



# **City Administrator Report: August 2022**

**Administrative & Legislative Services Department**  
**August 2022**

**Administration**

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

- August 2:
  - Sembler Development Meeting
  - Highland Park Development Meeting
- August 3:
  - TNECD Commissioner's Northern Middle Regional Roadshow
  - Meeting with HRF/ RG Anderson
- August 4:
  - Americana Celebration Debrief Meeting
  - Fire Department Mural Ribbon Cutting
  - White House Progress Meeting
  - Mayor Update Meeting
- August 8:
  - Department Head Staff Meeting
  - Planning Commission
- August 9:
  - Mid-TN TCMA Luncheon
- August 10:
  - Burrus Ridge Municipal Meeting
- August 11:
  - Bid Opening- Recreation Center
- August 15:
  - Meeting with Senator Marsha Blackburn
- August 16:
  - White House Chamber Luncheon
  - Board of Zoning Appeals
- August 17:
  - RTA Board Meeting
  - GNRC Transportation Policy Board
  - Economic Development Team Meeting
- August 18:
  - FSEP Community Development & Infrastructure Committee
  - Board of Mayor and Alderman Meeting
- August 22:
  - Department Head Staff Meeting
- August 23:
  - White House Chamber Power Hour at Moringa Tree
  - Committee Meeting for Engineering TDOT project
  - Sumner County Elected Official Mixer
- August 24:
  - FSEP BOD (Summer Annual Meeting)
- August 25:
  - White House Progress Meeting
- August 29:
  - Meeting with RCEDB Property Committee and AL Neyer Representatives

**Administrative & Legislative Services Department  
August 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 2022-2023.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/ Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$11,933,868	\$25,343,870	↑79.65
Industrial Development	\$120,145	\$6,269	↓9.30
State Street Aid	\$467,832	\$306,665	↑45.35
Parks Sales Tax	\$1,207,310	\$1,169,501	↑45.13
Solid Waste	\$1,146,400	\$443,779	↑16.12
Parks Impact Fees	\$61,429	\$11,919	↑4.78
Police Impact Fees	\$43,930	\$0	↓16.60
Fire Impact Fees	\$28,875	\$0	↓16.60
Road Impact Fees	\$59,190	\$0	↓16.60
Police Drug Fund	\$5,050	\$0	↓16.60
Debt Services	\$1,112,015	\$3,298	↓16.33
Wastewater	\$5,011,600	\$13,783,973	↑51.41
Dental Care	\$38,650	\$12,104	↓0.35
Stormwater Fund	\$1,036,000	\$215,740	↓5.66
Cemetery Fund	\$69,355	\$21,501	↑7.14

\*Expended/Encumbered amounts reflect charges from July 1, 2022 – June 30, 2023.

**Purchasing**

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

**Total Purchase Orders**

	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	313	325	261	269	346	362
August	166	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		105	154	85	138	185
May		153	133	82	129	121
June		52	47	45	50	52
<b>Total</b>	<b>479</b>	<b>1,506</b>	<b>1,355</b>	<b>1,199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>Aug 2022</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>Total for FY23</b>	<b>Total for FY22</b>	<b>Total for FY21</b>
Purchase Orders \$0-\$9,999	162	453	1,442	1281	\$658,088.68	\$1,640,827.83	\$1,482,989.65
Purchase Orders \$10,000-\$24,999	2	8	24	29	\$127,835.51	\$404,406.65	\$417,161.17
Purchase Orders over \$25,000	2	17	40	45	\$27,529,568.99	\$11,687,700.37	\$11,050,535.17
<b>Total</b>	<b>166</b>	<b>478</b>	<b>1,506</b>	<b>1355</b>	<b>\$28,315,493.18</b>	<b>\$13,732,934.80</b>	<b>\$12,367,741.04</b>

**Administrative & Legislative Services Department  
August 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.

	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits
<b>July</b>	52	54	15	152	61	31,946	32,401	11,536	1,164,517	1,080,668
<b>Aug.</b>	63	66	20	126	133	31,340	25,635	9,145	752,932	835,519
<b>Sept.</b>		48	17	43	22		24,833	8,335	679,248	214,406
<b>Oct.</b>		52	10	78	86		23,816	8,390	386,735	864,091
<b>Nov.</b>		63	174	56	40		23,022	7,587	695,971	812,527
<b>Dec.</b>		39	13	156	82		22,904	17,483	847,724	1,055,111
<b>Jan.</b>		56	108	67	68		26,942	17,123	720,531	934,562
<b>Feb.</b>		52	135	22	40		23,253	19,796	N/A	762,985
<b>March</b>		57	39	85	61		30,026	22,930	N/A	879,671
<b>April</b>		68	101	43	56		31,127	20,881	N/A	820,505
<b>May</b>		54	38	27	29		31,335	23,514	5,998	946,897
<b>June</b>		674	214	48	123		34,600	30,909	10,251	901,328
<b>Total</b>	<b>115</b>	<b>609</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>63,286</b>	<b>329,885</b>	<b>197,629</b>	<b>5,263,907</b>	<b>9,053,159</b>

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

	FY 23 New Downloads	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
<b>July</b>	8	8	45	19
<b>Aug.</b>	13	9	44	21
<b>Sept.</b>		13	19	21
<b>Oct.</b>		6	40	12
<b>Nov.</b>		6	29	13
<b>Dec.</b>		10	10	15
<b>Jan.</b>		18	11	23
<b>Feb.</b>		9	20	70
<b>March</b>		14	11	69
<b>April</b>		11	7	41
<b>May</b>		10	11	29
<b>June</b>		10	11	36
<b>Total</b>	<b>21</b>	<b>124</b>	<b>258</b>	<b>369</b>

	FY23 # of Request	FY22 # of Request	FY21 # of Request	FY20 # of Request
<b>July</b>	50	38	20	36
<b>Aug.</b>	43	54	27	39
<b>Sept.</b>		46	16	18
<b>Oct.</b>		64	15	40
<b>Nov.</b>		19	20	27
<b>Dec.</b>		42	27	20
<b>Jan.</b>		41	18	24
<b>Feb.</b>		41	72	41
<b>March</b>		38	36	34
<b>April</b>		26	26	35
<b>May</b>		39	48	26
<b>June</b>		47	58	28
<b>FY Total</b>	<b>93</b>	<b>495</b>	<b>383</b>	<b>356</b>

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

**Administrative & Legislative Services Department  
August 2022**

**White House Farmers Market**

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	0	0
<b>February</b>	3	\$150
<b>March</b>	4	\$350
<b>April</b>	1	\$150
<b>May</b>	6	\$1,000
<b>June</b>	1	\$240
<b>July</b>	2	\$75
<b>August</b>	1	0
<b>September</b>	0	0
<b>October</b>	0	0
<b>November</b>	0	0
<b>December</b>	0	0
<b>Total</b>	<b>18</b>	<b>\$1,965</b>

**Building Maintenance Projects**

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

	<b>2022-2023 Work Order Requests</b>	<b>2021-2022 Work Order Requests</b>	<b>2020-2021 Work Order Requests</b>	<b>2019 – 2020 Work Order Requests</b>	<b>2018 – 2019 Work Order Requests</b>	<b>2017 – 2018 Work Order Requests</b>	<b>2016 – 2017 Work Order Requests</b>
<b>July</b>	14	19	11	10	22	21	27
<b>August</b>	23	8	27	10	26	24	28
<b>September</b>		12	9	13	19	22	13
<b>October</b>		10	6	7	14	18	12
<b>November</b>		23	16	7	18	34	12
<b>December</b>		17	19	3	8	19	9
<b>January</b>		6	11	16	14	16	23
<b>February</b>		8	16	18	7	21	6
<b>March</b>		14	12	11	7	17	16
<b>April</b>		13	17	2	12	25	14
<b>May</b>		20	25	11	6	26	27
<b>June</b>		14	31	10	9	23	14
<b>Total</b>	<b>37</b>	<b>164</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
August 2022**

**Finance Section**

During August the Finance Office continued training / planning for new utility customer application process changes, preparing for fiscal year end audit tasks and preparing for implementation of a new utility & property tax third-party bill printer/mailer. Members of the Finance Office participated in the following events during the month:

- August 2: Security camera setup and training
- August 3: HFR / RG Anderson punch-list meeting
- August 30: Finance staff meeting
- August 31: Finance group 1 tour of City facilities and new developments

**Performance Measures**

**Utility Billing**

	<b>August 2022</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>New Builds (#)</b>	42	52	284	357	171	62
<b>Move Ins (#)</b>	93	167	977	737	649	534
<b>Move Outs (#)</b>	93	164	898	743	602	534
<b>New customer signup via email (#)</b>	36	72	410	300	127	104
<b>New customer signup via email (%)</b>	27%	33%	33%	27%	15%	17%

**Business License Activity**

	<b>August 2022</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>Opened</b>	13	19	92	76	69	75
<b>Closed (notified by business)</b>	2	2	7	6	10	9

**Accounts Payable**

	<b>July 2022</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>Total # of Invoices Processed</b>	309	616	4254	4079	4003	3940

**Finance Department  
August 2022**

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

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>General Fund Cash Reserves Goal (\$)</b>	<b>Current Month Fund Cash Balance (\$)</b>	<b>G.F. Cash Reserves Goal Performance</b>
General Fund	11,933,868	3,580,160	3,876,009	32%
Cemetery Fund	69,355	20,807	260,829	376%
Debt Services	1,112,015	333,605	1,049,778	94%
Dental Care Fund	38,650	11,595	190,199	492%
Roads Impact Fees	59,190	17,757	283,010	478%
Parks Impact Fees	61,429	18,429	420,243	684%
Police Impact Fees	43,930	13,179	378,928	863%
Fire Impact Fees	28,875	8,663	250,872	869%
Industrial Development	120,145	36,044	139,271	116%
Parks Sales Tax	1,207,310	362,193	1,066,424	88%
Police Drug Fund	5,050	1,515	38,490	762%
Solid Waste	1,146,400	343,920	655,484	57%
State Street Aid	467,832	140,350	308,929	66%
Stormwater Fund	1,036,000	310,800	1,242,320	120%
Wastewater	5,011,600	1,503,480	5,189,344	104%

*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 2022-2023.

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>YTD Realized* (\$)</b>	<b>% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)</b>
General Fund	11,933,868	1,144,795	↓ 7.07%
Cemetery Fund	69,355	7,175	↓ 6.32%
Debt Services	1,112,015	192,240	↑ 0.62%
Dental Care	38,650	6,829	↑ 1.00%
Roads Impact Fees	59,190	34,419	↑ 41.48%
Parks Impact Fees	61,429	28,453	↑ 29.65%
Police Impact Fees	43,930	24,674	↑ 39.50%
Fire Impact Fees	28,875	16,279	↑ 39.71%
Industrial Development	120,145	64,268	↑ 36.83%
Parks Sales Tax	1,207,310	170,914	↓ 2.51%
Police Drug Fund	5,050	1,685	↑ 16.70%
Solid Waste	1,146,400	193,166	↑ 0.18%
State Street Aid	467,832	79,447	↑ 0.32%
Stormwater Fund	1,036,000	174,827	↑ 0.21%
Wastewater	5,011,600	1,106,460	↑ 5.41%

\*Realized amounts reflect revenues realized from July 1, 2022—August 31, 2022

**Human Resources Department  
August 2022**

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

- August 01: New Hire Orientation for Public Works Maintenance Worker  
Library Garden ADA Overview
- August 02: Chamber of Commerce Strategic Planning Session
- August 03: TCRS Legislative Changes Impacting Retirement Webinar
- August 04: Chamber of Commerce Ribbon Cutting for Mural
- August 09: Police Officer Testing
- August 10: New Hire Orientation for Police Officer  
Chamber of Commerce Thrive Women's Luncheon
- August 11: Public Services Interviews  
Bid Opening for Recreation Center
- August 15: Interview for Parks Attendant
- August 16: Police Officer Testing  
Chamber of Commerce Luncheon - Mike Keith
- August 17: Interview for Parks Attendant
- August 18: Police Officer Oral Board  
Police Officer Chief's Interview
- August 23: New Hire Orientation for Part-Time Police Officer
- August 24: Police Officer Oral Board  
Police Officer Chief's Interview  
New Hire Orientation for Police Officer  
Public Entity Partners Risk Insurance Symposium
- August 25: Public Entity Partners Risk Insurance Symposium
- August 26: Public Entity Partners Risk Insurance Symposium
- August 30: Police Officer Oral Board  
Police Officer Chief's Interview
- August 31: New Hire Orientation for Parks Attendant

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

July	0	0	0	0
August	1	0	0	0
September		0	1	1
October		1	0	0
November		0	1	0
December		0	0	0

January		0	1	1
February		1	0	3
March		0	2	0
April		0	1	2
May		1	0	1
June		1	3	0
<b>Total</b>	<b>1</b>	<b>4</b>	<b>9</b>	<b>8</b>

Three-year average:

8.5



**Human Resources Department  
August 2022**

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	1	1
August	0	1	1	0
September		0	1	0
October		1	1	1
November		1	3	1
December		0	0	0

Three-year average: 5.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		0	0	1
February		0	0	0
March		1	0	0
April		1	0	0
May		0	0	0
June		0	0	0
<b>Total</b>	<b>0</b>	<b>5</b>	<b>7</b>	<b>4</b>

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	1	1	1	1
August	1	1	1	1
September		2	0	2
October		0	0	3
November		0	1	2
December		1	2	1

Current year turnovers that occurred within 90 day probationary period: 2

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		4	2	2
February		2	0	1
March		3	0	1
April		2	2	0
May		2	0	2
June		1	3	2
<b>Total</b>	<b>2</b>	<b>19</b>	<b>12</b>	<b>18</b>
<b>Percentage</b>	<b>1.94%</b>	<b>18.45%</b>	<b>11.65%</b>	<b>17.48%</b>

Three-year average: 14.56%

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	1 (T)	0
August	0	0	0	2 (S)
September		0	0	0
October		0	0	0
November		0	0	1 (S)
December		0	1 (T)	0

Three-year average: 3.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		1 (T)	1 (T)	0
February		0	0	0
March		0	0	0
April		0	0	0
May		0	0	0
June		0	0	1 (T)
<b>Total</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>4</b>

**Police Department**  
*August 2022*

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in August:** Police & Fire at Farmers Market (Aug. 3<sup>rd</sup>), White House Rotary (Aug. 4, 11, 18 & 25), Department Head Staff Meeting (Aug. 8 & 22), Planning Commission Meeting (Aug 8), Robertson County Chief’s Meeting (Aug. 10), Board of Zoning & Appeals Meeting (Aug. 16), Sumner County Drug Task Force Meeting (Aug. 17), Command Staff Meeting (Aug. 18) and Board of Mayor & Alderman Meeting (Aug. 18),

- **Police Department Administration Performance Measurements**

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

Susan Johnson, Accreditation Manager, is working on our 4<sup>th</sup> edition of our TLEA program into PowerDMS which includes 164 standards. Susan is still getting a few more proofs for 2021 and has done 74 proofs for 2022.

Our 3-year cycle will end in Dec. 2023 which means our onsite should be in December 2023. This will be our 4<sup>th</sup> award for our accreditation

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
April	3	222	14	239
May	4	45	0	49
June	29	200	0	229
July	24.5	0	0	24.5
August	0	270	30	300
<b>Total</b>	<b>75.5</b>	<b>932.4</b>	<b>60</b>	<b>1067.9</b>

**Patrol Division Performance Measurements**

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 676 shifts during the Fiscal Year 2022-2023. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	August 2022	FY 2022-23
Three (3) Officers per Shift	62	117
Four (4) Officers per Shift	0	7

2. ***Acquire and place into service two Police Patrol Vehicles.*** Two new vehicles were approved at the August Board of Mayor & Alderman Meeting. The vehicles will be ordered from Lonnie Cobb Ford once all paper work is completed.
3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2022-2023.***  
We will be conducting Compliance Checks in the Fall.

**Police Department**  
*August 2022*

4. *Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1,000 population during the calendar year of 2022.*

Group A Offenses	August 2022	Per 1,000 Pop.	Total 2022	Per 1,000 Pop.
<b>Serious Crime Reported</b>				
Crimes Against Persons	8	1	101	8
Crimes Against Property	37	3	223	17
Crimes Against Society	29	2	287	22
<b>Total</b>	73	6	610	47
<b>Arrests</b>	49		415	

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

5. *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.*

	August 2022	TOTAL 2022
<b>Traffic Crashes Reported</b>	42	310
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	25	506
<b>Written Warnings</b>	70	298
<b>Verbal Warnings</b>	154	1,718

6. *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 2022.*

<b>COLLISION RATIO</b>				
<u>2022</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>August</b>	42	2 YTD 23	5%	7% YTD 310

**Traffic School:** Jeremy Sisk instructed Traffic School in August.

**Staffing:**

- Ofc. Terry Brown (TJ) is currently on FTO and has been deployed for eight months.
- Ofc. Brandon Mantor resigned his position due to personal reasons.
- Ofc. Jason Ghee resigned his position. His last day is September 8<sup>th</sup>.
- Ofc. Triston Twedt started on August 10<sup>th</sup>.
- Ofc. Jake Hunter started on August 24<sup>th</sup>.
- We held interviews on August 24<sup>th</sup> and August 30<sup>th</sup>. We hired two applicants who will start in September.
- We currently have 3 positions open and are continuing to accept applications.

**Police Department**  
*August 2022*

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

ERT executed two high risk search warrants in August:

- August 12th - Narcotics search warrant for Gallatin PD resulted in the seizure of one half oz of methamphetamine.
- August 31<sup>st</sup> - DTF Narcotics search warrant in Gallatin resulted in the seizure of marijuana, psychedelic mushrooms, ecstasy tablets, and drug paraphernalia.
- ERT trained two days in August, 18/19. ERT members trained live fire room entry at the Portland range.

**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.

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

**Communications Section**

	<b>August</b>	<b>Total 2022</b>
Calls for Service	856	7,498
Alarm Calls	36	294

**Request for Reports**

	<b>August</b>	<b>FY 2021-22</b>
Requests for Reports	13	211
Amount taken in	\$10.05	\$146.55
Tow Bills	\$0.00	\$375.00
Emailed at no charge	26	253
Storage Fees	\$0.00	\$0.00

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

- Sgt. Brisson attended the Tennessee Lifesavers Conference in Franklin TN. Aug 17-19  
We finished in 3<sup>rd</sup> Place in the Law Enforcement Challenge 11-25 officer category for best traffic safety program.

***Volunteer Police Explorers:*** Nothing to report at this time.

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

**Crime Prevention/Community Relations Performance Measurements**

1. ***Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** Sgt. Enck will be instructing D.A.R.E. classes at White House Middle School in the Spring.

**Police Department**  
**August 2022**

2. **Plan and coordinate Public Safety Awareness Day as an annual event.** Discover White House Expo & Safety Day will be October 1<sup>st</sup>.
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.**
  - 8/10 Sgt. Enck spoke and assisted at the Thrive women's event at city hall.
  - 8/16 Detective Sgt Hunter and Anglin hosted a sexting class at city hall.
  - 8/17 Sgt. Enck assisted at city H.B. Williams with an active shooter drill.
  - 8/20 Chief Ring and Sgt. Enck participated at Cross Plains safety day.
  - 8/31 Sgt. Enck assisted at WHMS with an active shooter drill.

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

- WHPD Dunkin Booth – Hot dogs at Farmers Market. (Aug. 3<sup>rd</sup>).

**Upcoming Events:**

- Sept. 18<sup>th</sup> –S.P.E.A.R.E. – North Ridge Church.
- Oct. 1<sup>st</sup> – Safety Day.

<i>2022 Participation in Joint Community Events</i>		
	<u>August</u>	<u>Year to Date</u>
<b>Community Activities</b>	6	50

**Fire Department  
August 2022**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 179 requests for service during the month with 130 responses being medical emergencies. The Department also responded to 10 vehicle accidents 3 of which had injuries. Of the 179 responses in the month of August there were 29 calls that overlapped another call for service that is 16.2% of our responses. That brings the overlapping call volume for FY22-23 to 9%.

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 August from dispatch to on scene time averaged was, five minutes and thirty-four seconds (5:34). The average time a fire unit spent on the scene of an emergency call was seventeen minutes and twenty-three seconds (17:23).

**Department Event**

- August 3<sup>rd</sup> – Preplan of White House Heritage Elementary
- August 9<sup>th</sup> – Monthly Officer meeting
- August 19<sup>th</sup> – Elevator operations and Rescue training
- August 23<sup>rd</sup> – Active Shooter training with PD
- August 24<sup>th</sup> – Search and rescue training in old city hall
- August 25<sup>th</sup> – Active Shooter training with PD
- August 31<sup>st</sup> – Lockdown drill at White House Middle School

**Fire Administration**

- August 3<sup>rd</sup> – Farmers Market dunk tank
- August 4<sup>th</sup> – Americana debrief and Mural Ribbon cutting
- August 16<sup>th</sup> – Chamber of Commerce Luncheon
- August 18<sup>th</sup> – Rotary Luncheon
- August 30<sup>th</sup> – Discover White House meeting
- August 31<sup>st</sup> – I-65 widening update meeting

**Emergency Calls Breakdown**

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

**Incident Responses FY to Date**

Fires	10
Rescue & Emergency Services	229
Hazardous Conditions (No Fire)	12
Service Calls	19
Good Intent Call	17
False Alarms & False Call	35
Calls for The Month	179
Total Responses FY to Date	323

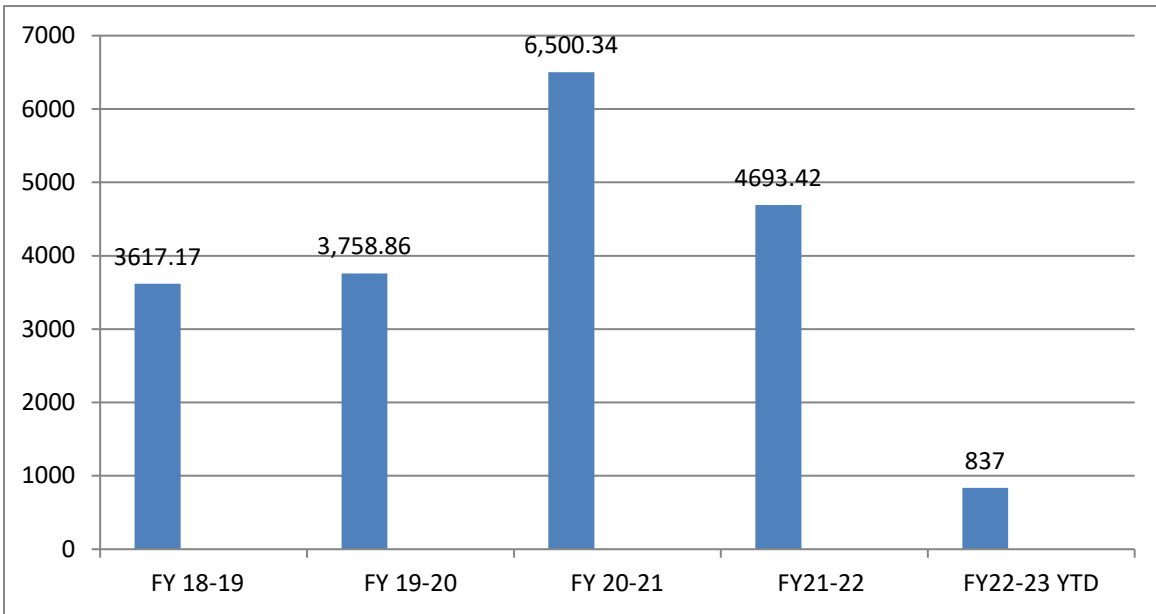
**Fire Department  
August 2022**

**Response by Station**

	<b>Month</b>	<b>FY to Date</b>	<b>%</b>
<b>Station #1 (City Park)</b>	<b>116</b>	<b>199</b>	<b>61.60%</b>
<b>Station #2 (Business Park Dr)</b>	<b>63</b>	<b>124</b>	<b>38.39%</b>

**Fire Fighter Training**

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



	<b>Month</b>	<b>FYTD</b>
<b>Firefighter Training Hours</b>	429.45	837

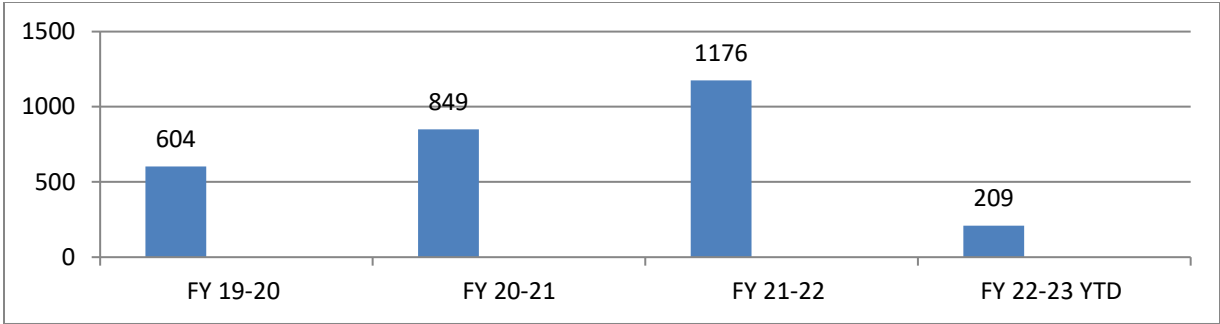
**Training breakdown for ISO and NFPA**

	<b>Fire Officer</b>	<b>Company</b>	<b>Facilities</b>	<b>NFPA</b>
<b>Month</b>	<b>43</b>	<b>104</b>	<b>134</b>	<b>56.31</b>
<b>Total for FY</b>	<b>102</b>	<b>254</b>	<b>140</b>	<b>127.04</b>

**Fire Department  
August 2022**

**Fire Inspection**

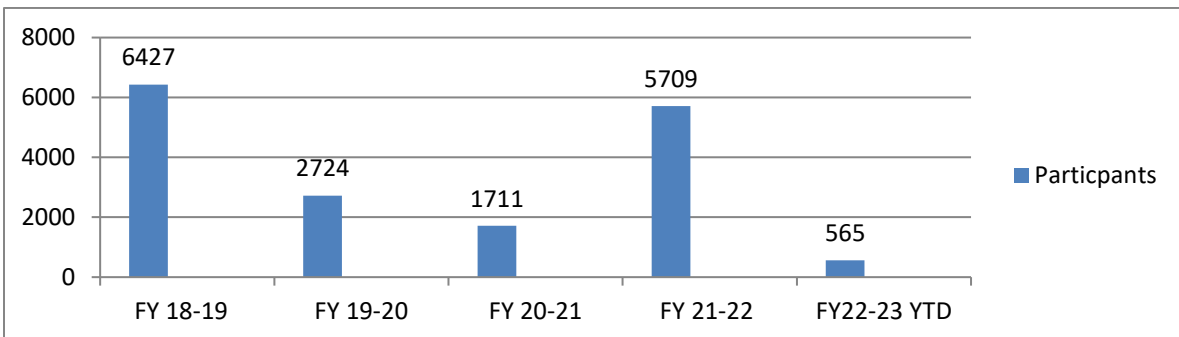
It is part of our fire prevention goals to complete a fire inspection for each business annually.



	Month	FYTD
<b>August Fire Inspection</b>	<b>105</b>	<b>209</b>
<b>Reinspection</b>	<b>13</b>	<b>22</b>
<b>Code Violation Complaint</b>	<b>0</b>	<b>0</b>
<b>Violations Cleared</b>	<b>13</b>	<b>23</b>
<b>Annual Inspection</b>	<b>5</b>	<b>9</b>
<b>Commercial Burn Pile</b>	<b>0</b>	<b>0</b>
<b>Knox Box</b>	<b>3</b>	<b>5</b>
<b>Fire Alarms</b>	<b>3</b>	<b>6</b>
<b>Measure Fire Hydrant</b>	<b>0</b>	<b>0</b>
<b>Plans Review</b>	<b>9</b>	<b>15</b>
<b>Pre-C/O</b>	<b>2</b>	<b>3</b>
<b>Pre-incident Survey</b>	<b>24</b>	<b>47</b>
<b>Sprinkler Final</b>	<b>0</b>	<b>0</b>
<b>Final/Occupancy</b>	<b>2</b>	<b>4</b>

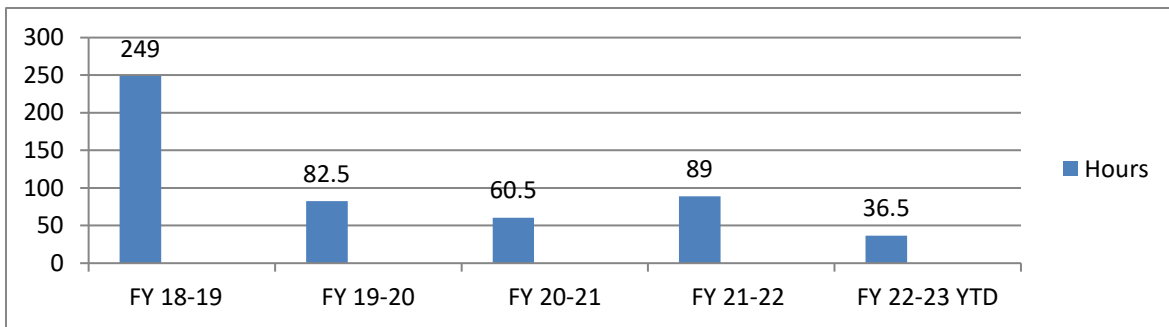
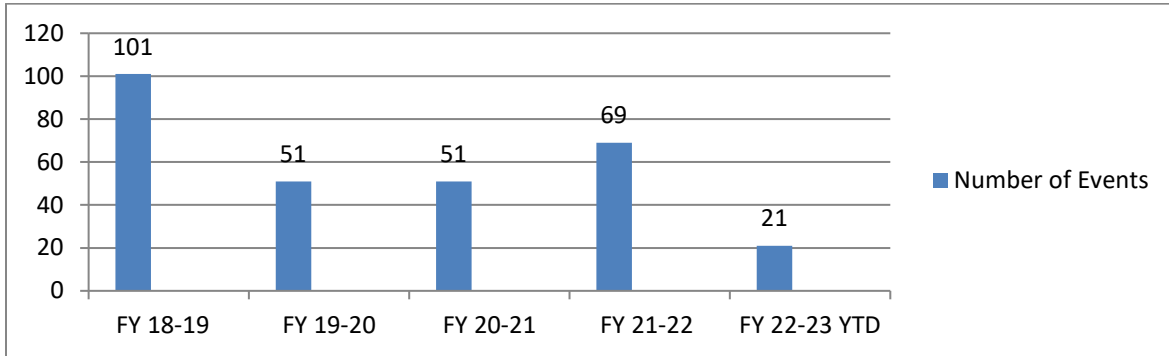
**Public Fire Education**

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





**Fire Department  
August 2022**



	<b>Month</b>	<b>FYTD</b>
<b>Participants</b>	<b>217</b>	<b>565</b>
<b>Number of Events</b>	<b>11</b>	<b>21</b>
<b>Education Hrs.</b>	<b>16.5</b>	<b>36.5</b>

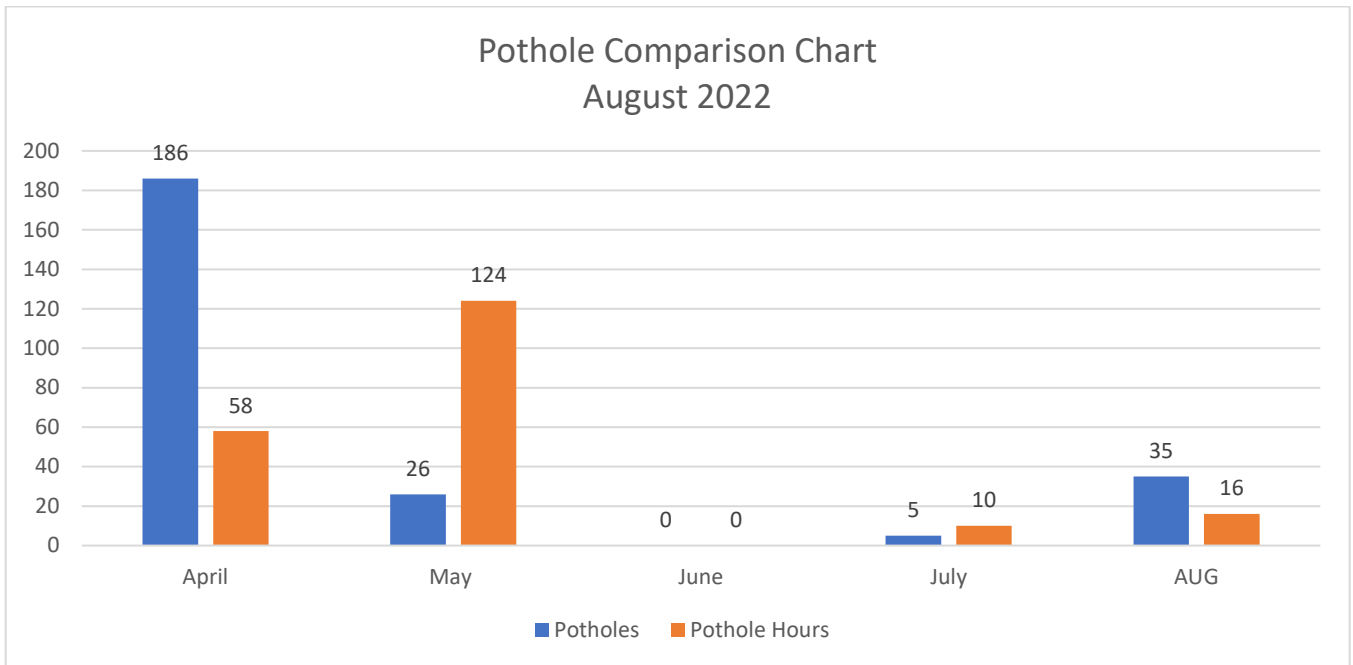
\*Public education numbers were lower than normal due to COVID-19

**Social Media Statistics for the Month**

<b>Post Reach</b>	<b>321</b>
<b>Post Engagement</b>	<b>55</b>
<b>New Page Followers</b>	<b>6</b>

**Public Services Department – Public Works Division  
August 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.

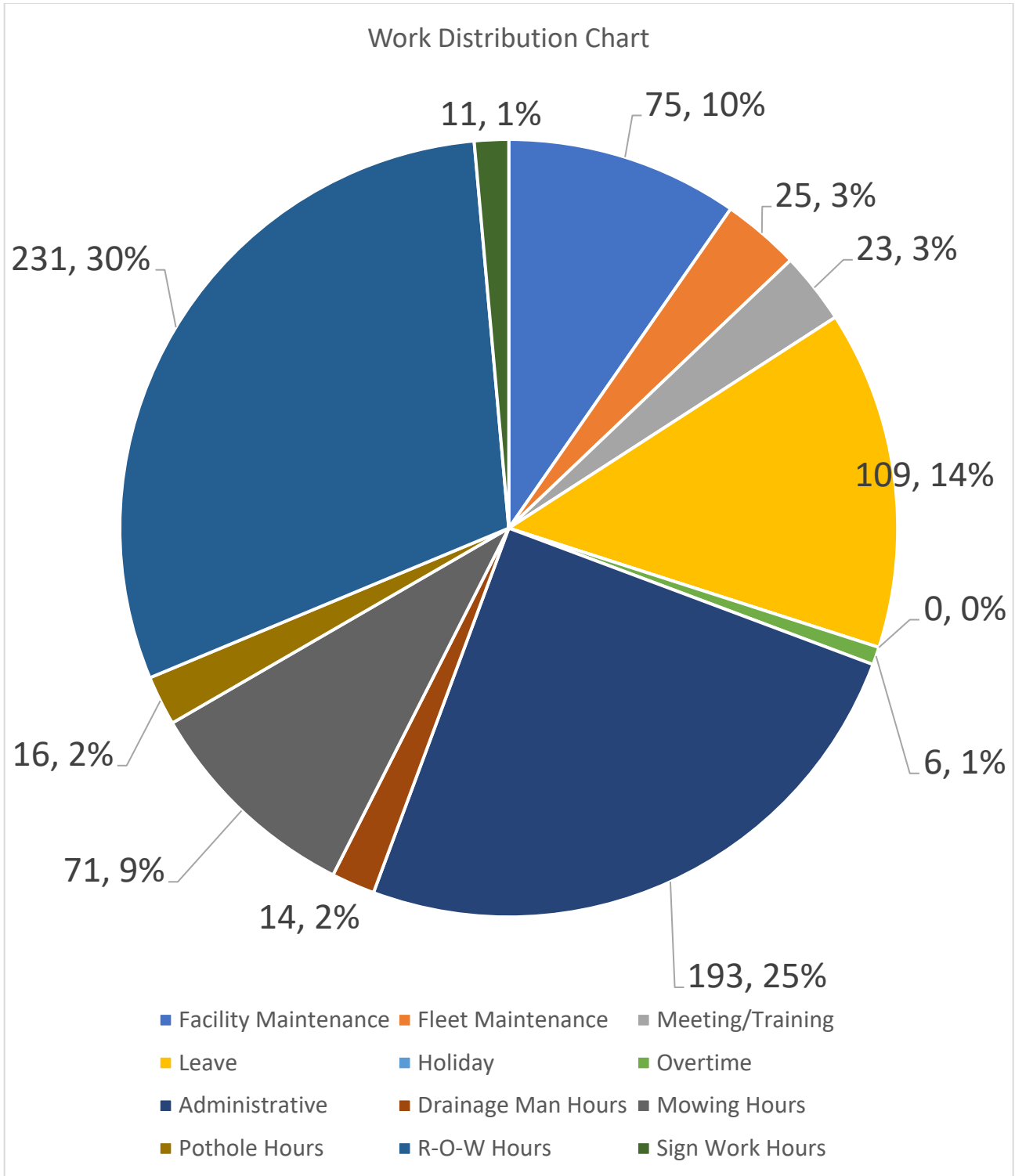
-The goal for this job task is 50 potholes per month. When this chart is completed each month consideration will be given to the size of the potholes that have been repaired that month.

**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.

<b>STREET ADDRESS OF COMPLAINT</b>	<b>DATE COMPLAINT LOGGED</b>	<b>DATE COMPLAINT RESOLVED</b>	<b>ELAPSED TIME BEFORE REPAIR MADE</b>
116 Sundance Way	May 6, 2022	August 17, 2022	Lengthy repair requiring removal of subgrade and asphalt before new base and asphalt to be installed
Carissa Circle	March 21, 2022	August 17, 2022	Lengthy repair due CEMC Fiber contractor damaging sewer line when installing fiber optic.
157 Ben Albert Road	August 8, 2022	September 6, 2022	Lengthy repair due to other project involvement
101 Villages Court (3)	August 10, 2022 9:10 AM	August 10, 2022 10:18 AM	1 hour and 8 minutes
Pleasant Grove Road	August 31, 2022	August 31, 2022	Identified by PW Manager and assigned to PW Crew that day.

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



Total Hours Worked in The Public Works Department were 766 Hours. The chart below show what percentage of time was spent on each job task.

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

**Monthly Work Log**

Mondy 8-1-2022

- Crew meeting / Installed Stop Signs City Hall / Cleaned large Excavator for Shady Lane and Wilkinson Drainage Project /

Tuesday 8-2-2022

- Removed concrete pad from City Hall / Repaired asphalt where concrete island was removed and asphalt was used to repair the area.

Wednesday 8-3-2022

- ROW mowing / Removed trees from sidewalk in Holly Tree / Asphalt repair at 124 Sundance Way / Delivered Rock for STW Project on Shady Lane

Thursday 8-4-2022

- Traffic Control for Brush Pick up operations / Installed Pedestrian Crossing Signs at City Hall / Repaired Stop Sign on Laura Drive / Cut and Sprayed Sidewalks on 31W North

Monday 8-8-2022

- Picked up Mortar from Ace / Mortared Headwalls at Shady Lane / String trimming at 65 NB and SB Ramps

Tuesday 8-9-2022

- ROW Mowing

Wednesday 8-10-2022

- Cut tree limbs from in front of signs on N Aztec / Repaired Potholes

Thursday 8-11-2022

- Gridsmart Camera Adjustment / Marlin Road Sidearm Mowing

Monday 8-15-2022

- Crew Meeting / Asphalt on Sundance Way / Cut Trees on SPC /

Tuesday 8-16-2022

- Installed Street Signs in Hampton Village / Repaired asphalt on Carissa Circle

Wednesday 8-17-2022

- Repaired Ped Button at SR-76 and Wilkinson Lane

Thursday 8-18-2022

- ROW Mowing

Monday 8-22-2022

- Crew Meeting / Gridsmart Camera Diagnosis / Removed weeds from island in front of Speedway on SR-76

Tuesday 8-23-2022

- RoW Mowing

Wednesday 8-24-2022

- Prepped Shady Lane swale for Concrete to be poured the next day / Removed ATM at City Hall

Thursday 8-25-2022

- Mowed Springbrook Pond / Gridsmart Camera Diagnosis SR-76 and Raymond Hirsch / Staff Meeting Public Services / Poured Concrete on Shady Lane.

Monday 8-29-2022

- Gridsmart Camera at SR-76 and Raymond Hirsch / Maintenance on Salt Boxes for upcoming winter weather

Tuesday 8-30-2022

- Safety Committee Meeting / Cut trees on West and Elementary because they were affecting buses / Removed more of the ATM at City Hall / Delivered Trash Carts that weren't delivered by GFL

Wednesday 8-31-2022

- Worked to repair bush hog / Repaired Potholes on Pleasant Grove Road

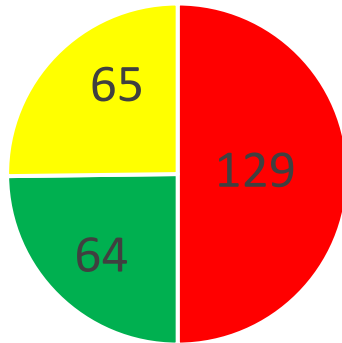
**Public Services Department – Public Works Division  
August 2022**

**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 Signs were replaced in the month of August**

## Street Name Sign Replacement



■ Total Signs To Be Replaced ■ Signs Replaced ■ Signs Left To Replace

**Public Services Department – Public Works Division  
August 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-Jul	22-Aug	YTD 22/23
Street	8,134	9,364	8,741	10,229	9191.25	649	766	1,415
Facility Maintenance	3494	2187	1,227	1,137	887.25	25	75	100
Fleet Maintenance	1034	514	282	380	422.5	17	25	42
Meeting/Training	502	510	517	400	457	12	23	35
Leave	1,253	576	613	810	823	10	109	119
Holiday	795	470	385	555	545	30	0	30
Overtime	508.5	488	414	311	152.75	94	6	100
Administrative	385	698	803	867	1153.25	168	193	361
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	0	14	14
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	51	71	121.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	4	35	39
Pothole Hours	0	759	734	1,181	831.5	10	16	26
R-O-W Hours	0	2835	2416	4,027	3044.5	279	231	510
Sign/Repaired	0	120	91	84	63	16	16	32
Sign Work Hours	0	289	179	234	109	16	11	27
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	7	0	7
Traffic Light Hours	0	0	65	20	158	0	0	0

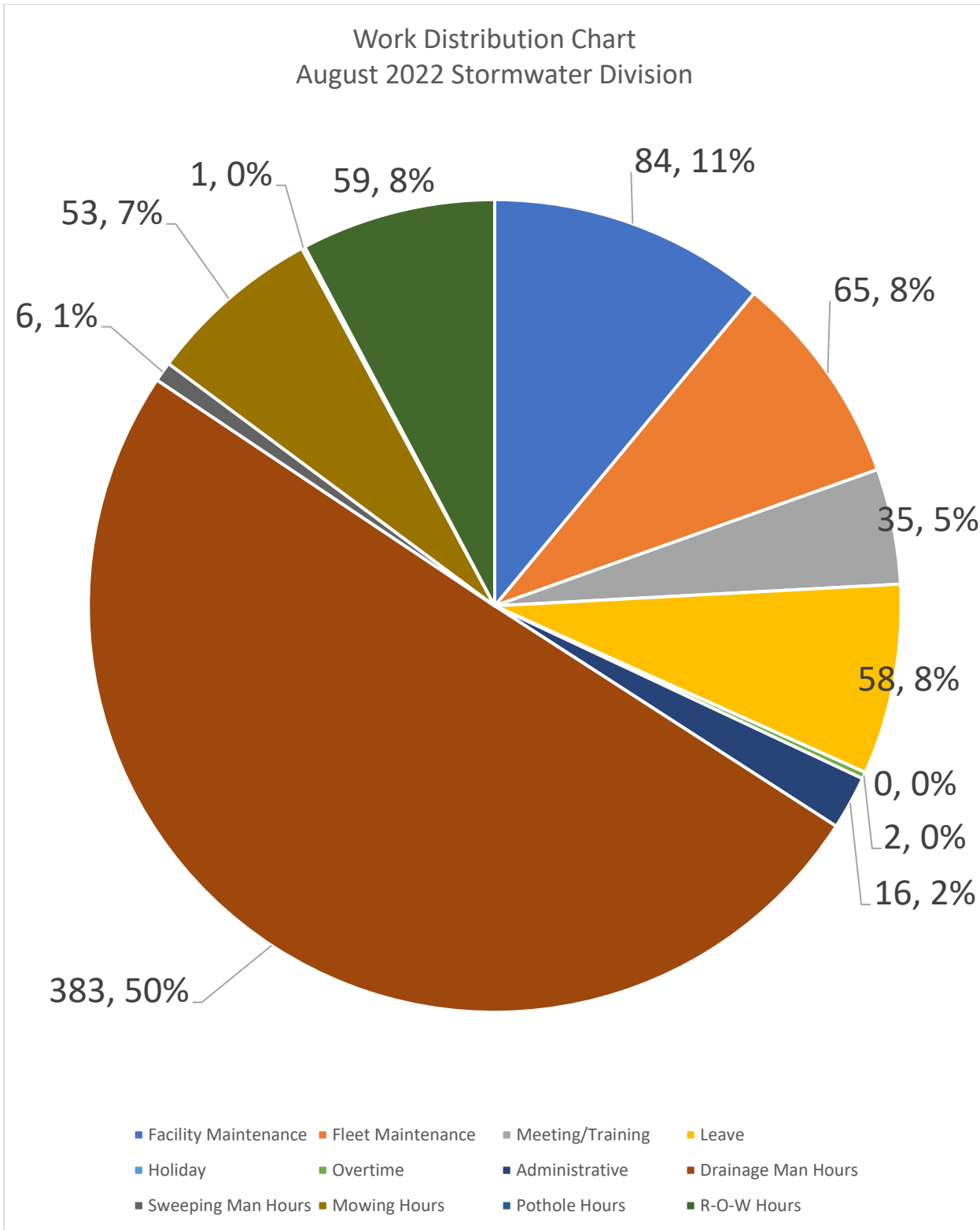
Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Jul	22-Aug	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	320	380	700
Facility Maintenance	3494	723	446	574	394.5	7	47	54
Fleet Maintenance	1034	488	445	331	294.5	17	13	30
Meeting/Training	502	265	130	135	127.5	7	30	37
Leave	1,253	428	700	476	336	85	45	130
Holiday	795	270	230	230	230	20	0	20
Overtime	508.5	119	4	12	39.5	0	0	0
Administrative	385	167	1	0	72.5	0	7	7
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW					0	1	1
R-O-W Hours	0	166	30	97	170	7	17	24
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-Jul	22-Aug	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	604	554	1,158
Brush Truck Loads	459	551	522	578	584	58	50	108
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	169	260	429
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	122	110	232
Litter Pickup Bags	334	507	546	511	456	23	41	64
Litter Pickup Hours	1147	1132	985	957	892	55	98	153

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

Total Hours Worked in The Stormwater Division were 766 Hours. The chart below show what percentage of time was spent on each job task.



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

**Monthly Work Log**

Monday 08/01/2022

- Fleet Maintenance/Meeting-Training/Drainage/Administration

Tuesday 08/02/2022

- Drainage Shady Lane

Wednesday 08/03/2022

- Drainage Shady Lane

Thursday 08/04/2022

- WO 080422004 Street Sweeping Operation: Sweeping Completed in area 2, Fleet Maintech, Mowing, R-O-W

Monday 08/08/2022

- Meeting Drainage Shady Lane

Tuesday 08/09/2022

- Fleet Maintenance, Administrative, Drainage and Mowing

Wednesday 08/10/2022

- Facility Maintenance, Administrative, Drainage, Potholes, R-O-W Signs Repaired

Thursday 08/11/2022

- Facility Maintenance, Fleet Maintech, Drainage, Mowing, R-O-W

Monday 08/15/2022

- Meeting, Drainage (Wilkerson Lane)

Tuesday 08/16/2022

- Facility Maintenance, Fleet Maintech, Drainage (Shady Lane) R-O-W

Wednesday 08/17/2022

- WO 072522003 07/25/2022\_103 Cooperfield: After Springbrook project 103 having drainage problems two loan of dirt grass seed plant food and roll of straw matting.



Thursday 08/18/2022

- Facility Maintenance, Drainage (Shady Lane), Mowing.

Monday 08/22/2022

- Fleet Maintenance, Meeting, R-O-W.



Public Services Department – Stormwater Division  
August 2022

Tuesday 08/23/2022

- WO 082322006 123 Calista Rd: Stormwater Control Measure Mow, Clean and Pump down Calista Pond.



Wednesday 08/24/2022

- Fleet Maintenance, Drainage (Marlin) R-O-W (gas line hit)

Thursday 08/25/2022

- WO 071222002 COMPLETED 499 Marlin Rd.: Online submission: Would it be possible to evaluate a drainage area from the 499 Marlin Rd driveway to Tyree Springs Rd (+-200 ft)? During prolonged/heavy rain, water ponds on either side of my driveway and eventually seeps into the ground under my drive entrance. A raised section in the middle keeps the water from draining down to the Tyree Springs culvert.



Monday 08/25/2022

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

- WO 082522012 100 Sycamore: Received a Accela Request #12542733 Trash in Drainage system. System cleaned and trash removed



**Tuesday 08/29/2022**

- WO 082922005 125 Brooklawn Drive: Received a service call from homeowners stating the back of the property was flooding. About 9 months ago we completed work at this address, we installed a berm on the property to keep the water from Churchlawn from coming over. The berm is holding up the section in question is an area that the homeowners installed a French drain. No Action required.



**Wednesday 08/29/2022**

- WO 082022007 140 Maiden Lane: Durning the rain storm we were cleaning out drainage system on maiden lane and notice the retention pond wasn't working notified Stormwater Inspector.



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

**Thursday 08/29/2022**

- WO 082922008 Received a service call from 205 Pantana Drive. Debris, grass and tree growing from drainage system. System cleaned and repaired.



**Thursday 08/29/2022**

WO 082922004 08/29/2022 802 Calista Road: Received a call about her home flooding due to the run off from Calista Road. Will need t/o do 100 feet of drainage work and ashplant work to correct the problem. Ashpit work completed 08/31/2022 Drainage work schedule for 09/07/2022



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

**Monday 08/31/2022**

WO 071222001 07/11/2022 – COMPLETED 8-31-2022 110 Highland Dr: Received a service call from Robert Redmond with a description of the drainage ditch is blocked with limbs and what looks like a roll of Fencing. Myself and Chris Keith inspection of the site this will be almost a week worth of work to clean out.



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

**Inspectors Notes:**

Aug. 1 – Fence Permits at 376 & 348 Telavera Dr. and 117 Willowleaf Ln. Finals at Legacy (45) Fields (28,68,217,218) Concord (8,9,99,145) Reserve (72) Form Inspections at Fields (71,214,215,216) Scooters Coffee. LD at Concord (101) Fields (208,80) Open trench at The Parks Phase 4, Caliber Collison, Copes Crossing.

Aug. 2 – Updated Monthly Report. Meet the homeowner at 1007 Wilkinson to review issues at the rear of the property. Form inspections at Summerlin (153,151,298) Finals at The Reserve (72)

Aug. 3 – Preconstruction meeting for Fields at Oakwood Phase 5. Preconstruction Meeting with Sage Rd Development. Twin States Open ditch inspection.

Aug. 4 – Site Inspections at Marlin Pointe, Dorris Farms, Legacy Farms, and Fields at Oakwood. Fence Permit at 427 Meandering Way. Open Ditch at Sage Rd. Development and The Parks Phase 4.

Aug. 8 – Morning Team Scheduling Meeting. Picked up Mortar from Ace. Open trench at The Parks Phase 4 and Caliber Collison. Inspection report for Safe Harbor.

Aug. 9 – Form inspections at The Parks (449-452) Open Trench at The Parks Phase 4 and Copes Crossing.

Aug. 10 – Preconstruction Meeting with Safe Harbor for Dorris Farms. Open Trench at Copes Crossing. EP&SC inspection for Copes Crossing.

Aug. 11 – Vehicle inspections. Moved equipment to Coleman tractor for A/C service. Drove Bucket Truck to the southbound intersection of I65 for camera repair. Employee Luncheon. Moved files to tablet. Form inspections at Concord (1,4,2,106) Uploaded Legacy LD Permits and inspections at (6-10, 70-72,110,111)

Aug. 15 -16 – Sick time.

Aug. 17 – Picked up the machine from Coleman tractor and delivered to Shady Ln. form inspections at The Parks (414-420) The Reserve (62) Open Trench at Copes Crossing and The Parks Phase 4. LDP at Summerlin (140,150,179) The Parks (332-338,306-299)

Aug. 18 – Proof Roll at Willow Grove. Moved Machine from Shady to Shop. LDP at Fields At Oakwood Lots (75,78) Open Trench at Copes Crossing, The Parks Phase 4, Sage Road Development. Form inspections at The Parks (417-420) Fields (72,212,134) Checked swale at the Pumping station at Concord Springs from work completed by Land Solutions for release.

Aug. 22 – Moring Meeting. Uploaded LDP for The Parks. Pre-Construction meeting for Cambria Phase 3B. Open trench for Copes Crossing, The Parks, Dorris Farms. Met Builders onsite for Willow Grove for EP&SC controls installation and permit processing. Met Builder Mr. Creek for a new single lot in Bridlewood on Grayson LN. Form inspections at Legacy (29,49) The Parks (433,359,360) Fields (136-134, 73,74) Reserve (69,36,68) Finals at Summerlin (298) LD Summerlin (180) Cambria Phase 3B, DMK Assisted Living.

Aug 23 – Upload LDP for Cambria Phase 3B. Open Trench at The Parks. Form Inspections at The Parks (359,360) The Reserve (68) EP&SC site Inspection for Honey Run Springs. Fence Permit 229 Talevera Dr.

Aug. 24 – Proof Roll @ Dorris Farms. Open trench at The Parks Phase 4. Form inspection at The Parks (359)

Aug. 25 – Staff Meeting. Open Trench @ Summerlin. Proof Roll @ Willow Grove. Fence permits for 344 & 348 Telavera Dr., 400 Wilkinson Ln., 135 Cranbourne Dr. Form inspections at Summerlin (176,173,300).

Aug. 29 – Morning team meeting. Summerlin open trench. Homeowner concern at Greystone for Summerlin. Proof Roll at Willow Grove. Copes Crossing open trench. Post rain event inspections at Dorris Farms, Willow Grove, Copes Crossing, and Springbrook.

Aug. 30 – Submitted NOVs to Dorris Farms, Springbrook, and Jackson Farms. Form Inspections at Honey Run Springs.

Public Services Department – Stormwater Division  
August 2022

Aug. 31 – Proof Roll at Willow Grove. Form Inspections at Honey run Springs. Re-Inspection of EP&SC at Springbrook for NOV/Stop Work Order.

**Work Orders:**

**080122002 – Open Trench: The Parks Phase 4 Section 1 Roads Q, R, A, L.**



**080222003 – Open Trench: Caliber Collision: Proprietary Device.**



**080222004 – Open Trench: Copes Crossing: Pond 3 to Pond 2 Outfall E1 to Headwall E0.**



**080422005 – Open Trench Inspection: Sage Road Development: Stormwater Infrastructure.**



**080422006 - Construction EP&SC Inspection: Dorris Farms:** Inspection of the site for failures and adequate controls installed per plans.



**080422007 - Construction EP&SC Inspection: Legacy Farms:** Inspection of the site for failures and adequate controls installed per plans.

Public Services Department – Stormwater Division  
August 2022



**080422008 - Construction EP&SC Inspection: Marlin Pointe:** Inspection of the site for failures and adequate controls installed per plans.



**080922002 – Construction EP&SC Inspection: Copes Crossing:** Inspection of the site for failures and adequate controls installed per plans.



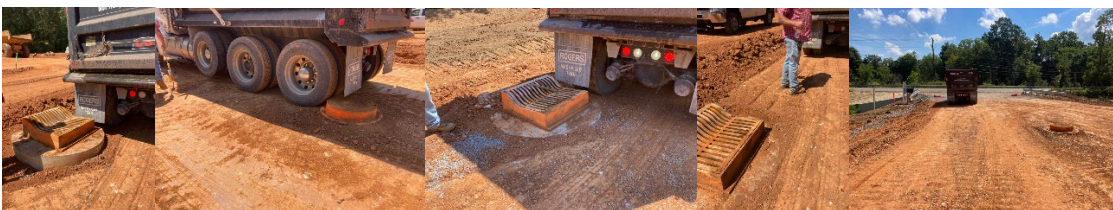
**081022007 – Construction EP&SC Inspection: Town Center:** Inspection of perimeter controls. Contacted Eden with issues found. Sent Report to Edwards and Eden. Spoke with David Murphy about repairs needed.



**081722004 – Open trench: Copes Crossing:** Inspections of System in Phase 2.



**081722005 – Proof Roll: Copes Crossing Sub-grade:** Inspection of compaction with a scaled load.

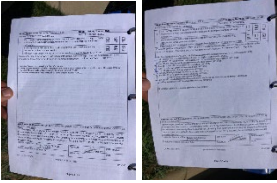


**081722009 – Construction Site EPSC Inspection: Springbrook Phase 3&4:** Inspection of perimeter controls along buffer.

Public Services Department – Stormwater Division  
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**081722010 – Construction Site EPSC inspection: Summerlin:** Reviewing twice weekly inspection for repairs.



**081722011 – Construction Site EP&SC Inspection: Marlin Pointe:** Follow up EP&SC inspection from 080422008.



**081822004 – Proof Roll: Willow Grove Phase 1: 1<sup>st</sup> Lift of Base Stone:** Inspection of compaction with a scaled load.



**081822005 – Open Trench: Sage Road Development:** Infrastructure Inspection of 30”&24” HDPE at F.1 to F.2, F.2 to F.3(F.3 not installed)



**082222008 – Open Trench: Dorris Farms Phase 2: Basin 3 HW6-D29, D29-D43, D43- HW7.**





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**082322007 – Construction Site/ EPSC Inspection: Summerlin Phase 9-7:** Inspection of perimeter controls, basin sediment accumulation, and rill formation.



**082322008 – Site Inspection/EP&SC Inspection: Honey Run Springs:** Inspection of property for Residential Development from a water quality perspective.



**082322009 – Open Trench: Municipal Park Tennis Courts:** Inspection of 12' RCP:



**082422002 – Proof Roll: Dorris Farms 1<sup>st</sup> Lift of Base Stone after curbing:** Inspection of compaction with scaled load.



**082422005 – Open Trench: Summerlin Phase: Rear of Lots 198-183.** 12" HDPE installed per plans sheet C4.0 dated 6/21/22. Area Drains with cast iron dome grates.



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**082522006 – Proof Roll: Willow Grove 2<sup>nd</sup> Lift of Base Stone and Subgrade of Phase 2:** Inspection of compaction with a scaled load.

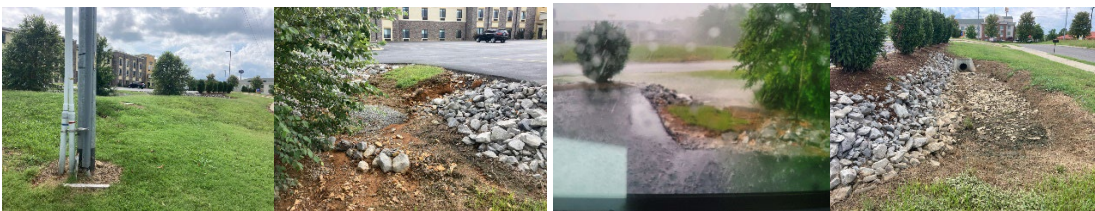


**082922010 - Construction Site Inspection/ EPSC Post Rain event: Springbrook Phase 3&4:**

After a recorded 2.18” rain event at the wastewater treatment facility, an inspection of the site found multiple failures in perimeter controls protecting Stream Honey Run. Observed heavy discoloration of sediment being deposited into the waterway from a downstream location at Tyree Springs and Raymond Hirsch. After tracing the stream, further south inspecting 3 other sites, the point of discharge was located at Springbrook Phases 3 and 4. Completed NOV/Stop Work order and contacted site contact to notify of the issues on Aug. 30. Re-inspection required for Stop Work Order to be lifted.



**082922007 – Stormwater Control Measures: Comfort Suites:** The crew found that the retention/bio pond was at capacity and created work for investigation. Found that the basin had received its maximum capacity from what had been installed. Followed up with an owner on the Long-Term Maintenance Agreement in hopes to verify Construction plans to confirm the design is what was proposed and approved. Maintenance issues were observed and noted within the work order.



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

**Inspections:**

**Open Trench: 9**

**Proof Roll: 4**

**EPSC: 11**

**LD: 43**

**Public Works: 26**

**Final Road: 28**

**Final Storm: 20**

**Post-Construction: 1**

**Inspector Hours:**

**Worked: 170**

**Holiday: 0**

**Vacation/Sick (PTO): 20**

**Overtime: 0**

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

Public Works Stormwater Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Jul	22-Aug	YTD 22/23
Stormwater	8,134	9,364	8,741	10,229	9191.25	555	760	1,315
Facility Maintenance	3494	2187	1,227	1,137	887.25	43	84	127
Fleet Maintenance	1034	514	282	380	422.5	16	65	81
Meeting/Training	502	510	517	400	457	16	35	51
Leave	1,253	576	613	810	823	57	58	114.25
Holiday	795	470	385	555	545	30	0	30
Overtime	508.5	488	414	311	152.75	75	2	77
Administrative	385	698	803	867	1153.25	7	16	23
Drainage Work (feet)	0	906	2749	10	0	0	1,179	1,179
Drainage Man Hours	0	1470	1045	170	14	310	383	692.5
Debris Removed Load	0	100	35	44	0	0	16	16
Sweeping Man Hours	0	18	13	0	0	12	6	18
Mowing Hours	0	22	175	219	221	16	53	69
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	4	1	5
Pothole Hours	0	759	734	1,181	831.5	5	1	6
R-O-W Hours	0	2835	2416	4,027	3044.5	44	59	103
Sign/Repaired	0	120	91	84	63	0	2	2
Sign Work Hours	0	289	179	234	109	0	0	0
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	0	0
Traffic Light Hours	0	0	65	20	158	0	0	0

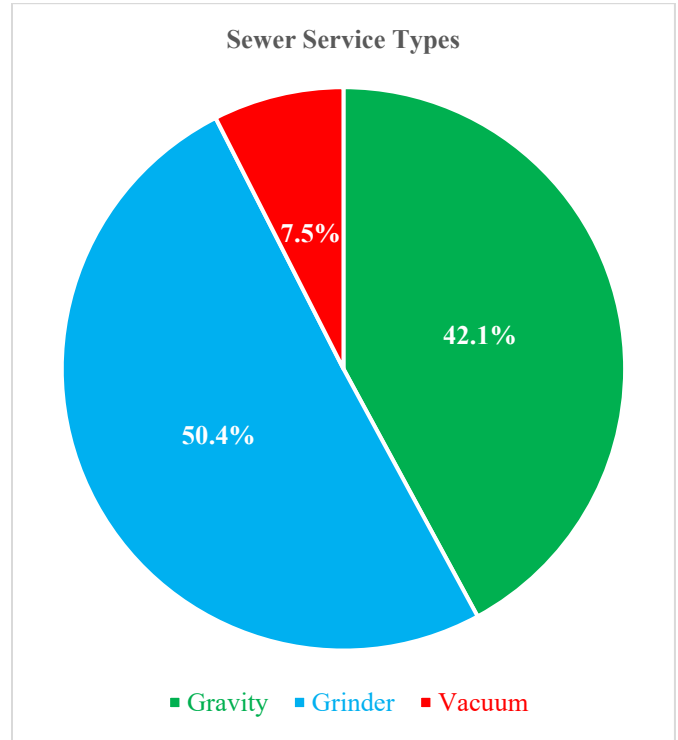
**Public Services Department - Wastewater Division  
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**Collections System Activities:**

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, vacuum services, and various types of lift-stations. As of **August 31<sup>st</sup>, 2022**, City personnel count a total of **5,920** sewer system connections, with **42 new** applications for service in **August, 2022**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,492</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,984</b>
<b>Vacuum Sewer Connections</b>	<b>444</b>

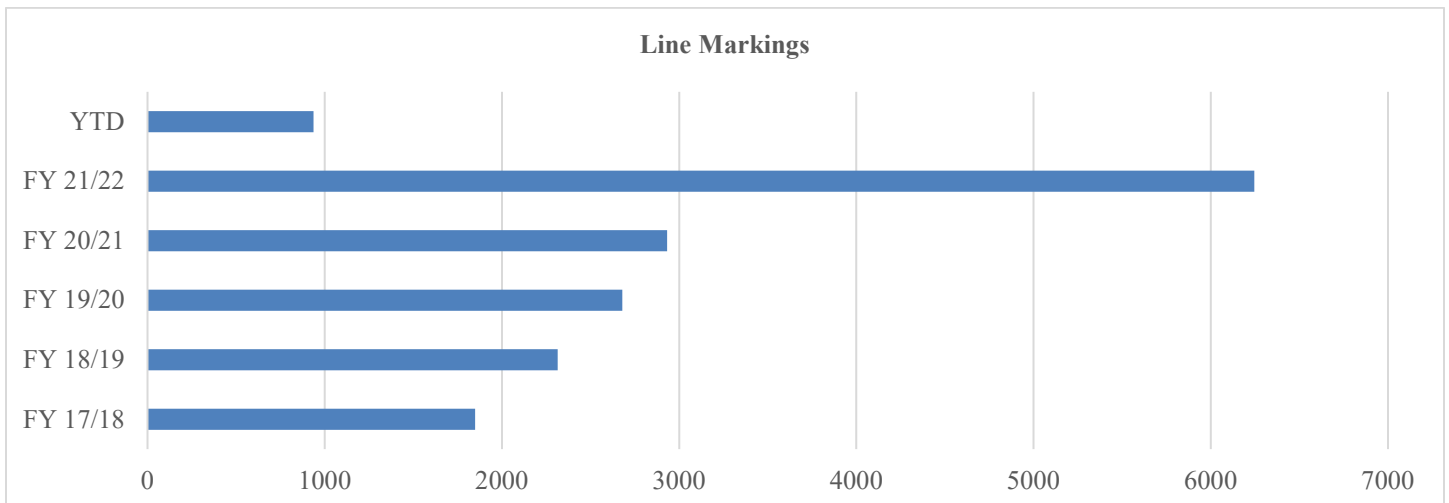
The City counts **187** commercial grinder stations, **2,797** residential grinder stations, and **28** major lift stations integrated into our system.



**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. **Wastewater personnel received 213% more line-marking in the 2021/2022 fiscal year than in the 2020/2021 fiscal year, largely due to new construction and utility boring activities.**

<b>Line Markings</b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>August 2022</u></b>	<b><u>YTD</u></b>
Tennessee 811	1849	2315	2680	2933	6245	503	936



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

<u>Lift Station Location</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Aug 2022</u>	<u>YTD</u>
Union Road	17	6	6	9	0		0	0
Summerlin	0	2	5	22	0		0	0
Settlers' Ridge	1	1	1	1	1		0	0
Cope's Crossing	15	7	8	6	9		1	1
Cambria	0	1	4	3	4		0	0
Belmont Lodge Apartments	n/a	n/a	n/a	n/a	0		0	0
Kensington Green	n/a	n/a	1	0	0		0	0
Meadowlark Townhomes	n/a	n/a	n/a	n/a	0		0	0
Meadowlark	6	4	2	1	1		0	1
Sage (aka Hester)	2	0	1	0	0		1	1
Loves Truck Stop	n/a	n/a	0	0	3		0	0
Highway 76 (aka Springfield)	0	1	1	0	0		0	0
Portland	4	1	0	1	0		0	0
North Palmers Chapel Vacuum Station	23	8	3	1	7		1	1
Villas at Honey Run	n/a	n/a	n/a	n/a	1		1	1
31W Apartments	n/a	n/a	n/a	n/a	0		0	0
Calista Apartments	n/a	n/a	n/a	n/a	0		0	0
Calista Vacuum Station	13	4	2	1	9		0	1
Concord Springs	n/a	n/a	0	0	2		0	0
Fields at Oakwood	n/a	n/a	n/a	2	2		0	0
Los Jalapenos	n/a	n/a	n/a	n/a	0		0	0
Mt. Vernon Apartments	n/a	n/a	n/a	n/a	0		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	0		0	0
Wilkinson Lane	4	1	3	1	3		0	0
Heritage High School	0	2	1	0	0		0	0
Legacy Farms	n/a	n/a	n/a	n/a	0		0	0
The Parks #1	n/a	n/a	0	0	0		0	0
Treatment Plant	6	4	6	3	0		0	0

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

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

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

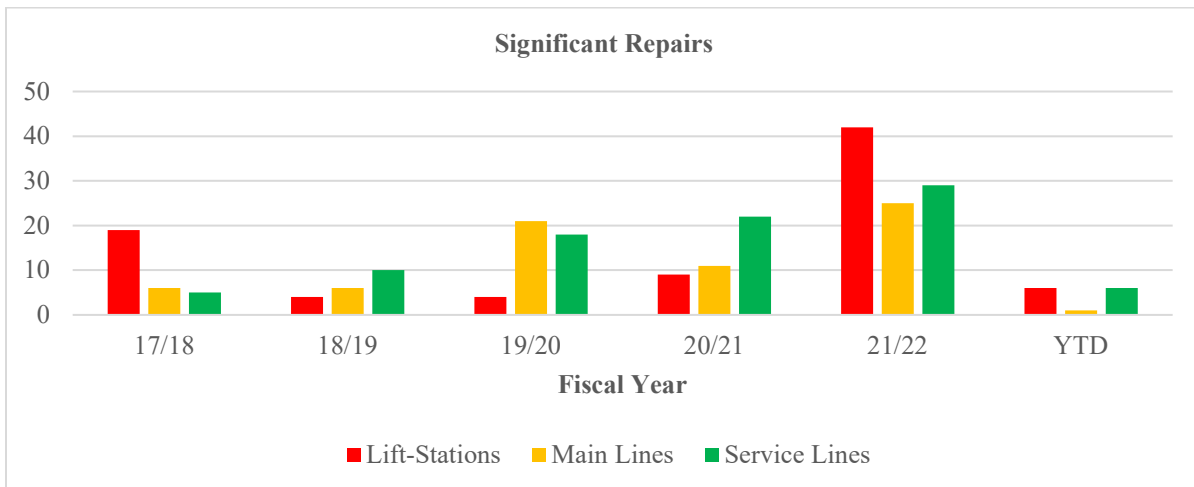
**Major Alarms:**

- Copes Crossing: On 08-14-2022, the station had a moisture switch alarm on pump-1. The pump was pulled and tested, and it was determined that the motor was wet. The pump has been sent to Wascon for repairs, and to further diagnose the cause of the issue.
- North Palmers: On 08-16-2022, North Palmers station went into a high-water alarm state. Upon investigation, it was discovered that the equalization line on pump-2 was clogged and an isolation valve had failed. The vacuum tank was pumped down, the valve and line repaired, and the station was returned to normal operation.
- Sage Road: On 08-24-2022, maintenance crews discovered a broken adapter on an Air Release Valve (ARV) on pump-2 in the Sage Road (Hester Drive) lift-station. The adapter was replaced, and the station was returned to normal operation.
- Villas at Honey Run: On 08-29-2022, the Variable Frequency Drive (VFD) on pump-1 tripped. Upon investigation, it was found that pump-1 had jammed. The VFD was reset, and the pump was reversed and cleared, and the station returned to normal operation.

**System Repair Goals:**

The goal is to minimize failures with the major lift stations and the mainline gravity, low-pressure and high-pressure force-mains, and the air-vacuum systems. Key personnel have been trained over the last 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.

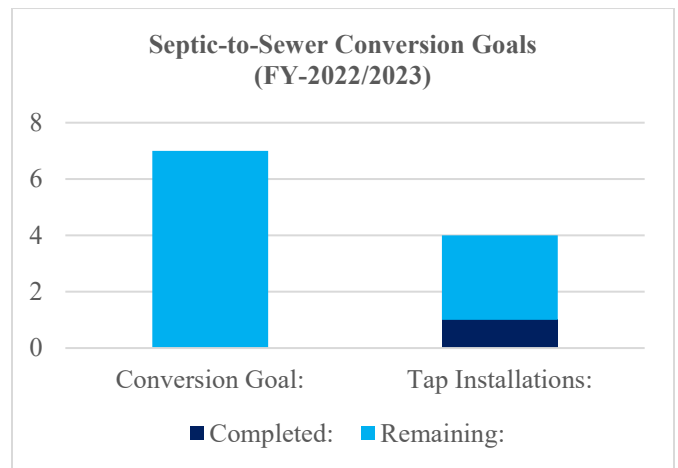
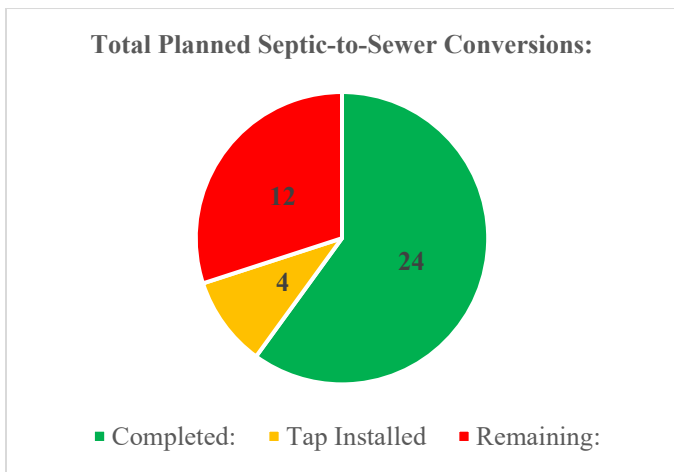
<b><u>Repairs</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>Aug 2022</u></b>	<b><u>YTD</u></b>
Major Lift Stations	19	4	4	9	42	4	6
Main Line	6	6	21	11	25	1	1
Service Line	5	10	18	22	29	3	6



Public Services Department - Wastewater Division  
Aug 2022

**Ongoing Projects:**

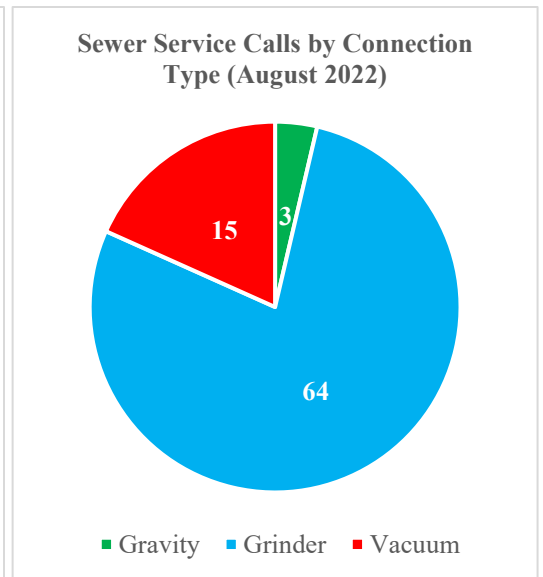
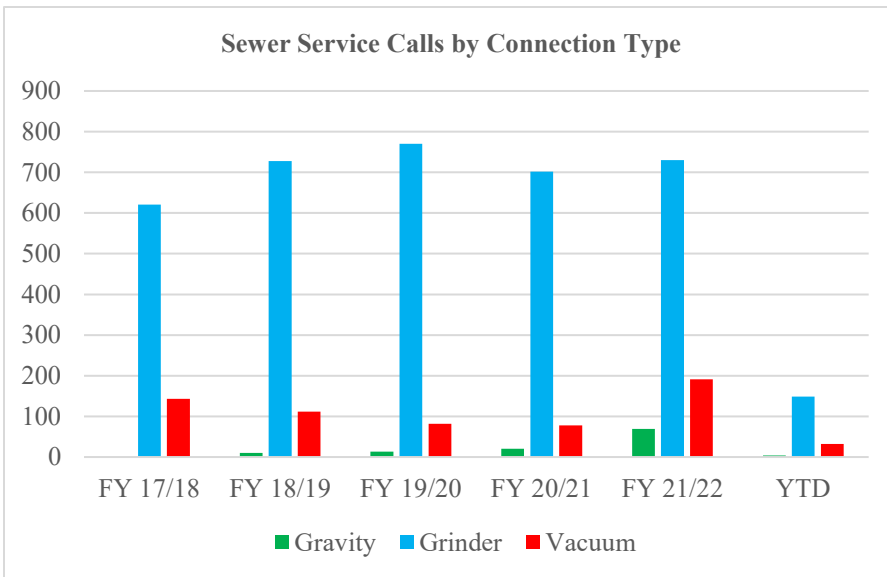
- 1. Settlers' Ridge:** In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.**
- 2. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. The first phase of the project has been bid out to Twin States, and consists of installing approximately 4,500 ft of 20" DR11 HDPE pipe, including a 490 ft bore under I-65, and running pipe from Hester Dr to the intersection of DeeCee CT and SCT Dr. **The majority of the Phase-1 pipe has been installed, and Twin States is currently preparing for the tie-ins at both ends. The bids for Phase-2 have been received, and Twin States will be awarded the contract for this phase as well.**
- 3. Calista Vacuum Station:** One of the new Mink vacuum pumps installed in 2019 has failed prematurely, and metal shavings have been discovered in the oil pan of the pump. We are sending it back to the manufacturer to discover the cause of the failure, and for a quote on repairs. The replacement cost for a new pump is approximately \$30,000. **One of the older model Busch pumps previously removed from the station has been retrofitted as a replacement until the Mink pump can either be repaired or replaced.**
- 4. Copes Crossing:** One of the submersible pump seals has failed, and the motor has gotten wet. This is the second time this pump has experienced this failure, and it has been sent back to the vendor for diagnostics and repairs to determine and correct the cause of the seal failure.
- 5. 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. Seven (7) conversion projects are planned for the 2022/2023 fiscal year. **A total of 24 projects have now been completed on the list of 40.**





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

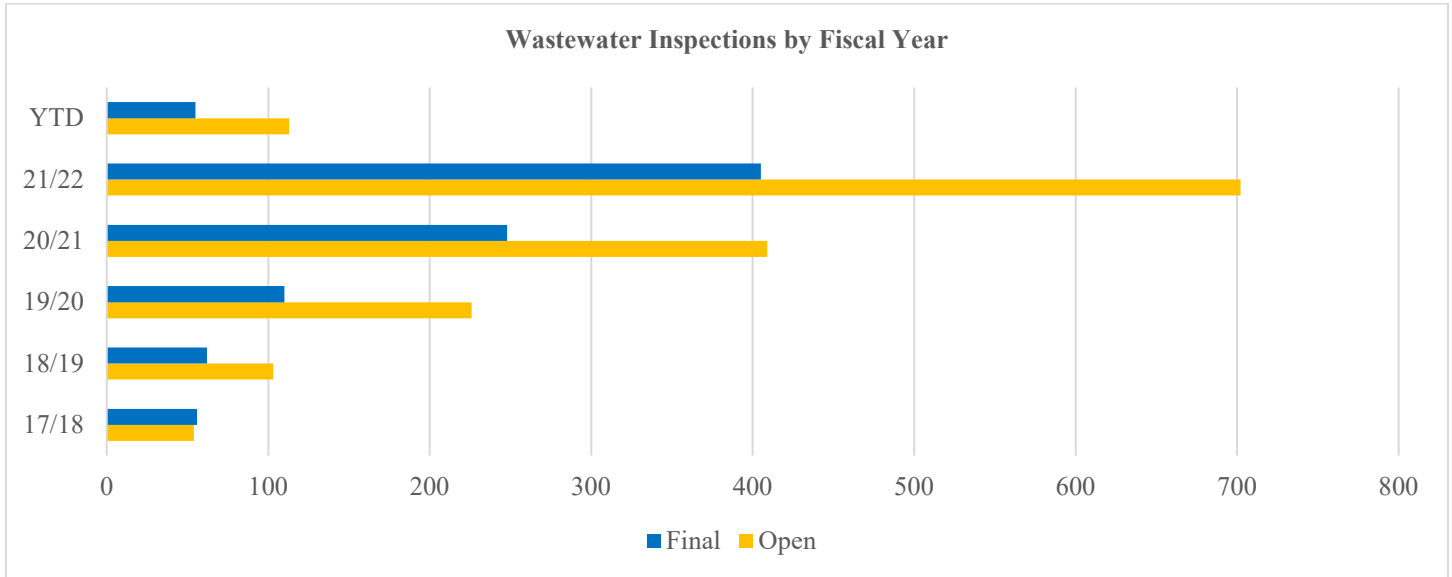
<u>Work Orders</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>Aug 2022</u>	<u>YTD</u>
<b>Vacuum System Service Request</b>	143	112	82	78	191	<b>15</b>	<b>32</b>
<b>Gravity Service Request</b>	0	10	13	20	69	<b>3</b>	<b>4</b>
<b>Low Pressure Service Request</b>	621	728	770	702	730	<b>64</b>	<b>149</b>
<b>Total Pumps Replaced</b>	401	361	449	492	472	<b>49</b>	<b>106</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	n/a	135	114	<b>0</b>	<b>6</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	n/a	129	<b>10</b>	<b>10</b>
<b>Grinder Tank PM Program</b>	63	358	267	219	117	<b>14</b>	<b>27</b>
<b>Open Trench Inspections</b>	54	103	226	409	702	<b>53</b>	<b>113</b>
<b>Final Inspection for New Service</b>	56	62	110	248	405	<b>23</b>	<b>55</b>
<b>Sanitary Sewer Overflow (SSO)</b>	1	3	49	19	28	<b>1</b>	<b>1</b>
<b>Odor Complaints</b>	28	43	43	35	22	<b>2</b>	<b>3</b>



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

**New Constructions and Inspections:**

Wastewater inspectors perform open-trench inspections for all sewer infrastructure installed within our Collections System, as well as final inspections on all new construction buildings. New constructions throughout the City, both commercial and residential, have drastically increased the frequency of both inspection activities. We have seen an approximate doubling in the number of inspections every year for the last 5 years.

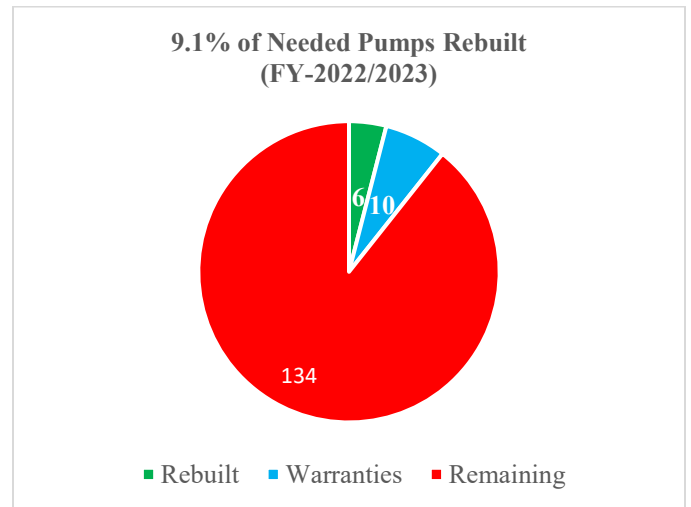


**Pump Rebuilds:**

The capital outlay budget was designed for a total purchase of 350 new E-One grinder pumps for the 2021/2022 Fiscal Year. However, 472 grinder pumps were needed to meet all the service call requests for the year, and supply-chain issues led to long delays in receiving new pumps that were on order. To supplement the amount of pumps on-hand, the department rebuilt 114 pumps throughout the year, in addition to 129 warranty-return pumps received. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period. The capital outlay budget for the 2022/2023 fiscal year was again designed for the purchase of approximately 350 new pumps, with an anticipated need for approximately 500 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps).

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

There was an abnormally high number of warranty-returns in the 2021/2022 fiscal year caused by a known manufacturing defect in the 2018/2019 E-One models that the manufacturer has since corrected.



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

**Treatment System Activities:**

**Wastewater Treatment Plant Goals:**

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

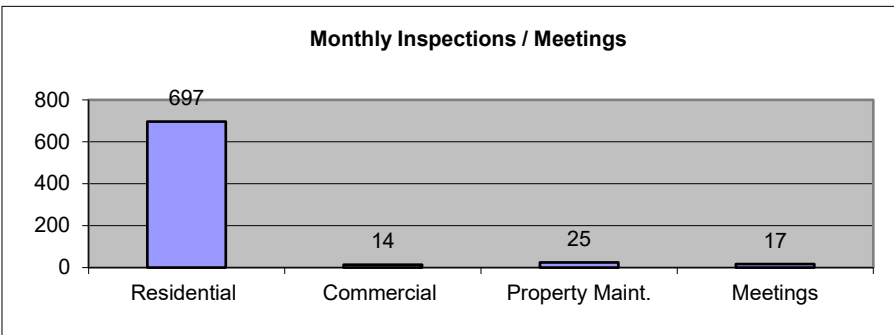
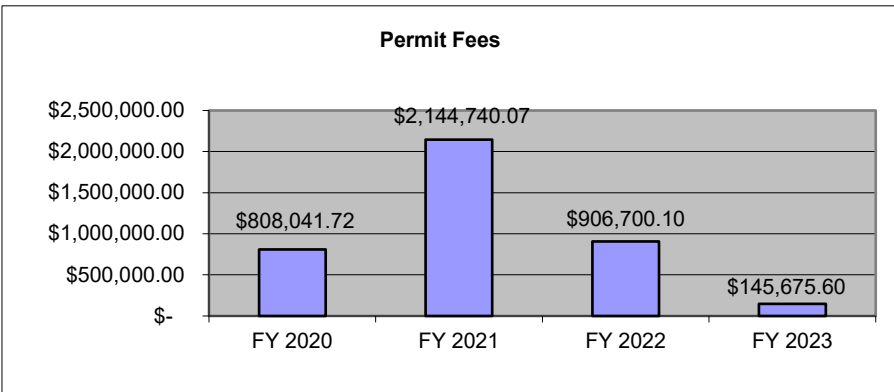
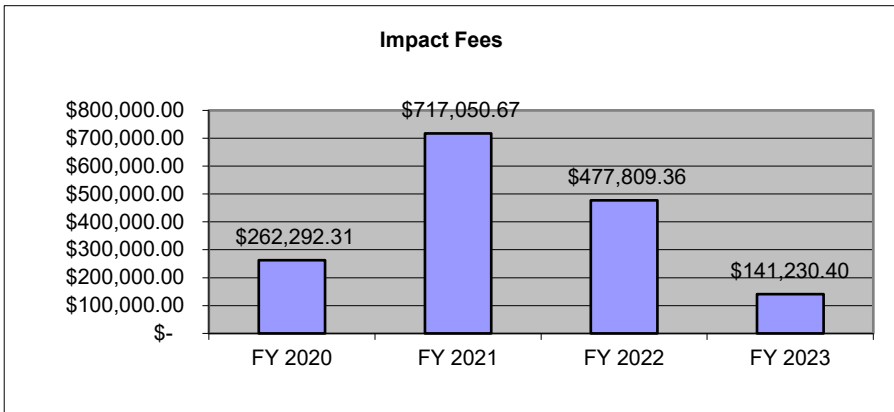
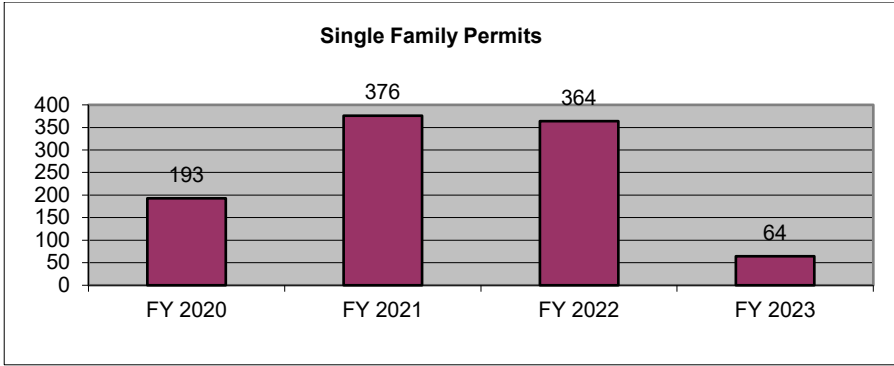
<b>Parameter</b>	<b>May - 22</b>	<b>Jun - 22</b>	<b>Jul - 22</b>	<b>Aug - 22</b>	
<b>Flow – To Creek</b>	0.668 MGD	0.595 MGD	0.538 MGD	0.661 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
<b>Total Flow Through Plant</b>	0.668 MGD	0.595 MGD	0.538 MGD	0.661 MGD	
<b>Capacity</b>	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
<b>% of Plant Throughput</b>	47.7%	42.5%	38.4%	47.2%	(0.661 MGD) / (1.400 MGD)
<b>Actual Capacity</b>	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.400 MGD x 80%)
<b>% of Allocated Capacity</b>	59.6%	53.1%	48.0%	59.0%	(0.661 MGD) / (1.120 MGD)
<b>Rainfall</b>	2.89”	2.39”	3.83”	5.67”	

	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>		<b>August 2022</b>	<b>YTD</b>
<b>Effluent Violations</b>	7	13	7	12	7	32		<b>1</b>	<b>2</b>

1. **Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.
2. **TDEC Order and Assessment:** On July 15<sup>th</sup>, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29<sup>th</sup>, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>, 2020.**
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 **1.95** parts per million (ppm). The average residual was **0.11** PPM with a max residual of **0.22** PPM. ***Last month the feed rate was 2.00 ppm.***

Our TDEC permit states in part that, “The concentration of the E. Coli group after disinfection shall not exceed **126 CFU’s** (colony forming units) per 100 ml.” Additionally, our **daily maximum** concentration limit is **941/1000ml**. Our E Coli testing for the month was an average of **27.5 CFU’s** which is well below the limit. ***Last month the average was 26.1 CFU.***

**Planning and Codes Department  
AUGUST 2022**



**Planning and Codes Department  
AUGUST 2022**

	Month	FY2023	FY2022	FY2021	FY2020
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	9	13	67	74	69
Construction Appeals	0	0	0	0	0
Zoning Appeals	1	1	5	4	5
Tech. Review/Study Session	0	0	5	2	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	39	64	340	376	193
Multi-Family Residential	0	0	0	22	13
Other Residential	9	15	89	83	91
New Commercial	1	3	7	6	6
New Industrial	0	0	0	2	0
Other Com/Ind	3	3	25	23	33
Sign	1	3	11	17	14
Occupancy Permits	27	40	319	400	212
<b>Kroger Expansion-510 Hwy 76</b>					
<b>White House Tobacco &amp; Vape-520 Hwy 76</b>					
<b>Scooters Coffee-2919 Hwy 31W</b>					
Other	3	10	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	697	1513	5452	2621	2858
Hours	348	552	1367	533	699
Commercial /Industrial	14	24	139	92	110
Hours	7	16	62.75	18	12.83
<b>CODE ENFORCEMENT</b>					
Total Cases	25	32	35	98	179
Hours	12.5	15.5	35.75	70.24	86.75
Complaints Received	20	27	55	41	116
<b>MEETINGS</b>					
Administration	7	16	117	72	58
Hours	7	16	127	70	38
Planning	9	17	127	53	76
Hours	9	16	96	50	70
Codes	1	1	8	11	28
Hours	1	1	10	9	37
<b>FEES</b>					
Permit Fees	\$81,863.40	\$ 145,675.60	\$ 906,700.10	#####	\$808,041.72
Board Review Fees	\$1,450.00	\$ 1,450.00	\$ 14,100.00	\$ 84,775.00	\$11,000.00
City Impact Fee	<b>\$51,233.40</b>	<b>\$ 141,230.40</b>	<b>\$ 477,809.36</b>	<b>\$ 717,050.67</b>	<b>\$262,292.31</b>
Roads	\$16,464.31	\$ 25,989.31	\$ 664,873.68	\$ 301,769.60	\$77,860.90
Parks	\$15,444.00	\$ 25,344.00	\$ 114,114.00	\$ 150,326.00	\$ 74,646.00
Police	\$11,644.27	\$ 2,240.67	\$ 125,535.54	\$ 191,431.41	\$ 59,096.30
Fire	\$7,680.82	\$ 14,671.62	\$ 76,498.26	\$ 79,900.66	\$ 36,749.61
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 28	\$ 7,105,196.81	\$7,074,276.17	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	19		17	16	15

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

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

- Contract executed this month.
- Have until August 2025 to complete this project so we will take our time while we build up enough funding
- Meanwhile we will continue to work on the land portion of the grant requirements and design and then submit plans to planning commission for review and approval

*Tennis Courts*

- Construction is ongoing
- Have 210 days to complete, which would come out to January 9<sup>th</sup>

*Rec Center*

- Bid opening was August 11<sup>th</sup>
- Low bid came from Romach Inc. at \$22,700,000.00
- Addendum for Splash Pad Maintenance Building came in at \$448,000.00
- Both approved at BMA in August
- Romach will soon be allowed to start making purchases
- Civic Center demolition ongoing

*Greenway Bridge Restoration*

- This involves repairing the small Greenway bridge along Tyree Springs that is slumping and needs repairs to its foundation



- Working with City Engineer since TDEC will need to be involved
- Anticipate this project lasting a while considering TDEC involvement

*Greenway Lighting*

- This involves adding lighting to the area where we normally have Trail of Treats on the Greenway
- Working with City Engineer to figure the best course of action

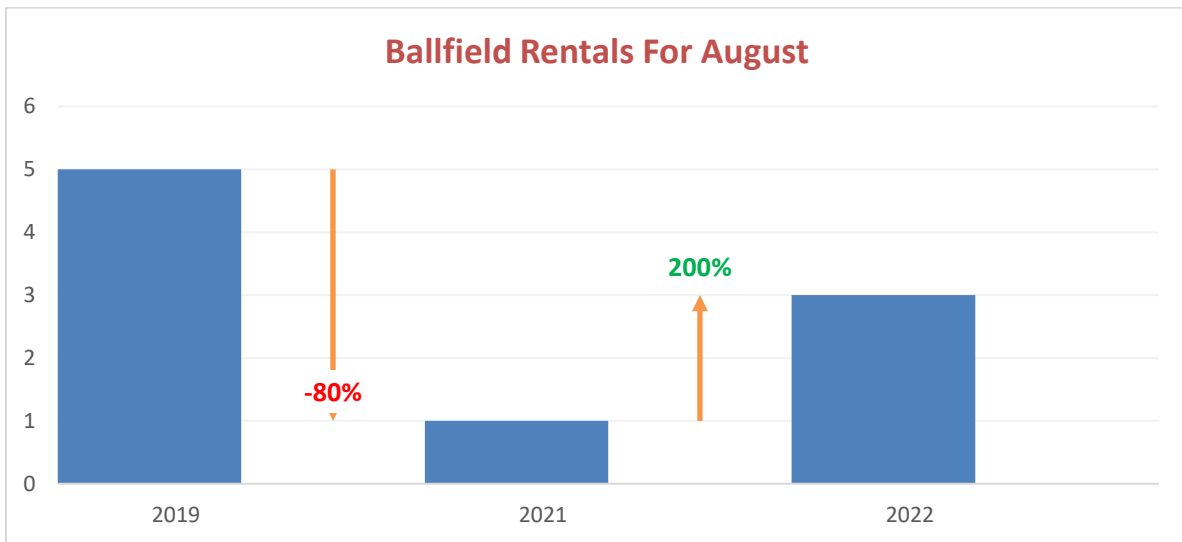
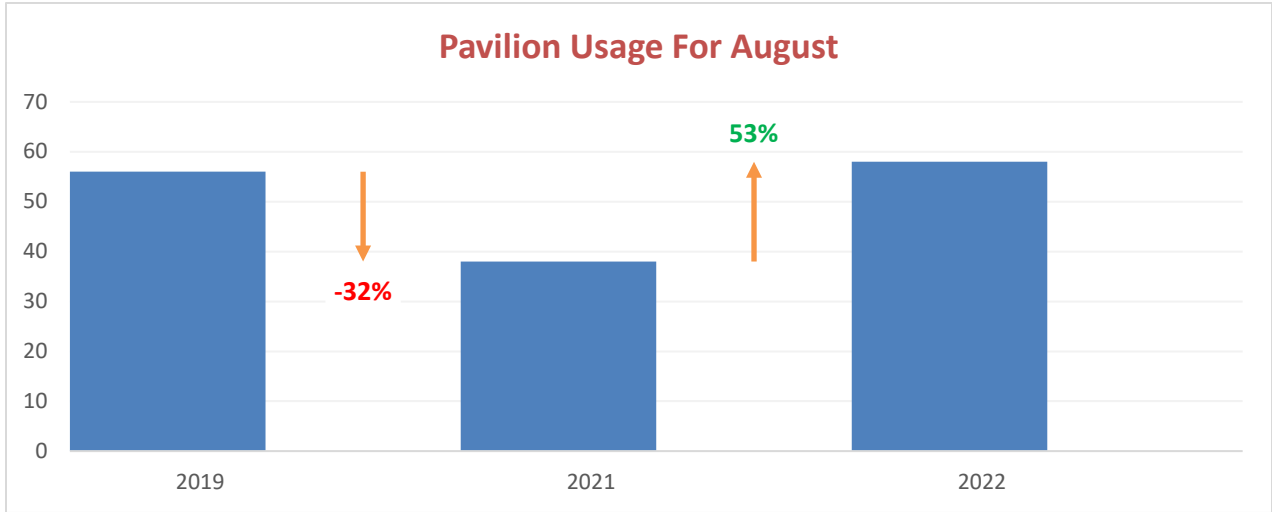
*Museum HVAC Replacement*

- This is to replace one of the HVAC units at the Museum that has been giving us trouble lately and needs to be replaced due to its age
- Currently collecting quotes

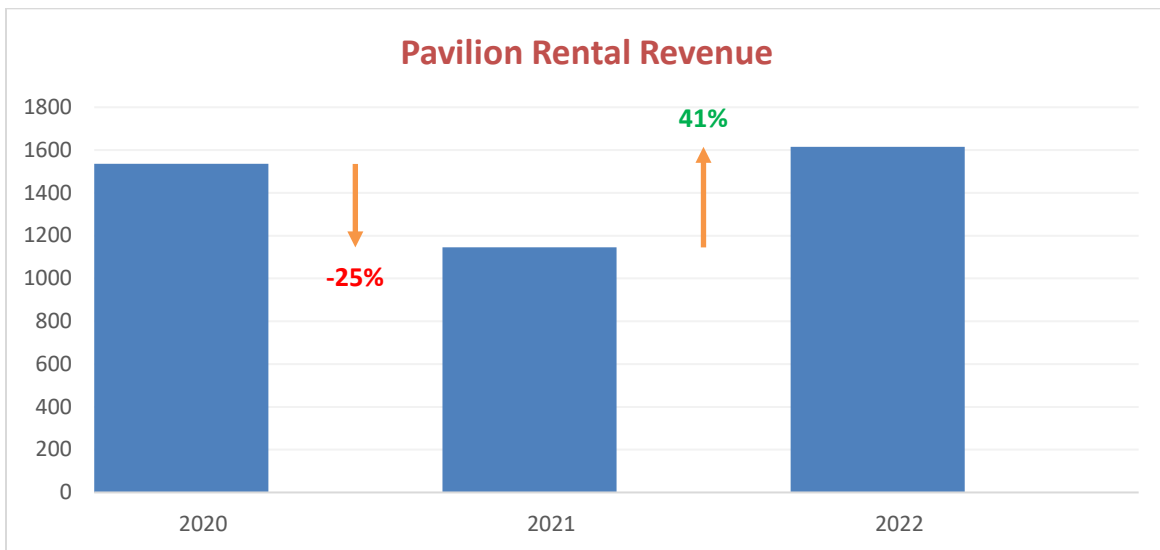
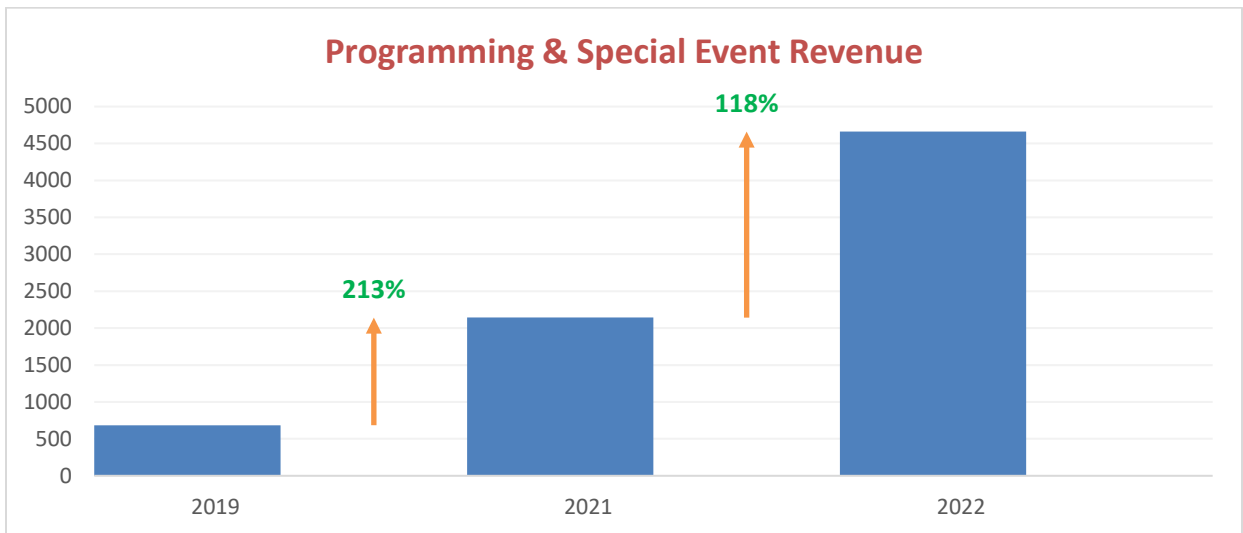
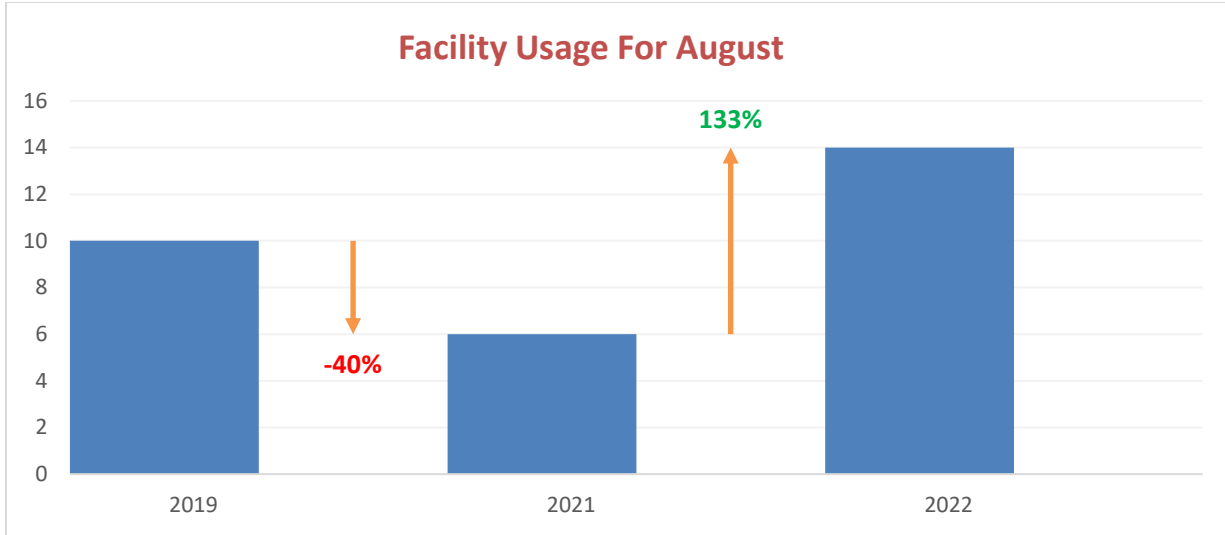
**Parks, Recreation, & Cultural Arts Department  
August 2022**

**List of upcoming projects yet to begin:**

- Tyler Parks Software*
- Cemetery Software*
- Splash Pad Maintenance Building*
- Museum Chimney Restoration*
- Playground Restoration*
- Field 5 Fencing*
- Maintenance Building Fencing*
- Cemetery Fencing*
- Utility Vehicle*
- Dog Park Parking lot paving/stripping*

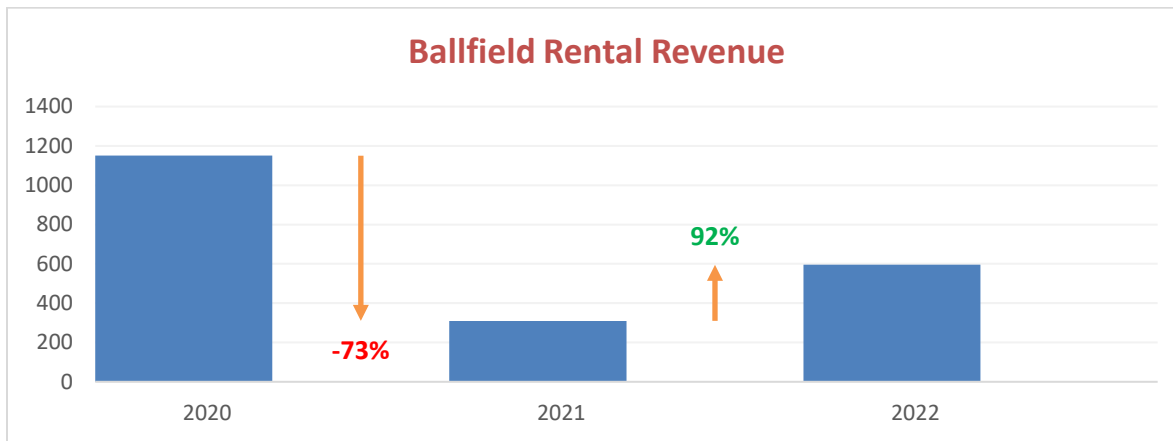
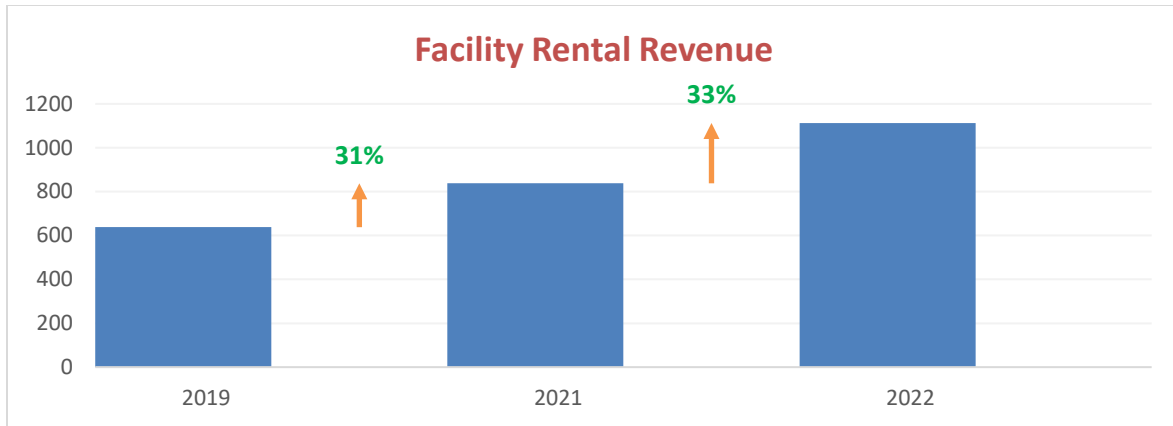


**Parks, Recreation, & Cultural Arts Department  
August 2022**





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



**Recreation**

*Special Events*

None

- Prepared marketing material for Trail of Treats
- First meeting for Christmas Parade

*Adult Athletics*

Men's basketball

- Final game: August 15<sup>th</sup>
  - Champions: Average joes



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

**Adult Softball**

- Registration opened July 25<sup>th</sup>
- Registration closed August 28<sup>th</sup>
  - 6 Free Agents
  - 5 Teams

*Youth Athletics*

**Girls Volleyball**

- Games started on August 20<sup>th</sup>
- Pictures completed on August 20<sup>th</sup>
- Games played on Tuesday, Thursday, Saturdays
- Season set to end by September 29<sup>th</sup>



**Fall Youth Baseball**

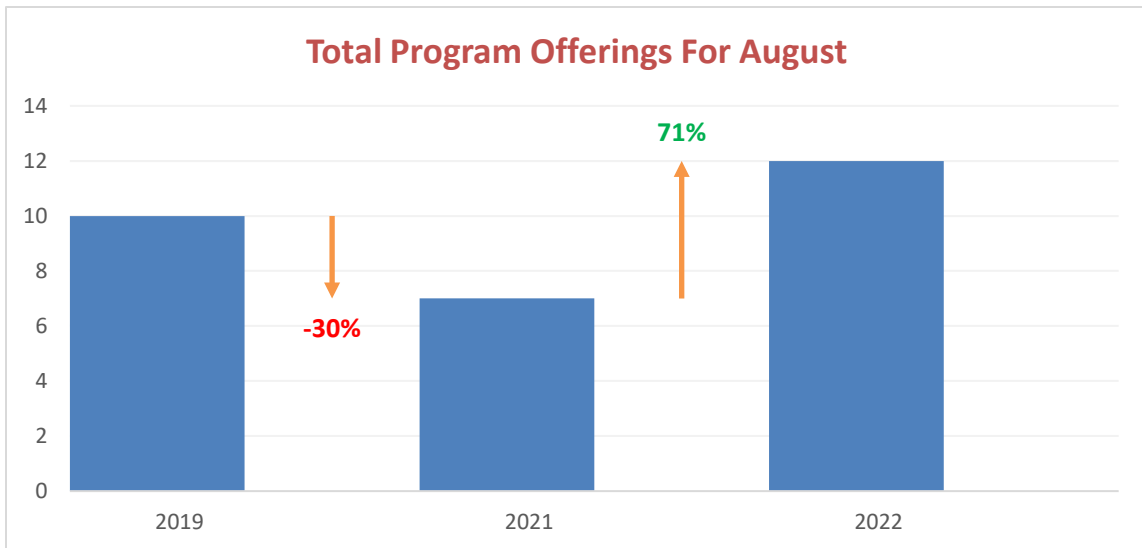
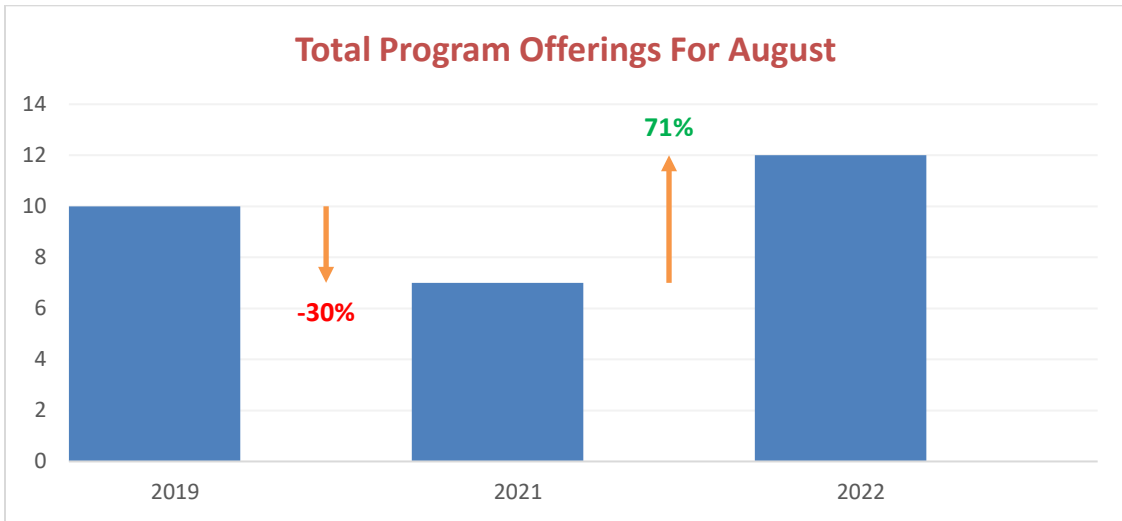
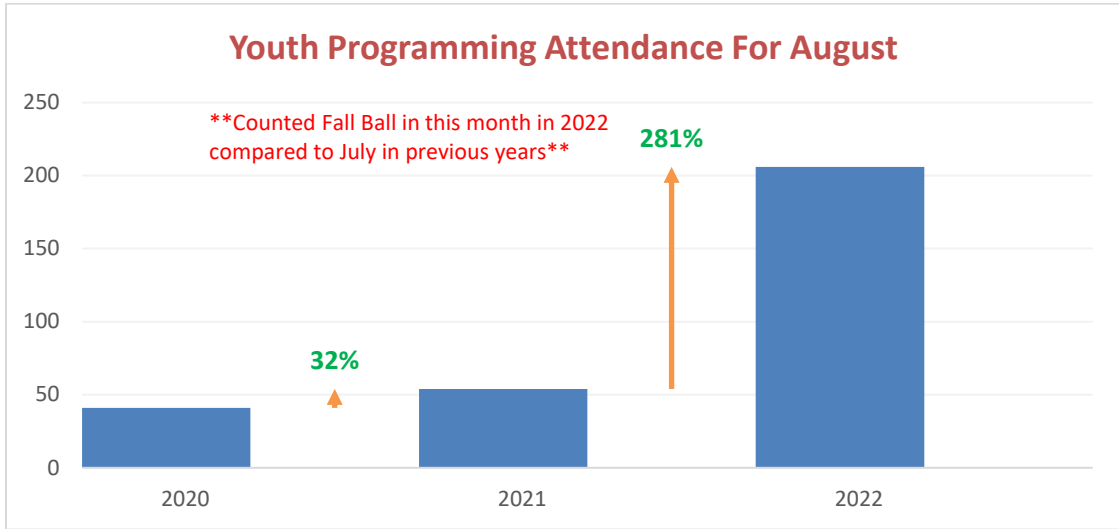
- Practices began August 1<sup>st</sup>
- Games began August 27<sup>th</sup>
- Games played on Tuesday, Thursday, Saturdays
- Season set to end October 1<sup>st</sup>



**Other**

- Published Parks Facebook page on August 29<sup>th</sup>

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



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

**Maintenance**

- We put down new playground mulch at the park and Northwoods



- We put down our last round of growth regulator on sports fields at the park and soccer
- We pressure washed features and floor surface at the Splash Pad



- Staff worked a couple tournaments...Warrior Bowl and the Fall Classic Soccer Tournament (pictured below)



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

- We painted all of the raised asphalt from tree roots along the Greenway



- We have been spot spraying Round Up in areas to help with weed eating

**Museum**

**Volunteers**

The Museum volunteers have been gearing up for the museum's annual event, The Gathering at the White House Inn, on September 10. We have been planning set up for each reenactor and contacting the participants. The volunteers have helped with organizing the museum workroom into the reclaimed storage cabinets and hanging reserved framed pictures on walls. The volunteers provided the Museum with 16.75 hours of service in August.

**Exhibits**

The museum's newest exhibit which celebrates the life of Mrs. Evelyn Palmer Guill debuted on August 1. This exhibit will be up until the end of the year. The rotating exhibit area continues to portray Hamilton's Fort and shows the type of items that those settlers would have used during that period in time.



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

**Social Media Promotion**

Posts have been made about the debut of Mrs. Evelyn Guill Exhibit as well as continued posts about artifacts in the museum.

Additional posts concerning the upcoming event, The Gathering at the White House Inn, were made during the last two weeks of the month and will continue up to event date.

**Donated Artifacts**

Lee Ann Chambers sent digital pictures of Cole & Garrett Funeral Home before any changes had been made. This picture is from the 1960s.



**Tours at Museum**

Tours were given to walk ins. City Finance team took a tour of the museum.

**Marketing**

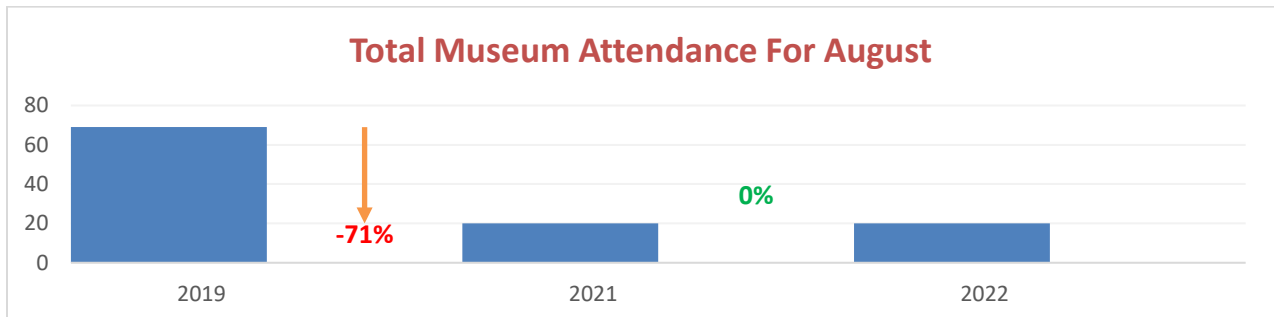
- Banners have been put up for The Gathering at the White House Inn Museum at the city park and soccer complex.
- Museum's posts about The Gathering have been shared on the City Administrator's Facebook page.
- The screens as well as the website have the information about The Gathering scrolling.
- The event is on the digital sign.

**Building Maintenance**

Purchased a new sink faucet for breakroom sink.  
Collected bid for new HVAC.

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

- August 4 – Ribbon Cutting for the mural on Fire Hall 1
- August 10 – Thrive Women's Luncheon
- August 11 – Ribbon Cutting at Acopia Home Loans
- August 12 – Movies Under the Stars Clean Up
- August 16 – Chamber Luncheon featuring Mike Keith
- August 17-19- Attended TCCE Annual Meeting with Chamber Team
- August 23 – Power hour at Moringa Tree
- August 24 – Picked up materials for Experience Robertson County
- August 27 – Music Under the Stars featuring Kruse Kontrol

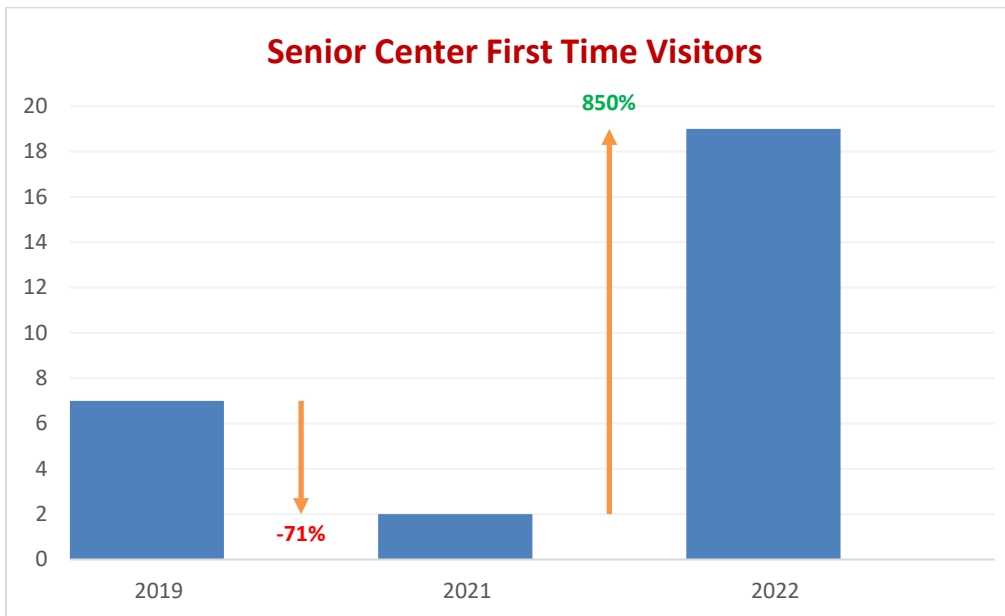
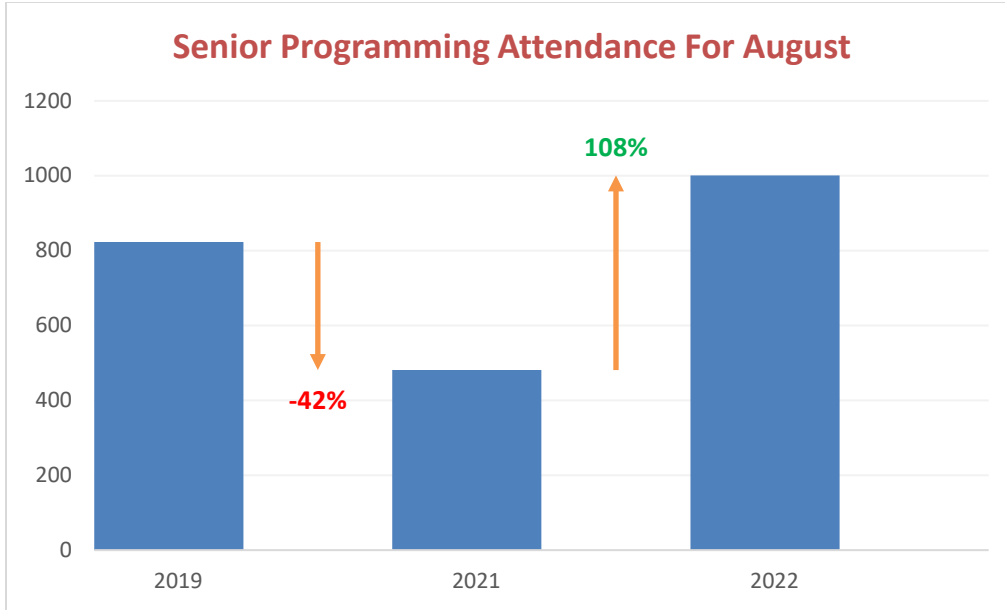


**Parks, Recreation, & Cultural Arts Department  
August 2022**

**Senior Center**

<b>Senior Center Participation - August 2022</b>			
<b><u>Outings/Events:</u></b>			
Birthday Lunch-Chef Market	8		
Bowling	4		
Crafts	6		
Line Dance	22		
White House Garden Club	32		
Bunco	5		
TN State Museum	11		
Movie-NCG	5		
Movie at the Center	3		
Casey & Cowboys Dance	65		
Bible Study	3		
Farmer Rummy	15		
<b>Total</b>	<b>183</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		100	
		88	
		57	
		96	
		114	
		<b>455</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Fittercise-Strength, Yoga	537		
Walk	197		
Bingo	51		
Cards, Games, Pool	97		
<b>TOTAL</b>	<b>882</b>		
<b>NEW MEMBERS</b>			
<b>FIRST TIME ATTENDEE</b>	<b>19</b>		
<b>TOTAL Sr Center Participants:</b>	<b>1413</b>	<b>Total</b>	<b>1520</b>

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





	FYE 2019	FYE 2020	FYE 2021	Aug 2019	Aug 2020	Aug 2021	Aug 2022	YTD 22-23
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**Facility Usage**

Special Use Permits Submitted	13	15	39
Pavilion 1 Usage	3	7	21
Pavilion 2 Usage	11	5	13
Pavilion 3 Usage	106	38	74
Splash Pad Pavilion Usage	177	106	99
Total Number of Pavilions Usage	297	156	207
Gymnasium Rentals	130	79	23
Amphitheater Usage	3	0	1
Total Number of Facility Rentals	196	89	30
Ballfield Rentals	7	45	146
Vistor Center Attendance	6	21	20
Vistors Who Also Toured Museum	14	84	70
Museum Attendance Only	85	668	115
Total Museum Attendance	99	752	189

3	8	1	2	4
3	1	1	3	5
0	1	1	3	4
10	9	4	17	32
43	27	33	35	91
56	38	39	58	132
10	0	6	11	27
0	0	0	3	6
10	0	6	14	33
4	25	10	25	41
5	0	1	3	6
2	2	4	5	12
67	7	16	15	54
69	9	20	20	66

**Programming**

Number of Youth Program Participants	679	578	417
Number of Adult Program Participants	240	76	100
Number of In-House Special Events Offered	8	7	9
Number of In-House Special Event Attendees	2987	2964	1077
Number of Rec Programs Offered	34	18	19
Number of Senior Center Memberships	319	1768	2000
Number of New Senior Center Memberships	16	16	0
Senior Center Participants	14,966	9594	4412
Senior Center First Time Visitors	32	59	36
Number of Senior Trips Offered	54	37	9
Number of Senior Trip Participants	896	613	81
Number of Senior Programs Offered	117	76	34
Number of Senior Program Participants	9,989	6798	1061
Number of Senior Meals Served	54	34	36
Number of Meals Participants	4052	2235	3277
Offsite Presentation Attendees	0	15	0
Total Number of Programs Offered			53

0	41	54	206	290
0	0	0	0	0
0	0	0	0	1
0	0	0	0	63
1	2	1	1	5
195	0	203	205	410
2	0	2	0	0
1,114	0	845	1,516	2572
7	0	2	19	33
5	0	2	5	10
61	0	12	60	112
9	0	6	11	20
823	0	481	1001	1644
4	0	4	5	9
242	0	352	455	816
	0	0	0	0
10	2	7	12	25

**Revenues**

Youth Programs	\$55,825.00	\$41,183.00	\$44,261.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$ 6,230.00
Special Events	\$ 4,355.00	\$ 2,009.00	\$ 3,495.00
Senior Meals	\$10,875.00	\$ 5,961.50	\$ 8,222.50
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$ 9,112.50
Facility Reservations	\$19,305.00	\$ 8,046.88	\$ 2,956.25
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$ 5,820.50
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20	\$ -
Misc	\$11,744.00	\$15,394.74	\$ 9,686.39

\$50.00	\$165.00	\$0.00	\$230.00	\$ 19,852.00
\$0.00	\$150.00	\$1,250.00	\$2,890.00	\$ 2,955.00
\$0.00	\$0.00	\$0.00	\$0.00	\$ 520.00
\$635.00	\$0.00	\$892.00	\$1,540.50	\$ 2,753.00
\$1,065.00	\$1,535.00	\$1,145.00	\$1,615.00	\$ 3,120.00
\$637.50	\$0.00	\$837.50	\$1,112.50	\$ 2,856.25
\$100.00	\$1,150.00	\$310.00	\$595.00	\$ 1,190.00
\$0.00	\$0.00	\$5,861.50	\$15,272.50	\$ 15,272.50
\$0.00	\$0.00	\$15,066.23	\$0.00	\$ 115.37

**Workflow**

Mowing Hours	1,554	2,601	2,195
Work Orders Received	N/A	8	9
Work Orders Completed	N/A	8	9
Number of Projects Started	27	40	39
Number of Projects Completed	18	35	32
Number of ballfield rainouts	NA	NA	NA
Bags of Field Dry Used	NA	NA	NA

318	405	400	265	484
3	1	3	3	5
3	1	3	2	4
4	2	0		0
4	3	2		0
NA	NA	NA	19	23
NA	NA	NA	0	0

## **White House Library August 2022**

### **Summary of Activities**

The library director met with the HR director and Public Service director to make sure the desired dimensions for the new garden space met ADA requirements. The size met regulations, but they made sure to point out that the cement could not be above the ground, but rather needed to be level with it. Now that the library director has that approved, she will start to work on getting quotes from different companies.

The library director did a presentation at the State Library and Archives on the unique items that the library checks out. Some of the items she discussed were: cake pans, board games, puzzles, seeds, outdoor items, and steam packs. The director also reviewed how well all of these items check out, how the library got funding for them, etc. The presentation went well with many participants asking questions. In addition, the library director gained a number of good ideas from the other presenters on items to possibly add in the future.

The library staff finished weeding the collection. A large number of items were deleted to make room for displays. By having open shelving, the staff will be better able to display and circulate items. The deleted items were put in the Friends of the Library bag book sale that happened on August 18. Patrons were able to fill a bag with items and only pay \$1. The sale was a success, however, not all of the items sold. The unsold items will be donated to another organization.

The library staff created a display of greeting cards that patrons could purchase. This is part of a fundraiser to help raise funds to purchase a free little library. The library would add the free little library to the garden space it is making outside the building.

On August 25, the library director attended a webinar on the state's justice bus, which is a bus that can travel across the state and provide free legal services. This bus can come to different events, including library events.

The library director attended a Christmas event discussion with a number of other city employees on August 30. The group decided that they would do Christmas activities right after the Christmas parade on Saturday, December 3<sup>rd</sup>. The library will need to stay open later than usual due to this program. The library will provide patrons the opportunity to take pictures with Santa.

The library director attended the regional library's statistic roundtable on August 30. At this roundtable, the group learned about changes to the Public Library Survey as well as ways to make reports using those statistics. This roundtable will help the director as she works on completing the survey.

### **Department Highlights**

The highlights for the month were the library director's presentation at the state library and archives, the success of weeding the building to make display areas, and the bag sale, which went really well.

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

**Official Service Area Populations**

2018	2019	2020	2021	2022
14,035	14,202	14,363	14,455	14,820

**Membership**

August	2018	2019	2020	2021	2022
<b>New Members</b>	130	97	106	100	134
<b>Updated Members</b>	320	334	390	403	327
Yearly Totals	2018	2019	2020	2021	2022
<b>Total Members</b>	7,073	8,376	9,496	7,027	6,871
<b>% of population with membership</b>	51	59	66	49	46

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library just did one to update our records, which is why there is a drop in users.

**Total Material Available:** 38,783

**Estimated Value of Total Materials:** \$969,575

**Total Materials Available Per Capita:** 2.61

**State Minimum Standard:** 2.00

**Last Month:** \$987,925

**Last Month:** 2.66

**Materials Added in August**

2018	2019	2020	2021	2022
262	214	395	228	443

**Yearly Material Added**

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	2,944

**Physical Items Checked Out in August**

2018	2019	2020	2021	2022
6,502	5,506	4,287	5,845	8,496

**Cumulative Physical Items Check Out**

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	54,501

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

**Miscellaneous item checkouts**

August	2018	2019	2020	2021	2022
<b>Technology Devices</b>	46	35	235	60	63
<b>Study Rooms</b>	78	114	55	38	78
<b>Games and Puzzles</b>	46	79	77	124	211
<b>Seeds</b>	2	9	17	12	71
<b>STEAM Packs</b>	*	16	0	14	26
<b>Cake Pans</b>	*	2	3	3	5

**Yearly Totals**

2018	2019	2020	2021	2022
644	137	381	725	498
1,082	253	305	395	476
743	222	955	1,263	1,352
586	112	302	878	788
148	61	25	160	166
6	1	28	21	35

**Library Services Usage**

August	2018	2019	2020	2021	2022
<b>Lego Table</b>	125	214	0	0	0
<b>Test Proctoring</b>	1	11	8	9	4
<b>Charging Station</b>	2	5	3	2	1
<b>Notary Services</b>	*	*	8	13	21
<b>Library Visits</b>	4,964	4,565	3,004	3,589	4,898
<b>Website Usage</b>	*	1,863	1,460	2,453	3,423
<b>Reference Questions</b>	8	5	7	2	1

**Yearly Totals**

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	50
90	19	47	45	12
*	16	88	144	99
52,565	55,728	30,007	38,913	32,990
2,517	16,935	17,977	27,907	22,039
59	77	60	73	26

Our library visits are very close to our pre-covid numbers. The library hopes that this number will continue to increase.

**Library Volunteers**

August	2018	2019	2020	2021	2022
<b>Library Volunteers</b>	10	9	6	5	8
<b>Volunteer Hours</b>	97	85	93	133.5	138

**Yearly Totals**

18-19	19-20	20-21	21-22	22-23
82	36	20	48	19
809	1,286	1,204	1,492.5	270

Since some clubs are requiring service hours again, the number of volunteer hours has gone up slightly, but we are not at pre-covid numbers.

**Computer Users**

August	2018	2019	2020	2021	2022
<b>Wireless</b>	757	643	315	328	512
<b>Adult Users</b>	467	362	238	230	254
<b>Kids Users</b>	178	181	1	121	210

**Yearly Computer Users**

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	3,096
4,642	1,103	2,138	2,235	1,787
2,088	556	427	957	2,192

## White House Public Library

August 2022

### Performance Measures

#### Universal Class Counts

August	
Sign ups	1
Courses started	11
Lessons viewed	96
Class Submissions	26

#### Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	11
52	16	53	39	34
661	194	1,771	1,008	522
445	105	800	515	224

#### Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	9	9	3	11	6
total Sign-ups	163	214	67	174	128

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	65
500 Mark	2	2	0	2	5
Completion	0	1	2	4	6

#### Face-to-face Kids Programs

August	2018	2019	2020	2021	2022
Programs	9	9	3	11	12
Attendees	163	214	67	174	267
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	96
Attendees	4,260	4,201	1,185	2,167	2,692

#### Virtual Kids Programs

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

#### Grab & Go Kits

August	2020	2021	2022
Kits	6	1	0
Taken	92	48	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

Our children's program attendance is exceeding pre-covid numbers.

#### Face-to-face Teen Programs

August	2018	2019	2020	2021	2022
Programs	6	4	0	0	0
Attendees	25	15	0	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

August	2020	2021	2022
Programs	0	0	0
Attendees	0	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

#### Combined Face-to-Face

August	2020	2021	2022
Programs	3	4	9
Attendees	14	23	55
Yearly	2020	2021	2022
Programs	11	43	67
Attendees	77	370	268

#### Virtual Teen & Tweens

August	2020	2021	2022
Videos	0	0	0
Views	0	0	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

#### Grab & Go

August	2020	2021	2022
Kits	0	0	0
Taken	0	0	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

The tween/teen sewing class has become so successful that the program had to be broken down into two different groups with two different meeting times in order to have enough machines and staff to work with the students.

#### Face-to-face Adult Programs

August	2018	2019	2020	2021	2022
Programs	15	16	4	7	6
Attendees	51	74	16	29	31
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	53
Attendees	1,009	1,343	214	351	262

#### Virtual

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

#### Device Advice

August	2019	2020	2021	2022
Sessions	*	0	18	21
Yearly	125	51	81	95
Passive				
July	*	*	0	2
Yearly	*	*	0	13

The library has added an adult creative writing class and a craft day. Both new programs are doing well and so the library is adding an adult sewing class and genealogy class in September.

#### Interlibrary Loan Services

August	2018	2019	2020	2021	2022
Borrowed	67	121	71	71	101
Loaned	434	47	34	18	28

#### Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	614
410	410	151	226	257

August	R.E.A.D.S
Adults	2,025
Juvenile	141

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	25,120
Juvenile	725	1,430	1,189	1,032	2,342

The READS statistics come from the state.

**CITY COURT REPORT**

August 2022

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$6,586.50
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$11,649.50</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$2,326.55
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$4,976.79</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$8,913.05</u>
<b>TOTAL REVENUE YTD</b>	<b>\$16,626.29</b>

**DISBURSEMENTS**

LITIGATION TAX	\$518.50
DOS/DOH FINES & FEES	\$869.25
DOS TITLE & REGISTRATION	\$370.50
RESTITUTION/REFUNDS	\$0.00
ON-LINE CC FEES	\$0.00
CREDIT CARD FEES	\$0.00
WORTHLESS CHECKS	\$0.00
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$1,758.25</u>
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$3,028.80</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$7,154.80</u>
<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$13,597.49</b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$1,223.12</u>
<b>DRUG FUND DONATIONS YTD</b>	<b>\$1,579.37</b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Careless Driving	1	\$132.50
Financial Responsibility Law	18	\$1,005.00
Registration Law	27	\$2,067.50
Improper Equipment	3	\$10.00
Texting/Hands Free Law	11	\$488.50
Codes Violation	1	\$0.00
DL Exhibited	1	\$10.00
Red Light	4	\$470.00
Animal Control		
Stop Sign	3	\$115.00
Speeding	18	\$1,522.50
Seat Belt-Child Restraint	4	\$175.00
Failure To Yield		
Exercise Due Care	5	\$317.50
Following Too Close		
Total	96	\$6,313.50