

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Meeting  
Agenda  
November 16, 2023  
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 the Minutes from the October 10<sup>th</sup> Study Session and October 19<sup>th</sup> Board of Mayor and Aldermen meeting.
7. Welcome Visitors
8. Proclamation
9. Public Comment
10. Public Hearings
  - a. **Ordinance 23-17:** An ordinance amending the fiscal budget for the period ending June 30, 2024.
  - b. **Ordinance 23-18:** An ordinance amending the Municipal Code Title 16, Chapter 2 Street, Sidewalk and Drainage Design Standards Section 16-220.
11. Communication from Mayor, Aldermen, City Attorney, and City Administrator
12. 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
  - J. Municipal Court
13. Consideration of the Following Resolutions:
  - a. **Resolution 23-12:** A resolution approving certain amendments and revisions to the Personnel Manual.
  - b. **Resolution 23-13:** A resolution to discontinue a period of temporary employment for employees of a political subdivision participating in the Tennessee Consolidated Retirement System (TCRS) in accordance with Title 8 Section 34 through 37 of the Tennessee Code Annotated.
  - c. **Resolution 23-14:** A resolution authorizing participation in the James L. Richardson "Driver Safety" matching grant program.
14. Consideration of the Following Ordinances:
  - a. **Ordinance 23-17:** An ordinance amending the fiscal budget for the period ending June 30, 2024.  
*Second Reading.*

- b. **Ordinance 23-18:** An ordinance amending the Municipal Code Title 16, Chapter 2 Street, Sidewalk and Drainage Design Standards Section 16-220. *Second Reading.*
- c. **Ordinance 23-19:** An ordinance deleting the Municipal Code Title 2, Chapter 3 Cemetery Board of Trustees. *First Reading.*

15. Purchasing:

- a. To approve or reject the bid from Rogers Group, Inc. in the amount of \$2,939,750 and allow City Administrator Gerald Herman to enter into a construction agreement for the Soccer Complex parking lot expansion project. The Parks and Recreation Director recommends approval.

16. Other Business:

- a. To approve or reject appointing Mr. Gary Faust to the Beer Board.

17. Discussion Items:

- a. None

18. Other Information:

- a. None

19. Adjournment:

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen  
*Study Session*  
Minutes  
October 10, 2023  
6:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:00 pm.

2. Roll Call

Mayor Corbitt – Present; Ald. Matthews - Absent; Ald. Silver – Present; Ald. Spicer– Present; Ald. Wall – Absent; **Quorum – Present.**

3. Adoption of the Agenda

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

4. New Business

a. Discuss renaming the Michael L. Arnold Municipal Park

Mayor Corbitt opened the discussion by asking the Aldermen their thoughts on the name for the park. Ald. Silver stated that she is in favor of renaming the park back to the original name, “White House Municipal Park.” Ald. Silver continued that this name would cause the least amount of grief since some people did not know the name changed. Ald. Silver noted that she thought about having members of the community and schools participate in coming up with a fitting name for the park; however, that route would be more elaborate than what the Board may want to do currently. Ald. Spicer agreed with Ald. Silver that the name should be changed based on the feedback received and recommends the name to go back to what it was previously.

Ald. Spicer mentioned that this discussion brings up the question of what criteria the Board should consider having a facility named after an individual in the future. City Administrator Gerald Herman discussed his findings after researching the history of the park. Mr. Herman noted that there is a plaque at the Andrew Jackson Trailhead near Sonic on Hwy 76 that says the “White House Municipal Park” and adjacent lands were in memory of the original owners of Carmon and Clarince Warren. Mr. Herman mentioned that there was no date on the plaque to determine how long it had been there. Mr. Herman continued that according to the deed, the City purchased the land from Mary Elizabeth Ferris and Thomas Ferris, and does not know the relation between the Warren and Ferris families. City Attorney Valerie Webb stated that Mary Elizabeth was the daughter of Carmon and Clarince Warren. Mr. Herman discussed that the land was referenced as the White House Municipal Park. Mr. Herman stated that a proclamation can be drafted for the next meeting if the Board decides to rename the park.

Mayor Corbitt agreed that the name should be changed and that all feedback he received was in support of changing the name. Mayor Corbitt continued that the park should not be named after someone as of right now for the sake of doing so. Mayor Corbitt recommended that the name be reverted back to the original name of “White House Municipal Park.”

City Administrator Gerald Herman asked City Recorder Derek Watson if Google Maps will be updated automatically or would we have to request the name change. Mr. Watson stated that the name can be changed on Google Maps by requesting the change, but the process is quick and simple to do.

City Administrator Gerald Herman mentioned that the Parks Department has the funds in their budget to purchase a new sign this fiscal year, and he requested to hold off on the purchase until a name was decided.

City Administrator Gerald Herman announced that the City of White House was named Best Community in Robertson County by Main Street Media. Mr. Herman noted that members of the community and readers of the local newspaper submitted and voted for their top picks in several categories. Mr. Herman discussed that this is the first time he has known the City to receive the award.

City Administrator Gerald Herman stated that an ordinance will be part of the November's meeting agenda to dissolve the Cemetery Board. Mr. Herman discussed that the Board consists of mostly internal staff and representatives from each funeral home in the City. Mr. Herman continued that the matters concerning Hillcrest Cemetery are already presented with the Leisure Services Board. Mr. Herman noted that the Cemetery Board met today and it was determined to terminate the Board.

Mayor Corbitt mentioned that the Board should hold off on tackling the idea of setting criteria for naming facilities. Mayor Corbitt continued that renaming a facility can be brought up on the agenda for the Board to have a discussion. City Administrator Gerald Herman stated that inquiries came in regarding the naming of the Library's reading garden. Mr. Herman noted that the garden was named after Mrs. Sherry Eden who is an active member of the Friends of the Library nonprofit and helped fundraise for the Library building. Mr. Herman mentioned that the garden construction and naming was completed by the Friends of the Library.

5. Adjournment

Meeting was adjourned at 6:07 pm.

ATTEST:

\_\_\_\_\_  
John Corbitt, Mayor

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



CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Meeting  
Agenda  
October 19, 2023  
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:01 pm.

2. Prayer by Community Pastor

Prayer was led by White House Fire Chaplain Andreus Boyle.

3. Pledge by Aldermen

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

4. Roll Call

Mayor Corbitt – Present; Ald. Matthews - Present; Ald. Silver – Present; Ald. Spicer– Present; Ald. Wall – Present;  
**Quorum – Present.**

5. Adoption of the Agenda

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

6. Approval of the Minutes from the September 21<sup>st</sup> Board of Mayor and Aldermen meeting.

Motion was made by Ald. Silver, second by Ald. Wall to approve the minutes. A voice vote was called for with all members voting aye. **The September 21<sup>st</sup> Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Corbitt welcomed all visitors.

8. Proclamation

Mayor Corbitt read aloud and signed a proclamation reverting the name of the park located at 420 Hwy 76 to its original name of White House Municipal Park.

9. Public Comment

No one signed up to speak.

10. Public Hearings

- a. **Ordinance 23-14:** An ordinance amending the Municipal Code Title 12, Chapter 5 Housing Code and Chapter 6 International Energy Code.

No one spoke for or against.

- b. **Ordinance 23-15:** An ordinance to amend the Zoning Map and re-subdivide land from R-20 Low Density Residential and C-1 Central Business to CPUD Commercial Planned Unit Development on Raymond Hirsch Parkway.

No one spoke for or against.

- c. **Ordinance 23-16:** An ordinance amending the fiscal budget for the period ending June 30, 2024.

No one spoke for or against.

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

City Attorney Valerie Webb discussed that the legal matters concerning Days Inn has been resolved in court. Mrs. Webb continued that the property owners will be requesting permission to have access to remove personal items and for potential buyers to inspect the property. Mrs. Webb mentioned that the City is abiding by the court order to have the property vacated.

City Administrator Gerald Herman thanked the Board members and public that attending his State of the City presentation at the Chamber luncheon. Mr. Herman noted that the live-stream of the presentation is available on the City's Facebook page. Mayor Corbitt thanked Mr. Herman for him stepping up to give the presentation on his behalf, and that Mr. Herman did a great job with the presentation.

City Administrator Gerald Herman stated that the City's MS4 permit for stormwater was approved by the State. Mr. Herman mentioned that the permit must be completed annually in September with several requirements needed to be met throughout the year.

12. Acknowledge Reports

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

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

13. Consideration of the Following Resolutions:

- a. None

14. Consideration of the Following Ordinances:

- a. **Ordinance 23-14:** An ordinance amending the Municipal Code Title 12, Chapter 5 Housing Code and Chapter 6 International Energy Code. *Second Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, motion was made by Ald. Silver, second by Ald. Matthews to approve. A roll call vote was requested by Mayor Corbitt; Ald. Matthews – aye; Ald. Silver – aye; Ald. Spicer – aye; Ald. Wall – aye; Mayor Corbitt - aye. Motion passed. **Ordinance 23-14 was approved on Second Reading.**

- b. **Ordinance 23-15:** An ordinance to amend the Zoning Map and re-subdivide land from R-20 Low Density Residential and C-1 Central Business to CPUD Commercial Planned Unit Development on Raymond Hirsch Parkway. *Second Reading.*

Motion was made by Ald. Matthews, second by Ald. Silver to discuss. After discussion, motion was made by Ald. Silver, second by Ald. Spicer to approve. A roll call vote was requested by Mayor Corbitt; Ald. Matthews – aye; Ald. Silver – aye; Ald. Spicer – aye; Ald. Wall – aye; Mayor Corbitt - aye. Motion passed. **Ordinance 23-15 was approved on Second Reading.**

- c. **Ordinance 23-16:** An ordinance amending the fiscal budget for the period ending June 30, 2024. *Second Reading.*

Motion was made by Ald. Silver, second by Ald. Wall to discuss. After discussion, motion was made by Ald. Silver, second by Ald. Wall to approve. A roll call vote was requested by Mayor Corbitt; Ald. Matthews – aye; Ald. Silver – aye; Ald. Spicer – aye; Ald. Wall – aye; Mayor Corbitt - aye. Motion passed. **Ordinance 23-16 was approved on Second Reading.**

- d. **Ordinance 23-17:** An ordinance amending the fiscal budget for the period ending June 30, 2024. *First Reading.*

Motion was made by Ald. Spicer, second by Ald. Silver to discuss. After discussion, a motion was made by Ald. Silver, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. Motion passed. **Ordinance 23-17 was approved on First Reading.**

- e. **Ordinance 23-18:** An ordinance amending the Municipal Code Title 16, Chapter 2 Street, Sidewalk and Drainage Design Standards Section 16-220. *First Reading.*

Motion was made by Ald. Spicer, second by Ald. Silver to discuss. After discussion, a motion was made by Ald. Wall, second by Ald. Matthews to approve. A voice vote was called for with all members voting aye. Motion passed. **Ordinance 23-18 was approved on First Reading.**

15. Purchasing:

- a. To approve or reject the proposal from Clarke Power Services and allow City Administrator Gerald Herman to enter into a three-year agreement with an optional two-year extension for preventative maintenance services of all City generators. The Administrative Services Director recommends approval.

Motion was made by Ald. Silver, second by Ald. Matthews to discuss. After discussion, a motion was made by Ald. Silver, second by Ald. Wall to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

- b. To approve or reject the purchase of a vac-trailer from Ditch Witch of Tennessee off the Sourcewell cooperative contract #110421-CMW in the amount of \$107,681.51. The Public Services Director recommends approval.

Motion was made by Ald. Silver, second by Ald. Spicer to discuss. After discussion, a motion was made by Ald. Matthews, second by Ald. Spicer to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**

- c. To approve or reject the purchase of four (4) 2025 Ford Police Interceptor Utility Vehicles from Lonnie Cobb Ford off the State contract #80355 in the total amount of \$178,404. The Police Chief recommends approval.

Motion was made by Ald. Spicer, second by Ald. Silver to discuss. After discussion, a motion was made by Ald. Spicer, second by Ald. Matthews to approve. A voice vote was called for by Mayor Corbitt with all members voting aye. **Motion passed.**



16. Other Business:

- a. None

17. Discussion Items:

- a. Adjusting/discontinuing late-night flash operations at signalized intersections.

Ald. Wall stated that he requested this discussion item be added to the agenda. Ald. Wall discussed that the intersection of Hwy 76 and Hwy 31 W has a line-of-sight issue when trying to turn left onto Hwy 31 W from Hwy 76. Ald. Wall continued that several residents reached out to him about this issue and the topic needed to be discussed with the increase of residents moving into the City. Ald. Wall mentioned that the Hwy 76 and Hwy 31 W intersection is his major concern but wanted to mention other busy intersections like Hester and Hwy 76 and Raymond Hirsch and Hwy 76 that should not have flashing lights late at night.

City Administrator Gerald Herman discussed the history of why the decision was made to have the traffic signal lights go into flash mode. Mr Herman mentioned that it was around 2012 when the City ran fiber to all intersections and connected them through a computerized system. Mr. Herman continued that City Engineer Jason Reynolds and him talked about how police officers had to sit at intersections with no traffic on the roads. Mr. Herman noted that another issue that came up was vehicles that did not have enough weight, like motorcyclists, did not activate the light to change which ended up the motorist running a red light. Mr. Herman stated he has not heard any complaints from citizens about this issue, but he pulled a team together that consisted of Public Services Director Andy Cieslak, Public Works Manager Isaiah Manfredi, Police Seargent Erinn Martin, Fire Chief Patrick McLaughlin, and City Engineer Jason Reynolds to discuss the issue. Mr. Herman discussed that they did investigate traffic flows and counts throughout the day at several intersections. Mr. Herman stated that the traffic was consistent throughout the day except between 10pm and 4am. Mr. Herman noted that between these times traffic counts were minimal. Mr. Herman mentioned that times for the flash mode could be adjusted a little bit but did not recommend discontinuing it. Mr. Herman discussed that a study session could be called for to have staff and the Board sit down and review the data reports to see if the times can be adjusted.

Ald. Wall reiterated that his biggest concern was the intersection at Hwy 76 and Hwy 31W. Ald. Wall mentioned that the interstate could be shut down in the middle of the night and cause traffic issues. Mr. Herman said back in 2012 there was a different system in place than what we have now with the GridSmart system which caused traffic signals not to change. Mr. Herman stated that it may be worthwhile to have a study session and gather more data in the meantime. Ald. Wall mentioned that he is worried about future safety with all the growth the City has had. Mr. Herman said staff could schedule a study session in the community room so it is more of a round table discussion. The Board agreed to have a study session prior to the November 16<sup>th</sup> meeting.

18. Other Information:

- a. None

19. Adjournment:

Meeting was adjourned at 7:42 pm.

ATTEST:

---

John Corbitt, Mayor

---

Derek Watson, City Recorder



# REPORTS....

**Administrative & Legislative Services Department**  
**October 2023**

**Administration**

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

- October 2:
  - Department Head Staff Meeting
  - Engineering Projects Meeting
  - Staff Plans Review
- October 3:
  - Mayor Update Meeting
  - Christmas Parade Meeting
  - Beer Board Meeting
- October 4:
  - White House Recreation Center Meeting
  - Ribbon Cutting for Notice Automotive
- October 5:
  - Elected Officials Leadership Academy
  - NCSR Project Meeting
- October 7:
  - Discover White House Expo and Safety Day
- October 10:
  - Cemetery Board Meeting
  - BMA Study Session
  - Planning Commission
- October 11:
  - Dedication/Ribbon Cutting Tennis Courts Planning
- October 12:
  - SFM Easement Discussion
  - JECDB Meeting
- October 16:
  - Department Head Staff Meeting
  - Ribbon Cutting/ Dedication for Bill Rappahun Tennis Courts
  - Transportation Committee
- October 17:
  - State of the City Address
  - Economic Development Meeting
- October 18:
  - Sumner County ECD Lunch
  - SFM Easement Discussion
- October 19:
  - Transportation Meeting
  - Board of Mayor and Alderman Meeting
- October 20:
  - Fall Family Block Party
- October 23:
  - Christmas Event Planning Meeting
- October 25:
  - City of White House Transportation Meeting
- October 26:
  - Community Firehall Breakfast
  - SFM Easement Discussion
  - Monthly Progress Meeting
  - Trail of Treats
- October 31:
  - Trick or Treating with local preschools
  - Mayor Update Meeting

**Administrative & Legislative Services Department  
October 2023**

**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 2023-2024.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$34,221,901	\$12,622,012	↓16.37%
Industrial Development	\$136,600	\$2,929	↑0.28%
State Street Aid	\$505,000	\$475,785	↑2.57%
Parks Sales Tax	\$1,526,000	\$66,553	↑1.07%
Solid Waste	\$1,657,227	\$1,166,147	↑0.25%
Parks Impact Fees	\$55,000	\$17,741	↑6.04%
Police Impact Fees	\$110,000	\$89,202	↑64.62%
Fire Impact Fees	\$274,000	\$12,684	↑64.61%
Road Impact Fees	\$650,000	\$642,287	↑58.24%
Police Drug Fund	\$25,000	\$20,360	↑22.67%
Debt Services	\$2,512,200	\$1,843	↑0.92%
Wastewater	\$15,952,225	\$6,627,347	↑3.62%
Dental Care	\$100,000	\$22,393	↑4.20%
Stormwater Fund	\$1,672,625	\$864,016	↑2.62%
Cemetery Fund	\$42,690	\$22,786	↓0.57%

\*Expended/Encumbered amounts reflect charges from July 1, 2023 – June 30, 2024.

**Purchasing**

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

**Total Purchase Orders**

	<b>FY 2024</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	341	313	325	261	269	346	362
August	161	166	132	128	106	151	166
September	108	104	98	106	98	126	119
October	145	98	98	79	97	91	147
November		104	103	72	78	120	125
December		84	73	71	58	72	104
January		116	117	123	81	122	177
February		111	105	75	93	119	113
March		145	145	106	107	131	142
April		103	105	154	85	138	185
May		138	153	133	82	129	121
June		35	52	47	45	50	52
<b>Total</b>	<b>755</b>	<b>1,517</b>	<b>1,506</b>	<b>1,355</b>	<b>1,199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>Oct 2023</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>FY 2021</b>	<b>Total for FY24</b>	<b>Total for FY23</b>	<b>Total for FY22</b>
Purchase Orders \$0-\$9,999	135	578	1,448	1281	\$1,014,559.27	\$1,645,212.29	\$1,640,827.83
Purchase Orders \$10,000-\$24,999	3	14	32	29	\$298,732.44	\$421,438.69	\$404,406.65
Purchase Orders over \$25,000	7	28	37	45	\$6,186,890.01	\$39,313,456.65	\$11,687,700.37
<b>Total</b>	<b>145</b>	<b>620</b>	<b>1,517</b>	<b>1355</b>	<b>\$7,500,181.72</b>	<b>\$41,380,107.63</b>	<b>\$13,732,934.80</b>



**Administrative & Legislative Services Department  
October 2023**

**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.

	2023-2024 Update Request s	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2023-2024 Page Visits	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits
<b>July</b>	51	52	54	15	152	34,294	31,946	32,401	11,536	1,164,517
<b>Aug.</b>	44	63	66	20	126	38,060	31,340	25,635	9,145	752,932
<b>Sept.</b>	48	65	48	17	43	31,899	27,594	24,833	8,335	679,248
<b>Oct.</b>	55	47	52	10	78	33,673	29,829	23,816	8,390	386,735
<b>Nov.</b>		54	63	174	56		30,449	23,022	7,587	695,971
<b>Dec.</b>		32	39	13	156		27,768	22,904	17,483	847,724
<b>Jan.</b>		53	56	108	67		31,686	26,942	17,123	720,531
<b>Feb.</b>		47	52	135	22		28,043	23,253	19,796	N/A
<b>March</b>		62	57	39	85		30,614	30,026	22,930	N/A
<b>April</b>		72	68	101	43		31,817	31,127	20,881	N/A
<b>May</b>		51	54	38	27		35,606	31,335	23,514	5,998
<b>June</b>		42	674	214	48		23,919	34,600	30,909	10,251
<b>Total</b>	<b>198</b>	<b>640</b>	<b>609</b>	<b>884</b>	<b>901</b>	<b>137,926</b>	<b>360,611</b>	<b>329,885</b>	<b>197,629</b>	<b>5,263,907</b>

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

	FY 24 New Downloads	FY 23 New Downloads	FY22 New Downloads	FY21 New Downloads
<b>July</b>	9	8	8	45
<b>Aug.</b>	4	13	9	44
<b>Sept.</b>	4	9	13	19
<b>Oct.</b>	2	11	6	40
<b>Nov.</b>		11	6	29
<b>Dec.</b>		10	10	10
<b>Jan.</b>		18	18	11
<b>Feb.</b>		10	9	20
<b>Mar.</b>		9	14	11
<b>April</b>		11	11	7
<b>May</b>		3	10	11
<b>June</b>		1	10	11
<b>Total</b>	<b>19</b>	<b>114</b>	<b>124</b>	<b>258</b>

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

	FY24 # of Request	FY23 # of Request	FY22 # of Request	FY21 # of Request
<b>July</b>	55	50	38	20
<b>Aug.</b>	46	43	54	27
<b>Sept.</b>	52	40	46	16
<b>Oct.</b>	40	45	64	15
<b>Nov.</b>		53	19	20
<b>Dec.</b>		70	42	27
<b>Jan.</b>		61	41	18
<b>Feb.</b>		20	41	72
<b>March</b>		41	38	36
<b>April</b>		68	26	26
<b>May</b>		50	39	48
<b>June</b>		47	47	58
<b>FY Total</b>	<b>193</b>	<b>588</b>	<b>495</b>	<b>383</b>



**Administrative & Legislative Services Department  
October 2023**

**White House Farmers Market**

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	2 (\$30)	\$300
<b>February</b>	5(\$75)	\$360
<b>March</b>	4(\$60)	\$600
<b>April</b>	4(\$60)	\$600
<b>May</b>	10(\$150)	\$1,620
<b>June</b>	5(\$75)	\$570
<b>July</b>	2(\$30)	\$120
<b>August</b>	0	0
<b>September</b>	0	0
<b>October</b>	0	0
<b>November</b>	0	0
<b>December</b>	0	0
<b>Total</b>	<b>32(\$480)</b>	<b>\$4,170</b>

**Building Maintenance Projects**

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

Major projects this month include:

	<b>2022-2023 Work Order Requests</b>	<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>July</b>	18	14	19	11	10	22	21
<b>August</b>	23	23	8	27	10	26	24
<b>September</b>	13	21	12	9	13	19	22
<b>October</b>	13	13	10	6	7	14	18
<b>November</b>		12	23	16	7	18	34
<b>December</b>		8	17	19	3	8	19
<b>January</b>		11	6	11	16	14	16
<b>February</b>		10	8	16	18	7	21
<b>March</b>		16	14	12	11	7	17
<b>April</b>		6	13	17	2	12	25
<b>May</b>		34	20	25	11	6	26
<b>June</b>		19	14	31	10	9	23
<b>Total</b>	<b>67</b>	<b>187</b>	<b>164</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>

**Finance Department  
October 2023**

**Finance Section**

During October the Finance Office continued preparing for the FYE 6/30/2023 audit, and converted/uploaded property tax data provided by the counties and state. The total property taxes billed for tax year 2023 is \$5.6 million. As of the end of October, approximately \$19k (0.3%) was collected. Members of the Finance Office also participated in the following events during the month:

October 3: Introductory meeting with Regions Bank

October 10: Cemetery Board meeting

October 11: Business tax training

October 12: Assistant Finance Director attended & passed CMFO "Debt and Capital Projects Management" course

October 17: Business tax training

October 19: Monthly BMA meeting

October 25-26: Tennessee Comptroller of the Treasury CCFO & CMFO virtual training

October 31: Trick or Treating at Growing Tree and Small Wonders child care facilities

**Performance Measures**

**Utility Billing**

	<b>Oct 2023</b>	<b>FY 2024 Total</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>
<b>New Build Applications (#)</b>	38	132	307	284	357	171
<b>Move In Applications (#)</b>	115	373	926	977	737	649
<b>Total Applications (#)</b>	153	505	1233	1261	1094	820
<b>Move Outs (#)</b>	18	127	831	898	743	602
<b>Electronic new customer signups (#)</b>	77	286	476	410	300	127
<b>Electronic new customer signups (%)</b>	50%	57%	39%	33%	27%	15%

**Business License Activity**

	<b>Oct 2023</b>	<b>FY 2024 Total</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>
<b>Opened</b>	10	27	95	92	76	69
<b>Closed (notified by business)</b>	0	4	9	7	6	10

**Accounts Payable**

	<b>Oct 2023</b>	<b>FY 2024 Total</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>
<b>Total # of Invoices Processed</b>	441	1690	4455	4254	4079	4003

**Property Tax Relief Applications**

	<b>Oct 2023</b>	<b>FY 2024 Total</b>	<b>FY 2024 Est.</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>
<b>New Parcels (#)</b>	0	0	29	27	29
<b>Existing Parcels (#)</b>	1	1	124	101	99
<b>Total Parcels (#)</b>	1	1	153	128	128
<b>State Relief Credits (\$)</b>	64	64	21,040	23,860	20,844
<b>City Relief Credits (\$)</b>	64	64	18,255	16,536	10,155
<b>Combined Relief Credits (\$)</b>	128	128	39,295	40,396	30,999



**Finance Department  
October 2023**

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

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>General Fund Cash Reserves Goal (\$)</b>	<b>Current Month Fund Cash Balance (\$)</b>	<b>G.F. Cash Reserves Goal Performance</b>
General Fund	12,575,765	3,772,730	6,016,407	48%
Cemetery Fund	55,450	16,635	258,283	466%
Debt Services	2,530,300	759,090	1,661,916	66%
Dental Care Fund	78,300	23,490	165,454	211%
Roads Impact Fees	421,800	126,540	944,291	224%
Parks Impact Fees	440,484	132,145	483,141	110%
Police Impact Fees	315,200	94,560	980,049	311%
Fire Impact Fees	208,200	62,460	647,895	311%
Economic Development	141,900	42,570	260,922	184%
Parks Sales Tax	1,093,500	328,050	734,398	67%
Police Drug Fund	5,250	1,575	58,582	1116%
Solid Waste	1,577,500	473,250	836,760	53%
State Street Aid	456,800	137,040	430,797	94%
Stormwater Fund	1,100,750	330,225	1,014,891	92%
Wastewater	6,293,000	1,887,900	9,410,737	150%

*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 2023-2024.

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>YTD Realized* (\$)</b>	<b>% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)</b>
General Fund	12,575,765	2,132,922	↓ 16.37%
Cemetery Fund	55,450	18,166	↓ 0.57%
Debt Services	2,530,300	866,782	↑ 0.92%
Dental Care	78,300	29,391	↑ 4.20%
Roads Impact Fees	421,800	386,246	↑ 58.24%
Parks Impact Fees	440,484	173,418	↑ 6.04%
Police Impact Fees	315,200	308,737	↑ 64.62%
Fire Impact Fees	208,200	203,911	↑ 64.61%
Economic Development	141,900	47,691	↑ 0.28%
Parks Sales Tax	1,093,500	376,171	↑ 1.07%
Police Drug Fund	5,250	2,940	↑ 22.67%
Solid Waste	1,577,500	529,846	↑ 0.25%
State Street Aid	456,800	164,028	↑ 2.57%
Stormwater Fund	1,100,750	395,733	↑ 2.62%
Wastewater	6,293,000	2,325,728	↑ 3.62%

\*Realized amounts reflect revenues realized from July 1, 2023—October 31, 2023

**Human Resources Department  
October 2023**

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

October 03: Chamber of Commerce Board Meeting  
 October 05: Chamber of Commerce New Member Breakfast  
 October 07: Discover White House  
 October 11: Flu Shot Clinic  
 October 17: Chamber of Commerce Monthly Luncheon  
 October 18: Police Officer Testing  
 October 25: Firefighter Testing  
 October 26: Community Fire Department Breakfast  
 October 31: Trick or Treating with Growing Tree Daycare  
 Trick or Treating with Small Wonders Daycare  
 Ribbon Cutting for Elevate Enrichment

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

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
July	0	0	0	0
August	1	1	0	0
September	0	1	0	1
October	1	2	1	0
November		1	0	1
December		0	0	0

Three-year average: 6.33

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January		1	0	1
February		0	1	0
March		0	0	2
April		0	0	1
May		0	1	0
June		0	1	3
<b>Total</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>9</b>

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

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
July	0	0	0	1
August	0	0	1	1
September	0	0	0	1
October	0	2	1	1
November		0	1	3
December		2	0	0

Three-year average: 5.33

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January		0	0	0
February		0	0	0
March		0	1	0
April		0	1	0
May		0	0	0
June		0	0	0
<b>Total</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>7</b>



**Human Resources Department  
October 2023**

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

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
July	2	1	1	1
August	3	1	1	1
September	1	1	2	0
October	0	1	0	0
November		2	0	1
December		1	1	2

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January		0	4	2
February		0	2	0
March		2	3	0
April		0	2	2
May		0	2	0
June		1	1	3
<b>Total</b>	<b>6</b>	<b>10</b>	<b>19</b>	<b>12</b>
<b>Percentage</b>	<b>4.72%</b>	<b>8.40%</b>	<b>16.52%</b>	<b>10.91%</b>

Current year turnovers that occurred within  
90 day probationary period: 0

Three-year average: 11.94%

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

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
July	0	0	0	1 (T)
August	1 (T)	0	0	0
September	0	0	0	0
October	0	1 (S)	0	0
November		0	0	0
December		0	0	1 (T)

	FYE 2024	FYE 2023	FYE 2022	FYE 2021
January		0	1 (T)	1 (T)
February		0	0	0
March		1 (T)	0	0
April		0	0	0
May		0	0	0
June		0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>

Three-year average: 1.667

**Police Department  
October 2023**

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in October:** White House Rotary Club (Oct. 5, 19, 26), International Association of Chief's of Police Conference (Oct. 13-17), Board of Mayor & Alderman Meeting (Oct. 19), Sumner County Drug Task Force Meeting (Oct. 25) and Trick or Treating at Small Wonders and Growing Tree (Oct. 31).

➤ **Police Department Administration Performance Measurements**

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

Susan Johnson, Accreditation Manager, is in the 4<sup>th</sup> edition of our TLEA program into PowerDMS which includes 164 standards.

She is working on finishing up 2021, 2022 and 2023 proofs.

We have asked for an extension on re-accreditation which will be brought up to the Board in December.

We hope to Achieve our 4<sup>th</sup> re-accreditation from the Tennessee Law Enforcement Accreditation program in April 2024.

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 28 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,120 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	168	0	168
February	0	610	0	610
March	0	652	24	676
April	0	280	0	280
May	0	264	0	264
June	0	144	0	144
July	0	308	0	308
August	24	434	16.5	474.5
September	0	208	39	247
October	84	0	20	104
Total	108	3,068	99.5	3,275.5

**Patrol Division Performance Measurements**

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 570 shifts during the Fiscal Year 2023-2024. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	October 2023	FY 2023-24
Three (3) Officers per Shift	19	63
Four (4) Officers per Shift	43	169

\*Two Officer Minimum staffing was put in place due to staff shortage. In the month of July, 10 shifts had only 2 Officers on shift.

2. ***Acquire and place into service two Police Patrol Vehicles.*** We received our two new vehicles (October 18<sup>th</sup>) that were ordered from Lonnie Cobb Ford in August 2022 from the 2022-23 Budget Year. They are currently at Truckers Lighthouse for equipment to be added. Four new vehicles were approved at the last Board of Mayor & Alderman Meeting to order. They have been ordered from Lonnie Cobb Ford.

**Police Department  
October 2023**

**3. Conduct two underage alcohol compliance checks during the Fiscal Year 2023-2024.**

Fall Compliance checks were completed in October. Three businesses failed – Kroger, EJ's and Sudden Service (Hwy 31W).

**4. Maintain or reduce TBI Group A offenses at the three-year average of 60 per 1,000 population during the calendar year of 2023.**

**\*\* Note: October stats are still unable to be obtained from Tyler Technologies.**

Group A Offenses	October 2023	Per 1,000 Pop.	Total 2023	Per 1,000 Pop.
<b>Serious Crime Reported</b>				
Crimes Against Persons			56	
Crimes Against Property			148	
Crimes Against Society			98	
<b>Total</b>			302	
<b>Arrests</b>			207	

**\*U.S. Census Estimate 7/1/2022 – 14,516**

**5. Maintain a traffic collision rate at or below the three-year average of 405 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2023.**

	October 2023	TOTAL 2023
<b>Traffic Crashes Reported</b>	40	398
<b>Enforce Traffic Laws:</b>		
Written Citations	46	457
Written Warnings	12	474
Verbal Warnings	345	2,514

**6. Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2023.**

<b>COLLISION RATIO</b>				
<b>2023</b>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>October</b>	40	7 YTD 49	18%	12% YTD 398

**Traffic School:** There was no Traffic School in the month of October.

**Staffing:**

- Ofc. Christopher Sampson has graduated from the Academy and cleared from FTO.
- Ofc. Blake McClusky is currently in FTO. He will go to the Academy in January.
- We currently have 4 positions open and are continuing to accept applications.

**Police Department  
October 2023**

**Sumner County Emergency Response Team:**

- 10 Oct 2023 – ERT executed high-risk narcotics search warrant in Gallatin. This case was a joint operation with the 18<sup>th</sup> Judicial Drug Task Force and investigators from the Metro Nashville Police Department.
- 20 Oct 2023 – ERT members conducted firearms training at the Portland PD range. The sniper team worked specifically on engaging threats from the turret of the MRAP.
- 27 Oct 2023 – ERT executed a high-risk search/arrest warrant on an address just outside the Portland city limits. This operation came after multiple overdose deaths at this residence. The suspect was apprehended in a shed located on the property and later confessed to selling the narcotics that resulted in the deaths of the victims.

**Support Services Performance Measurements**

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2023.*

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.

2023 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
October		

**Communications Section**

	October	Total 2023
Calls for Service	1066	10769
Alarm Calls	41	463

**Request for Reports**

	October	FY 2023-24
Requests for Reports	10	67
Amount taken in	\$7.95	\$62.50
Tow Bills	\$0.00	\$0.00
Emailed at no charge	25	90
Storage Fees	\$0.00	\$0.00

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

- Sgt. Bagwell attended the Network Meeting on October 27<sup>th</sup> at the Gallatin ECC.
- The 2023-2024 THSO Grant has been approved for \$20,000.00. This Grant is used for equipment and overtime.

***Volunteer Police Explorers:*** Nothing to report currently.

***Item(s) sold on Govdeals:*** Nothing to report currently.



**Police Department  
October 2023**

**Crime Prevention/Community Relations Performance Measurements**

- ***Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** Sgt Enck began D.A.R.E. August 28<sup>th</sup>, to 5<sup>th</sup> graders at White House Middle School. There are approximately 150 kids.
- ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House Expo was October 7<sup>th</sup>.
- ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** Citizen's Police Academy has been cancelled. We are planning to have several new programs for the public.
- ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
  - 10/3 – Sgt. Enck did a walk-through/Active Shooter evaluation of both Summit Prep Academy locations.
  - 10/18 – Community Christian Academy – Wheels in Motion.
  - 10/19 – HB Williams – Wheels in Motion.
  - 10/25 – Sgt. Enck instructed Defensive Tactics at Tennessee Law Enforcement Academy.
  - 10/26 – Sgt. Enck gave a Drug and Social Media lecture to the 8<sup>th</sup> grader at White House Middle School.
  - 10/27 – Sgt. Enck was a House Decoration judge in Hampton Village.
  - 10/28 – DEA Drug Take Back at Kroger's. Collected 110 lbs of prescription drugs.

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

- Trail of Treats
- Trick or Treating with Small Wonders and Growing Tree.

**Upcoming Events:**

- Christmas Parade.
- Shop with a Cop/Firefighter.

2023 Participation in Joint Community Events		
	<u>October</u>	<u>Year to Date</u>
<b>Community Activities</b>	11	78

**Fire Department  
October 2023**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 139 requests for service during the month with 85 responses being medical emergencies. The Department also responded to 11 vehicle accidents of which 7 had injuries, 4 had no injuries, and one vehicle vs. pedestrian. Of the 139 responses in the month of October there were 25 calls that overlapped another call for service that is 17.99% of our responses for the month. That brings the overlapping call volume for FY23-24 to 109 or 18.95% of the call volume.

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 July from dispatch to on scene time averaged was, five minutes and thirty seconds (5:30). The average time a fire unit spent on the scene of an emergency call was twelve minutes and sixteen seconds (12:16).

**Department Event**

- October 3<sup>rd</sup> – Monthly Officer Meeting
- October 4<sup>th</sup>- 5<sup>th</sup> – Advanced Vehicle Extrication Course in Pigeon Forge, TN - FF Jackson attended
- October 7<sup>th</sup> – Discover White House/Safety Day
- October 10<sup>th</sup> – Department wide advanced medical training/recert
- October 16<sup>th</sup> – Annual Preventive Maintenance on all Fire Apparatus
- October 19<sup>th</sup> – Annual Pump testing for all Fire Apparatus
- October 22<sup>nd</sup> – Trunk or Treat at Temple Baptist
- October 25<sup>th</sup> – New firefighter recruit testing
- October 26<sup>th</sup> – Annual Community Fire Department Breakfast put on by WH Chamber of Commerce

**Fire Administration**

- October 3<sup>rd</sup> – Christmas Parade route meeting
- October 17<sup>th</sup> – Annual State of the City Chamber Luncheon
- October 17<sup>th</sup> – Traffic Control light meeting
- October 20<sup>th</sup> – Career Day at White House HS by Asst Chief Brewer, Insp. Johnson, Capt. Garrett, and FF Johnston
- October 20<sup>th</sup> – Fall Family Block Party
- October 23<sup>rd</sup> – Cooking safety presentation at White House Middle School by Asst. Chief Brewer and Inspector Johnson
- October 23<sup>rd</sup> – Christmas Event Planning meeting
- October 26<sup>th</sup> – Trail of Treats
- October 31<sup>st</sup> – Trick or Treating with Small Wonders Daycare and Growing Tree daycare

**Fire Department  
October 2023**

**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**

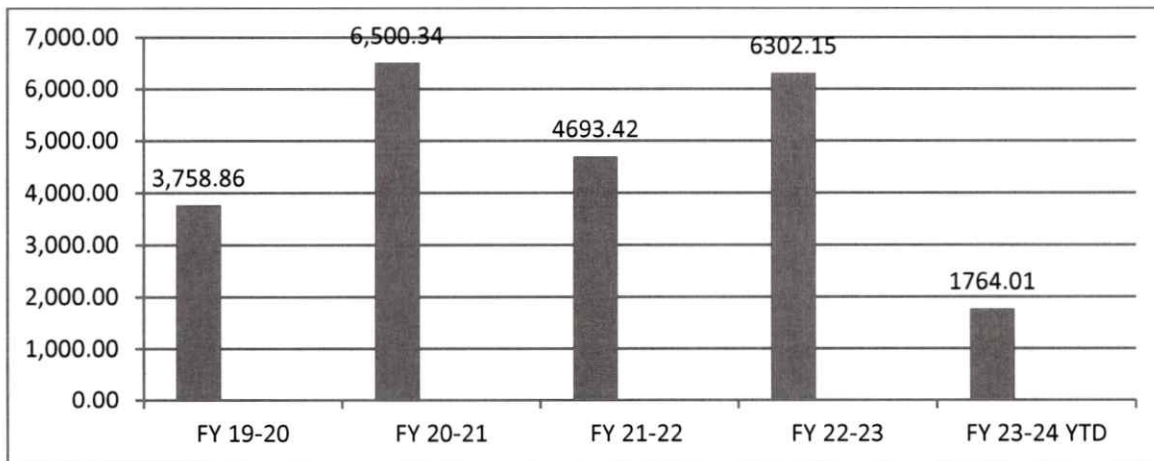
Fires	13
Rescue & Emergency Services	393
Hazardous Conditions (No Fire)	11
Service Calls	46
Good Intent Call	49
False Alarms & False Call	60
Calls for The Month	139
Total Responses FY to Date	575

**Response by Station**

	Month	FY to Date	%
Station #1 (City Park)	94	361	62.78%
Station #2 (Business Park Dr)	45	210	36.52%

**Fire Fighter Training**

The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4788 hours of training per year is based on twenty-one career firefighters.



	Month	FYTD
Firefighter Training Hours	699.99	1764.01



**Fire Department  
October 2023**

**Training breakdown for ISO and NFPA\***

	<b>Fire Officer</b>	<b>Company</b>	<b>Facilities</b>	<b>NFPA</b>	<b>Non-ISO</b>
<b>Month</b>	<b>33</b>	<b>144.5</b>	<b>62.5</b>	<b>272.66</b>	<b>187.33</b>
<b>Total for FY</b>	<b>116</b>	<b>1043.5</b>	<b>143.5</b>	<b>534.96</b>	<b>506.95</b>

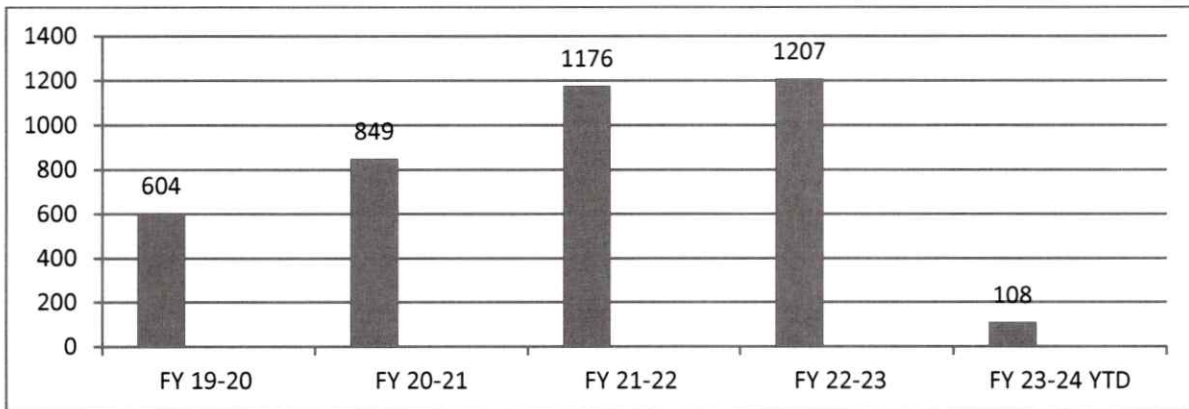
\*National Fire Protection Association – The fire service industry standard.

Insurance Service Office – A nationally recognized agency that rates fire departments on their level of readiness. This rating is used by insurance companies to determine insurance rates for their customers.

**Fire Inspection**

**NOTE: Fire Inspection data has been updated to include data from September that was not available at the time of the previous report.**

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

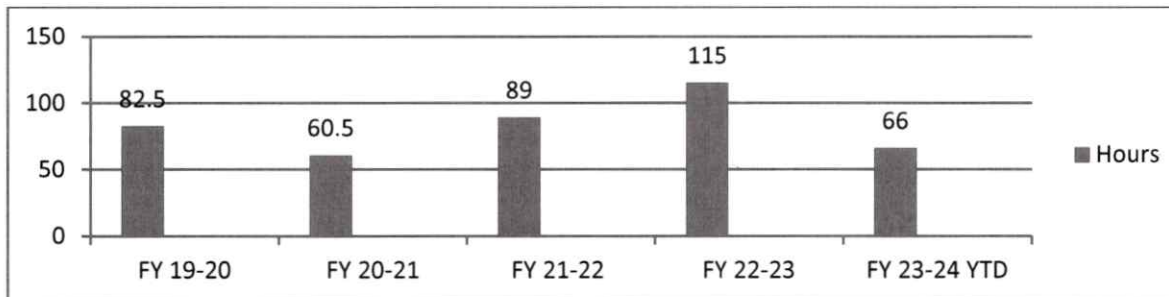
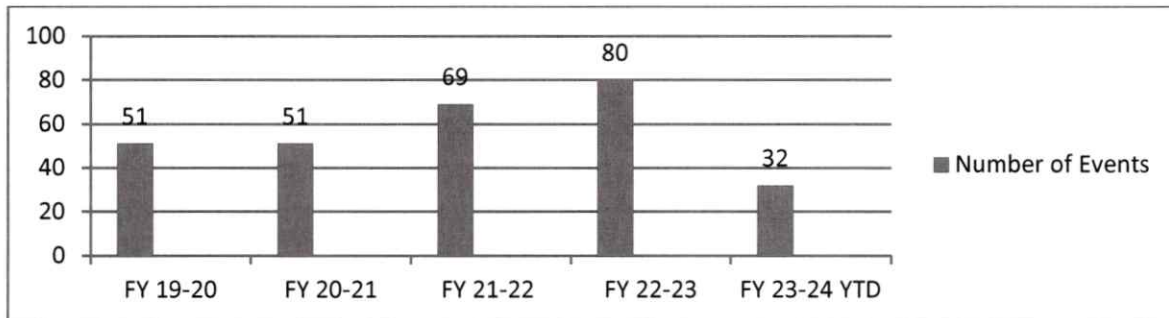
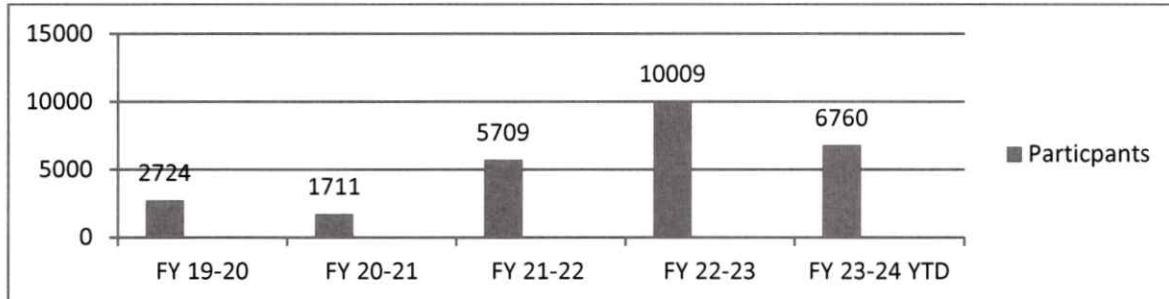


	<b>Month</b>	<b>FYTD</b>
<b>October Fire Inspection</b>	<b>113</b>	<b>457</b>
<b>Reinspection</b>	<b>9</b>	<b>62</b>
<b>Code Violation Complaint</b>	<b>0</b>	<b>3</b>
<b>Violations Cleared</b>	<b>7</b>	<b>38</b>
<b>Annual Inspection</b>	<b>6</b>	<b>54</b>
<b>Knox Box</b>	<b>4</b>	<b>18</b>
<b>Fire Alarms</b>	<b>6</b>	<b>23</b>
<b>Measure Fire Hydrant</b>	<b>2</b>	<b>4</b>
<b>Plans Review</b>	<b>5</b>	<b>13</b>
<b>Pre-C/O</b>	<b>3</b>	<b>11</b>
<b>Pre-incident Survey</b>	<b>21</b>	<b>89</b>
<b>Sprinkler Final</b>	<b>0</b>	<b>1</b>
<b>Final/Occupancy</b>	<b>3</b>	<b>12</b>

**Fire Department  
October 2023**

**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 currently; Career Day, Station tours, Fire Extinguisher training and Discover WH/Safety Day.



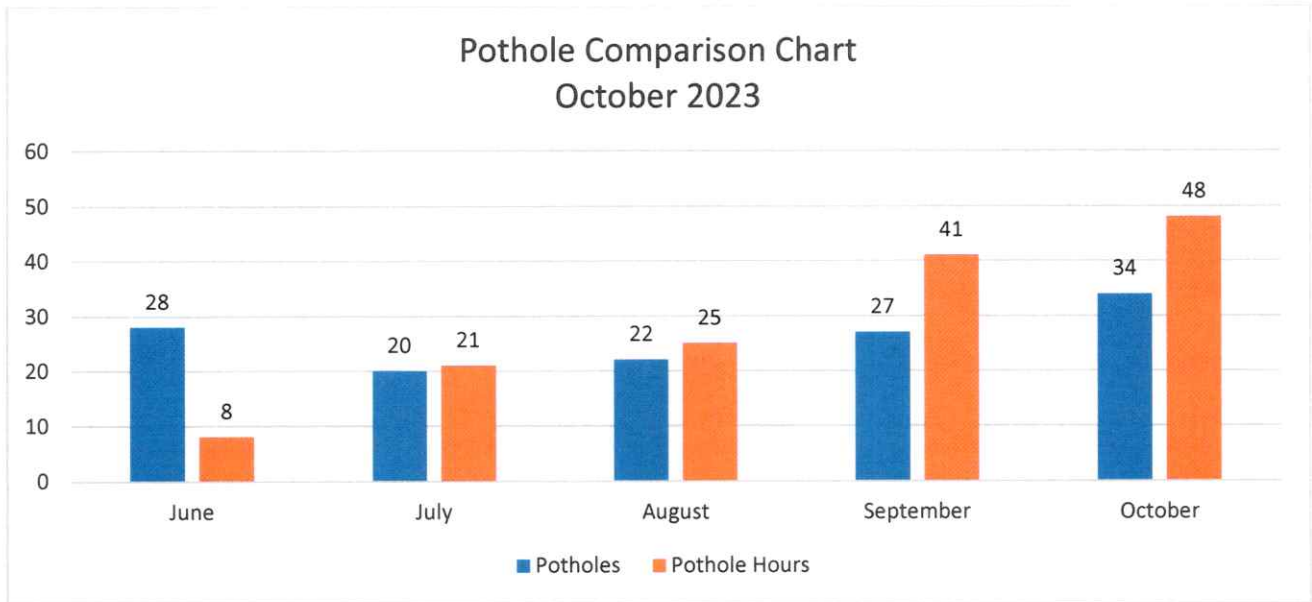
	Month	FYTD
Participants	4733	6760
Number of Events	11	32
Education Hrs.	32	66

**Social Media Statistics for the Month**

Post Reach	4869
Post Engagement	915
New Page Followers	27

Public Services Department – Public Works Division  
October 2023

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.

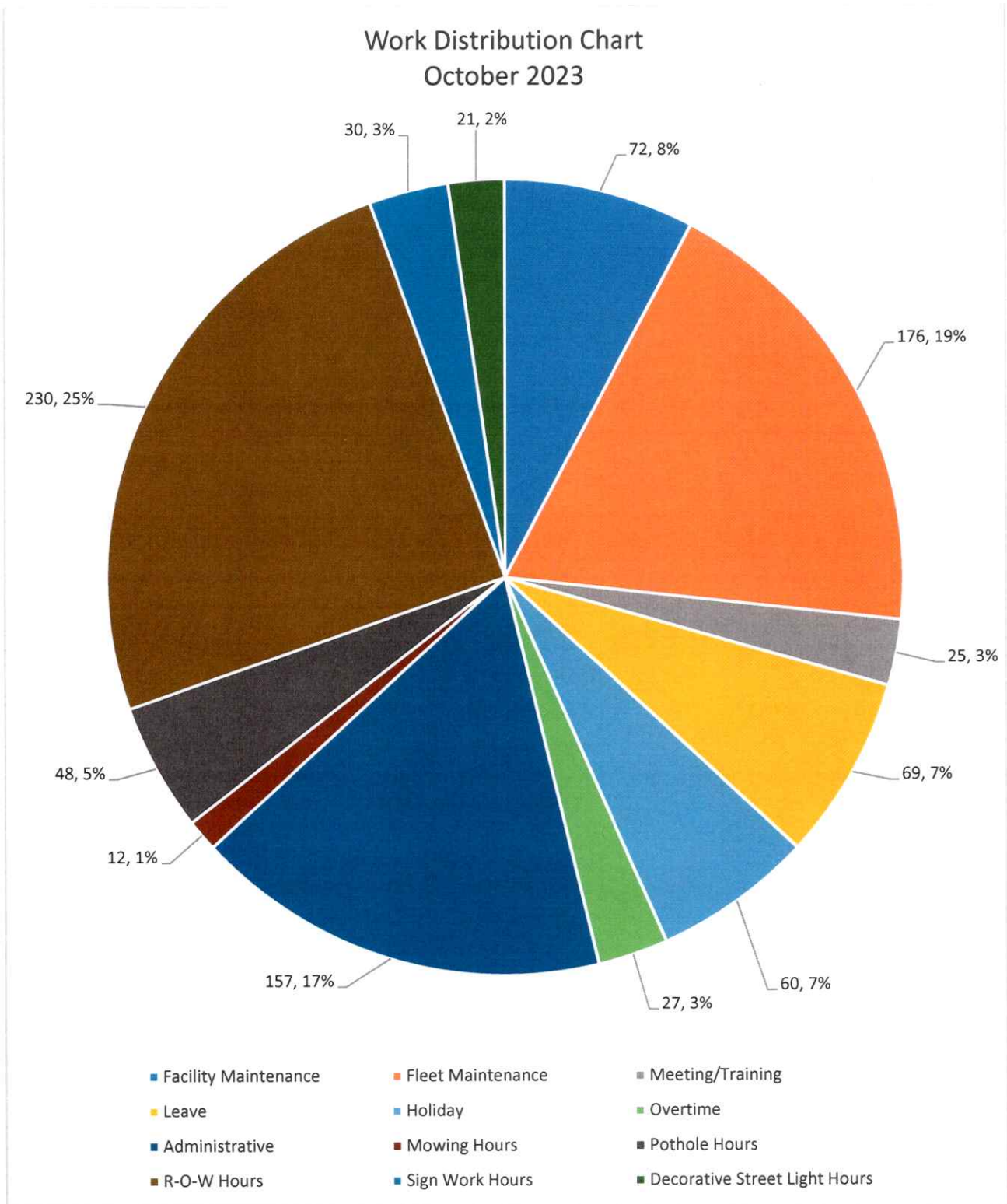
STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
200-298 Donal Terrace (Multiple locations)	10/04/2023 at 6:37 PM	10/05/2023 8:30 AM	< 1 Day
400 Sunnybrook Drive	10/04/2023 6:35 PM	10/05/2023 ~ 9:00 AM	< 1 Day
776 – 786 McCurdy Road	10/24/2023 5:21 PM	10/25/2023 ~ 10:00 AM	<1 Day



Public Services Department – Public Works Division  
October 2023

Work Distribution Chart

Total Hours Worked in The Public Works Department were 907 Hours. The chart below show what percentage of time was spent on each job task.



**Public Services Department – Public Works Division  
October 2023**

**Monthly Work Log**

**Note: Friday is logged now because of Tuesday – Friday Employee Schedule.**

Monday 10-2-2023

- Crew meeting / Troubleshooting decorative street light in The Parks Subdivision / Meeting about winter clothing / ROW mowing Meadowlark and near the lift station.

Tuesday 10-3-2023

- Unloaded Christmas Tree at PW Building and then loaded on a trailer to take to City Hall / Delivered trailer to Parks Department for Trail of Treats event / Cleaned Gridsmart Camera at Byrum Drive, Shell, Wilkinson Lane, NB & SB Ramps / Changed tires on 20' trailer for parade float

Wednesday 10-4-2023

- Cleaned Gridsmart Cameras at Portland Road, SR-76 & 31W / Sage & Cedarbrook Drive, Sage and SR-76, and SR-76 & Loves Lane / Cut trees on Melton Road for School Buses / Installed plow on 1326 and wired in more lights for salt box.

Thursday 10-5-2023

- Finished lights on saltbox for 1326 / Helped Parks Department with barricades for Discover White House Event / Wash MowerMax / Repaired potholes on Donal Terrace, Kristen Court, and Sunnybrook Drive / Picked up fence from Apache Trail / Washed and cleaned 1332 for Discover White House Event.

Friday 10-6-2023

- Delivered 1332 to Serra Chevrolet for scheduled maintenance / Loaded boxes in Discover White House Event / Shell Station Construction Meeting / Changed 3 Road Name Signs / Performed 3 Initial Inspections at Willow Grove.

Monday 10-9-2023

- Holiday, Columbus Day

Tuesday 10-10-2023

- Repaired fence around trash compactor pad / Cleaned up around shop for safety inspection / Fleet Maintenance

Wednesday 10-11-2023

- Worked on Decorative Street Light at 5143 Owens Lane / Picked up 1332 from Serra Chevrolet / Troubleshooting with light at 5143 Owens Lane / Purchased Lithium Ion Battery Charger at AutoZone to recharge solar light for 5143 Owens Lane / Delivered mini excavator, large dump truck, and trailer to cemetery for Parks Department to load out dirt.

Thursday 10-12-2023

- Repaired light at 5143 Owens Lane / Cut and removed dead brush at PW Admin Building / Put light back up at 5143 Owens Lane / Unloaded decking for trailer and installed on 20' trailer / Restocked trucks with Pedestrian Buttons / Safety Clean-up day / Installed new sign for Ped Button at Wilkinson Lane and Shell Station / Installed Trash Compactor Sign / Picked up 1303 from Firestone.

Friday 10-13-2023

- String trimmed around all generators on Public Works Campus / Repaired pothole on Sunnybrook Drive / Stormwater and Road Inspections

Monday 10-16-2023

- Crew meeting / Repaired Ped Button at Shell and Wilkinson Lane / Removed obsolete Peek Detection Camera at Wilkinson and Richard Wilks / Changed Tyree and Raymond Hirsch Sign near White House High School.

•

Tuesday 10-17-2023

- Picked up hot mix asphalt / Milled up damaged asphalt at Overlook Drive and repaired with hot mix asphalt / Repaired LED Wrong Way Sign on Cedarbrook Drive and Cedarbrook and 31W / String trimmed median in front of Speedway / Cleaned up rock at road edge at 31W and Raymond Hirsch

Wednesday 10-18-2023

- Installed NO THRU TRUCK TRAFFIC Signs on Reidway Drive and Brinkley Lane / Milled more of the damaged areas on Overlook Drive and repaired them with hot mix asphalt / Picked up mini ex from cemetery and brought back to the shop.

Thursday 10-19-2023

- Picked up equipment at Overlook Drive / Provided traffic control for brush pick up on Tyree Springs Road, Portland Road and Overlook Drive / Delivered barricades to Temple Baptist Church for their annual Trunk or Treat event

Friday 10-20-2023

- Continued working on parade trailer / Facility maintenance / Installed new Speed Limit sign in Holly Tree Subdivision after the existing sign was blown over in the storm the night before / Checked in on form inspections in Willow Grove / Performed 7 initial inspections at Legacy Farms / Removed limb that was over hanging the road on Whitehaven Court.

Monday 10-23-2023

- Finished repairing asphalt on Overlook Drive / Repaired Road name sign on Meadowlark and Cardinal Drive / Removed plywood from ditch near Regions Bank / Repaired leaning sign at Autumnwood Drive / Removed dead deer from Tyree Springs Road

Tuesday 10-24-2023

- Picked up brush in Zone 4 because Travis was on vacation / Delivered chainsaw to Wastewater so they could cut down a tree that was in their way / Prepared saltboxes / Drilled holes on 20' trailer bolts / Put bearing on 1326 saltbox.

Wednesday 10-25-2023

- Installed decorative street light on Simmental / Picked up two dead deer on Sage Road & SR-76 / Delivered message boards for Trail of Treats event / ROW Mowing on Boyles Road / Installed new bearing on 1326 saltbox



**Public Services Department – Public Works Division  
October 2023**

Thursday 10-26-2023

- Repaired asphalt in front of driveways on Foster Drive / Employee of the Quarter Luncheon / Set up for Trail of Treats

Friday 10-27-2023

- Performed initial form inspections at Willow Grove / Inspected Roundabout at Cedarbrook Drive / Performed Initial Form Inspection at 7/11 Gas station Entrance at 31W / Cleaned up wood from yellow trailer / Delivered 1326 to Serra Chevrolet for Air Bag recall / Picked up Bump Sign on Sage Road / Performed 3 Final Road Inspections and 3 Form Inspections / Picked up Yoshino Cherry Trees for Island in front of Speedway / Checked on traffic signal street light at Raymond Hirsch and SR-76

Monday 10-30-2023

- Picked up 1326 from Serra Chevrolet / Picked up relay for saltbox on 1326 / Removed lights from 1326 plow / Picked up and installed new lights on 1326 Plow / Helped Library remove shelves and hauled them back to the PW Shop / Cut trees at 111 Danbury Court after Citizen Reported complaint about it hanging over sidewalk

Tuesday 10-31-2023

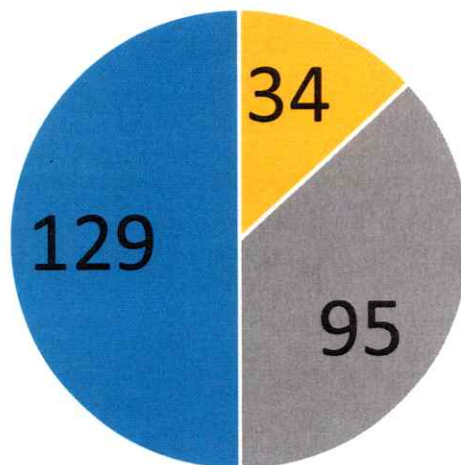
- Safety Committee Meeting / Installed wire for new lights on 1326 plow / Picked up trash from Raymond Hirsch Intersection and SR-76 / Put stop sign up at Harpers Way and Union Road / Finished drilling holes and putting bolts on 20' trailer / Planted trees at median in front of Speedway.

**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: Only signs that were damaged were repaired and no signs were brought into compliance for the month of October.

**Street Sign Replacement Tracker**



■ Signs left to replace   ■ Signs replaced   ■ Total Signs to Be Replaced



**Public Services Department – Public Works Division**  
**October 2023**

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	23-Sep	23-Oct	YTD 22/23
Street	8,134	9,364	8,741	10,229	9191.25	960	907	11,991
Facility Maintenance	3494	2187	1,227	1,137	887.25	20	72	144
Fleet Maintenance	1034	514	282	380	422.5	144	176	1,121
Meeting/Training	502	510	517	400	457	62	25	447
Leave	1,253	576	613	810	823	109	69	1132.75
Holiday	795	470	385	555	545	60	60	525
Overtime	508.5	488	414	311	152.75	0	27	328
Administrative	385	698	803	867	1153.25	181	157	2,534
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	0	0	102
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	33	12	320.5
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	27	34	427
Pothole Hours	0	759	734	1,181	831.5	41	48	571.5
R-O-W Hours	0	2835	2416	4,027	3044.5	250	230	2,989
Sign/Repaired	0	120	91	84	63	28	13	150
Sign Work Hours	0	289	179	234	109	47	30	347.25
Salt Hours	0	10	143	24	76.5	0	0	78.5
Salt Tons	0	12	20	23	18	0	0	18
Decorative Street Light Hours	0	57	46	125	133.5	15	21	286.5
Traffic Light Hours	0	0	65	20	158	0	0	15

Sanitation Division

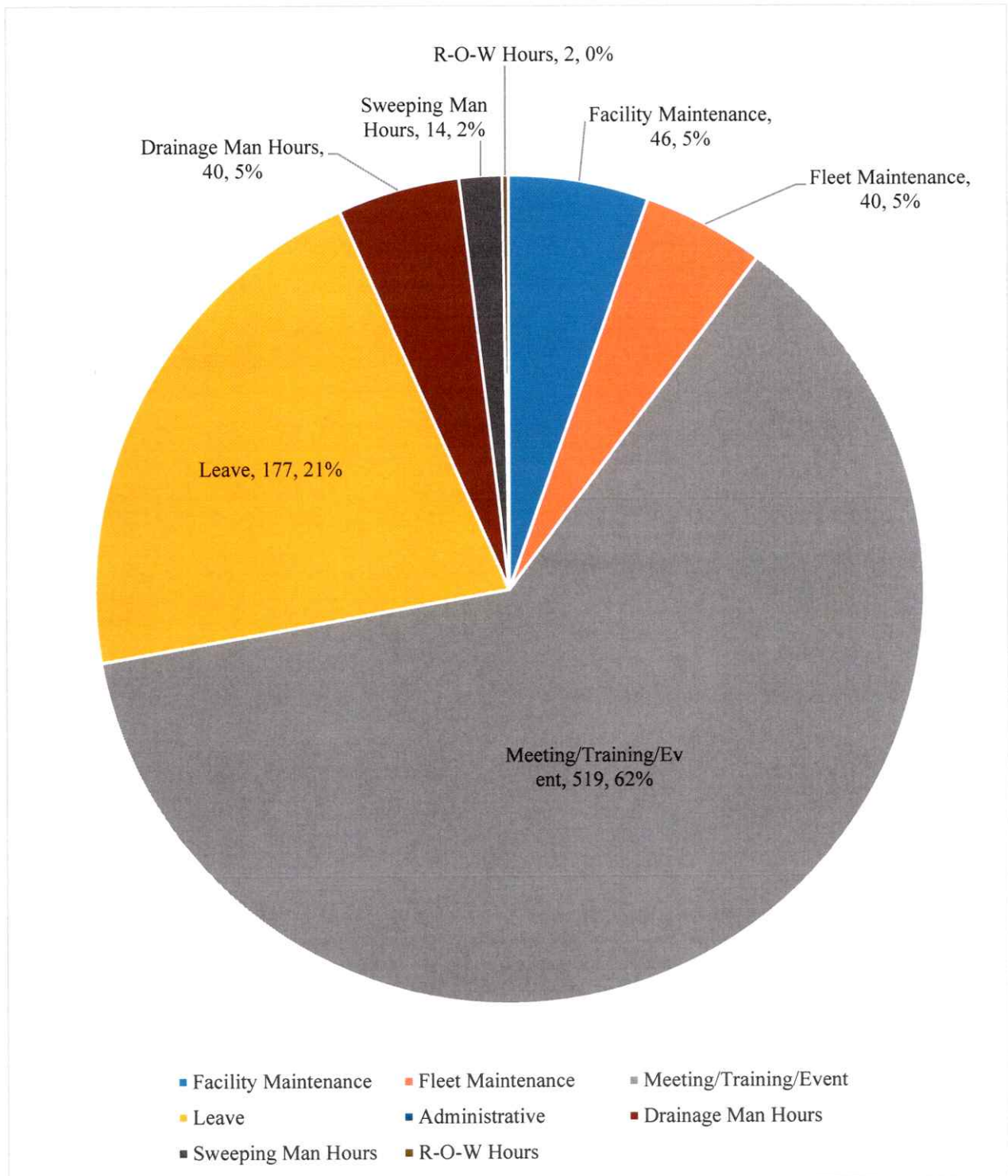
Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	23-Sep	23-Oct	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	320	360	4,836
Facility Maintenance	3494	723	446	574	394.5	36	51	512
Fleet Maintenance	1034	488	445	331	294.5	12	5	213
Meeting/Training	502	265	130	135	127.5	3	1	123
Leave	1,253	428	700	476	336	35	70	654
Holiday	795	270	230	230	230	20	20	270
Overtime	508.5	119	4	12	39.5	0	0	16
Administrative	385	167	1	0	72.5	3	9	37
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW					5	0	67
R-O-W Hours	0	166	30	97	170	26	16	167
Salt Hours	0	0	0	0	0	0	0	79
Salt Tons	0	0	0	0	0	0	0	15

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	23-Sep	23-Oct	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	518	426	8,994
Brush Truck Loads	459	551	522	578	584	45	37	870
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	207	293	5,243
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	104	85	1,867
Litter Pickup Bags	334	507	546	511	456	39	43	763
Litter Pickup Hours	1147	1132	985	957	892	76	89	1,473

Public Works Inspector		23-Sep	23-Oct	YTD 22/23
Initial Form Inspection		18	58	76
Final Form Inspection		23	60	83
EPSC (Erosion Prevention and Sediment Control) Inspection		13	24	37
Final Stormwater Inspection		25	55	80
Proof Roll		2	7	9
Density Testing (Onsite)		0	0	0

**Public Services Department – Stormwater Division  
October 2023**

Stormwater Division worked a total of 838 hours, including 158 hours of overtime and 40 hours of holiday time.  
The chart below shows percentage of time spent on each task.





Public Services Department – Stormwater Division  
October 2023

Monthly Work Log

10/02/2023 – 10/20/2023 - CDL Training



10/23/2023 - Team meeting, inspections of projects on hold past 3 weeks, repair ditch witch, return rental dump.

10/24/2023 - 420 Calista Rd. debris cleanup, preparations for Trail-of-Treats, uniform follow up, IT follow up, vehicle maintenance.





Public Services Department – Stormwater Division  
October 2023

10/25/2023 - Snow plow prep, street sweeping



10/25/2023 - Union Rd. cleanup.



10/26/2023 - Trail-of-Treats setup, employee luncheon, work on parade float.





**Public Services Department – Stormwater Division**  
**October 2023**

10/30/2023 - Rain: 0.5" Target solutions, 208 Cherry Ln. inspection, PPE purchases (jackets, gloves, coveralls), clear street sweeper indoor storage area. Facility/Vehicle maintenance.

10/31/2023 - 213 Hillwood Dr. drainage improvements





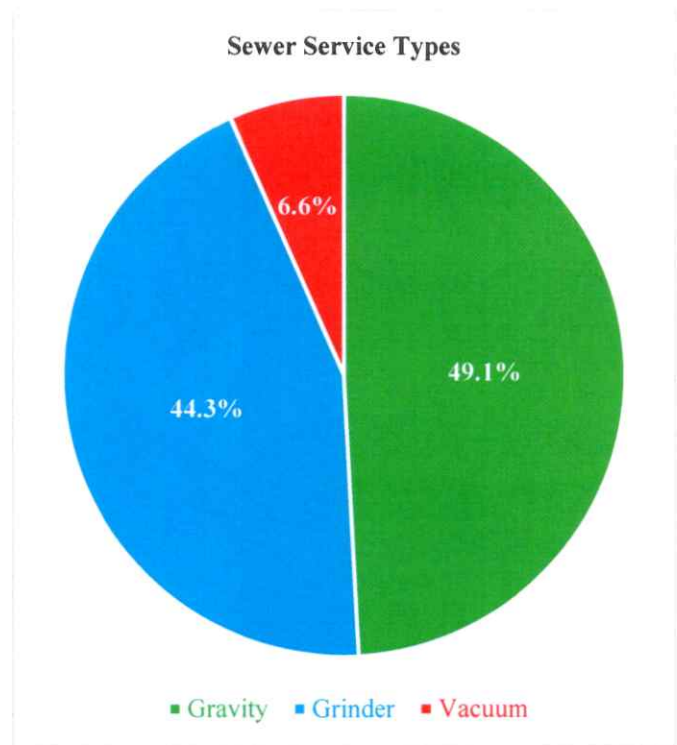
**Public Services Department - Wastewater Division  
October 2023**

**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 **October 31<sup>st</sup>, 2023**, City personnel count a total of **6,746** sewer system connections, with **18 new** applications for service in **October 2023**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>3,315</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,986</b>
<b>Vacuum Sewer Connections</b>	<b>445</b>

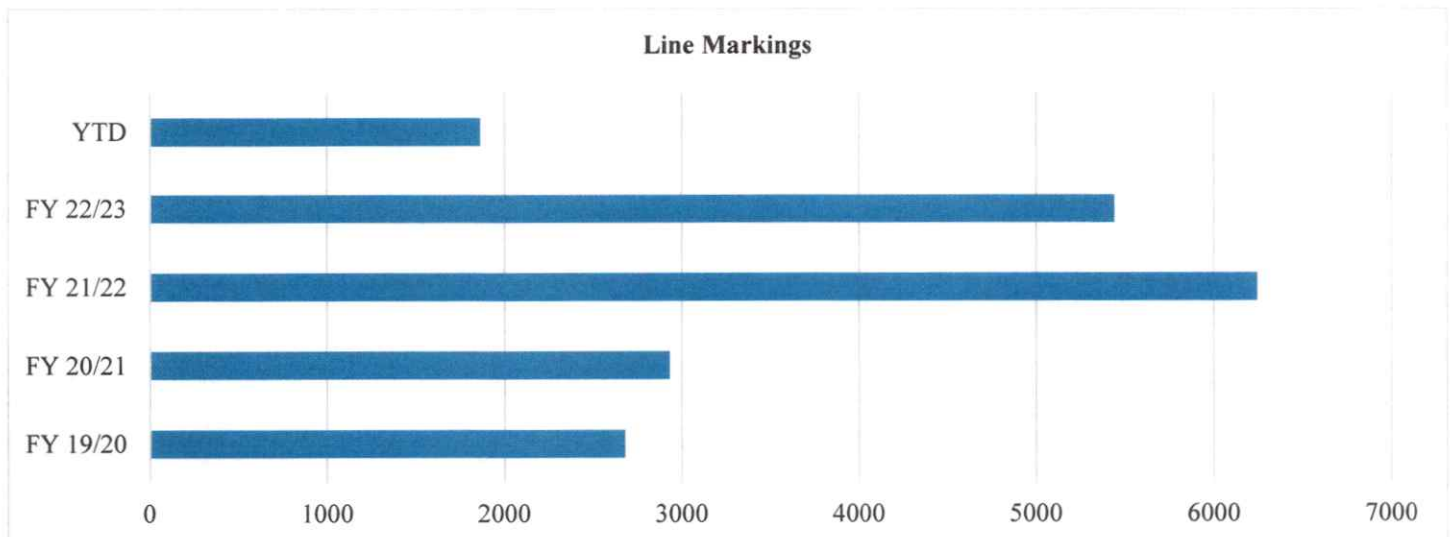
The City counts **189** commercial grinder stations, **2,795** residential grinder stations, and **29** major lift stations integrated into our Sanitary Sewer Collections System.



**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. Total requests decreased slightly in the 2022/2023 fiscal year, but remain nearly double 2020/2021 levels.**

<b>Line Markings</b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>FY 22/23</u></b>		<b><u>October 2023</u></b>	<b><u>FY 23/24 YTD</u></b>
Tennessee 811	2680	2933	6245	5441		466	1863





**Public Services Department - Wastewater Division  
October 2023**

<b><u>Lift-Station Repairs</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>FY 22/23</u></b>		<b><u>Oct 2023</u></b>	<b><u>FY 23/24 YTD</u></b>
Union Road	6	9	0	0		0	1
Summerlin	5	22	0	0		0	0
Settlers' Ridge	1	1	1	1		0	0
Willow Grove	n/a	n/a	n/a	n/a		0	0
Cope's Crossing	8	6	9	9		1	1
Cambria	4	3	4	4		0	1
Belmont Lodge Apartments	n/a	n/a	0	0		0	0
Kensington Green	1	0	0	0		0	0
Meadowlark Townhomes	n/a	n/a	0	0		0	0
Meadowlark	2	1	1	1		0	0
Sage Farms	n/a	n/a	n/a	n/a		0	0
Sage Road (aka Hester)	1	0	0	0		0	0
Loves Truck Stop	0	0	3	3		0	0
Highway 76 (aka Springfield)	1	0	0	0		0	0
Portland	0	1	0	0		0	0
North Palmers Chapel Vacuum Station	3	1	7	7		0	0
Villas at Honey Run	n/a	n/a	1	1		0	0
31W Apartments	n/a	n/a	0	0		0	0
Calista Apartments	n/a	n/a	0	0		0	0
Calista Vacuum Station	2	1	9	9		0	1
Concord Springs	0	0	2	2		0	0
Fields at Oakwood	n/a	2	2	2		0	0
Los Jalapenos	n/a	n/a	0	0		0	0
Mt. Vernon / Washington Square Apartments	n/a	n/a	0	0		1	1
Grove at Kendall	n/a	n/a	0	0		0	0
Wilkinson Lane	3	1	3	3		1	1
Heritage High School	1	0	0	0		0	0
Legacy Farms	n/a	n/a	0	0		0	0
The Parks #1	0	0	0	0		0	0
Treatment Plant	6	3	0	0		0	0

**Public Services Department - Wastewater Division  
October 2023**

**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:** One major station alarm occurred during the month of October, 2023. Additionally, two repairs/alterations were completed on existing stations.

**Mt. Vernon / Washing Square Apartments Lift-Station:** An electrical issue caused by the station transformer caused damage to the electrical control panel for the site and prevented the pumps from operating correctly. The transformer was replaced, as was the control panel's computer module. Following this, the pumps were tested, and the station was returned to normal operation.

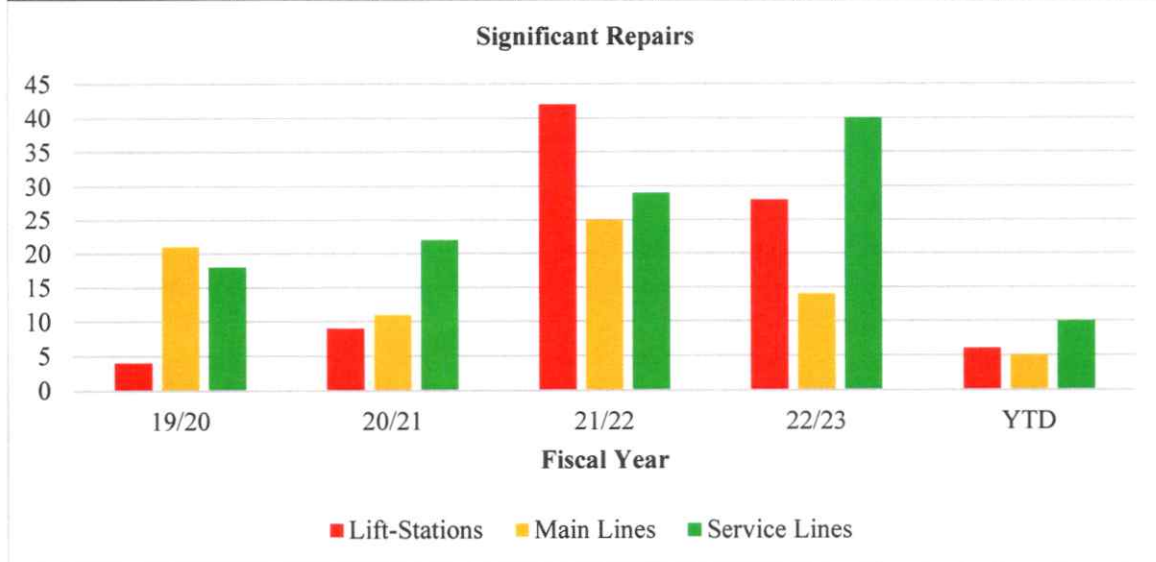
**Wilkinson Lane Lift-Station:** The water line servicing the odor control unit for this station has been preemptively replaced and lowered in anticipation of freezing issues during the winter months.

**Copes Crossing Lift-Station:** The water line servicing the odor control unit for this station has been preemptively replaced and lowered in anticipation of freezing issues during the winter months. Additionally, preliminary excavation and concrete work has begun to accommodate replacement of the station's control panel, which was a planned capital project for this budget year.

**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 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>FY 22/23</u></b>		<b><u>Oct 2023</u></b>	<b><u>FY 23/24 YTD</u></b>
Major Stations	4	9	42	28		3	6
Main Line	21	11	25	14		0	5
Service Line	18	22	29	40		4	10



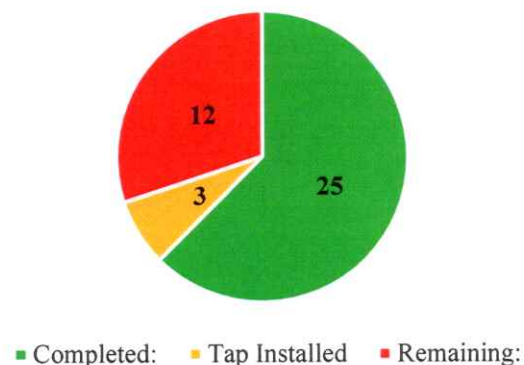


Public Services Department - Wastewater Division  
October 2023

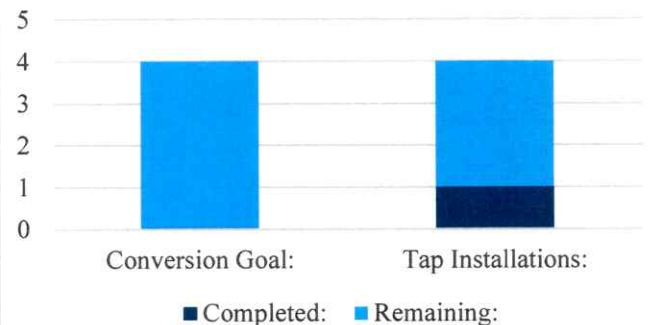
Ongoing Projects:

- 1. 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. **Phase-1 (from the intersection of DeeCee/SCT to the end of Hester Dr) has been fully completed. Phase-2 (Hester Dr to the intersection of Sage/Cardinal) pipe installation and site cleanup is complete, and is only pending final pavement patching of Sage Rd to close out. Phase-3 bids were opened on May 1<sup>st</sup>, and the bid has been awarded to Twin States. Phase-3 pipe installation, testing, and tie-ins have been completed, as have service line relocations along the Industrial Dr corridor. As of October 31<sup>st</sup>, 2023, all three phases of the new Southern Force-Main are receiving active flow (flow is diverting from the old 12" line into the new upsized line beginning at the intersection of Sage Rd / Cardinal Dr and flowing to the Wastewater Treatment Plant located at 725 Industrial Dr), and the old 12" and old 6" lines along Industrial Dr have been physically disconnected and abandoned from the intersection of SCT Dr and Industrial Dr to the treatment plant. Remaining tasks for completion of Phase-3 include final paving of disturbed areas, and completion of electrical wiring for the new flow-meter.**
- 2. 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 pumps #2 and #3, and a splined coupler failure in both pump #1 and pump #2. We are sending pumps #2 and #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. A second Busch pump has been rebuilt by the manufacturer and installed, and the station is currently operating normally.**
- 3. Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) full conversions are planned for the FY23/24 fiscal year, with one of the conversions already having a tap installed. **A total of 25 projects have now been completed on the list of 40. One conversion is scheduled for November, 2023.**
- 4. Apache Trail Vacuum Line Relocation:** An existing 4-inch PVC vacuum sewer line is in conflict with the Stormwater box-culvert replacement project on Apache Trail. Parts are on order for a temporary connection until the new culverts are installed, and then a permanent hard-line will be installed above the new culverts once the culverts are in place. **The temporary connection is in place and functioning, and the permanent relocation above the new culverts will be complete once the culvert structures are set and fill placed over top of them in early November.**

Total Planned Septic-to-Sewer Conversions:



Septic-to-Sewer Conversion Goals  
(FY-2023/2024)

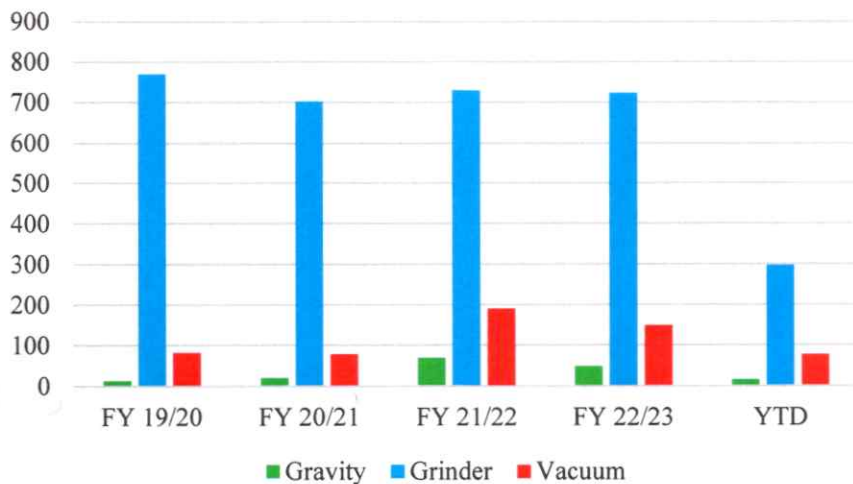




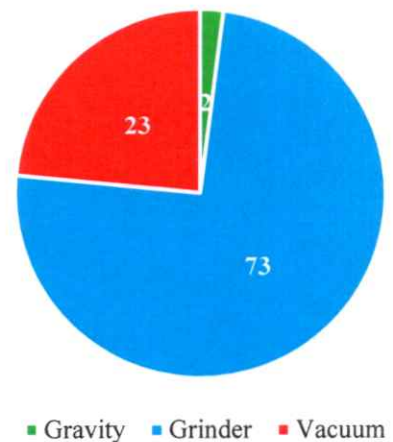
**Public Services Department - Wastewater Division  
October 2023**

<u>Work Orders</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Oct 2023</u>	<u>FY 23/24 YTD</u>
<b>Vacuum System Service Request</b>	82	78	191	149		<b>23</b>	<b>77</b>
<b>Gravity Service Request</b>	13	20	69	48		<b>2</b>	<b>15</b>
<b>Low Pressure Service Request</b>	770	702	730	723		<b>73</b>	<b>296</b>
<b>Total Pumps Replaced</b>	449	492	472	459		<b>48</b>	<b>176</b>
<b>Total Pumps Rebuilt</b>	n/a	135	114	30		<b>0</b>	<b>15</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	129	125		<b>10</b>	<b>33</b>
<b>Grinder Tank PM Program</b>	267	219	117	132		<b>15</b>	<b>56</b>
<b>Open Trench Inspections</b>	226	409	702	653		<b>54</b>	<b>280</b>
<b>Final Inspection for New Service</b>	110	248	405	489		<b>75</b>	<b>237</b>
<b>Grease Trap Inspections</b>	n/a	n/a	n/a	162		<b>3</b>	<b>62</b>
<b>Sanitary Sewer Overflow (SSO)</b>	49	19	28	14		<b>1</b>	<b>7</b>
<b>Odor Complaints</b>	43	35	22	28		<b>3</b>	<b>16</b>

**Sewer Service Calls by Connection Type (YTD)**



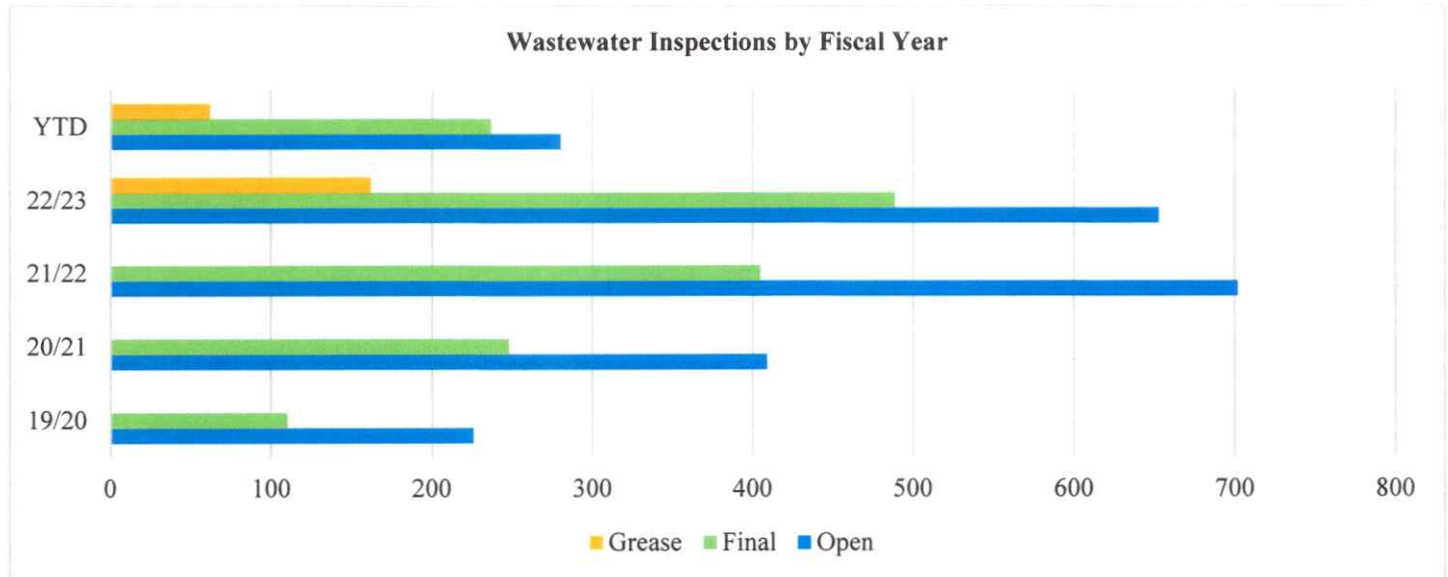
**Sewer Service Calls by Connection Type (October 2023)**



Public Services Department - Wastewater Division  
October 2023

**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.

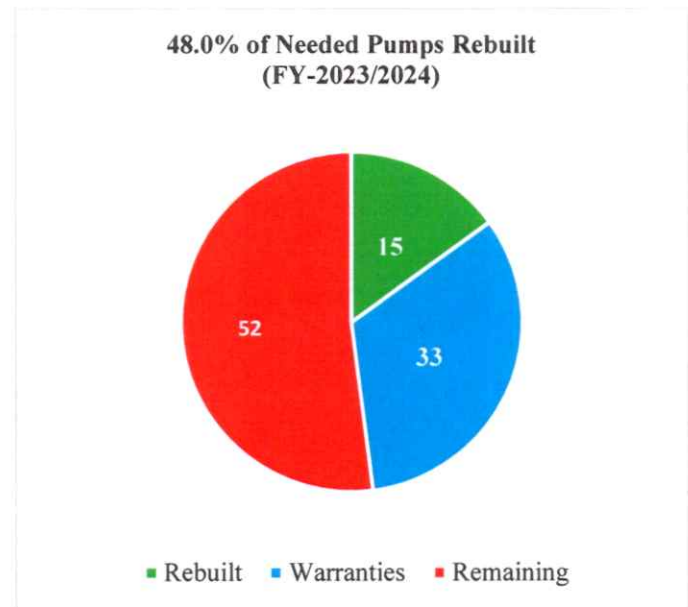


**Pump Rebuilds:**

The capital outlay budget was designed for a total purchase of 350 new E-One grinder pumps for the 2022/2023 Fiscal Year, though product price increases reduced the total number of anticipated new pumps to approximately 325. However, **459** 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 **30** pumps throughout the year, in addition to **125** 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 2023/2024 fiscal year was again designed for the purchase of approximately 325 new pumps, though the City was able to secure better pricing for a brief window to enable the purchase of 400 pumps, with an anticipated need for approximately 475 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps). As such, the City is targeting to rebuild a minimum of 100 pumps (inclusive of rebuilt warranty-return pumps) throughout the year for buffer.

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

There have been an abnormally high number of warranty-returns in the last three years caused by a known manufacturing defect in the 2018/2019 E-One models that the manufacturer has since corrected.





**Public Services Department - Wastewater Division**  
**October 2023**

**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>Jul - 23</u>	<u>Aug - 23</u>	<u>Sep - 23</u>	<u>Oct - 23</u>	
Flow – To Creek	0.619 MGD	0.571 MGD	0.587 MGD	0.526 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	0.619 MGD	0.571 MGD	0.587 MGD	0.526 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	44.2%	40.8%	41.9%	37.6%	(0.526 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	55.3%	51.0%	52.4%	47.0%	(0.526 MGD) / (1.120 MGD)
Rainfall	5.64"	5.45"	3.37"	1.60"	

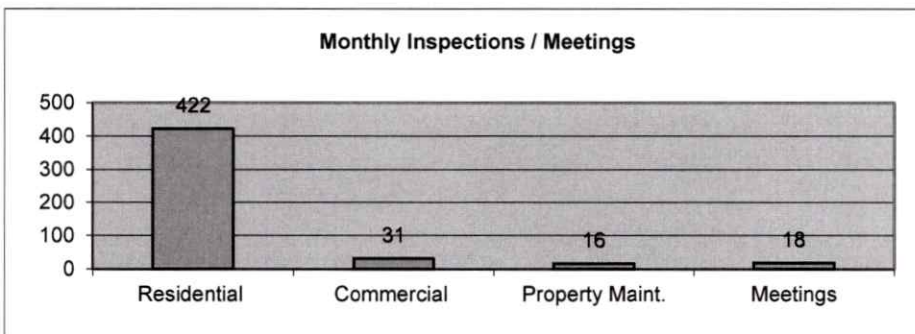
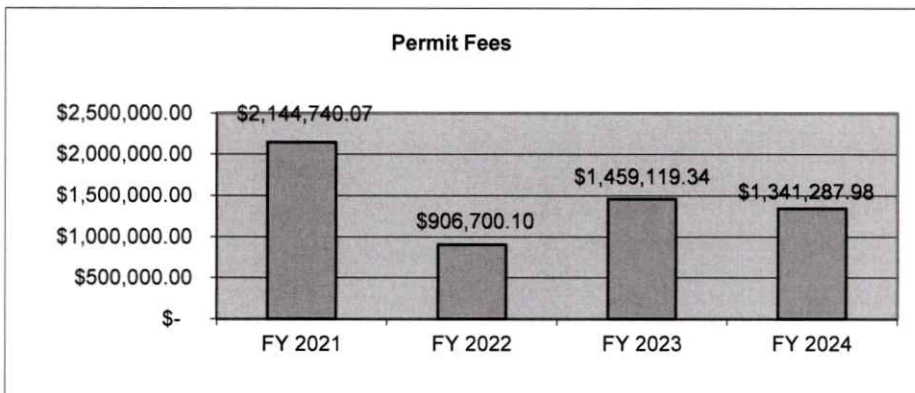
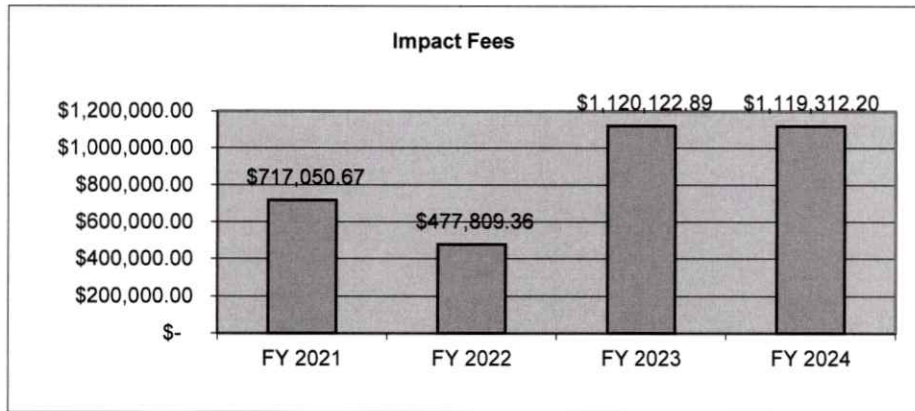
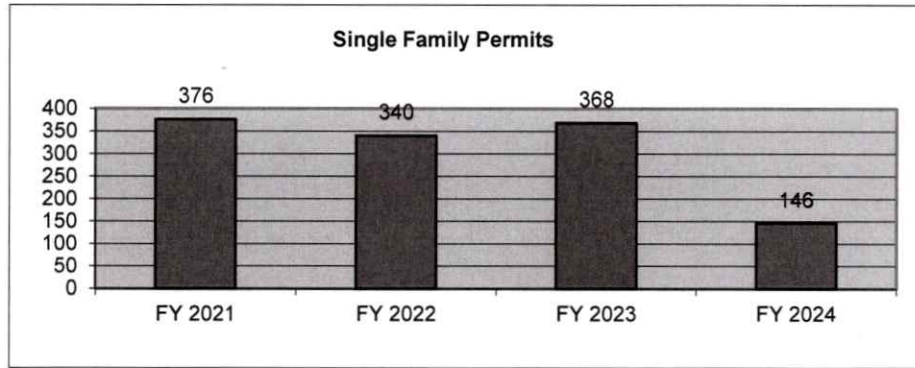
	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		<u>Oct 2023</u>	<u>FY 23/24</u> <u>YTD</u>
Effluent Violations	12	7	32	25		1	4

- Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.
- TDEC Order and Assessment:** On July 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. **The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>, 2020.**
- 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 **2.20** parts per million (ppm). The average residual was **0.07** ppm with a max residual of **0.29** ppm. ***Last month the feed rate was 2.10 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 **24.60 CFU's**, which is well below the limit. ***Last month the average was 21.60 CFU.***



Planning and Codes Department  
OCTOBER 2023



**Planning and Codes Department  
OCTOBER 2023**

	Month	FY2024	FY2023	FY2022	FY2021
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	9	33	91	67	74
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	0	6	5	4
Tech. Review/Study Session	0	0	0	5	2
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	41	146	368	340	376
Multi-Family Residential	0	0	226	0	22
Other Residential	5	34	96	89	83
New Commercial	0	6	7	7	6
New Industrial	0	1	0	0	0
Other Com/Ind	10	20	51	25	23
Sign	3	5	22	11	17
Occupancy Permits	45	136	397	319	400
Other	0	1	31	11	12
<b>BUILDING INSPECTIONS</b>					
Residential	422	1759	4885	5452	2621
Hours	105	638.5	2250.5	1367	533
Commercial /Industrial	31	66	125	139	92
Hours	7	22.25	125	139	92
<b>CODE ENFORCEMENT</b>					
Total Cases	16	81	35	98	179
Hours	4	24.5	35.75	70.24	86.75
Complaints Received	12	77	199	55	41
<b>MEETINGS</b>					
Administration	8	28	80	117	72
Hours	4	12.25	86	127	70
Planning	10	47	112	127	53
Hours	5	22	116.5	96	50
Codes	0	9	10	8	11
Hours	0	7.5	13	10	9
<b>FEES</b>					
Permit Fees	\$175,525.00	\$ 1,341,287.98	\$ 1,459,119.34	\$ 906,700.10	\$2,144,740.07
Board Review Fees	\$1,100.00	\$ 1,950.00	\$ 18,050.00	\$ 14,100.00	\$84,775.00
City Impact Fee	<b>\$153,340.00</b>	<b>\$ 1,119,312.20</b>	<b>\$ 1,120,122.89</b>	<b>\$ 477,809.36</b>	<b>\$717,050.67</b>
Roads	\$47,027.00	\$ 363,694.20	\$ 323,964.51	\$ 664,873.38	\$301,769.60
Parks	\$48,749.00	\$ 173,594.00	\$ 291,189.00	\$ 114,114.00	\$ 150,326.00
Police	\$34,686.00	\$ 350,515.90	\$ 239,697.73	\$ 125,535.54	\$ 191,431.41
Fire	\$22,878.00	\$ 231,508.10	\$ 169,728.00	\$ 76,498.26	\$ 79,900.66
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	0	0	235
Commercial/Ind. Sq Ft	0	311,999	0	15,216	214,206
Multi-Family Units	0	0	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 35	\$ 18,881,755.74		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	17		17	16	15

**Parks, Recreation, & Cultural Arts Department**  
**October 2023**

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

- Grant Amendment submitted to TDEC
- 30-day rule exception was requested and sent on to TDEC contracts
  - No guarantee it will be approved in 30 days due to the amount of money requested
- The hope is it will be approved by TDEC in time for next BMA meeting when second reading of budget amendment is on the agenda and then we can get the project started shortly thereafter

**\*\*UPDATE:** Was approved on November 1<sup>st</sup>\*\*

*Tennis Courts*

- Ribbon Cutting took place October 16<sup>th</sup>
- This project is now complete



*Splash Pad Maintenance Building*

- Work continued this month with brick being installed
- This project should be done by the end of the year.





**Parks, Recreation, & Cultural Arts Department  
October 2023**

*Rec Center*

- North parking lot has been re-done and completed
- Work continued on the walls, footing and plumbing
- Steel erection is upcoming and will last for several months



*Master Plan*

- Kick-off meeting/facility tour set for November 15<sup>th</sup>

*Maintenance Building Lean-To*

- Awarded project to The Barn Store
- We will actually be getting a new separate building instead of lean-to in order to get the height we need
- The price of the building with gutters still came in over \$2,000 under budget
- Project will likely take 8 – 10 weeks based on reported turnaround times

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

*Parks Truck*

- Still waiting on this project

*Municipal Park Sign Renovation*

- On hold

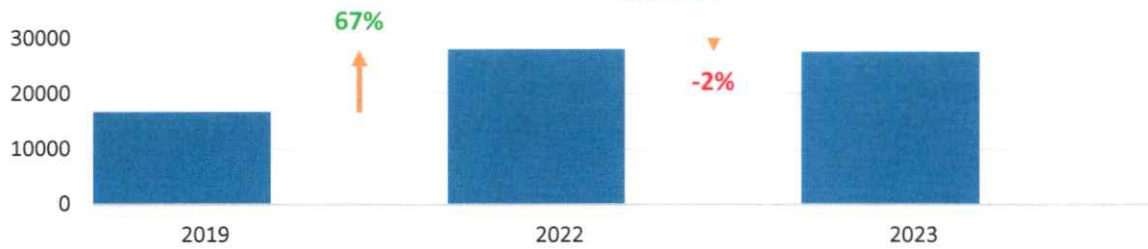
*Dirt for Laser Grading & Sand for Top Dressing*

*HVAC Unit for Museum*

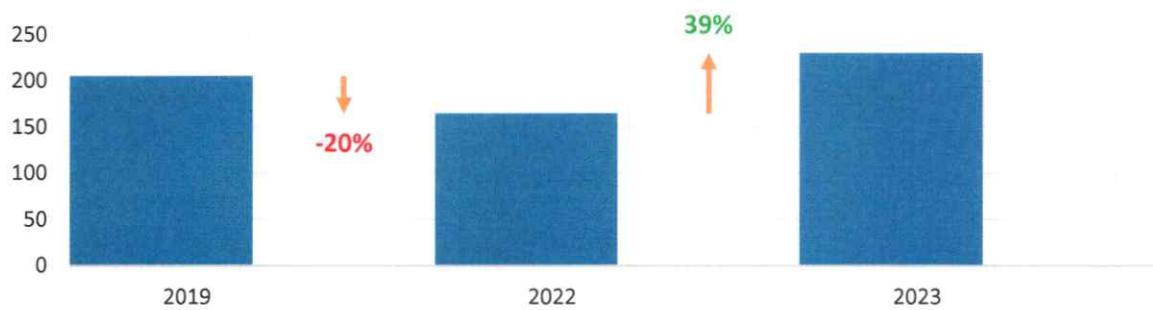
*(2) Zero-Turn Mowers*

Parks, Recreation, & Cultural Arts Department  
October 2023

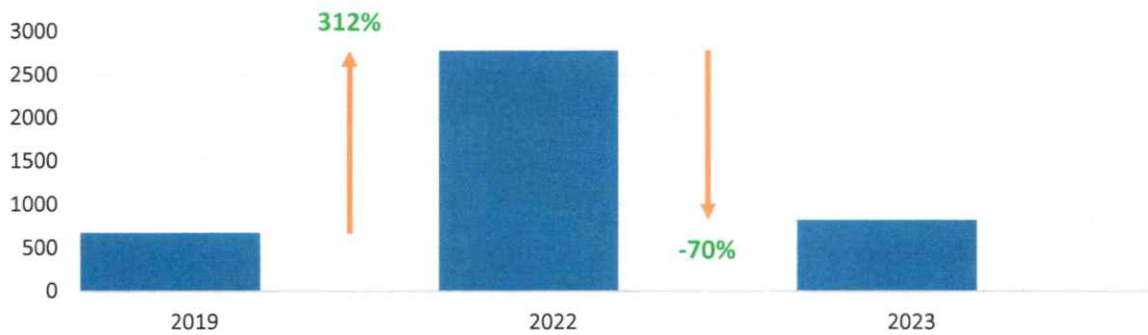
**Programming & Special Event Revenue Comparisons For October**



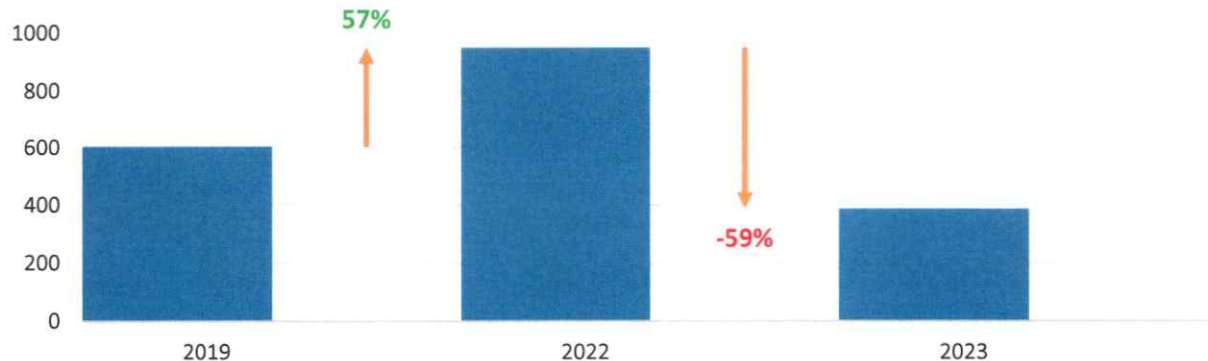
**Pavilion Rental Revenue Comparisons For Oct.**



**Facility Rental Revenue Comparisons For Oct.**



**Ballfield Rental Revenue Comparisons For Oct.**



**Parks, Recreation, & Cultural Arts Department  
October 2023**

**Recreation- Assistant Director**

**Adult Programs**

**4v4 Co-ed Sand Volleyball**

- Ended 10/22

**Adult Softball: Registration ongoing**

- Expected to end on 11/9

**Women's Exercise Class**

- Wednesdays 8:00-9:00a- Civic Center Gym
- Started registration on 10/24
- On-going program starting 11/8

**Youth Athletics**

**Youth Basketball**

- Registration closed 10/22
- 343 Registered
- 44 Teams across the age groups:
  - 1<sup>st</sup>-2<sup>nd</sup> Grade: 13 Teams
  - 3<sup>rd</sup>-4<sup>th</sup> Girls: 5 Teams
  - 3<sup>rd</sup>-4<sup>th</sup> Boys: 10 Teams
  - 5<sup>th</sup>-8<sup>th</sup> Girls: 4 Teams
  - 5<sup>th</sup>-6<sup>th</sup> Boys: 8 Teams
  - 7<sup>th</sup>-8<sup>th</sup> Boys: 4 Teams
- Practices start: 11/6

**Special Events**

**Bike Parade- October 7<sup>th</sup> 10:30am at Municipal Park**

- 9 Participants

**Trail of Treats- October 26<sup>th</sup> 6:00pm**

- 29 Booths (26 Vendors)
- 1876 Attendees

**Christmas Parade: December 2<sup>nd</sup> 3:00pm**

- Theme: Christmas Movies
- Registration opened: 10/1





# Parks, Recreation, & Cultural Arts Department October 2023

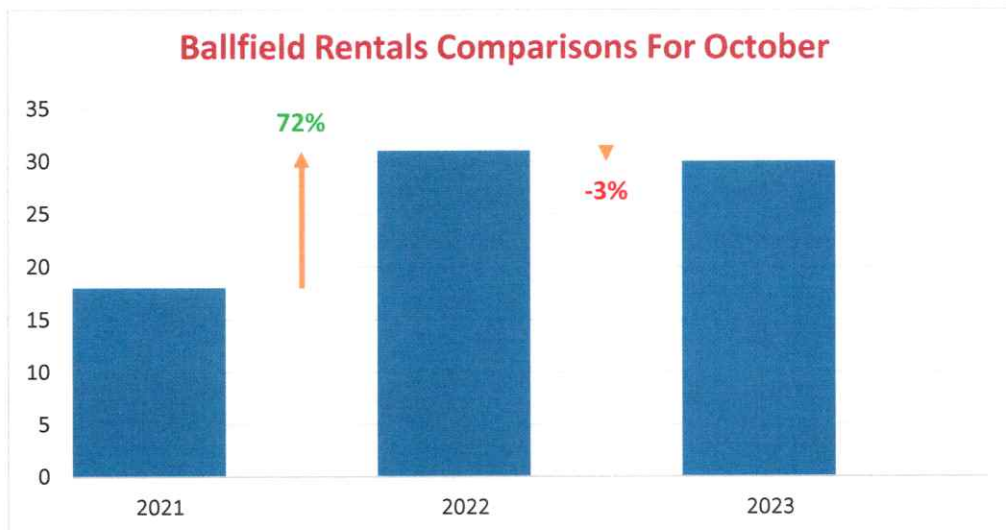
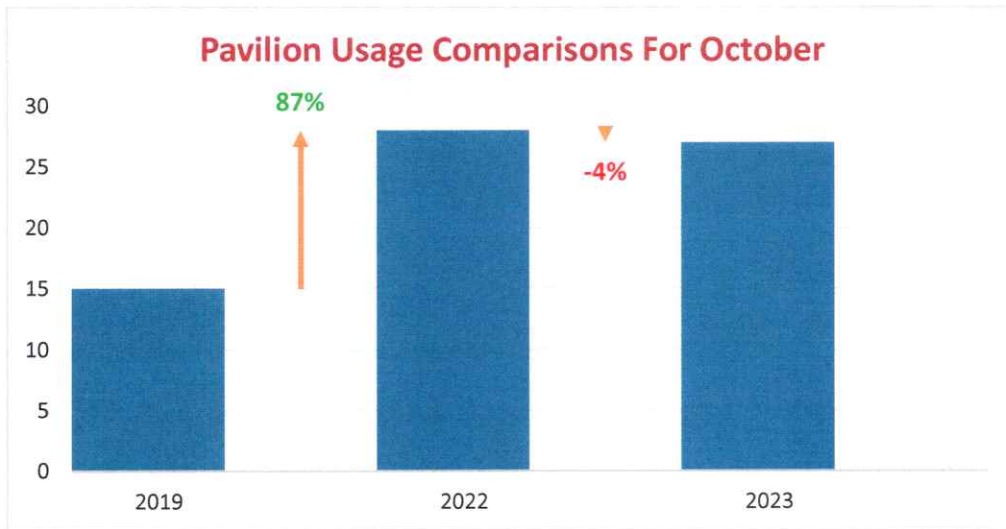
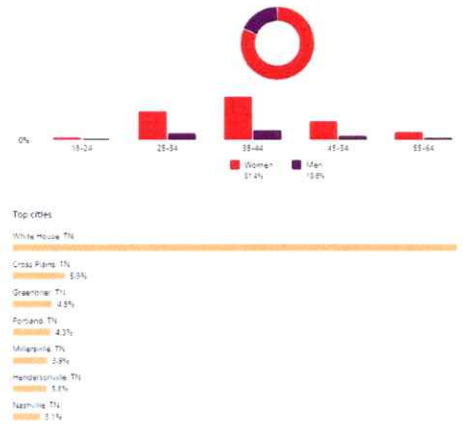
## Other:

Open gyms: Averaged totals per a day

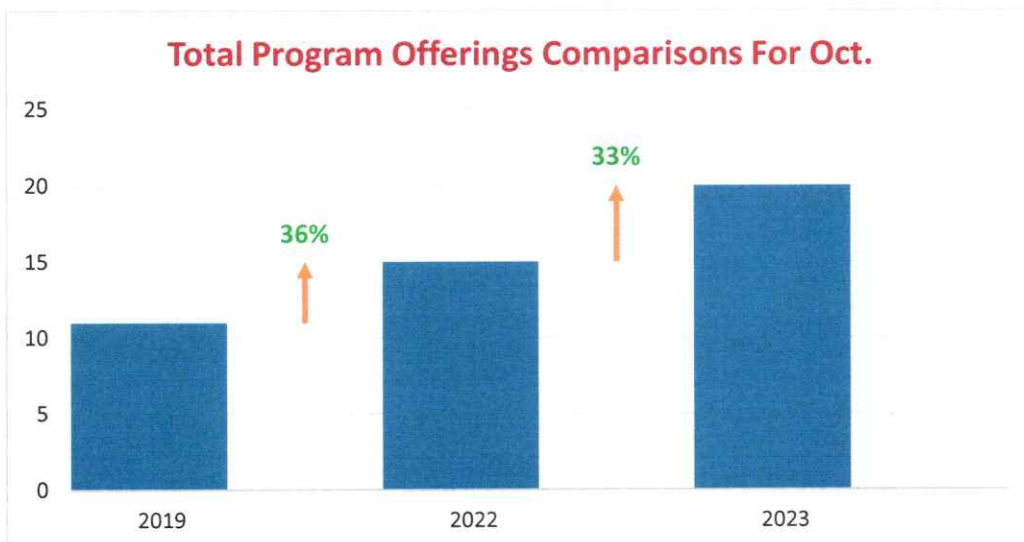
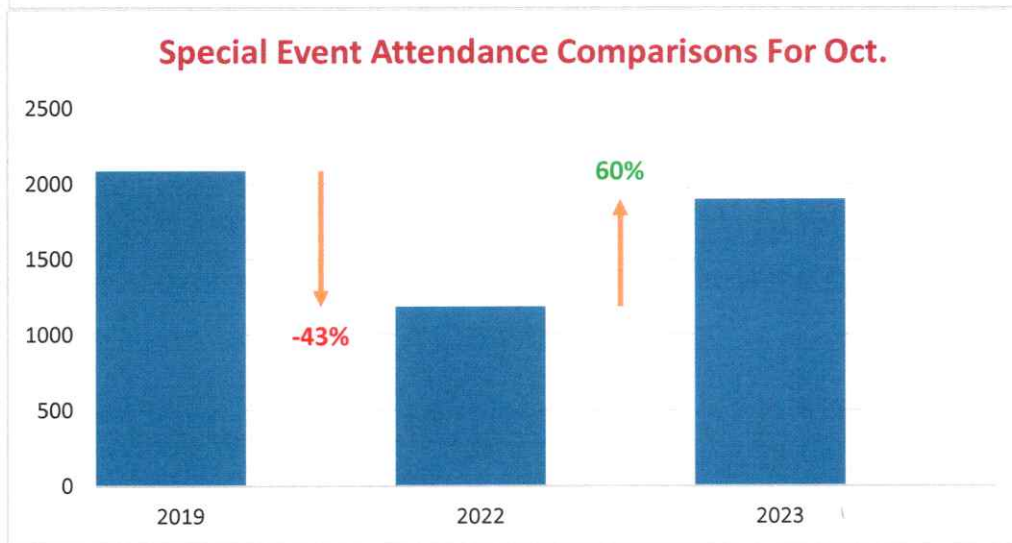
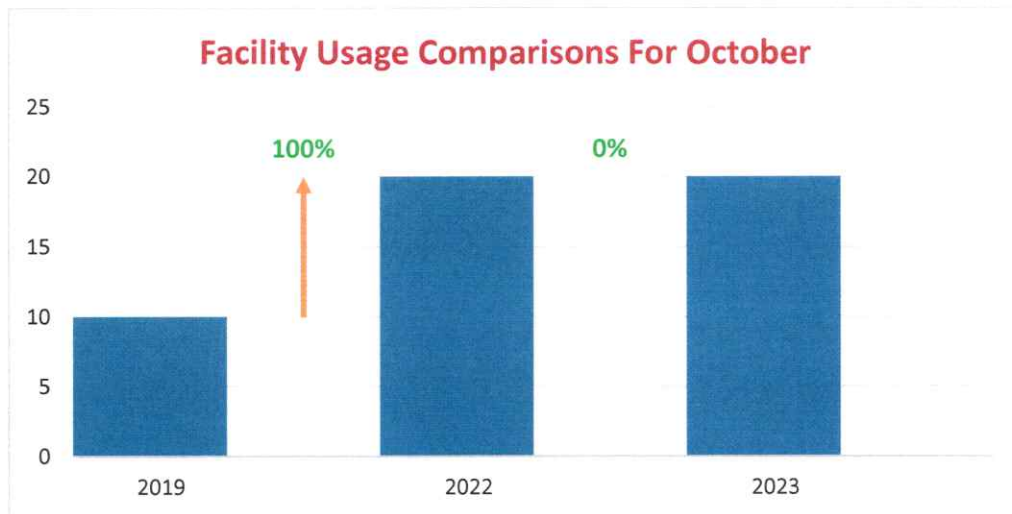
- Pickle Ball Open Gym
  - Tuesdays- 12
  - Thursdays- 21
- Open Gym Basketball - 13

## Social Media & Website

- Facebook
  - 894 Followers
  - Reach: 18,300
  - Total posts for October: 34
  - Best Performing Post: Trail of Treats Post
    - Reached 7,800 people



**Parks, Recreation, & Cultural Arts Department  
October 2023**



**Parks, Recreation, & Cultural Arts Department  
October 2023**

**Maintenance**

- Hauled out the large dirt pile from cemetery.



- Put up Fall decorations at the front of cemetery.
- We had several events to prepare for...Tennis court ribbon cutting, Discover WH, Fall Family Block Party, Harvest Moon, Softball Tournament, Trail of Treats.

**Museum**

**Volunteers**

The museum volunteers have been helping with reorganizing the workroom. We also have been preparing for school visits set for November and December and new exhibits beginning in February 2024. The museum participated in Trail of Treats this year with the help of the volunteers. The volunteers have provided 35 hours of service for the month of October.

**Exhibits**

The works of JT Albert are now on display until end of 2023.





**Parks, Recreation, & Cultural Arts Department  
October 2023**

**Tours at Museum**

Tours were given to walk ins.

On Friday, October 6, Robertson County Elected Officials Leadership Academy toured the museum. For tours that are set in advance for a group, I like to be sure I am in period dress.



**Discover White House Expo & Safety Day**

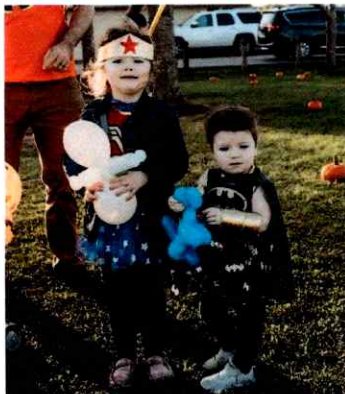


The museum had a booth at Discover White House Expo & Safety Day to promote the museum with live music, pictures, artifacts and period dress.



**Fall Family Block Party**

The museum provided a free pumpkin patch at Fall Family Block Party giving away 550 pumpkins.



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

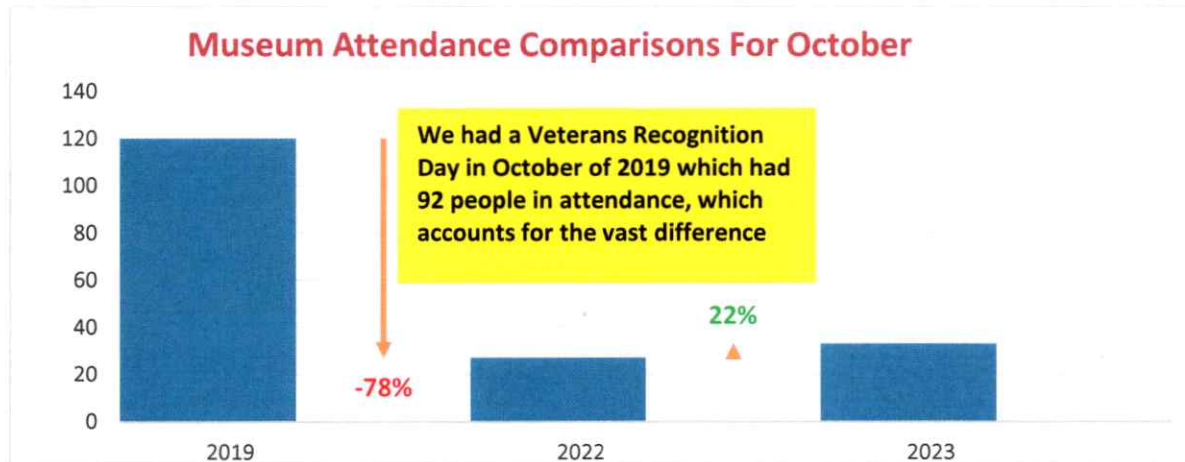
- October 7 – Discover White House & Safety Day
- October 16 – Ribbon Cutting for Tennis Courts
- October 17 – State of the City Luncheon
- October 18 – It's a Dream Riding School
- October 20 – Fall Family Block Party
- October 26 – Trail of Treats
- October 31 – City's Visit to Daycares to hand out candy
- October 31 – Ribbon Cutting for Elevate Enrichment

The three events that the museum participated in during the month of October provided exposure to over 8000 people.

**Parks, Recreation, & Cultural Arts Department  
October 2023**

**Visitors' Center and Museum Attendance**

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	9	24	33	



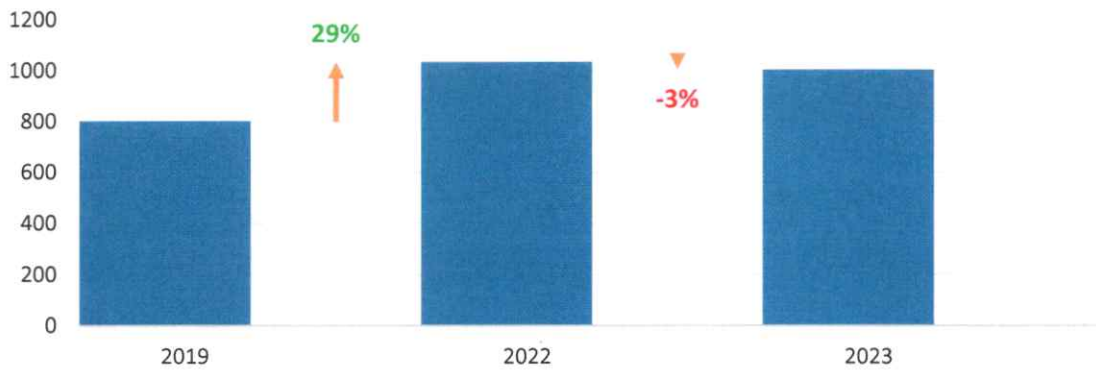
**Parks, Recreation, & Cultural Arts Department  
October 2023**

<b>Senior Center Participation - October 2023</b>			
<b><u>Outings:</u></b>			
Bowling	13		
Jackson Orchard	17		
Historic Cragfont	22		
<b>Total</b>	52		
<b><u>Events:</u></b>			
Eddie K	62		
Casey & the Cowboys	67		
Halloween Party	40		
Medicare Info Meeting	19		
Flu Shots/Prescription Shopp	30		
<b>Total</b>	218		
		<b><u>Sr Meals Wednesdays</u></b>	
		160	
		142	
		158	
		169	
		629	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Fittercise-Strength, Yoga	232	<b>no exercise for 3 weeks</b>	
Walk	16		
Bingo	59		
Birthday Potluck	30		
Ballroom & Country Western Dance Lessons	8		
Farmers Rummy	13		
Garden Club	30		
Quilting	0		
Meals on Wheels	202		
Bunco	20		
Bible Study	0		
Cards, Games,Pool, Puzzles	159		
Pickle Ball	17		
<b>TOTAL</b>	786		
<b>MEMBERS</b>	363	Updated members	as of 10/31
<b>1st time visitors</b>			2
<b>New Members</b>		J Evans deceased	5
<b>TOTAL Sr Center Participants:</b>	1396	<b>Total</b>	<b>1685</b>

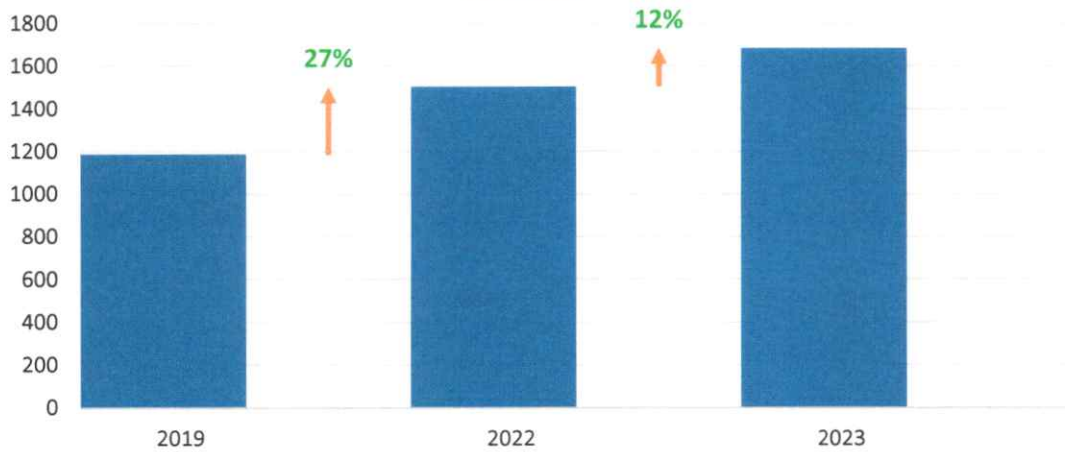


Parks, Recreation, & Cultural Arts Department  
October 2023

Senior Programming Attendance Comparisons For  
October



Total Senior Center Participants Comparisons For  
October



	FYE 2021	FYE 2022	FYE 2023	Oct-19	Oct-22	October 2023	YTD 23-24
<b>Facility Usage</b>							
Special Use Permits Submitted	39	20	23	0	0	2	8
Pavilion 1 Usage	21	16	16	0	2	4	11
Pavilion 2 Usage	13	16	14	2	1	4	9
Pavilion 3 Usage	74	94	137	8	17	15	69
Splash Pad Pavilion Usage	99	165	136	5	8	4	15
Total Number of Pavilions Usage	207	291	303	15	28	27	104
Gymnasium Rentals	23	83	82	10	16	2	7
Amphitheater Usage	1	9	9	0	1	0	1
Community Room			66		3	18	55
Total Number of Facility Rentals	30	92	157	10	20	20	63
Ballfield Rentals	146	134	165	18	31	30	69
Vistor Center Attendance	20	29	30	3	3	2	11
Vistors Who Also Toured Museum	70	303	191	0	17	9	25
Museum Attendance Only	115	1116	1142	120	10	24	1003
Total Museum Attendance	185	1419	1333	120	27	33	1028
<b>Programming</b>							
Number of Youth Program Participants	417	615	800	0	0	0	266
Number of Adult Program Participants	100	260	195	0	0	0	132
Number of In-House Special Events Offered	9	7	11	2	2	3	7
Number of In-House Special Event Attendees	1077	2223	2158	2,097	1,187	1,897	2010
Number of Rec Programs Offered	19	21	24	2	1	2	8
Number of Senior Center Memberships	2000	2454	3186	200	205	368	1438
Number of New Senior Center Memberships	0	5	38	2	0	5	43
Senior Center Participants	4412	11605	16,821	1,186	1,504	1,685	6010
Senior Center First Time Visitors	36	95	115	6	11	2	23
Number of Senior Trips Offered	9	28	46	6	4	3	14
Number of Senior Trip Participants	81	235	617	113	71	52	155
Number of Senior Programs Offered	34	101	142	9	14	18	55
Number of Senior Program Participants	1061	7304	10,566	801	1034	1004	3945
Number of Senior Meals Served	36	47	48	5	4	4	17
Number of Meals Participants	3277	3965	5658	272	399	629	2541
Offsite Presentation Attendees	0	145	435		0	0	0
Total Number of Programs Offered	53	124	166	11	15	20	63
<b>Revenues</b>							
Youth Programs	\$44,261.00	\$57,366.00	\$ 79,821.40	\$15,445.00	\$26,590.00	\$25,400.00	\$ 52,978.00
Adult Programs	\$ 6,230.00	\$ 7,925.00	\$ 11,780.00	\$390.00	\$0.00	\$15.00	\$ 4,175.00
Special Events	\$ 3,495.00	\$ 3,080.00	\$ 2,940.00	\$190.00	\$140.00	\$100.00	\$ 785.00
Senior Meals	\$ 8,222.50	\$11,442.00	\$ 18,754.00	\$719.00	\$1,301.50	\$2,087.00	\$ 8,478.00
Shelter Reservations	\$ 9,112.50	\$12,995.00	\$ 7,675.00	\$205.00	\$165.00	\$230.00	\$ 2,037.50
Facility Reservations	\$ 2,956.25	\$19,181.75	\$ 16,978.25	\$675.00	\$2,783.75	\$825.00	\$ 5,325.00
Field Rentals	\$ 5,820.50	\$ 3,913.00	\$ 5,578.50	\$605.00	\$950.00	\$388.00	\$ 1,338.00
Affiliate League/Tournament Fee Revenue	\$ -	\$13,666.50	\$ 29,825.50		\$0.00	\$0.00	\$ 8,946.50
Misc	\$ 9,686.39	\$25,818.31	\$ 8,763.20	\$134.92	\$642.53	\$36.34	\$ 4,401.95
<b>Maintenance</b>							
Mowing Hours	2,195	1660.25	1548.5	120	75	76	880
Work Orders Received	9	15	24	3	1	2	7
Work Orders Completed	9	14	23	3	1	2	7
Number of Projects Started	39	31	8	4		1	4
Number of Projects Completed	32	29	8	6		1	4
Number of ballfield rainouts	NA	156	321	NA	2	30	167
Bags of Field Dry Used	NA	100	42	NA	0	10	24

## **White House Library October Monthly Report**

### **Summary of Activities**

The library director and youth services librarian had a library booth at Discover White House on October 7. The two gave out library calendars, took orders for Larry t-shirt sales, and gave out goodies to kids and parents. The event was successful as 11 Larry shirts were sold and almost all of the library calendars were given away.

The library director attended a Lions Club meeting on October 11<sup>th</sup>. She gave the glasses that had been collected to the group.

The library director attended the ribbon cutting for the new city tennis courts on October 16<sup>th</sup>.

The library director met with a University of Maine student about the possibility of her doing an internship at the library for her spring semester. The two discussed a list of possible projects she could work on. She is going to reach out to her professor for approval to work on one of the possible projects.

The director attended the Chamber luncheon at which the city administrator gave a presentation on the state of the City of White House.

The library director and library clerk met with a White House High School FFA coordinator about a food growing program with the two groups. The FFA coordinator liked the idea of having her students growing vegetables in raised beds at the library and sharing that food with the community. The FFA coordinator is going to look further to see if that is something her students could do.

The library director met with the Millersville Public Library Director on October 18<sup>th</sup>. The library is giving some of the old shelving in its storage closet to Millersville Public Library.

The library director and library supervisor met with representatives from the Hermitage to discuss if the library could purchase a yearly membership that patrons could checkout in order to visit the historical site. This museum is interested in such a partnership and it will be one that the library purchases in the future. The library supervisor has been working on creating partnerships with other museums/historic sites and the library hopes to have these passes available for checkout in January.

The Adult Services Librarian taught a Girl Scout troop how to repair books. The group of girls got to keep the book they repaired and learned a valuable skill.

The library director attended a Christmas event planning meeting. The library is going to offer pictures with Santa on December 2<sup>nd</sup> from 4pm to 5:30pm. Santa has been booked for the event and the group figured out where he would park at the event.

The Executive Committee met on October 24 to look at changes to the director's performance evaluation form. The group made some modifications to the form and will present it at the next BMA.

The library director attended a chamber lunch and learn on October 25. The training was on Canva and the director learned a few things that will help when using the library's account.

The director met with her board chair on October 26 to discuss the agenda and documents for the November library board meeting.

The library staff worked on moving all of the items from the two storage closets into the story time room in preparation of the new storage shelving that is being purchased. Once the staff had everything removed, public works removed the old shelving.

The library director met with an EBSCO representative to talk about how things were going with Feiro coding as well as some of the other products that EBSCO has to offer libraries.

The library director attended a ribbon cutting at the Elevate Enrichment Center. This organization works with homeschoolers. The library director introduced herself the director of this organization as she hopes to partner with this group in the future.

### **Department Highlights**

The highlights for the month were the Discover White House booth, the meeting with the FFA coordinator, the work on the museum passes, and the preparation for the storage shelving.



# White House Public Library

## October 2023 Performance Measures

### Official Service Area Populations

2019	2020	2021	2022	2023
14,202	14,363	14,455	14,820	15,094

### Membership

October	2019	2020	2021	2022	2023
New Members	94	81	64	94	72
Updated Members	267	295	298	186	596
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,220
% of population with membership	59	66	49	48	47

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library did its annual purge in October, which is why there is a drop in total cardholders.

Total Material Available: 39,289

Estimated Value of Total Materials: \$982,225

Total Materials Available Per Capita: 2.60

Last Month: \$973,325

Last Month: 2.58

State Minimum Standard: 2.00

### Materials Added in October

2019	2020	2021	2022	2023
480	233	126	329	410

### Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	2,239

### Physical Items Checked Out in October

2019	2020	2021	2022	2023
5,499	5,001	5,618	7,189	6,512

### Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	70,216

### Miscellaneous item checkouts

October	2019	2020	2021	2022	2023
Technology Devices	46	35	82	58	63
Study Rooms	86	17	51	74	96
Games and Puzzles	55	110	97	179	164
Seeds	10	10	16	31	13
STEAM Packs	36	0	23	19	49
Cake Pans	1	17	1	12	8
Outdoor Items	*	*	*	*	7
Honor Books	*	*	*	*	0

### Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	653
253	305	395	746	730
222	955	1,263	2,060	1,506
112	302	878	883	762
61	25	160	234	279
1	28	21	69	31
*	*	*	17	57
*	*	*	19	101

### Library Services Usage

October	2019	2020	2021	2022	2023
Test Proctoring	7	1	2	4	1
Charging Station	6	7	6	2	0
Notary Services	5	8	12	9	17
Library Visits	4,735	3,283	3,522	3,976	4,031
Website Usage	1,630	1,452	2,996	2,940	749
Reference Questions	11	8	7	2	1

### Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	54
19	47	45	21	13
16	88	144	135	143
55,728	30,007	38,913	48,253	41,048
16,935	17,977	27,907	33,678	35,343
77	60	73	31	33

### Computer Users

October	2019	2020	2021	2022	2023
Wireless	633	416	512	404	327
Adult Users	385	256	237	245	169
Kids Users	171	11	97	217	111

### Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	3,788
1,103	2,138	2,235	2,608	1,970
556	427	957	2,987	1,798

### Library Volunteers

October	2019	2020	2021	2022	2023
Library Volunteers	16	6	11	8	6
Volunteer Hours	149	91.5	145	112	52

### Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	62
809	1,286	1,204	1,492.5	1,390

# White House Public Library

## October 2023 Performance Measures

### Universal Class Counts

October	
Sign ups	3
Courses started	4
Lessons viewed	32
Class Submissions	5

### Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	21
16	53	39	2	21
194	1,771	1,008	876	398
105	800	515	465	548

### Kanopy

October	Visits	Pages	Plays	Accounts
Monthly	446	716	145	18
Yearly	821	1,221	213	63

Kanopy is the library's new movie streaming service. Patrons can stream movies and shows to watch free with their library card.

### Programs

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	3	1	0	3
total Sign-ups	214	67	174	132	153

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	1
500 Mark	2	0	2	5	6
Completion	1	2	4	7	7

### Face-to-face Kids Programs

October	2019	2020	2021	2022	2023
Programs	13	3	11	13	10
Attendees	334	127	244	315	256
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	117
Attendees	4,201	1,185	2,167	3,646	3,534

### Grab & Go Kits

October	2020	2021	2022	2023
Kits	0	0	0	0
Taken	0	0	0	0
Yearly	2020	2021	2022	2023
Kits	38	44	7	0
Taken	1094	1,699	334	0

Due to the storage shelving CIP project, all kids programs had to be held outside for the month of October. If the weather was rainy or too cold, then the programs were cancelled. Some programs were cancelled, which is why there was less programs this month.

### Teen/tween Face-to-Face Programs

October	2020	2021	2022	2023
Programs	4	8	11	8
Attendees	29	44	58	28
Yearly	2020	2021	2022	2023
Programs	11	43	98	99
Attendees	77	370	437	333

### Grab & Go

October	2020	2021	2022	2023
Kits	0	0	0	0
Taken	0	0	0	0
Yearly	2020	2021	2022	2023
Kits	13	24	7	2
Taken	152	409	151	19

Since the library has only done combined teen/tween classes for the last year, the director will only record those numbers until the program grows and needs to be divided by age.

### Face-to-face Adult Programs

October	2019	2020	2021	2022	2023
Programs	8	2	9	8	13
Attendees	47	17	23	39	77
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	94
Attendees	1,343	214	351	377	484

### Device Advice

October	2019	2020	2021	2022	2023
Sessions	*	0	5	17	10
Yearly	125	51	81	131	117
Passive					
October	*	*	0	0	0
Yearly	*	*	0	20	0

The library held its second bee keeping class this month since the one in September was completely full and had a wait list.

### Interlibrary Loan Services

October	2019	2020	2021	2022	2023
Borrowed	74	65	55	59	23
Loaned	35	23	20	10	11

### Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	509
410	151	226	317	162

October	R.E.A.D.S
Adults	2,368
Juvenile	213

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	34,967
Juvenile	1,430	1,189	1,032	2,013	2,563

The READS statistics come from the state.



**CITY COURT REPORT**

October 2023

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$7,828.75	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$30,136.50</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$727.87	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$8,298.11</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$8,556.62</u>	
<b><u>TOTAL REVENUE YTD</u></b>		<b><u>\$38,434.61</u></b>

**DISBURSEMENTS**

LITIGATION TAX	\$547.45	
DOS/DOH FINES & FEES	\$272.65	
DOS TITLE & REGISTRATION	\$285.00	
RESTITUTION/REFUNDS	\$0.00	
ON-LINE CC FEES	\$0.00	
CREDIT CARD FEES	\$0.00	
WORTHLESS CHECKS	\$0.00	
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$1,105.10</u>	
<b><u>TOTAL DISBURSEMENTS YTD</u></b>		<b><u>\$4,695.82</u></b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$7,451.52</u>	
<b><u>TOTAL ADJUSTED REVENUE YTD</u></b>		<b><u>\$33,738.79</u></b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$178.12</u>	
<b><u>DRUG FUND DONATIONS YTD</u></b>		<b><u>\$1,886.42</u></b>

Offenses Convicted & Paid For Month	Count	Paid
Misc Violations	3	\$140.00
Financial Responsibility Law	22	\$780.50
Registration Law	26	\$1,795.00
Improper Equipment	2	\$10.00
Texting/Hands Free Law	6	\$197.00
Codes Violation	3	\$110.00
DL Exhibited		
Red Light	12	\$765.00
Animal Control		
Stop Sign	14	\$1,087.50
Speeding	29	\$2,553.75
Seat Belt-Child Restraint	2	\$30.00
Following Too Close	2	\$117.50
Exercise Due Care	4	\$222.50
Careless Driving	1	\$75.00
Total	126	\$7,883.75



# RESOLUTIONS....

**RESOLUTION 23-12**

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.**

**WHEREAS**, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

**WHEREAS**, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

**WHEREAS**, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

**WHEREAS**, this professional has made a number of recommendations to revise the personnel rules and procedures; and

**WHEREAS**, the Board of Mayor and Aldermen wish to amend the current personnel manual;

**NOW, THEREFORE**, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

This resolution shall be effective upon passage.

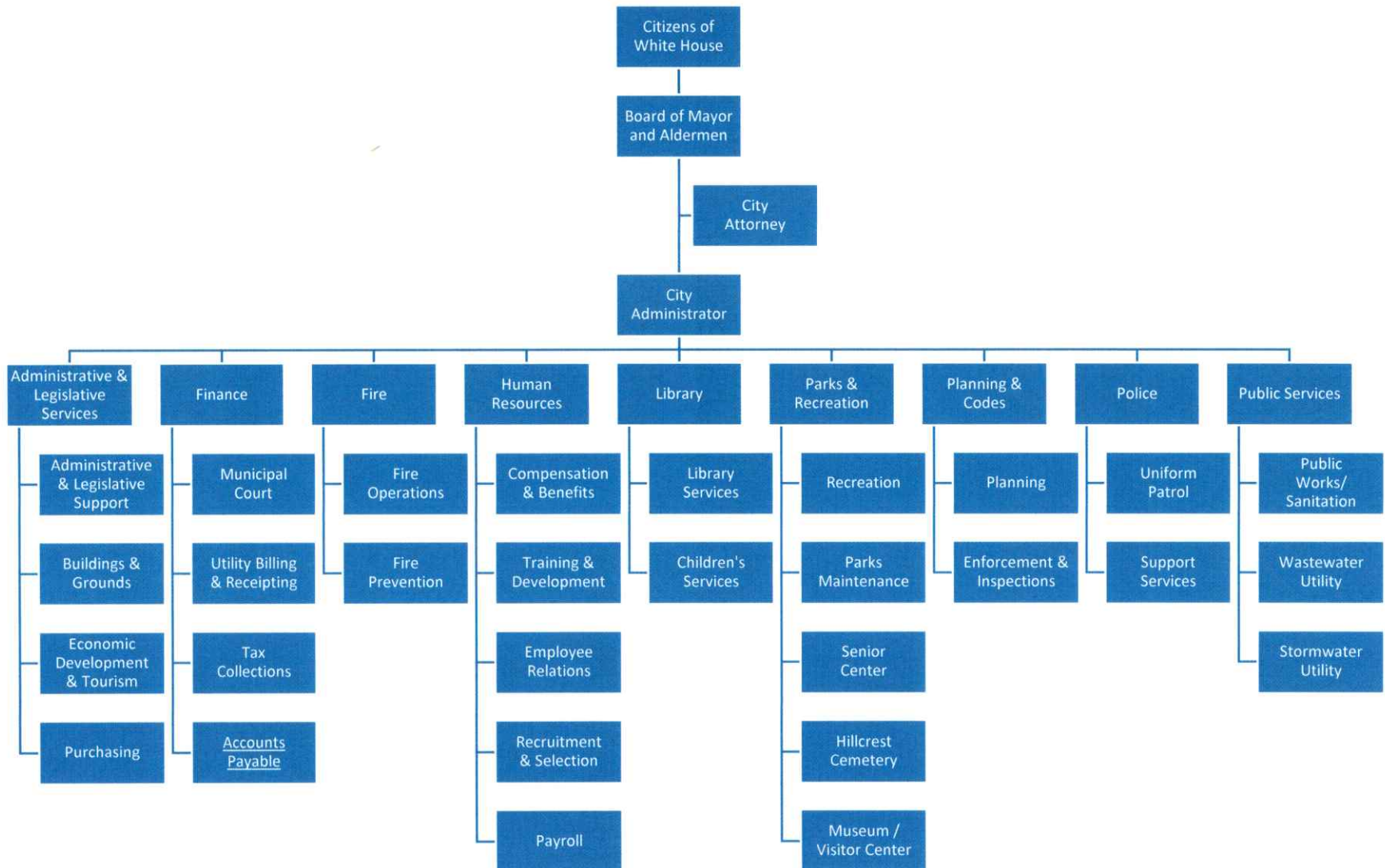
Adopted this 16<sup>th</sup> day of November 2023.

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

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

## City of White House Organizational Chart 1.5





## 6.1. HOLIDAYS

All offices of the City of White House, except emergency and necessary operations, will be closed and employees excused on the holidays listed below.

New Year's Day	January 1st
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19<sup>th</sup></u>
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
Thanksgiving Day	4th Thursday in November
Holiday Employee Luncheon	Half Day on the Last Work Day Before Christmas Eve
Christmas Eve	December 24th
Christmas Day	December 25 <sup>th</sup>

## 6.3. ANNUAL VACATION WITH PAY

Vacation time will accrue based on the employee's years of service. The maximum number of vacation hours an employee may accrue is 200, with the exception of members of the Fire Department working a 24 hour shift whose vacation will carry a maximum accrual of 264 hours and members of the Police Department working a 12 hour shift whose vacation will carry a maximum accrual of 210 hours.

**Eligibility.** Part-time, temporary and seasonal employees are not eligible for leave.

Vacation time will be calculated according to the following schedule for all personnel working 8, 10 and 12 hour shifts:

Years of Service	Pay Period
Beginning of 1st year through completion of 10 years	<u>6.16 hours</u> <u>6.25 hours</u>
Beginning of 11th year through completion of 20 years	<u>6.54 hours</u> <u>6.75 hours</u>
Beginning of 21st year through completion of 30 years	<u>7.12 hours</u> <u>7.25 hours</u>
Beginning of 31st year	<u>7.70 hours</u> <u>7.75 hours</u>

Vacation time will be calculated according to the following schedule for fire personnel working a 24-hour shift:

Years of Service	Pay Period
Beginning of 1st year through completion of 10 years	<u>8.01 hours</u> <u>8.25 hours</u>
Beginning of 11th year through completion of 20 years	<u>9.92 hours</u> <u>10.00 hours</u>
Beginning of 21st year through completion of 30 years	<u>11.08 hours</u> <u>11.25 hours</u>
Beginning of 31st year	<u>12.92 hours</u> <u>13.00 hours</u>

For leave purposes, the service an individual has to his/her credit includes all time spent as an-employee of the City. When an employee is on "leave without pay", no vacation leave accumulates. Employees may not borrow against future annual vacation nor transfer earned leave to or from another employee.

**Scheduling.** Vacations should be scheduled in advance for the mutual convenience of the employee and the City so proper adjustments can be made in work schedules. Department Heads preparing vacation schedules may give a choice of dates based on seniority of the personnel in his/her department, and no employee may begin his/her vacation leave until his/her request has been approved by the Department Head. Requested vacation time must be in increments of 0.25 hours (15 minutes).

Employees may use available vacation time to supplement sick time if their sick time balance is depleted. In this event, employees are required to provide notice per Section 5.15 Attendance.

**Retirement Credit.** Employees are allowed to transfer up to forty (40) hours twice annually from his/her vacation leave balance to his/her sick leave balance. Members of the Fire Department working a 24 hour shift are allowed to transfer up to fifty (50) hours twice annually from his/her vacation leave balance to his/her sick leave balance. Requested time must be in increments of 0.25 hours (15 minutes). Employees requesting vacation time to be transferred must submit the Vacation Leave Transfer Request Form to Human Resources by June 1<sup>st</sup> and December 15<sup>th</sup> respectively. Vacation and sick leave balances will be updated by Human Resources by June 30<sup>th</sup> and December 31<sup>st</sup> annually.

**Separation of Employment.** An employee who voluntarily separates from the employment of the City shall only be paid for his/her unused vacation leave if the employee provides the required written resignation notice. Failure to provide the required written notice will result in forfeiture of vacation payout. Vacation leave payout will be at the employee's straight time rate of pay. Payment of the unused accrued vacation will only be made after the return of any issued City property. If an employee is terminated, no unused vacation time will be paid.

**Legal Holidays.** Legal holidays falling within a vacation period are not to be counted as vacation days. Payment in lieu of vacation is prohibited.

**Military.** Service in the Tennessee National Guard, State Militia, Military Reserves, or any U.S. Military branch may be charged as annual vacation at the option of the employee when called to active duty. Employees electing to coincide vacation time with military leave shall receive full pay for the amount of specified vacation leave.

**Workers Compensation.** Employees on Workers' Compensation will continue to accrue vacation during the period of absence.

#### **6.4. PERSONAL DAYS TIME**

Full-time employees shall receive two (2) personal days (20 hours) twenty (20) hours of personal time per fiscal year, July 1<sup>st</sup> - June 30<sup>th</sup>. These days Personal time must be used each year and do not accrue.

**Eligibility and Waiting Period.** Part-time, temporary and seasonal employees are not eligible for personal days time.

During the first year of employment, full-time employees hired after July 1<sup>st</sup> shall not be eligible for personal days time until the beginning of the next fiscal year.

**Scheduling.** Personal days time should be scheduled in advance for the mutual convenience of the employee and the City so proper adjustments can be made in work schedules. Department Heads preparing personal day time schedules may give a choice of dates based on seniority of the personnel in her/her department, and no employee may begin his/her personal day time leave until his/her request has been approved by the Department Head. Requested personal time must be in increments of 0.25 hours (15 minutes).

Employees may use available personal time to supplement sick time if their sick time balance is depleted. In this event, employees are required to provide notice per Section 5.15 Attendance.

**Separation of Employment.** Unused personal days are not paid upon separation of employment regardless of type.

#### **6.5. SICK LEAVE**

**Eligibility.** Sick leave may only be taken by full-time non-exempt employees for the illness or injury of the employee, spouse, child or any other FMLA qualifying event. Sick leave benefits will commence on the first day of such absence and shall continue for as long as sick leave credit remains.



Sick leave hours deducted from an employee's sick leave accumulation shall be for the number of regular work hours absent and shall not include holidays and scheduled off days. Requested sick time must be in increments of 0.25 hours (15 minutes). (Sick time may not be used to achieve more than the standard hours of pay for their department in a work week or pay period.) Employees claiming sick leave while on annual leave must support their claim by a doctor's statement if requested by a Department Head or the City Administrator. When an employee is on "leave without pay", no sick leave accumulates.

**Accrual.** Each full-time employee will accrue sick leave at the rate of ~~3.69 hours~~ 3.75 hours per pay period. Members of the Fire Department working a 24 hour shift will accrue sick leave at the rate of ~~5.54~~ 5.75 hours per pay period.

**Sick Leave Notice.** The employee is required to notify his/her supervisor as soon as practical, but no later than the start of the workday. The employee should make every effort to reach the supervisor directly to explain the reason for absence.

**Health Care Statement.** To prevent abuse of the sick leave privilege, any absence may require a doctor's certificate by Human Resources. Absences in excess of three days shall require a doctor's certification to return to work.

**Fire Personnel.** Members of the Fire Department working a 24 hour shift will be charged 24 hours of sick leave for each missed shift due to illness. Fire department employees who work a regular eight or ten hour shift shall be charged sick leave for the number of hours absent each day up to a maximum of eight or ten hours.

**Police Personnel.** Members of the Police Department working twelve hour shifts shall be charged twelve hours sick leave for each twelve hour shift absent from work due to illness. Police Department employees who work a regular eight or ten hour shift shall be charged sick leave for each hour absent from work due to illness up to a maximum of eight or ten hours.

**Workers' Compensation.** Employees on Workers' Compensation will continue to accrue sick leave during his/her period of absence.

**Retirement Credit.** An employee who takes regular retirement will have all unused accrued sick hours reported to TCRS for consideration of retirement credit.

**Exhaustion of Leave.** Once an employee exhausts sick leave, vacation leave will be substituted for the remaining absences or until the vacation leave is exhausted. If the illness is FMLA qualifying, once all accrued leave is exhausted, further absences shall be designated as leave without pay.

**Department Head or Supervisor Requirements.** Department Heads and/or supervisors are required to report to Human Resources any employee sick leave absences of three calendar days to ensure that the City complies with federal regulations regarding the Family and Medical Leave Act. Notification to Human Resources must occur on the fourth day after three consecutive days of absences.

**Separation of Employment.** Unused sick time is not paid upon separation of employment regardless of type.

## **6.6. WEATHER EMERGENCY LEAVE**

In the event of a weather-related emergency that results in the closing of city offices, the City Administrator is authorized to provide weather emergency leave to employees. Any weather emergency leave provided to employees must be used within three (3) months of the City Administrator's authorization. Requested weather emergency time must be in increments of 0.25 hours (15 minutes).

Employees may use available weather emergency leave to supplement sick time if their sick time balance is depleted. In this event, employees are required to provide notice per Section 5.15 Attendance.



## 7.7. WORKPLACE VIOLENCE AND HARASSMENT

The City maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the City. The City recognizes that each employee is entitled to a safe and secure work environment that is free from intimidation, threats, or violent acts, and will not tolerate verbal or physical conduct by an employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

No employee or non-employee shall be allowed to harass any other employee or non-employee by exhibiting behavior including, but not limited to, the following:

- **Verbal harassment.** Verbal threats toward persons or property; the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slurs; offensive flirtations or propositions; verbal intimidation; exaggerated criticism or name-calling; spreading untrue or malicious gossip about others.
- **Physical Harassment.** Any physical assault, such as hitting, pushing, kicking, holding, impeding or blocking the movement of another person.
- **Visual Harassment.** Displaying derogatory or offensive posters, cartoons, publications or drawings.
- **Bullying.** Workplace bullying refers to unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. This behavior may be performed by individuals (or a group) directed towards an individual (or a group of individuals).
- **Abusive Conduct.** Acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, which can include but is not limited to:
  - a. repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
  - b. verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
  - c. the sabotage or undermining of an employee's work performance in the workplace.

A single act generally will not constitute abusive conduct, unless such conduct is determined to be severe; multiple acts may rise to the level or pervasive. To aid employees in identifying abusive conduct, the following examples are provided. These examples are not exhaustive; they illustrate, however, the types of conduct that may violate this policy:

- Intimidating an employee by excessive yelling, repeated emotional outbursts, berating others, using an unreasonably harsh tone of voice;
- Undermining another's work by withholding pertinent work-related information or purposefully giving incorrect information, or by not giving enough information to do what is required, as compared to others;
- Persistent or constant criticism in front of others for the purpose of humiliating another employee;
- Isolating an employee from co-workers, or launching a campaign not based on facts to provoke an employee to leave or be removed;
- Making humiliating or degrading remarks about a person through or on social media; or
- Any malicious behavior a reasonable person would find unprofessional, disturbing, and/or harmful to his or her psychological health.

Charges of violence and harassment may be reported to any supervisory employee of the City, including, but not limited to, the Human Resources Director, the City Administrator, and the Mayor. The Director of Human Resources is the party designated to investigate any claims of workplace violence.

Upon completion of an investigation, a written report will be presented to the City Administrator. If it is determined that the information is correct, immediate and appropriate disciplinary action will be taken against the

employee guilty of workplace violence or harassment. The disciplinary action may include mandatory management referral to the Employee Assistance Program (EAP), demotion, suspension, warning, reprimand or termination. A determination of the level of action shall be made on a case-by-case basis. It is in direct violation of this policy to engage in any act of workplace violence or harassment.

Employees who have knowledge of an act of workplace violence or of another employee's intent to commit an act of violence against a co-worker, supervisor or citizen have an obligation to report such information to their supervisor. Failure to report or refusal to cooperate in an investigation regarding workplace violence or harassment may result in disciplinary action. Any employee who acts in good faith by reporting real or implied violent behavior or harassment will not be subject to any form of retaliation or harassment. Any action of this type resulting from a report of violent behavior must be reported to Human Resources for investigation.

Should an employee become a victim of an incident of workplace violence or harassment, Human Resources may offer contact through the Employee Assistance Program (EAP) to assist in coping with any effects of the incident.

The City must be informed of individuals who have been ordered legally to stay away from any City employee or City location. Any employee who applies for or obtains a protective or restraining order shall provide in confidence to Human Resources the appropriate information and/or documentation.

**CITY OF WHITE HOUSE  
VACATION LEAVE TRANSFER REQUEST FORM**

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Date to be Transferred:**      ☐ June 30<sup>th</sup>      ☐ December 31<sup>st</sup>

**Hours to be Transferred:** \_\_\_\_\_

*Must be in 0.25 hours (15 minutes)*

*Cannot exceed forty (40) hours for 8-, 10-, and 12-hour shift employees*

*Cannot exceed fifty (50) hours for Fire Department 24-hour shift employees*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**City Administrator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Original: Human Resources*

*Copy: Employee*



**RESOLUTION 23-13**

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, TO DISCONTINUE A PERIOD OF TEMPORARY EMPLOYMENT FOR EMPLOYEES OF A POLITICAL SUBDIVISION PARTICIPATING IN THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM (TCRS) IN ACCORDANCE WITH TITLE 8 SECTION 34 THROUGH 37 OF THE TENNESSEE CODE ANNOTATED.**

**WHEREAS**, the Tennessee Code Annotated Section 8-35-107 allows a political subdivision to establish a non-recoverable period of temporary employment not to exceed six (6) months in duration for all of its employees before they are eligible for membership in said retirement system; and

**WHEREAS**, the City of White House, Tennessee, wishes to discontinue said temporary employment period for all its new employees hired after the effective date of this Resolution;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Mayor and Aldermen of the City of White House hereby authorizes a discontinuance of its present temporary employment period for all new employees hired after the effective date of this resolution.

Adopted this 16<sup>th</sup> day of November 2023.

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

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

STATE OF TENNESSEE

COUNTY OF SUMNER

I, \_\_\_\_\_, clerk of the Board of Mayor and Aldermen of the City of White House, Tennessee do hereby certify that this is a true and exact copy of the foregoing resolution that was approved and adopted by at a meeting held on 16<sup>th</sup> day of November, 2023, the original of which is on file in this office. I further certify that \_\_\_\_\_ members voted in favor of the resolution and that \_\_\_\_\_ members were present and voting.

IN WITNESS THEREOF, I have hereunto set my hand and the seal of the City of White House.

\_\_\_\_\_  
As Clerk of the Board, as aforesaid

**RESOLUTION 23-14**

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING PARTICIPATION  
IN THE JAMES L. RICHARDSON "DRIVER SAFETY" MATCHING GRANT PROGRAM**

**WHEREAS**, the safety and well being of the employees of the City of White House is of the greatest importance; and

**WHEREAS**, all efforts shall be made to provide a safe and hazard-free workplace for the City of White House employees; and

**WHEREAS**, Public Entity Partners seeks to encourage the establishment of a safe workplace by offering a "*Driver Safety*" *Matching Grant Program*; and

**WHEREAS**, the City of White House now seeks to participate in this important program.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of White House that:

Section 1. That the City of White House is hereby authorized to submit application for a "*Driver Safety*" *Matching Grant Program* through Public Entity Partners.

Section 2. That the City of White House is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Adopted this 16<sup>th</sup> day of November 2023.

\_\_\_\_\_  
John C. Corbitt, Mayor

ATTEST:

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

# ORDINANCES....



October 5, 2023

**M E M O R A N D U M**

**To:** Board of Mayor and Aldermen  
**From:** Jason Barnes, Finance Director  
**CC:** Gerald Herman, City Administrator  
**Re:** Fiscal Year 2024, Budget Amendment II (10/19/2023)

---

The following budget amendment is recommended for approval.

The first item on this budget amendment is for the replacement of a significantly damaged traffic pole at the intersection of Hester Drive and State Route 76. This damage occurred because of a collision with a privately owned truck of which the City was not at fault and the insurance proceeds were received after the current fiscal year budget was finalized. Insurance recoveries revenues for this incident totaled \$37,168.

The second item on this budget amendment is for the Soccer Complex Renovation Phase 2 construction project overages. Original budget for the current fiscal year is \$1,300,000 (with the lesser of 50% or \$625,000 to be reimbursed by the LPRF grant revenues). The revised projected cost of this project is now \$3,070,000 (with the lesser of 50% or \$1,470,000 to be reimbursed by the LPRF grant revenues). With this amendment, this project will ultimately cost the Parks Sales Tax Fund \$1,100,000 after grant revenues and cost the Parks Impact Fees Fund \$500,000.

Should you have any questions related to this budget amendment, please let me know.

Jason Barnes  
Finance Director  
615-672-4350 x \*2103  
JBarnes@WhiteHouseTN.gov

**ORDINANCE 23-17**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2024.**

**WHEREAS**, it has become necessary to amend the current year's annual budget;

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of Mayor and Aldermen that the Fiscal Budget ending June 30, 2023 is hereby amended as part of the attached exhibit.

This ordinance shall become effective upon final reading the public welfare requiring it.

First Reading:                      October 19, 2023                      PASSED

Second Reading:                      November 16, 2023

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

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

**City of White House  
Budget Amendment II  
October 19, 2023**

				Current Budget	Proposed Budget	Amendment
110	27100	General Fund	Fund Balance (ending)	3,238,118	3,198,118	(40,000)
110	43000 900	General Fund	Public Works - Capital Outlay	205,999	245,999	40,000

1. To amend current 2023-2024 budget to recognize unbudgeted costs related to replacing a significantly damaged traffic pole at the Hester Drive / SR76 intersection during the current fiscal year.

122	27100	Parks Sales Tax Fund	Fund Balance (ending)	573,828	148,828	(425,000)
122	33100	Parks Sales Tax Fund	Federal Grants (Revenue)	625,000	970,000	345,000
122	44400 900	Parks Sales Tax Fund	Capital Outlay	1,300,000	2,070,000	770,000
125	27100	Parks Impact Fees Fund	Fund Balance (ending)	627,531	127,531	(500,000)
125	33100	Parks Impact Fees Fund	Federal Grants (Revenue)	0	500,000	500,000
125	51020 900	Parks Impact Fees Fund	Capital Outlay	55,000	1,055,000	1,000,000

2. To amend current 2023-2024 budget to recognize unbudgeted costs related to the Soccer Complex Renovation Phase 2 construction project during the current fiscal year.



## ORDINANCE 23-18

### AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 16, STREETS AND SIDEWALKS, ETC., CHAPTER 2 STREET, SIDEWALK AND DRAINAGE DESIGN STANDARDS SECTION 16-220.

**WHEREAS**, for the purpose of keeping up with the current details and specifications for the city's infrastructure improvements and additions.

**WHEREAS**, this document describes transportation design requirements that present a comprehensive approach to designing new and modified streets within the City of White House, Tennessee.

**WHEREAS**, the Public Services Director and the City Administrator have determined after full review that these changes are beneficial to the city for current and future development.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen of the City of White House, Tennessee that the following sections of the White House Municipal Code are amended as follows:

TITLE 16: STREETS AND SIDEWALKS, ETC.  
CHAPTER 2: STREET, SIDEWALK, AND DRAINAGE DESIGN STANDARDS  
SECTION: 16-220

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

**16-220. Pavement structure components.** *At the discretion of the Public Services Director, or designee, density testing may be requested with the following requirements within this section.* (1) Sub-base. The layer(s) of specified or selected material of designed thickness placed on a subgrade to support a base course, surface course, or both. A minimum of one (1) boring shall be obtained for any roadway segment. The distance between borings shall not exceed two hundred fifty feet (250'). A second boring shall be required in the trench of any installed utilities. Therefore, where utility trenches exist, the contractor shall be required to do two (2) borings per ~~locations~~ **location**, one boring in the trench and one in compacted subgrade. Multiple samples shall be taken alternately among lanes and shall be evenly spaced. The public services director may require more frequent testing to ensure that the subbase meets the adequacies presented in the design report. However, if borings have already been completed by the underground utility contractor, then additional utility borings shall not be required.

(2) Sub-base proof-roll. ~~Prior to scheduling a sub-grade proof-roll,~~ **When applicable,** the public services department must be in receipt of all density testing data required to be completed at this stage of construction (sub grade should have been tested every two hundred fifty feet (250'), alternating lanes testing to be completed on cut or fill). It is the responsibility of the contractor to provide independent density verification prior to proof-rolling, and at no cost to the city.

After fine grading of sub grade, but prior to placing base material, the sub grade must be proof rolled with a loaded tandem axle dump truck or pan. The contractor shall schedule this inspection. The geotechnical engineer, public services department and contractor shall be represented. The public services department reserves the right to conduct or require additional testing at any time. The minimum acceptable sub grade density is ninety-five percent (95%) of maximum proctor density.

No base course material or curbs should be placed prior to written approval of the sub grade from the public service's department office.

NOTE: Any completed and approved sub grade left exposed for over two (2) weeks or damaged by inclement weather must be re-inspected and approved by the public service's department. This may include another proof roll if necessary in the judgment of the public service's department. Any excavation within a tested and city approved sub grade shall be treated as new excavation and complete density testing **if required** and proof-rolling requirements must be met.

(3) Base course. The mineral aggregate base (stone base) shall be crushed stone as manufactured by local quarries in accordance with current TDOT Standard Specifications. The composite gradation of aggregate for the mineral aggregate base and for surface courses shall be Class A, Grading D, Pug Mill Mix, as specified in the current edition of TDOT Standard Specifications for Road and Bridge Construction. Placement of base course material is only permitted on a city approved sub grade. All base course materials are to be density tested every two hundred fifty feet (250') in alternating lanes with a minimum of two (2) tests on any road no matter the length. Thickness of base course material must be verified at each density test location. The following compaction requirements must be met: Graded aggregate base course (ninety-eight percent (98%) of modified proctor density). It is the responsibility of the contractor to provide independent density verification at no cost to the city.

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 19, 2023                      PASSED

Second Reading:                      November 16, 2023

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

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

November 7, 2023

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Gerald Herman, City Administrator  
**Re:** Dissolution of Cemetery Board of Trustees

---

The Cemetery Board of Trustees has existed for many years, overseeing the maintenance and internments within our local cemeteries. The responsibility for cemetery maintenance and internments currently falls under the purview of the Parks and Recreation Director. It is important to note that a Cemetery Board of Trustees is not mandated by State law. Therefore, its existence is not legally required.

Traditionally, both local funeral homes have had an appointed representative on the Cemetery Board of Trustees. However, in recent years, only the representative from Austin and Bell Funeral Home has been actively participating in the board's activities.

During the meeting on October 10, 2023, all members present reached a unanimous decision to dissolve the Cemetery Board of Trustees. This decision was made to recognize the changing dynamics and redundancy in overseeing cemetery activities.

The Parks and Recreation Director reports all cemetery activities to the Leisure Services Board. Having two separate boards overseeing cemetery activities has been deemed redundant. To streamline the reporting process and eliminate redundancy, the Parks and Recreation Director will now include cemetery activities in the monthly reports to the Board of Mayor and Aldermen.

The decision to dissolve the Cemetery Board of Trustees after careful consideration and to improve efficiency and accountability in overseeing cemetery activities. This change will allow for more effective management of our cemeteries while ensuring that all relevant activities are appropriately reported to the appropriate governing bodies. We are confident that this change will lead to a more streamlined and efficient process for the management and reporting of cemetery activities.

If you have any questions or concerns regarding this decision, please do not hesitate to contact me or the Parks and Recreation Director, Kevin Whittaker.

Please do not hesitate to contact me if you have any questions at 615-672-4350, option 4.



## ORDINANCE 23-19

### AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE DELETING THE MUNICIPAL CODE TITLE 2, CHAPTER 3 CEMETERY BOARD OF TRUSTEES.

**WHEREAS**, the Cemetery Board has achieved its mission of securing a presence in our community; and

**WHEREAS**, the Cemetery Board chairman and the City Administrator desire to delete the Municipal Code chapter regarding the Cemetery Board; and

**WHEREAS**, the Cemetery Board chairman and the City Administrator desire to move the advisory responsibilities of the Cemetery Board to the Leisure Services Board; and

**WHEREAS**, the Municipal Code Title 2, Chapter 1 Leisure Services Board, section 2-102 Powers and Duties of the Board, states that the Leisure Services Board shall be an advisory body responsible for providing guidelines and direction in meeting the cultural, artistic, athletic/fitness, historic, tourism and natural resource needs of the City of White House;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 3 Cemetery Board, be deleted from the Municipal Code as follows:

TITLE 2: BOARD AND COMMISSIONS, ETC.  
CHAPTER 3: CEMETERY BOARD OF TRUSTEES

#### **CHAPTER 3 CEMETERY BOARD OF TRUSTEES**

##### **SECTION**

~~2-301. Board established.~~

~~2-302. Membership, meetings, quorum.~~

~~2-303. Duty of board to invest all money received.~~

~~2-304. Investments to be made in accordance with city's municipal code.~~

~~2-305. Money to be deposited with the city treasurer.~~

~~2-306. Schedule of fees; etc. 2-307. Misdemeanor; exceptions.~~

~~2-308. Violation.~~

~~**2-301. Board established.** There is hereby established a cemetery board of trustees, which board shall be an advisory body responsible for guidelines and direction of the affairs of the Hillcrest Cemetery and shall enforce the rules and regulations provided for by this chapter and for the enforcement of this chapter.~~

~~**2-302. Membership, meetings, quorum.** The cemetery board of trustees shall be composed of five (5) members, one (1) shall be the city treasurer, one (1) shall be the mayor or the city administrator as his/her designee, one (1) shall be the parks and recreation director as chair, one (1) representative from Austin and Bell Funeral Home, and one (1) representative from Cole and Garrett Funeral Home. These latter two (2) representatives shall be determined by the funeral home owners/manager. The cemetery board shall be appointed by the mayor and shall serve three (3) year terms. The cemetery board of trustees shall meet once in the fall and once in the spring of each year as determined by the board chair. Three (3) members of the cemetery board of trustees shall constitute a quorum. A concurring vote of a majority of the members present shall be necessary for action to be taken by the board.~~

~~**2-303. Duty of board to invest all money received.** It shall be the duty of the cemetery board of trustees to invest all sums of money received from the sale of lots and to take and hold any property, real or personal, bequeathed or given upon trust, and apply the income thereof for the improvement or embellishment of such cemetery, or the erection or preservation of any buildings or structures, fences or walks erected or to be erected upon the cemeteries of such city, or for the repair, preservation, erection or renewal of any tomb, monument, grave stone, fence railing or other erection at or around any cemetery lot or plat or for planting and cultivating trees, shrubs, flowers or plants in or around such lot or plat, or for improving or embellishing such cemetery in any other manner or form consistent with the design~~

and purpose of such city or according to the terms of any grant devise or bequest. Responsibility for day to day management and operation of the cemetery shall be assigned to the city department considered most appropriate by the city administrator.

**2-304. Investments to be made in accordance with city's municipal code.** All investments of cemetery funds shall be made in accordance with the City of White House Municipal Code.

**2-305. Money to be deposited with the city treasurer.** All sums of money received or obtained in the manner herein provided shall be deposited with the city treasurer and shall be kept separate and apart in a fund known as the cemetery fund and shall be paid out in accordance with the city's approved purchasing policies and procedures.

**2-306. Schedule of fees, etc.** (1) The city shall establish by resolution a schedule of fees for the sale of lots, for openings and closings, for the placement of cremains, for the setting of stones, and for any related activities or services.

(2) For each lot sale, fifty percent (50%) of the proceeds shall be deposited in the cemetery endowment fund.

(3) A cemetery lot must be paid for in full before interment.

**2-307. Misdemeanor; exceptions.** (1) Every person is guilty of a gross misdemeanor who unlawfully or without right willfully does any of the following:

(a) Destroys, cuts, mutilates, effaces, or otherwise injures, tears down or removes, any tomb, plot monument, memorial or marker in a cemetery, or any gate, door, fence, wall, post or railing, or any enclosure for the protection of a cemetery or any property in a cemetery.

(b) Destroys, cuts, breaks, removes or injures any building, statuary, ornamentation, tree, shrub, flower or plant within the limits of a cemetery.

(c) Disturbs, obstructs, detains or interferes with any person carrying or accompanying human remains to a cemetery or funeral establishment, or engaged in a funeral service or an interment.

(2) Exceptions. This provision above does not apply to the removal or unavoidable breakage or injury, of anything placed in or upon any portion of its cemetery by or with the consent of the cemetery authority which has become in a wrecked, unsightly or dilapidated condition.

**2-308. Violation.** Any person violating any of the provisions of this chapter or the rules and regulations thereof, where no penalty is provided, shall upon being convicted thereof, be fined in a sum not to exceed the sum of \$100.00, together with costs of prosecution.

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: November 16, 2023

Second Reading: December 14, 2023

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

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

PURCHASING....





# City of White House

*Parks, Recreation & Cultural Arts*

105 College Street  
White House, TN 37188  
Phone: 615.672.4350 x.2114  
Fax: 615.616.1057

**Kevin Whittaker**  
Director

**Selena McCall**  
Assistant Director

**Linda Brooks**  
Office Administrator

**Steven Russell**  
Park Maintenance Supervisor

## **MEMORANDUM**

Date: November 6, 2023

To: Board of Mayor and Aldermen  
Gerald Herman, City Administrator

From: Kevin Whittaker, Director of Parks and Recreation

Re: Soccer Complex Renovation – Phase II

On August 28<sup>th</sup>, the bid opening for the Soccer Complex Renovation Phase II took place. We received 3 bids with Rogers Group coming in as the lowest at \$2,939,750.

This project is tied to a 50/50 matching LPRF Grant from TDEC and the awarded amount was for \$1,300,000. Needless to say, this low bid we received far exceeded our expectations and put this project in jeopardy. However, we decided to reach out to TDEC to see if there was any additional funding they could provide to aid in us in getting this done. Luckily, they offered to provide us with enough additional funding in order to accept the low bid as long as the City agreed to match that amount. After going through all of the processes required in order to amend the grant funding, along with amending our own budget to provide enough funding on our end, we received final approval on November 1<sup>st</sup> from TDEC.

Even though this project has ended up costing much more than expected, this project is a high priority and something that has been needed at the Soccer Complex for many years. It will allow us to provide ample parking to almost any event we would have there while also reducing our liability. It will provide all users with sidewalks to safely get to the fields while also adding ADA accessibility to the front of the park to those in need. Additionally, there is a pavilion that will be added that will provide much needed shade and shelter to the complex.

With all of this in mind, I am requesting approval of the low bid from Rogers Group for \$2,939,750.00.

Thank You



**CITY OF WHITE HOUSE**

Bid No. 23-1102PK

W.L. ANDERSON SOCCER COMPLEX PARKING PROJECT

Bid Opening: AUGUST 28TH, 2023 @ 2:00 PM

DESCRIPTION			
<b>Company Name</b>	Jones Bros. Contractors, LLC	Rogers Group, Inc.	Sessions Paving Company
<b>Address</b>	1010 Pleasant Grove Place Ste 300 Mt. Juliet, TN 37122	2124 Nashville Pike Gallatin, TN 37066	P.O. Box 90266 Nashville, TN 37209
<b>License Number</b>	42204	1774	6962
<b>License Expiration</b>	1/31/2025	3/31/2024	1/31/2024
<b>License Classification and Limit</b>	Unlimited; BC; HRA; MU-A; MU-C, MU-D	Unlimited BC; HRA; MU; MU-A.2; MU-A.3	Unlimited BC; CE-A; CE-B; HC-D; HRA; MU
IF ALL ITEMS LISTED ABOVE ARE INCLUDED - OPEN BID			
<b>SIGNED BID BOND</b>	✓	✓	✓
<b>SIGNED BID</b>	✓	✓	✓
<b>BASE BID TOTAL</b>	\$3,359,962.00	\$2,939,750.00	\$5,958,630.00

**CALL FOR BID COVER ENVELOPE:**

**SEALED BID ENCLOSED**

**BID FOR:**

CITY OF WHITE HOUSE  
WL ANDERSON SOCCER COMPLEX  
PARKING PROJECT  
BID NO. 23-1102PK

**TO:**

City Purchasing Office  
White House City Hall  
105D College Street  
White House, Tennessee 37188

**BID DATE AND TIME:**

Monday, August 28, 2023, at 2:00 PM CST

**Rogers Group, Inc.**

**2124 Nashville Pike**

**Gallatin, Tennessee 37066**

**(615) 451-4777 Tel./ (615) 451-1090 Fax**

**CONTRACTOR'S LICENSE: #1774✓**

**EXPIRATION DATE: 03/31/2024**

**CLASSIFICATION: UNLIMITED BC; HRA; MU; MU-A.2; MU-A.3**

**Electrical Sub:**

**Guardian Electric Corp**

**8161 Highway 100, #199, Nashville, Tennessee 37211**

**(865) 507-0172**

**License #: 15946; Expiration: May 31, 2024**

**Classification: CE; HRA-E.1; Limit \$1,627,330**

**Masonry Sub:**

**Benchmark Contractors, LLC.**

**PO Box 3, Hendersonville, Tennessee 37077**

**(615) 824-3300**

**License #: 62270; Expiration: May 31, 2024**

**Classification: BC; CE; MC; MU; CMC; Limit: Unlimited**



## BID FORM

Place: City of White House, Tennessee

Date: August 28, 2023

BID for the City of White House, Tennessee.

TO THE PURCHASING COORDINATOR  
CITY OF WHITE HOUSE, TENNESSEE

I/WE Rogers Group, Inc.

Name of Bidder

2124 Nashville Pike, Gallatin, Tennessee 37066

Address of Bidder

The undersigned, as Bidder, in compliance with your invitation for bids for the **WL ANDERSON SOCCER COMPLEX PARKING PROJECT**, propose to furnish all necessary labor, machinery, tools, apparatus, equipment, service, and other necessary supplies, in strict accordance with the terms and conditions of the Plans and Bid Documents hereto attached and the Specifications referred to herein and do such other work incidental thereto as may be ordered by the Engineer or his/her agent, in writing, within the time set forth therein, and the price stated below.

The Bidder declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Plans, Specifications and Bid Documents for the work, and has read all documents furnished prior to the opening of bids; and that he has satisfied himself relative to the work expected to be performed.

**TIME FOR COMPLETION AND LIQUIDATED DAMAGES:** Bidder hereby agrees that if they are awarded the contract for this work, they will commence work within 7 days from the date of a Notice to Proceed/Start Work Order from the Owner and to substantially complete the work within one hundred and eighty (180) days and full completion within two hundred and ten (210) calendar days (see TDOT Standard Specifications for details of time requirements). As time is of the essence, bidder also agrees to pay **\$800.00/day** as liquidated damages for each consecutive calendar day thereafter and shall include completion of all punch list items.

**PROJECT PROPOSAL:** Bidder agrees to perform all of the WORK on said driveway installations described in the bid documents and shown on the plans as estimated and itemized below and to be completed within the project duration limits, as follows:

and for the **Project Total** of

No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	CONSTRUCTION STAKES LINES AND GRADES	LS	1	38,800.00	38,800.00
2	REMOVAL OF OBSTRUCTIONS AND EXISTING INFRASTRUCTURE (includes clearing/grubbing)	LS	1	47,000.00	47,000.00
3	GRADING (includes all cut, fill, stockpiling of insitu soils - and disposal if excess cut not placed onsite)	LS	1	346,000.00	346,000.00
4	UNDERCUTTING (includes disposal and surge backfill)	CY	50	125.00	6,250.00
5	MINERAL AGGREGATE TYPE A BASE GRADING D	LS	1	383,900.00	383,900.00
6	ASPHALT CONCRETE MIX (all grades)	LS	1	558,900.00	558,900.00
7	STORMWATER INFRASTRUCTURE (Headwalls, Pipes, Grates, Outlet Structures)	LS	1	171,100.00	171,100.00
8	CONCRETE CURBS	LS	1	46,000.00	46,000.00
9	CONCRETE SIDEWALKS (and details)	LS	1	119,000.00	119,000.00
10	BIORETENTION MEDIA AND PLANTINGS	LS	1	274,000.00	274,000.00
11	L1 LIGHTING (Luminaire, Pole, and Foundation)	EA	16	7,500.00	120,000.00
12	L2 LIGHTING (Luminaire, Pole, and Foundation)	EA	4	16,500.00	66,000.00
13	SITE ELECTRICAL COMPONENTS (conduit, wire, load center, meter base, and devices)	LS	1	44,500.00	44,500.00
14	WATER (for plantings, seed, sod)	LS	1	11,600.00	11,600.00
15	EROSION PREVENTION AND SEDIMENT CONTROL (Includes final stabilization)	LS	1	143,000.00	143,000.00
16	PAVEMENT MARKING and TRAFFIC SIGNS	LS	1	102,100.00	102,100.00
17	MONUMENT ENTRANCE SIGN	LS	1	20,100.00	20,100.00
18	DUMPSTER PAD AND ENCLOSURE	LS	1	31,600.00	31,600.00
19	PAVILION STRUCTURE (includes pad and electrical components)	LS	1	278,800.00	278,800.00
20	MOBILIZATION	LS	1	125,500.00	125,500.00
21	TRAFFIC CONTROL (vehicular and pedestrian, includes construction fencing)	LS	1	5,600.00	5,600.00
Total of All Unit Price Bid Items				\$	2,939,750.00

Two Million, Nine Hundred Thirty-Nine Thousand, Seven Hundred  
Fifty Dollars and No Cents (\$ 2,939,750.00 )

(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

The above itemized and total price for the project shall include all labor, materials, shoring, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for.

Bidder understands that the Owner reserves the right to reject any or all bids, and any combination including or not including add alternatives, and to waive any informality in the bidding. The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 60 calendar days after the scheduled closing time for receiving bids. Upon receipt of written notice of the acceptance of this bid, Bidder will execute a formal Agreement provided by the City and deliver as defined in the attached project schedule below.

The undersigned Bidder does hereby declare and stipulate that this bid is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that it is made in pursuance of and subject to all the terms and conditions of the Bid Documents and Specifications, and the Plans pertaining to the work to be done.

Respectfully submitted:

  
\_\_\_\_\_  
Prime Contractor Signature

Name: Nick Dibartolo

Company: Rogers Group, Inc.

Title: Vice President

Business Address: 2124 Nashville Pike

Gallatin, Tennessee 37066

Contractor's License No: 1774

License Expiration Date: March 31, 2024

Telephone Number: (615) 451-4777

Email Contact: tyler.norris@rogersgroupinc.com



Project	Project Scopes	Duration (Days)
WL Anderson Soccer Complex Parking Lot	Erosion Control	5.0
	Clearing and Grubbing	2.0
	Removal of Asphalt and Concrete	1.0
	Miscellaneous Removals	1.0
	Site Grading	22.0
	Storm Drainage	10.0
	Fine Grading	11.0
	Stone Base	16.0
	Site Electric	30.0
	Asphalt Binder	4.0
	Extruded Curbs and Sidewalks	10.0
	Pavilion Structure	10.0
	Dumpster Enclosure	3.0
	Respread Topsoil	3.0
	Sod, Seeding, and Matting	2.0
	Bioretention	6.0
	Asphalt Surface	4.0
	Paint Markings and Signs	5.0
		145.0

# OTHER BUSINESS...

November 6, 2023

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
Gerald Herman, City Administrator

**From:** Derek Watson, City Recorder

**Re:** Board Appointments

---

Mayor Corbitt has reviewed the individuals below and they have agreed to serve. Mayor Corbitt requests that the Board approve his appointment.

### Appointments

#### Beer Board

1. Gary Faust – Replacing Farris Bibb, Jr. – June 2025



# DISCUSSION ITEMS...

# OTHER INFORMATION....