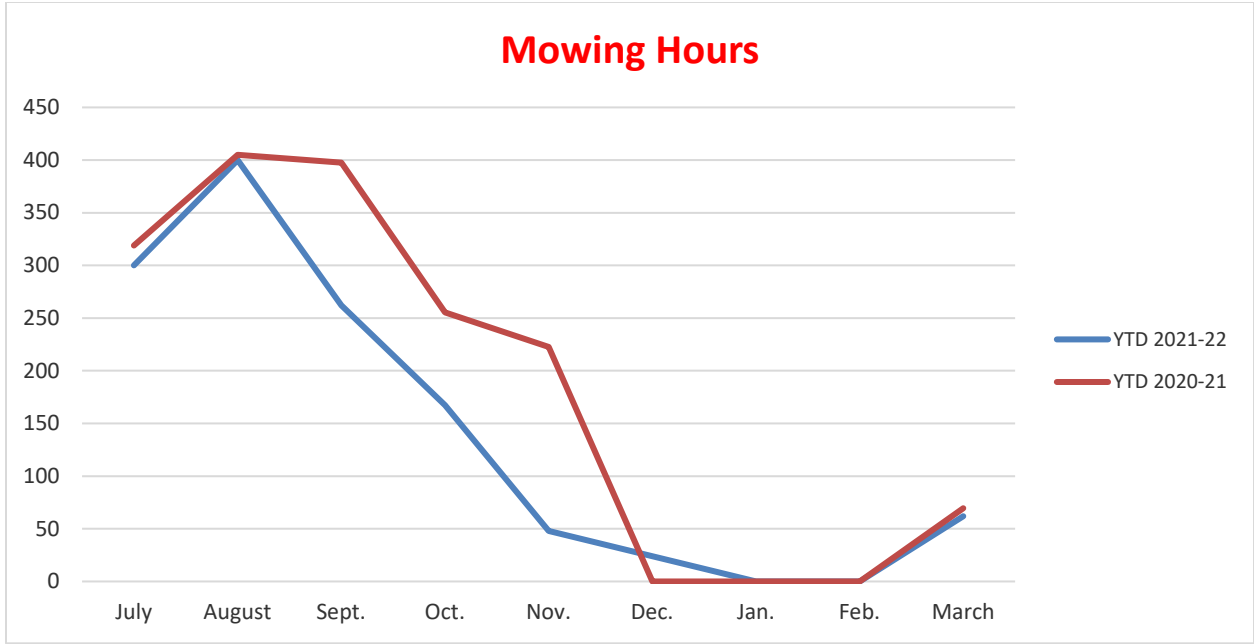
- We installed the yellow fence guard after the new fencing was installed on Field 5.



- We put up new “No Golfing” signs at the park.
- We helped with Public Works on installing the storybook trail signs on the Greenway.
- We have been spraying fences with round-up as we get them weed-eated.
- We cut down a dead tree behind the Fire Hall.
- We have started mowing with zero-turns and reel mowers.
- We cleared and dug out a drain on the Greenway that was overflowing onto the trail.



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

Museum

Volunteers

The Museum volunteers have really been working hard in the month of March. We have completed the new display for our first settlers at Hamilton's Fort in 1788. They also helped with a homeschool field trip that visited the museum, and we are preparing for this year's Gathering.

Exhibits



There is a new exhibit in the rotating area of the museum. The new exhibit portrays Hamilton's Fort and shows the type of items that those settlers would have used during that period in time.

Social Media Promotion

White House History Wednesday's monthly edition was posted on Wednesday, March 30, 2022 with a repeat episode.

Additional posts have been made during the month.

Tours at Museum

Tours were given to walk ins. There were two of Chamber events in which visitors viewed the museum.



We were also very pleased to have a field trip homeschool group. The volunteers and I were able to provide 3 history presentations for the students and parents to rotate through the museum followed by yarn doll making, a touch station and a scavenger hunt through the museum.



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

Donated Artifacts



The museum received a donation of several *Time* magazines and *Tennessean* newspapers which contain some of history's impactful events. These periodicals were donated by Jeri Culpepper.

Continuing Education

I had the pleasure of attending 2 educational events in the month of March. The first event was the Tennessee Chamber of Commerce Executives (TCCE) where I attended the Institute where the classes are designed to enhance professional growth and development of Chamber executives, staff and volunteers.



The second event was the Tennessee Association of Museums (TAM) yearly conference. This conference was titled TRIfecta: Recovering, Reconnecting and Responding. It was great to get back together with the TAM fam and discuss how 2020 was handled in other museum locations and what is next.

Building Maintenance

Roof repair for a leak around one of the chimneys was completed by Baker Roofing. A fallen tree and dead tree were removed from the property behind the museum by Falling Timbers.

Events and Meetings Assisted with and/or Attended

March 6-8 – TCCE Institute in Murfreesboro, TN

March 9 – 100 Members in 100 Minutes

March 10 – Multi Ribbon Cutting at Chamber

March 16-18 – TAM Conference in Kingsport, TN

March 21 – Homeschool visitors

March 22 – Candidates Forum, Chamber Monthly Luncheon

March 23 – Ribbon Cutting for Affordable Tree and Excavation at the Chamber

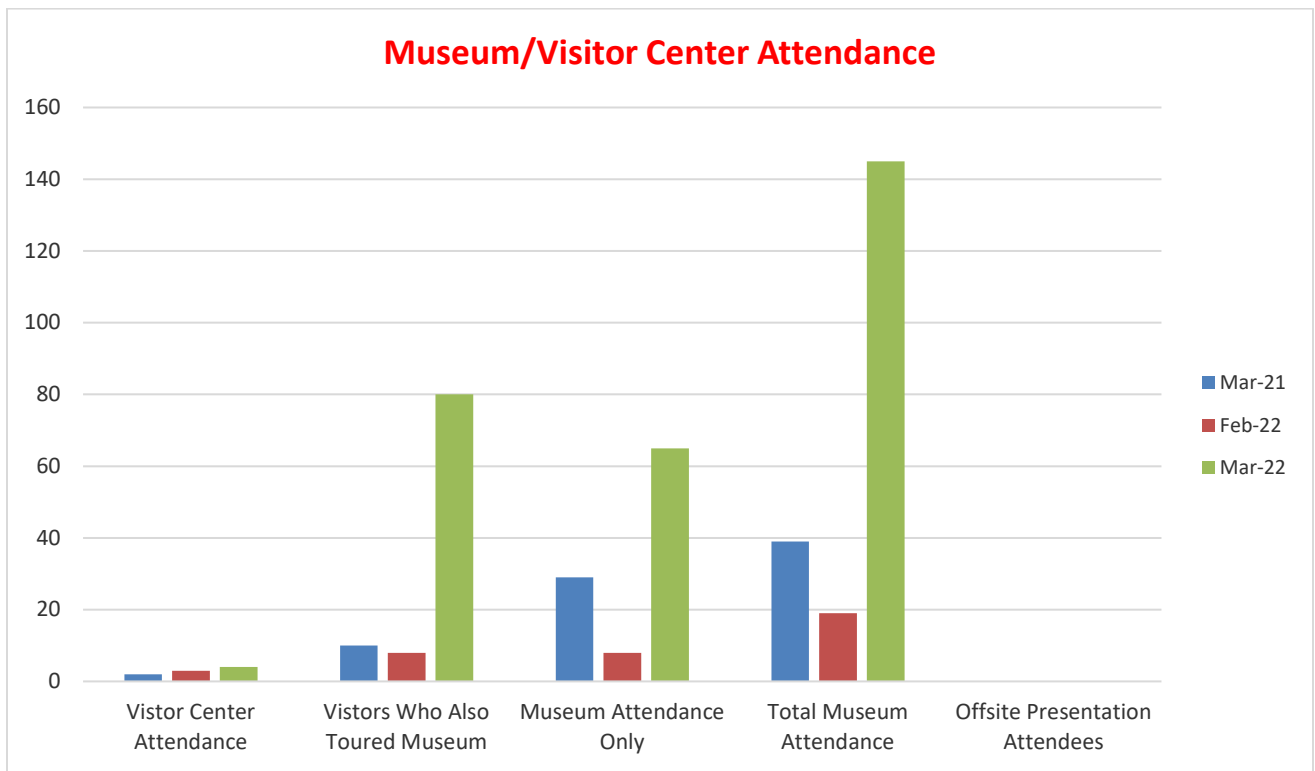
March 29 – National Vietnam Veterans Day at the City's Senior Center.

March 31 – Chairman's Celebration at The Barn at Spring Lake Farms

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

Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
4	80	65	145	0

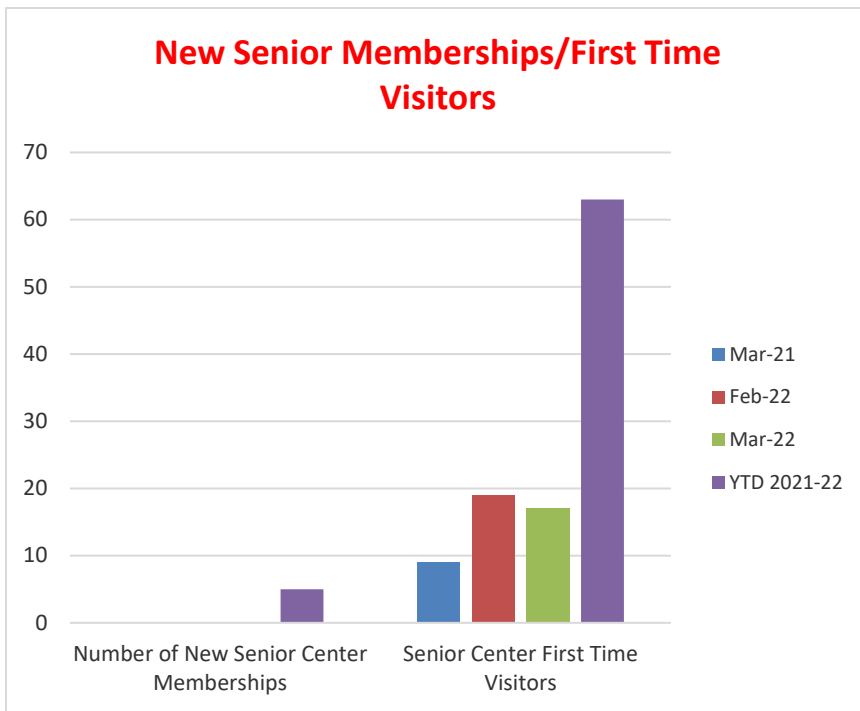
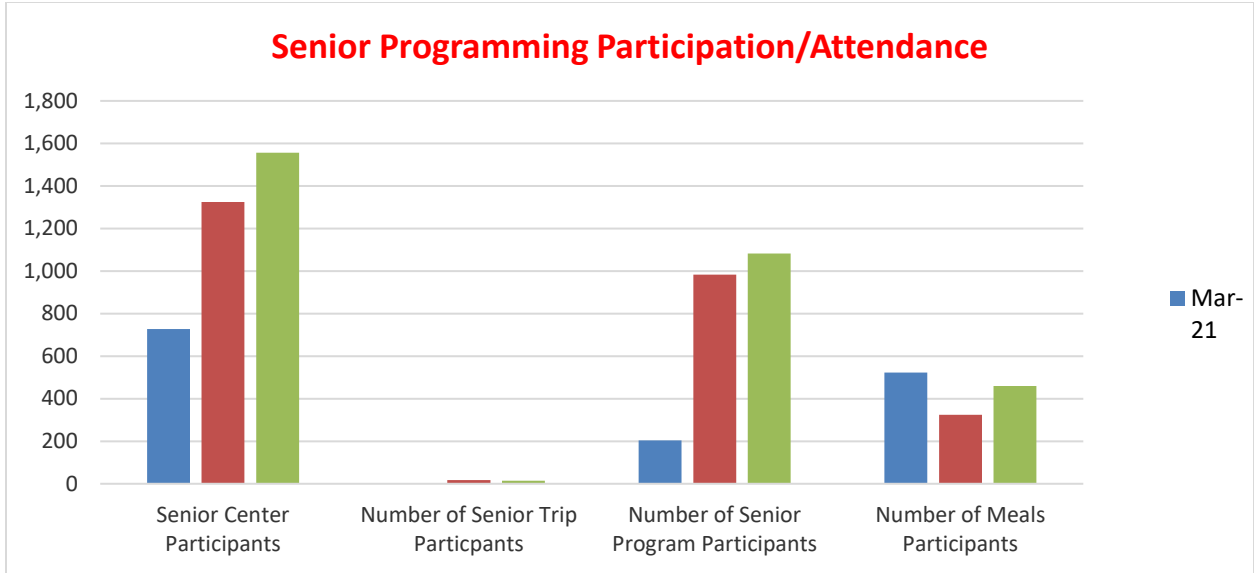


**Parks, Recreation, & Cultural Arts Department
March 2022**

Senior Center

Senior Center Participation - March 2022			
<u>Outings/Events:</u>			
Bunco	6		
Vietnam Veterans Celebration	50		
Bible Study	11		
Decorate for Veterans Celebration	4		
Robertson Co Museum/Lunch	9		
Childhood Memories-Jane Mankin	6		
Birthday Sack Lunch	10		
Craft	5		
Bowling	6		
St Patricks Party	52		
Total	159		
		<u>Sr Meals Wednesdays</u>	
		82	
		119	
		71	
		97	
		90	
		459	TOTAL
<u>Programs:</u>			
Fittercise-Strength, Yoga	499		
Walk	268		
Bingo	25		
Cards, Games,Pool	147		
TOTAL	939		
NEW MEMBERS			
	17		
FIRST TIME ATTENDEE			
TOTAL Sr Center Participants:		Total	1557

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



	FYE 2019	FYE 2020	21-Mar	Feb-22	Mar-22	YTD 21-22
Facility Usage						
Special Use Permits Submitted	13	15	1	5	3	14
Pavilion 1 Rentals	3	7	0	0	1	8
Pavilion 2 Rentals	11	5	1	0	2	6
Pavilion 3 Rentals	106	38	6	2	5	43
Splash Pad Pavilion Rentals	177	106	0	0	2	92
Total Number of Pavilion Rentals	297	156	7	2	10	149
Gymnasium Rentals	130	79	3	5	8	55
Caferia Rentals	54	0	0	0	0	0
Auditorium Rentals	4	10	1	5	5	48
Amphitheater Rentals	3	0	0	0	0	0
Total Number of Facility Rentals	196	89	4	10	13	103
Ballfield Rentals	7	45	8	0	31	94
Vistor Center Attendance	6	21	2	3	4	19
Vistors Who Also Toured Museum	14	84	10	8	80	239
Museum Attendance Only	85	668	29	8	65	1059
Total Museum Attendance	99	752	39	19	145	1303
Programming						
Number of Youth Program Participants	679	578	61	0	75	607
Number of Adult Program Participants	240	76	0	0	0	160
Number of In-House Special Events Offered	8	7	0	0	0	5
Number of In-House Special Event Attendees	2987	2964	0	0	0	2223
Number of Rec Programs Offered	34	18	1	3	4	18
Number of Senior Center Memberships	319	1768	200	205	205	1839
Number of New Senior Center Memberships	16	16	0	0	0	5
Senior Center Participants	14,966	9594	727	1,325	1,557	7776
Senior Center First Time Visitors	32	59	9	19	17	63
Number of Senior Trips Offered	54	37	0	2	2	16
Number of Senior Trip Participants	896	613	0	17	15	124
Number of Senior Programs Offered	117	76	4	11	12	70
Number of Senior Program Participants	9,989	6798	204	983	1083	4623
Number of Senior Meals Served	54	34	5	4	5	36
Number of Meals Participants	4052	2235	523	325	459	3029
Offsite Presentation Attendees	0	15	0	0	0	120
Total Number of Programs Offered			5	14	16	88
Revenues						
Youth Programs	\$55,825.00	\$41,183.00	\$77.00	\$3,509.00	\$296.00	\$46,302.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$500.00	\$65.00	\$260.00	\$2,825.00
Special Events	\$ 4,355.00	\$ 2,009.00	\$0.00	\$0.00	\$0.00	\$765.00
Senior Meals	\$10,875.00	\$ 5,961.50	\$1,308.50	\$949.00	\$1,556.50	\$8,280.00
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$827.50	\$465.00	\$1,030.00	\$5,950.00
Facility Reservations	\$19,305.00	\$ 8,046.88	\$187.50	\$1,256.25	\$1,950.00	\$13,781.75
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$193.00	\$175.00	\$290.00	\$2,850.00
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20	\$5,337.00	\$5,817.00	\$0.00	\$13,666.50
Misc	\$11,744.00	\$15,394.74	\$3,043.20	\$1,775.00	\$1,426.40	\$22,342.95
Workflow						
Mowing Hours	1,554	2,601	69.5	0	62	1263.25
Work Orders Received	N/A	8	1	0	0	9
Work Orders Completed	N/A	8	1	0	0	8
Number of Projects Started	27	40	5	2	5	25
Number of Projects Completed	18	35	5	2	6	24
Number of ballfield rainouts				53	37	90
Bags of Field Dry Used				0	10	10

White House Library March 2022

Summary of Activities

The library director attended a virtual director's check-in virtually with the region. They discussed different conferences, in-services, budgets, Summer Reading, vendor purchases, etc.

The library director attended the first Americana Celebration planning meeting for this year. The group looked at the date of the event, location, and food trucks.

The library director had a meeting with Caitlyn to discuss training options for next year, things that would be helpful, and possible changes to training. The director mentioned it would be nice to have a daylong training session at the region similar to the one that Brentwood Public Library hosts.

The library director met with Carter Beck for a new trustee orientation meeting. During this meeting, the director went over the function of the library board, regional library and city, how the board operates, and other board related information.

The library director attended her 9th municipal management class on performance management. The director only has to complete one more to finish the course.

The library director attended the budget retreat on March 10th. She presented her two CIP requests to the board of mayor and aldermen. They will vote on it at their May and June meetings.

The library board met on March 10th as well. They voted to update food for fines, the study room checkout policy, reviewed the image evaluation, and con updates.

The library director met with Cecilie for the annual consultation to discuss how things are going, ways the region could do to make things easier, etc.

The library director met with the park's director and public services manager to mark the location of the storybook trail. The panels were installed the following day with the help of public works and the parks department.

The library director attended the teen librarian submit. There were panels on censorship, summer reading, teen mental health, making comics, and teen reading box subscriptions. The director will go over some of these ideas when they hire the new teen services librarian.

The library director attended the Chamber Luncheon, which had short introductions of all the candidates running for election this year.

The friends of the library met on March 29. They voted to purchase refreshments for the storybook trail ribbon cutting, fund the petting zoo at the con, and meet with the master gardeners about the memorial garden space.

The city posted the opening for the library supervisor position. This job application closed on March 31. Interviews will take place in April and a new person will fill that position in May.

Department Highlights

The highlights for the month was all the different meetings and training that the director attended.

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

Official Service Area Populations

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

Membership

March	2018	2019	2020	2021	2022
New Members	85	90	79	60	121
Updated Members	263	254	319	307	392
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	6,940	7,775
% of population with membership	51	59	66	48	54

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: 40,157

Estimated Value of Total Materials: \$1,003,925

Total Materials Available Per Capita: 2.78

State Minimum Standard: 2.00

Last Month: 998,000

Last Month: 2.77

Materials Added in March

2018	2019	2020	2021	2022
203	207	277	374	282

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	1,581

Physical Items Checked Out in March

2018	2019	2020	2021	2022
5,465	5,458	5,966	4,051	6,996

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	17,505

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

Miscellaneous item checkouts

March	2018	2019	2020	2021	2022
Technology Devices	47	45	36	68	67
Study Rooms	80	84	29	23	71
Games and Puzzles	54	86	91	59	202
Seeds	107	84	47	257	41
STEAM Packs	*	20	23	0	14
Cake Pans	*	1	1	0	1

Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	180
1,082	253	305	395	176
743	222	955	1,263	451
586	112	302	878	128
148	61	25	160	50
6	1	28	21	6

Library Services Usage

March	2018	2019	2020	2021	2022
Lego Table	264	200	70	0	0
Test Proctoring	15	14	6	2	6
Charging Station	12	8	1	2	3
Notary Services	*	*	4	18	15
Library Visits	4,909	4,743	3,132	3,292	4,112
Website Usage	*	1,118	1,882	2,264	2,467
Reference Questions	11	4	1	8	5

Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	12
90	19	47	45	4
*	16	88	144	27
52,565	55,728	30,007	38,913	10,449
2,517	16,935	17,977	27,907	7,005
59	77	60	73	13

Library Volunteers

March	2018	2019	2020	2021	2022
Library Volunteers	17	14	39	9	8
Volunteer Hours	109	117	93	125	158

Yearly Totals

18-19	19-20	20-21	21-22
82	36	20	37
809	1,286	1,204	1,043.5

Since teens are needing service hours again for clubs, the number of volunteer hours has gone up again.

Computer Users

March	2018	2019	2020	2021	2022
Wireless	1054	650	341	357	414
Adult Users	449	380	178	178	270
Kids Users	183	194	78	7	209

Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	1003
4,642	1,103	2,138	2,235	681
2,088	556	427	957	608

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

Universal Class Counts

March	
Sign ups	2
Courses started	6
Lessons viewed	87
Class Submissions	42

Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	6
52	16	53	39	11
661	194	1,771	1,008	312
445	105	800	515	114

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	1	1	5
total Sign-ups	29	60	83	84	112

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	31
500 Mark	2	2	0	2	3
Completion	0	1	2	4	4

Face-to-face Kids Programs

March	2018	2019	2020	2021	2022
Programs	12	16	7	2	14
Attendees	219	284	145	49	403
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	37
Attendees	4,260	4,201	1,185	2,167	909

Virtual Kids Programs

March	2020	2021	2022
Videos	0	2	0
Views	0	16	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

Grab & Go Kits

March	2020	2021	2022
Kits	0	6	0
Taken	0	162	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

The children story time attendance has picked up so much that we may need to add another story time session during the week.

Face-to-face Teen Programs

March	2018	2019	2020	2021	2022
Programs	6	6	3	0	0
Attendees	21	6	11	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

March	2020	2021	2022
Programs	1	0	0
Attendees	1	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

Combined Face-to-Face

March	2020	2021	2022
Programs	0	0	10
Attendees	0	0	49
Yearly	2020	2021	2022
Programs	11	43	26
Attendees	77	370	118

Virtual Teen & Tweens

March	2020	2021	2022
Videos	0	3	0
Views	0	50	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

March	2020	2021	2022
Kits	0	4	0
Taken	0	36	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

March	2018	2019	2020	2021	2022
Programs	18	14	8	3	6
Attendees	59	67	31	17	35
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	17
Attendees	1,009	1,343	214	351	83

Virtual

March	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

March	2019	2020	2021	2022
Sessions	*	*	8	10
Yearly	125	51	81	22
Grab & Go				
March				
Yearly	*	*	0	0
Yearly	*	*	0	0

Interlibrary Loan Services

March	2018	2019	2020	2021	2022
Borrowed	66	73	63	51	74
Loaned	21	21	7	14	36

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	175
410	410	151	226	135

March	R.E.A.D.S
Adults	1,763
Juvenile	122

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	15,830
Juvenile	725	1,430	1,189	1,032	1,553

The READS statistics come from the state.

CITY COURT REPORT

March 2022

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$4,501.10
TOTAL MONIES COLLECTED YTD	\$63,408.76

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$2,973.02
TOTAL MONIES COLLECTED YTD	\$16,539.13

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$7,474.12</u>
<u>TOTAL REVENUE YTD</u>	<u>\$79,947.89</u>

DISBURSEMENTS

LITIGATION TAX	\$408.50
DOS/DOH FINES & FEES	\$123.50
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>\$788.50</u>
<u>TOTAL DISBURSEMENTS YTD</u>	<u>\$10,636.42</u>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$6,685.62</u>
<u>TOTAL ADJUSTED REVENUE YTD</u>	<u>\$69,311.47</u>

DRUG FUND

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$1,557.31</u>
<u>DRUG FUND DONATIONS YTD</u>	<u>\$5,489.09</u>

Offenses Convicted & Paid For Month	Count	Paid
Careless Driving	1	\$55.00
Financial Responsibility Law	10	\$585.00
Registration Law	23	\$1,648.75
Improper Equipment	2	\$10.00
Texting/Hands Free Law		
Parking Prohibited	2	\$51.00
DL Exhibited		
Red Light	2	\$172.50
General-Miscellaneous	1	\$128.75
Stop Sign	4	\$417.50
Speeding	14	\$1,262.50
Seat Belt-Child Restraint	2	\$0.00
Failure To Yield	1	\$117.60
Exercise Due Care	3	\$165.00
Improper Passing		
Total	65	\$4,613.60