



CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Meeting

Agenda  
October 20, 2022

7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the September 15<sup>th</sup> Board of Mayor and Aldermen meeting
7. Welcome Visitors
8. Proclamation/Service Award
9. Public Hearings
  - a. None
10. Communication from Mayor, Aldermen, City Attorney, and City Administrator
11. Acknowledge Reports
  - A. General Government
  - B. Finance
  - C. Human Resources
  - D. Police
  - E. Fire
  - F. Public Services
  - G. Planning & Codes
  - H. Parks & Recreation
  - I. Library/Museum
  - J. Municipal Court
12. Consideration of the Following Resolutions:
  - a. None
13. Consideration of the Following Ordinances:
  - a. **Ordinance 22-14:** An ordinance the Municipal Code Title 2, Chapter 2 Library Board, Section 2-210 Schedule of fines, services, and damages. *First Reading*.
14. Purchasing:
  - a. To approve or reject the purchase of a 2023 Ford F-250 truck in the amount of \$46,423 from Lonnie Cobb Ford on the Statewide Contract #209/75347. The Fire Chief recommends approval.
  - b. To approve or reject an agreement with CSR Engineering for Engineering Services in the total amount of \$222,900 for the TDOT PIN# 132415.00 Pedestrian Safety Improvements at US31W and SR258 project. The final approval for the agreement will be contingent on TDOT's approval. The City Administrator recommends approval.

- c. To approve or reject City Administrator Gerald Herman to sign an extension for the solid waste collection services agreement with GFL Environmental until June 30, 2023. The Public Services Director recommends approval.

15. Other Business:

- a. To approve or reject City Administrator Gerald Herman to enter into an Interlocal Agreement for the Employment of a Public Management Fellow between The University of Tennessee through its Municipal Technical Advisory Service (MTAS) and the following State of Tennessee municipalities: Brentwood, Goodlettsville, Springfield, and White House.

16. Discussion Items:

- a. None

17. Other Information:

- a. None

18. Adjournment:

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Meeting  
Minutes  
September 15, 2022  
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by Community Pastor

Prayer was led by Pastor Dillon of Stone Chapel Church.

3. Pledge by Aldermen

The Pledge to the American Flag was led by Mayor Bibb.

4. Roll Call

Mayor Bibb – Present; Ald. Hutson – Present; Ald. Decker - Present; Ald. Corbitt – Present; Ald. Payne - Present; **Quorum – Present.**

5. Adoption of the Agenda

Motion was made by Ald. Decker, second by Ald. Corbitt to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

6. Approval of Minutes of the August 18<sup>th</sup> Board of Mayor and Aldermen meeting

Motion was made by Ald. Hutson, second by Ald. Payne to approve the minutes. A voice vote was called for with all members voting aye. **The August 18<sup>th</sup> Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Bibb welcomed all visitors.

8. Public Hearings

- a. **Ordinance 22-13:** An ordinance amending the Zoning Ordinance, Article V, Section 5.053.2, C-2 General Commercial.

No one spoke for or against.

9. Communication from Mayor, Aldermen, City Attorney, and City Administrator

City Administrator Gerald Herman mentioned that the old City Hall building is expected to be deconstructed in sections over the next several weeks.

City Administrator Gerald Herman stated that the tennis courts project has moved along faster than expected over the past month. Mr. Herman showed drone footage captured by Parks Director Kevin Whittaker of the area. Mr. Herman continued that the contractor is planning to pour concrete very early morning next Tuesday and Wednesday mornings. Mr. Herman discussed that the residents in the area have been notified by the Parks Department and will also notify the public through the City's app and social media beginning tomorrow.

City Administrator Gerald Herman announced that he will be speaking to over 100 people at the White House Chamber of Commerce luncheon on Tuesday, September 20<sup>th</sup>. Mr. Herman continued that staff helped him create a presentation that he is excited to share with the public. Mr. Herman mentioned that Peter Stratton has prepared a video of the community that will also be shown at end of the presentation.

Ald. Corbitt inquired about the status of the McCurdy/Sage Turn Lane project. City Administrator Gerald Herman stated that the bond company is looking for general contractors to handle several of Charles Deweese projects impacted by their bankruptcy. Mr. Herman mentioned that hopes the project will be completed before the winter months, so the weather does not delay the paving. Mr. Herman continued that the City has fixed a water line to First Baptist Church that was left exposed and recently busted.

#### 10. Acknowledge Reports

- |                       |                       |                    |
|-----------------------|-----------------------|--------------------|
| A. General Government | E. Fire               | I. Library/Museum  |
| B. Finance            | F. Public Services    | J. Municipal Court |
| C. Human Resources    | G. Planning & Codes   |                    |
| D. Police             | H. Parks & Recreation |                    |

Motion was made by Ald. Hutson, second by Ald. Decker to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Motion passed.**

#### 11. Consideration of the Following Resolutions:

- a. **Resolution 22-09:** A resolution approving certain amendments and revisions to the personnel manual.

Motion was made by Ald. Decker, second by Ald. Payne to approve. A voice vote was called for with all members voting aye. **Resolution 22-09 was approved.**

- b. **Resolution 22-10:** A resolution approving participation in the James L. Richardson "Driver Safety" Matching Grant Program.

Motion was made by Ald. Decker, second by Ald. Corbitt to approve. A voice vote was called for with all members voting aye. **Resolution 22-10 was approved.**

- c. **Resolution 22-11:** A resolution establishing a schedule of fees for the rental of the Donald L. Eden Community Room.

Motion was made by Ald. Hutson, second by Ald. Payne to approve with adding an Out of City Resident Fee of \$150/hr. A voice vote was called for with all members voting aye. **Resolution 22-11 was approved with amendment.**

- d. **Resolution 22-12:** A resolution to delegate to the Robertson County Emergency Communications E-911 District the authority to number streets within the municipal jurisdiction of White House, Tennessee.

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 22-12 was approved.**



12. Consideration of the Following Ordinances:

- a. **Ordinance 22-13:** An ordinance amending the Zoning Ordinance, Article V, Section 5.053.2, C-2 General Commercial. *Second Reading*.

Motion was made by Ald. Decker, second by Ald. Payne to approve. Motion was made by Ald. Hutson, second by Decker to change wording to say, "Animal boarding and daycare." A roll call vote was requested by Mayor Bibb: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Ald. Payne – aye; Mayor Bibb - aye. Motion was approved. **Ordinance 22-13 with amendment was approved on Second Reading.**

13. Purchasing:

- a. To approve or reject the Memorandum of Understanding with Robertson County to purchase Motorola Emergency Communications Equipment in the amount of \$319,561.23. The Fire and Police Chiefs recommend approval.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Motion passed.**

14. Other Business:

- a. To approve or reject City Administrator Gerald Herman to enter into an Interlocal Agreement for the Employment of a Public Management Fellow between The University of Tennessee through its Municipal Technical Advisory Service (MTAS) and the following State of Tennessee municipalities: Brentwood, Goodlettsville, Springfield, and White House.

Tabled at the request of City Administrator Gerald Herman until next Board of Mayor and Aldermen meeting due to draft contract not finalized.

- b. Board Appointment

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Motion passed.**

15. Discussion Items:

- a. None

16. Other Information:

- a. None

17. Adjournment:

Meeting was adjourned at 7:26 pm.

ATTEST:

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Farris H. Bibb, Jr., Mayor

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Derek Watson, City Recorder

# REPORTS....

**Administrative & Legislative Services Department  
September 2022**

**Administration**

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

- September 1:
  - Leisure Services Board
- September 6:
  - Staff Plan Reviews
- September 7:
  - Scooters Ribbon Cutting
- September 8:
  - Library Board Meeting
- September 12:
  - Stormwater Advisory Board Meeting
  - Planning Commission Study Session
  - Planning Commission
- September 13:
  - Goodall Homes Lunch and Learn
- September 14:
  - Mayor Update Meeting
- September 15:
  - Coffee With a Cop (White House Chamber Event)
  - Ribbon Cutting for Spunky Monkey
  - Board of Mayor and Alderman Meeting
- September 19:
  - Department Head Staff Meeting
- September 20:
  - Chamber Luncheon
  - Board of Zoning Appeals
- September 21:
  - RTA Board Meeting
  - Pre- Bid Meeting for intersection traffic control battery backups
  - GNRC Transportation Policy Board
  - Economic Development Team Meeting
- September 22:
  - White House Progress Meeting
  - Robertson County Joint Economic Meeting
- September 26:
  - Christmas on Main Street Meeting #2
  - Southern Force Main Phase 3 Discussion
  - Mayor Update Meeting
- September 28:
  - 2022 GNRC Annual Partnership Luncheon and Business Meeting
- September 29:
  - Board/Volunteer Reception

# Administrative & Legislative Services Department

September 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.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$26,329,432	\$16,021,020	↑35.81
Industrial Development	\$86,000	\$7,289	↓16.55
State Street Aid	\$495,000	\$306,630	↑36.91
Parks Sales Tax	\$2,526,000	\$1,774,542	↑45.22
Solid Waste	\$1,356,081	\$465,970	↑9.33
Parks Impact Fees	\$55,744	\$11,919	↓3.64
Police Impact Fees	\$25,098	\$0	↓25.03
Fire Impact Fees	\$116,554	\$0	↓25.03
Road Impact Fees	\$33,909	\$0	↓25.03
Police Drug Fund	\$4,500	\$0	↓25.03
Debt Services	\$1,236,600	\$3,298	↓24.76
Wastewater	\$20,265,581	\$13,298,944	↑40.59
Dental Care	\$74,500	\$19,222	↑0.77
Stormwater Fund	\$1,972,599	\$266,133	↓11.53
Cemetery Fund	\$90,565	\$23,877	↑1.33

\*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

	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	313	325	261	269	346	362
August	166	132	128	106	151	166
September	104	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>583</b>	<b>1,506</b>	<b>1,355</b>	<b>1,199</b>	<b>1,595</b>	<b>1,813</b>

Purchase Orders by Dollars	Sept 2022	FY 2023	FY 2022	FY 2021	Total for FY23	Total for FY22	Total for FY21
Purchase Orders \$0-\$9,999	96	549	1,442	1281	\$784,061.12	\$1,640,827.83	\$1,482,989.65
Purchase Orders \$10,000-\$24,999	5	13	24	29	\$207,498.01	\$404,406.65	\$417,161.17
Purchase Orders over \$25,000	3	20	40	45	\$27,864,564.71	\$11,687,700.37	\$11,050,535.17
<b>Total</b>	<b>104</b>	<b>583</b>	<b>1,506</b>	<b>1355</b>	<b>\$28,856,123.84</b>	<b>\$13,732,934.80</b>	<b>\$12,367,741.04</b>

**Administrative & Legislative Services Department  
September 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.

	<b>2022-2023 Update Requests</b>	<b>2021-2022 Update Requests</b>	<b>2020-2021 Update Requests</b>	<b>2019-2020 Update Requests</b>	<b>2018-2019 Update Requests</b>	<b>2022-2023 Page Visits</b>	<b>2021-2022 Page Visits</b>	<b>2020-2021 Page Visits</b>	<b>2019-2020 Page Visits</b>	<b>2018-2019 Page Visits</b>
July	52	54	15	152	61	31,946	32,401	11,536	1,164,517	1,080,668
Aug.	63	66	20	126	133	31,340	25,635	9,145	752,932	835,519
Sept.	65	48	17	43	22	27,594	24,833	8,335	679,248	214,406
Oct.		52	10	78	86		23,816	8,390	386,735	864,091
Nov.		63	174	56	40		23,022	7,587	695,971	812,527
Dec.		39	13	156	82		22,904	17,483	847,724	1,055,111
Jan.		56	108	67	68		26,942	17,123	720,531	934,562
Feb.		52	135	22	40		23,253	19,796	N/A	762,985
March		57	39	85	61		30,026	22,930	N/A	879,671
April		68	101	43	56		31,127	20,881	N/A	820,505
May		54	38	27	29		31,335	23,514	5,998	946,897
June		674	214	48	123		34,600	30,909	10,251	901,328
<b>Total</b>	<b>180</b>	<b>609</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>90,880</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**

	<b>FY 23 New Downloads</b>	<b>FY22 New Downloads</b>	<b>FY21 New Downloads</b>	<b>FY20 New Downloads</b>
July	8	8	45	19
Aug.	13	9	44	21
Sept.	9	13	19	21
Oct.		6	40	12
Nov.		6	29	13
Dec.		10	10	15
Jan.		18	11	23
Feb.		9	20	70
March		14	11	69
April		11	7	41
May		10	11	29
June		10	11	36
<b>Total</b>	<b>30</b>	<b>124</b>	<b>258</b>	<b>369</b>

	<b>FY23 # of Request</b>	<b>FY22 # of Request</b>	<b>FY21 # of Request</b>	<b>FY20 # of Request</b>
July	50	38	20	36
Aug.	43	54	27	39
Sept.	40	46	16	18
Oct.		64	15	40
Nov.		19	20	27
Dec.		42	27	20
Jan.		41	18	24
Feb.		41	72	41
March		38	36	34
April		26	26	35
May		39	48	26
June		47	58	28
<b>FY Total</b>	<b>133</b>	<b>495</b>	<b>383</b>	<b>356</b>

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

**Administrative & Legislative Services Department  
September 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>	21	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>58</b>	<b>164</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
September 2022**

**Finance Section**

During September 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:

September 1: Finance group 1 tour of City facilities and new developments

September 8: TDEC ARPA Non-Competitive Grant Planning and Submission

September 12: Stormwater Advisory Board Meeting

September 20: Chamber Luncheon

September 22: TDEC ARPA Non-Competitive Grant Planning and Revisions

September 26: DataProse DPAuto bill printing portal training

September 27: Finance Staff Meeting

September 28-29: Sumner County Tax Freeze Applications

**Performance Measures**

**Utility Billing**

	September 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
New Builds (#)	32	84	284	357	171	62
Move Ins (#)	85	252	977	737	642	534
Move Outs (#)	70	234	898	743	602	534
New customer signup via email (#)	32	104	410	300	127	104
New customer signup via email (%)	27%	31%	33%	27%	15%	17%

**Business License Activity**

	September 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
Opened	13	32	92	76	69	75
Closed (notified by business)	0	2	7	6	10	9

**Accounts Payable**

	September 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
Total # of Invoices Processed	389	1005	4254	4079	4003	3940

**Finance Department  
September 2022**

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

	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	11,933,868	3,580,160	3,810,582	32%
Cemetery Fund	69,355	20,807	264,792	382%
Debt Services	1,112,015	333,605	1,143,580	103%
Dental Care Fund	38,650	11,595	182,375	487%
Roads Impact Fees	59,190	17,757	299,029	505%
Parks Impact Fees	61,429	18,429	434,956	708%
Police Impact Fees	43,930	13,179	391,512	891%
Fire Impact Fees	28,875	8,663	259,177	898%
Industrial Development	120,145	36,044	138,313	115%
Parks Sales Tax	1,207,310	362,193	1,150,094	95%
Police Drug Fund	5,050	1,515	24,983	772%
Solid Waste	1,146,400	343,920	612,139	53%
State Street Aid	467,832	140,350	344,229	74%
Stormwater Fund	1,036,000	310,800	1,280,310	124%
Wastewater	5,011,600	1,503,480	6,560,774	131%

*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.

	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (†) or Under (‡) (Anticipated revenues realized by this point in the year)
	11,933,868	1,809,253	↓ 9.84%
	69,355	11,174	↓ 8.89%
	1,112,015	286,022	↑ 0.72%
	38,650	10,285	↑ 1.61%
	59,190	50,438	↑ 60.21%
	61,429	43,166	↑ 45.27%
	43,930	37,258	↑ 59.81%
	28,875	24,583	↑ 60.14%
	120,145	64,535	↑ 28.71%
	1,207,310	255,312	↓ 3.85%
	5,050	2,177	↑ 18.11%
	1,146,400	290,533	↑ 0.34%
	467,832	118,923	↑ 0.42%
	1,036,000	262,367	↑ 0.32%
	5,011,600	1,644,077	↑ 7.81%

\*Realized amounts reflect revenues realized from July 1, 2022—September 30, 2022



**Human Resources Department  
September 2022**

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

- September 06: New Hire Orientation for Police Officer  
Chamber of Commerce Board Meeting
- September 07: Chamber of Commerce Ribbon Cutting for Scooter's Coffee  
Interview for Public Works Maintenance Worker  
Interview for Wastewater Inspector  
Interview for Wastewater Tech I
- September 13: Interview for Youth Services Librarian
- September 14: Interview for Youth Services Librarian
- September 15: Chamber of Commerce Ribbon Cutting for The Spunky Monkey  
Board of Mayor and Alderman Meeting
- September 17: Firefighter Testing
- September 20: Police Officer Oral Board  
Chamber of Commerce Luncheon - Gerald Herman
- September 26: New Hire Orientation for Wastewater Inspector
- September 29: Board and Volunteer Reception

**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	1	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>2</b>	<b>4</b>	<b>9</b>	<b>8</b>

Three-year average: 8.5

**Human Resources Department  
September 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	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	1	2	0	2
October		0	0	3
November		0	1	2
December		1	2	1

Current year

	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>3</b>	<b>19</b>	<b>12</b>	<b>18</b>
<b>Percentage</b>	<b>2.91%</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	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  
September 2022**

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in September:** White House Rotary Club Meeting (Sept. 1, 8, 15, 22 & 29), Planning Commission Meeting (Sept. 12), Coffee with a Cop (Sept. 15), WHPD Command Staff Meeting (Sept. 15), Board of Mayor & Alderman Meeting (Sept. 15), Department Head Meeting (Sept. 19) and WH Chamber Luncheon (Sept. 20).

➤ **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 85 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
September	0	236	22	258
Total	75.5	1,168.4	82	1,325.9

**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	September 2022	FY 2022-23
Three (3) Officers per Shift	47	164
Four (4) Officers per Shift	0	7

1. ***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.
2. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2022-2023.***  
We will be conducting Compliance Checks in the Fall.

**Police Department  
September 2022**

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

- Tyler Technology Reporting System is currently having technical issues. We will not be able to provide stats for this month. We will hopefully be able to include them next month.

Group A Offenses	September 2022	Per 1,000 Pop.	Total 2022	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons			101	
Crimes Against Property			223	
Crimes Against Society			287	
<b>Total</b>			610	
<b>Arrests</b>			415	

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

4. *Maintain a traffic collision rate at or below the three-year average of 426 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2022.*

	September 2022	TOTAL 2022
<b>Traffic Crashes Reported</b>	45	355
<b>Enforce Traffic Laws:</b>		
Written Citations	18	524
Written Warnings	38	336
Verbal Warnings	140	1,858

5. *Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2022.*

COLLISION RATIO				
<u>2022</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
September	45	4 YTD 27	9%	8% YTD 355

**Traffic School:** There was no Traffic School in September.

**Staffing:**

- Ofc. Terry Brown (TJ) is currently on FTO and has been deployed for eight months.
- Ofc. Jason Ghee resigned his position. His last day was September 8<sup>th</sup>.
- Ofc. Triston Twedt is in FTO. He will be going to the Police Academy in October.
- Ofc. Jake Hunter is in FTO. He will be going to the Police Academy in October.
- Ofc. Katie Sizemore started September 6<sup>th</sup>. She is in FTO.
- Ofc. Kristopher Sykes was hired. He starts October 3<sup>rd</sup>.
- We held testing on September 13<sup>th</sup> and an Interview on September 20<sup>th</sup>. Ofc. Dillon Loafman was hired and will start on October 4<sup>th</sup>.
- We currently have 3 positions open and are continuing to accept applications.

**Police Department  
September 2022**

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

- September 29<sup>th</sup>, ERT responded to a possible hostage situation in Castalian Springs. ERT executed a search warrant on the residence and later took the suspect into custody at a nearby property. The juvenile hostage was not harmed during the incident.
- ERT held its Fall 3-day training 14-16 Sep. ERT conducted night fire training in Portland and trained on close quarters tactics at a training facility in Murfreesboro.

**Support Services Performance Measurements**

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

We are unable to provide the above stats at the present time. Tyler Technologies will be providing this capability to our new software in the future.

2022 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
September		

**Communications Section**

	September	Total 2022
Calls for Service	797	8,295
Alarm Calls	38	332

**Request for Reports**

	September	FY 2021-22
Requests for Reports	19	230
Amount taken in	\$17.50	\$164.05
Tow Bills	\$0.00	\$375.00
Emailed at no charge	32	285
Storage Fees	\$0.00	\$0.00

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

- Speed Sign has been placed back on Tate Farm Road.
- 9/22/22, Sgt. Brisson was involved in a media meeting via Zoom call, for an upcoming THSO event.
- 9/23/22, Sgt. Brisson drove the DUI trailer to Giles County for a Hands Across the Border event. He was involved with setting up the press event at 1000. Sgt. Brisson was put in charge of the paperwork for the dinner at 1800, that fed 52 law enforcement officers. He also participated in the DUI checkpoint along the Tennessee and Alabama State Line.
- 9/28/22, Sgt. Brisson was the lead THSO person for operation Briley Parkway in Metro Nashville. THP and Metro PD had over 60 law enforcement officers conducting traffic enforcement along Briley Parkway. 568 traffic citations were issued between 0800-1400.

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

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

**Police Department  
September 2022**

**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.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House Expo & Safety Day is on 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.***
  - 9/01 CCS Homecoming Parade.
  - 9/12 CCS 9/11 Parade.
  - 9/13 CCS Safety and Touch a Patrol Car.
  - 9/14 Wheels in Motion at CCS.
  - 9/15 Wheels in Motion H.B. Williams.
  - 9/15 Wheels in Motion Heritage Elementary.
  - 9/18 S.P.E.A.R.E. class at North Ridge Church.
  - 9/23 WHHS Homecoming Parade.
  - 9/27 Temple Baptist safety and Touch a Patrol Car.
  - 9/29 Sgt. Enck instructed Defensive Tactics for Portland Police Department.

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

- Sept. 15<sup>th</sup> - Coffee with a Cop at Deja Moo.

**Upcoming Events:**

- Oct. 1<sup>st</sup> – Safety Day.

2022 Participation in Joint Community Events		
	<u>September</u>	<u>Year to Date</u>
<b>Community Activities</b>	11	61



**Fire Department  
September 2022**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 144 requests for service during the month with 108 responses being medical emergencies. The Department also responded to 6 vehicle accidents 5 of which had injuries, and one of which was a vehicle versus a pedestrian. There were also two building fires, one residential structure and a small barn. Of the 144 responses in the month of September there were 32 calls that overlapped another call for service that is 22.22% of our responses. That brings the overlapping call volume for FY22-23 to 16.7%.

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-nine seconds (5:39). The average time a fire unit spent on the scene of an emergency call was twenty-one minutes and thirty-three seconds (21:33).

**Department Event**

- September 1<sup>st</sup> – Christian Community School homecoming parade
- September 10<sup>th</sup> – Revolution Church 9/11 memorial
- September 12<sup>th</sup> – Christian Community School 9/11 memorial
- September 13<sup>th</sup> – Visit CCS elementary classes
- September 23<sup>rd</sup> – White House High School homecoming parade
- 

**Fire Administration**

- September 7<sup>th</sup> – Attended ribbon cutting for Scooter's Coffee
- September 13<sup>th</sup> – Monthly Officer meeting
- September 20<sup>th</sup> – Chamber of Commerce Luncheon
- September 23<sup>rd</sup> – White House High School homecoming parade
- September 26<sup>th</sup> – Christmas on Main Street 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	13
Rescue & Emergency Services	337
Hazardous Conditions (No Fire)	12
Service Calls	23
Good Intent Call	25
False Alarms & False Call	55
Calls for The Month	144
Total Responses FY to Date	467

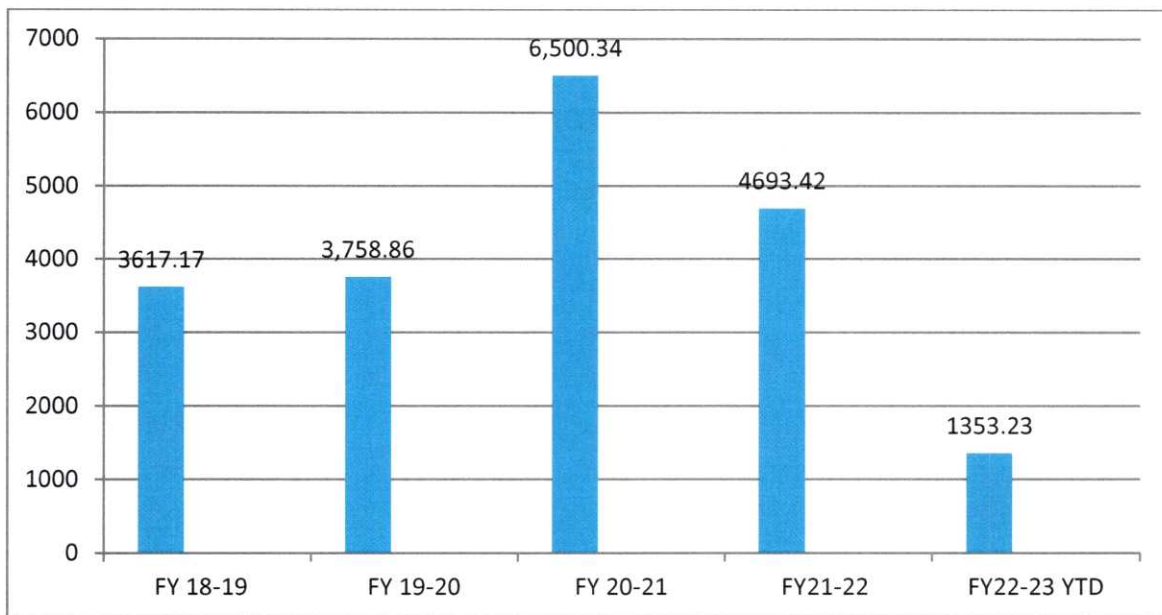
**Fire Department  
September 2022**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City Park)</b>	<b>96</b>	<b>295</b>	<b>63.17%</b>
<b>Station #2 (Business Park Dr)</b>	<b>48</b>	<b>172</b>	<b>36.83%</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.



	Month	FYTD
<b>Firefighter Training Hours</b>	<b>516.36</b>	<b>1353.23</b>

**Training breakdown for ISO and NFPA**

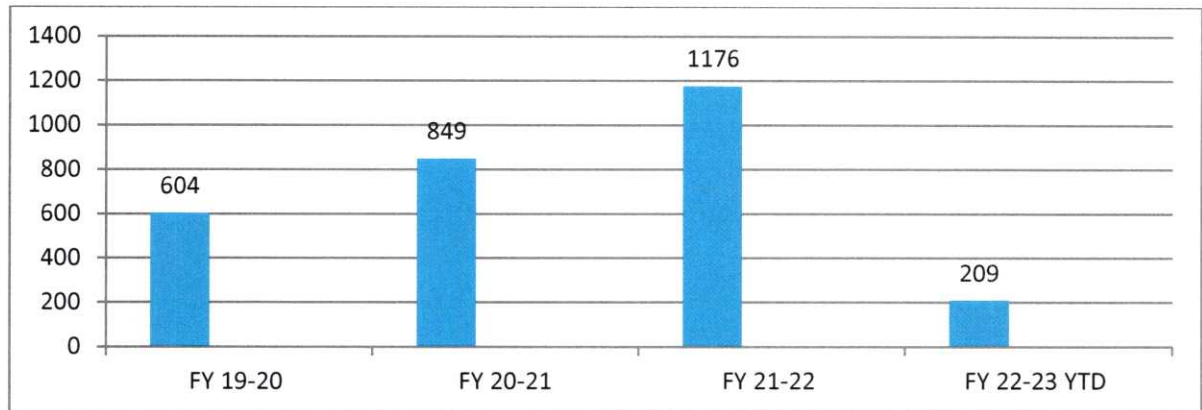
	Fire Officer	Company	Facilities	NFPA
<b>Month</b>	<b>20</b>	<b>321.5</b>	<b>57</b>	<b>52.48</b>
<b>Total for FY</b>	<b>122</b>	<b>575.55</b>	<b>197</b>	<b>179.52</b>



**Fire Department  
September 2022**

**Fire Inspection**

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

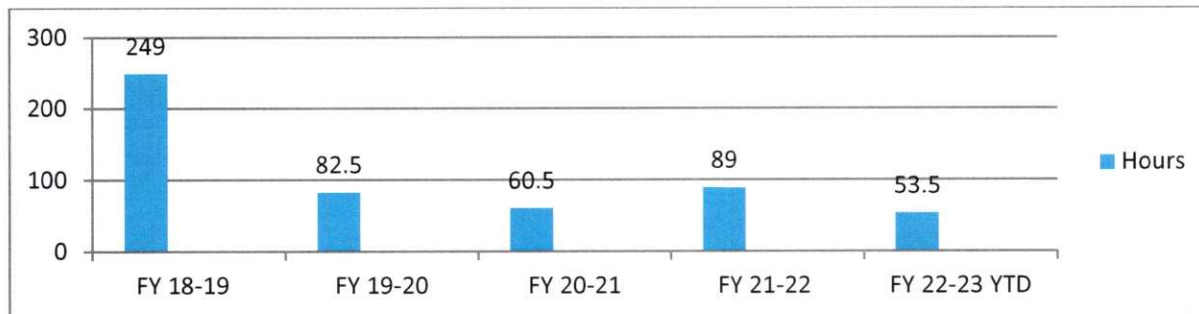
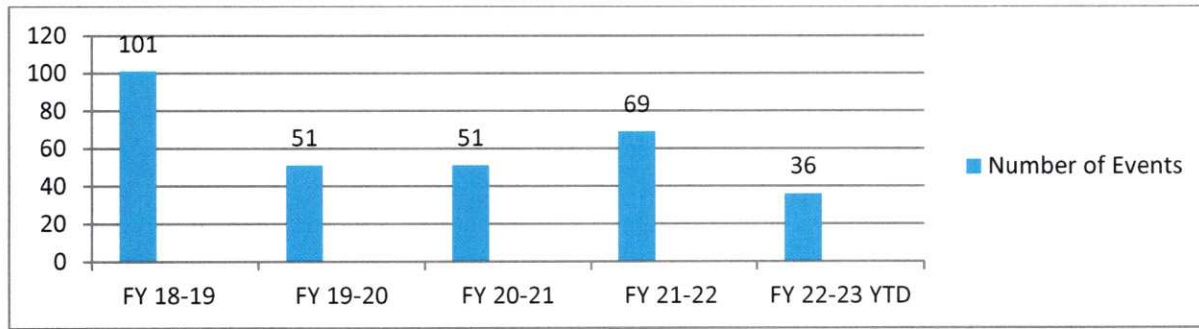
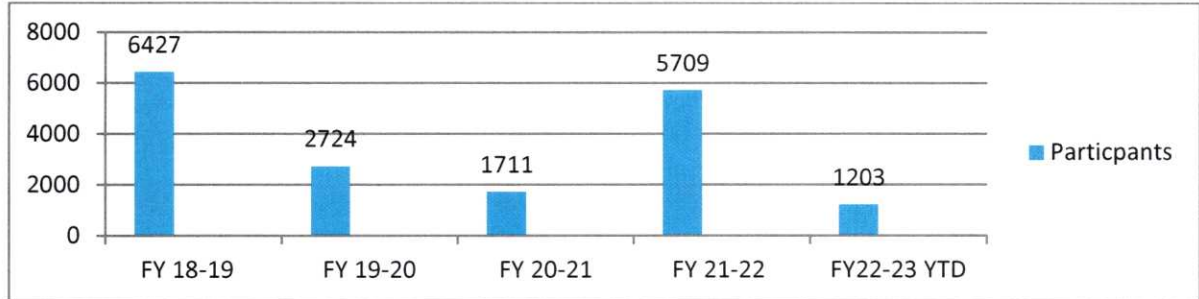


	Month	FYTD
September Fire Inspection	103	312
Reinspection	7	29
Code Violation Complaint	0	0
Violations Cleared	5	28
Annual Inspection	22	31
Commercial Burn Pile	2	2
Knox Box	2	7
Fire Alarms	0	6
Measure Fire Hydrant	0	0
Plans Review	1	16
Pre-C/O	1	4
Pre-incident Survey	34	81
Sprinkler Final	9	9
Final/Occupancy	2	6

## Fire Department September 2022

### 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.



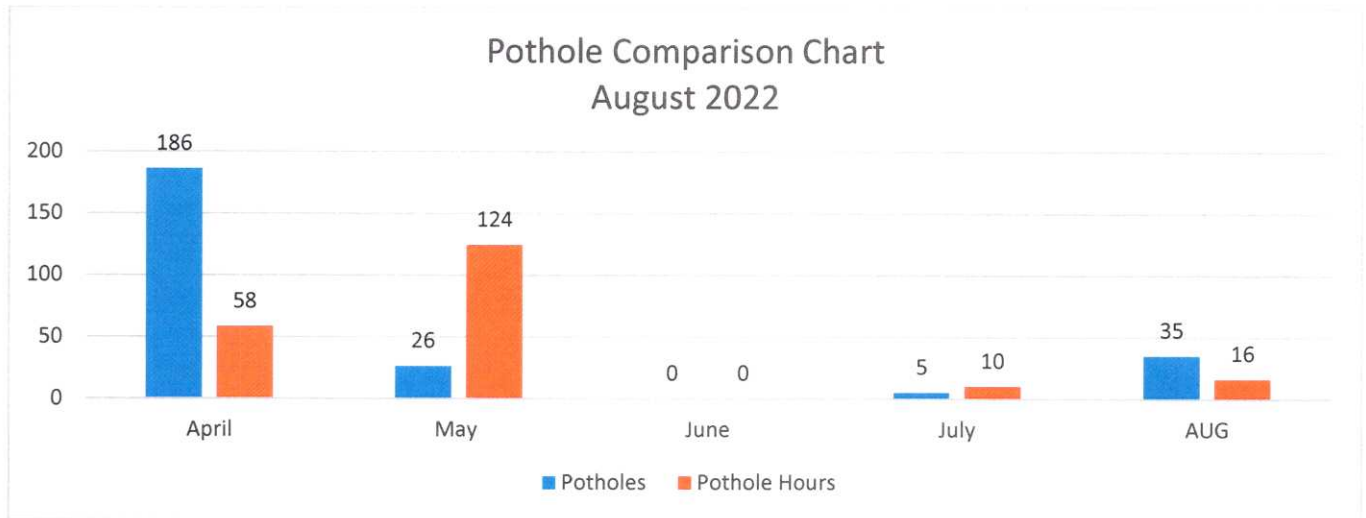
	Month	FYTD
Participants	638	1203
Number of Events	15	36
Education Hrs.	17	53.5

### Social Media Statistics for the Month

Post Reach	13,399
Post Engagement	6,753
New Page Followers	96

**Public Services Department – Public Works Division  
September 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.

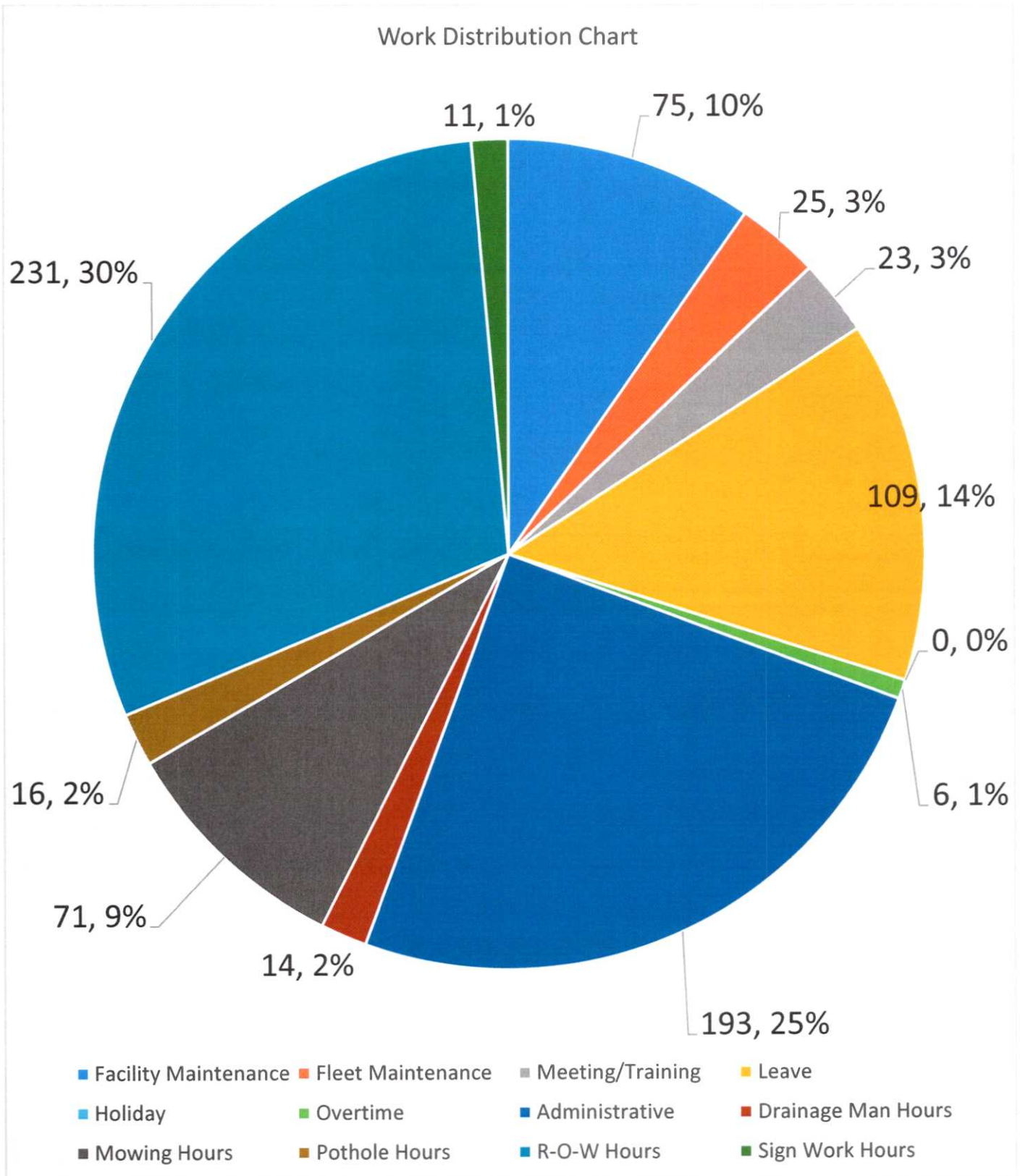
**Pothole Complaint Response Time**

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.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
108 Choctaw	September 21,2022	September 22, 2022	Filled with cold patch Work order #092222003
227 shady ln	September 14 ,2022	September 19,2022	Removed pug from area and finished with asphalt to complete storm drain project across shady ln
135-137 ben albert rd.	September 2,2022	September 5, 2022	Filled 4 large potholes with cold patch
2787 us 31	September 2,2022	September 14,2022	Added pug to side of road and compacted with roller
Southern terrace	September 3,2022	September 12,2022	this road is on the fall paving list
Star place	September3,2022	September 12,2022	this road is on the fall paving list

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

**Monthly Work Log**

Thursday 9-1-2022

- Sidearm cut meadowlark/picked up stormwater brush off highland and cranor /zero turn cut meadowlark melton and hwy76

Friday 9-2-2022

- Cut tree off Wilkinson pump station

Monday 9-5-2022

- Holiday/Labor day

Tuesday 9-6-2022

- Meeting/grid smart camera at Byrum dr/mowed industrial Hardees /triangles/Hester/pleasant grove /cut brush around Springbrook pond filled /potholes on ben albert

Wednesday 9-7-2022

- Worked on backhoe /benefits meeting / traffic control for stormwater on Calista/filled pothole on Longmire/changed batteries for traffic calming signs/

Thursday 9-8-2022

- Put signs up on pleasant grove /fixed dip in asphalt on pleasant grove rd. / picked up signs off pleasant grove rd /mowed pond on shady ln/traffic control for a dead deer pick up off hwy76 put rock on shoulder of sage rd

Monday 9-12-2022

- Meeting/moved traffic calming radar signs to eastside drive/went to win supply for materials/ran ground wire for traffic camera at south bound ramps/

Tuesday 9-13-2022

- Loaded steel road plates for meadows CT/dig meadows CT for asphalt/laid 4 tons asphalt on meadows CT/

Wednesday 9-14-2022

- Finished asphalt on meadows CT put rock on edge of rd. at McCurdy and sage cleaned up around shop

Thursday 9-15-2022

- Put no parking signs on harpers way/ filled pothole on marlin rd/mowed fence row at back of shop /target solutions/mowed hill around attachments

Monday 9-19-2022

- Meeting/took pug out of shady lane and filled with 10 tons of asphalt /traffic control for dead deer

Tuesday 9-20-2022

- Installed red traffic arrow bulbs for north bound exit ramp/installed new signs on north bound exit ramp /cpr training look at decorative /target solutions/st light at 313 holly ln

Wednesday 9-21-2022

- Pulled out old concrete pad from decorative street light built new form and prepped for concrete/wired new wiring for decorative street light on west winterberry/

Thursday 9-22-2022

- Filled potholes on Choctaw weed eater ditch on north palmers Chapple /dug up 1 section of sidewalk ran wire for decorative st light /on west winterberry

Monday 9-26-2022

- Meeting/Replaced post at Boyles around pleasant grove/ finished concrete on holly ln/fixed light at 128 holly ln/

Tuesday 9-27-2022

- Safety meeting/ went to Lowes for paver base /worked on welcome to Whitehouse sign/ picked up trash cans from 218 thoroughbred

Wednesday 9-28-2022

- Worked on welcome to Whitehouse sign/ laid 2 rows of pavers and mortared /fixed shop mailbox

Thursday 9-29-2022

- Dropped barricades of at city hall /dropped barricades finished welcome Sign/cleaned around ship/ hung up new sds books



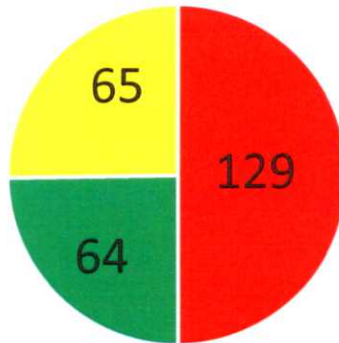
**Public Services Department – Public Works Division  
September 2022**

**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**  
**September 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-Aug	22-Sep	YTD 22/23
Street	8,134	9,364	8,741	10,229	9191.25	766	696	2,111
Facility Maintenance	3494	2187	1,227	1,137	887.25	75	90	190
Fleet Maintenance	1034	514	282	380	422.5	25	7	49
Meeting/Training	502	510	517	400	457	23	31	66
Leave	1,253	576	613	810	823	109	20	139
Holiday	795	470	385	555	545	0	30	60
Overtime	508.5	488	414	311	152.75	6	16	116
Administrative	385	698	803	867	1153.25	193	170	531
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	14	0	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	71	54	175.5
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	35	13	52
Pothole Hours	0	759	734	1,181	831.5	16	11	37
R-O-W Hours	0	2835	2416	4,027	3044.5	231	194	704
Sign/Repaired	0	120	91	84	63	16	7	39
Sign Work Hours	0	289	179	234	109	11	4	31
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	75	82
Traffic Light Hours	0	0	65	20	158	0	0	0

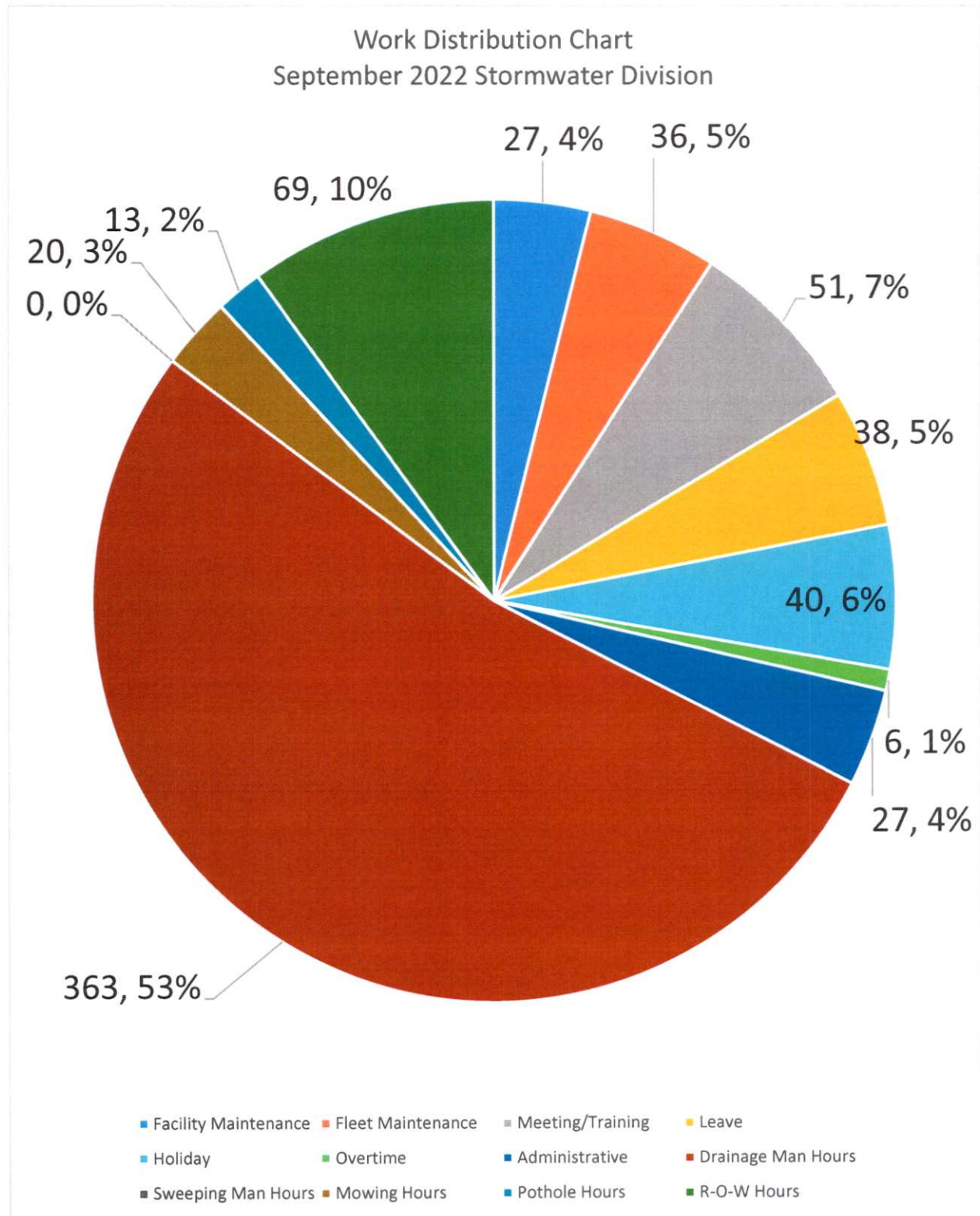
Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Aug	22-Sep	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	380	340	1,040
Facility Maintenance	3494	723	446	574	394.5	46.5	32	86
Fleet Maintenance	1034	488	445	331	294.5	13	9	39
Meeting/Training	502	265	130	135	127.5	30	10	47
Leave	1,253	428	700	476	336	45	29	159
Holiday	795	270	230	230	230	0	20	40
Overtime	508.5	119	4	12	39.5	0	0	0
Administrative	385	167	1	0	72.5	7	4	11
Sweeping Man Hours	0	1	0	0	0	0		0
Pothole Identification Hours	NEW					1	3	4
R-O-W Hours	0	166	30	97	170	17	19	43
Salt Hours	0	0	0	0	0	0		0
Salt Tons	0	0	0	0	0	0		0

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Aug	22-Sep	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	554	592	1,750
Brush Truck Loads	459	551	522	578	584	50	47	155
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	260	224	653
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	110	104	336
Litter Pickup Bags	334	507	546	511	456	41	50	114
Litter Pickup Hours	1147	1132	985	957	892	98	110	263

Public Services Department – Stormwater Division  
September 2022

Total Hours Worked in The Stormwater Division were 686 Hours. The chart below show what percentage of time was spent on each job task.





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

**Monthly Work Log**

**Thursday 09/01/2022**

- WO 090122003 493 Calista Rd, Work requested by TDOT Bridge inspection add Rip/Rap to stabilize the area around headwall.



**Monday 09/05/2022**

- Holiday (Labor Day)

**Tuesday**

- 09/06/2022 WO 090622017 10.50 Hours of Drainage (Hydrovac) Worked with Water/Gas/Sewer to spot all lines located at Apache Trail, Hampton Villages, and Hobbs Drive for Capital Improvement.



**Tuesday 09/07/2022**

- WO 072822003 213 Peachtree Street chop saw curb to get it back in place beside drainage. Will also need baby dump of dirt, seed straw matting to correct the drainage inlet.





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

**Wednesday 09/08/2022**

- WO 082922004 802 Calista Road, 100 feet Inspection completed and found that the new homes across the street have little to no drainage and it floods across the road to 802 and runs down driveway. Completed 100 feet drainage work and Street Road work by drive.



**Thursday 09/09/2022**

- Installed rip rap around headwall on Calista Road

**Monday 09/12/2022**

- WO 071222004 Drainage work 225 – 315 Oakdale Drive across to Rollings acrs Drive (1500Feet East 1500 Feet South and 500 Feet West, Brum Rebuild, Pond clean and repaired and Holes Filled)



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

**Tuesday 09/13/2022**

- WO 071222004 Drainage work 225 – 315 Oakdale Drive across to Rollings acrs Drive (1500Feet East 1500 Feet South and 500 Feet West, Brum Rebuild, Pond clean and repaired and Holes Filled) (JOB ON HOLD DUE TO STREAMSIDE SALAMANDER)



**Wednesday 09/14/2022**

- WO 091322004 317 Lola Lane Inspection of catch basin showed that installation was done improper and turned over Stormwater Manger to contact Contractor.

**Thursday 09/15/2022**

- Right of Way Mowing

**Monday 09/19/2022**

- Worked with Streets and roads to Ashpalt Wilkerson and Shady Lane

**Tuesday 09/20/2022**

- WO 092022002 100 Meadows CT @ Wilkinson Lane. After phase 1 was completed was waiting on gas company's to decide what the wanted to do with gas line. Talked with gas company requested pug on to of gas line than we repaired drainage to flow in inlet see photos. Also completed so work down Wilkinson Lane.



**Wednesday 09/21/2022**

- WO 092022005 200 Laura Dr. (JOB ON HOLD DUE TO STREAMSIDE SALAMANDER)



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

**Thursday 09/22/2022**

- WO 090722003 313 Holly Lane Received a call about possible drainage system failure. inspection completed system has wash out beside pipe will need to dig up an repair pipe. System was dug up and found the three big rocks allowed the rain water to wash it out. Removed and seal coupler better closed and repaire yard.



**Monday 09/26/2022**

- WO 092222008 306 Whitson Ct Proactive clean catch bastin before rain.
- 09/26/2022: WO 090622012 Remediate ditch line to convey Stormwater coming from new development. 184 Feet



**Tuesday 09/27/2022**

- WO 092222009 426 Calista Road Proactive during inspection of drainage found system clogged. Clean and removed.



Public Services Department – Stormwater Division  
September 2022

**Wednesday 09/28/2022**

- WO 092222011 105-d College Street request stop sign lowered.
- 09/28/2022: WO 092622004 212-208 Cherry Thru Blueberry Was working on WO090622012 Homeowners from 208-212 Cherry 177-173 Blueberry came and talked to me about repairing the drainage that runs from Cherry to Blueberry because of the wash out. The team came up with a plan to take the dirt from 217-221 Cherry and relocated it we completed 381 Feet of repair work.



**Monday 09/29/2022**

- WO 090622012 Continue
- 09/29/2022: WO 092822004 Was working on WO092622004 homeowner from 164 Blueberry requested we work on his drainage also. Filled and reggraded outfall. 60 Feet





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

Stormwater Inspection Totals	
Inspection Type	Totals
Public Works	40
Final Stormwater	48
Final Sidewalk	45
Proof Roll	4
Fence Permit Inspections	8
Construction Site EP&SC	8
Land Disturbance Permit	36

**Inspector's Work Orders:**

**090622020: Open Trench: Copes Crossing: Inspection of G-Line and Pond 1 Outfall.**



**090622021: EP&SC Site Inspection: Legacy Farms: Inspected site for failures in EP&SC and site conditions.**





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**090822006: EP&SC Site Inspection: The Reserve at Palmer's Crossing:** Inspected site for failures in EP&SC and site conditions.



**090822007: Open Trench: Legacy Farms Phase 2: Inspection of Storm Infrastructure:**





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091422009: **EP&SC Site Inspection: Fields of Oakwood:** Inspected site for failures in EP&SC and site conditions.



091522007: **EP&SC Site Inspection: Dorris Farms.** Inspected site for failures in EP&SC and site conditions.

092222010: **EP&SC Site Inspection: MDK/ Assisted Living Facility.** Inspected site for failures in EP&SC and site conditions.



092222001: **Open Trench: Sage Rd. Development/Subdivision:** Inspection of Storm Infrastructure: Basin 1, D-Line, and C-Line.





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**092222005: EP&SC Site Inspection: Copes Crossing:** Inspected site for failures in EP&SC and site conditions.



**092222006: EP&SC Site Inspection: Marlin Pointe:** Inspected site for failures in EP&SC and site conditions.



**Inspectors Notes:**

September 1- Sick time.

September 6 – Morning Team Meeting. Updated logs. Inspection of Vehicle. Form inspection at Reserve (41). Final inspections at Legacy (23-28,46-48). Land Disturbance Permits for Willow Grove (66-68) and Fields at Oakwood (77,79). Open Trench at Copes Crossing. Site Inspection at Legacy.

September 7 – Summerlin walk-through, marking curbs for repair. Site inspection at The Reserve. Check progress at Sage Rd. Development and 412 S. Aztec.

September 8 - Open Trench at Legacy and Copes Crossing. Fence Permits at 3013 White Harbor Dr., 123 Telavera Dr., and 5419 Owens Ln. Finals at Honey Run Springs (219-221) The Parks (419,420,443,444,445,447) Concord (102) Form inspection at Honey Run Springs (219-221,225,227)

September 12 – Morning Team Meeting. Updated logs. Inspection of Vehicle. Open Trench Inspection at Copes Crossing. Follow up with Sage Rd. Development Discharging water. Inspected Patel Fuel Station for track out and followed up with contractor and site inspector. LDP for Fields (205) and Willow Grove (7,8,9). Form inspection at Fields (18,132,211,207).

September 13 – Open Trench at Legacy Farms. Met Safe Harbor to discuss tie-in at Cedar Brook with concerns of drainage. Checked on progress at Sage Rd. Development, DMK Assisted Living, Cardinal Pointe. Land Disturbance Inspections at Fields (81), Legacy (4,5,108,109,112,113,40-43,68,69). Fence Permits at 8060 Jesse Way.

September 14 – Open Trench at Legacy Farms and Dorris Farms. Form inspections at Reserve (54,62,71,47) Inspected complainant from the internal staff of public services for Tavern 76 grease spill. Final inspection Fields (72,134-136,73,74)

September 15 – Proof Roll at Copes Crossing and Dorris Farms. Wrote Notice of Violations for Fields at Oakwood.

**Public Services Department – Stormwater Division  
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September 19 – Morning Team Meeting. Updated logs. Inspection of Vehicle. Proof Roll at Summerlin, Dorris Farms, Copes Crossing. Open Trench Inspection at Legacy. Form Inspection at Honey Run Spring (231,230,232). Final Inspection at Summerlin (176) Honey Run Springs (224,228,226,223).

September 20 – Form Inspection at Concord (147) Legacy (80-84) Final Inspections at the Parks (413,415-418, 359,360) Fields (212). LDP at The Parks (308-313,326-331) Fields (76) Open Trench at Legacy PH.2. Fence Permit 5059 Owens Ln.

September 21 – Open Trench at The Parks. Checked in at Sage Rd. Development. Final at Fields (73,74)

September 22 – Open Trench at Sage Rd and The Parks. Site inspection at Copes Crossing. Form inspection at Legacy (30,31,77). Pulte Homes reached out about Critical Lots at Copes Crossing.

September 26 - Morning Team Meeting. Updated logs. Inspection of Vehicle. LDP at Fields (81,82) Willow Grove (69-71) 412 S. Aztec. Final Inspection at Concord (1-4,106) Summerlin (173) Reserve (41) Form inspections at Summerlin (159,160) Concord (112). Open Trench at Copes Crossing, Parks, Sage Rd.

September 27 – Updated logs, work orders, and notes. Open trench at Sage Rd. and The Parks. Form Inspection at The Parks (361-364) Concord (6) Legacy (30,31) Fence Permit for 8014 Jesse Way. 2.5 hours of sick time.

September 28 – Open trench inspections at Sage Rd. and The Parks. Form inspections at the Parks (361-363,373). Final Inspections at Reserve (46,41). Spoke to the homeowner at 303 Sage Rd. about dewatering activities at Sage Rd. Development. Pre-Construction Meeting for Beech Grove.

September 29 – Pre-Construction meeting for The Mill. Followed up on progress from NOV violations. Open Trench inspection at Sage Road Development and Fields at Oakwood Phase 5. Final inspection at The Reserve (72).

Public Works Stormwater Division[illegible]

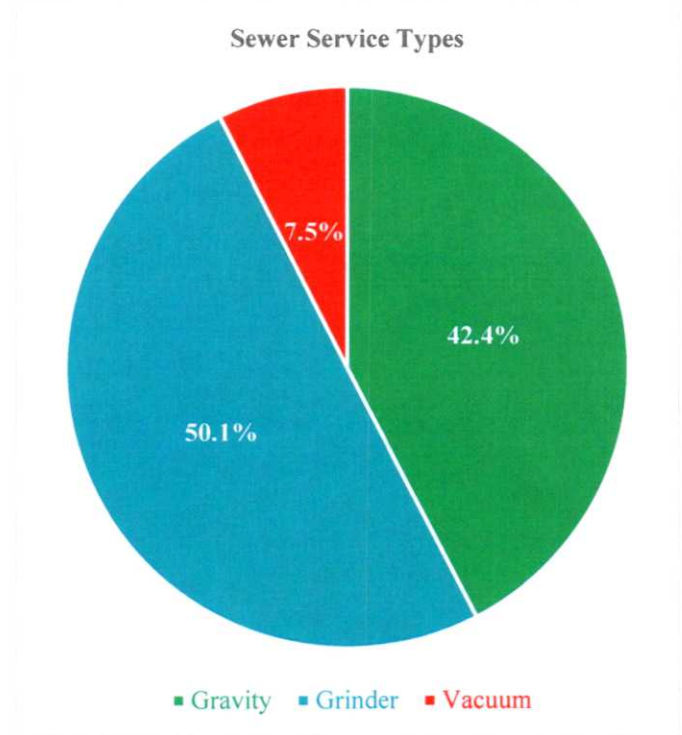
**Public Services Department - Wastewater Division  
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**Collections System Activities:**

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 **September 30<sup>th</sup>, 2022**, City personnel count a total of **5,951** sewer system connections, with **31 new** applications for service in **September, 2022**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,523</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,984</b>
<b>Vacuum Sewer Connections</b>	<b>444</b>

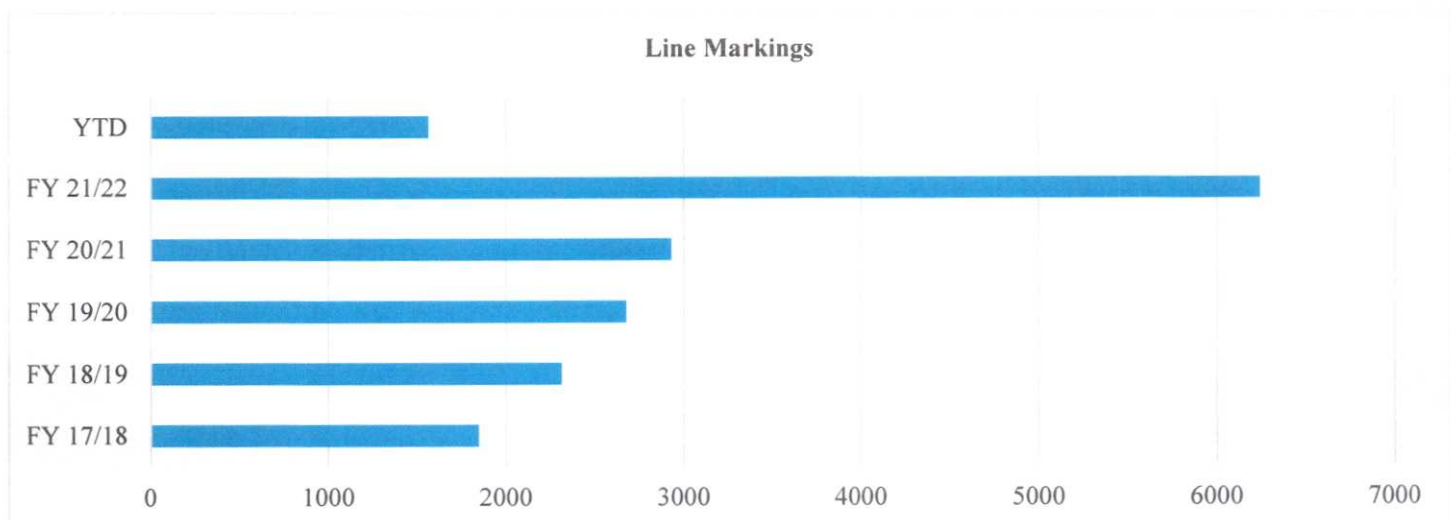
The City counts **187** commercial grinder stations, **2,797** residential grinder stations, and **28** major lift stations integrated into our system.



**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>September 2022</u></b>	<b><u>YTD</u></b>
Tennessee 811	1849	2315	2680	2933	6245		630	1566



**Public Services Department - Wastewater Division  
September 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>Sep 2022</u>	<u>YTD</u>
Union Road	17	6	6	9	0	1	1
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	0	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	1	2
Sage (aka Hester)	2	0	1	0	0	0	1
Loves Truck Stop	n/a	n/a	0	0	3	1	1
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	0	1
Villas at Honey Run	n/a	n/a	n/a	n/a	1	0	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  
September 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.

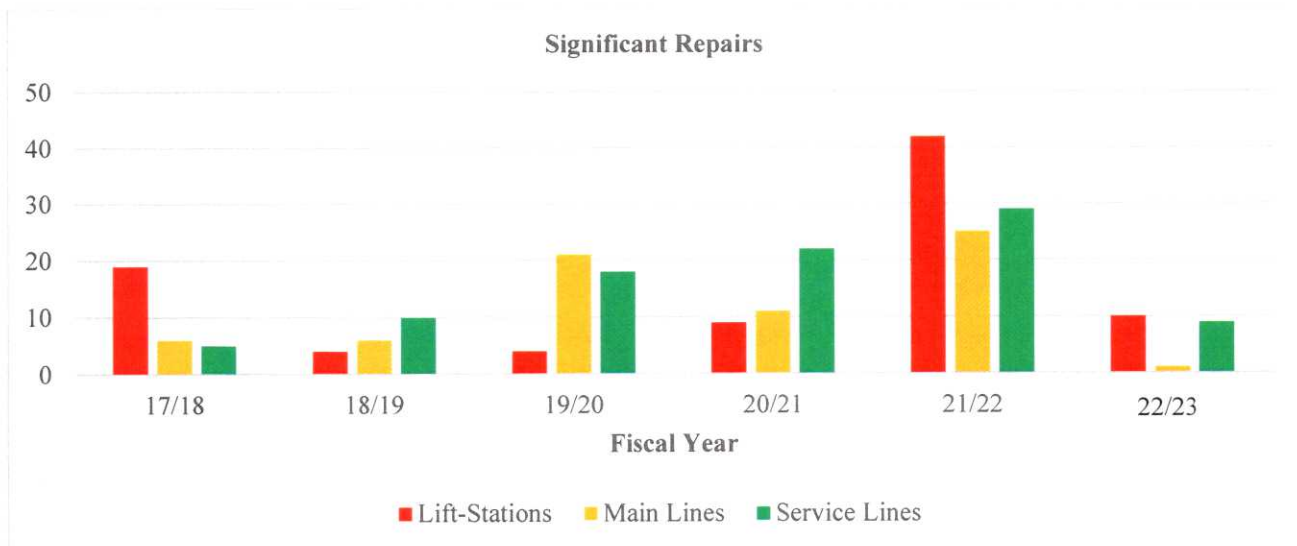
**Major Alarms:**

- Union Road: On 09-03-2022, the priming pump for pump #2 at the Union Road lift-station was replaced and returned to normal operation.
- Meadowlark: On 09-06-2022, the 90° bend in the suction line on pump #1 was disassembled and a mop head removed from the line. Once unclogged, the station was returned to normal operation.
- Love's Truck Stop: On 09-06-2022, the flow transmitter for the station was replaced and returned to normal operation.
- Settlers' Ridge: On 09-28-2022, the general contractor for the Settlers' Ridge subdivision replaced a damaged bulkhead on the exterior of the subdivision's lift-station wet well, which had been identified as the primary source of I&I into this station.

**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>Sep 2022</u></b>	<b><u>YTD</u></b>
Major Lift Stations	19	4	4	9	42		4	10
Main Line	6	6	21	11	25		0	1
Service Line	5	10	18	22	29		3	9

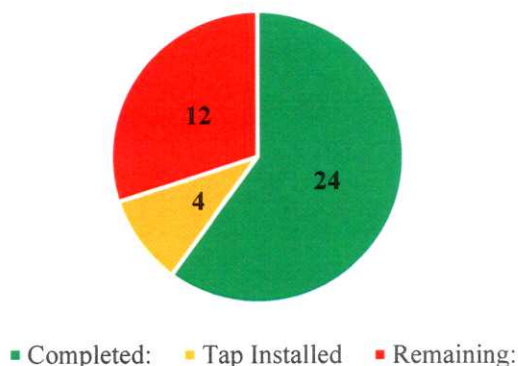


Public Services Department - Wastewater Division  
September 2022

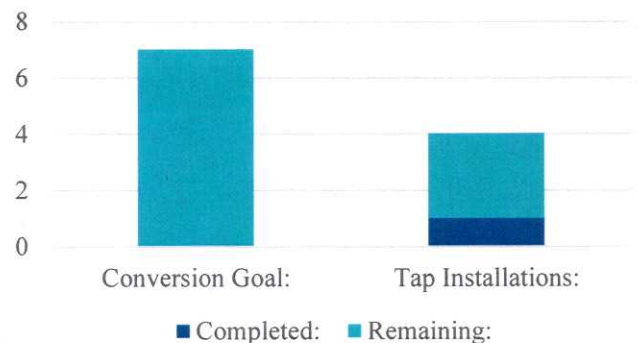
Ongoing Projects:

- 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. **The bulkhead repair has been completed by the developer/contractor, and the spare tank has been delivered to the Wastewater Division.**
- 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. **Phase-1 installation is almost complete, pending the installation of one final valve and final site cleanup / road patches. Phase-2 bids have been received, and Twin States awarded the contract for the second phase as well. Phase-2 will run approximately 5,600 ft from Hester Dr to the intersection of Sage Rd and Cardinal Dr.**
- 3. Calista Vacuum Station:** All three of the new Mink vacuum pumps installed in 2019 have failed prematurely, with metal shavings discovered in the oil pan of pump #3, and a splined coupler failure in both pump #1 and pump #2. We are sending pump #3 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. Parts are on order to repair pumps #1 and #2, with the splined coupler salvaged out of pump #3 to keep one Mink pump running in the interim.**
- 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.**

Total Planned Septic-to-Sewer Conversions:



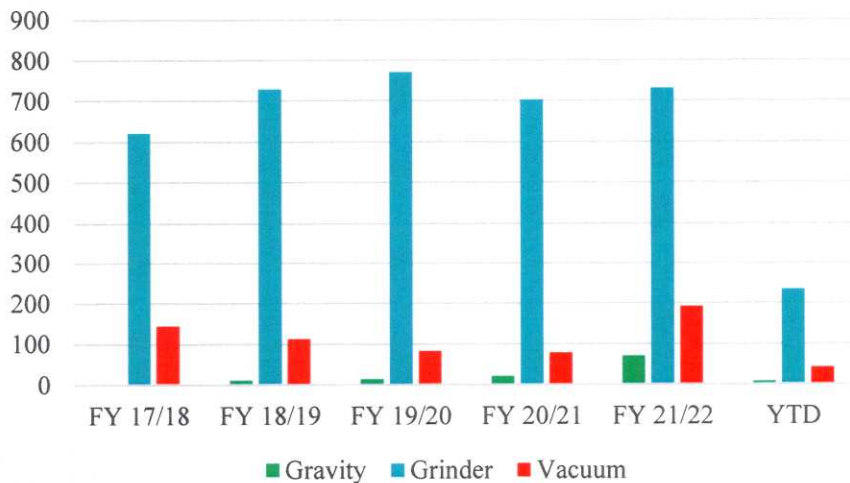
Septic-to-Sewer Conversion Goals  
(FY-2022/2023)



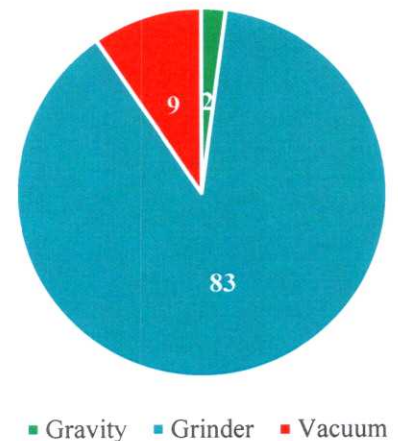
**Public Services Department - Wastewater Division  
September 2022**

<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>Sep 2022</u>	<u>YTD</u>
<b>Vacuum System Service Request</b>	143	112	82	78	191		<b>9</b>	<b>41</b>
<b>Gravity Service Request</b>	0	10	13	20	69		<b>2</b>	<b>6</b>
<b>Low Pressure Service Request</b>	621	728	770	702	730		<b>83</b>	<b>232</b>
<b>Total Pumps Replaced</b>	401	361	449	492	472		<b>48</b>	<b>154</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	n/a	135	114		<b>5</b>	<b>11</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	n/a	129		<b>23</b>	<b>33</b>
<b>Grinder Tank PM Program</b>	63	358	267	219	117		<b>11</b>	<b>38</b>
<b>Open Trench Inspections</b>	54	103	226	409	702		<b>88</b>	<b>201</b>
<b>Final Inspection for New Service</b>	56	62	110	248	405		<b>70</b>	<b>125</b>
<b>Sanitary Sewer Overflow (SSO)</b>	1	3	49	19	28		<b>0</b>	<b>1</b>
<b>Odor Complaints</b>	28	43	43	35	22		<b>2</b>	<b>5</b>

**Sewer Service Calls by Connection Type**



**Sewer Service Calls by Connection Type (September 2022)**

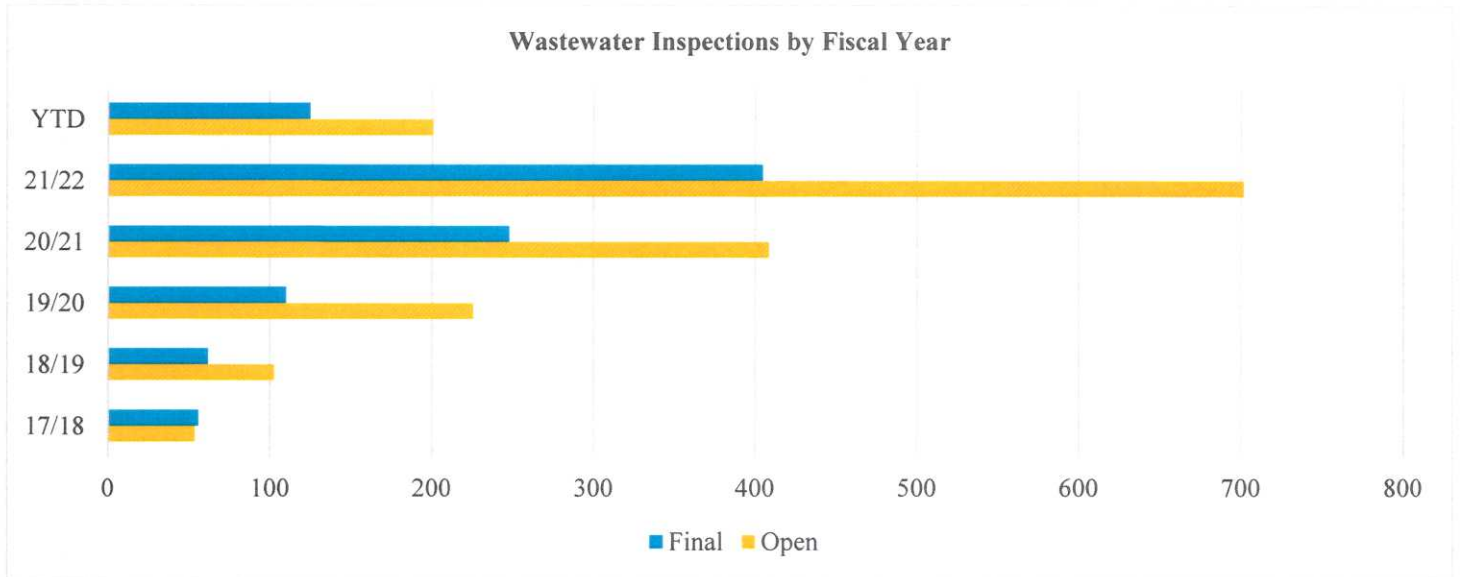




Public Services Department - Wastewater Division  
September 2022

**New Constructions and Inspections:**

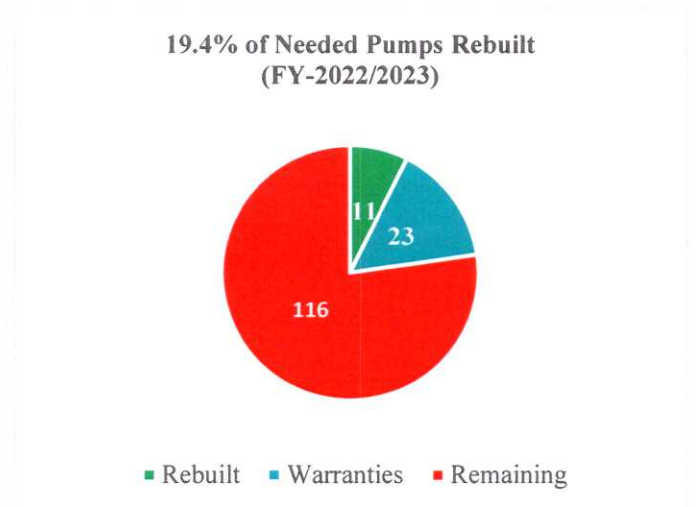
Wastewater inspectors perform open-trench inspections for all sewer infrastructure installed within our Collections System, as well as final inspections on all new construction buildings. New constructions throughout the City, both commercial and residential, have drastically increased the frequency 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).

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.



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.

**Public Services Department - Wastewater Division  
September 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.

<u>Parameter</u>	<u>Jun - 22</u>	<u>Jul - 22</u>	<u>Aug - 22</u>	<u>Sep - 22</u>	
Flow – To Creek	0.595 MGD	0.538 MGD	0.661 MGD	0.671 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
Total Flow Through Plant	0.595 MGD	0.538 MGD	0.661 MGD	0.671 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	42.5%	38.4%	47.2%	47.9%	(0.671 MGD) / (1.400 MGD)
Actual Capacity	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.400 MGD x 80%)
% of Allocated Capacity	53.1%	48.0%	59.0%	59.9%	(0.671 MGD) / (1.120 MGD)
Rainfall	2.39"	3.83"	5.67"	5.18"	

	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>September 2022</u>	<u>YTD</u>
Effluent Violations	7	13	7	12	7	32	1	3

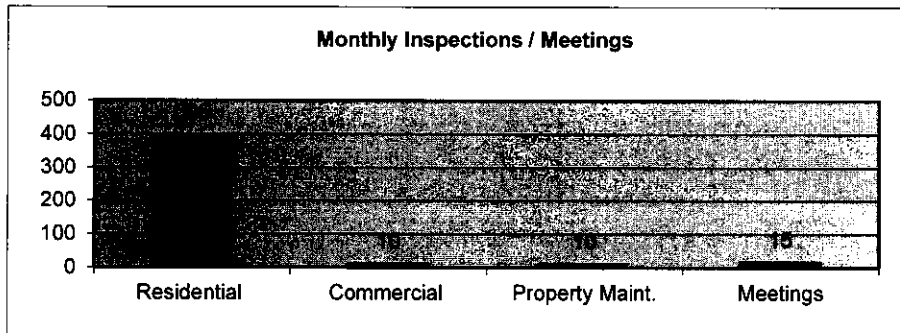
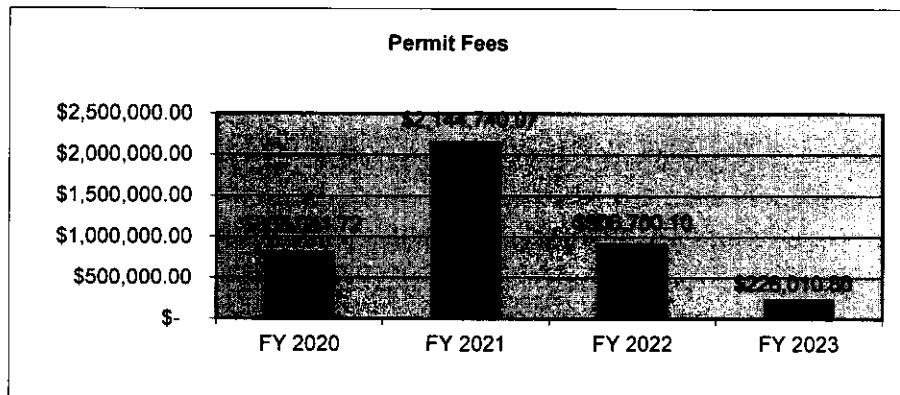
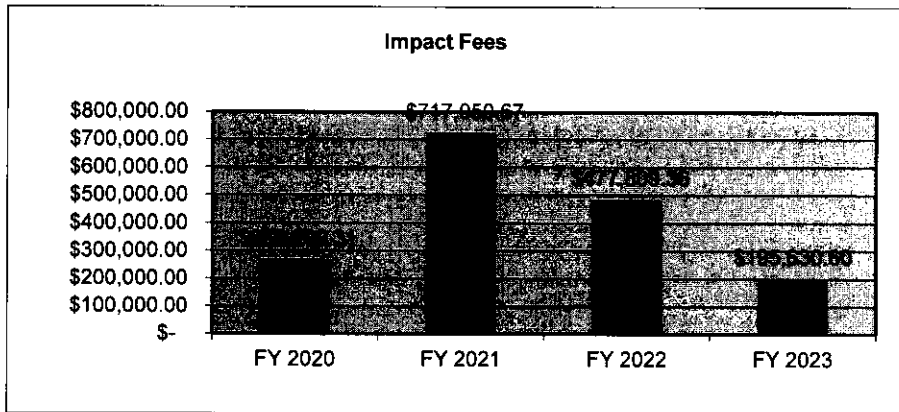
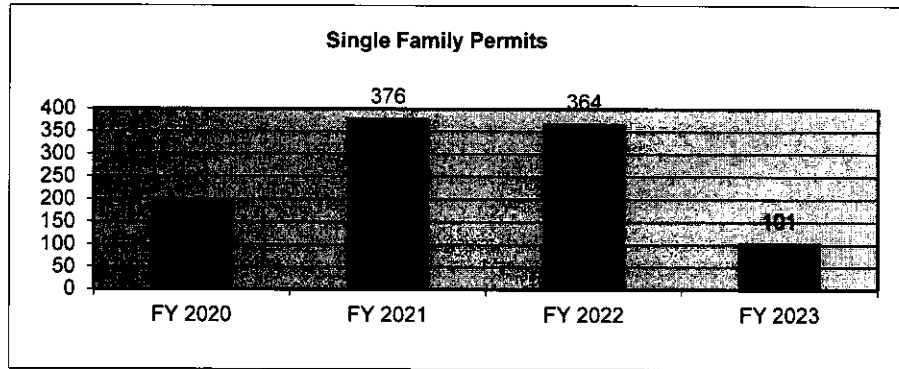
1. **Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.
2. **Notice of Violation:** On September 28<sup>th</sup>, 2022, the City received a Notice of Violation from TDEC for ammonia exceedances during the months of February, April, and May. Ammonia levels increased in our effluent in early February due to a combination of a toxic hit followed by cold infiltration and inflow, which killed healthy sludge and slowed the regrowth of new sludge. Ammonia levels increased in our effluent in late-April and into early-May due to mechanical failures of aerators which required custom machined parts and a rental crane to repair.
3. **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.**

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

4. **Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly. The PAA feed rate is operating at a constant **2.00** parts per million (ppm). The average residual was **0.14** PPM with a max residual of **0.25** PPM. *Last month the feed rate was 1.95 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 **23.5 CFU's** which is well below the limit. *Last month the average was 27.5 CFU.*

**Planning and Codes Department  
SEPTEMBER 2022**



**Planning and Codes Department  
SEPTEMBER 2022**

	Month	FY2023	FY2022	FY2021	FY2020
Planning Commission	9	22	67	74	69
Construction Appeals	0	0	0	0	0
Zoning Appeals	1	2	5	4	5
Tech. Review/Study Session	0	0	5	2	0
Property Maintenance	0	0	0	0	0
Single Family Residential	37	101	340	376	193
Multi-Family Residential	0	0	0	22	13
Other Residential	7	22	89	83	91
New Commercial	1	4	7	6	6
New Industrial	0	0	0	2	0
Other Com/Ind	2	5	25	23	33
Sign	3	6	11	17	14
Occupancy Permits	47	87	319	400	212
Other	0	10	11	12	3
Residential	396	1909	5452	2621	2858
Hours	198	750	1367	533	699
Commercial /Industrial	10	34	139	92	110
Hours	5	21	62.75	18	12.83
Total Cases	10	42	35	98	179
Hours	10	25.5	35.75	70.24	86.75
Complaints Received	10	37	55	41	116
Administration	7	23	117	72	58
Hours	14	30	127	70	38
Planning	8	25	127	53	76
Hours	8	24	96	50	70
Codes	0	1	8	11	28
Hours	0	1	10	9	37
Permit Fees	\$80,335.20	\$ 226,010.80	\$ 906,700.10	#####	\$808,041.72
Board Review Fees	\$700.00	\$ 2,150.00	\$ 14,100.00	\$ 84,775.00	\$11,000.00
City Impact Fee	\$54,400.20	\$ 195,630.60	\$ 477,809.36	\$ 717,050.67	\$262,292.31
Roads	\$16,203.00	\$ 42,192.31	\$ 664,873.68	\$ 301,769.60	\$77,860.90
Parks	\$14,652.00	\$ 39,996.00	\$ 114,114.00	\$ 150,326.00	\$ 74,646.00
Police	\$12,378.00	\$ 14,618.67	\$ 125,535.54	\$ 191,431.41	\$ 59,096.30
Fire	\$8,167.20	\$ 22,838.82	\$ 76,498.26	\$ 79,900.66	\$ 36,749.61
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	0	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 28	\$ 7,602,598.23	\$7,074,276.17	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	17		17	16	15

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

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

- Not much movement on this for the 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

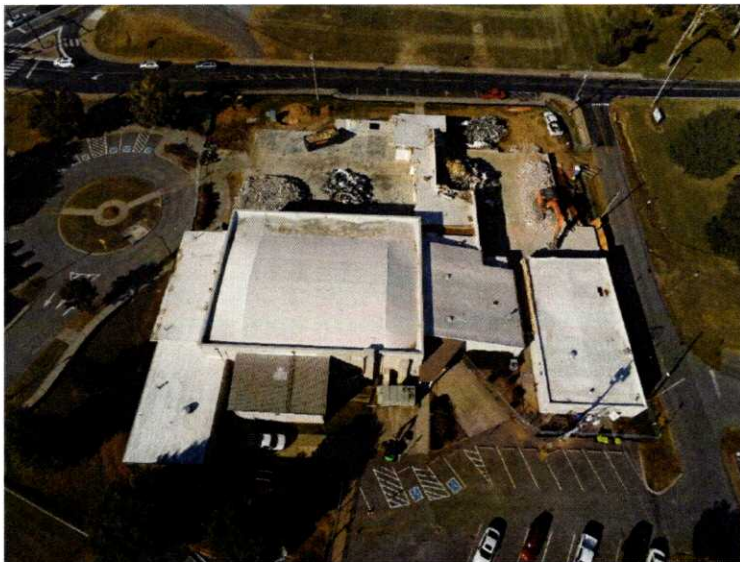
*Tennis Courts*

- Construction is ongoing
- Concrete for the courts was poured this month



*Rec Center*

- Contract was signed
- Pre-construction meeting yet to be set but once done project will begin
- Civic Center demolition ongoing



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

*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 – ARAP was started this month by CSR Engineering
- 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
- City engineer put together RFP to see what kind of prices we get back for this project
- The bids that we receive will determine what course of action we take with this

*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
- Collected quotes
- Roger Denton Heating & Cooling was lowest quote
- Purchase order was done and approved
- Should be installed at the beginning of next month

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

*Tyler Parks Software*

*Cemetery Software*

- *Started collecting quotes this month*

*Museum Chimney Restoration*

- *Started collecting quotes this month*

*Playground Restoration*

- *Tring to get updated prices from vendor*

*Field 5 Fencing*

*Maintenance Building Fencing*

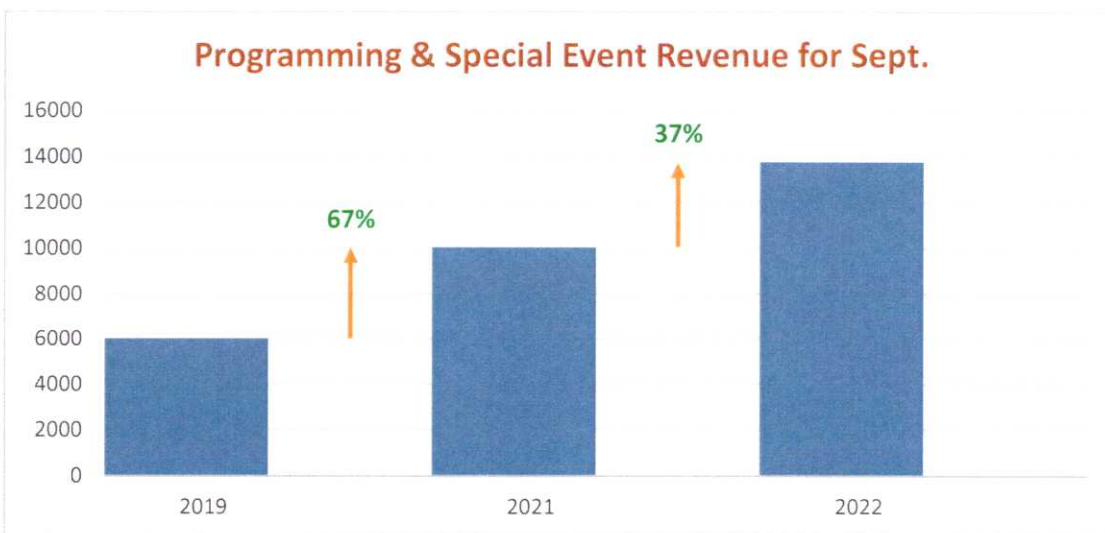
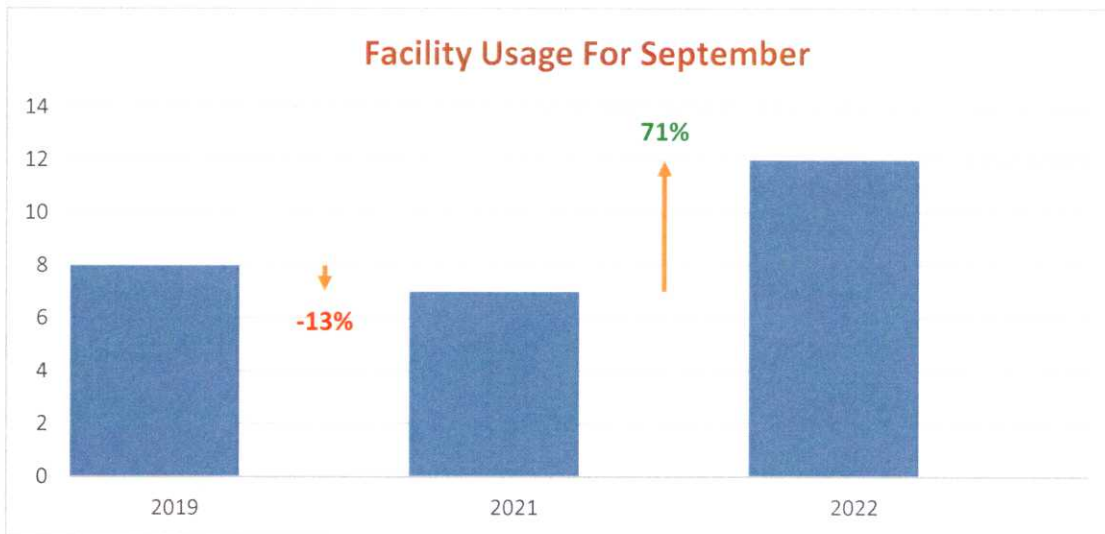
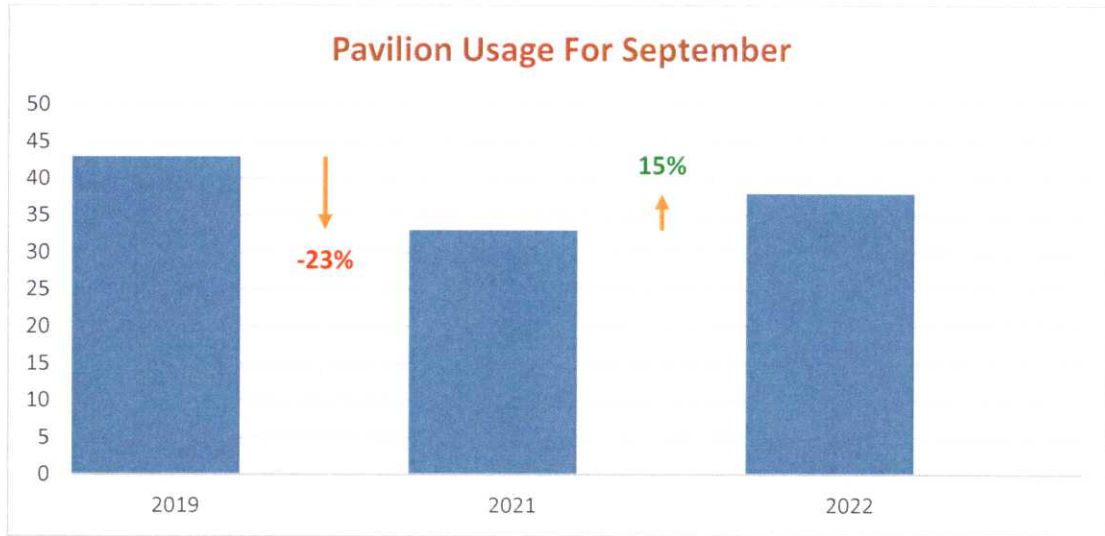
*Cemetery Fencing*

*Utility Vehicle*

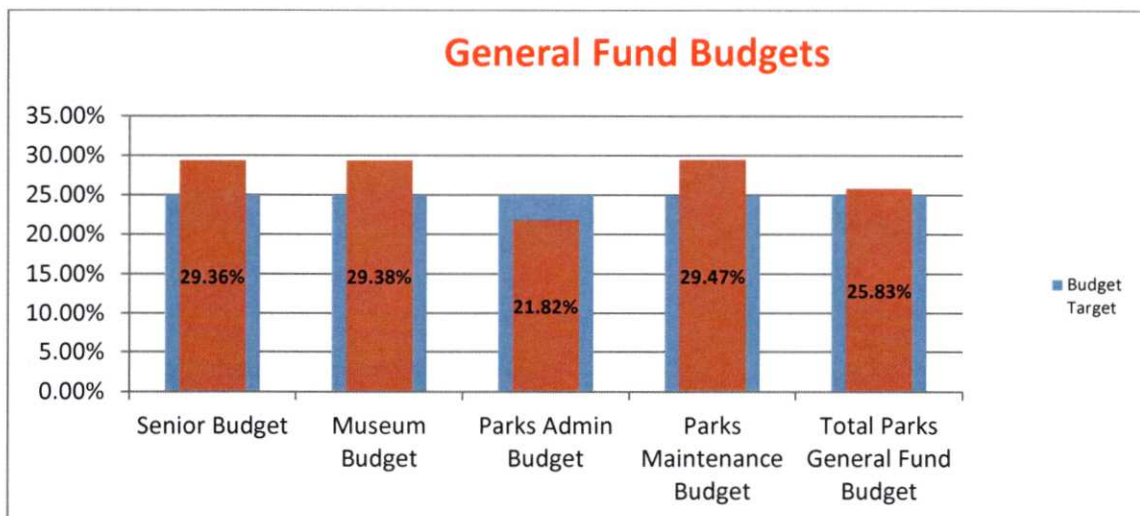
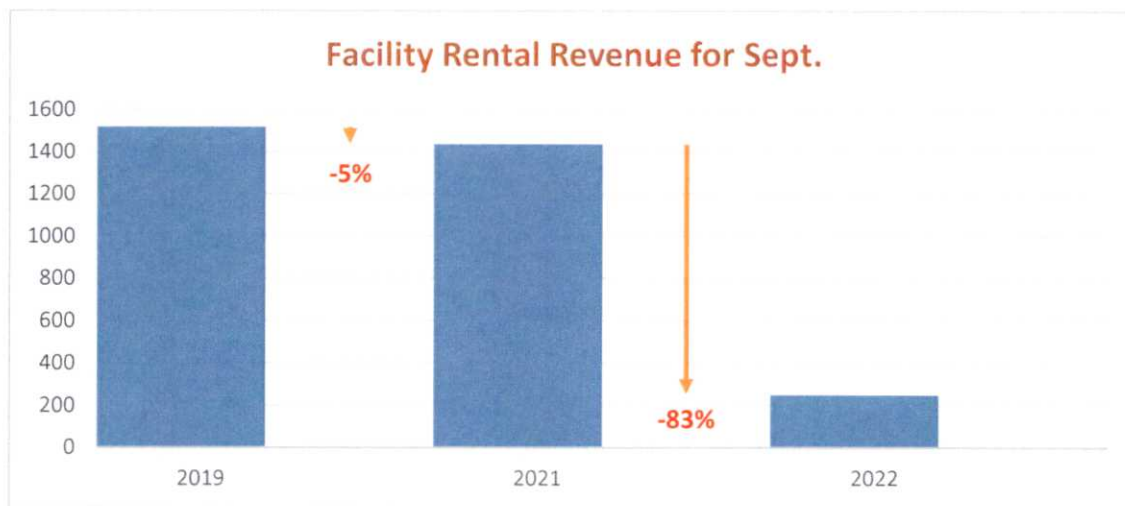
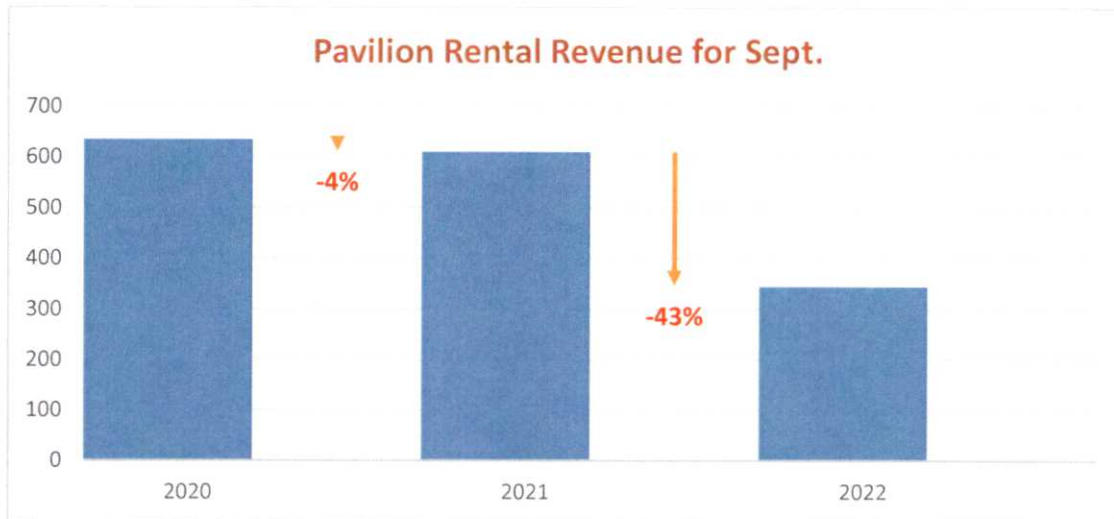
*Dog Park Parking lot paving/stripping*



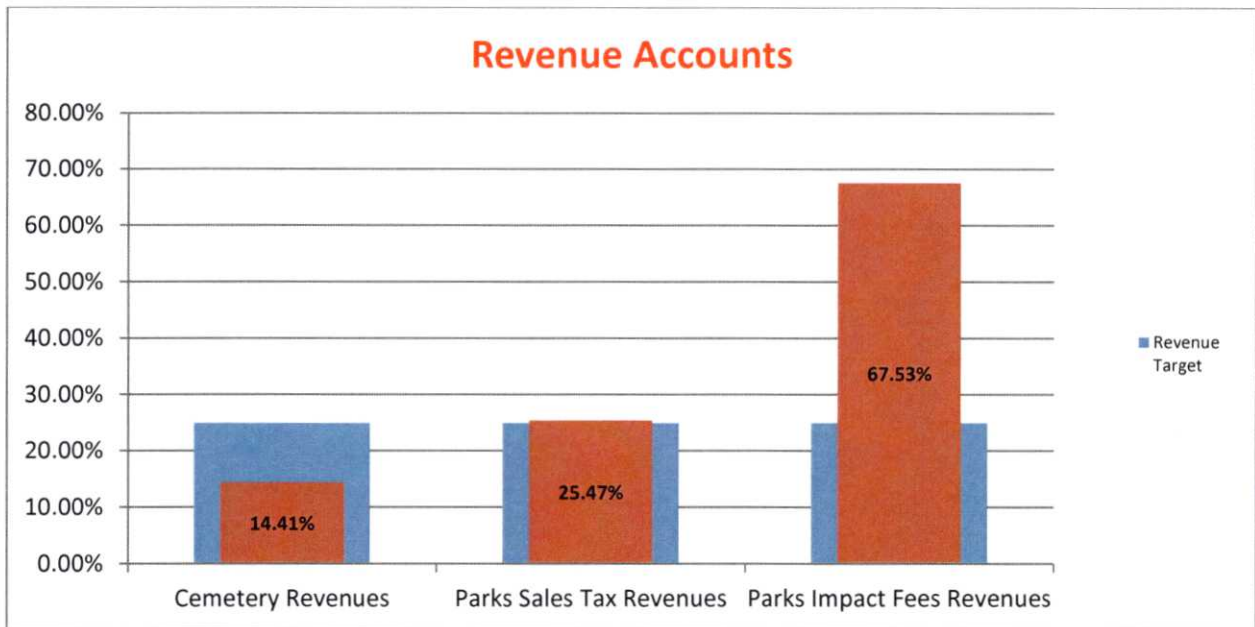
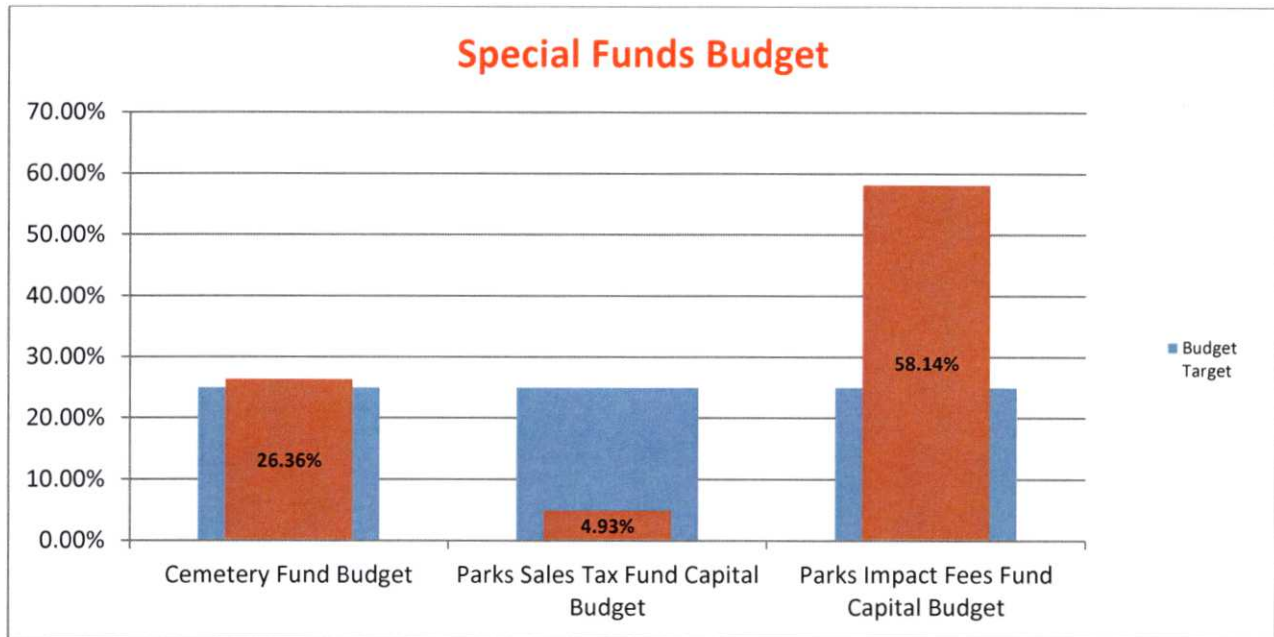
Parks, Recreation, & Cultural Arts Department  
September 2022



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



Parks, Recreation, & Cultural Arts Department  
September 2022





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

**Recreation**

**Special Events:**

- Preparing for bike parade- October 1<sup>st</sup>
- Promoting Trail of Treats- October 25<sup>th</sup>
- Online registration posted for Christmas Parade

**Adult Athletics**

**Adult Softball**

- Games are held Monday and Wednesdays
  - Started September 12<sup>th</sup>
  - 5 teams- 69 Players

**Pickle Ball Open Gym**

- Tuesdays and Thursdays- Started September 6<sup>th</sup>
  - 104 attendees for the month

**Youth Athletics**

**Girls Volleyball**

- 3<sup>rd</sup> -5<sup>th</sup> Grade- Final tournament Game 9/27
  - Season Champions Green team
  - Tournament Champions: Black team



- 6<sup>th</sup>-8<sup>th</sup> Grade- Final tournament Games 9/29
  - Season Champions: Blue Team
  - Tournament Champions: Lime Green team



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

Fall Youth Baseball

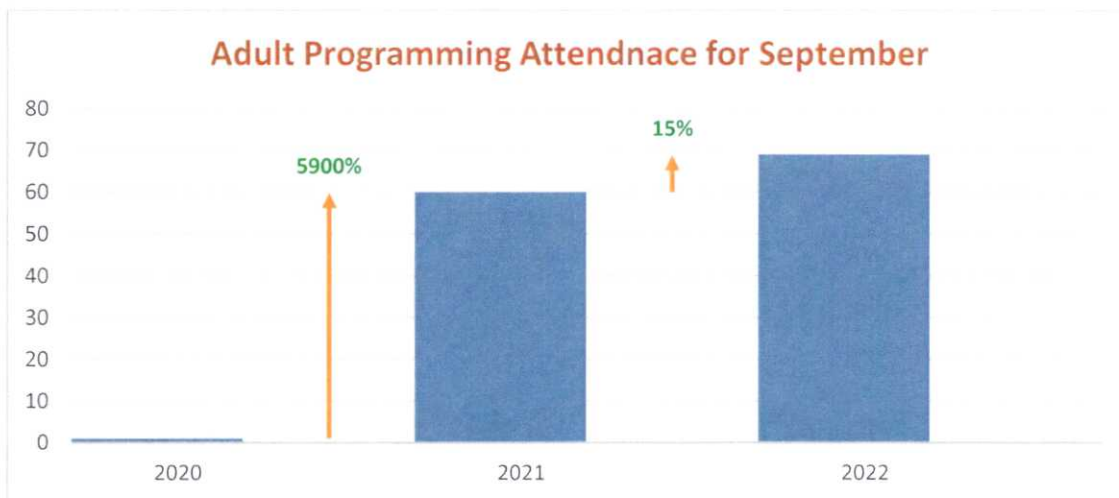
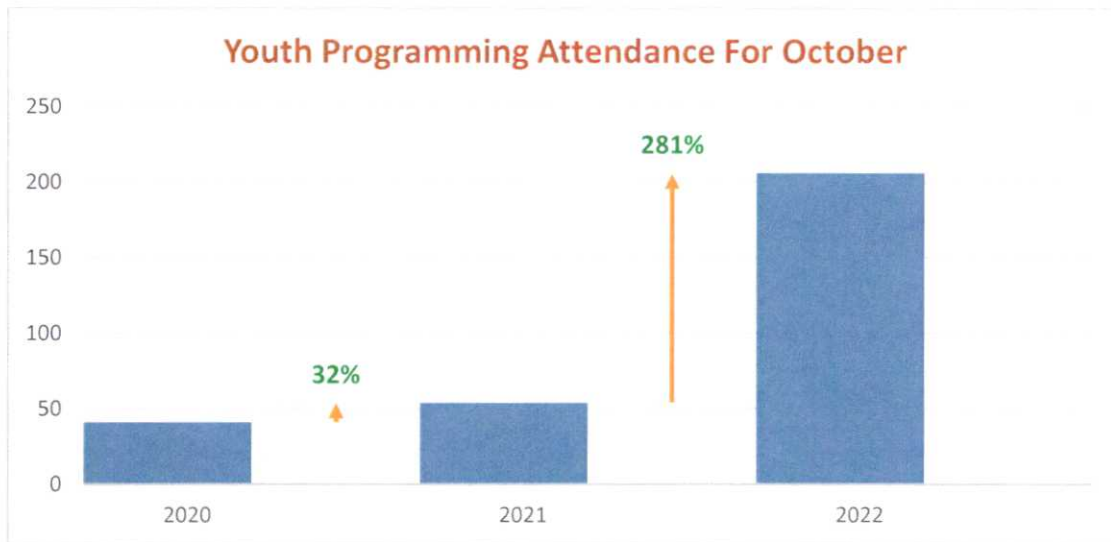
- Season set to end October 1<sup>st</sup>

Upcoming Youth Programs

- Basketball registration opened September 1<sup>st</sup>
  - About 115 registered in September

Other

- Created parent/ coach survey



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



**Maintenance**

- We have areated all sports fields at the park and soccer complex. We will start putting down rye this week.
- We have started cutting low limbs along the Greenway
- The dirt work for the building pad at the shop is almost complete



- We hung up fall decorations on the fence and gates of the cemetery



- We cleaned up the old shop and loft at the park
- We have been spot spraying round up in beds, along curbs and fences



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

**Museum**

**Volunteers**

The Museum volunteers have worked on placement of demonstrators for The Gathering. We went over last-minute details as well as a possible rain plan. We debriefed after the event and began discussion of next year's Gathering theme. The volunteers provided the Museum with 29.25 hours of service in September.

**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 displays Hamilton's Fort and shows the type of items that those settlers would have used during that period in time.

**Social Media Promotion**

Posts were made about The Gathering in the weeks before the event. Additional posts were made about The Gathering including pictures during the event. September 11 was recognized as well as the first day of fall. Posts were made about artifacts and the month ended with information about the museum having a spot at Discover White House.

**Donated Artifacts**

Jerry and Debra Worrell donated a set of Time Life books on the *Vietnam Experience*.

**Loaned Artifacts**

Terry Palmer loaned an 1859 McClellan Saddle, saddle holsters, saddle bags and girth.



**Tours at Museum**

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



Parks, Recreation, & Cultural Arts Department  
September 2022

**The Gathering**

The Second Annual Gathering was part of Experience Robertson County on September 10. The event is a living history event. This year, we had demonstrators portraying from the Revolutionary War up to WWI with over 30 demonstrators and volunteers participate in the event. Attendees at the event could see demonstrations of 3' ordinance rifled cannon to cooking dinner over a fire. We did have to implement the rain plan because of the forecast given the day before the event, but the day of was very pleasant and only a few sprinkles. Attendance to the event exceeded 800.



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

**Building Maintenance**

HVAC in the upstairs training room failed on September 22 and was repaired the same day. The capacitor on the unit had to be changed.

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

September 6 – Chamber Board Meeting taking minutes

September 10 – The Gathering

September 15 – Ribbon Cutting at Spunky Monkey

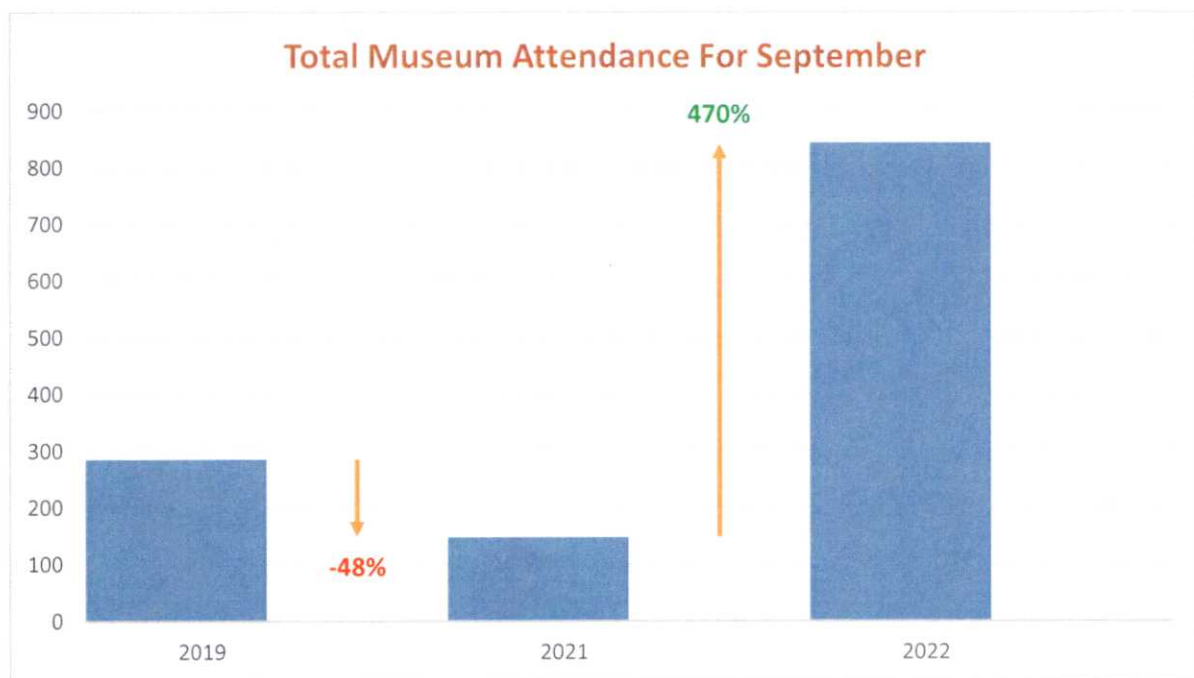
**Events and Meetings Assisted with and/or Attended Cont.**

September 15 – Habitat Sumner County Annual Fundraiser

September 20 – Chamber Luncheon featuring Gerald Herman

September 27 – Power Hour White House Pizza and Pub

<b>Visitors' Center and Museum Attendance</b>	<b>Visitors' Center and Toured Museum</b>	<b>Museum Only</b>	<b>Total Museum Visitors</b>	<b>Off Site Presentations Attendees</b>
Center Only 2	10	834	844	0



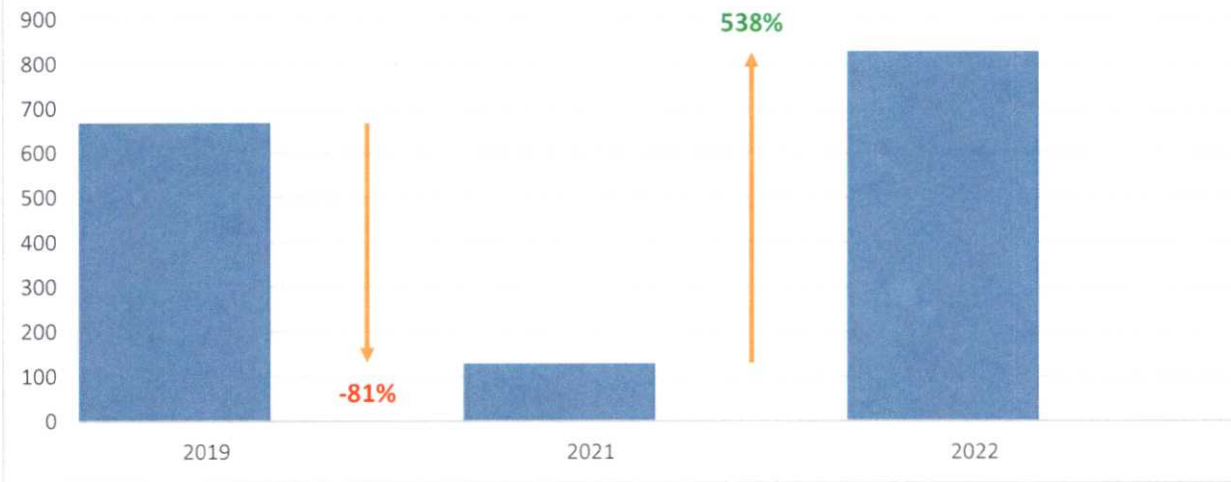
**Parks, Recreation, & Cultural Arts Department  
September 2022**

**Senior Center**

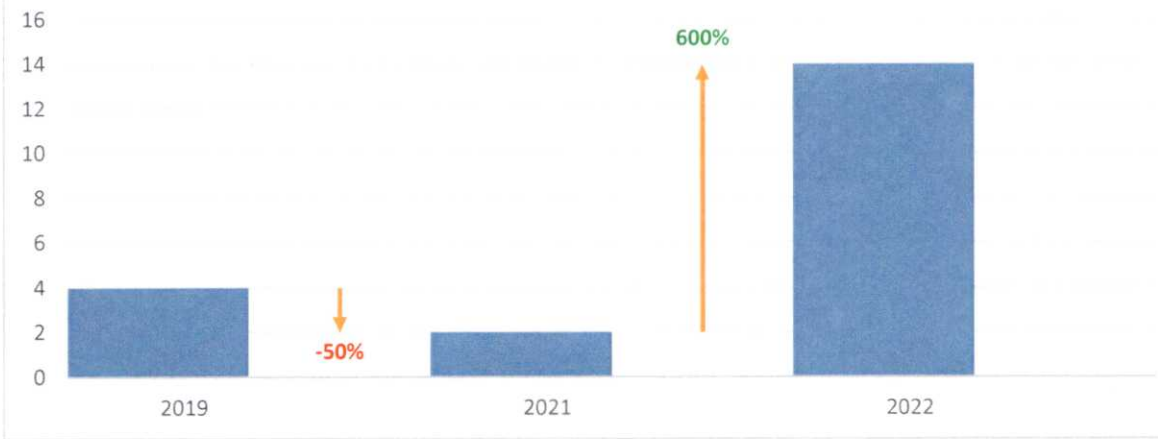
<b>Senior Center Participation - August 2022</b>			
<b>Outings/Events:</b>			
Birthday Lunch	13		
Bowling	8		
Crafts	4		
Line Dance	8		
WhiteHouse Garden Club	8		
Bunco	10		
Simpson County Jail	12		
Farmers Rummy	9		
Bible Study	5		
Riverview Restaurant	22		
Jackson Orchard	12		
<b>Total</b>	<b>111</b>		
		<b>Sr Meals Wednesdays</b>	
		106	
		91	
		103	
		<b>300</b>	<b>TOTAL</b>
<b>Programs:</b>			
Fittercise-Strength, Yoga	466		
Walk	98		
Bingo	48		
Cards, Games,Pool	104		
Pickle Ball	64		
<b>TOTAL</b>	<b>780</b>		
<b>NEW MEMBERS</b>			
<b>FIRST TIME ATTENDEE</b>	<b>14</b>		
<b>TOTAL Sr Center Participants:</b>	<b>1413</b>	<b>Total</b>	<b>1191</b>

Parks, Recreation, & Cultural Arts Department  
September 2022

Senior Programming Attendance For September



Senior Center First Time Visitors for Sept.





Parks, Recreation, Cultural Arts Department  
September 2022

	FYE 2019	FYE 2020	FYE 2021	Sept 19	Sept 20	Sept 21	Sept. 2022	YTD 22-23
<b>Facility Usage</b>								
Special Use Permits Submitted	13	15	39	0	4	1	1	5
Pavilion 1 Usage	3	7	21	3	4	1	0	5
Pavilion 2 Usage	11	5	13	3	0	0	0	4
Pavilion 3 Usage	106	38	74	13	9	10	16	48
Splash Pad Pavilion Usage	177	106	99	24	20	21	22	113
Total Number of Pavilions Usage	297	156	207	43	33	32	38	170
Gymnasium Rentals	130	79	23	8	0	7	12	39
Amphitheater Usage	3	0	1	0	0	0	0	6
Total Number of Facility Rentals	196	89	30	8	0	7	12	45
Ballfield Rentals	7	45	146	14	37	14	18	59
Visitor Center Attendance	6	21	20	4	0	1	2	8
Visitors Who Also Toured Museum	14	84	70	4	0	1	10	22
Museum Attendance Only	85	668	115	282	6	147	834	888
Total Museum Attendance	99	752	189	286	6	148	844	910
<b>Programming</b>								
Number of Youth Program Participants	679	578	417	0	0	0	0	290
Number of Adult Program Participants	240	76	100	0	0	60	69	69
Number of In-House Special Events Offered	8	7	9	1	2	1	2	3
Number of In-House Special Event Attendees	2987	2964	1077	17	0	0	0	63
Number of Rec Programs Offered	34	18	19	1	1	2	3	8
Number of Senior Center Memberships	319	1768	2000	200	200	205	203	613
Number of New Senior Center Memberships	16	16	0	5	0	2	0	0
Senior Center Participants	14,966	9594	4412	948	163	513	1,191	3763
Senior Center First Time Visitors	32	59	36	4	6	2	14	47
Number of Senior Trips Offered	54	37	9	5	0	1	5	15
Number of Senior Trip Participants	896	613	81	61	0	5	62	174
Number of Senior Programs Offered	117	76	34	8	0	5	11	31
Number of Senior Program Participants	9,989	6798	1061	669	0	130	829	2473
Number of Senior Meals Served	54	34	36	4	2	4	3	12
Number of Meals Participants	4052	2235	3277	218	163	378	300	1116
Offsite Presentation Attendees	0	15	0	0	0	0	0	0
Total Number of Programs Offered			53	9	1	7	14	39
<b>Revenues</b>								
Youth Programs	\$55,825.00	\$41,183.00	\$44,261.00	\$5,863.00	\$4,440.00	\$8,748.00	\$12,396.00	\$ 32,248.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$ 6,230.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00	\$ 4,205.00
Special Events	\$ 4,355.00	\$ 2,009.00	\$ 3,495.00	\$150.00	\$0.00	\$40.00	\$120.00	\$ 640.00
Senior Meals	\$10,875.00	\$ 5,961.50	\$ 8,222.50	\$580.50	\$407.50	\$957.00	\$997.50	\$ 3,750.50
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$ 9,112.50	\$635.00	\$640.00	\$610.00	\$345.00	\$ 3,465.00
Facility Reservations	\$19,305.00	\$ 8,046.88	\$ 2,956.25	\$1,518.75	\$100.00	\$1,437.50	\$250.00	\$ 3,106.25
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$ 5,820.50	\$338.34	\$2,190.00	\$340.00	\$455.00	\$ 1,645.00
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20	\$ -	\$0.00	\$0.00	\$975.00	\$0.00	\$ 15,272.50
Misc	\$11,744.00	\$15,394.74	\$ 9,686.39	\$320.00	\$345.00	\$1,349.46	\$336.64	\$ 452.01
<b>Workflow</b>								
Mowing Hours	1,554	2,601	2,195	321	397.5	262	237.5	721.5
Work Orders Received	N/A	8	9	0	1	3	3	8
Work Orders Completed	N/A	8	9	0	1	2	3	7
Number of Projects Started	27	40	39	3	1	2	1	1
Number of Projects Completed	18	35	32	2	0	1	0	0
Number of ballfield rainouts	NA	NA	NA	NA	NA	NA	0	23
Bags of Field Dry Used	NA	NA	NA	NA	NA	NA	3	3

**White House Library**  
**September 2022**

**Summary of Activities**

The Library Director had a check in with the regional office on September 6<sup>th</sup>. There was a discussion about the Trustee workshop, regional orders, MOE, and news from the region.

All full time staff underwent CPR training at Fire Hall 2.

The Library Director met with the City Administrator and project engineer to discuss expanding the circle parking lot on September 7<sup>th</sup>. Parking lot improvements would include moving the handicap parking closer to the library building and adding new lighting. The engineer listened to ideas and will present an improvement plan at a later date.

The library board met on September 8<sup>th</sup>. They voted on updated policies, reviewed summer reading program numbers, were invited to the volunteer board reception, and Larry's Gotcha Day celebration.

Library Supervisor attended regional training on community involvement. It was a 4 week course, 6 hours in total. Supervisor will pass on notes to the Director.

The Library Director and HR Director conducted interviews for the Youth Services Librarian. They chose a candidate, Audrey Frazee, who started on October 3, 2022. She is an excellent artist, can crochet, loves to write and is an entrepreneur. We are excited to have her on the team.

The Library Director met with the White House Lions Club on September 14<sup>th</sup>. The Library Director will be the city representative for the Lions Club.

The library celebrated Larry the Lizard's Gotcha Day on September 14<sup>th</sup>. Staff and patrons celebrated with cake and pictures with Larry. Children decorated homemade Gotcha Day cards.

The Library Director attended the Chamber Luncheon on September 20<sup>th</sup>. The City Administrator gave his state of the city address and mentioned some of the library checkout figures during his speech. It highlighted how many items the library has checked out over the years.

The Library Director attended the Board/Volunteer Reception. Three library board members were recognized, two for five years of service and one for ten years of service. The Library Director presented awards for twenty years of service.

The library held its first Genealogy class on September 26<sup>th</sup>. Seven people attended this class, and the library plans to have two more Genealogy classes in October.

**Department Highlights**

The highlights for the month were hiring the Youth Services Librarian, celebrating Larry's Gotcha Day, and the City Administrator highlighting the library in his speech.

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

**Official Service Area Populations**

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

**Membership**

	2018	2019	2020	2021	2022
New Members	132	173	108	100	125
Updated Members	253	598	481	343	238
	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	6,970
% of population with membership	51	59	66	49	47

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:** 38,849

**Estimated Value of Total Materials:** \$971,225

**Last Month:** \$969,575

**Total Materials Available Per Capita:** 2.62

**Last Month:** 2.61

**State Minimum Standard:** 2.00

**Materials Added in September**

2018	2019	2020	2021	2022
201	410	348	175	78

**Yearly Material Added**

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	3022

**Physical Items Checked Out in September**

2018	2019	2020	2021	2022
6,190	5,099	5,147	6,049	7,531

**Cumulative Physical Items Check Out**

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	62,032

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

**Miscellaneous item checkouts**

	2018	2019	2020	2021	2022
Technology Devices	43	33	31	61	62
Study Rooms	70	90	25	52	85
Games and Puzzles	64	63	96	116	191
Seeds	11	8	13	10	60
STEAM Packs	64	20	0	27	24
Cake Pans	*	0	3	0	7
Outdoor Items	*	*	*	*	10

**Yearly Totals**

2018	2019	2020	2021	2022
644	137	381	725	560
1,082	253	305	395	561
743	222	955	1,263	1,543
586	112	302	878	848
148	61	25	160	190
6	1	28	21	42
*	*	*	*	10

**Library Services Usage**

	2018	2019	2020	2021	2022
Lego Table	92	160	0	0	0
Test Proctoring	6	9	9	5	1
Charging Station	6	1	8	1	1
Notary Services	*	*	19	17	11
Library Visits	4,406	4,173	3,106	3,288	4,340
Website Usage	586	1,591	1,353	2,086	2,867
Reference Questions	3	5	8	10	1

**Yearly Totals**

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	51
90	19	47	45	13
*	16	88	144	110
52,565	55,728	30,007	38,913	37,330
2,517	16,935	17,977	27,907	24,906
59	77	60	73	27

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

**Library Volunteers**

	2018	2019	2020	2021	2022
Library Volunteers	13	13	4	8	7
Volunteer Hours	114	132	74	138	121

**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	391

**Computer Users**

	2018	2019	2020	2021	2022
Wireless	604	623	352	333	417
Adult Users	427	354	274	189	227
Kids Users	192	139	7	150	165

**Yearly Computer Users**

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	3,513
4,642	1,103	2,138	2,235	2,014
2,088	556	427	957	2,357

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

**Universal Class Counts**

	2022
Sign ups	1
Courses started	8
Lessons viewed	151
Class Submissions	16

**Yearly Totals**

	2018	2019	2020	2021	2022
Sign ups	24	9	10	13	12
Courses started	52	16	53	39	42
Lessons viewed	661	194	1,771	1,008	673
Class Submissions	445	105	800	515	240

**Programs**

	2020	2021	2022
Monthly Sign-ups	7	2	5
total Sign-ups	163	214	67

	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	7
500 Mark	2	2	0	2	5
Completion	0	1	2	4	6

**Face-to-face Kids Programs**

	2020	2021	2022
Programs	13	12	4
Attendees	280	244	109

	2020	2021	2022
Programs	146	154	43
Attendees	4,260	4,201	1,185

**Virtual Kids Programs**

	2020	2021	2022
Videos	0	0	0
Views	0	0	0

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

**Grab & Go Kits**

	2020	2021	2022
Kits	9	0	0
Taken	177	0	0

	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**

	2020	2021	2022
Programs	6	4	0
Attendees	9	14	0

	2020	2021	2022
Programs	47	82	68
Attendees	481	432	518

**Tween Face-to-Face Programs**

	2020	2021	2022
Programs	0	0	0
Attendees	0	0	0

	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

**Combined Face-to-Face**

	2020	2021	2022
Programs	4	4	9
Attendees	34	25	55

	2020	2021	2022
Programs	11	43	76
Attendees	77	370	323

**Virtual Teen & Tweens**

	2020	2021	2022
Videos	0	0	0
Views	0	0	0

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

**Grab & Go**

	2020	2021	2022
Kits	0	0	0
Taken	0	0	0

	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. We will add a board game night for the sewing group that isn't meeting.

**Face-to-face Adult Programs**

	2020	2021	2022
Programs	11	14	3
Attendees	60	38	15

	2020	2021	2022
Programs	175	157	42
Attendees	1,009	1,343	214

**Virtual**

	2020	2021	2022
Videos	0	0	0
Views	0	20	0

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

**Device Advice**

	2019	2020	2021	2022
Sessions	*	0	0	9
Yearly	125	51	81	104

	2019	2020	2021	2022
Passive	*	*	0	0
Yearly	*	*	0	13

The library added an adult sewing class and genealogy class in September. Both did well and will continue into October.

**Interlibrary Loan Services**

	2020	2021	2022
Borrowed	50	97	58
Loaned	21	35	7

**Yearly Interlibrary Loan Services**

	2020	2021	2022
Borrowed	690	690	534
Loaned	410	410	151

	2022
Adults	2,092
Juvenile	117

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	6,102
Juvenile	1,430	1,189	1,032	2,013	446

The READS statistics come from the state.



**CITY COURT REPORT**

September 2022

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH \$3,165.00

**TOTAL MONIES COLLECTED YTD \$14,814.50****STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH \$2,544.56

**TOTAL MONIES COLLECTED YTD \$7,521.35**

TOTAL REVENUE FOR MONTH \$5,709.56

**TOTAL REVENUE YTD \$22,335.85****DISBURSEMENTS**

LITIGATION TAX \$194.85

DOS/DOH FINES &amp; FEES \$216.60

DOS TITLE &amp; REGISTRATION \$28.50

RESTITUTION/REFUNDS \$0.00

ON-LINE CC FEES \$0.00

CREDIT CARD FEES \$0.00

WORTHLESS CHECKS \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$439.95

**TOTAL DISBURSEMENTS YTD \$3,468.75**

ADJUSTED REVENUE FOR MONTH \$5,269.61

**TOTAL ADJUSTED REVENUE YTD \$18,867.10****DRUG FUND**

DRUG FUND DONATIONS FOR MONTH \$415.62

**DRUG FUND DONATIONS YTD \$1,994.99**

Offenses Convicted & Paid For Month	Count	Paid
Improper Passing	2	\$55.00
Financial Responsibility Law	11	\$165.00
Registration Law	6	\$282.50
Improper Equipment		
Texting/Hands Free Law	2	\$60.00
Codes Violation	2	\$187.50
DL Exhibited	2	\$0.00
Red Light	1	\$25.00
Animal Control		
Stop Sign	1	\$80.00
Speeding	19	\$1,850.00
Seat Belt-Child Restraint	3	\$110.00
Failure To Yield		
Exercise Due Care	3	\$300.00
Following Too Close	1	\$0.00
Total	53	\$3,115.00

# RESOLUTIONS....

ORDINANCES....

TO: Board of Mayor and Alderman

FROM: Elizabeth Kozlowski

DATE: October 11, 2022

SUBJECT: Library Fines Update

The White House Library charges fines on late items as a way to deter patrons from keeping items past their due date. After reviewing the circulation of the library's hot spots and Chromebooks, the staff realized that a number of patrons will not return the device until the library staff disconnects the item from service. This is time consuming for staff and means those waiting for the devices must wait longer for the item. The library director recommended to the library board that a \$10 disconnect fee be charged to patrons that keep the device long enough for it to be turned off. The library board recommended approval.



**ORDINANCE 22-14**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 2 LIBRARY BOARD, SECTION 2-210.**

**WHEREAS**, the Library Board has determined that it has become necessary to amend the schedule of fines and services for library patrons;

**WHEREAS**, as dictated in Ordinance 15-25 the Library Board may recommend to the Board of Mayor and Alderman fines for the White House Library;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Alderman that the White House Municipal Code Title 2, Chapter 2 Library Board, Section 2-210 be amended from the Municipal Code as follows:

TITLE 2: BOARD AND COMMISSIONS, ETC

CHAPTER 2: LIBRARY BOARD

SECTION: 2-210. Schedule of fines, services and damages.

(3) Schedule of fines and services.

**\*Amends are made in bold, italics, and underlined text.**

Section 2-210. Schedule of fines, services and damages.

(3) Schedule of fines and services.

Overdue books, audio books, music CDs, magazines, plush sets, puzzles, board game, DVDs, Video games	\$0.10
Overdue tech devices and STEAM packs	\$1.00
Hot Spots	\$3.00
<b><i><u>Device disconnect fee</u></i></b>	<b><i><u>\$10.00</u></i></b>
Book Drop Charge for Tech Devices and Bagged items	\$1.00
Computer Print outs	\$0.20 Black and White, \$0.50 for color
Faxes	\$1.00
Replacement Card	\$1.00
Out of State fee, adult	\$10.00
Out of State fee, child	\$5.00
Lost items	Varies, based on cost of item
Damages	Varies, based on cost of repairs

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: October 15, 2022

Second Reading: November 17, 2022

\_\_\_\_\_  
Farris H. Bibb, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Derek Watson, City Recorder

PURCHASING....



# MEMO

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**To:** Board of Mayor and Aldermen  
**From:** Patrick McLaughlin, Fire Chief  
**Date:** October 6<sup>th</sup>, 2022  
**Re:** Request to Purchase 2023 Ford F-250 Fire Inspector Vehicle

---

On this date, October 6<sup>th</sup>, 2022, I am requesting that the Mayor and Board of Alderman approve the purchase of a 2023 Ford F-250 to be a Fire Inspector vehicle. The vehicle is a Fire Department CIP approved project.

The equipment will be purchased using Statewide Contract 209/75347.

I have attached the "Statewide Quote" from Lonnie Cobb Ford for your review and consideration.

Should you have any questions regarding this request please feel free call me at 615-672-5338 or email me at [pmclaughlin@whitehousetn.gov](mailto:pmclaughlin@whitehousetn.gov).

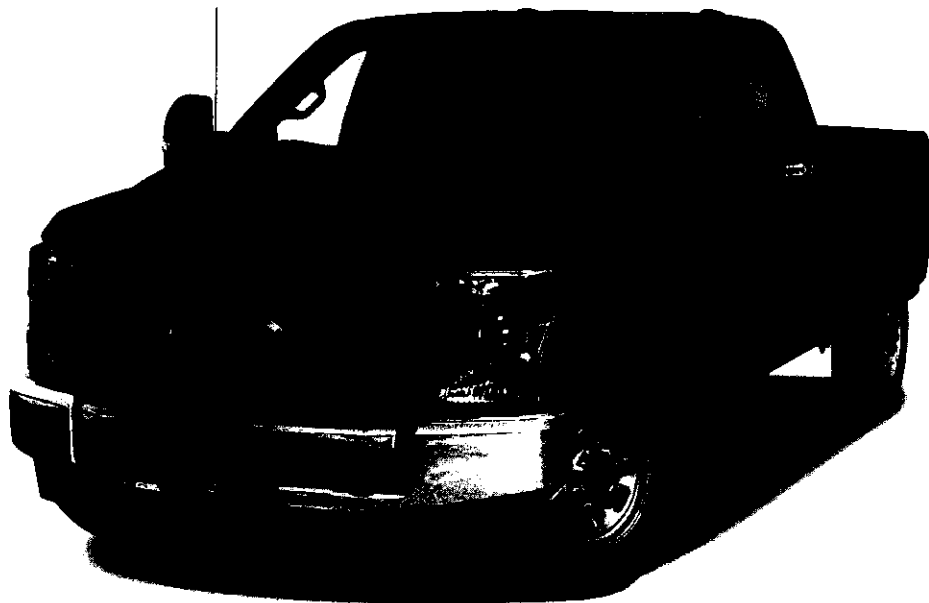
Thank You,  
Patrick McLaughlin  
Fire Chief

SWC 209  
Lonnie Cobb Ford contract # 75347

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2022 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)  
Price Level: 275

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**Client Proposal**

Prepared by:  
**STEVEN BLACKSTOCK**  
Office: 731-989-2121  
Date: 10/04/2022



Lonnie Cobb Ford | 1618 Highway 45 North, Henderson, Tennessee, 383404005  
Office: 731-989-2121 | Fax: 731-989-3502





Prepared by: STEVEN BLACKSTOCK

10/04/2022

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2022 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 275

## Warranty

### Standard Warranty

#### *Basic Warranty*

Basic warranty

36 months/36,000 miles

#### *Powertrain Warranty*

Powertrain warranty

60 months/60,000 miles

#### *Corrosion Perforation*

Corrosion perforation warranty

60 months/unlimited

#### *Roadside Assistance Warranty*

Roadside warranty

60 months/60,000 miles

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: STEVEN BLACKSTOCK

10/04/2022

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2022 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 275

## As Configured Vehicle

Code	Description	MSRP
W2B	Base Vehicle Price (W2B)	\$45,835.00
600A	Order Code 600A <i>Includes:</i> - Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel - Transmission: TorqShift-G 6-Spd Auto w/SelectShift - GVWR: 10,000 lb Payload Package - Tires: LT245/75Rx17E BSW A/S (4) <i>Spare may not be the same as road tire.</i> - Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i> - HD Vinyl 40/20/40 Split Bench Seat <i>Includes enhanced voice recognition with 911 Assist, 4.2" LCD center stack screen, AppLink and 1 smart-charging USB-C port.</i> - Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> - SYNC Communications & Entertainment System <i>Includes enhanced voice recognition with 911 Assist, 4.2" LCD center stack screen, AppLink and 1 smart-charging USB-C port.</i>	N/C
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	Included
44S	Transmission: TorqShift-G 6-Spd Auto w/SelectShift	Included
X3E	Electronic-Locking w/3.73 Axle Ratio	\$430.00
STDGV	GVWR: 10,000 lb Payload Package	Included
TD8	Tires: LT245/75Rx17E BSW A/S (4) <i>Spare may not be the same as road tire.</i>	Included
64A	Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i>	Included
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	Included
160WB	160" Wheelbase	STD
96V	XL Value Package <i>Includes:</i> - Bright Chrome Hub Covers & Center Ornaments - Chrome Front Bumper - Chrome Rear Step Bumper - Steering Wheel-Mounted Cruise Control	\$395.00
90L	Power Equipment Group <i>Deletes passenger-side lock cylinder. Includes upgraded door trim panel.</i>  <i>Includes:</i> - Accessory Delay - Trailer Tow Mirrors w/Power Heated Glass	\$1,350.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: STEVEN BLACKSTOCK

10/04/2022

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2022 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 275

**As Configured Vehicle (cont'd)**

<b>Code</b>	<b>Description</b>	<b>MSRP</b>
	Includes manual folding, manually telescoping, heated convex spotter mirror and integrated clearance lamps and turn signals. - Advanced Security Pack Includes SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors. - Power Locks - Power Tailgate Lock - Power Front & Rear Seat Windows Includes 1-touch up/down driver/passenger window. - Remote Keyless Entry	
471	<b>Camper Package</b>  Includes heavy-service front springs (1 up upgrade above the spring computer selected as a consequence of options chosen. Not included if maximum springs have been computer selected as standard equipment), rear auxiliary springs and slide-in camper certification. Note 1: Salesperson's Source Book or Ford RV Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. Note 2: May result in deterioration of ride quality when vehicle is not equipped with camper.  Includes: - Rear Stabilizer Bar	\$160.00
41P	<b>Transfer Case &amp; Fuel Tank Skid Plates</b>	\$100.00
52B	<b>Trailer Brake Controller</b>  Verified to be compatible with select electric over hydraulic brakes. Includes smart trailer tow connector.	\$300.00
PAINT	<b>Monotone Paint Application</b>	STD
587	<b>Radio: AM/FM Stereo w/MP3 Player</b>  Includes 4 speakers.  Includes: - SYNC Communications & Entertainment System Includes enhanced voice recognition with 911 Assist, 4.2" LCD center stack screen, AppLink and 1 smart-charging USB-C port.	Included
WARANT	<b>Fleet Customer Powertrain Limited Warranty</b>  Requires valid FIN code.  Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.	N/C
425	<b>50-State Emissions System</b>	STD
PQ_01	<b>Race Red</b>	N/C

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Prepared by: STEVEN BLACKSTOCK

10/04/2022

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2022 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 275

## As Configured Vehicle (cont'd)

Code	Description	MSRP
AS_01	Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat	N/C
cab steps 2	F250/f350/f450/f550 cab steps <i>black or chrome tube cab steps</i>	\$650.00
SUBTOTAL		\$49,220.00
Destination Charge		\$1,795.00
TOTAL		\$51,015.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.





Prepared by: STEVEN BLACKSTOCK

10/04/2022

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2022 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 275

## Pricing Summary - Single Vehicle

### MSRP

#### Vehicle Pricing

Base Vehicle Price	\$45,835.00
Options	\$2,735.00
Colors	\$0.00
Upfitting	\$650.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,795.00
<b>Subtotal</b>	<b>\$51,015.00</b>

#### Pre-Tax Adjustments

Code	Description	MSRP
fleet discount	fleet discount	-\$4,592.00
<b>Total</b>		<b>\$46,423.00</b>

truck will be a 2023 year model

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

October 11, 2022

## MEMORANDUM

**To:** Board of Mayor and Aldermen

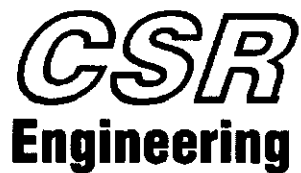
**From:** Gerald Herman, City Administrator

**Re:** Safety Improvements at US 31W and SR 258 Intersection

---

I would like to request your approval of a engineering services agreement with CSR Engineering for the State of Tennessee Department of Transportation (TDOT) Pedestrian Safety Improvements at US31W and SR258 intersection project (PIN #132415.00). The agreement will contingent on TDOT's approval.

Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2105.



**CSR Engineering Inc.**  
2010 Hwy 49E  
Pleasant View, TN 37146  
Phone: (615) 212-2389  
Fax: (615) 246-3815  
[www.csrengineers.com](http://www.csrengineers.com)

October 6, 2022

Gerald Herman  
City of White House  
105D College Street  
White House, TN 37188

**RE: PROPOSAL FOR ENGINEERING SERVICES FOR THE CITY OF WHITE HOUSE PEDESTRIAN SAFETY IMPROVEMENTS US31W @ SR258 PIN# TBD (TDOT-LPDO) – WHITE HOUSE, TENNESSEE**

Mr. Herman,

CSR Engineering, Inc. is pleased to again offer services to your organization on your upcoming Pedestrian Safety Improvements Project along US31W @ SR258 according to your state approved and funded project. Please accept this Letter Agreement as our proposal for these engineering and related services. The professional services provided by CSR under this Agreement are limited to the **General Scope of Work** shown below and cover the entire process through TDOT's Local Programs Office and project administration for the City.

**General Scope of Work**

- Responsible for and Perform Engineering services for the Full NEPA, Design, ROW & CEI Services Per TDOT-LPDO requirements within the Local Government Guidelines and as described following:

**1. NEPA (C-List Categorical Exclusion)**

- a. **Public Meetings:** As required for public hearings or meetings from White House Administration or a Public Involvement Plan, CSR will develop documents and handouts accordingly. A CSR representative will be in attendance and assist with the City ran meeting.
- b. **Categorical Exclusion (CE) Environmental Document:** CSR will prepare a Categorical Exclusion (CE) Environmental Document through the TDOT-Environmental Section. This includes the evaluation, research, coordination, and documentation necessary for submittal. Other possible items of work include environmental and permit services beyond the typical CE requirements (not included) and may be added if endangered species or other environmental information is found during the Categorical Exclusion process. C-list CE's are the typical project guiding parameters for this type of project – other NEPA requirements may be more in depth depending on the project scope or existing conditions as information develops.

## **2. Design**

- a. **Conceptual and Preliminary Plans:** This phase includes the continued required survey operations and development of preliminary plans. These plans will be developed into working drawings to be presented to City Staff for coordination and meeting City desires within the bounds of the funding and project scope. Iterations of this process drive the construction plans and details development for the final outcomes of the project.
- b. **Initial ROW/Utility Coordination:** Plans may be submitted during this phase to the affected utility companies identified under the surveying task. No utility design or relocation is within the City's requirement nor expected based upon TDOT and project requirements, but will be a consideration depending on the project development. Utility coordination will begin to occur during design but will finalize with all utility owners during the formal ROW phase shown below utilizing the project plans information. ROW acquisition is not expected in the project nor included in this scope of work.
- c. **Construction Plans and Bid Package:** Construction plans will be developed and finalized according to TDOT design guidelines in order to receive their approval and incorporate necessary utility modifications and coordinations. CSR will prepare a bid package containing specifications and plans for the City to issue for bids. The final set of plans for construction will include:
  - Finalized roadway details and documents
  - Quantities with General and Special Notes
  - Erosion Prevention and Sediment Control
  - Sidewalk Plans
  - Signal Plans
  - Signage Plans
  - Striping Plans
  - Traffic Control in accordance with MUTCD (limited to portions required to construct)
  - Drainage Details (if required)

A final estimated quantities and opinion of probable cost will be determined and included in documents once plans are approved. The quantities and opinion will be based primarily on TDOT Items and Average Unit Prices and will consider recent similar bid prices in this area.

## **3. Right-of-Way Certification (Coordination Only – No Acquisition)**

It is currently planned that this project will be done completely within existing right-of-way and city or state owned property. Therefore, no right-of-way acquisition services have been discussed in this proposal. If the project scope of work changes or ROW acquisition becomes mandatory, then CSR Engineering will confer with the City at that time.



Regardless of acquisition requirements, staking of project improvements is included during this phase to allow clear coordination with affected utilities. During the ROW certification process with TDOT, CSR will also submit plan documents to obtain any municipality permits as required by local regulations. TDEC NPDES General or Individual permits are highly unlikely and not anticipated for this project and not included in this scope of work. With no adjacent railroads within the 200' criteria of this project, the ROW efforts will not need to incorporate certain federal regulations, but all Federal Railroad Administration standards will still be required and adhered to as with any other FHWA/TDOT Local Programs project.

Upon TDOT approval of all ROW/Utility/Construction Plans and Bid Documents, CSR will move to aid the City in letting the project to bid. For bidding assistance, CSR will prepare a bid package containing specifications, plans, and other bid book documents for the City to advertise and issue for bids. A pre-bid meeting will be attended as well as any City Council meetings necessary. CSR will review the bids with the City and TDOT prior to award.

#### **4. Construction Engineering & Inspection (CEI)**

**Construction Engineering Inspection (CEI)** The Construction Engineering Inspection effort is based on construction observation over a construction period as required in bid documents and TDOT CEI requirements. As shown in the submittal CSR Engineering is fully qualified/certified to provide the CEI services as required by TDOT LPDO Guidelines and includes but is not limited to the following per the manual:

- Pre-construction conference
- Observe all site construction activities
- Review and approval of all job mix formulas and contractor quality control plans
- Maintain project files, logs and daily diary
- Record and respond to RFI's
- Monitor, evaluate and respond to project change order and plan revision requests
- Monitor and report to the City any environmental concerns
- Conduct project meetings, as required
- Erosion Prevention/Sediment Control (ESPC) Inspections
- Traffic Control inspections
- Material testing and certification and collection of required T2 forms
- Shop drawing review and approval
- Review contractor's payroll (Weekly) and contractors pay requests (Monthly)
- State and Federal wage rate interviews and compliance assurance
- Provide punchlist
- Project closeout

Services provided will be limited to the specific scope of work defined above. The City shall coordinate with CSR on a timely basis to facilitate expedient progress

through all required phases of TDOT LPDO. Any subsequent engineering services determined by the City of White House will be included in later proposals.

The fee for these services will be a lump sum of \$222,900.00 billed at completion of the following key milestones:

I - NEPA Services	\$ 25,000.00
II - Design Services	\$ 74,200.00
III - ROW Services	\$ 8,400.00
IV - CEI Services	<u>\$115,300.00</u>
Total	\$222,900.00

CSR's engineering services will be subject to the Terms and Conditions as attached as Exhibit "A". We will bill by approximate percentage complete at the end of each key project milestone. The fee quoted includes compensation for basic services for the City of White House defined herein. We will begin work immediately as per our discussion and will work on a reasonable schedule to submit documents for your review. If this scope of work is not in line with your desires, we shall revise the scope of work and resubmit for your approval. We can revise the scope to cover any alternative services that better fit your needs.

If this proposal meets with your approval, please execute the original and return a signed copy of this agreement to this office via post, email or fax. Again, we appreciate the opportunity to develop this proposal and look forward to completion of a successful project.

CSR Engineering, Inc.



Kevin Walker, P.E.  
Principal Engineer

Accepted by: \_\_\_\_\_  
City of White House (Tennessee) \_\_\_\_\_ Date \_\_\_\_\_

**EXHIBIT "A"**  
**CSR ENGINEERING, INC.**  
**GENERAL TERMS AND CONDITIONS**

1. **Relationship between Engineer and Client.** Engineer shall serve as Client's professional engineering consultant in those phases of the Project to which this Agreement applies. The relationship is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Client.

2. **Responsibility of the Engineer.** Engineer will strive to perform services under this Agreement in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement or in any report, opinion, document, or otherwise.

Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any agreement between the Client and any other party concerning the Project, the Engineer shall not be responsible for the acts or omissions of the Client, or for the failure of the Client, any contractor or subcontractor, or any other engineer, architect or consultant not under contract to the Engineer to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project.

Engineer shall determine the amounts owing to the construction contractor and recommend in writing payments to the contractor in such amounts. By recommending any payment, the Engineer will not thereby be deemed to have represented that exhaustive, continuous or detailed reviews or examinations have been made to check the quality or quantity of the contractor's work.

3. **Responsibility of the Client.** Client shall provide all criteria and full information as to his requirements for the Project, including budgetary limitations. Client shall arrange for Engineer to enter upon public and private property and obtain all

necessary approvals and permits required from all governmental authorities having jurisdiction over the Project.

Client shall give prompt written notice to the Engineer whenever Client observes or otherwise becomes aware of any development that affects the scope or timing of Engineer's services, or any defect or nonconformance in the work of any construction contractor.

Client shall examine all documents presented by Engineer, obtain advice of an attorney or other consultant as Client deems appropriate for such examinations and provide decisions pertaining thereto within a reasonable time so as not to delay the services of the Engineer.

4. **Designation of Authorized Representatives.** Each party shall designate one or more persons to act with authority in its behalf with respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the party.

5. **Ownership of Documents.** Drawings, specifications, reports and any other documents prepared by Engineer in connection with any or all of the services furnished hereunder shall be the property of Engineer. Engineer shall have the right to retain copies of all documents and drawings for its files.

6. **Reuse of Documents.** All documents, including drawings and specifications furnished by Engineer pursuant to this Agreement, are intended for use on the Project only. Client agrees they should not be used by Client or others on extensions of the Project or on any other project. Any reuse, without written verification or adaption by Engineer, shall be at Client's sole risk, and Client shall indemnify and hold harmless Engineer from all claims, damages, losses and expenses, including attorney's fees arising out of or resulting therefrom.

7. **Opinions of Cost.** Since the Engineer has no control over the cost of labor, materials, equipment or services furnished by the contractor,

or over the contractor's methods of determining prices, or over competitive bidding or market conditions, the Engineer cannot and does not guarantee that proposals, bids or actual construction costs will not vary from his opinions or estimates of construction costs.

8. **Changes.** Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments; and Engineer and Client shall negotiate appropriate adjustments in fee and/or schedule acceptable to both parties to accommodate any changes.
9. **Delays.** If the Engineer's services are delayed by the Client, or for other reasons beyond the Engineer's control, for more than one year, the fee provided for in this Agreement shall be adjusted equitably.
10. **Subcontracts.** Engineer may subcontract portions of the services, but each subcontractor must be approved by Client in writing.
11. **Suspension of Services.** Client may, at any time, by written order to Engineer, require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the services covered by the order. Client, however, shall pay all costs associated with suspension including all costs necessary to maintain continuity and the staff required to resume the services upon expiration of the suspension of work order. Engineer will not be obligated to provide the same personnel employed prior to suspension when the services are resumed in the event the period of any suspension exceeds 30 days. Client will reimburse Engineer for the costs of such suspension and remobilization.
12. **Termination.** This Agreement may be terminated by either party upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee,

incurred by Engineer either before or after the termination date shall be reimbursed by Client.

13. **Notices.** Any notice or designation required to be given by either party hereto shall be in writing and, unless receipt of such notice is expressly required by the terms hereof, it shall be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed and addressed to the party to whom such notice is directed at such party's place of business or such other address as either party shall hereinafter furnish to the other party by written notice as herein provided.
14. **Indemnification.** In the event of joint or concurrent negligence of Engineer and Client, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligency (including that of third parties) which caused the personal injury or property damage.

Client shall not be liable to the Engineer, and the Engineer shall not be liable to the Client, for any special, incidental or consequential damages, including, but not limited to, loss of use and loss of profit, incurred by either party due to the fault of the other, regardless of the nature of this fault, or whether it was committed by the Client or the Engineer or their employees, agents or subcontractors, by reason of services rendered under this Agreement.

15. **Legal Proceedings.** In the event Engineer's employees are at any time required by Client to provide testimony, answer interrogatories or otherwise provide information ("testimony") in preparation for or at a trial, hearing, proceeding on inquiry ("proceeding") arising out of the services that are the subject of this Agreement, where Engineer is not a party to such proceeding, Client will compensate Engineer for its services and reimburse Engineer for all related direct costs incurred in connection with providing such testimony. This provision shall be of no effect if the parties have agreed in a separate agreement or an amendment to this Agreement to terms which specifically supersede this provision, nor shall this provision apply in the event Client engages Engineer to provide expert testimony or litigation support, which services shall be the subject of a separate agreement or an amendment to this Agreement.

16. **Successors and Assigns.** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.
17. **Insurance.** Within the context of prudent business practices, Engineer shall endeavor to maintain workmen's compensation and unemployment compensation of a form and in an amount as required by state law; comprehensive general liability with limits of at least \$1,000,000/\$1,000,000; automotive liability with limits of at least \$500,000/\$500,000; and professional liability insurance with an annual limit of at least \$1,000,000. Client recognizes that insurance market is erratic and Engineer cannot guarantee to maintain the coverages identified above.
18. **Information Provided by the Client.** The Engineer shall indicate to the Client the information needed for rendering of services hereunder. The Client may elect to provide this information (including services by others) to the Engineer. In this case, the Client recognizes that the Engineer cannot assure the sufficiency of such information. Accordingly, the Engineer shall not be liable for any claims for injury or loss arising from errors, omissions or inaccuracies in documents or other information provided by the Client. In addition, the Client agrees to compensate the Engineer for any time spent or expenses incurred in defending such claim or in making revisions to his work as a direct or indirect result of information provided by the Client which is insufficient.
19. **Subsurface Conditions and Utilities.** Client recognizes that a comprehensive sampling and testing program implemented by trained and experienced personnel of Engineer or Engineer's subconsultants with appropriate equipment may fail to detect certain hidden conditions. Client also recognizes that actual environmental, geological and geotechnical conditions that Engineer properly inferred to exist between sampling points may differ significantly from those that actually exist.

Engineer will locate utilities which will affect the project from information provided by the Client and utility companies and from Engineer's surveys. In that these utility locations are based, at least in

part, on information from others, Engineer cannot and does not warrant their completeness and accuracy.

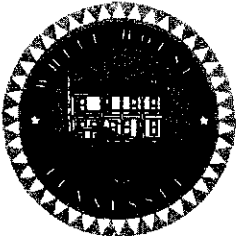
20. **Hazardous Materials.** When hazardous materials are known, assumed or suspected to exist at a project site, Engineer is required to take appropriate precautions to protect the health and safety of his personnel, to comply with the applicable laws and regulations and to follow procedures deemed prudent to minimize physical risks to employees and the public. Client hereby warrants that, if he knows or has any reason to assume or suspect that hazardous materials may exist at the project site, he will inform Engineer in writing prior to initiation of services under this Agreement.

Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Client agrees that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. Engineer agrees to notify Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. Client waives any claim against Engineer and agrees to indemnify, defend and hold Engineer harmless from any claim or liability for injury or loss arising from Engineer's encountering unanticipated hazardous materials or suspected hazardous materials. Client also agrees to compensate Engineer for any time spent and expenses incurred by Engineer in defense of any such claim.

21. **Risk Allocation.** The Client recognizes that Engineer's fee includes an allowance for funding a variety of risks which affect the Engineer by virtue of his agreeing to perform services on the Client's behalf. One of these risks stems from the Engineer's potential for human error. In order for the Client to obtain the benefits of a fee which includes a lesser allowance for risk funding, the Client agrees to limit the Engineer's liability to the Client and all construction contractors arising from the Engineer's professional acts, errors or omissions, such that the total aggregate liability of the Engineer to all those named shall not exceed \$50,000 or the Engineer's total fee for the services rendered on this project, whichever is greater.



22. **Anticipated Change Orders.** Client recognizes and expects that a certain amount of imprecision and incompleteness is to be expected in construction contract documents; that contractors are expected to furnish and perform work, materials and equipment that may reasonably be inferred from the contract documents or from the prevailing custom or trade usage as being required to produce the intended result whether or not specifically called for; and that a certain amount of change orders are to be expected. As long as Engineer provides services in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions, client agrees not to make any claim against Engineer for cost of these change orders unless these costs become a significant part of the construction contract amount. In no case will Client make claim against Engineer for costs incurred if the change order work is a necessary part of the Project for which Client would have incurred cost if work had been included originally in the contract documents unless Client can demonstrate that such costs were higher through issuance of the change order than they would have been if originally included in the contract documents in which case any claim of Client against Engineer will be limited to the cost increase and not the entire cost of the change order.
23. **Payment.** Engineer shall submit monthly statements to Client. Payment in full shall be due upon receipt of the invoice. If payments are delinquent after 30 days from invoice date, the Client agrees to pay interest on the unpaid balance at the rate of one and one-half percent per month. Payment for Engineer's services is not contingent on any factor except Engineer's ability to provide services in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. If Engineer brings any action at law or in equity to enforce or interpret the terms of this Agreement, or if Engineer must either prosecute or defend any action related to the subject matter of the Agreement, and prevails in such action, then Engineer shall be entitled to reasonable attorney's fees, expenses and costs, including expert witness fees, if applicable.
24. **Force Majeure.** Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control, including, but not limited to, acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
25. **Compliance with Laws.** To the extent they apply to its employees or its services, the Engineer shall comply with all applicable United States, state, territorial and commonwealth laws, including ordinances of any political subdivisions or agencies of the United States, any state, territory or commonwealth thereof.
26. **Separate Provisions.** If any provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall be valid and binding.
27. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the principal place of business of the Engineer.
28. **Amendment.** This Agreement shall not be subject to amendment unless another instrument is executed by duly authorized representatives of each of the parties.
29. **Entire Understanding of Agreement.** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of this Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.



# *City of White House Public Works*

## *Memo*

**To:** Public Services Department  
**From:** Andy Cieslak, DPW  
**Date:** October 20<sup>th</sup>, 2022  
**Re:** Request to Authorize – GFL Contract extension through June 30<sup>th</sup> 2023

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On this date, October 20<sup>th</sup>, 2022 I am requesting that the Mayor and Board of Alderman authorize the city to enter into an agreement with GFL Environmental until the end of June 30<sup>th</sup> 2023 to help align with the city's fiscal year.

The service contract will incur a 5% increase from \$50,875.32 to \$53,419.06. Money was allocated/funded in sanitation's contractual services capital budget. This \$2,543.76 monthly increase will take effect January 1<sup>st</sup> 2023 until June 30<sup>th</sup> 2023.

I have attached the GFL Environmental quote for your review and consideration

Should you have any questions regarding this request, please feel free to call me at 615-672-3654.

**Andy Cieslak** Digitally signed by Andy Cieslak  
Date: 2022.10.11 08:09:47 -05'00'

**Andy Cieslak**  
**Director of Public Services**

**AMENDMENT TO SOLID WASTE AND RECYCLING COLLECTION,  
TRANSPORTATION AND DISPOSAL AGREEMENT**

THIS EXTENSION OF SOLID WASTE COLLECTION, TRANSPORTATION AND DISPOSAL AGREEMENT (this "Extension") is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_ 2022 by and between GFL ENVIRONMENTAL / WASTE INDUSTRIES OF TENNESSEE LLC ("Contractor") and THE CITY OF WHITE HOUSE, TENNESSEE ("City").

**RECITALS**

- A. Contractor and the City are parties to a Solid Waste and Recycling Collection, Transportation and Disposal Agreement dated September 20, 2012 (the "Agreement").
- B. As allowed for in the Agreement, Section 2. Term of Contract, the parties desire to officially extend the Agreement through June 30, 2023 with a 5% increase starting January 2023.

**AGREEMENT**

NOW, THEREFORE, it is mutually agreed that the term of the Agreement is hereby extended through June 30, 2023. All terms and conditions will continue unchanged except as specifically modified herein, the Agreement shall remain in full force and effect as written.

This Extension may be executed in counterparts, including by facsimile.

[THE NEXT PAGE IS THE SIGNATURE PAGE.]

IN WITNESS WHEREOF, this Extension of Solid Waste and Recycling Collection, Transportation and Disposal Agreement is executed and delivered on behalf of the undersigned by their duly authorized representatives as of the date first set forth above.

GFL Environmental /

WASTE INDUSTRIES OF TENNESSEE LLC

By: Lana Alderdice

Name: Lana Alderdice

Title: Regional Vice President  
10/10/22

CITY OF WHITE HOUSE, TENNESSEE

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

# OTHER BUSINESS...



**INTERLOCAL AGREEMENT**  
**For the Employment of a Public Management Fellow**  
**Between the State of Tennessee Municipalities: Brentwood, Goodlettsville, Springfield, and**  
**White House.**  
**AND**

The following parties: The University of Tennessee through its Municipal Technical Advisory Service (MTAS) (hereafter University) and the following State of Tennessee Municipalities: Brentwood, Goodlettsville, Springfield, and White House enter into the below Interlocal Agreement with consideration of the mutual covenants herein. All parties of this Agreement are authorized by Tennessee Code Annotated, Section 12-9-101, et seq. to enter into interlocal agreements.

**Purpose**

The purpose of this agreement is for the parties to collectively employ a public management fellow. Said fellow will provide valuable service during period of employment. The parties collectively will provide the fellow a broad exposure to differing functional areas of municipal government.

**Agreement Term**

The term of this agreement shall be for two years, beginning January 1, 2023 and ending December 31, 2024. The specific month allocation per jurisdiction will be six (6) months per fiscal year. However, if during the two-year period the public management fellow secures other employment, this agreement shall be terminated.

**Services**

**Hiring Process** - MTAS will manage the hiring process in accordance with established University and IPS personnel policies and procedures. The University and the parties in this agreement will collectively interview and determine who will be offered the public management fellow position. Once the determination is made, the University will extend an offer of employment and upon acceptance, will employ the applicant as a public management fellow for MTAS.

**Evaluation** - The parties to this agreement will collectively evaluate the public management fellow on a semi-annual basis and will make a consensus determination on the fellow's performance.

**Disciplinary Action** - All disciplinary action will be in accordance with the personnel policies and procedures of the University. Any necessary disciplinary actions will be managed and administered by MTAS.

**Salary and Benefits** - The salary for the public management fellow position shall be determined by the University and be based upon the successful candidate's qualifications and the position description. Benefits for the public management fellow position shall be in accordance with the personnel policies of the University. (SEE ATTACHMENT B)

**INTERLOCAL AGREEMENT**  
**For the Employment of a Public Management Fellow**  
**Between the State of Tennessee Municipalities: Brentwood, Goodlettsville, Springfield, and**  
**White House.**  
**AND**

**ATTACHMENT A**

Work Plan Timeline for Public Management Fellow

Revisions may be made to this work plan during the duration of this contract if needed to adjust to the withdrawal of one or more jurisdictions, unexpected absence of the fellow due to illness or other reasons, the need to hire a new fellow, or other events. This work plan may be revised by mutual unanimous consent if approved in writing by the MTAS Executive Director and each jurisdiction's Chief Administrative Officer. Such revisions are not a formal amendment to this contract and will not alter any other terms and conditions of this contract.

Each jurisdiction will be billed for their commitment over the course of two fiscal years, 2023-2024 and 2024-2025. The specific schedule for service by the fellow in each jurisdiction will be decided upon by mutual agreement of all parties.

Brentwood	6 months commitment
Goodlettsville	6 months commitment
Springfield	6 months commitment
White House	6 months commitment

**Insurance and Liability** - The University shall provide worker's compensation insurance for the public management fellow regardless of work location. Subject to the limitations of the Tennessee Governmental Tort Liability Act and other applicable law, each of the respective parties shall hold the University harmless for all actions of the public management fellow when said fellow is working under their guidance and direction. Each of the parties shall also obtain liability insurance for all liability exposure pertaining to the public management fellow.

**Method of Payment**

The parties will be responsible for the repayment to MTAS for the salary and benefits of the public management fellow. MTAS will originate a monthly invoice with detailed backup to the appropriate jurisdiction, based on Attachment A. Payment should be received at MTAS thirty days from date of invoice. MTAS will keep all related agreement document(s) three years, or in accordance with the University of Tennessee's policy.

**Termination**

The interlocal agreement shall be terminated when the public management fellow ceases to be an employee of the University of Tennessee MTAS. The agreement may also be terminated by the mutual consent of all parties involved.

**Terms and Conditions**

The University of Tennessee's Standard Terms and Conditions will apply. (SEE ATTACHMENT C)

For University/MTAS:

\_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Official

For Cities:

\_\_\_\_\_ Date: \_\_\_\_\_  
City of Brentwood

\_\_\_\_\_ Date: \_\_\_\_\_  
City of Goodlettsville

\_\_\_\_\_ Date: \_\_\_\_\_  
City of Springfield

\_\_\_\_\_ Date: \_\_\_\_\_  
City of White House

INTERLOCAL AGREEMENT  
**For the Employment of a Public Management Fellow**  
**Between the State of Tennessee Municipalities: Brentwood, Goodlettsville, Springfield,**  
**and White House**  
**AND**  
**The University of Tennessee**

**ATTACHMENT B**

Cost Information for Administrative Professional I (Public Management Fellow)

Within the University of Tennessee's Human Resource Department, the Public Management Fellow's position is labeled as an Administrative Professional I with a Market Range of 10. The Market Range of 10 equates to an annual minimum salary of \$46,593.05. The benefits package of this position is calculated at 38% of annual minimum salary, or \$17,705.36, excluding the cost of vacation payout as required under University policy, which is calculated at \$2,236.47. The annual minimum salary, including full benefits and travel would be \$74,106.81. Included in this amount are travel and registration costs to participate in MTAS classes, two TCMA conferences, the TML Annual Conference, and/or TML Legislative Conference and possibly attendance at an ICMA Conference up to a total of \$5,000 per year. In the event of a University of Tennessee across the board raise and/or benefits increase, the Public Management Fellow's total package (salary and benefits) would be increased at an annual maximum not to exceed 5%.

The total cost for each city is estimated to be \$37,053.40 to be invoiced monthly in the estimated amount of \$6,175.57 each of the six (6) months the management fellow is working with the city.

MTAS will invoice each city for actual expenses only.

**TERMS AND CONDITIONS**  
**ATTACHMENT C**

1. The University is not bound by this Contract until it is approved by the appropriate University official(s) indicated on the signature page of this Contract.
2. This Contract may be modified only by a written amendment which has been executed and approved by the appropriate parties as indicated on the signature page of this Contract.
3. Either Party may terminate this Contract by giving the Other Party at least thirty (30) days written notice before the effective termination date. The University shall be entitled to receive equitable compensation for satisfactory authorized work completed as of the termination date.
4. If the University fails to perform properly its obligations under this Contract or violates any term of this Contract, the Other Party shall have the right to terminate this Contract immediately and withhold payments in excess of fair compensation for completed services. The University shall not be relieved of liability to the Other Party for damages sustained by breach of this Contract by the University.
5. The University shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the Other Party.
6. Unless otherwise indicated on the reverse, if this Contract provides for reimbursement for travel, meals, or lodging such reimbursement must be made in accordance with University travel policies.
7. The University shall maintain documentation for all charges against the Other Party under this Contract. The books, records, and documents of the University, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of the final payment, and shall be subject to audit at any reasonable time and upon reasonable notice, by the Other Party or the Comptroller of the Treasury, or their duly appointed representatives. These records shall be maintained in accordance with generally accepted accounting principles.
8. No person on the grounds of disability, age, race, color, religion, sex, national origin, veteran status or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract. The Other Party shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to all employees and applicants, notice of non-discrimination.

9. The Other Party, being an independent Other Party, agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all taxes incident to this Contract.
10. The University shall have no liability except as specifically provided in this Contract.
11. Both Parties shall comply with all applicable Federal and State laws and regulations in the performance of this Contract.
12. This Contract shall be governed by the laws of the State of Tennessee, which provide that the University has liability coverage solely under the terms and limits of the Tennessee Claims Commission Act.



## Derek Watson

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**From:** City of White House  
**Subject:** Management Fellowship Program - Tentative Schedule for Cities and Interlocal Agreement Update

**From:** Downham, Chuck (Chuck)  
**Sent:** Wednesday, August 24, 2022 11:05 AM  
**To:** Bednar, Kirk; Tim Ellis; Ryan Martin; Gerald Herman  
**Cc:** Jaeckel, Gary William  
**Subject:** Management Fellowship Program - Tentative Schedule for Cities and Interlocal Agreement Update

Good morning everyone,

Thank you for your response and input on your preferences for the time period the management fellow will be working for each city. Based upon the input received, we are proposing the following tentative schedule for the management fellow that provides a six (6) month assignment to each city.

City of Brentwood	January 1, 2023 to June 30, 2023
City of White House	July 1, 2023 to December 31, 2023
City of Springfield	January 1, 2024 to June 30, 2024
City of Goodlettsville	July 1, 2024 to December 31, 2024

If any of the cities would like to adjust the tentative schedule, please let Gary and I know which time slot you would prefer, and we'll talk with the other cities to see if we can adjust the tentative schedule to accommodate the desired change. Please let us know if you have any questions concerning the tentative schedule.

Also, we wanted to provide each of you with an update on the Interlocal Agreement. The University of Tennessee has prepared a revised Interlocal Agreement in response to the requested revisions from the City of Brentwood and has circulated the revised draft to each city for their review and concurrence. We contacted the University of Tennessee staff member that has been coordinating the contract and she noted that she is awaiting a reply from the City of Springfield and the City of Goodlettsville on the revised draft – in response we provided her with contact information for the City Manager for each of those cities to help expedite the process. Once she receives concurrence from each city she will further coordinate the circulation of the final Interlocal Agreement for each city to formally approve to complete the contract execution process. Please let Gary and I know if you have questions on these remaining steps in the interlocal agreement approval process.

Thanks again everyone for your participation and support of the Management Fellowship Program, we are truly excited about the opportunity this represents for a developing public administration professional as well as the work the management fellow will perform for each of your cities.

Thank you!

**Chuck Downham**  
Municipal Management Consultant  
UT Municipal Technical Advisory Service

☎ (O) 615-393-6852 (M) 615-946-5847  
✉ [chuck.downham@tennessee.edu](mailto:chuck.downham@tennessee.edu)  
🌐 [www.mtas.tennessee.edu](http://www.mtas.tennessee.edu)

# DISCUSSION ITEMS...

# OTHER INFORMATION....