



CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
September 16, 2021
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the August 19th Study Session and Board of Mayor and Aldermen meeting.
7. Welcome Visitors
8. Proclamations
9. Public Hearings
 - a. **Ordinance 21-20:** An ordinance amending and adopting the City Design Standards, as indicated, concerning construction materials. *Second Reading*
 - b. **Ordinance 21-21:** An ordinance to amend the Zoning Map from C-1 Central Business District to C-1R Central Business District Infill on Hwy 31W. *Second Reading*
10. Communication from Mayor, Aldermen, City Attorney, and City Administrator
11. Acknowledge Reports
 - A. General Government
 - B. Finance
 - C. Human Resources
 - D. Police
 - E. Fire
 - F. Public Services
 - G. Planning & Codes
 - H. Parks & Recreation
 - I. Library/Museum
 - J. Municipal Court
12. Consideration of the Following Resolutions:
 - a. **Resolution 21-15:** A resolution authorizing participation in the James L. Richardson "Driver Safety" Matching Grant Program.
 - b. **Resolution 21-16:** A resolution establishing the Residential Traffic Calming Program.
13. Consideration of the Following Ordinances:
 - a. **Ordinance 21-20:** An ordinance amending and adopting the City Design Standards, as indicated, concerning construction materials. *Second Reading*

- b. **Ordinance 21-21:** An ordinance to amend the Zoning Map from C-1 Central Business District to C-1R Central Business District Infill on Hwy 31W. *Second Reading.*
- c. **Ordinance 21-22:** An ordinance deleting the Municipal Code Title 1 General Administration Chapter 4 Committing Magistrate. *First Reading.*
- d. **Ordinance 21-23:** An ordinance amending the Municipal Code Title 3 Municipal Court Chapter 1 City Judge. *First Reading.*

14. Purchasing:

- a. To approve or reject Sessions Paving bid in the amount of \$52,258 for Holly Tree sidewalk installation. The Public Services Director recommends approval.
- b. To approve or reject the purchase of scrubber units to replace the existing chemical feed systems at Copes Crossing and Wilkinson Lift Stations from Source Technologies, LLC, a sole-source vendor, in the amount of \$24,476.00. The Public Services Director recommends approval.

15. Other Business:

- a. None

16. Discussion Items:

- a. None

17. Other Information:

- a. None

18. Adjournment:

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Minutes
Study Session
August 19, 2021
6:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:00 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. New Business

a. Discuss Brookside Village HOA Concerns

City Administrator gave background of current road paving issues in Brookside Village and lack of funds available by the HOA. City Administrator asked for direction from the Board of Mayor and Aldermen to see if they would be willing to accept the roads. Mayor Arnold questioned if Phases 1 and 2 of the development were curbed and topped with asphalt, and City Administrator said that they were. Mayor Arnold asked what would be the difference if the City did take on maintenance these private roads than any other development with public roads. City Administrator Gerald Herman said that this would be like accepting roads from any other development unless the roads were not built to the City's specifications. Mr. Herman referred to Public Services Director Andy Cieslak about the current situation of the roads. Mr. Cieslak stated that private roads still have to be built to the City's specifications by ordinance. Mayor Arnold requested the Public Works department to inspect these roads prior to a final decision. Mr. Cieslak said that they would. Alderman Decker questioned if there was ever bond taken out on the road developments. Mayor Arnold said that there was a bond and the City pulled the bond. Mr. Herman said the bond was pulled to do some work in the detention pond. Mr. Herman stated that the City spent more money than the bond was worth on issues from the developer.

Mr. Joel Cooper requested to speak from the audience and Mayor Arnold allowed him to talk. Mr. Cooper stated that there was a bond around forty or sixty thousand dollars for Phase 1 of the development and that the City let it expire. City Administrator Gerald Herman mentioned that the City has found no record of this bond in the Planning or Finance departments. Mr. Cooper said that he could come up with a record of the bond since he was a consultant for the development.

Mayor Arnold stated that the issue at hand is not about the bonds, but if the City is willing to take on the roads in the development. Mayor Arnold discussed that these roads are a different situation from the previous discussion several months prior with the private roads in the Walmart complex. Mayor Arnold referred to the rest of the Board for their opinions on the matter. Alderman Decker said that this development has strung on for so long that it has raised the question of whose liability is this. Alderman Decker asked should the citizens pay for the business's failure. Alderman Decker stated that he is not inclined for the citizens paying for the failure. Mayor Arnold said that there should be no funds to take over these roads except for the future maintenance. Alderman Decker said if that's the case then it should be no different than the City accepting roads from other developments. Mayor Arnold said that's why he would like the Public Works Manager Isaiah

Manfredi inspect the roads prior to acceptance. City Administrator Gerald Herman mentioned that he will have the Public Services Department inspect and proof roll the roads to make sure they were built to specifications prior to another study session next month. Alderman Hutson questioned who would fix the roads if the proof roll fails, and recommends that the City not proof roll the roads. City Administrator said that the Public Services Department will just inspect the roads without causing any potential damage.

Mr. Joe Waldren, Vice President for Halo Property Management, requested to speak from the audience and Mayor Arnold allowed him to talk. Mr. Waldren stated that he met with Mr. Herman and Planning and Codes Director Ceagus Clark about a month prior. Mr. Waldren discussed that the development was a development of 22 units until earlier this year. Mr. Waldren said that earlier this year Mr. Brad Edwards built two more buildings that housed four more units, so the development has a total of 26 units currently. Mr. Waldren said that the HOA has no source of income to get anything done with only 26 units. Mr. Waldren mentioned that their records show that there was a bond and was arranged to be dropped. Mr. Waldren discussed that he submitted a records request because of the record for the bond was stated missing. Mr. Waldren stated that Mr. Edwards gave notice of the development only two days prior to starting. Mr. Waldren discussed that the development plans were never submitted to the HOA to review and approve. Mayor Arnold said that the problem sounds like there is an issue with the HOA with only 24 residents and having to mow lawns and maintain roofs. Mayor Arnold continued that if he was part of the HOA that he would welcome someone developing two more buildings to help spread the costs. Mr. Waldren said the HOA's issue is that Mr. Edwards came to them after the development was finished and said that he would pay half of the final coat paving costs. Alderman Decker stated that the City will not be an arbiter for that problem. Mr. Waldren asked if Mr. Edwards pulled a surety bond to build the buildings. Mayor Arnold said no developer pays for a surety bond on any residential development. Mr. Waldren questioned if there was a bond for the infrastructure. Mayor Arnold said no. Mr. Waldren stated that Mr. Edwards got approved by the City and should have a bond associated to the development. Mayor Arnold said that Mr. Edwards got two building permits to develop his property. Mayor Arnold requested if Halo has proof of the surety bond from prior developments. Mr. Waldren said that they do have proof. Mayor Arnold read from minutes of a Planning Commission meeting ten years ago that quoted Mayor Arnold stated that the development will never finish. Mayor Arnold continued reading the minutes and quoted the previous developer saying that the development will complete all three phases. Mayor Arnold pointed out that the minutes from 10 years ago and the development is still not finished. Mr. Waldren said he was present to represent the 26 residents in their community. Mayor Arnold discussed that the HOA wants the City to charge all the tax paying residents of the City for 24 resident's mistakes. Mr. Waldren questioned if Mr. Matt Burnett will be taking out a surety bond for Phase 3 of the project to complete the roads, irrigation, and lights that are not there presently. Mayor Arnold asked what difference a bond would make. Mr. Waldren said that the surety bond is a security bond for the association. Mayor Arnold said that the first bond of development did not work. Mr. Waldren mentioned he did not know why because he was not there at the time. Alderman Decker stated that surety bonds are only for a period of time and not forever.

City Administrator Gerald Herman asked City Attorney Valerie Webb if the City does make the road public do they come off the tax roll. Mrs. Webb stated that just the road portions should come off. Mr. Herman stated that if the roads do come off their tax bill it should help them financially. Mrs. Webb said that the tax on the roads would be minimal since taxes are based on value and the roads hold no value. Mayor Arnold asked Alderman Corbitt's opinion since he deals with issues like this every day. Alderman Corbitt stated that the HOA was poorly handled and is asking the City to clean it up for them which is not the City's job. Alderman Corbitt asked how many units are rentals and owners. Mr. Waldren said that everyone currently is a home owner, but may have rentals in the future. Alderman Corbitt asked if the HOA fees are too low to pay for the maintenance. Mayor Arnold said the HOA cannot charge the amount needed to properly upkeep the property. Alderman Corbitt agreed and stated that the HOA was doomed from the beginning. Mr. Waldren said that his understand was that the roads were never private because there was no gate. City Administrator said that the roads were private when the development was filed and plated. Mayor Arnold stated that the original developer asked for the roads to be private. Mayor Arnold continued that this

development was the first development to ask for private streets. Mr. Herman said it was since it was development prior to Kensington Green.

Mayor Arnold referred back to the Board for their opinion on the matter. Alderman Hutson asked would Phase 3 be treated as a new development and require a bond if the roads are taken over by the City. City Administrator Gerald Herman referred the question to Planning and Codes Director Ceagus Clark. Mr. Clark stated that he will look up the bond information. Mr. Herman asked if Mr. Clark has had any communication from Matt Burnett about Phase 3 recently. Mr. Clark said he has not heard from Mr. Burnett. Mr. Herman said the last thing he heard about Phase 3 was that Mr. Burnett did renew his water application at White House Utility District. Mayor Arnold mentioned a bond would not benefit the HOA if there was a bond issued for Phase 3. Alderman Corbitt stated that the \$3,000 is past tax debt should be paid prior to the road acceptance. City Attorney Valerie Webb said that she would have to investigate records with Robertson County to see how the past debts were handled when they took over the property. Mrs. Webb said that the City could collect a little bit of the money, but most likely not the full amount. Alderman Corbitt mentioned that the HOA should pay the full amount even if there is no legal teeth to make things right. City Administrator Gerald Herman stated that staff will inspect the roads and discuss intentions for Phase 3 with Matt Burnett before the next meeting.

Mr. Joel Cooper asked to speak again from the audience and Mayor Arnold allowed him to talk. Mr. Cooper stated that the full picture put together is not accurate. Mr. Cooper stated that Mr. Larry Patana was the developer of Phase 1 that got completed after Phase 2. Mr. Cooper said that it was mentioned previously that there was not a lot of infrastructure there, but thinks there was a lot there with storm drains, curbs, gutters, and first round of paving. Mr. Cooper continued that Mr. Patana did have a bond on his work. Mayor Arnold said there keeps being mentioned a bond with no proof of the bond. Mayor Arnold continued that the City pulled a bond and completed the work that Mr. Cooper stated that Mr. Patana did. Mayor Arnold said that there were street lights laying on the ground that the City installed. Mr. Cooper stated that the roads and storm drains were completed by Mr. Patana. Mr. Cooper said that he came up to talk so the picture would be accurate and does not want to claim more than what was done. Mr. Cooper stated that there was a bond, but the person in Planning and Codes at the time let it expire. City Administrator Gerald Herman read minutes from the January 2011 Planning Commission where a bond extension was approved, but the bank did not increase the bond amount. Mr. Herman continued that bond the bond amounts are \$10,000 for site improvements and \$14,100 for Wilkinson Lane improvements. Mr. Herman stated that the items not completed at the time were the detention pond, sections of the walking trail have not been paved, decorative street light bases have not been poured, sections of sidewalks, and landscaping in the back. Mr. Herman continued that the amount to complete the unfinished items exceeds the bond amounts and that some of the work could be completed by City departments with the remaining being contracted out around \$20,000. Mr. Cooper said that the bond mentioned is for Phase 2 and not the bond for Phase 1 he is speaking about. Mayor Arnold mentioned that the Board is not going to argue about timelines, and he will be glad to speak about the bonds if proof of the bond can be produced. Mayor Arnold said that the HOA is basically asking for the City's help but are not going about it the right way.

b. Recreation Center Change Order

City Administrator Gerald Herman distributed draft plans for the new recreation center that will be built in place of the current Municipal Center is located at 105 College Street. Mr. Herman gave a brief update where the development stands at the moment. Mr. Herman requested Parks and Recreation Director Kevin Whittaker to walk the Board through the current plans for the building. The building will be two stories with the large gymnasium to have at least two basketball games going simultaneously. The building will also have a walking track above the gymnasium, a wellness center, game room, and several meeting/multipurpose rooms.

5. Adjournment

Meeting was adjourned at 6:47 pm.

ATTEST:

Michael Arnold, Mayor

Derek Watson, City Recorder

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CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Minutes
August 19, 2021
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by Community Pastor

Prayer was led by Alderman Bibb.

3. Pledge by Aldermen

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

4. Roll Call

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

5. Adoption of the Agenda

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

6. Approval of Minutes of the July 15th Board of Mayor and Aldermen meeting.

Motion was made by Ald. Decker, second by Ald. Bibb to adopt the agenda. A voice vote was called for with all members voting aye. **July 15th Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

a. Proclamations

Proclamations were tabled to the next meeting.

8. Public Hearings

- a. **Ordinance 21-13:** An ordinance amending the Municipal Code Title 6 Law Enforcement, Chapter 1, Police and Arrest. *Second Reading.*

No one spoke for or against.

- b. **Ordinance 21-14:** An ordinance amending the Municipal Code Title 7 Fire Protection and Fireworks, Chapter 3, Fire Department. *Second Reading.*

No one spoke for or against.

- c. **Ordinance 21-15:** An ordinance amending the Municipal Code Title 9, by adding Chapter 6 Mobile Food Vendors. *Second Reading.*

No one spoke for or against.

- d. **Ordinance 21-16:** An ordinance amending the Municipal Code Title 18, Chapter 4 Stormwater Management, Sections 18-405 and 18-703. *Second Reading.*
- No one spoke for or against.
- e. **Ordinance 21-17:** An ordinance to amend the Zoning Map and resubdivide land from R-20 Low Density Residential to R-15 Medium Density Residential on Pleasant Grove Rd. *Second Reading.*
- Ms. Linda Fare of White House spoke against Ordinance 21-17 and Ordinance 21-18.
- f. **Ordinance 21-18:** An ordinance amending the Zoning Map and resubdivide land from R-20 Low Density Residential to NCRPUD, Neighborhood Center Residential Planned Unit Development on Pinson Lane. *Second Reading.*
- No one spoke for or against.
- g. **Ordinance 21-19:** An ordinance to amend Article IV of the Zoning Ordinance concerning Temporary Use Permits on public property in the City of White House. *Second Reading.*
- No one spoke for or against.
9. Communication from Mayor, Aldermen, City Attorney, and City Administrator
- City Administrator Gerald Herman stated that the soccer complex is under construction to add the sixth field and additional lighting. Mr. Herman mentioned that the soccer association has offered to give the City \$48,000 so that general contractor FTM could include additional poles and lighting to fully light up all but one field. Mr. Herman continued that Parks and Recreation Director Kevin Whittaker and City Engineer Jason Reynolds were able to work this out the general contractor. Mr. Herman said he signed a change order in that amount to the contract to include this extra work.
- City Administrator Gerald Herman discussed that that the Wastewater Treatment Plant expansion is underway. Mr. Herman informed the Board that general contract Reeves Young has set up on site and begun preliminary work.
- City Administrator Gerald Herman announced that a notice to proceed has been given to L & G Construction to begin work on the North Palmers vacuum to gravity sewer project.
- City Administrator Gerald Herman noted that the town center water line project is still delayed. Mr. Herman stated that the White House Utility District still has nine easements to obtain out of thirty-eight; however, the project could start if one key easement is purchased. Mr. Herman continued that the easement needed is in a trust and three out four family members have signed. Mr. Herman discussed that a preconstruction meeting with White House Utility District would be scheduled as soon as the easement is obtained.
- City Administrator Gerald Herman announced that the City has received its census number unofficially from Representative Rose's office. Mr. Herman stated that the White House population grew to 12,982 which is up 2,727 from the 2010 census. Mr. Herman noted that the City grew more between 2000 and 2010 with 3,035 additional residents. Mr. Herman continued that the City is 49th largest population out of 504 cities and towns listed in Tennessee. Mr. Herman mentioned that staff was disappointed to hear that the population was not closer to 14,000. Mr. Herman discussed that Federal and State funds are distributed out by per capita, and that being off by 1,000 could mean as much as \$200,000 a year less coming to the City. Mr. Herman continued that he learned during a meeting that Sumner County felt under counted as well, and a discussion took place at possibly working together to have a county-wide special census conducted in the near future.

City Administrator Gerald Herman stated that the Sumner County Administration of Elections has been in communication with the City concerning redistricting wards to meet the Federal requirements. Mr. Herman noted that he created a redistricting committee with City Attorney Valerie Webb, Planning and Codes Director Ceagus Clark, Administrative/Legislative Services Director Derek Watson and himself as members. Mr. Herman continued that the committee will have a couple of meetings to review the census data and mapping GIS information. Mr. Herman mentioned that the committee will present to the Board its findings and recommendation during a study session in September. Mr. Herman discussed that the first reading of the districting ordinance would be heard during the October Board meeting, and the second reading, public hearing, and adoption at the November Board meeting. Mr. Herman said that keeping with this planned timeline will help Sumner County meet its reporting obligations.

10. Acknowledge Reports

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

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

11. Consideration of the Following Resolutions:

- a. None

12. Consideration of the Following Ordinances:

- a. **Ordinance 21-13:** An ordinance amending the Municipal Code Title 6 Law Enforcement, Chapter 1, Police and Arrest. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 21-13 was approved on Second Reading.**

- b. **Ordinance 21-14:** An ordinance amending the Municipal Code Title 7 Fire Protection and Fireworks, Chapter 3, Fire Department. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 21-14 was approved on Second Reading.**

- c. **Ordinance 21-15:** An ordinance amending the Municipal Code Title 9, by adding Chapter 6 Mobile Food Vendors. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 21-15 was approved on Second Reading.**

- d. **Ordinance 21-16:** An ordinance amending the Municipal Code Title 18, Chapter 4 Stormwater Management, Sections 18-405 and 18-703. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 21-16 was approved on Second Reading.**

- e. **Ordinance 21-17:** An ordinance to amend the Zoning Map and resubdivide land from R-20 Low Density Residential to R-15 Medium Density Residential on Pleasant Grove Rd. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 21-17 was approved on Second Reading.**

- f. **Ordinance 21-18:** An ordinance amending the Zoning Map and resubdivide land from R-20 Low Density Residential to NCRPUD, Neighborhood Center Residential Planned Unit Development on Pinson Lane. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - no; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 21-18 was approved on Second Reading.**

- g. **Ordinance 21-19:** An ordinance to amend Article IV of the Zoning Ordinance concerning Temporary Use Permits on public property in the City of White House. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 21-19 was approved on Second Reading.**

- h. **Ordinance 21-20:** An ordinance amending and adopting the City Design Standards, as indicated, concerning construction materials. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 21-20 was approved on First Reading.**

- i. **Ordinance 21-21:** An ordinance to amend the Zoning Map from C-1 Central Business District to C-1R Central Business District Infill on Hwy 31W.

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with Ald. Bibb, Ald. Decker, Ald. Hutson and Mayor Arnold voting aye, and Ald. Corbitt voting no. Motion was approved. **Ordinance 21-21 was approved on First Reading.**

13. Purchasing:

- a. To approve or reject Amendment #1 to the Professional Services Agreement with Wold/HFR Design for the design plans to demolish existing City Hall and design of new recreation center. The City Administrator recommends approval.

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

- b. To approve or reject the purchase of a 2022 Ford F-350 chassis-cab truck from the National Auto Flee Group contract in the amount of \$54,549.48 and to be upfitted with a utility-hauler service bed from A&G Diesel in the amount of \$14,537.22. The Public Services Director recommends approval.

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

- c. To approve or reject the purchase of drum screens for the Wastewater Treatment Plan from WesTech, a sole-source vendor, in the amount of \$60,000.00. The Public Services Director recommends approval.

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

- d. To approve or reject Scott & Ritter's bid in the amount of \$268,056.00 for Springbrook Drainage Improvements. The Public Services Director recommends approval.

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

- e. To approve or reject the purchase of a 2021 Ford Ranger from Ford of Murfreesboro in the amount of \$28,608.00. The Planning and Codes Director recommends approval.

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

14. Other Business:

- a. Board Appointment

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

15. Discussion Items:

- a. None

16. Other Information:

- a. Filing of Form CT-0253

Board reviewed Form CT-0253 which is the Report on Debt Obligation for the Wastewater Treatment Plant Expansion project.

17. Adjournment:

Meeting was adjourned at 7:37 pm.

ATTEST:

Michael Arnold, Mayor

Derek Watson, City Recorder

REPORTS....

Administrative & Legislative Services Department
August 2021

Administration

City Administrator Gerald Herman attended the following meetings this month:

- August 01:
 - Grace Park Wastewater Discussion
 - Staff Plan Reviews
- August 03:
 - White House Industrial Park Project Workshop
 - Cigna Insurance Utilization and Claims Review
- August 04:
 - Parks and Recreation Projects Discussion with Wold | HFR Design
 - Forward Sumner Board of Directors Meeting
 - Bid Opening: Holly Tree Sidewalk
- August 05: TNECD Governor's Conference
- August 09:
 - Bid Opening: Springbrook Drainage Improvements
 - Planning Commission Study Session
- August 10:
 - TCMA Regional Meeting
 - Robertson County Economic Development Board Meeting
 - 50th Anniversary Committee Meeting
- August 11:
 - Presented at Springfield Rotary Club
 - Ribbon Cutting: Nine One Eight Arts Studio
- August 16:
 - Interviewed for the annual Community Guide
 - Ribbon Cutting: PDI
- August 17:
 - Attended the Ground Breaking of New Sumner County Courthouse
- August 18:
 - RTA Meeting
 - GNRC Meeting
 - Economic Development Board Meeting
- August 19:
 - Sumner County Joint Economic Development Meeting
 - Board of Mayor and Aldermen Study Session
- August 23:
 - New Recreation Center Meeting with Wold | HFR Design
- August 24:
 - White House Area Chamber of Commerce Luncheon featuring Mike Keith
 - White House Industrial Park Project Utilities Discussion
- August 26:
 - Coffee with a Cop
 - Walkthrough: Community Event Center
 - Progress Meeting: Community Event Center
 - Robertson County COVID-19 Call
- August 31:
 - Robertson County COVID-19 Call

**Administrative & Legislative Services Department
August 2021**

Performance Measurements

Finance Update

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2021-2022.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$21,144,050	\$ 3,304,652	↓1.04
Industrial Development	\$77,000	\$ 3,879	↓11.63
State Street Aid	\$550,000	\$ 12,185	↓14.45
Parks Sales Tax	\$2,105,361	\$ 860,600	↑24.20
Solid Waste	\$1,175,418	\$ 287,393	↑7.78
Fire Impact Fees	\$125,000	\$ 19,282	↓1.24
Parks Impact Fees	\$16,000	\$ -	↓16.67
Police Impact Fees	\$42,500	\$ 40,508	↓78.64
Road Impact Fees	\$235,000	\$ -	↓16.67
Police Drug Fund	\$4,500	\$ -	↓16.67
Debt Services	\$1,293,500	\$ 1,671	↓16.54
Wastewater	\$16,874,057	\$ 2,115,272	↓4.13
Dental Care	\$70,000	\$ 13,879	↑3.15
Stormwater Fund	\$1,491,663	\$ 506,690	↑17.29
Cemetery Fund	\$78,890	\$ 4,575	↓10.86

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

Purchasing

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

Total Purchase Orders

	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	325	261	269	346	362
August	132	128	106	151	166
September		106	98	126	119
October		79	97	91	147
November		72	78	120	125
December		71	58	72	104
January		123	81	122	177
February		75	93	119	113
March		106	107	131	142
April		154	85	138	185
May		133	82	129	121
June		47	45	50	52
Total	457	1355	1199	1,595	1,813

Purchase Orders by Dollars	Aug 2021	FY 2022	FY 2021	FY 2020	Total for FY22	Total for FY21	Total for FY20
Purchase Orders \$0-\$9,999	128	427	1281	1132	\$581,853.66	\$1,482,989.65	\$1,275,419.16
Purchase Orders \$10,000-\$24,999	3	9	29	34	\$155,525.66	\$417,161.17	\$551,938.89
Purchase Orders over \$25,000	1	21	45	33	\$3,583,862.17	\$5,951,224.30	\$4,035,346.92
Total	132	457	1355	1199	\$4,321,241.49	\$7,851,375.12	\$5,862,704.97

**Administrative & Legislative Services Department
August 2021**

Website Management

It is important that the city maintain a reliable web site that is updated as requests come in from various sources. The number of page visits confirms that we are providing reliable and useful information for staff and the public.

	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits
July	54	15	152	61	11,536	11,536	1,164,517	1,080,668
August	66	20	126	133		9,145	752,932	835,519
September		17	43	22		8,335	679,248	214,406
October		10	78	86		8,390	386,735	864,091
November		174	56	40		7,587	695,971	812,527
December		13	156	82		17,483	847,724	1,055,111
January		108	67	68		17,123	720,531	934,562
February		135	22	40		19,796	N/A	762,985
March		39	85	61		22,930	N/A	879,671
April		101	43	56		20,881	N/A	820,505
May		38	27	29		23,514	5,998	946,897
June		214	48	123		30,909	10,251	901,328
Total	54	884	901	801	11,536	197,629	5,263,907	9,053,159

“City of White House, TN” Mobile App

	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
July	8	45	19
August	9	44	21
September		19	21
October		40	12
November		29	13
December		10	15
January		11	23
February		20	70
March		11	69
April		7	41
May		11	29
June		11	36
Total	17	258	369

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

	FY22 # of Request	FY21 # of Request	FY20 # of Request
July	38	20	36
August	54	27	39
September		16	18
October		15	40
November		20	27
December		27	20
January		18	24
February		72	41
March		36	34
April		26	35
May		48	26
June		58	28
FY Total	92	383	356

January 2018 – All requests have either been responded to, and are either Completed or In Progress

**Administrative & Legislative Services Department
August 2021**

White House Farmers Market

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

	Application Fees # (amount collected)	Booth Payments (\$)
January	0	0
February	0	0
March	0	0
April	4	\$810
May	8	\$1,280
June	3	\$275
July	0	0
August	0	0
September		
October		
November		
December		
Total	15	\$2,365

Building Maintenance Projects

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

Special Maintenance Projects

- Assist with Senior Center and City Hall HVAC issues
- Investigated source of odor at Museum
- Replace light bulbs in Library
- Jerry Napier's last day was August 19th
 - Interviews have been conducted and the new Building Maintenance Technician should start September 27th

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

*In December 2013 work order requests started to be tracked.

**Finance Department
August 2021**

Finance Section

During August the Finance Office began the FYE 6/30/2021 audit on-site fieldwork, scanning thousands of documents to reduce physical document storage space, and welcomed Cheri Backhurst as the new Customer Service Representative. Members of the Finance Office participated in the following events during the month:

August 25: introductory meeting with MTAS Finance Consultant, Cassie Wheeler

August 26: Community Event Center walkthrough

August 26: American Rescue Plan Act (ARPA) funding request

Performance Measures

Utility Billing

	August 2021	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
New Builds (#)	16	39	357	171	62	102
Move Ins (#)	68	158	737	649	534	553
Move Outs (#)	69	159	743	602	534	576
New customer signup via email (#)	28	68	300	127	104	163
New customer signup via email (%)	33%	35%	27%	15%	17%	25%

Business License Activity

	August 2021	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
Opened	9	15	76	69	75	72
Closed (notified by business)	0	0	6	10	9	18
Closed (uncollectable)	0	0	0	0	0	199

Accounts Payable

	August 2021	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
Total # of Invoices Processed	348	646	4079	4003	3940	4437

Finance Department
August 2021

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

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	10,409,165	3,122,750	1,644,183	16%
Cemetery Fund	45,261	13,578	264,640	585%
Debt Services	1,217,528	365,258	763,307	63%
Dental Care Fund	39,361	11,808	223,212	567%
Roads Impact Fees	105,396	31,619	362,556	344%
Parks Impact Fees	109,476	32,843	288,201	263%
Police Impact Fees	77,976	23,393	279,178	358%
Fire Impact Fees	26,904	8,071	186,788	694%
Industrial Development	76,063	22,819	74,002	97%
Parks Sales Tax	988,260	296,478	1,270,676	129%
Police Drug Fund	5,048	1,514	31,973	633%
Solid Waste	1,065,400	319,620	482,037	45%
State Street Aid	418,172	125,452	241,315	58%
Stormwater Fund	964,600	289,380	1,176,270	122%
Wastewater	5,579,100	1,673,730	5,263,586	94%

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

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

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	10,409,165	890,898	↓ 8.11%
Cemetery Fund	45,261	9,929	↑ 5.27%
Debt Services	1,217,528	218,361	↑ 1.27%
Dental Care	39,361	6,523	↓ 0.09%
Roads Impact Fees	105,396	14,524	↓ 2.89%
Parks Impact Fees	109,476	15,058	↓ 2.91%
Police Impact Fees	77,976	10,740	↓ 2.89%
Fire Impact Fees	26,904	7,084	↑ 9.66%
Industrial Development	76,063	21,862	↑ 12.08%
Parks Sales Tax	988,260	150,658	↓ 1.42%
Police Drug Fund	5,048	980	↑ 2.75%
Solid Waste	1,065,400	179,367	↑ 0.17%
State Street Aid	418,172	77,322	↑ 1.82%
Stormwater Fund	964,600	164,896	↑ 0.43%
Wastewater	5,579,100	866,519	↓ 1.14%

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

Human Resources Department
August 2021

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

August 01: Public Works Maintenance Worker Interview

August 03: Ribbon Cutting for Lipstick & Pearls
Chamber of Commerce Board Meeting

August 09: Public Works Maintenance Worker Interview

August 10: Municipal Management Academy Level I Class
Farmers Market

August 12: Parks Maintenance Supervisor Interviews

August 16: Public Works Maintenance Worker New Hire Orientation
Public Works Maintenance Worker Interviews

August 17: Public Works Maintenance Worker Interview

August 18: Wellness Program Session

August 24: Chamber of Commerce Luncheon

August 30: Customer Service Representative New Hire Orientation
Facilities Maintenance Technician Interview
Parks Maintenance Supervisor New Hire Orientation

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	0	0	0	0
August	0	0	0	0
September		1	1	0
October		0	0	0
November		1	0	0
December		0	0	0

Three-year average: 6.67

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

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	0	1	1	3
August	1	1	0	0
September		1	0	0
October		1	1	1
November		3	1	0
December		0	0	0

Three-year average: 5.67

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

**Human Resources Department
August 2021**

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	1	1	1	0
August	1	1	1	1
September		0	2	2
October		0	3	0
November		1	2	1
December		2	1	0

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
January		2	2	1
February		0	1	0
March		0	1	0
April		2	0	0
May		0	2	5
June		3	2	1
Total	2	12	18	11
Percentage	1.94%	11.65%	17.48%	11.34%

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

Three-year average: 13.49%

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

	FYE 2022	FYE 2021	FYE 2020	FYE 2019
July	0	1 (T)	0	0
August	0	0	2 (S)	0
September		0	0	1 (T)
October		0	0	0
November		0	1 (S)	0
December		1 (T)	0	0

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

Three-year average: 4.67

**Police Department
August 2021**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in August:** White House Rotary (August 5, 12, 19, & 26), Department Head Staff meeting (August 9 & 23), Planning Commission Meeting (August 9), Robertson County Chief's Meeting (August 10), Municipal Management Academy (August 11), Board of Mayor & Alderman Meeting (August 19), Sumner County Drug Task Force Meeting (August 25), Command Staff Meeting (August 26) and Robertson County COVID Conference Call (August 31).

➤ **Police Department Administration Performance Measurements**

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

Susan Johnson, Accreditation Manager, has started our 4th edition of our TLEA program into PowerDMS which includes 164 standards. She has completed 36 proofs of the 164 for this year. LEACT Conference was cancelled for August 31- Sept. 2, 2021 and they hope to have it rescheduled for November 2021.

1. Our department training goal is that each police employee receives 40 hours of in-service training each year. The White House Police Department has 27 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,080 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	171	0	171
February	0	216	40	256
March	0	343	24	367
April	0	232	8	240
May	0	352	0	352
June	0	156	0	156
July	24	48	0	72
August	30	141	0	171
Total	54	1,659	72	1,785

Patrol Division Performance Measurements

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 676 shifts during the Fiscal Year 2021-2022. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	August 2021	FY 2021-22
Three (3) Officers per Shift	42	94
Four (4) Officers per Shift	20	30

1. ***Acquire and place into service two Police Patrol Vehicles.*** We have ordered three 2021 Police Interceptors from Lonnie Cobb Ford.
2. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2021-2022.***
Compliance Checks will be conducted in the fall.
3. ***Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1,000 population during the calendar year of 2021.***
We are unable to provide August information at this present time due to working thru the obstacles of the new Tyler Technology Software.

**Police Department
August 2021**

Group A Offenses	August 2021	Per 1,000 Pop.	Total 2021	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons			80	
Crimes Against Property			100	
Crimes Against Society			255	
Total			435	
Arrests			402	

**U.S. Census Estimate 7/1/2019 – 12,638*

4. ***Maintain a traffic collision rate at or below the three-year average of 426 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2021.***
We are unable to provide August information at this present time due to working thru the obstacles of the new Tyler Technology Software.

	August 2021	TOTAL 2021
Traffic Crashes Reported	41	253
Enforce Traffic Laws:		
Written Citations		826
Written Warnings		417
Verbal Warnings	452	2,894

5. ***Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2021.***
We are unable to provide August information at this present time due to working thru the obstacles of the new Tyler Technology Software.

COLLISION RATIO				
<u>2021</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
August	41	5 YTD 32	12%	13% YTD 253

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

Staffing:

- Officer Seth Goodcourage is released off FTO and on the road on his own.
- Ofc. Perry Gerome and Ofc. Caleb Railey are currently on FTO. They will be attending the Academy in October.
- We interviewed one person on August the 10th for one of our two Officer positions. Ofc. Jay Wright was hired and started on August 23rd. He is currently on FTO.
- We currently are accepting applications for one Officer position.

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

**Police Department
August 2021**

Sumner County Emergency Response Team:

- Cpl. David Segerson attended ERT training on August 20th.

Support Services Performance Measurements

1. ***Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2021.***

We are unable to provide August information at this present time due to working thru the obstacles of the new Tyler Technology Software.

2021 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
<i>August</i>		

Communications Section

	August	Total 2021
Calls for Service	1,152	8,785
Alarm Calls	30	263

Request for Reports

We are unable to provide July information due to working thru the obstacles of the new Tyler Technology Software.

	August	FY 2021-22
Requests for Reports	15	
Amount taken in	\$11.55	
Tow Bills	\$0.00	
Emailed at no charge	25	
Storage Fees	\$0.00	

Tennessee Highway Safety Office (THSO): Sgt. Brisson attended the THSO Lifesavers Conference in Franklin TN Aug 18-20.

Volunteer Police Explorers: Nothing to report at this time.

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

Crime Prevention/Community Relations Performance Measurements

1. ***Teach D.A.R.E. Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.***
D.A.R.E. for the Fall is still being discussed.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Safety Day is in conjunction with Discover White House. The Discover White House Expo & Safety Day presented by The Farmers Bank has been scheduled for October 2, 2021.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***
Citizen's Police Academy has been cancelled in 2021 due to COVID-19.

**Police Department
August 2021**

4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***

- August 4th - Sgt. Enck gave out badges at the Farmers Market
- August 17th – Sgt. Enck handed out approximately 30 badges and stickers at the Splash pad and Deja Moo.
- August 18th – Distributed educational fliers to the Senior Center on Senior Driving tips, Senior Safety Tips and Avoiding Fraud.
- August 21st – Sgt. Enck instructed a SPEARE class with approximately 20 women of all ages.
- August 24th – Sgt. Enck attended the Chamber meeting at Colorado Grill to talk about #NoFilter.

Special Events: *WHPD Officers participated in the following events during the month of August:* Coffee with a Cop (8/26) @ Deja Moo

Upcoming Events:

Pumpkin Run (10/2)
Discover White House (Safety Day) 10/2
Harvest Moon Festival 10/9

2021 Participation in Joint Community Events		
	August	Year to Date
Community Activities	8	48

**Fire Department
August 2021**



Summary of Month's Activities

Fire Operations

The Department responded to 162 requests for service during the month with 122 responses being medical emergencies, 1 vehicle fire, and 1 grass fire. The Department also responded to 8 vehicle accidents; 3 accidents reported patients being treated for injuries, and 5 accidents reported with no injuries. Of the 162 responses in the month of August there were 38 calls that overlapped another call for service that is 23.46% of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in August from dispatch to on scene time averaged was, five minutes and fifty-nine seconds (5:59). The average time a fire unit spent on the scene of an emergency call was thirteen minutes and thirty-four seconds (13:34).

Department Event

- August 3rd – Standby for PD agility testing
- August 9th – Blood Drive with Robertson Co. Sheriff @ Fire Station 2
- August 10th – Future Fire Engine open discussion.
- August 16th – Attended Grand Opening of PDI
- August 22nd – Birthday Drive-by Thoroughbred Way

Fire Administration

- August 11th – Municipal Management class
- August 11th – Discover White House planning meeting
- August 23rd – Planning meeting for 9/11 Ceremony @ Robertson Co. Sheriff
- August 31st – Robertson Co COVID-19 conference call

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	6
Rescue & Emergency Services	223
Hazardous Conditions (No Fire)	4
Service Calls	15
Good Intent Call	18
False Alarms & False Call	31
Calls for The Month	162
Total Responses FY to Date	297

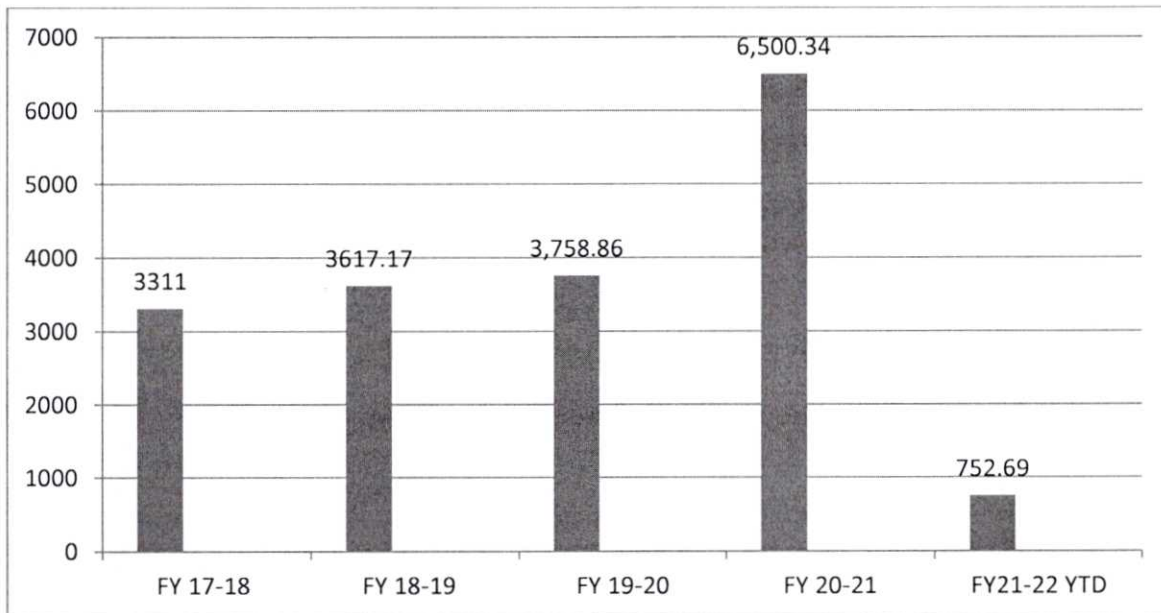
**Fire Department
August 2021**

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	102	198	66.66%
Station #2 (Business Park Dr)	60	100	33.67%

Fire Fighter Training

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



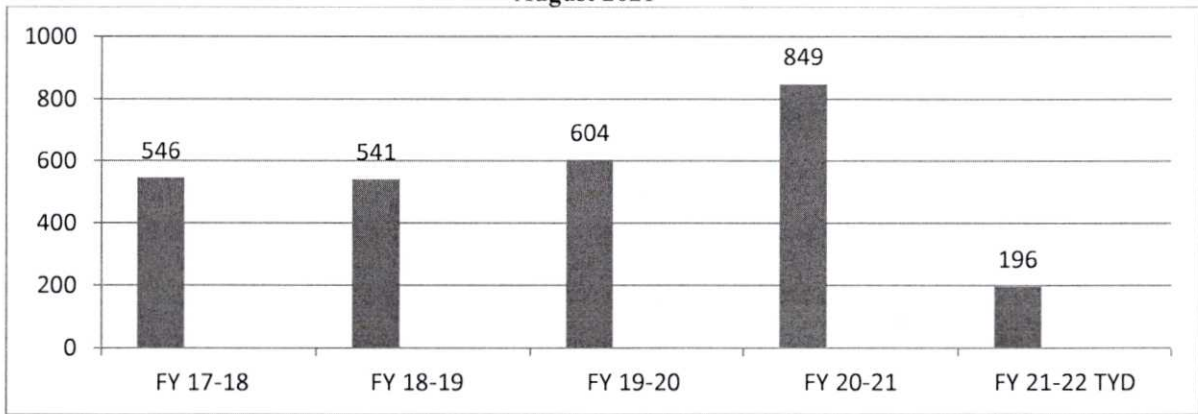
	Month	YTD
Firefighter Training Hours	378.13	752.69

*Training hours were significantly higher due to COVID-19 postponing several training events from FY 19-20 into FY 20-21.

Fire Inspection

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

**Fire Department
August 2021**

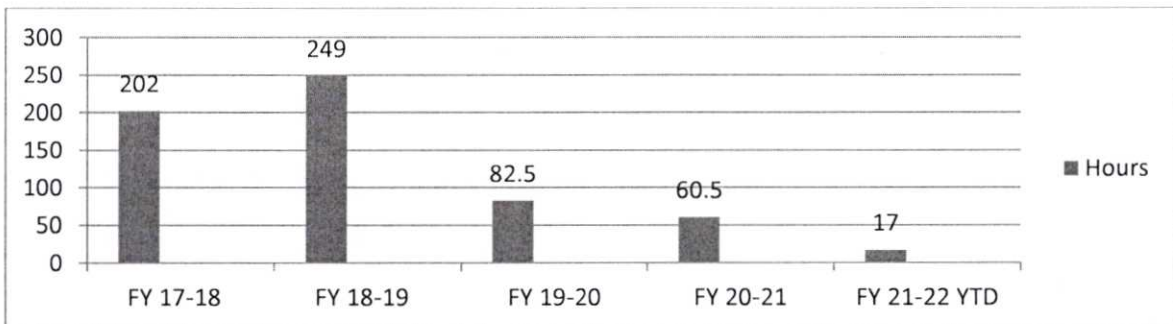
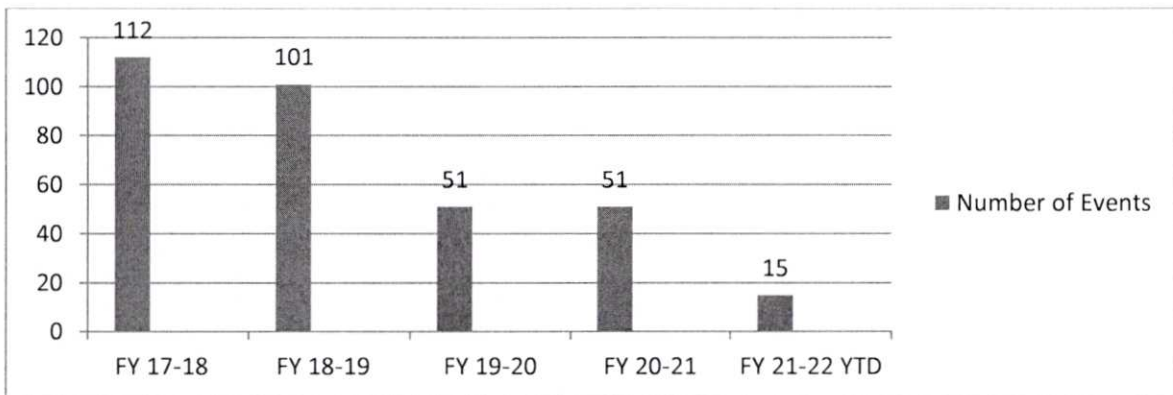
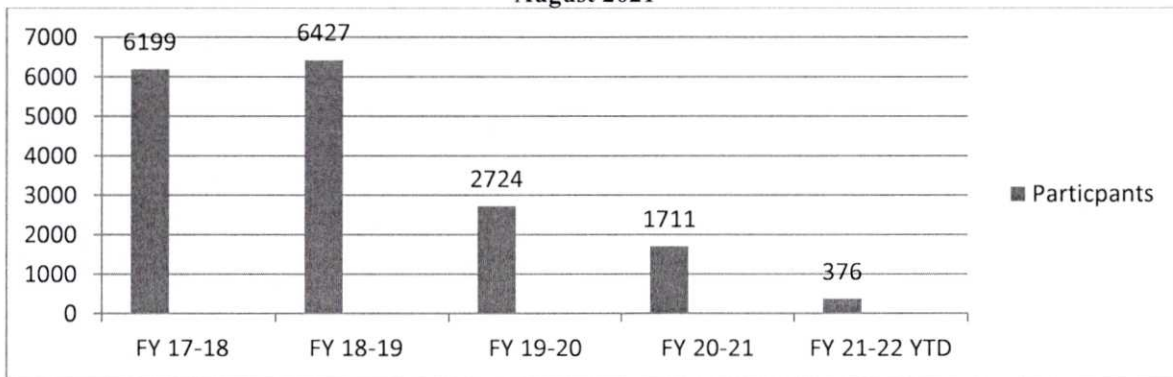


	Month	YTD
August Fire Inspection	99	196
Reinspection	25	42
Code Violation Complaint	0	1
Violations Cleared	22	27
Annual Inspection	3	14
Commercial Burn Pile	4	4
Knox Box	1	8
Fire Alarms	1	6
Measure Fire Hydrant	0	1
Plans Review	5	9
Pre-C/O	2	3
Pre-incident Survey	21	37
Sprinkler Final	1	1
Final/Occupancy	2	11

Public Fire Education

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

**Fire Department
August 2021**



	Month	YTD
Participants	12	376
Number of Events	3	15
Education Hrs.	3.5	17

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

Social Media Statistics

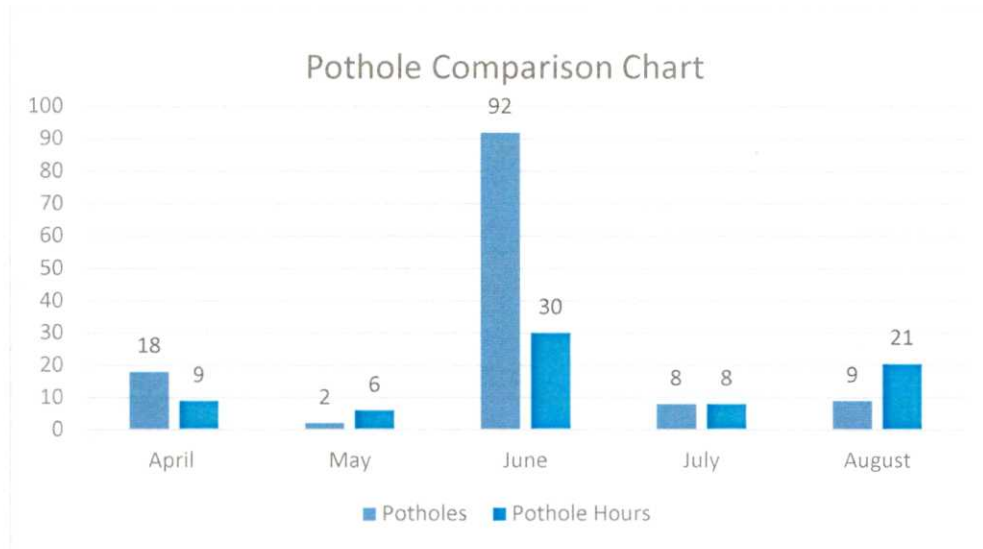
Page Views	300
Page Likes	49
Post Reach	8,562

**Public Services Department – Public Works Division
August 2021**

Pothole Comparison

The purpose of this chart is to gauge the amount of time spent repairing potholes and the number of potholes repaired in that time frame. It is also going to be used to show how long it currently takes to repair potholes in comparison to how long it will take when the milling head is used to make repairs.

NOTE: In the August report you will see that there were 9 areas of repair and this required 21 hours of work combined between the 2 Public Works crew members that worked on these areas that were primarily located on Larkspur Drive but also extended to nearby areas such as Meadowbrook Lane, Daisy Court, and Patana Drive. As there were large areas that needed to be repaired the milling head was used to make these repairs and this is the reasoning for the low number of potholes compared to the hours used to make repairs. There was approximately 8 tons of asphalt used to make the repairs listed for the month of August.



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

Pothole Complaint Response Time

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

NOTE: The period of time that past prior to the 9 areas to be repaired on Larkspur took place due to employees resigning from PW Maintenance Worker 1 positions and crew members from different departments were utilized to assist in these repairs.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
Larkspur Court	June 21, 2021	August 10, 2021	41 Days

**Public Services Department – Public Works Division
August 2021**

Monthly Work Log

Monday 08-02-2021

- Replace red bulb at Sage Road and SR-76 Intersection / Repaired decorative street light at 304 Foster Drive / Repaired shoulder on Webster Road and Union Road with left over asphalt from Larkspur Drive

Tuesday 08-03-2021

- Framed and poured concrete on Morgan Trace for damaged decorative streetlight at 109 Morgan Trace / RoW mowing.

Wednesday 08-04-2021

- RoW Mowing Sunnybrooke Drive, Sage Road, Meadowlark Drive, Fire Station #2, Business Park Drive, string trimmed Meadowlark Sidewalks and used zero turn mower to cut Melton Road first 300 feet

Thursday 08-05-2021

- Performed traffic control for brush collection route / seeded and strawed area around sidewalk repair on Hunterwood Drive near park / Facility Maintenance / Performed proof-roll at Fields at Oakwood / Picked up Unit #317 from being repaired.

Monday 08-09-2021

- Milled and filled large patches on Larkspur Drive

Tuesday 08-10-2021

- Milled and filled large patches on Larkspur Drive and Patana Drive as well as patched potholes on Meadowbrook Drive.

Wednesday 08-11-2021

- RoW mowing Industrial Drive, McDonald's sidewalk near SR-76, Hardee's fence line / Cleaned up dumpster drop area at WWTP / Delivered truck to get quote for amber lights at EVS (Emergency Vehicle Services) / Picked up concrete tools and equipment at A & M Sales / Delivered shop fan to Betsy at the Farmers Market due to extreme heat.

Thursday 08-12-2021

- Installed Physically Disabled Signs (3) at Fire Hall #2 / Installed Pug milled base stone in shoulder of Boyles Road as temporary measure of repair / Fleet maintenance (removed bent blade from zero turn mower).

Monday 08-16-2021

- Safety meeting / Re-installed crush hazard signs on main gate to WWTP / Safety initiative cleaning.

Tuesday 08-17-2021

- Continued work on Decorative Street Light on Morgan Trace / Installed more Physically Disable Signs in the Municipal Park as part of the ADA Transition Plan.

Wednesday 08-18-2021

- Completed install of Decorative Street Light on Morgan Trace / Safety Initiative cleaning.

Thursday 08-19-2021

- Weekly vehicle checklist / Delivered backhoe to TUF Solutions for repairs / Reviewed installation instruction and locations of new Radar speed limit signs / Wellness Meeting / Installation of Physically Disabled Signs at City Hall.

Friday 08-20-2021

- Installation of Physically Disabled Signs at Municipal Park in an effort to have them all installed prior to Friday Night Football beginning.

Monday 08-23-2021

- Safety Meeting / Installed fire extinguisher holders on trucks / Assembled storage racks at PW Building / Installed new first aid kits in all vehicles / Installed Physically Disabled Signs in Municipal Park

Tuesday 08-24-2021

- Finished installing Physically Disabled Signs at Municipal Park / Proof Roll of Byrum Drive near Kroger expansion / Cleaned Unit #206 and Unit #1332

Wednesday 08-25-2021

- Safety initiative cleaning at PW Building / Mowed RoW

Thursday 08-26-2021

- Mowed and string trimmed guard rails on North Palmers Chapel and Tyree Springs Road / Meeting / Painted parking spaces at City Hall / Repaired side mount mower deck.

Monday 08-30-2021

- Mowed Pleasant Grove Road and Industrial Drive / Picked up and delivered recycling carts / Safety Initiative cleaning

Tuesday 08-31-2021

- Safety Meeting / Changed oil, spark plugs and wires on Unit #200 / Installed sign post for WHPD for digital Speed Limit Sign / Safety initiative cleaning at PW Building.

**Public Services Department – Public Works Division
August 2021**

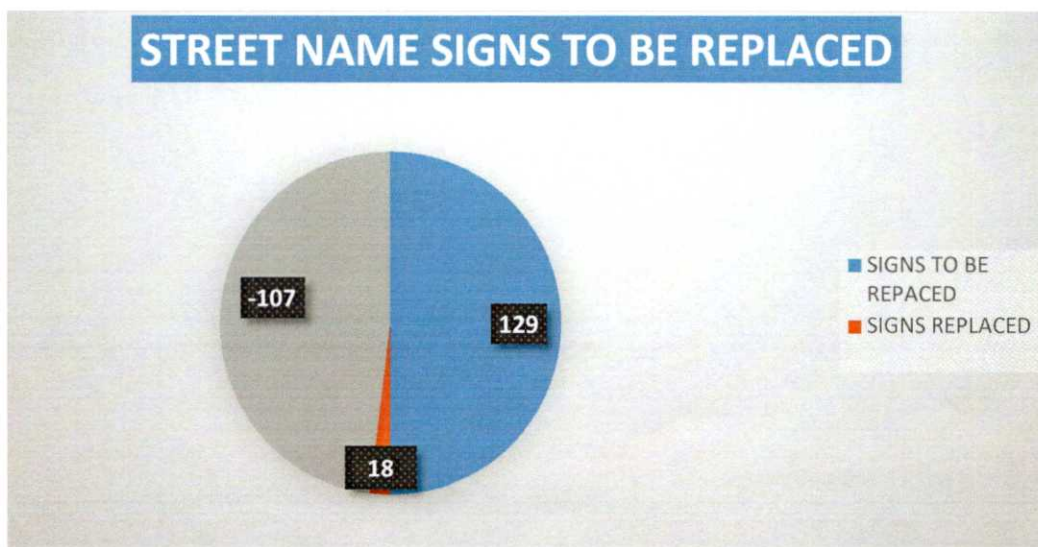
<u>Subdivision Decorative Light LED Retrofit Project</u>			
<u>UPDATED January 26,2021</u>	<u>TOTAL LAMPS</u>	<u>TOTAL RETROFIT COMPLETED</u>	<u>TOTAL RETROFIT TO BE COMPLETED</u>
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	5	1	1
Bridle Creek Subdivision	7	3	4
Business Park Drive	7	7	0
Hampton Village Subdivision	24	17	7
Heritage Trace Subdivision	5	5	0
Holly Tree Subdivision	44	44	0
Madeline Way	7	7	0
Magnolia Village Subdivision	27	16	9
Sumner Crossing Subdivision	21	12	9
Villages of Indian Ridge	10	10	0
Spring Brook Blvd	2	2	0
Baylee Ct	2	2	0
Totals:	167	137	30

NOTE: No retrofits were completed during this month only minor repairs were completed to already retrofit lights.

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: The remaining 129 signs have been ordered and delivered (these signs will be installed periodically from now until completion of project).



**Public Services Department – Public Works Division
September 2021**

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Jul	21-Aug	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	609	655	9,355
Facility Maintenance	3494	2187	1,227	1,137	887.25	159	62	935.5
Fleet Maintenance	1034	514	282	380	422.5	18	43	397
Meeting/Training	502	510	517	400	457	8	29	334
Leave	1,253	576	613	810	823	29	73	1205.9
Holiday	795	470	385	555	545	40	0	450
Overtime	508.5	488	414	311	152.75	33	6	244
Administrative	385	698	803	867	1153.25	192	196	1,972
Drainage Work (feet)	0	906	2749	10	0	0	0	546
Drainage Man Hours	0	1470	1045	170	14	0	0	587.28
Debris Removed Load	0	100	35	44	0	0	0	0
Sweeping Man Hours	0	18	13	0	0	0	0	0
Mowing Hours	0	22	175	219	221	53	38	538
Curb Repair	0	0	0	15	0	0	0	15
Shoulder LF	0	4485	630	5	640	0	0	30
Shoulder Hours	0	155	160	49	176	0	0	10
# of Potholes	0	250	473	346	385	8	9	316
Pothole Hours	0	759	734	1,181	831.5	8	21	331.75
R-O-W Hours	0	2835	2416	4,027	3044.5	109	81	2,583
Sign/Repaired	0	120	91	84	63	2	20	75
Sign Work Hours	0	289	179	234	109	2	32	119
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	24	55
Traffic Light Hours	0	0	65	20	158	0	2	66

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Jul	21-Aug	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	360	360	4,208
Facility Maintenance	3494	723	446	574	394.5	44	73	448
Fleet Maintenance	1034	488	445	331	294.5	19	10	209
Meeting/Training	502	265	130	135	127.5	9	17	128
Leave	1,253	428	700	476	336	98	40	550
Holiday	795	270	230	230	230	20	0	210
Overtime	508.5	119	4	12	39.5	0	0	8
Administrative	385	167	1	0	72.5	5	2	46
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	11	13	392
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	0

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Jul	21-Aug	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	529	518	6,459
Brush Truck Loads	459	551	522	578	584	40	49	597
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	180	349	4,742
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	107	118	1,365
Litter Pickup Bags	334	507	546	511	456	20	52	450
Litter Pickup Hours	1147	1132	985	957	892	47	87	794

Public Services Department – Stormwater Division
August 2021

Directors Notes

- No complaints reported regarding flooding during the 2.5 inches of rainfall from the week of August 26th.
- Bid awarded to Scott and Ritter for the Springbrook Drainage Improvement project. Notice to Commence should be rendered within the next week or so.
- The department issued 8 fence permits during the month of August.
- Infrastructure installed within drainage conveyance at 1015 Piccadilly Drive.
- Overgrown vegetation and limbs obstructed flow were removed from Honey Run Creek.
- Curb inlet at the Soccer Complex was hydro-excavated to remove accumulated sediment and debris and exposed headwall for TDOT to further unclog ditch line.
- TDEC acknowledge receipt of stormwater permits for the WWTP expansion.
- Street Sweeping efforts are continuously being maintained along HWY 31W, HWY 76 and Tyree Springs to remedy track out for construction activity. A notice of violation with a civil penalty was issued to Brad Edwards and Associates for repeat offenses.
- Rehabilitated detention pond at 408 Hunterwood Drive. Endangered species (streamside salamander) sighted and reported to TDEC.
- Word on White House excerpt submitted for publication to provide educational awareness on the purpose and benefits of a stormwater utility fee.
- Upcoming work orders include: Beechbrook Drive, Dorchester Drive, S. Palmers Chapel Rd, and Rolling Acres Drive.
- The Stormwater department completed **11 outstanding work** orders on the project list.

TASK	PRIORI TY	STAR T	END	% COMPLET E	EXPENS E	WORK ORDER	HOU RS	NOTES
408 Hunterwo od Drive	HIGH	7/27/20 21	8/17/20 21	100%	\$ 6,622	72721002	323.7 5	installed French drain system to mitigate flooding
1015 Picadilly Drive	MED	8/19/20 21	8/23/20 21	90%	\$ 1,127	81221005	30	retrofit existing conveyan ce with infrastruct ure
114 Cranor Drive	LOW	7/6/202 1	8/18/20 21	75%	\$ 1,227	70121009	88	installed driveway culvert and rehabilitat ed conveyan ce along right-of- way
725 Industrial Drive	MED	8/20/20 21	8/22/20 21	100%	\$ 192	81921004		mow wastewat er ponds at treatment facility

**Public Services Department – Stormwater Division
August 2021**

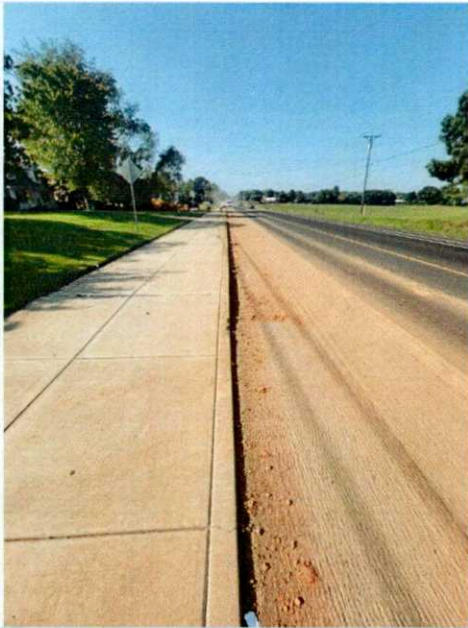

2760 US 31W	LOW	8/3/2021	8/26/2021	100%	\$ 1,490	80321001	1	hydro excavate curb inlet to remove blockage of sediment
300 Autumnwood Drive	MED	7/6/2021	7/20/2021	100%	\$ 1,562	70121012	24	excavate excessive buildup in swale to allow positive drainage
Villas at Honey Run Springs	HIGH	8/23/2021	8/23/2021	100%	\$ 969	82321005	3	emergency response to track out at construction site
Springbrook Drainage Improvement (Copperfield Ct)	MED	9/13/2021	10/31/2021	5%	\$ 298,056	CIP		upgrade existing 24" pipe to 30" infrastructure to mitigate localized flooding
210 Beechbrook Court	LOW	8/30/2021	9/13/2021	5%	\$ 18,399	082321003	80	outfit infrastructure (30", 18", and 15") to discharge to creek; repair scour and erosion along channel

Public Services Department – Stormwater Division
August 2021

Stormwater Work Orders

Our objective is to establish and maintain a proactive approach to minimize any potential for localized flooding within City limits. This includes but is not limited to ditch maintenance. In addition, a large part of this objective is to respond to citizen complaints in a timely manner.

Below are the work order requests and summaries that have been completed for the month of April:

<i>Address</i>	<i>Scope of Work</i>	<i>Status</i>	<i>Notes</i>
<i>Honey Run Springs</i>	Street sweeping: NOV issued	Work Order: <u>082321005</u> Complete	
<i>725 Industrial Drive</i>	Routine mowing of wastewater ponds	Work Order: <u>081921004</u> Complete	

Public Services Department – Stormwater Division
August 2021

*Honey Run
Creek*

Stream
cleanup:
removal of
overgrown
vegetation

Work Order:
[081821005](#)

Complete



*1015 Piccadilly
Drive*

Install
infrastructure
in drainage
coveyance

Work Order:
[081221005](#)

Complete



2760 US-31W

Unclogged
storm drain @
soccer
complex

Work Order:
[080321001](#)

Complete

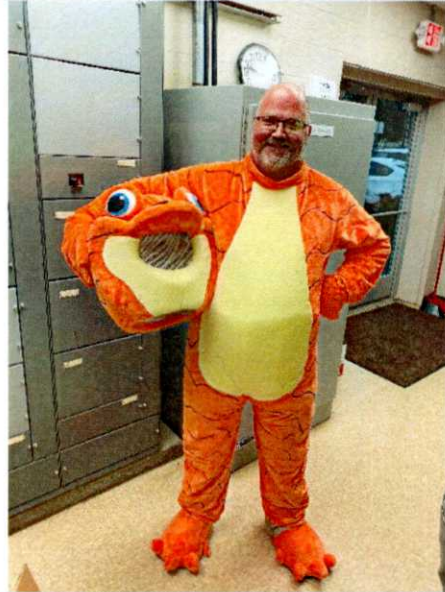


Public Services Department – Stormwater Division
August 2021

*Mascot -
Stormwater*

Public
education and
outreach

Work Order:
Not Assigned
Complete



207 S Aztec Ct.

Citizen
request
reimbursement
for post-storm
damage to
fence

Accela:
10585201
Denied



Vac truck

Demo – 502
Equipment

Work Order:
Not Assigned
Complete



Public Services Department – Stormwater Division
August 2021

*Parks and
Legacy Farms*

Open trench
inspection

Work Order:
Not Assigned

Complete



RIGHT-OF-WAY MOWING

Monthly

Work Order #	Type of SCM	Location:	Date:
<u>081921004</u>	Detention Pond	Industrial Drive	08/20/2021

SWEEPER LOGS

Monthly

4 cu.yd hopper/ actual usage- 3.0 cu.yd=4.5 tons

Date	Time	Mileage	Tons	Subdivision / Street
08/02/2021	12	22	6	Highway 76, College St., Loves Ln.
08/03/2021	18	56	6	Holly Tree, Pinson Rd, Magnolia Village
08/23/2021	16	30	6	Briarwood, Heritage Farms, 31W
08/25/2021	11	18	2	Covington Heights
08/30/2021	2	13	1	Soccer Complex
Totals:	59	139	21	

Stormwater Project List FY20-21

Our objective is to establish and maintain a proactive approach to minimize any potential for localized flooding within City limits. This includes but is not limited to ditch maintenance, right of way mowing, and infrastructure

improvements. In addition, a large part of this objective is to respond to citizen complaints in a timely manner.

Please be advised that this is an operative working list. It is organized to transition based on feasibility and severity. This list is subject to change.

LEGEND

PURPLE	No further issues discovered or owner declined service
GREEN	Work order completed
YELLOW	Proposed capital improvement project
RED	Outstanding or not started
ORANGE	Unidentified scope or on hold pending hydraulic analysis or
BLUE	In progress or scheduled

Address	Scope of Work	Status	Comments / Notes
612 Calista Rd.	Re-channel ditch line to divert water off property with infrastructure	<input checked="" type="checkbox"/> Complete Date: 10/05/20 <input checked="" type="checkbox"/> Photos	WO: 08312005: The team had to remove an existing headwall at the cross drain to connect to the infrastructure and set a junction box to also intercept a newly installed cross drain from the neighborhood of Fields of Oakwood. After the team removed the 24" headwall from Calista's cross drain, we connected 4 feet of 24' RCP and inserted into the junction box. Then the team connected 20' of 15" to the cross drain from fields of Oakwood and inserted it into the junction box. Then 104' of the 24" discharge line was installed to carry the storm water east into the property to discharge off site into a channel that was developed per plans by Land Development for the neighborhood of Fields of Oakwood.
212 Hillwood Dr.	Establish swale off driveway to channel water downstream	<input checked="" type="checkbox"/> Complete Date: 12/14/2020 <input checked="" type="checkbox"/> Photos	Extended existing driveway pipe to divert runoff from property
120 Strassle Dr.	Repair damages in infrastructure; upgrade piping	<input checked="" type="checkbox"/> Complete Date: 12/15/2020 <input checked="" type="checkbox"/> Photos	The team removed the concrete box and a 20' section of the 24" pipe and replaced with 1 24" Nyloplast drop inlet and 17' of 24" HDPE pipe with 3 24" couplers. The team took extra precautions with a soil tight seal at each joint with the couplers

			<p>by installing a section of 6 oz geotextile fabric around the joints to ensure that soil could not enter the infrastructure. The pipe and structure was bedded in 3/4" stone and backfilled with the same sized stone to support the pipe to the spring line/ hunch and then backfilled with soil to existing grade.</p> <p>The team imported 10 tons of 3/4" stone and exported 1.5 loads of excess soil then stabilized with contractor blend seed and mulched with 5 bales of straw and 1 roll of straw matting.</p>
212 Morgan Trace Ct.	Divert inflow to existing drainage system	<input checked="" type="checkbox"/> Complete Date: 08/27/2020 <input checked="" type="checkbox"/> Photos	<p>work order number 082420001</p> <p>The team began their operation by removing thick vegetation and trees to gain access to the conveyance and detention pond. After removing all the undergrowth and trees, the team discovered that there was several rock check dams and silt fence still in place in the conveyance and alongside the detention area from development of the site and was successfully removed in order to allow the watershed to be continuous to the outfall structure. After the team regraded the conveyance, pond banks and the rear property of 212 (behind porch) with imported topsoil, all bare areas were stabilized with seed along with double net straw matting on the slopes and loose straw on the flat areas.</p>
3123 Pleasant Grove Rd	Install 2 turn lanes at intersection of Hwy 76	<input checked="" type="checkbox"/> Complete Date: 08/15 <input checked="" type="checkbox"/> Photos	Curb and gutter to be installed week of 09/30 followed by paving
112 Ravenwood Ct.	Repair damages in infrastructure; address disjoints	<input checked="" type="checkbox"/> Complete Date: 11/24/20 <input checked="" type="checkbox"/> Photos	Alleviate potholes in soil; seal inlet pipe to catch basin
107 Copperfield Dr	Upgrade piping size in infrastructure to better	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Springbrook Subdivision – CCTV line requested; ongoing; scheduled for FY21-22 CIP

	convey runoff		
612 Sage Rd	Remove excess soils in drainage conveyance	<input checked="" type="checkbox"/> Complete Date: 11/10/20 <input checked="" type="checkbox"/> Photos	Up to Hampton Village
2500 HWY 31W	Repair drainage pipe for Super Stop Market	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Owner must order parts. City will perform labor. Several attempts to contact owner and initiate project no response [AJ1]
164 Honeysuckle Dr	Re-establish swale	<input checked="" type="checkbox"/> Complete Date: 02/08/2020 <input checked="" type="checkbox"/> Photos	Northwoods Catch basin cleaning Excavated sediment from inlet; verified positive flow (3") between inverts; ditch line rehabilitated and seeded with straw for repair
122 Sycamore Dr	Re-establish swale	<input checked="" type="checkbox"/> Complete Date: 05/05/20 <input checked="" type="checkbox"/> Photos	We excavated the buildup material that was restricting the flow that and preventing the full use of volume for the storm drain infrastructure.
209 Rolling Acres Dr	Re-establish swale	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Northwoods
215 Rolling Acres Dr	Re-establish swale	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Northwoods
301 Rolling Acres Dr	Re-establish swale	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Northwoods
102 Rolling Forrest Dr	Re-establish swale	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Northwoods
102-109 Bridlewood Dr.	Re-define swale in back yards	<input checked="" type="checkbox"/> Complete Date: 04/20/21 <input checked="" type="checkbox"/> Photos	ID 042021002 Excavated ditch to appropriate slope from Laura Dr. to Bridlewood. Grade work to move material 16.5 " in 275' and stabilized.
341 Allers Dr	Rehabilitate cross drain/easement	<input checked="" type="checkbox"/> Complete Date: 04/28/2020 <input checked="" type="checkbox"/> Photos	WO:# 042320009 - Regraded ditch line for positive flow fill in and compacting washout locations. all excess soil extracted and reused to create earth berms on either side of ditch line
408 Hunterwood Dr	Rehabilitate detention pond	<input checked="" type="checkbox"/> Complete Date: 08/23/2021 <input checked="" type="checkbox"/> Photos	Restructure detention pond for positive drainage; grade work to allow discharge at outfall

160 Blueberry St	Ditch cleaning	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Orchard Park; offsite improvement for future development; propose to CSR
100 Baylee Ct	Upgrade drainage pipe; improve swale	<input checked="" type="checkbox"/> Complete Date: 04/16/20 <input checked="" type="checkbox"/> Photos	Off of SPC; upgraded 4" to 18" divert to existing infrastructure
125 Brooklawn Dr	Re-establish swale	<input checked="" type="checkbox"/> Complete Date: 05/24/21 <input checked="" type="checkbox"/> Photos	Installed earth berm
110 Beechbrook Ct	Re-establish swale	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Off of SPC; ditch cleaning entire roadway
218 South Palmers Chapel	Install catch basin within ROW	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	SPC; incorporate within Springbrook plan submittal
149 Willowleaf Lane	Improve watershed; flooding from open field behind property	<input checked="" type="checkbox"/> Complete Date: 05/24/21 <input checked="" type="checkbox"/> Photos	ID <u>052421001</u> Earth berm to divert in line flow to house from off site to property line drainage easement. Imported 2 loads of topsoil. Graded back of property to divert watershed. Seed and straw to stabilize.
103 Spicer Dr	Re-establish swale	<input checked="" type="checkbox"/> Complete Date: 02/09/2020 <input checked="" type="checkbox"/> Photos	Conveyance excavated in ROW to existing invert elevation from culvert to driveway. Excessive buildup and debris removed from cross drain. Homeowner requested soil.
100 Oak Park Ct	Improve rip rap apron by roadway	<input checked="" type="checkbox"/> Complete Date: 02/02/2021 <input checked="" type="checkbox"/> Photos	Bedrock added to culvert and established up to ground level of roadway. Repaired gully erosion at orifice of outlet structure
128 Oak Park Ct	Redefine easement between homes to Strasse Dr	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Off of Meadows Ct. Residents should remove trees in easement [AJ2]
100 – 102 Hobbs Dr	Re-establish swale	<input checked="" type="checkbox"/> Complete Date: 03/10/21 <input checked="" type="checkbox"/> Photos	WO# 031121002 - Culverts jetted to remove excess buildup of silt, reshaped ditch line, installed rip rap apron to slow velocity of runoff.
205 Hobbs Dr	Re-establish swale	<input checked="" type="checkbox"/> Complete Date: _____	Ditch cleanout to inlet; Removed reel formation and positive flow to cross drain

		01/07/2021 <input checked="" type="checkbox"/> Photos	
401 Hobbs Dr	Re-establish swale	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Box culvert (csr report)
210 Spring St	Re-establish swale	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Install 2 catch basins and 80ft pipe
200 Covington Bend	Ditch cleaning; repair and/or clean-out culvert	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	CIP
309 Covington Bend	Re-establish swale; repair and/or cleanout culvert	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	CIP
105 Winchester Ct	Rehabilitate drainage infrastructure to provide positive flow	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	WO#033020004- Extend infrastructure to outfall, negative slope; proposed piping of conveyance series
210-214 Robert Ave	Re-establish swale	<input checked="" type="checkbox"/> Complete Date: 03/23/21 <input checked="" type="checkbox"/> Photos	WO #: 030321001 - Removed built up material from culverts and drainage conveyance and installed 4 tons of class A for a rip rap apron, with fabric, at discharge point from the cul-de-sac. 03/23/21 - back-filled exposed fiber line 03/23/21- Jetted culverts as needed.
214 Eastside Dr	Improve drainage and rehabilitate ditch line	<input checked="" type="checkbox"/> Complete Date: 11/18/20 <input checked="" type="checkbox"/> Photos	Installed and Elevated driveway culvert of property to reduce impact of flow from cross drain; concrete driveway replaced
125 Villages Ct	Clean inlet channel and fill in ditch line as necessary	<input checked="" type="checkbox"/> Complete Date: 09/21/20 <input checked="" type="checkbox"/> Photos	Created an open channel for drainage; removed vegetation to allow natural flow of stream
207 S Aztec Dr	Redefining ditch. Remove trees from 211 affecting drainage pathway	<input checked="" type="checkbox"/> Complete Date: 02/03/21 <input checked="" type="checkbox"/> Photos	Work Order # 010721001 The conveyance generates a significant amount of watershed and creates high velocity runoff. The effects of this watershed had eroded the swale creating voids and undermining the properties fencing in the area.

			The conveyance was excavated and Rip rap sized stone installed to control the velocity. The disturbed areas were stabilized with double net straw matting and baled straw with seed.
318 Walnut Ct	Re-establish swale and ditch cleaning	<input checked="" type="checkbox"/> Complete Date: 12/17/2020 <input checked="" type="checkbox"/> Photos	Work Order: 113020006 the pipe downstream from the culvert was undersized and restricting the flow rate causing the back flow. The team began to cut in a swale located on the left of the property from the driveway culvert to the wet weather conveyance, operating in the designated easement associated with this parcel. The Team was able to use the excavated soil from the newly installed conveyance system onsite to assist the homeowner with voids in the rear of the property and to provide the option to the property owner to use the soil as needed.
100 Heritage Dr	Re-establish swale and extend wing wall	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	
303 Hillwood Dr	Re-establish swale and apply rip rap to prevent wash outs	<input checked="" type="checkbox"/> Complete Date: _____ <input checked="" type="checkbox"/> Photos	
109 Meadows Ct	Re-establish swale and ditch cleaning	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Conjunction with hickerson/Wilkinson CIP
302 Valley View Rd	Install ROW drainage pipe between lots to alleviate open ditch	<input checked="" type="checkbox"/> Complete Date: 6/02/20 <input checked="" type="checkbox"/> Photos	The stormwater received a request to install drainage pipe in a conveyance to connect two driveways together and eliminate the open conveyance. Once lines were lowered we installed 36" HDPE drainage pipe and connected it to the existing culverts, backfilled half of the pipe with 1 load ¾" stone and imported 2 loads of Topsoil, graded and seed and straw bare soils. Installed a bag of concrete on damaged area drain grate to

			secure it to the infrastructure.
Wilkinson/ Hickerson Dr	Ditch cleaning; upgrade infrastructure	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	
121 Industrial Dr	Re-establish swale	<input checked="" type="checkbox"/> Complete Date: 04/06/20 <input checked="" type="checkbox"/> Photos	Ease driveway flooding; 4 hours of Labor for 3 employees Dump Truck (removed 2 loads of fill material) Excavator 100' of ditch for double netting straw matting w/ 5 lbs. of contractor blend seed
7016 Indian Ridge Blvd	Create conveyance within ditch to prevent erosion	<input checked="" type="checkbox"/> Complete Date: 11/23/20 <input checked="" type="checkbox"/> Photos	102720001: Displace velocity of runoff; ditch rehabilitated from HW to existing concrete channel to offset erosion. The team began operations by trimming low lying branches from trees in the conveyance and then excavated the ditch line down 18 inches and 4 feet wide, 6- inch sides to anchor the 6 oz geo-textile fabric, and Installed 22 tons of Class A stone to displace the velocity being discharged into the conveyance. The bare soils after installation were seeded and straw
229 Cherry Ln	Repair voids in soil and damaged underground infrastructure	<input checked="" type="checkbox"/> Complete Date: 05/06/21 <input checked="" type="checkbox"/> Photos	ID 090820007 : Excavated pipe and wrapped couplers with 4 oz geotextile fabric to prevent any soils from entering the infrastructure causing the voids in the yard. Pipe was found to have a separation from the coupler installed. Backfilled with the native soil and the team will import topsoil to preform the finish grade work when weather allows.
403 Autumn Wood Dr	Define swale at culvert orifice; backfill sinkholes in front yard	<input checked="" type="checkbox"/> Complete Date: 04/08/21 <input checked="" type="checkbox"/> Photos	ID 040521007 : removed the built up material from the conveyance and placed the excess material in a void in the homeowners yard per their request.stabilized the bare areas with seed a,straw and matting. discovered a 10" pvc pipe placed between the two

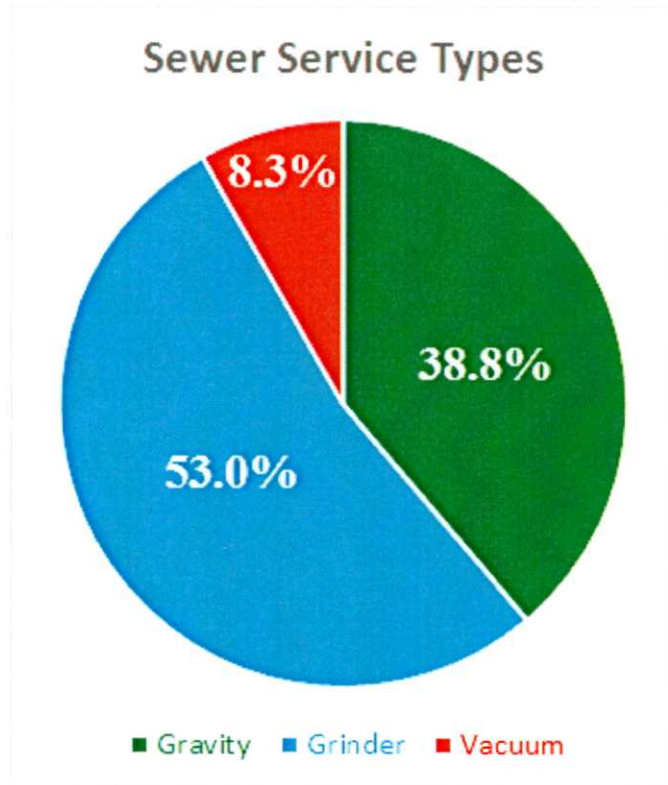
			drives to connect the 15' pipe culverts which was removed; Jetting culverts on 4/06; WHUD found leak on 05/24 and uncovered water meter.
538 NPC Rd.	Eroded embankments of creek impacting integrity of driveway	<input checked="" type="checkbox"/> Complete Date: 01/07/21 <input checked="" type="checkbox"/> Photos	The team removed the tree debris from along the conveyance that had been collecting at or near the culvert invert causing a blockage to the outfall. The blockage resulted in the water beginning redirected to sides of the culvert causing the soil material to become more susceptible to eroding. After the team removed the debris from the conveyance and exported 3 loads of material, the team imported 2 loads of compactable fill material to repair the void above the culvert. The team placed, compact the soil and stabilized the bank with seed and double net straw matting and lose straw.
309 Valley View Dr	Rehabilitate channel	<input checked="" type="checkbox"/> Complete Date: 04/12/21 <input checked="" type="checkbox"/> Photos	ID 041221003 : Removed vegetative and aggregated undergrowth from channel. It is recommended to extend concrete flume.

**Public Services Department - Wastewater Division
August 2021**

Collections System Activities:

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, and vacuum services. As of August 31st, 2021, City personnel count a total of **5,627** sewer system connections, with **16 new** applications for service in August, 2021. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	2,181
Low-Pressure Grinder Sewer Connections	2,981
Vacuum Connections	465



The City counts **187** commercial grinder stations, **2,794** residential grinder stations, and **26** major lift stations integrated into our system.

811 Utility Locate Service:

Tennessee 811 is the underground utility notification center for Tennessee and is not a goal driven task: This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities.

<u>Line Marking</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>August 2021</u>	<u>YTD</u>
Tennessee 811	1,670	1849	2315	2680	2933		529	1140

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

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

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August 2021**

<u>Lift Station Location</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Aug 2021</u>	<u>YTD</u>
North Palmers Chapel	22	23	8	3	1		0	0
Calista Road	55	13	4	2	1		0	1
Wilkinson Lane	8	4	1	3	1		0	0
Portland Road	1	4	1	0	1		0	0
Cope's Crossing	17	15	7	8	6		0	0
Union Road	8	17	6	6	9		0	0
Meadowlark Drive	11	6	4	2	1		0	0
Highway 76 (Springfield)	1	0	1	1	0		0	0
Cambria Drive	0	0	1	4	3		0	0
Sage Road (Hester)	7	2	0	1	0		0	0
Kensington Green	n/a	n/a	n/a	1	0		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		0	0
Settler's Ridge	0	1	1	1	1		0	0
Summerlin	0	0	2	5	22		0	0
Heritage High School	22	0	2	1	0		0	0
Loves Truck Stop	n/a	n/a	n/a	0	0		0	0
Concord Springs	n/a	n/a	n/a	0	0		1	1
Parks Temporary	n/a	n/a	n/a	0	0		0	0
Fields at Oakwood	n/a	n/a	n/a	n/a	2		0	0
Treatment Plant	1	6	4	6	3		0	0

Alarms:

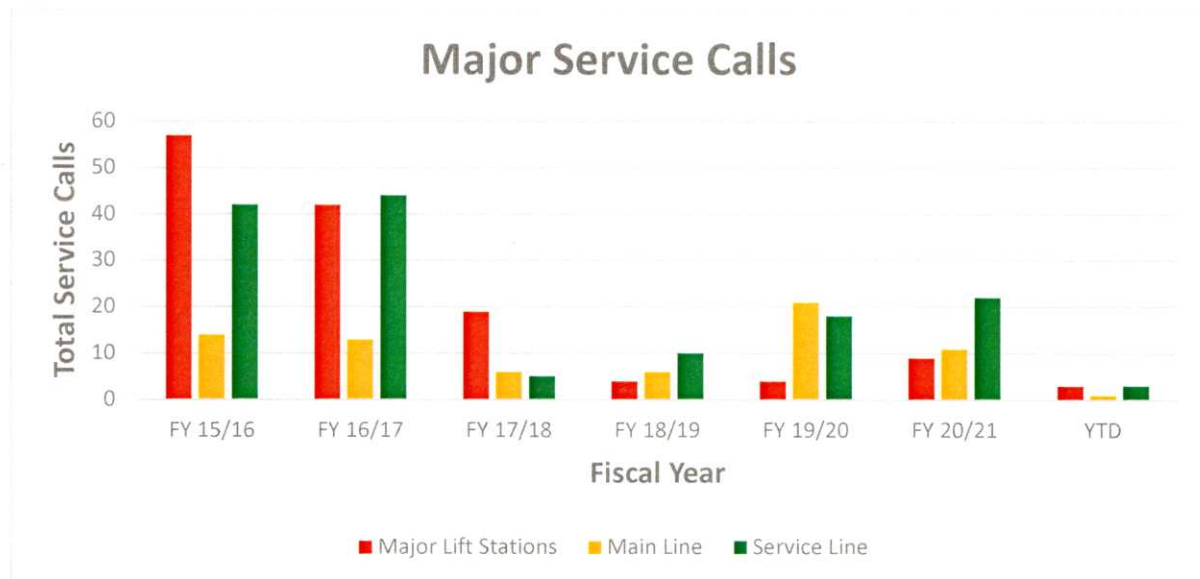
Alarm at Concord was caused by a plumbing test ball being caught in pump number 1. This caused the clutch to lock up on the Auto-start (supplies power to operate 1 rotating assembly and impeller during power failure). Southern Sales and Gorman Rupp are getting the clutch replaced at the expense of Hudson Brothers Plumbing.

**Public Services Department - Wastewater Division
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System Repair Goals:

The goal is to minimize failures with the major lift stations and the mainline gravity, low-pressure and high-pressure force-mains, and the air-vacuum systems. Key personnel have been trained over the last three (3) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of the lift stations are either at or near their anticipated useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced. The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

<u>Repairs</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Aug 2021</u>	<u>YTD</u>
Major Lift Stations	42	19	4	4	9		1	3
Main Line	13	6	6	21	11		0	1
Service Line	44	5	10	18	22		2	3

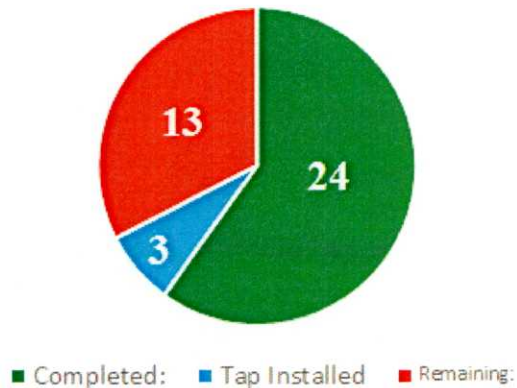


- 1. Settler's Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.**
- 2. Concord Springs** – Operationally, the station punch list has been completed and the station is working correctly. The Concord Springs lift-station was conditionally accepted by the City on 07-24-2020, with the agreement that the Contractor/Developer would complete installation of the privacy slats in the station fence, as well make satisfactory repairs to the station's access road. **Repairs to the station and access drive have been completed and deemed adequate by City personnel.**
- 3. The Parks** – The lift station at the Parks subdivision was also started successfully. **The 10" sewer line has been completed and tested. The station has been set in place and came online as of September 7th.**
- 4. Wilkinson Lane Station** – Station is again running on both pumps. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails again. This will be the 4th time this station has had to be re-piped, so we have chosen a rigid, yet flexible pipe.

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5. **Sewer Model Update and Master Plan Update** – The Sewer Model and Master Plan Updates being conducted by Jacobs Engineering are complete and in final review. Completed Model Update for the Southern Force-Main and Copes Crossing lift-station has revealed that they have exceeded their designed capacity, and will need to be upsized (or have existing flow removed) to accommodate further development on the southern and eastern sides of town. Additionally, the Meadowlark and Union lift stations have reached their wet-weather capacities. Crews have identified sources of infiltration and inflow (“I&I”) and are working to resolve, beginning with Meadowlark station. Jacobs Engineering has compiled the final combined report for both the Sewer Model Update and the Master Plan Update. Plans are in motion to construct a new 18” Southern Force-Main to ease flow restrictions on the existing main, and to reroute a significant volume of flow off the Copes Crossing station and into the proposed Farmstead station set to begin construction this year. The City has completed their review of the Phase-1 plans of the new 18” Southern Force-Main, which is anticipated to go to bid this summer.
6. **Vacuum-to-Gravity Conversion Projects:** The North Palmers Chapel vacuum-to-gravity conversion project has begun for the remaining vacuum service customers on North Palmers Chapel Rd and College St Extension from the greenway to Tyree Springs Rd. This project will remove 22 vacuum services from the North Palmers vacuum station, and reroute them to the Copes Crossing station via a new gravity line. A pre-construction meeting was held with L&G Construction on September 2nd. L&G installed their erosion control and began mobilizing materials to the site on September 3rd. The existing terminal manhole was re-surveyed on September 7th, and L&G crews began stripping soil and setting pipe.
7. **Septic-to-Sewer Conversions** – The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) conversions were completed in the 2020/2021 budget year, and three (3) additional taps were pre-emptively installed in anticipation of additional projects. In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target five (5) conversion projects on Union Rd (requiring three (3) additional taps) in mid to late 2021. The department is evaluating bidding out the remaining conversions as a single project. An additional sewer tap has been installed for the storage units. The sewer conversion for 2966 Union Rd has also been completed. A total of 24 projects have now been completed on the list of 40.

Septic-to-Sewer Conversions:



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



**Public Services Department - Wastewater Division
August 2021**

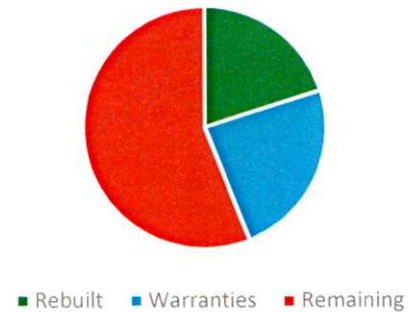
<u>Work Orders</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>Aug 2021</u>	<u>YTD</u>
Vacuum System Service Request	172	143	112	82	78	5	14
Gravity Service Request	12	0	10	13	20	6	14
Low Pressure Service Request	716	621	728	770	702	71	144
Total Pumps Replaced	338	401	361	449	492	51	92
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	135	4	30
Total Warranty Pumps Returned	n/a	n/a	n/a	n/a	n/a	18	36
Grinder Tank PM Program	58	63	358	267	219	6	18
Inspection for New Service	23	54	103	226	409	77	133
Final Inspection for New Service	55	56	62	110	248	38	69
Sanitary Sewer Overflow (SSO)	9	1	3	49	19	0	1
Odor Complaints	17	28	43	43	35	2	3

Pump Rebuilds:

The capital outlay budget was designed for a total purchase of 275 new E-One grinder pumps for the 2020/2021 Fiscal Year. However, 492 grinder pumps were needed to meet all the service call requests for the year. To supplement the amount of pumps on-hand, the department rebuilt 135 pumps throughout the year, in addition to all warranty-return pumps received.

For the 2021/2022 budget year, the department has budgeted for the purchase of approximately 350 new pumps, and anticipates that 500 pumps will be required throughout the year. To further supplement the number of pumps on-hand, personnel will rebuild an estimated 100 E-One pumps throughout the year, and anticipates 50 warranty-returns. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period.

44.0% of Needed Pumps Rebuilt



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

Wastewater Treatment Plant Goals:

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

<u>Parameter</u>	<u>May - 21</u>	<u>Jun - 21</u>	<u>July - 21</u>	<u>Aug - 21</u>	
Flow – To Creek	0.688 MGD	0.486 MGD	0.516 MGD	0.459 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.000 MGD	0.083 MGD	0.147 MGD	0.232 MGD	
Total Flow Through Plant	0.688 MGD	0.569 MGD	0.663 MGD	0.691 MGD	
Capacity	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MGD	
% of Plant Throughput	49.1%	40.6%	45.2%	49.3%	(0.691 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	61.4%	50.8%	56.5%	57.5%	(0.691 MGD) / (1.12 MGD)
Rainfall	5.34"	3.86"	5.95"	4.51"	

<u>Effluent</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Aug 2021</u>	<u>YTD</u>
Violations	7	7	13	7	12	7		1	2

1. **Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.
2. **TDEC Order and Assessment:** On July 15th, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29th, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7th, 2020.**
3. **H2S & Ferric Sulfate:** We have moved away from the Ferric Sulfate feed. The City will be employing air scrubbers that pull the H2S through a series of filters. These units will be installed at Cope’s Crossing and Wilkinson Lane stations.

Public Services Department - Wastewater Division
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4. **Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly.

The PAA feed rate is operating at a constant **2.50** parts per million (ppm). The average residual was **0.08** PPM with a max residual of **0.13** PPM. *Last month the feed rate was 2.5 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 **25.7 CFU's** which is well below the limit. *Last month the average was 32.7.*

**Public Services Department - Wastewater Division
August 2021**

WWTP Expansion Project:

Pre-Construction Timeline:

- **10-03-2019:** City of White House submitted WWTP Facilities Plan to TDEC.
- **02-25-2020:** TDEC/SRF issued Facilities Plan Comment Letter to City of White House.
- **04-23-2020:** Facilities Plan Addendum submitted.
- **05-06-2020:** City of White House submitted Fiscal Sustainability Plan Certification Letter to TLDA as part of State Revolving Fund (SRF) Loan requirements needed to finance the project (SRF Loan #2021-449)
- **05-26-2020:** Financial Sufficiency Review submitted for SRF Loan.
- **08-04-2020:** Public advertisement for SRF Loan Public Meeting began.
- **08-10-2020:** TDEC/SRF approved the current City of White House Sewer Use Ordinance.
- **08-19-2020:** City of White House and Jacobs Engineering hosted SRF Loan Public Meeting.
- **08-20-2020:** Project Performance Standards submitted to TDEC/SRF.
- **08-31-2020:** SRF Loan Public Meeting minutes from 08-19 meeting, as well as proof of meeting advertisement submitted to TDEC/SRF.
- **09-03-2020:** WWTP Expansion Project stamped and approved plans submitted to TDEC/SRF for review.
- **09-04-2020:** TDEC/SRF formally approved the City of White House WWTP Expansion Project Plan of Operation.
- **09-09-2020:** TDEC/SRF released Environmental Assessment for the WWTP Expansion Project.
- **09-17-2020:** TLDA released Finding of No Significant Impact (FNSI) package to City of White House.
- **10-15-2020:** City of White House Board of Mayor and Aldermen voted to approve Resolution #20-24 to apply for SRF Loan #2021-449 in the amount of \$12,448,000 to fund the WWTP Expansion Project.
- **10-27-2020:** TDEC/SRF issued Facilities Plan Approval for WWTP Expansion Project.
- **11-11-2020:** SRF Loan Application package submitted for loan #2021-449.
- **12-14-2020:** TLDA Board approved the City of White House Loan Application Package for SRF Loan #2021-449.
- **12-17-2020:** City of White House formally approved "100% Final Plans and Addendums" as designed by Jacobs Engineering for WWTP Expansion Project.
- **12-23-2020:** Justification for Sole Source Equipment Procurement submitted to TDEC/SRF for WWTP Expansion Project.
- **01-12-2021:** TDEC/SRF granted final Land Approval for the WWTP Expansion Project.
- **01-22-2021:** TDEC/SRF approved Plans and Specifications for the WWTP Expansion Project, and cleared City to begin advertisement period for bids.
- **02-16-2021:** WWTP Expansion Project bid advertisement published in multiple sources.
- **03-09-2021:** Pre-bid conference for WWTP Expansion Project conducted at 725 Industrial Dr, White House, TN.
- **03-31-2021:** Bids opened for WWTP Expansion Project.
- **04-01-2021:** City began review process for Construction Bids for WWTP.
- **04-12-2021:** City submits request to SRF for review of an \$8,000,000 increase to the SRF loan in response to received bids.
- **04-15-2021:** City of White House Board of Mayor and Aldermen voted to accept bid by Reeves Young in the amount of \$20,990,00 for the Wastewater Treatment Plant Expansion Project.
- **04-28-2021:** Complete bid package for WWTP Expansion Project submitted to TDEC/SRF for approval.
- **04-29-2021:** TDEC/SRF completed Financial Sufficiency Review for City's \$8,000,000 SRF loan increase request.
- **05-14-2021:** TDEC/SRF confirms that the City can award the WWTP Expansion Project bid contract without voiding the request for the additional \$8,000,000 SRF loan.
- **05-14-2021:** TDEC/SRF issued Authority to Award letter to the City for \$20,990,000 bid contract with Reeves Young.
- **05-18-2021:** City formally awards WWTP Expansion Project bid to Reeves Young for \$20,990,000.
- **05-24-2021:** Bid bonds returned to Reeves Young and Adams Robinson for WWTP Expansion Project.
- **06-01-2021:** Executed bid contract received from Reeves Young for WWTP Expansion Project.
- **06-23-2021:** Pre-Construction Meeting held at 105 College St for City of White House WWTP Expansion Project.
- **06-24-2021:** SRF Loan application for additional \$8,000,000 SRF loan submitted to TDEC/SRF.
- **06-28-2021:** City Resolution and additional documentation submitted to TDEC/SRF for additional \$8,000,000 SRF loan to help fund the WWTP Expansion Project.
- **07-02-2021:** City submitted completed Fiscal Sustainability Plan to TDEC.
- **07-06-2021:** Executed Notice to Proceed given to Reeves Young by Jacobs Engineering on behalf of the City of White House.

**Public Services Department - Wastewater Division
August 2021**

WWTP Expansion Project:

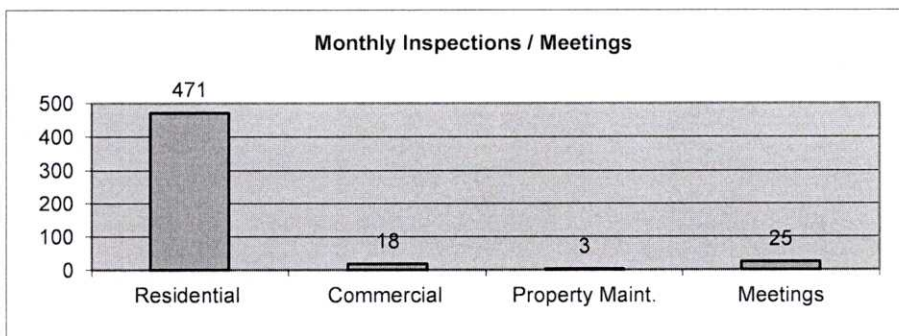
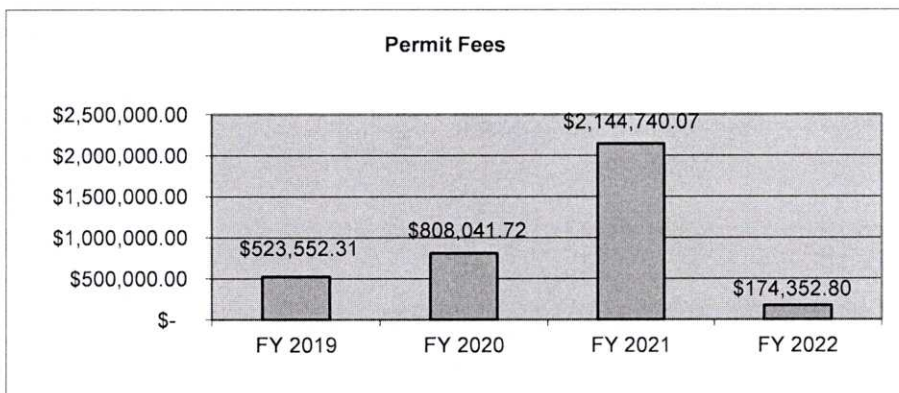
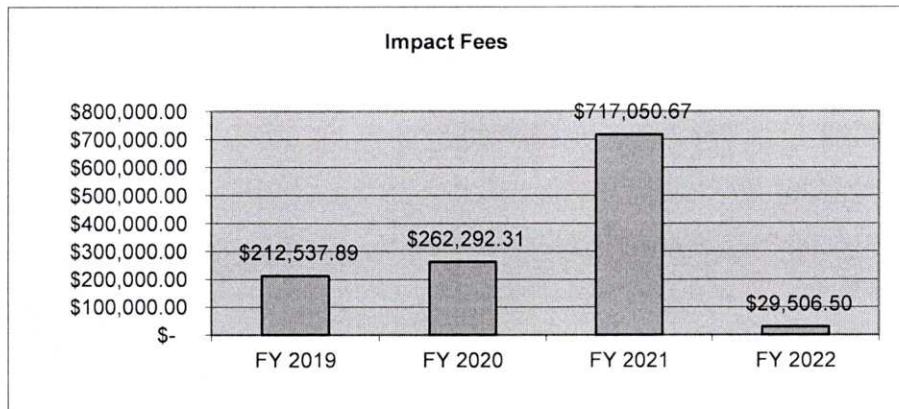
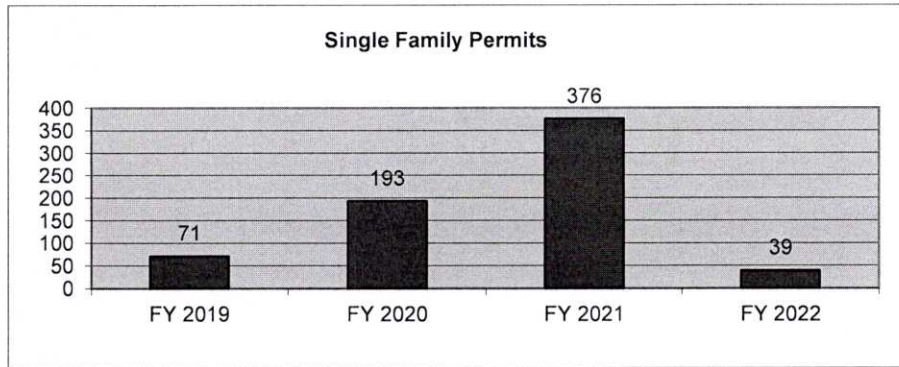
Construction Timeline:

- **07-06-2021:** Executed Notice to Proceed given to Reeves Young by Jacobs Engineering on behalf of the City of White House.
- **07-22-2021:** Construction Trailer and Inspectors Trailer delivered and set in place.
- **07-26-2021:** Power installed for both trailers.
- **07-27-2021:** Water and sewer installed for both trailers. Construction entrance relocated to avoid existing guy-wires and radio tower. Mid-TN began installing silt fence.
- **07-28-2021:** Kickoff meeting held between City of White House, Reeves Young, and Jacobs Engineering. Discussed on-site safety. Discussed subsurface structure supports being changed from mortar/concrete to vibro-compacted stone (this is both a time and cost saving process). Discussed contacting Terracon to see if they do more than concrete testing. Reeves Young to take photos/videos throughout construction process. Mid-TN completes silt fence installation.
- **07-29-2021:** Reeves Young submits City Land Disturbance Permit application to Stormwater Division. Reeves Young working on backfilling around silt fence.
- **07-30-2021:** Reeves Young crew working on installation of Safety/Sign Station, and second set of steps for office trailer.
- **08-02-2021:** Reeves Young completes steps for office trailer. City of White House Stormwater Division inspects and approves silt fence. Waiting for TDEC approval of submitted SWPPP, NOI, and ARAP applications.
- **08-03-2021:** TN Hydrovac on-site at approximately 07:15am to hydroexcavate and spot existing 8" Western Force-Main. Reeves Young completed construction entrance. 10 loads of stone delivered. Dumpster delivered. Additional check-dams installed and silt fence reinforced with stone.
- **08-04-2021:** TN Hydrovac returned to site to hydroexcavate and spot existing water line, and continue to spot-locate existing 8" line. Bioreactor locations staked out.
- **08-05-2021:** Installed additional hydrant on water line at Pump House.
- **08-09-2021:** Fuel tank delivered to construction site, along with fire cabinets.
- **08-10-2021:** Reeves Young management crew on-site, but no laborers. Fuel tank pad completed. Lull delivered. Fire cabinets delivered. Fuel tank delivered.
- **08-11-2021:** On-site GPS receiver positioned. Battery box and solar charger installed for fuel tank. Reeves Young mowed jobsite.
- **08-12-2021:** Conex trailer delivered. Jacobs Engineering continued mowing jobsite.
- **08-13-2021:** No work being done. Management crews on-site.
- **08-16-2021:** Slight shower overnight, but did not disrupt activities on-site. Reeves Young crew on-site at approximately 10:00am, cleaning out Conex trailer. Received 8" C900 pipe and fittings for 8" Western Force-Main relocation. City personnel discussed line stop needs with Reeves Young. A laborer broke a guy-wire for EMS tower while driving a lull. No damaged noted to the tower itself, and no injuries from the incident. Fire Chief came out to inspect. Reeves Young is willing to pay to have it fixed and is filling out a report on their end.
- **08-17-2021:** 0.01" rain yesterday did not impact work. Reeves Young personnel on-site at approximately 10:30; began spotting 8" Western Force-Main at approximately 13:30 at the valve, and left T uncovered/fenced-off for the night.
- **08-18-2021:** Reeves Young crews beginning to lay out Western Force-Main; both connection points exposed. Backfilling and compacting fine stone in trench with roller. Heavy down-pour of 0.09" from 11:30-11:36, during which time Reeves Young personnel broke for lunch. Light rain resumed at 12:20, but did not impact ditch integrity; Reeves Young crew begins assembling 8" line. Heavier rain begins at 16:15 with Reeves Young personnel already off-site.
- **08-19-2021:** Reeves Young continuing to lay 8" force-main. Both hot-taps completed. Reeves Young instructed to backfill under and around valves with #57 stone, mega-lugs and formed kickers being used at bends.
- **08-20-2021:** Reeves Young continuing to lay 8" force-main, and trucking in loads of stone. One water truck delivered.
- **08-23-2021:** Reeves Young continuing to lay 8" force-main.
- **08-24-2021:** Reeves Young continuing to lay 8" force-main, and clearing soil behind Oxidation Ditch.
- **08-25-2021:** Reeves Young continuing to clear soil. One of two test caps installed on new section of 8" line. Line-stop installation delayed due to Consolidated Pipe crew being reassigned to respond to an emergency. Line will be pressure-tested for 2 hours at 100 psi. Bulldozer delivered.
- **08-26-2021:** New 8" line filled and flushed. Second water truck delivered to site, along with track-hoe and sheeps-foot roller. Reeves Young continuing to clear soil for aeration basins. 8" line failed pressure test.
- **08-27-2021:** Reeves Young continuing to clear soil. 8" line retested and passed.
- **08-30-2021:** 8" line-stops installed. New line now live (663.4 linear feet of new line) and backfilled. Reeves Young continuing to move soil, and has begun compacting in previously cleared areas. Heavy rains anticipated overnight.

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- **08-31-2021:** 0.61" of rain received prior to midnight, another 1.11" recorded as of 06:50am. Reeves Young crew not on-site today due to rains.
- **09-01-2021:** Total of 3.33" of rain from 08-30 to 09-01. Reeves Young crew worked on surveying site.
- **09-02-2021:** TN Hydrovac on-site to recover water from old 8" Western Force-Main as it is cut, capped, and removed. 2-headed pole light at drive entrance to Pump House will have to be removed as pole is in conflict with planned screen/filter pad.
- **09-03-2021:** Reeves Young continuing to clear and shape soil, and backfilling trench of removed old Western Force-Main.

**Planning and Codes Department
AUGUST 2021**



**Planning and Codes Department
AUGUST 2021**

	Month	FY2022	FY2021	FY2020	FY2019
MEETING AGENDA ITEMS#					
Planning Commission	10	10	74	69	66
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	0	4	5	6
Tech. Review/Study Session	0	1	2	0	1
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	17	39	376	193	71
Multi-Family Residential	0	0	22	0	13
Other Residential	10	18	83	91	93
New Commercial	0	0	6	6	3
New Industrial	0	0	2	0	1
Other Com/Ind	4	7	23	23	33
Sign	1	2	17	14	25
Occupancy Permits	40	123	21	14	25
Commercial Certificate of Occupancy-					
The Oxford Comma-111 Hwy 76					
Other	0	0	11	12	3
BUILDING INSPECTIONS					
Residential	471	871	2621	2858	2411
Hours	130	250	533	699.58	414.98
Commercial /Industrial	18	34	92	110	179
Hours	9	17	36.93	12.83	165
CODE ENFORCEMENT					
Total Cases	3	12	98	330	179
Hours	2	4	35.75	70.24	86.75
Complaints Received	3	12	41	116	98
MEETINGS					
Administration	10	27	72	58	68
Hours	5	19	99	38.26	103.67
Planning	15	21	53	76	135
Hours	8	67.76	96.58	155.5	86.82
Codes	0	4	11	28	35
Hours	0	4	9	37.85	40.16
FEES					
Permit Fees	\$70,210.10	\$ 174,352.80	\$2,144,740.07	\$ 808,041.72	\$523,552.31
Board Review Fees	\$1,100.00	\$ 1,575.00	\$ 84,775.00	\$ 11,000.00	\$3,750.00
City Impact Fee	\$2,116.50	\$ 29,506.50	\$ 717,050.67	\$ 262,292.31	\$212,537.89
Roads	\$647.70	\$ 9,029.70	\$ 301,769.60	\$ 77,860.90	\$98,885.80
Parks	\$6,732.00	\$ 15,444.00	\$ 150,326.00	\$ 74,646.00	\$ 23,140.00
Police	\$4,794.00	\$ 10,998.00	\$ 191,431.41	\$ 59,096.30	\$ 11,704.30
Fire	\$3,162.00	\$ 7,254.00	\$ 79,900.66	\$ 36,749.61	\$ 23,344.29
OTHER ITEMS					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 15	\$ 3,716,328.05	\$3,791,061.30	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Builders Bonds	0.00	\$ -	\$ 18,000.00	\$ 69,366.43	\$45,366.43
Workings Days in Month	18	17	17	16	15

Parks, Recreation, & Cultural Arts Department
August 2021

Summary of Month's Activities

August typically marks a transitional time for us as we go from summer activities to fall activities. Typically there aren't as many events that take place but the fall sports start to practice. This year is no different as all of the fall sports have begun practicing (football, soccer and baseball). We did have a few events this month, however, with the soccer league hosting their annual fall classic tournament, which is typically held later into the season but fell in August this year. We also had the monthly Music Under the Stars event at the amphitheater this month to go along with the Splash Pad being open daily. The fall will continue to get busier and busier as we go on with different events taking place each week.

An update on some projects:

The Soccer Complex Renovation project is ongoing. They are still doing the dirtwork and getting ready to start working on the electrical side of things. Again, we are getting the new field with LED lights and also adding two new poles to Field 3 and converting that lighting over to LED. Additionally, the soccer organization has offered to pay for two additional poles to be set on Field #4 and we will use the old lighting from Field #3 for those poles in order to fully light that field up. So, we will have 5 fully lit fields at the end of this project, two of which will be LED. We will only lack Field #1 being fully lit.

We still have yet to get much of an update on the grant we received for the second phase of this project. The information I have received from them is there would be some workshops for the grant administration portion but I haven't received any word on when that might be yet. There isn't much rush for us though as we probably wouldn't want to start the project until after the Americana next year anyways.

We have ordered the parts needed to repair the Greenway trailhead clock. It will take several weeks to receive them as they have to be made but we are going to attempt to fix it ourselves when we get them. It should make the clock look a little more updated and improve the lighting of it and, of course, it should make it function properly.

We were finally able to finish the barn demolition project we started a while back at Byrum Park. Clif Hutson was gracious enough to help us with putting the debris in the dumpster we had over there and we cleaned up the area and finished it off by putting some seed and straw out.

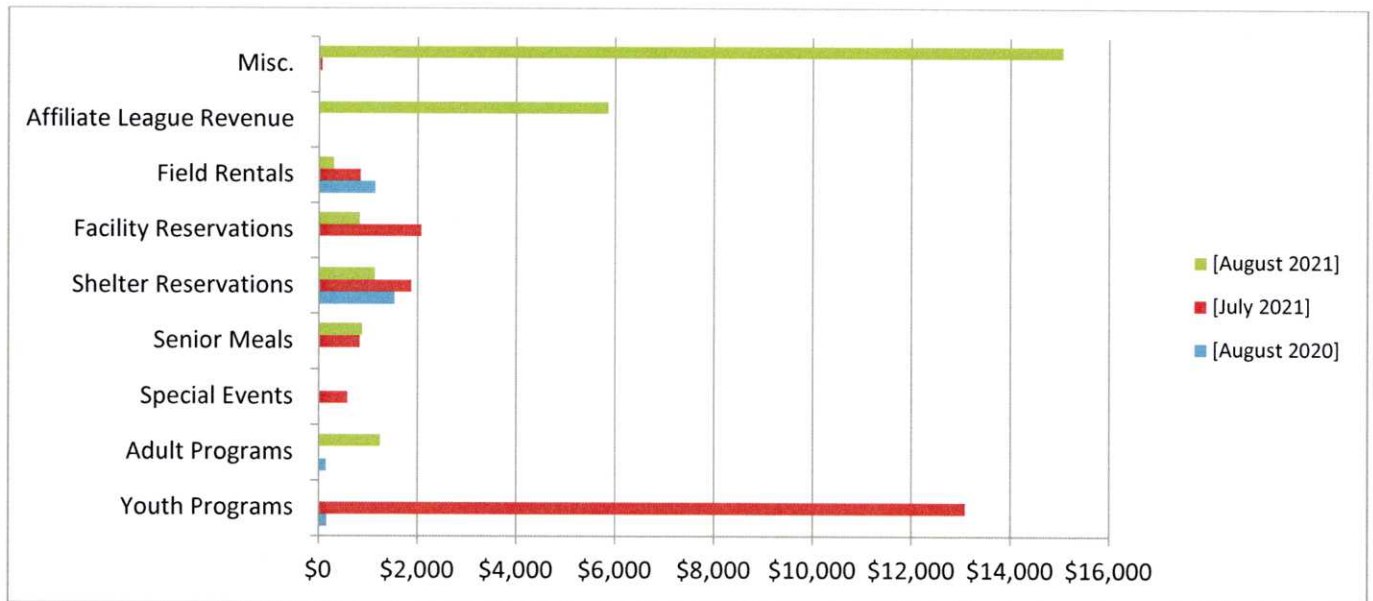


Parks, Recreation, & Cultural Arts Department
August 2021

We were finally able to get the dog waste receptacles installed on the Greenway. They are now at each trailhead location. We would like to keep purchasing a few each year just to have placed throughout the Greenway.

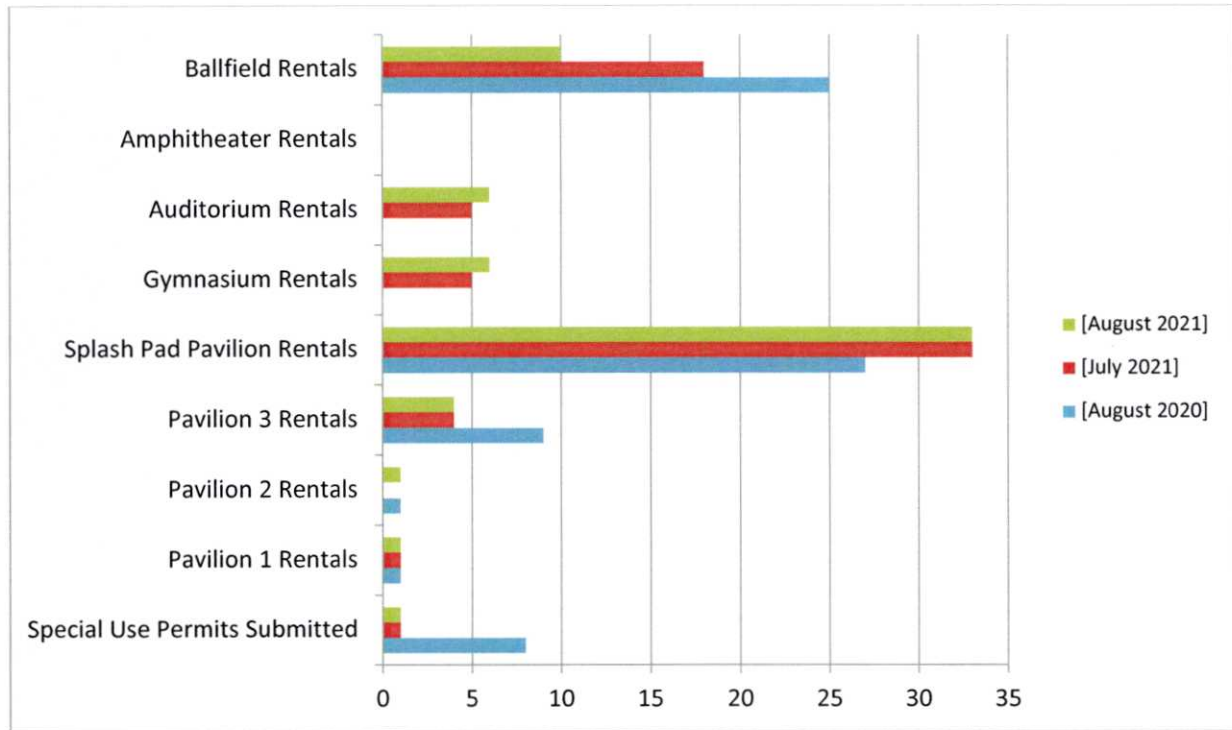


Revenues



**Parks, Recreation, & Cultural Arts Department
August 2021**

Facility Usage



Recreation

Fall Baseball

- Practices continued for the month of August with games beginning on the 14th
- Picture Day was Saturday the 28th
- Uniforms were picked up on August 13th
- Season will end on October 2nd pending rain outs
- Trophies have been ordered

Volleyball

- Practices continued for the month of August with games beginning on the 28th
- Picture Day is scheduled for September 18th
- Uniforms were picked up on the 25th
- Trophies have been ordered

Adult Basketball

- 10 teams
- Games on Monday and Tuesday nights
- Tournament begins 8/30 and ends on 9/14
- Winner's plaque has been made and ready to be given to the champions
- Will need to adjust fee for the following season

Covid

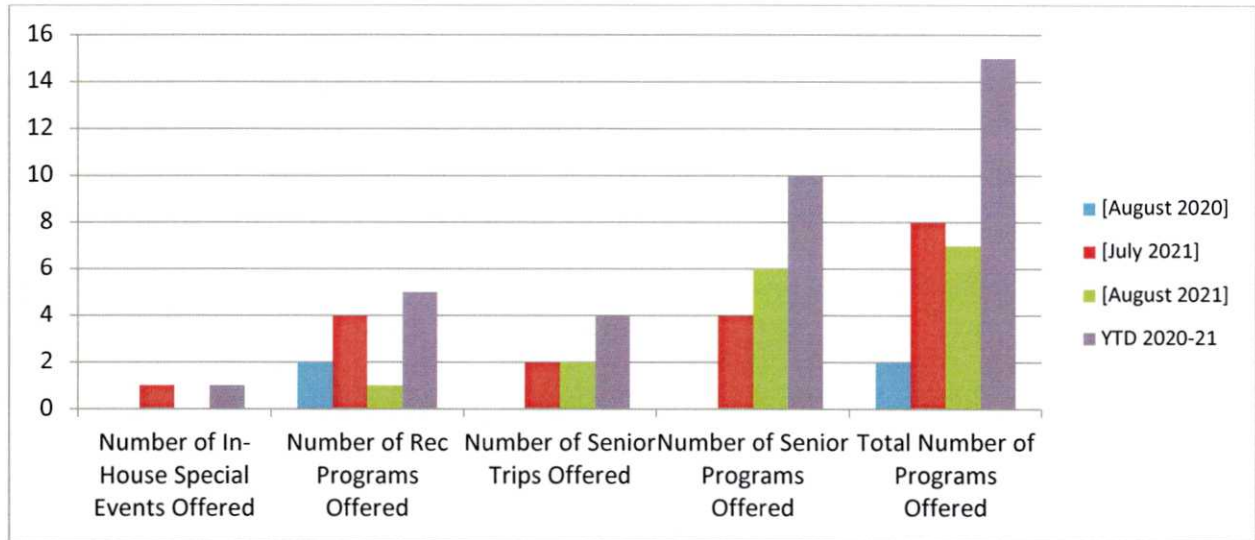
- 4 volleyball teams have had to quarantine for a week so far this season
- 2 baseball teams have had to cancel games

Park Rentals

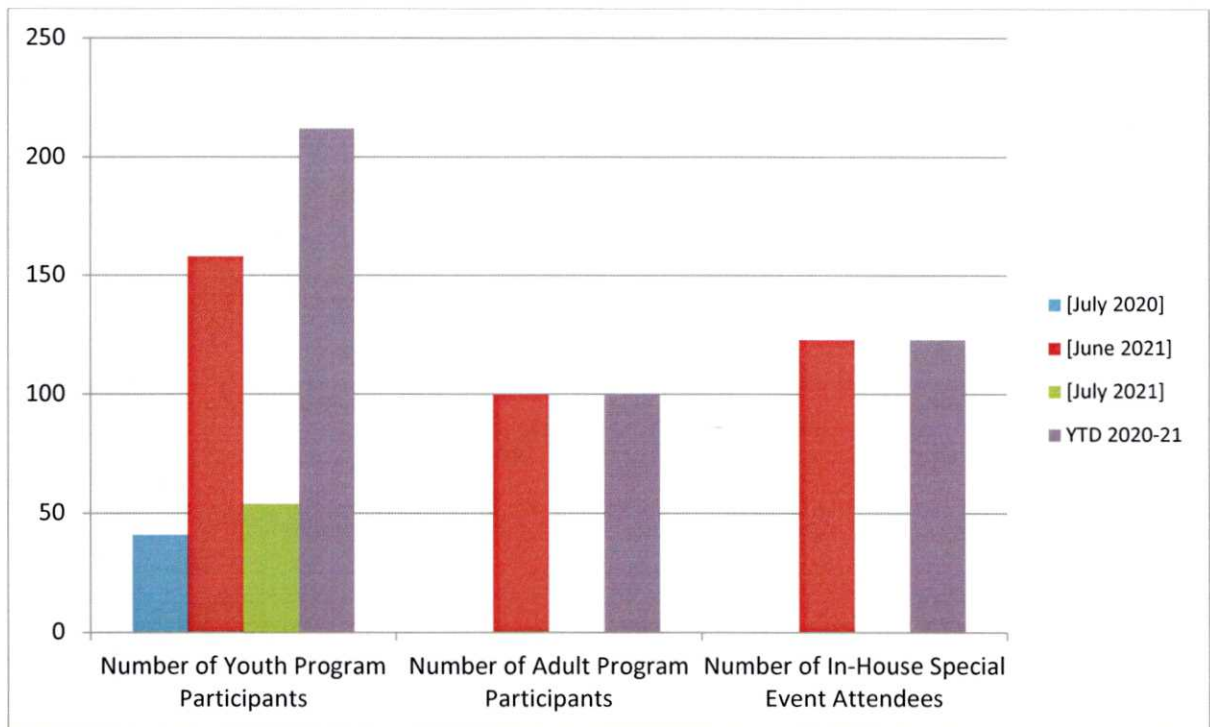
- Consistent baseball field rentals each week
- CCS Softball using Field 5 for month of August
- JR Pro Football using Fields 5,6,7
- Fall Soccer beginning practices/games

**Parks, Recreation, & Cultural Arts Department
August 2021**

Programming Opportunities



Programming Attendance



**Parks, Recreation, & Cultural Arts Department
August 2021**

Museum

Volunteers

Volunteers met me at Jerry and Barbara Meadows barn to see tools that the Meadows wanted to donate to museum. Volunteers helped with collecting and cleaning new items to put in tool display in museum. Terry Palmer helped with interviewing long-time local resident Ronnie Harper. This interview was recorded for archives.

Exhibits

50th Celebration Exhibit continues.



Social Media Promotion

White House History Wednesday's monthly edition was posted on Wednesday, August 25, 2021, with a new episode discussing the 1997 White House High School State Championship.



Donated Artifacts



Jerry and Barbara Meadows donated over a dozen tools and a coal hearth that were used by Barbara's father, Dude Bornstein and Jerry's father, Walter Meadows.



Josette Williams donated a Walnut Grove shadow box map.

Tours at Museum

Tours were given to walk-ins. We were especially pleased to have J. T. Albert's son and his family visit the museum to take tour.

**Parks, Recreation, & Cultural Arts Department
August 2021**

Events and Meetings Assisted with and/or Attended

August 9 – Called out US Pest to check on crawlspace for standing water.

August 9 – Met with Charlotte Byrdfeather concerning Harvest Moon and The Gathering

August 10 – Meeting with 50th Celebration Committee

August 11 – Attended ribbon cutting at NineOneEight Studio

August 11 – Attended Discover White House Meeting

August 12 – Attended Sumner County Tourism quarterly luncheon

August 18 – Visited the Meadows barn for their donation

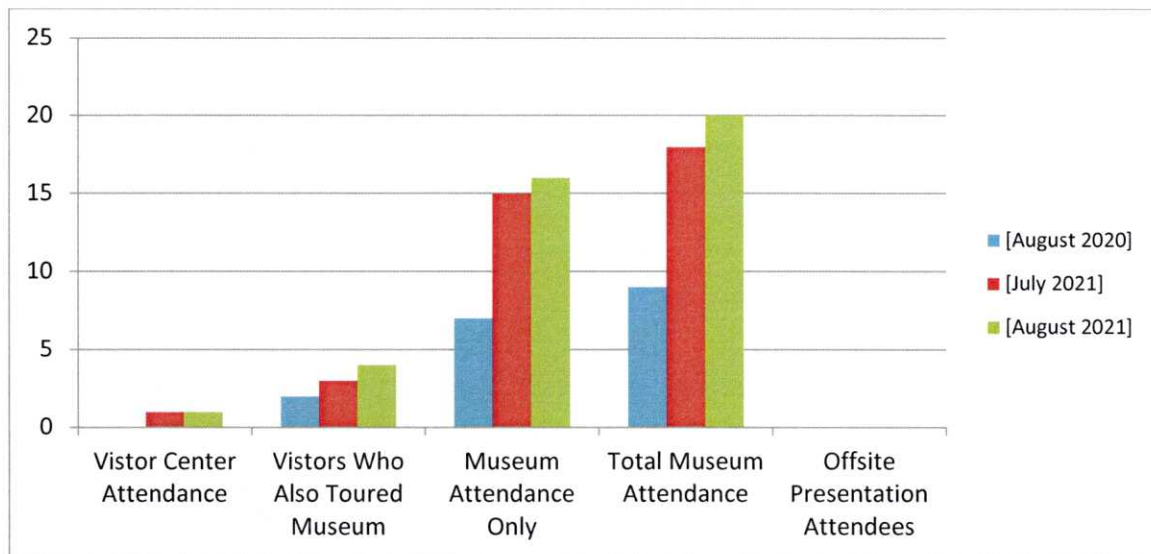
August 24 – Assisted with Chamber Luncheon

August 26 – Assisted with Music Under the Stars

Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
1	4	16	20	0

Museum/Visitor Center Usage



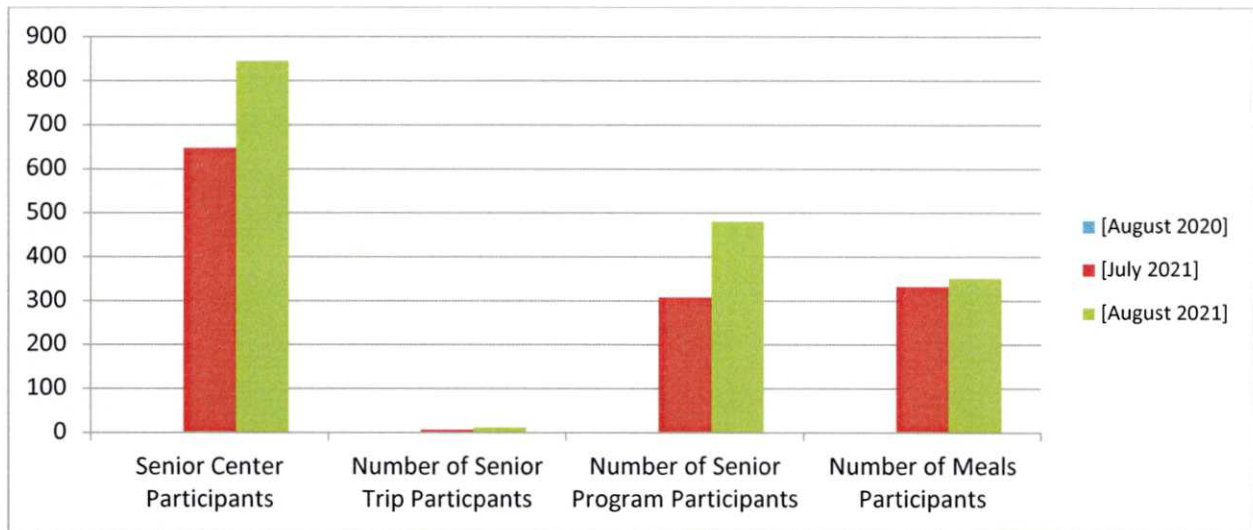
Parks, Recreation, & Cultural Arts Department
August 2021

Senior Center

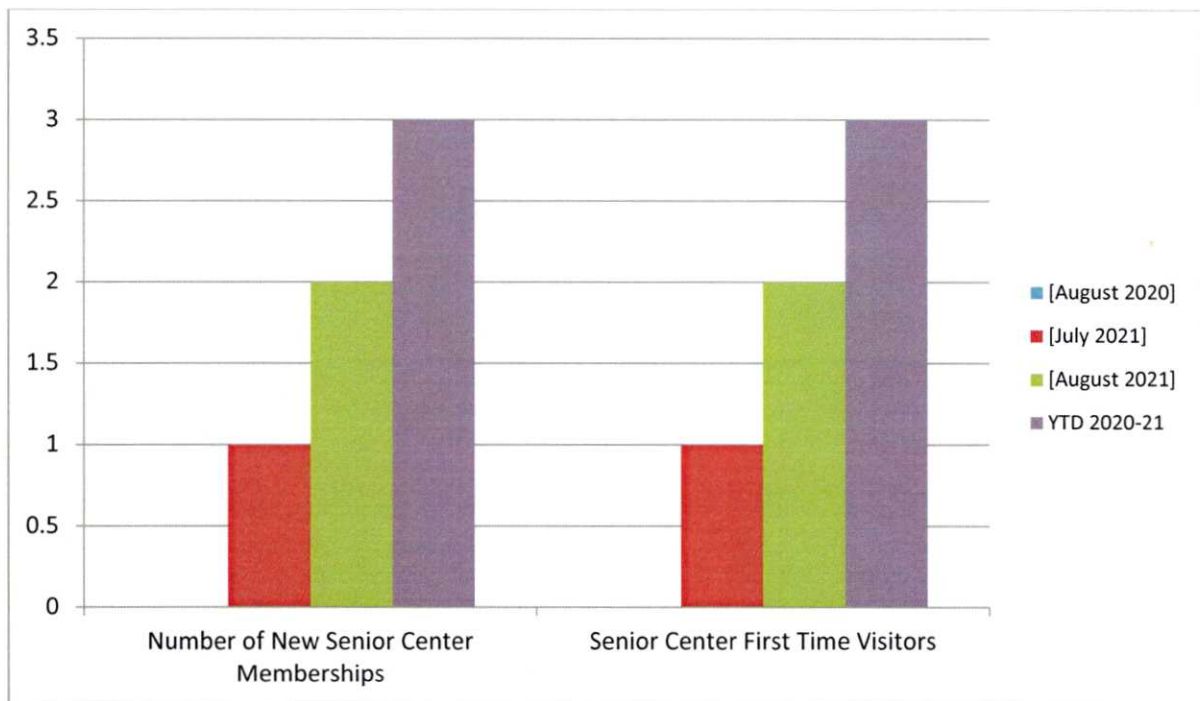
Senior Center Participation - August 2021			
<u>Outings/Events:</u>			
Crafts	3		
Bowling	6		
Lunch (Colorado Grill)	6		
Book Club	1		
Bunco	3		
Bingo	17		
Total	36		
		<u>Sr Meals Wednesdays</u>	
		79	
		92	
		91	
		90	
		352	TOTAL
<u>Programs:</u>			
Fittercise	276		
Walk			
Yoga	181		
TOTAL	457		
NEW MEMBERS	2		
FIRST TIME ATTENDEE	2		
TOTAL Sr Center Participants:	845		

Parks, Recreation, & Cultural Arts Department
August 2021

Senior Programming/Attendance



New Memberships/First Time Visitors



Parks, Recreation, Cultural Arts Department
August 2021

	FYE 2019	FYE 2020	20-Aug	Jul-21	Aug,21	YTD 20-21
Facility Usage						
Special Use Permits Submitted	13	15	8	1	1	2
Pavilion 1 Rentals	3	7	1	1	1	2
Pavilion 2 Rentals	11	5	1	0	1	1
Pavilion 3 Rentals	106	38	9	4	4	8
Splash Pad Pavilion Rentals	177	106	27	33	33	66
Total Number of Pavilion Rentals	297	156	38	38	39	77
Gymnasium Rentals	130	79	0	5	6	11
Caferia Rentals	54	0	0	0	0	0
Auditorium Rentals	4	10	0	5	6	11
Amphitheater Rentals	3	0	0	0	0	0
Total Number of Facility Rentals	196	89	0	10	12	22
Ballfield Rentals	7	45	25	18	10	28
Vistor Center Attendance	6	21	0	1	1	2
Vistors Who Also Toured Museum	14	84	2	3	4	7
Museum Attendance Only	85	668	7	15	16	31
Total Museum Attendance	99	752	9	18	20	38
Programming						
Number of Youth Program Participants	679	578	41	158	54	212
Number of Adult Program Participants	240	76	0	100	0	100
Number of In-House Special Events Offered	8	7	0	1	0	1
Number of In-House Special Event Attendees	2987	2964	0	123	0	123
Number of Rec Programs Offered	34	18	2	4	1	5
Number of Senior Center Memberships	319	1768	0	201	203	404
Number of New Senior Center Memberships	16	16	0	1	2	3
Senior Center Participants	14,966	9594	0	648	845	1493
Senior Center First Time Visitors	32	59	0	1	2	3
Number of Senior Trips Offered	54	37	0	2	2	4
Number of Senior Trip Participants	896	613	0	6	12	18
Number of Senior Programs Offered	117	76	0	4	6	10
Number of Senior Program Participants	9,989	6798	0	309	481	790
Number of Senior Meals Served	54	34	0	4	4	8
Number of Meals Participants	4052	2235	0	333	352	685
Offsite Presentation Attendees	0	15	0	0		0
Total Number of Programs Offered			2	8	7	15
Revenues						
Youth Programs	\$55,825.00	\$41,183.00	\$165.00	\$13,096.00	\$0.00	\$13,096.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$150.00	\$0.00	\$1,250.00	\$1,250.00
Special Events	\$ 4,355.00	\$ 2,009.00	\$0.00	\$595.00	\$0.00	\$595.00
Senior Meals	\$10,875.00	\$ 5,961.50	\$0.00	\$838.50	\$892.00	\$1,730.50
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$1,535.00	\$1,880.00	\$1,145.00	\$3,025.00
Facility Reservations	\$19,305.00	\$ 8,046.88	\$0.00	\$2,081.75	\$837.50	\$2,919.25
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$1,150.00	\$850.00	\$310.00	\$1,160.00
Affiliate League/Tournament Fee Revenue			\$0.00	\$0.00	\$5,861.50	\$5,861.50
Misc.	\$25,030.00	\$31,411.74	\$0.00	\$58.95	\$15,066.23	\$15,125.18
Workflow						
Mowing Hours	1,554	2,601	405	300	400	700
Work Orders Received	N/A	8	1	1	3	4
Work Orders Completed	N/A	8	1	1	3	4
Number of Projects Started	27	40	2	3	0	10
Number of Projects Completed	18	35	3	3	2	5

White House Library Monthly Report August 2021

Summary of Activities

The library started up regular programs the week of August 9th. Based on the success we had during Summer Reading, we are going to do the same story time on both Tuesday and Wednesday. We also got our text messaging software up and running. Now, we can send out text reminders about specific programs to those who are interested.

The friends of the library met on August 10th. They looked at creating a budget for the 2022 year. They also voted to extend the paver sale through October 2nd. The friends also voted to replace the old shelf plaques that were purchased when the library first opened. Since these plaques are more likely to go missing, the friends voted not to sell that item anymore. Most of the plaques have been replaced, but there are a few more that need to be purchased.

The library director and library supervisor attended a Municipal Management Academy Level 1 class. This class is being offered through the city. It will highlight a number of topics on management. It is eight classes that will be spread over the course of 8 months. The director and library supervisor are happy to have this training opportunity.

The library director had the carpets cleaned on August 14. The carpets did not have many stains, but they had not been cleaned since the building opened in 2015 and a lot of dirt was pulled out of them. In addition, the library director purchased a small portable handheld carpet/upholstery cleaner. The director was able to use this to get stains out of some of the chairs and the dirt off the teen couches. This purchase was a great investment since it removed a large amount of dirt from our furniture and can be used multiple times.

The library director had American Marketing & Publishing come in to set up a virtual tour through Google View. The photographer came in and took pictures of the building. The tour should be available in 4 weeks on Google. This will allow individuals to see the inside of the library without coming onsite.

The library director and a number of different staff attended the city's wellness program on August 19. This program is designed to help employees learn about different health related issues in the hope that employees will improve their health.

The library director met with our newest trustee, Cherry Richardson, to go over the role of the library board, the meeting procedures, and governing bodies.

Department Highlights

The highlights for the month were getting the place cleaned, staged and ready for the virtual tour. Getting the text messaging up and running was also good and should be a great asset to the library going forward.

White House Public Library
August 2021
Performance Measures

Official Service Area Populations

2017	2018	2019	2020	2021
13,833	14,035	14,202	14,363	14,455

Membership

August	2017	2018	2019	2020	2021
New Members	127	130	97	106	100
Updated Members	595	320	334	390	403
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,239
% of population with membership	86	51	59	66	50

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.

Total Material Available: 38,781

Estimated Value of Total Materials: \$969,525

Total Materials Available Per Capita: 2.68

State Minimum Standard: 2.00

Last Month: \$964,125

Last Month: 2.68

Materials Added in August

2017	2018	2019	2020	2021
289	262	214	395	228

Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	2,112

Physical Items Checked Out in August

2017	2018	2019	2020	2021
6,600	6,502	5,506	4,287	5,845

Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	38,460

Miscellaneous item checkouts

August	2017	2018	2019	2020	2021
Technology Devices	46	46	35	35	60
Study Rooms	78	78	114	55	38
Games and Puzzles	46	46	79	77	124
Seeds	2	2	9	17	12
STEAM Packs	*	*	16	0	14
Cake Pans	*	*	2	3	3

Yearly Totals

2017	2018	2019	2020	2021
585	644	137	381	471
828	1,082	253	305	189
528	743	222	955	803
1,197	586	112	302	787
*	148	61	25	73
*	6	1	28	20

Library Services Usage

August	2017	2018	2019	2020	2021
Lego Table	125	125	214	0	0
Test Proctoring	1	1	11	8	9
Charging Station	2	2	5	3	2
Notary Services	*	*	*	8	13
Library Visits	*	4,964	4,565	3,004	3,589
Website Usage	*	*	1,863	1,460	2,453
Reference Questions	19	8	5	7	2

Yearly Totals

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	94
86	90	19	47	27
*	*	16	88	90
*	52,565	55,728	30,007	25,494
*	2,517	16,935	17,977	18,764
115	59	77	60	39

Library Volunteers

August	2018	2019	2020	2021
Library Volunteers	10	9	6	5
Volunteer Hours	97	85	93	133.5

Yearly Totals

18-19	19-20	20-21	21-22
82	36	20	10
809	1,286	1,204	267

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

Computer Users

August	2017	2018	2019	2020	2021
Wireless	1097	757	643	315	328
Adult Users	388	467	362	238	230
Kids Users	203	178	181	1	121

Yearly Computer Users

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	2,304
4,413	4,642	1,103	2,138	1,492
2,209	2,088	556	427	524

White House Public Library

August 2021

Performance Measures

Universal Class Counts

August	
Sign ups	1
Courses started	1
Lessons viewed	31
Class Submissions	22

Yearly Totals

2017	2018	2019	2020	2021
27	24	9	10	7
39	52	16	53	31
273	661	194	1,771	369
258	445	105	800	189

Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	5	5
Yearly Sign-ups	29	60	81	88

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	14
500 Mark	2	2	0	1
Completion	0	1	2	4

Face-to-face Kids Programs

August	2017	2018	2019	2020	2021
Programs	10	9	9	3	11
Attendees	296	163	214	67	174
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	50
Attendees	4,268	4,260	4,201	1,185	1,433

Virtual Kids Programs

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

Grab & Go Kits

August	2020	2021
Kits	6	1
Taken	92	48
Yearly	2020	2021
Kits	38	37
Taken	1094	1401

We did not put out as many grab & go kits as we are now having regular face-to-face movie and craft days. In addition, we are not giving out grab & go kits after story time but letting the children make the craft on-site.

Face-to-face Teen Programs

August	2017	2018	2019	2020	2021
Programs	4	6	4	0	0
Attendees	45	25	15	0	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

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

Combined Face-to-Face

August	2020	2021
Programs	3	4
Attendees	14	23
Yearly	2020	2021
Programs	11	19
Attendees	77	216

Virtual Teen & Tweens

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

Grab & Go

August	2020	2021
Kits	0	0
Taken	0	0
Yearly	2020	2021
Kits	13	17
Taken	152	188

Since we are having inside face-to-face programs, we have not been putting out grab & go kits. If we get to where we cannot hold face-to-face programs, then we will go back to offering grab & go kits for teens.

Face-to-face Adult Programs

August	2017	2018	2019	2020	2021
Programs	9	15	16	4	7
Attendees	175	51	74	16	29
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	31
Attendees	689	1,009	1,343	214	229

Virtual

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

Device Advice

Sessions	2019	2020	2021
August	*	0	18
Yearly	125	51	51

Interlibrary Loan Services

August	2017	2018	2019	2020	2021
Borrowed	76	67	121	71	71
Loaned	23	44	47	34	18

Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	469
305	410	410	151	143

August	R.E.A.D.S
Adults	1,844
Juvenile	242

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	3,607
Juvenile	725	1,430	1,189	1,032	364

The READS statistics come from the state.

CITY COURT REPORT

August 2021

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$8,996.09	
TOTAL MONIES COLLECTED YTD		\$15,760.96

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$2,257.67	
TOTAL MONIES COLLECTED YTD		\$4,377.22

TOTAL REVENUE FOR MONTH	\$11,253.76	
TOTAL REVENUE YTD		\$20,138.18

DISBURSEMENTS

LITIGATION TAX	\$619.57	
DOS/DOH FINES & FEES	\$256.50	
DOS TITLE & REGISTRATION	\$370.50	
RESTITUTION/REFUNDS	\$0.00	
ON-LINE CC FEES	\$0.00	
CREDIT CARD FEES	\$3.09	
WORTHLESS CHECKS	\$0.00	
TOTAL DISBURSEMENTS FOR MONTH	\$1,249.66	
TOTAL DISBURSEMENTS YTD		\$2,623.38

ADJUSTED REVENUE FOR MONTH	\$10,004.10	
TOTAL ADJUSTED REVENUE YTD		\$17,514.80

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	\$356.25	
DRUG FUND DONATIONS YTD		\$902.50

Offenses Convicted & Paid For Month	Count	Paid
Noisy Dogs Prohibited	1	\$0.00
Financial Responsibility Law	18	\$225.00
Registration Law	32	\$1,885.00
Improper Equipment	2	\$10.00
Texting/Hands Free Law	3	\$123.00
Open Container	1	\$118.75
DL Exhibited	3	\$102.50
Red Light	6	\$477.50
General-Miscellaneous	1	\$60.00
Stop Sign	3	\$105.00
Speeding	52	\$4,867.50
Seat Belt-Child Restraint	4	\$168.75
Failure To Yield	3	\$190.00
Exercise Due Care	11	\$527.50
Following Too Close	1	\$132.50
Total	141	\$8,993.00

RESOLUTIONS....

RESOLUTION 21-15

**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 16th day of September 2021.

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

RESOLUTION 21-16

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, ESTABLISHING THE RESIDENTIAL TRAFFIC CALMING PROGRAM.

WHEREAS, the City wishes to establish a consistent set of adopted rules and procedures for the administration of traffic calming matters; and

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

WHEREAS, the City Administrator formed a Transportation Advisory Committee to research traffic calming best practices and to formulate a policy to meet our growing concerns; and

WHEREAS, this committee has made a number of recommendations to establish rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to establish the Residential Traffic Calming Program;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Residential Traffic Calming is hereby established.

This resolution shall be effective upon passage.

Adopted this 16th day of September 2021.

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder



Residential Traffic Calming Program

Policies · Procedures · Resources

City of White House TN

Numbers You Should Know

Public Services Department:

(615) 672-3654

Planning & Codes Department:

(615) 672-4350

Police Department:

(615) 672-4903

Engineering Services:

(615) 672-4350

City Website:

WhiteHouseTN.GOV/home

City of White House TN

2021 Transportation Advisory Committee (TAC) Members

City Administrator

Planning & Codes Director

Public Services Director

Chief of Police

Fire Chief

City Engineer

Public Works Manager

City of White House TN

Residential Traffic Calming Program

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Introduction

Mission Statement

The Residential Traffic Calming Program is designed to coordinate the collaboration of City Staff and citizens, in an effort to produce effective traffic calming throughout White House's neighborhoods.

The Residential Traffic Calming (RTC) Program focuses on local transportation issues such as cut-through traffic and speeding vehicles on local neighborhood streets. The Information and tools presented in this document will be applicable on most roadways in an effort to reduce traffic speeds and volume while balancing multiple uses. Local roadways are defined as a street that provides direct access into residential neighborhoods to connect individual homes to collector and arterial streets. The RTC program outlines a variety of traffic calming measures to improve the quality of life in local residential neighborhoods. The program provides opportunities for residents to work closely with the City staff to identify traffic issues and concerns, and determine appropriate solutions.



The objectives for the RTC Program are:

- 1. Establish a single point of contact for residents concerned about traffic calming issues.*
- 2. Increase awareness on the part of residents and drivers about their obligation to be good neighbors when driving through residential neighborhoods.*
- 3. Enhance pedestrian, bicycle and vehicle safety on neighborhood streets.*
- 4. Increase the quality of life for residents, including reduced traffic noise, decreased air pollution, etc.*

Background

As the City of White House develops, its traffic characteristics change. Initially, traffic through White House primarily consisted of commuting trips, but as the population increases, trips for shopping, taking children to and from schools add to the traffic flow. Also, the number of vehicles increases as students reach driving age. Further, wide, straight, non-impeded streets and apparent “short-cuts” through a residential area tend to attract motorists in increasing numbers and soon the streets exceed acceptable levels for a desirable community.

The volume of traffic on residential streets in White House has increased significantly over the last several years. An increased frequency of accidents, higher noise levels, added air pollution and difficult driving and parking circumstances for residents are all possible undesirable consequences of this additional traffic.

White House is hardly unique in this situation. In Hendersonville, city traffic engineers have implemented digital speeds signs and rumble strips. In Nashville, data collection is used to determine how each neighborhood is scored and the implementation of road narrowing “pinch points”, medians, and street cushions (humps) have been utilized. Clearly, traffic intrusion is a problem which impacts diverse groups of citizens, and has prompted a variety of responses at the local government level.

In White House, concerns from traffic intrusion to residential areas have been recognized. To date, these concerns have been addressed on a case-by-case basis with response tailored to address the specific concerns noted in a resident’s complaint. Typical responses have included traffic engineering measures, i.e., speed limit signage, radar signs and roadway striping. Additionally, the City of White House Police Department has responded with focused enforcement activities on residential streets as requested.



In May 2021, the City of White House initiated a Residential Traffic Calming (RTC) Program to address community concerns over traffic intrusion into residential areas. This program includes a preliminary set of guidelines and procedures which were developed based upon review of the experiences of other cities, discussions thru the City's Public Services Department and corresponding internal agencies.

The Residential Traffic Calming concept can be considered an extension of the cities commitment to listen and understand policies aimed at reducing traffic on residential streets, and segregating through and local traffic via functional roadways.



The Residential Traffic Calming includes a combination of some or all of the following elements:

1. Special signage to indicate to motorists that they are leaving arterial roadways and entering residential streets.
2. Additional speed limit signage on residential streets.
3. Traffic control devices utilized to discourage through traffic from using residential streets.
4. Increased code enforcement, with emphasis placed on residential streets.
5. Information programs to educate motorists of proper etiquette for driving in residential areas.



Perhaps the first step in mitigating the problems associated with increased traffic is to realize the streets are not only for vehicular traffic but are also used for running, bicycling, walking, City services (i.e., ambulances and fire engines) and parking.



The Program presented in this document has a primary goal; to identify traffic control solutions applicable to both existing and new streets in the City. These solutions can be implemented with many different techniques or “tools” that achieve a cost-effective benefit to the public in any particular situation. A City process is available for the public and Transportation Advisory Committee to participate in evaluating and implementing traffic calming solutions.

The primary principle guiding the program is to alleviate problems in such a way that street usage will be modified so that all of the activities that take place within a residential area can do so with increased safety and convenience.

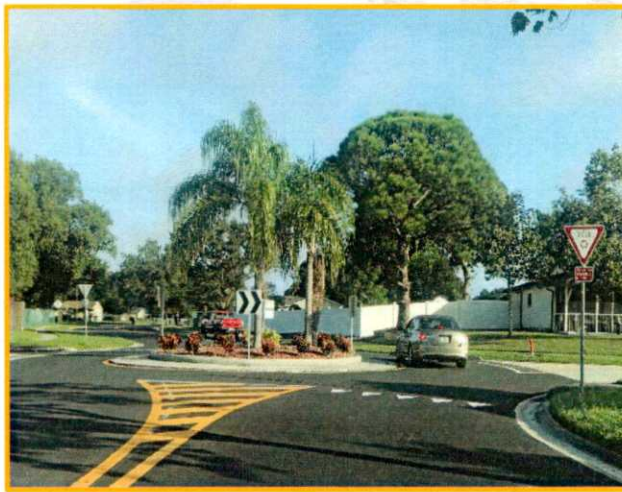
It may be possible to maximize mobility while decreasing costs. By maximizing mobility there will be savings in time, operating costs, and energy while minimizing negative social and environmental impacts.

Efficiency can be enhanced by diverting traffic from residential streets to collector streets and arterial.

Definitions of traffic calming may vary but they all share the goal of reducing vehicle speeds, improving safety, and enhancing quality of life. Traffic Calming involves changes in street alignment, installation of barriers, and other physical measures to reduce traffic speeds and/or cut-through volumes, in the interest of street safety, livability and other public purposes.

Traffic calming measures can be separated into two groups based on the main impact intended.

Volume control measures are primarily used to address cut-through traffic problems by blocking certain movements, thereby diverting traffic to streets better able to handle it.



Speed control measures are primarily used to address speeding problems by changing vertical (speed humps) or horizontal (roundabouts) alignment, or narrowing the roadway. The distinction between the two types of measures is not as clear as their names suggest, since speed control measures frequently divert traffic to alternate routes, and volume control measures usually slow traffic.

Residential Traffic Calming

Included in the RTC Program is a Traffic Calming Tool Kit. The tool kit provides residents with an overview of mitigation measures. Issues such as cost, effectiveness, anticipated effect, and a description of each measure are outlined in the tool kit. The City of White House Residential Traffic Calming Toolkit is designed to enhance communication and understanding between the City and its residents.

Citizen Involvement

The RTC Toolkit provides both the City and its residents with several methods of addressing individual residential traffic concerns. Citizen involvement plays an important role in identifying problems and is greatly encouraged. Residents who have traffic concerns are invited to provide input to the Public Services Department.

City of White House Staff

1. Review and respond to residential traffic calming requests.
2. Conduct appropriate traffic and warrant studies.
3. Recommend appropriate traffic calming options to the Transportation Advisory Committee, Board of Mayor Alderman and Citizens
4. Maintain RTC log sheet
5. Initiate implementation of approved traffic calming measures.
6. Provide as needed program status reports to the Transportation Advisory Committee
7. Provide a process for citizen feedback.

Transportation Advisory Board

1. Review, revise and/or update the RTC Program policies and procedures.
2. Review all traffic calming requests and options.
3. Provide recommendations to the City Board of Mayor and Aldermen regarding traffic calming measures.
4. Review and recommend traffic calming standards and policies for future residential development.

City of White House Board of Mayor Alderman

1. Review and approve/deny the Policies and Procedures for the RTC Program
2. Review, approve, or deny complex or controversial traffic calming options.
3. Provide an appeal process for denied traffic calming requests.
4. Allocate resources and funding guidance.

The Three E's

Neighborhoods can rely on the Three E's, Education, Engineering, and Enforcement, as their prime resource for traffic calming.

Education

By providing the City of White House residents with information in various ways, City staff can assist residents to make informed preliminary decisions about their neighborhoods.



Informed individuals can better assess the degree of traffic calming required to combat traffic concerns, influence driver behavior and promote community building through respect for one's neighborhood. Informed residents can then collaborate their efforts with engineers and planners to ensure that the proposed traffic mitigation tool is an effective and feasible improvement.

Engineering

Traffic calming can include the development and implementation of a variety of new physical features and traffic calming strategies. There is an assortment of engineering options that can improve the traffic situations around residential neighborhoods. These types of improvements require collaboration between residents, elected officials, and City staff.



Engineering applications are often constrained by standard engineering policies, budgetary resources and community acceptance.

Enforcement

Communities can rely on the Police Department to enforce traffic control measures and target identified areas. Additional enforcement can significantly increase the awareness of traffic related problems, particularly speeding.



How It Works

The RTC is to a two-phase program. Phase I focuses on informing, educating residents, and data collection regarding traffic calming features and providing the neighborhood with tools for resolution and documentation of traffic problems. Phase I measures should be thoroughly explored for approval or denial before implementing Phase II.

If the request is not warranted in phase I, residents can appeal in phase II of the process. Then more restrictive physical devices can be considered for recommendation and implementation. Phase II addresses problems that require permanent and more costly traffic control solutions.

All recommendations included in Phase I and/or Phase II must be consistent with the City's overall transportation network and with nationally recognized standard traffic engineering safety practices and procedures, specifically the Institute of Transportation Engineers (ITE) and the Federal Manual on Uniform Traffic Control Devices (MUTCD).

Steps for Implementation of Phase I

Phase I

Phase I involves the collaboration of City staff and neighbors to identify specific concerns, establish goals and objectives, define criteria for "success", and develop a Neighborhood Mitigation Plan with measures for implementation.

Phase I measures take advantage of relatively low cost and proven traffic control measures to address the needs of the Residential Traffic Calming Plan.

- Examples of Phase I measures include, but are not limited, to the following:
Neighborhood Information Plan – targeted distribution of educational materials regarding traffic safety issues, and data collection.
- Radar signs – deployment of a portable, unmanned, digital signs with a radar and a speed limit sign to alert drivers of their speed.

- Passive Traffic Controls – installation of warning or guide signs. *(HOA Only)*
- Traditional Police Enforcement of existing speed limits and other vehicle code violations
- Pavement Markings – improve the condition of existing roadway markings or modification or installation of new markings to assist vehicle drivers. *(If warranted)*

Each neighborhood participating in the program must begin with Phase I. The public education provided in Phase I may enable residents to distinguish between real and perceived speeding problems, and begin the discovery process necessary for change.

The following is a step-by-step approach to implementing Phase I of the RTC program.

Step 1: Identification Process

- Verbally Identify residents specific traffic concerns
- Distribute and discuss program materials
- Create neighborhood boundary
- Review previously implemented traffic control measures
- Establish goals and objectives of the neighborhood
- Define criteria for success
- Establish a neighborhood committee to work closely with TAC members and staff throughout the entire process.

Step 2: Roadside Survey

- Prepare existing conditions diagram, noting appropriate signage and pavement markings, etc.
- Validation of posted speed limit
- Deployment of radar speed trailer/signs
- Review accident history
- Observe pedestrian and bicycle activity and surrounding environmental factors (i.e., schools, parks, etc.)

Step 3: Evaluation Process

- City staff, with assistance from the Residential Traffic Calming Committee, will present the results of the data gathering, analyses, and effectiveness of Phase I measures to the petitioner.

Step 4: Appeal Process or Implementation if Warranted



Phase II

Phase II will start the appeal process when measures are denied when it is concluded that Phase I measures were not warranted, or practical. In Phase II, the Residential Traffic Calming Plan may be modified to include more restrictive physical devices on local streets. A written request must be submitted with supporting documentation.

Phase II measures are typically more costly and permanent. Consequently, each project will have a budget, and maybe subject to the review and approval from other committees, and the City Board of Mayor Alderman.

Examples of Phase II measures include, but are not limited to the following:

- Speed Humps
- Traffic Circles
- Chokers
- Median Barriers

According to the 2016 Tennessee Vehicle Code, most of the restrictive measures proposed under Phase II can only be implemented by ordinance or resolution by the City's Board of Mayor Alderman. Phase II measures may also generate potentially significant physical impacts on the surrounding environments, and may involve environmental review, as required by the Tennessee Department of Environmental Conservation.

On rare occasions, Phase II measures will be installed on a temporary basis for a trial period of six to twelve months. Based on their effectiveness, recommendations can be made to proceed further with the traffic calming measures in progress



Steps for Implementation of Phase II Measures

Step 1: Neighborhood Consensus / Appeal Process

Residents will present a revised Residential Traffic Calming Plan with recommended Phase II measures to the neighborhood. A staff prepared petition package would need to be circulated throughout the Project Street by the Residential Traffic Calming Committee. At a minimum, 75% of the households along the Project Street must sign the petition (A written request must be submitted with supporting documentation) in support of the Phase II measures. Once the petition package has been completed, the process moves forward.

Step 2: Data Collection

A thorough analysis is initiated by staff. Among other tasks, the analysis involves collecting and analyzing traffic volumes, vehicle speeds, traffic accident history, neighborhood citation history, pedestrian volume, and other key data. Information and input will also be solicited from the City of White House Fire and Police Department.

Step 3: Warrant Analysis

Many Phase II measures will require justification prior to implementation. The justification process usually requires satisfaction of a 'warrant', i.e., the warrant will outline the conditions which indicate an effective traffic control measure. The warrant may require minimum traffic volumes, minimum vehicle speeds, qualifying accident history, and moderate pedestrian activity.

The warrant analysis will use the data collected to determine whether or not the minimum warrant criteria is met for the proposed Phase II measure. If the warrant is met, then the process will move forward to step 4.

Step 4: Multiple Consensus Process

Once the Phase II mitigation measure completes the preceding steps, the final proposal is presented to the neighborhood and any other affected groups to gain approval. At a minimum, the proposal must be reviewed and/or approved by the following groups:

- Residents
- City Staff
- TAC

Overview of Transportation Network

City of White House streets are components of a greater transportation network designed to facilitate pedestrians, vehicles, and a mix of other uses. The design of a street is usually determined by the different demands that each transportation mode requires. Within White House, each street is specifically classified to accommodate certain traffic volumes and speeds in conjunction with the principle uses.

Street classifications define the function of each street and the standard to which it should be designed and used. Many factors determine a street's classification, including: travel demand, right-of-way, required street width, maintenance costs, access needs, safety, preservation or property, adjacent land uses, and connections to the greater transportation network. Basically, there are three functional classifications for the streets and roadways of the City of White House:

Local Streets

The function of local streets in the City's transportation network is to provide direct access into residential neighborhoods and to provide travel within neighborhoods. The usual speed limit for local streets is 20 mph. Much of the emphasis of the Residential Traffic Calming Program will apply to the local streets. However, all recommended mitigation measures will be evaluated for their consistency with standard traffic engineering, safety standards and practices on a case-by-case basis, and some recommendations may not be acceptable including but not limited to TDOT and county roads.

Collector Streets

The function of collector streets is to carry traffic between local streets and arterial streets. Collector streets are designed to carry higher volumes of traffic, serve greater uses, and accommodate higher vehicle speeds. The City's collector streets can carry up to 6,480 ADT (Average Daily Traffic). Speeds on collector streets can vary from 30 mph to 40 mph. Because of their vital role as traffic connectors in the City's transportation network, many of the measures in the Residential Traffic Calming Program Toolkit will not be applicable to collector streets.

Arterial Streets

The function of arterial streets and roadways is to carry larger volumes of traffic at relatively higher speeds, with minimal delay. Most collector streets connect with arterial roadways, as they direct traffic through the network. Arterial streets in City of White House carry up to 16,700 ADT, and are crucial to circulation throughout the City. Speed limits on arterial roadways in City are typically set between 35 mph and 45 mph. Arterial streets are generally not suitable for Residential Traffic Calming applications. Currently there are two designated arterial roadways within the City: Hwy 31 and SR-76.

Highway/Interstate and Interchanges

The function of highways and interchanges is to connect the City White House transportation network to the greater regional transportation system. Interstate 65 and the interchanges at State Road 76 provide for travel to and from the rest of the Nashville Area and beyond. Freeways and interchanges are maintained by the State (TDOT) and are unavailable for Residential Traffic Calming measures.

Speed Limits

Speed limits for collector and arterial roadways are established based upon recognized engineering criteria related to roadway design.

Some of the criteria includes:

- street width
- lane width
- sight distance
- the 85th percentile speed (critical speed)
- amount, location and type of driveways
- parking supply and demand
- accident history
- vertical/horizontal alignment

Changing conditions may require a review of posted speed limits. By State statute, local streets, as defined by the vehicle code, have a Prima Facie speed limit for School zones. Prima Facie means that unless otherwise posted, the prevailing speed limit within residential school zone is 15 mph.

When evaluating speed limits for local streets the following criteria are considered:

- sight distance
- street width and usage
- availability of sidewalks or walkways
- existence of horizontal and vertical grades
- residential frontages
- existence of on-street parking
- close proximity to sources of pedestrian usage such as schools and parks

Stop Signs

The City of White House does not install Stop Signs as part of the RTC Program. The Federal Manual on Uniform Traffic Control Devices (MUTCD) which is the recognized authority, states that 'Stop Signs shall not be used for speed control.' It has been the City's experience that unwarranted stop signs do not make effective traffic calming devices for the following reasons:

- Drivers generally tend to make up the time lost at an unwarranted stop sign by speeding up between signs.
- Stop signs also increase the noise and pollution level in a neighborhood from cars decelerating to stop, then accelerating.
- Drivers tend to run unwarranted stop signs once they notice no traffic in the opposing directions.

Stop signs are installed at locations where right-of-way assignment is required due to a large number of vehicles entering the intersection from all directions. The following is a procedural list for stop sign traffic control:

1. Resident's request for right-of-way management.

2. Analysis is performed, which includes traffic volume counts, pedestrian volume, accident history, sight distance and on-site observations.
3. If the intersection meets necessary requirements (warrants), then stop sign traffic control is usually recommended.
4. Recommendations for the installation of stop signs at unwarranted locations would need to be forwarded to the Transportation Advisory Committee and, ultimately to Board of Mayor Alderman for final approval.

Parking Restrictions

The City of White House does not implement Parking Restrictions based on the following criteria: **(Not Applicable)**

1. Safety issues regarding traffic congestion or emergency vehicle access.
2. Visibility at intersections or driveways.
3. Parking management on public streets

Parking restrictions are installed either in the form of:

1. Red Curb or No Parking Signage– 24 hours per day, 7 days a week.
2. Time Limitations – Generally signs display time periods when parking is restricted along roadways.

It is important to ensure parking problems are not transferred onto other streets. Prior to installing parking restrictions on any street, an analysis is conducted for safety considerations. There is an assessment of overall parking demand for the surrounding area, and all parking restriction recommendations are forwarded to the Board of Mayor Alderman for approval.
(Parking Restrictions Segment is for Informational Purposes Only)

Speed Display Signs

Speed Display Signs are proven to be effective in alerting drivers of their traveling speeds. Such devices can be used:

1. On roadways near school zones where speed limits drop from 45 mph to 25 mph.
2. Neighborhoods where speed enforcement is the best alternative in managing traffic problems.
3. On any street where benefits of this device could be reaped by all users.

The advantage of Speed Display Signs is that unlike the tools found within the RTC Toolkit, which are generally not feasible for collector and arterial roadways, Speed Display Signs are a tool for arterial and collector roadways.



In-pavement Lighted Crosswalks

This device consists of lights which are embedded in the pavement and are very bright. They can be activated either by the pedestrian, or passively through detection. When coupled with correct signage and markings, this can be effective at increasing pedestrian visibility. Ideal locations include areas that attract a high number of pedestrian traffic, such as in front of a restaurant or walking path, such as our Greenway. Key considerations in determining the effectiveness of In-Pavement Lighting include:

1. Location analysis.
2. Street geometrics.
3. Longevity
3. Traffic conditions
(Volume, speed and visibility).



Speed Humps

Speed humps are not practical mitigation measures on all streets and roadways. Generally, speed humps are designed for local neighborhood roadways with specific traffic volumes, vehicle speeds and residential frontages.



Traffic Diversion

Traffic calming tools implemented in one area of the City, may have consequences that extend to other areas of the City, through traffic diversion or transference of the problem. For example, implementing turn restrictions onto one local street may divert additional traffic onto other local streets. In order to effectively manage traffic patterns throughout the City, and to ensure that



there is not a transferring of a problem from one location to another, it is important to initiate a petition and public hearing process.

The Transportation Advisory Committee adheres to a guiding policy that any traffic calming improvement shall not be considered if more than 10 percent of the traffic on a street will be diverted onto another neighborhood street.

Petitions ensure that affected residents understand the impacts of the traffic calming measure being advocated for implementation. Public notices and public meetings ensure that all residents that use the City's circulation system have equal access to information and, the users are given a chance to express their interests and concerns regarding proposed traffic calming measures.

Petition Process

The RTC Program petition process for gaining consensus on Phase II mitigation measures require that all residents in the affected area understand the benefits and consequences of installing proposed traffic calming features. As such, the petition package consists of a full-page petition letter which must be signed by **each** resident on the Project Street. This petition letter, once signed by the resident, states that they understand the process, proposed traffic calming feature and agree to move forward with the request. The petition is distributed by the original requester to all residences defined within the project street. Residents along the project street will be able to review the proposed traffic calming feature(s) and decide whether to sign the petition or not. The petition must be returned to the City via mail or in person by each resident within 60 days.

Once all the petitions are received by the City, or the 60 day time period has passed, City staff will begin to review the petition for 75% acceptance, and will proceed to the next step.

Neighborhood Boundary

A neighborhood boundary will be determined by City staff for each traffic calming request based on the specific characteristics of each neighborhood. This neighborhood boundary will be used to work with the property owners within this area to determine appropriate traffic calming solutions. Since the traffic pattern of each neighborhood is unique, each neighborhood will be evaluated on a case-by-case basis to determine the boundary of the traffic calming study area. It is important to make the study area small enough so that consensus can be achieved. However, it must be large enough to address and identify the source of the traffic problem. At minimum the neighborhood boundary will be a 1,000 feet boundary around the Project Street.

First Neighborhood Meeting

All residents and property owners within a neighborhood boundary will be invited to attend the initial neighborhood meeting.

The purpose of the first meeting is to listen to the concerns of the neighborhood, discuss the RTC Program and process and the advantages and disadvantages of various traffic calming measures. It will be an educational meeting, both for the public to learn about the traffic calming process and its implications, and for staff to learn about the concerns of the public. Depending upon the size of the neighborhood, the City may request that the residents identify a Neighborhood Traffic Calming Committee or a contact person in order to coordinate the future outreach efforts within the neighborhood.

Moratorium Period

City policy requires a 24-month moratorium period between the date an original application for traffic calming was denied and re-application for traffic calming on a particular street. This policy is a reflection of recognized traffic engineering practices which state that generally, traffic patterns do not change in less than two years. Exceptions to this moratorium period include changes in roadway conditions, new neighborhood development, and/or other changes that may alter traffic patterns in that location. For example, if City staff conducts an analysis and evaluation of a local street for speed hump installation, with a conclusion that the speed humps are not warranted, then residents cannot bring another petition in for speed humps within the 24-month time period.

City of White House RTC Tool Kit

This section highlights various techniques and measures designed to support traffic calming in neighborhoods. It is critical that the resources provided in the tool kit be used in an effort to understand the entire traffic calming process, including its positive and negative effects. Each page describes the traffic calming tool and provides guidance on how to use it properly to improve safety, access, mobility, and the quality of life for the whole neighborhood.

Keeping in mind the streets accommodate a variety of activities, the City strives to implement tools that will benefit all users. Improvements are not successful if they simply transfer the problem to another street. Therefore, it is important to work with City staff to perform appropriate traffic studies and test possible solutions.

Evaluation Legend

\$ - \$\$ - \$\$\$ - \$\$\$\$



COST Tools are marked with 1-to-4-dollar signs to indicate their cost. A single \$ indicates the tool is below \$100. While 4 indicate \$\$\$\$ that the tool is greater than \$40,000

TIME Tools will be marked by these three symbols indicate the time involved in installing the proposed measure. 🕒 Indicates minimal time, usually under 6 months. While 🕒 would designate anywhere from 6 months to 24 months. A 🕒 would signify longer lengths of time, potentially 24 to 60 months.

IMPACT Its important to evaluate overall feasibility, in addition to the specific criterion when considering traffic calming measures. These symbols will help guide you in determining the overall impact of a measure on the immediate environment

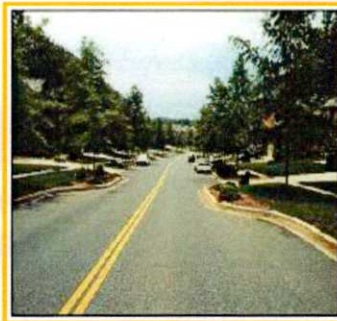
EMERGENCY RESPONSE First responders, such as Fire and Police, may have problems with tools marked by this symbol. Many physical tools can increase the emergency vehicle response time. A fire department representative will work with neighborhoods through the development process to avoid such problems.

BICYCLE SAFETY Consideration should be given to whether the proposed application of this tool will increase danger to bicyclists. Bicycle symbol with a red circle indicates increased safety risk.

PEDESTRIAN SAFETY Consideration should be given to whether the proposed mitigation measure will increase pedestrian safety. Pedestrian symbols with red circles indicate increased safety risk.

TEMPORARY TOOL This symbol indicates that the proposed tool can be installed on a temporary basis. Upon its proven effectiveness, consecutive steps can be taken.

CHOKERS



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Definition: Chokers are curb extensions at mid-block that narrow a street by widening the sidewalk or planting strip.

Two lanes of travel are maintained, and bike lanes are placed on the outside of the choker.

Advantages:

1. Traffic is slowed at intersections.
2. Crossing distance is reduced for Pedestrian/Bicyclists at intersections.
3. No impact on emergency services.
4. Neck Downs.

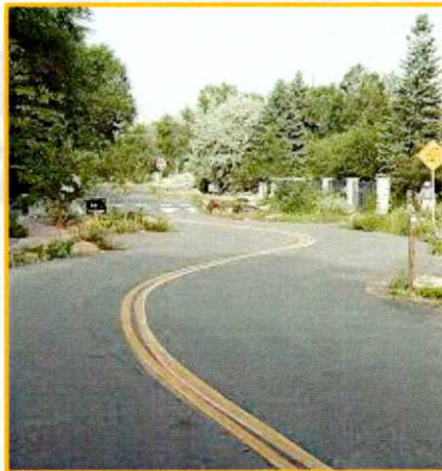
Disadvantages:

1. Cannot be used on narrow streets due to fire department minimums.
2. May reduce number of on-street parking stalls.
3. Landscape maintenance



DEVIATIONS

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Definitions: Deviations redraw the path of travel so that the street is not straight. This is done through the installation of offset curb extensions, forming S-shaped curves.

Advantages:

1. Accepted by public as speed control devices.
2. Aesthetically pleasing.
3. Reduce vehicle speed without impacting emergency response time.

Disadvantages:

1. Expensive to install.
2. Creates significant changes to property frontage.
3. Requires maintenance of landscaping.
4. Eliminates on-street parking.



DIVERTERS



Definition: Diverters are barriers placed across four-legged intersections, interrupting through traffic flow. These barriers can be used to create a maze-like effect in a neighborhood.

Advantages:

1. Can eliminate cut-through traffic

Disadvantages:

1. Increases response time for emergency vehicles.
2. Transfers traffic onto other local streets.
3. Vehicles can turn at higher speeds because there is no opposing traffic.
4. May increase trip length for local residents.



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EDUCATION

Definition: Activities that change people's perceptions and help alter driver behavior are most preferred. Meetings and workshops with neighbors and City staff can help implement and direct RTC applications.

Most traffic problems are a result of human behavior. Through outreach programs and neighborhood watch programs, all residents can play a big part in spreading the information.

Advantages:

1. Education can be flexible in duration.
2. Everyone can afford it.

Disadvantages:

1. May be difficult to measure its effectiveness.
2. May take time to be effective.



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FORCED TURN BARRIERS



Definition: Forced turn barriers are traffic islands installed to prevent or ensure certain turning movements at intersections

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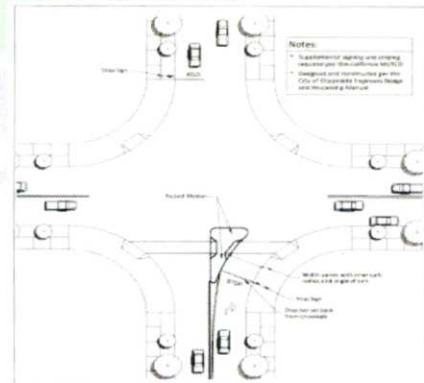
Advantages:

1. Reduces cut-through traffic.
2. Changes driving patterns.

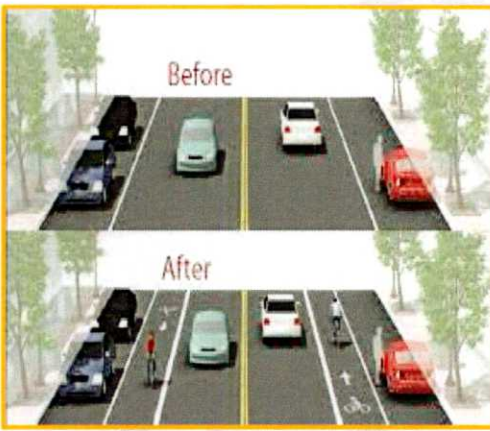


Disadvantages:

1. Increases response time for emergency vehicles.
2. May increase trip length for residents.



LANE NARROWING



Definition: Lane narrowing physically restricts the final width of a lane between nine to eleven feet, while expanding sidewalks and landscaped areas.

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Advantages:

1. Good for pedestrians and bicyclists due to shorter crossing distance.
2. Slows traffic without significant impact on first responders.
3. Most effective on streets where excessive speed in primary due to street width.

Disadvantages:

1. Eliminates on-street parking stalls.
2. Eliminates bicycle lane.
3. May increase accidents, as opposing traffic is brought closer.



MEDIANS



Definition: Medians are traffic islands, installed to prevent or ensure turning movements at intersections. They also provide for separation between opposing lanes of traffic

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Advantages:

1. Can eliminate cut-through traffic.
2. Changes driving patterns.
3. Increases pedestrian safety for crossing streets.



Disadvantages:

1. Increases response time for emergency vehicles.
2. Transfers traffic to other local streets.
3. Increases trip length for local residents.



NECK DOWNS



Definition: Neckdowns are the physical reduction of road width at intersections. They are similar to Bulb-outs at intersections.

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Advantages:

1. Reduces vehicle speeds as motorists approach intersections.
2. Reduces crossing distance for pedestrians and bicyclists.



Disadvantages:

1. Cannot be used on streets with established bike lanes. Neck-downs do not accommodate bicycle crossing at intersections.
2. Can eliminate some on-street parking



ONE WAY STREETS



Definition: One-way streets change the operation of a roadway, by restricting its flow.

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Advantages:

1. Street tends to be safer because there is no friction from opposing traffic.
2. Creates more on-street parking.
3. Increases pedestrian safety.



Disadvantages:

1. Increases response time for emergency vehicles.
2. Can lead to increased vehicle speeds.
3. Requires collaboration of other traffic measures.
4. Needs to be paired with other one-way streets.



MOBILE RADAR

Definition: This is a mobile radar display sign that informs drivers of their traveling speeds.

Advantages:

1. Passive informational tool.
2. No impact on emergency services.

Disadvantages:

1. Cannot be used on narrow streets due to fire department minimums.
2. May reduce number of street parking stalls.

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POP UP CROSSWALK



Definition: Pop-ups are reflective bollards that serve as barriers for crosswalks. When a pedestrian/bicyclist initiates the crosswalk signal, the pop-ups are activated: they rise to a height of 3 feet, and remain there until the crosswalk is clear.

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Advantages:

1. Traffic is restricted from turning/through movements until barriers subside.
2. Pedestrians/Bicyclist safety is greatly improved.
3. There is no negative impact on emergency vehicles.

Disadvantages:

1. Most effective in areas with combination of high pedestrian activity and high traffic volume



RAISED CROSSWALKS



Definition: A raised crosswalk is a speed hump designed as a pedestrian crossing.

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Advantages:

1. Channelizes pedestrian crossings.
2. Makes pedestrians more visible.
3. Effective in reducing speeds - though not to the extent of a speed hump.

Disadvantages:

1. Materials can be expensive.
2. May cause motorists to speed-up after crosswalk.
3. Increases response for emergency vehicles.



RAISED INTERSECTIONS



Definition: Raised intersections are raised plateaus at intersections.

The plateau is generally 4 inches higher than the surrounding road surface.

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Advantages:

1. Traffic is slowed at intersections.
2. Visibility is increased for Pedestrians/Bicyclist at intersections.
3. Less impact on emergency response time as compared to speed humps.



Disadvantages:

1. Expensive to install.
2. Increase's response time for emergency vehicles.



RUMBLE STRIPS



Definition: Rumble strips are patterned sections of rough pavement which alert motorists of changes in their environment.

Advantages:

1. Alert's drivers of their speed and their travel environment.
2. Can be used in conjunction with many other mitigation measures, such as speed humps

Disadvantages:

1. May not be successful alone.
2. Increases noise in neighborhoods.
3. Increased maintenance
4. Uncomfortable for motorcyclists and bicyclists
5. Eyesore to the community



SPEED HUMPS



Definition: Speed humps are waved-shaped paved or mounted humps in the street. The height of the speed hump determines how fast it can be navigated without causing discomfort to the driver. Discomfort increases as the speed over the hump increases.

Advantages:

1. Slows traffic immediately.
2. Self-enforcing

Disadvantages:

1. Greatly increases response time for emergency vehicles.
2. Motorists tend to speed up between humps.
3. Increases noise and pollution in neighborhood



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SPEED LIMIT SIGNS



Definition: Signs that inform drivers of the maximum safe driving speed under normal conditions.



Advantages:

1. Inexpensive and quick to install.
2. Clear presentation of information.
3. Can test its effectiveness



Disadvantages:

1. Neighborhoods may not like the visual aesthetics.
2. Requires behavior change.
3. May lose its effectiveness over time.
4. Not in my yard



STOPS SIGNS



Definition: Red octagonal sign displaying the word “STOP”. Stop signs are used to designate the right-of-way at intersections. They are never used for speed control.

Advantages:

1. May reduce cut-through traffic.
2. Low maintenance.

Disadvantages:

1. Drivers speed up between stops.
2. Increase's noise and pollution in neighborhood.
3. Stop signs do not decrease average speeds.
4. Excessive use of stop signs renders them ineffective.
5. Can cause accidents when not expected or needed



STREET CLOSURE



Definition: Street closed to motor vehicles using planters, bollards or barriers. Pedestrian and bicycle access is maintained.

Advantages:

1. Eliminates cut-through traffic.

Disadvantages:

1. Significantly increases response time for first responders.
2. Increase's trip length for local residents.
3. May increase traffic volumes on neighboring streets.

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STRIPPING AND MARKINGS



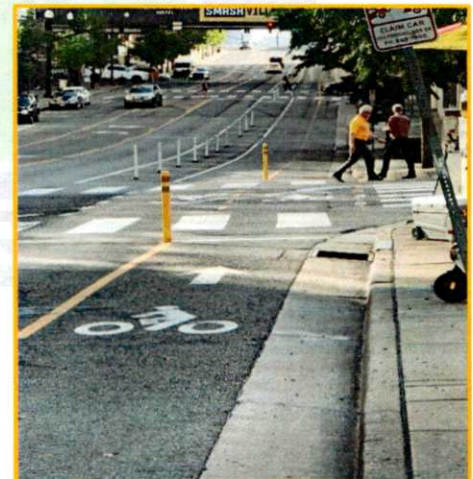
Definition: A low cost, low maintenance traffic flow and traffic speed modifier.

Advantages:

1. Passive control.
2. Low cost.
3. No impact on emergency response time.

Disadvantages:

1. Paint and striping can be hazardous to bicyclist during rainy conditions.
2. Passive control may not be effective.



TRADITIONAL ENFORCEMENT



Definition: Sporadic monitoring of speeding and other violations by police.

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Advantages:

1. Serves to inform public that speeding is an undesirable behavior for which there will consequences.

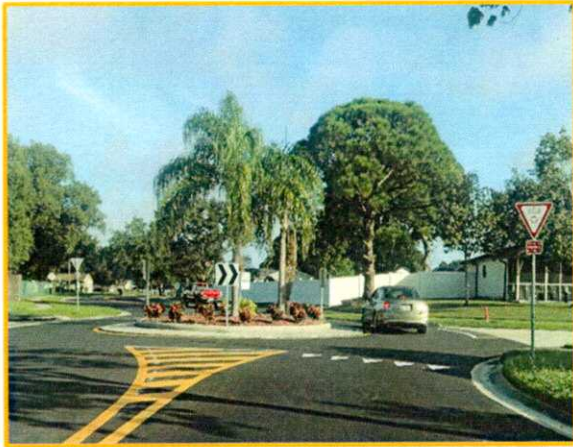


Disadvantages:

1. Effect is not permanent.
2. Enforcement is an expensive tool.



TRAFFIC CIRCLES



Definition: Traffic circles are raised circular areas placed in an existing intersection. Drivers travel in a counter-clockwise direction around circles. Traditional circles are “yield upon entry”, meaning that cars in the circle have the right-of-way and cars entering the circle must wait to do so until the path is clear. When a traffic circle is placed in an intersection, no automobile can travel in a straight path.

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Advantages:

1. Reprioritizes traffic to increase accessibility for local residents.

Disadvantages:

1. May make pedestrian/bicycle crossing confusing
2. May create short cuts



Appendix





CITY OF WHITE HOUSE

725 Industrial Drive · White House, TN 37188

Public Services Department

PHASE I APPLICATION FOR TRAFFIC CALMING DATA COLLECTION (PLEASE TYPE OR PRINT IN INK) (PLEASE COMPLETE ITEMS 1-11 IN THEIR ENTIRETY)

Applicant Information	1. Name:	2. Date:
	3. Physical Address:	
	4. Telephone No.	5. Cell No. 6. Email
	7. Mailing Address (if different than physical Address)	
	8. Applicant Signature	
Type and Location	9. What type of traffic issues are being encountered?	
	10. Name of Street Where Traffic Concerns are Being Observed:	
Comments	11. Comments: (Attach additional sheets / supporting documentation if needed)	

This section to be completed by Public Works Department	12. Date Application Received:	13. Received By:
	14. Street Classification: <input type="checkbox"/> Local Arterial <input type="checkbox"/> Residential Collector <input type="checkbox"/> Other	15. Street Width: Feet
		16. Street Length: Feet
	17. To be considered for traffic calming measures, the street should meet the criteria listed in the most Recently adopted Traffic Calming Policy. <ul style="list-style-type: none">• Distribution of Educational Materials• Data Collection (When Available)• Traditional Police Enforcement• Present Data to Residents of the City's findings.	
	18. <input type="checkbox"/> Approved based on Data Collection <input type="checkbox"/> Denied based on Data Collection Signature of Public Services Director or his/her designee: _____ Date: _____	



CITY OF WHITE HOUSE

725 Industrial Drive · White House, TN 37188

Public Services Department

PHASE II APPLICATION FOR TRAFFIC CALMING MEASURES (PLEASE TYPE OR PRINT IN INK) (PLEASE COMPLETE ITEMS 1 -11 IN THEIR ENTIRETY)

Applicant Information	1. Name:		2. Date:	
	3. Physical Address:			
	4. Telephone No.		5. Cell No.	
			6. Email	
	7. Mailing Address (if different than physical Address)		8. Applicant Signature	
Type and Location	9. Type of Calming Device Requested: (Specify)			
	10. Name of Street Where Traffic Calming Device is Requested:			
Comments	11. Comments: (Attach additional sheets / supporting documentation if needed)			
Neighborhood Consensus	12. Must have petition documentation of at least 75% of households along the project street.			

This section to be completed by Public Works Department	13. Date Application Received:		14. Received By:	
	15. Street Classification: <input type="checkbox"/> Local Residential <input type="checkbox"/> Local Residential Collector <input type="checkbox"/> Other		16. Street Width: _____ Feet	
			17. Street Length: _____ Feet	
	18. To be considered for traffic calming measures, the street should meet the criteria listed in the most recently adopted Traffic Calming Policy: <input type="checkbox"/> This street meets the criteria listed in the most recently adopted Traffic Calming Policy <input type="checkbox"/> This street does not meet the criteria listed in the most recently adopted Traffic Calming Policy. <input type="checkbox"/> Petition turned in with 75% of residents that live on the street. <input type="checkbox"/> Data collection from Phase 1 on file. <input type="checkbox"/> Warrant Analysis documentation from Phase 1 on file <input type="checkbox"/> Explanation of non-compliance issues: Signature of Public Services Director or his/her designee: _____ Date: _____			
Recommendation to approve specified traffic calming measures:	City of White House Police Chief _____ Date: _____			
	City of White House Fire Chief _____ Date: _____			
	City of White House Public Services Director _____ Date: _____			
	Following approval by the Police Chief, Fire Chief, and Public Services Director, this recommendation shall be submitted to the City Administrator for presentation to Board of Mayor and Aldermen.			

City of White House
Residential Traffic Calming Program
Petition Traffic Calming Analysis

Dear Petitioner,

The City of White House has received your petition for Traffic Calming Analysis.

In order for the City of White House to consider the proposal for the Transportation Services Division will conduct an analysis. The data collected will be presented to the Transportation Advisory Committee for further consideration and recommendation(s).

By signing the petition, you are stating that you understand the proposal presented and support the City's efforts to begin the process for determining the feasibility and applicability of recommendations.

If you have any further questions regarding the petition process please contact the Public Services Director at 615-672-3654.

Sincerely,

Public Services Director

CITY OF WHITE HOUSE TRANSPORTATION ADVISORY COMMITTEE GUIDELINES AND BY-LAWS

ARTICLE I: NAME

A. The name of this group shall be the City of White House Transportation Advisory Committee (hereinafter referred to as “Committee”).

ARTICLE II: HISTORY

A. The Committee was established by the City Administrator in May 2021.

ARTICLE III: PURPOSE

A. The purpose of the Committee is to provide ongoing input to the City of White House on the provision and delivery of transportation issues affecting the City of White House.

ARTICLE IV: CHARGE

A. The Committee’s main objectives are to:

1. Review and provide recommendation(s) on all transportation related complaints, comments, or suggestions.
2. Review and provide comments and recommendations on the City’s General Plan circulation elements and specific plans.
3. Review and provide recommendations for Board of Mayor and Aldermen on local, state, and federal transportation legislation affecting White House.
4. Establish an annual project study list to address specific issues.
5. Other matters as referred to Committee from Board of Mayor and Aldermen.

ARTICLE V: MEMBERSHIPS

A. The members will consist of City Administrator, Planning & Codes Director, Public Services Director, Chief of Police, Fire Chief, City Engineer, and Public Works Manager.

ARTICLE VI: COMMITTEE ORGANIZATION

A. Meetings are held as needed.

B. Quorum: A majority of voting members in good standing shall constitute a quorum for the purpose of action on any issue or agenda item.

C. Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting. Three absences in any twelve-month period shall constitute voluntary resignation from the Committee.

The resigned position will be announced publicly and filled under the appointment process. Attendance records will be maintained by staff.

D. Meetings shall follow the Tennessee Open Meetings Act, the General Assembly declared it to be "the public policy of the state that the formation of public policy and decisions is public business and shall not be conducted in secret." T.C.A. § 8-44-101.

1. Agendas: A written agenda shall be developed by the Chair and the staff, and shall be delivered to all Committee members at least 72 hours in advance of the Committee meeting.

2. Minutes: Written summary minutes shall be recorded by the staff, typed and issued to all Committee members for their approval.

3. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication on behalf of the Committee or any Committee member that is directed to any outside agency, organization or person shall have the consent of the Committee.

E. Officers: The Committee shall elect a Chair and a Vice Chair from among its members. Term of office is two years.

a. Chair: Shall preside at all meetings of the Committee; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent Committee to the Board of Mayor and Aldermen; call special meetings; coordinate agenda preparation with staff; encourage active participation of members.

b. Vice-Chair: Shall preside at all meetings in the absence of the Chair.

F. Staff: Shall record all activities of the Committee and keep written summary minutes of all Committee meetings; record attendance; arrange for filling vacancies; prepare agenda in consultation with Chair; provide information necessary for Committee work; assure compliance with applicable laws; lend professional expertise; track time spent on Committee work.

ARTICLE VII: POWERS OF COMMITTEE:

- A. Committee members may recommend and the Committee establish sub-committees as deemed necessary. Appointment of sub-committee members will be made by the Chair. Sub-committees may consist of persons not on the Advisory Committee, and may be of any size. Sub-committee Chair will be elected by the sub-committee membership. Sub-committees will be appointed either for single task force assignments or as an ongoing standing sub-committee. Sub-committees are for the sole purpose of researching, reviewing, or providing overall policy direction on programs, facilities, or services prior to being presented to the full Committee.
- B. Committee will submit recommendations to the Board of Mayor and Aldermen in writing, as approved by a majority of the Committee.
- C. Committee shall establish annual goals and action plan consistent with Board of Mayor and Aldermen policies and direction.

ARTICLE VIII: AMENDMENTS

- A. Any proposed amendment to these bylaws must be approved by a majority vote of the Committee, and approved by the Board of Mayor and Aldermen by Resolution.

ORDINANCES....

ORDINANCE 21-20

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING AND ADOPTING THE CITY DESIGN STANDARDS CONCERNING BUILDING MATERIALS AND COLORS.

WHEREAS, the Board of Mayor and Aldermen wishes to amend the Design Standards to provide defined construction materials.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the Zoning Ordinance Articles V are amended as indicated below.

BE IT FURTHER ORDAINED that this Ordinance has been approved by the Planning Commission.

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: August 19, 2021 PASSED

Second Reading: September 16, 2021

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

City of White House Design Standards

Building Materials and Colors

The combination of building materials and colors used within the City of White House will also have an impact on the overall character of the development. While the use of a variety of materials and colors is permitted, it is important that each building utilizes them in a manner that creates an aesthetically pleasing composition and is compatible with the materials and colors of adjacent buildings and streetscape elements. The materials and colors proposed for each building are subject to review and approval by the City and should be specified on all plans submitted to the City.

1. All exterior walls, other than windows and doors, shall be comprised primarily of one material. Complementary secondary materials are recommended to provide detail and scale. The architectural treatment shall extend to all sides of the building, and to all accessory structures. The primary material shall extend over a minimum of fifty (50) percent of the exterior wall, excluding windows and doors.
2. Buildings on the same site shall be compatible in material and color selection.
3. Primary colors should be muted, and bright colors used sparingly.
4. Fences and screens that are attached, or extend from the building, shall be comprised of permitted materials that match or compliment the building facades.
5. Preferred wall materials are ~~restricted to~~ brick, natural and cultured masonry stone, hardi-board, and painted wood clapboard (similar to White House historical structures). Brick and stone materials shall be masonry material.
6. Stucco (including synthetic stucco) is permitted as a secondary material and shall cover no more than 40 % of exterior walls, excluding windows and doors, only when used with a primary material constructed of a preferred material or shall cover no more than 20% of exterior walls, excluding windows and doors, when used with a primary material constructed of split face block. Where stucco is used, a masonry base shall be provided at a minimum of five (5) feet in height.
7. ~~Metal panels shall be prohibited.~~
Metal roofs are acceptable and decorative metal wall materials are also acceptable when used as accents to create interest are permitted but shall not exceed fifteen (15%*) percent of building walls. Concrete block shall be painted to match the primary material and shall be relegated to the rear of the building only and where it is not visible.
8. Split-face concrete block is permitted as a primary material and shall cover no more than 75% of exterior walls, excluding windows and doors, only when the secondary materials are constructed of a preferred material or 60% of exterior walls excluding windows and doors, when used with a secondary material constructed of stucco. The stucco shall be limited to 20% of exterior walls, excluding windows and doors. The remaining 20% of exterior walls shall be constructed of a preferred material.
9. Sloping roofs shall have durable materials. Metal with standing seems is the preferred material. Shingles are permitted.
10. Flat roofs must have parapets that screen roof top equipment and mechanical penetrations.
11. Awnings are permitted. Materials and colors are to be submitted to the City for approval.
12. ~~Vinyl siding is prohibited.~~

ORDINANCE NO. 21-21

AN ORDINANCE TO AMEND THE ZONING MAP FROM C-1 CENTRAL BUSINESS DISTRICT TO C-1R CENTRAL BUSINESS DISTRICT INFILL, ON HWY 31W

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, reconstruction, alteration, and use of buildings, structures, and land for residential, business, commercial uses; and,

WHEREAS, the City's Comprehensive Plan defines the area as a transitional place between existing uses and development patterns. The intent of this Character Area is to be flexible and accommodating to development, while fitting new development into the City's overall character.; and,

WHEREAS, The City of White House Regional Planning Commission on Monday July 12, 2021 reviewed and approved the rezoning request; and,

NOW, THEREFORE, BE IT ORDNANIED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE THAT THE FOLLOWING APPLY:

SECTION 1. That the City of White House Zoning Map be amended from C-1 Central Business District to C-1R Central Business District Infill, included in "EXHIBIT A" and described as follows:
.48 ACRES ARE REFERENCED AS PART OF SUMNER COUNTY TAX MAP 77P, GROUP A, PARCEL 004.00 PROPERTY IS LOCATED AT 296 HWY 31W.

SECTION 2. That the Board of Mayor and Aldermen of the City of White House, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of White House for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days' notice of the time and place of said meeting has been published in a newspaper circulated in the City of White House, Tennessee. This Ordinance shall take effect fifteen (15) days from the date of its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of White House, the most restrictive shall in all cases apply.

First Reading: August 19, 2021 PASSED

Second Reading: September 16, 2021

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE NO 21-21
"EXHIBIT A"



ORDINANCE 21-22

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE DELETING THE MUNICIPAL
CODE TITLE 1 GENERAL ADMINISTRATION CHAPTER 4 COMMITTING MAGISTRATE.**

Whereas, the Board of Mayor and Alderman desires to delete the Municipal Code magistrates;

NOW, THEREFORE, BE IT ORDAINED BY THE Board of Mayor Alderman that the White House Municipal Code Title 1 GENERAL ADMINISTRATION, Chapter 4 COMMITTING MAGISTRATE be deleted from the Municipal Code in its entirety:

TITLE 1: GENERAL ADMINISTRATION

CHAPTER 4:—COMMITTING MAGISTRATE

SECTION

~~1-401. Committing magistrate.~~

~~1-402. Duties.~~

~~**1-401. Committing magistrate.** There is hereby authorized the position of committing magistrate for the City of White House. The mayor is hereby given the authority to appoint such person to serve as committing magistrate. The person appointed shall serve at the pleasure of the board of mayor and aldermen. Compensation shall be fixed in the annual operating budget, and shall be based on the number of defendants being considered for the issuance of warrants and summons. (1979 Code, § 1-601, as amended by Ord. #98-31, Jan. 1999)~~

~~**1-402. Duties.** It shall be the duty of the committing magistrate to issue warrants for arrest of persons charged with violating state offenses and municipal ordinances. The committing magistrate may also issue summons to appear in city court to answer charges of violating state offenses and municipal ordinances. The committing magistrate, in all cases, shall enter a court date on all warrants and summons indicating when the defendant is to appear in city court to answer all charges. In addition, the committing magistrate shall issue and accept appearance bonds as it applies to title 3, § 3-401 of the White House Municipal Code. Prior to assuming this office, an oath shall be administered as prescribed by law. (1979 Code, § 1-602)~~

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

First Reading: September 16, 2021

Second Reading: October 21, 2021

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 21-23

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 3 MUNICIPAL COURT CHAPTER 1 CITY JUDGE

Whereas, the Board of Mayor and Alderman desire to update the Municipal Code regarding the term start date for the elected City Judge to align with elections and Board of Mayor and Aldermen term start date;

NOW, THEREFORE, BE IT ORDAINED BY THE Board of Mayor Alderman that the White House Municipal Code Title 3 MUNICIPAL COURT, Chapter 1 CITY JUDGE be amended from the Municipal Code as follows:

TITLE 6: MUNICIPAL COURT

CHAPTER 1: CITY JUDGE

SECTION: 3-102 ***Amendments are made in bold, italics, and underlined text.**

3-102. Popular election, term, salary, etc. (1) Popular election. The November general election of 2014, and every eight years thereafter, the city judge shall be elected by the qualified voters of the city for a term of eight years, and the city judge shall take office January 1 next following his or her election. The term of the current judge shall be extended from September 1, 2014 until January 1, 2015: **commence their term of office and be sworn in at the regular meeting of the board of Mayor and Aldermen in January of the calendar year following in which said office is elected or re-elected.**

(2) Qualifications. The municipal judge shall be a resident of the City of White House one year and a resident of Tennessee five years immediately preceding his/her election and at least 30 years of age. In addition, the municipal judge shall be an attorney licensed to practice law in the State of Tennessee.

(3) Vacancies in office. Vacancies in the office of municipal judge shall be filled by the board of mayor and aldermen until the next regular August **November** general election. At the next regular August **November** election the person elected shall fill the unexpired term if the full term is not to be filled at that election.

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

First Reading: September 16, 2021

Second Reading: October 21, 2021

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

PURCHASING....



City of White House Public Works

Memo

To: Public Services Department
From: Andy Cieslak, DPW
Date: September 16th, 2021
Re: Request to Authorize – Enter an Agreement with Sessions Paving

On this date, September 16th, 2021, I am requesting that the Mayor and Board of Alderman approve the Public Services Director enter into an agreement with Sessions Paving to install sidewalks within the Holly Tree subdivision.

This project will complete the sidewalk connection(s) within the Holly Tree subdivision. This will also include modifying driveways where the sidewalk meets to ensure ADA compliance.

The Proposal from Sessions Paving is for \$52,258.00. The bid for the sidewalks is attached for your review and consideration.

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

Andy Cieslak
Director of Public Services

**Sidewalk Installation
Holly Tree Subdivision
INSTRUCTIONS TO BIDDERS
Bid No. 22-1081PW**

1. SCOPE OF SERVICES:

Item	Description	Quantity

2. Contractor's bid shall include all necessary mobilizing/demonization, labor, tools, equipment, and all other items necessary to complete the contract requirements in accordance with bid documents, special instructions, completed work write-ups, specifications, and all other provisions included in this invitation to bid. It is the bidder's responsibility to visit the job-site(s) and become familiar with the local conditions.
3. **Corporations:** All Corporations should provide the corporate seal, a copy of the Secretary of State Certificate of Incorporation, and a listing of the principals of the corporation with the bid. (If Applicable)
4. **Bid Form:** Bid must be submitted on the form provided in this bid document. Bid is for a unit price contract for all work specified as part of this bid document.
5. **Contract Time:** Time for the project is **one week not to exceed 2 weeks**. Performance will be monitored and documented by the Public Services Director / Public Works Manager. Once a task order has been assigned, Contractor is expected to complete the work in a timely fashion. Excessive delays and/or interruptions will not be acceptable unless Contractor has received prior approval for such delays and interruptions from the Director/Manager. Not completing task orders within the time specified may hamper the contractor's ability to secure future contracts with the City.
6. The Owner of this project is the City of White House. The Owner reserves the right to reject any and all bids, to waive any informalities in the bid process, and to award the contract as may be in the best interest of the Owner or re-advertise for bids.
7. **INSURANCE:** The bidder shall maintain insurance with companies licensed to do business in the State of Tennessee acceptable to the City for the protection of the City and name it as an additional insured, against all claims, losses, costs or expenses arising out of injuries or death of persons whether or not employed by contractor, whether arising from the acts or omission, negligence or otherwise of contractor or any of its agents, employees, patrons, or other persons, and growing out of work being done by Contractor on behalf of City, such policies to provide for a liability limit on account of each accident resulting in the bodily injury or death of not less than One Million (\$1,000,000) Dollars, a liability limit of not less than One Million (\$1,000,000) Dollars for each accident for property damage. Contractor shall also carry product/completed operations liability insurance for personal injuries and/or death in the amount not less than One Million (\$1,000,000) Dollars for any one person.

Contractor shall maintain a combined single liability limit of One Million (\$1,000,000) Dollars covering owned, non-owned, leased, and hired vehicles. Contractor shall furnish to the City satisfactory evidence that it carries Worker's Compensation Insurance in the statutory limits of Tennessee and Employers' Liability with limits of liability of no less than One Hundred Thousand (\$100,000) Dollars of each accident/disease. These policies must also contain a waiver of subrogation in favor of the City of White House. Contractor shall furnish evidence to the City of

the continuance in force of said policy's declaration page (s) to the Procurement Agent. Acceptable proofs of insurance: (i) a Certificate of Insurance with Additional Insured Endorsement (a Certificate of Insurance by itself is not acceptable) or (ii) Declaration Pages of the insurance policies listed below which show the City of White House as additional insured. All insurance policies must provide that the City of White House will be notified within 30 days of any changes, restrictions, and/or cancellation.

The City's sole judgment shall control as to the sufficiency of the coverage.

8. **SUBMIT WITH BID**, Copy of Certificate of Insurance. Upon award of contract and prior to commencement of work, the successful bidder shall provide the City of White House a Certificate of Insurance showing the type and limits of insurance specified herein with the City of White House as an additional insurer.
9. **Tennessee Security and Immigration Compliance Act:** The successful contractor will provide certification that they are in compliance with the Tennessee Security and Immigration Compliance Act, certifying that the provisions of, all subcontractors entering into a contract or agreement for hire on this Project must be registered and participate in the Federal Work Authorization Program. Complete and submit a copy of the form, applicable to your company, and applicable Subcontractor Affidavits.
10. **Superintendent:** The contractor shall have a superintendent or representative on the site at all times while work is being performed. They will represent the contractor and all communications given to them shall be binding as if given to the contractor
11. **Barricades and Warnings:** The contractor shall provide, erect, and maintain all necessary barricades, suitable and sufficient number of watchmen to direct traffic, and take all necessary precautions for the protection of the work and safety of the public. Barricades and obstructions shall be illuminated at night and lights shall be kept burning from sunset to sunrise.
12. **Removal of Trash and Rubbish:** The contractor shall be responsible for the removal and legal disposal of all waste, trash, and rubbish resulting from the work under this contract. Work site shall be kept clean and orderly during construction; trash shall be removed from the site or adequately containerized daily.

Preservation of Property: The contractor shall carry out their work with such care and by the proper methods to prevent damage to the property adjacent to the work or within streets, easement locations to the extent the owner may have rights therein, or other property of the owners or of others, whether adjacent to the work site or not, the removal, relocation, or destruction of which is not called for by the provisions of the contract documents; it being a condition of the execution of the contract that the work be performed in such manner that the property of others and other property of the owner shall not be damaged in any way. The word PROPERTY, as used, is intended to include among other types of property, public street improvements, storm and sanitary sewers, water lines and appurtenances, or other structures. Should any property be damaged or destroyed, the contractor at their own expense shall promptly, or within reasonable time, repair or make such restoration as is practical and acceptable to the owner of the damaged or destroyed property. In case of failure on the part of the contractor to repair or restore such property, or make good such damage or injury, the Public Works Manager may within forty-eight (48) hours' notice, proceed to repair, rebuild, or otherwise restore such property as may be necessary, and the cost thereof will be deducted from any monies due or which may become due the contractor under this contract agreement. The contractor shall, at all times in performance of the work, employ approved methods and exercise reasonable care and skill so as to avoid delay, damage, injury or destruction of existing public service installations and structures; and shall at all times in the performance of the work avoid interference with, or interruption of, public utilities services, and shall cooperate fully with the owners thereof to the end.

Certificate of Non-Collusion: An executed copy of this form should accompany your bid. (See Attached).

13. **Governing Law and Venue:** An executed copy of this form should accompany your bid. (See Attached).
14. No bid may be withdrawn for a period of **sixty (60)** days from the bid opening date.
15. **Permits and Fees:** The City of White House will provide all permits. The contractor shall secure all license certificates, inspections (permanent and temporary) and business license before any work can commence. This documentation should be on file in the Procurement Office prior to start of any work associated with this contract. **The contractor is required within five (5) days of completion of specified work to contact the Public Works Manager, for a final inspection.** Successful bidder as well as any and all known subcontractors must possess or will be required to obtain a City of White House Occupational Tax Certificate or Registration prior to award of contract.
16. **Certification of Bidder's Experience and Qualifications:** The undersigned bidder certifies that they are, at the time of bidding, and shall be, throughout the period of the contract, licensed by the State of Tennessee to do the type of work required under terms of the contract documents. Bidder further certifies that they are skilled and regularly engaged in the general class and type of work called for in the contract documents. The bidder represents that they are competent, knowledgeable and have special skills on the nature, extent, and inherent conditions of the work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the construction of the particular facilities, which may create, during the construction program, unusual or peculiar unsafe conditions hazardous to persons and property. Bidder expressly acknowledges that they have the skill and experience to foresee and to adopt protective measures to adequately and safely perform the construction work with respect to such hazards.
17. **Indemnification:** Contractor agrees to indemnify and hold harmless the City, its agents, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of the activities of contractor or based on alleged negligence of contractor, its officers, agents, or employees and contractor shall defend against all such claims and pay all expenses of such defense, including attorney fees, and all judgments based thereon; provided that this obligation shall not extend to any damage, injury or loss due to the negligence of the City.

18. **Termination for Convenience:** This contract may be terminated in whole or in part by the City of White House with the consent of the Contractor in which case the two parties shall agree upon the termination conditions, including the effective date in the case of partial termination, the portion to be terminated or by the Contractor upon written notification to the City setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if in the case of partial termination, City determines that the remaining portion of the award will not accomplish the purposes for which the contract was awarded, City may terminate the contract in its entirety.
19. **Termination for Cause:** In the event that the contractor shall for any reason or through any cause be in default of the terms, conditions, or obligations of the contract documents, the City may give the contractor written notice of such default and terminate the contract. All terms, conditions, and obligations of the contract documents are considered material. The City may, in its discretion, provide the contractor an opportunity to cure the default, if curable, prior to termination. Unless a different duration is provided in the notice of default, the contractor shall have fourteen (14) calendar days to cure the default from the date such notice is mailed to the contractor, unless notification is by facsimile or personal delivery, in which case the opportunity to cure shall commence upon delivery of the notice. Upon failure of the contractor to cure the default the City may immediately terminate the contract effective as of the mailing or delivery of the default notice. If the City terminates the contract, the contractor shall remain liable for performance of all terms, conditions, and obligations through the date of termination. Termination by the City shall not constitute a waiver by the City of any other rights or remedies available to the City by law or contract.
20. **Certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**
The contractor certifies, by submission of this bid or acceptance of a contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency. It further agrees by submitting this statement that it will include this clause without modification in all lower tier transactions, solicitations, bids, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation. Complete and submit a copy of the form with your bid.
21. **Equal Opportunity Policy:** The City has an equal opportunity purchasing policy. The City seeks to ensure that all segments of the business community have access to supplying the goods and services needed by the City programs. The City affirmatively works to encourage utilization of minority business enterprises in our procurement activities. The City provides equal opportunities for all businesses and does not discriminate against any vendors regardless of race, color, religion, age, sex, national origin, or handicap.
22. **Bid Submittals (All items listed below must be submitted with bid)**
- A. Bid Form
- The following items should be submitted with bid:**
- A. Governing Law & Venue Form (See Attached)
B. Certificate of Non-Collusion Form (See Attached)
C. Sample Insurance Certificate
D. Copy of Business License
E. Iran Divestment Act Agreement
F. Title VI
G. Drug Free Work Affidavit

23. **Compliance:** The contractor is responsible for knowledge of and compliance with all laws, codes, ordinances, and regulations that are applicable to this type of work.
24. **ESTIMATE OF QUANTITIES:** The estimated quantities for the several scheduled items of work involved in the execution of this Contract are as set forth in as much detail as is practicable on the proposal, and are to be used for comparison of the proposals received. The actual quantities may be greater or less. The City reserves the right to increase or decrease any or all of them, and the contractor shall be paid for the actual amount of work completed and accepted by the City at the prices stated in the proposal. The method of payment for the various items shall be described in the specifications.
25. If you have any questions please contact **Carol Sturm**, at **(615) 616-1030**, **CSturm@WhiteHouseTN.gov** cc: **ACieslak@WhiteHouseTN.gov** or fax any questions to (615) 672-2939. The deadline for questions is **July 29th , 2021**. Questions received after this deadline may not be answered. Replies of substance will be in the form of written addenda and made available to all potential bidders.

Specifications

General

- (1) **Residential sidewalks.** All residential street sidewalks within the city shall be constructed within the street right-of-way and shall meet all current city zoning district requirements and Standard Drawing RP-4. It is the contractor's responsibility to ensure safety and maintain access for pedestrians when sidewalks are under construction and to protect the in-place work from damage or vandalism. Traffic control devices including cones, barrels and signs may be required on high volume streets to warn vehicular traffic in advance and adjacent to the area of construction.

The sidewalk forms and base material shall be inspected prior to concrete construction. Contractor shall refer to the City of White House detail specification SD-211 for construction requirements.

(a) All concrete sidewalks shall be a minimum uniform thickness of four inches (4") using Class 'A' Concrete, minimum twenty-eight (28) day compressive strength of three thousand pounds per square inch (3,000 psi).

(b) Sidewalks shall be constructed on a minimum of four inches (4") of compacted, granular aggregate based stone (TDOT size #57, #67, or Class A, Grade D Base Stone). The base stone shall be mechanically compacted to a firm, even surface in reasonably close conformity with the grade and cross section required.

(c) Subgrade soil, which in the opinion of the public services director, is soft or subject to large volume changes, shall be excavated and replaced with suitable material. The depth of removal will be based on the quality and depth of the unsuitable soil, as field verified, or as 16-28 determined by geotechnical investigation, and is subject to approval by the project engineer.

(d) Where driveway and alley approaches cross the sidewalk, the minimum concrete thickness of the approach slab, and sidewalk, shall be six-inch (6") uniform thickness. See standard drawings for details. Granular base material for driveways shall be compacted base stone material conforming to Class A, Grading D of TDOT section 303.02 (Aggregate). A two and one quarter inch (2.25") lowered curb height above the gutter line shall also be maintained at the front edge of the driveway approach, TDOT Standard Drawing RP-NMC-10.

(e) Side flares for a residential driveway shall be a minimum of three foot six inches (3' 6") on both sides of the driveway.

(f) Reinforcement of residential sidewalks is required and shall consist of fiber mesh, or

wire.

(g) Sidewalk cross slope shall be a maximum of two percent (2%) sloping toward the curb. Longitudinal sidewalk grades within the right-of-way shall not exceed the grade established for the adjacent roadway. Where pedestrian facilities are not contained within a right-of-way, the longitudinal ramp grade shall not exceed five percent (5%).

(h) A median strip of grassed or landscaped area at least four feet (4') wide shall separate all sidewalks from adjacent curbs. All sidewalks shall be a minimum of five feet (5') wide. The difference in elevation between the top of sidewalk and the top of curb at any adjacent location shall not exceed the grade difference produced by a maximum 4:1 slope.

(i) Sidewalk surface is to receive a light broom finish, to achieve a sandy texture with texture lines perpendicular to traffic. Exposed aggregate sidewalk finishes are not acceptable within the street right-of-way.

(j) All exposed concrete edges shall be rounded to a one-half inch (1/2") radius.

(k) Final longitudinal surface variations shall not exceed one-fourth inch (1/4") under a twelve foot (12') straight edge and transverse variation shall not exceed one-eighth inch (1/8") in five feet (5'). Low spots which allow water to pond will not be acceptable.

(l) Transverse control joints shall be spaced every five feet (5') and shall be placed at right angles to traffic. Joints shall also be placed to intersect all inside or re-entrant corners. Joints shall be formed with a grooving trowel to a depth of one inch (1"). The top edges of the grooves shall be rounded to one-fourth inch (1/4") radius.

(m) Longitudinal control joints are required for sidewalk widths greater than six feet (6') and less than ten feet (10'). Two (2) longitudinal joints are required for sidewalks greater than ten feet (10'). Longitudinal joints shall be centered in the width of the sidewalk. Joints shall be 16-29 formed with a grooving trowel to a depth of one inch (1") inch. The top edges of the grooves shall be rounded to one-fourth inch (1/4") radius.

(n) Expansion joints shall be constructed with one half inch (1/2") thick pre-molded rubberized or felt expansion joint filler. Bituminous fiberboard shall not be used. Expansion joint material shall extend the full width of the sidewalk and the depth shall extend to within one inch (1") of the top surface. Space expansion joints at twenty-five feet (25') maximum spacing and at each driveway and at any cold joint. Expansion joints are also required at the back edge of driveway approaches between the approach and the private drive and at each side interface with the sidewalk.

(n) One inch (1") thick pre-molded expansion joints are required when sidewalks are adjacent to curved sections of the street curb and when curb is placed adjacent to buildings and/or retaining walls. Use one-half inch (1/2") isolation joints around other fixed objects like utility poles and hydrants. Use one-half inch (1/2") expansion joints between the curb and sidewalks where constructed adjacent to each other.

(o) Sidewalks and bikeways shall not be opened to pedestrian or bicycle traffic for at least twenty-four (24) hours after placement. The contractor shall provide and maintain measures to restrict use during the curing period.

(p) Concrete driveway aprons shall should not be opened to vehicular traffic for at least seven (7) days after placement or until test cylinder breaks indicate an attained compressive strength of two thousand five hundred pounds per square inch (2,500 psi).

(q) Backfill sidewalks flush with the surface of the walk and the surrounding ground line with soil. For detached sidewalks, backfill the area between the curb and the sidewalk on the straight line from the top of walk to the top of curb, but not to exceed a 4:1 slope.

- (3) **Handicapped ramps.** All sidewalks within the city shall include handicapped access ramps compliant with the latest edition of the ADA Standards for Accessible Design at all intersections, crosswalks and commercial driveways. Handicapped ramps shall be constructed in accordance with the TDOT Standard Drawings.

- (a) Concrete for ramps to be Class A and shall be finished by light broom finish texturing.
- (b) Install a one-half inch (1/2") pre-molded, felt expansion joint between the ramp section and the sidewalk and between the ramp section and the curb.
- (c) Truncated dome detectable warning areas shall be installed using yellow detectable warning

- panels or approved equivalent.
- (d) Minimum concrete thickness for a handicapped ramp shall be six inches (6").

BID FORM

**Holly Tree Sidewalk
Installation**

Bid No. 22-1081PW

RNH

52,258.00

Total amount: _____

Date: *8/4/2021*

To: The City of White House Procurement Division
105 College Street,
White House, TN. 37188

Delivered to: Procurement Division
105 College Street,
White House, TN. 37188

We, the undersigned, do hereby declare that we have carefully examined the scope of work for the Holly Tree Sidewalk Installation.

- ⊗ Price is based on Approx. $600' \times 5' = 3000 \text{ SF}$ of sidewalk to be poured in place and Approx. 500 SF of driveway to be taken out and replaced at 117 E W. Torberry with the City of White House designing how to replace within ADA Guidelines.

Sessions Paving Company
by Robert A. Hutcherson
President

Specification for scope of work details

All bidders shall provide a unit cost:

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>\$Price</u>
Rock	#57	1-Ton	85 ⁰⁰ per Ton
Lumber	2 x 4	1-10' Board	20 ⁰⁰ per Each
Lumber	2 x 6	1-10' Board	26 ⁰⁰ per Each
Concrete	3000psi	1-CY	450 ⁰⁰ per CY
Removal		1-SF	12 ⁰⁰ per SF
Labor		1-Hr	75 ⁰⁰ per Hr

This bid complies with the Instruction to Bidders contained herein, all Addenda, hereinafter listed and acknowledged as received, which are hereby made a part hereof and which shall govern in all matter of the work hereby proposed. We acknowledge receipt of the following Addenda: (Bidder to list all revisions received, or, if none, state "NONE RECEIVED")

Addendum# 1, Dated 7/22/2021 Addendum# _____, Dated _____

TAX ID - 62-0628693

CERTIFICATION: The undersigned being duly sworn, hereby declares and affirms that they are an authorized representative of the above named firm and further declares and affirms that the bid provided herein and the statements provided herein are true and correct and are sufficiently complete so as not to be misleading.

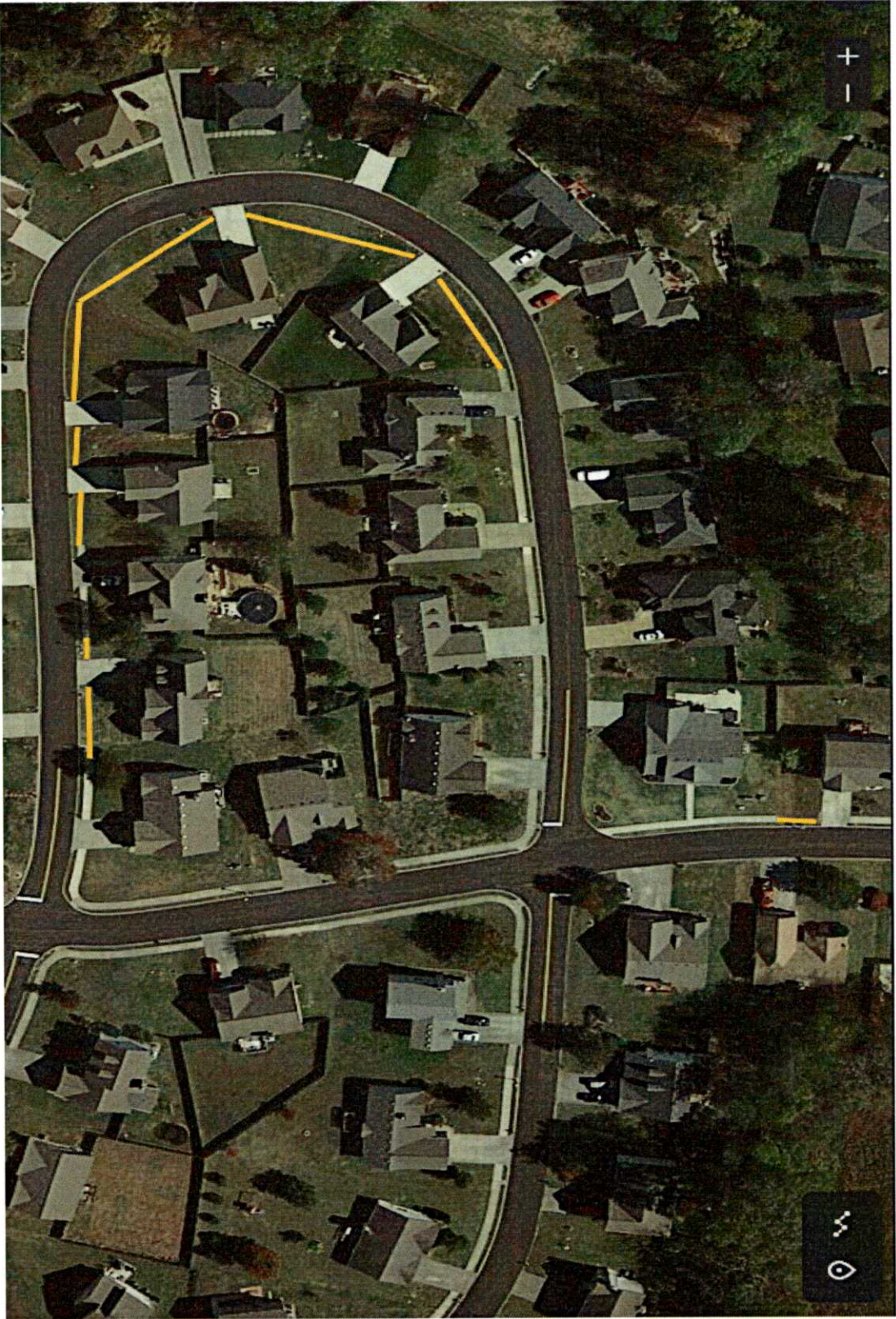
Robert A. Hutcherson
Authorized Signature

Sessions Paving Company
Company Name

P.O. Box 90266
6535 Robertson Avenue Nashville TN 37209
Address City State Zip

(615) 356-0600
Telephone

rnhutcherson@sessionspaving.com
E-mail





City of White House Public Works

Memo

To: Public Services Department
From: Andy Cieslak, DPW
Date: September 16th, 2021
Re: Request to Authorize – Enter an Agreement with Source Technologies

On this date, September 16th, 2021, I am requesting that the Mayor and Board of Alderman approve the Public Services Director enter into an agreement with Source Technologies LLC.

These scrubber units will replace the existing chemical feed systems located at Copes Crossing & Wilkinson Lift stations. Under current conditions, the city can save roughly \$6,000.00 a year.

The Proposal from Source Technologies is for \$27,476. This lease will include all chemicals, operations, remote monitoring, and maintenance of the unit(s). The sole source and quote are attached for your review and consideration.

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

Andy Cieslak
Director of Public Services



SOURCE TECHNOLOGIES

August 30, 2021

Mr. Robert Allen
City of White House
725 Industrial Dr.
White House, TN 37188

Re: Evergreen ST200 Sole Source Certification

Mr. Allen

Source Technologies LLC (Source) is the sole source supplier of the Evergreen Scrubber technologies. Source provides proprietary chemicals and services for the treatment of odors and corrosion inside municipal wastewater collection systems and reclamation facilities. The patented chemical technology provided in our full-service application of treatments is created using an iron molecule bound to a biological organic group of elements. The Source EVG chemical treatment has the unique ability to perform a REDOX process which will convert sulfides into elemental sulfur while maintaining the ability to combine with an oxygen source to reactivate itself, freeing it to further convert sulfides to elemental sulfur. The Evergreen catalytic process is introduced holding a pH range of 6.5 to 7.5 and will oxidize sulfides upon contact. Our iron based Evergreen catalyst is designed to be used in the ST200 series scrubbers. These vessels provide contact time for the foul air being exposed to our catalyst to be broken into base non-odorous elements.

Source Technologies LLC maintains Sole Source rights to distribute and apply this advanced oxidation technology throughout the United States. No other company has the authorization or right to sell or promote this product to White House TN.

Kindest Regards,

Wesley Harris

CEO

Source Technologies LLC



Robert Allen
Wastewater Plant Manager
725 Industrial Dr
White House, TN 37188
-- Delivered via E-Mail --

RE: Quote for the Leasing of two Evergreen ST200 Scrubbers for the Wilkinson Lane and Copes Crossing Pumping Stations

Dear Mr. Allen,

Source Technologies LLC (Source) is pleased to offer this quote for the leasing of two Evergreen ST200 air odor scrubbing units (scrubber units) one at the Wilkinson Lane Pumping Station and the other at the Copes Crossing Pumping Station for the City of White House, Tennessee (City). This lease will include all chemicals, operations, remote monitoring, and maintenance of the unit. The City will provide the 120V Single phase electric power with a dedicated 30-amp breaker, potable makeup water for the unit, and a level concrete pad for each of the units to set on, as well as site security and protection of the unit. The term of the lease will be for the length of 12 months /one (1) year (365 days) with two (2) one (1) year renewals on an annual basis starting on June 1st, 2021.

Pricing is as follows:

Evergreen ST200 Scrubbing Unit	\$999.00 per month per unit ^{*(1)}
Mobilization Fee	\$1000.00 per unit
Annual Chemical Bath (Upon an annual renewal)	\$750.00 per unit
Demobilization Fee (If agreement is terminated by the City of White House, TN)	\$1500.00 per unit

^{*(1)} This pricing is based on the average of 150ppm or less of H₂S and spikes of no greater than 300ppm of H₂S.

Both the Wilkinson Lane and Copes Crossing Pumping Stations in White House, Tennessee serves a substantial area of residential low-pressure sewer in the northeast and southeast areas of the City. Like many areas in the United States that serve low pressure sewer systems, the Wilkinson Lane Pumping Station has experienced odors and corrosion as a result of high levels of hydrogen sulfide (H₂S). While

Robert Allen, Wastewater Plant Manager

Quote for Evergreen ST200 at Wilkinson Lane

and Copes Crossing PS

August 30th, 2021



low pressure sewer systems are often the most cost-effective designs for an area, their nature and geometry often pose significant difficulties for the wastewater system operators with respect to odor and corrosion control. Often the only feasible method to control the H₂S from these systems is to employ air scrubbers that mechanically pull out the air and chemically remove the H₂S from the air.

The Evergreen air scrubber units are a best-in-class technology for vapor-phase treatment of H₂S and other wastewater malodors. The Evergreen Process employs proprietary EVG chemistry to achieve >99% efficiency at H₂S loadings up to 10,000 ppm and air flows up to 30,000 cfm. Our EVG chemistry is environmentally friendly, and non-hazardous, unlike other wet scrubber technologies.

Respectfully,

Kevin Buchanan
Corporate Technical Officer
(931) 206-9810

Note: This Quote is valid for 30 days.

Approval to Proceed by City of White House

Print

Signature of Authorized Agent Date

Robert Allen, Wastewater Plant Manager
Quote for Evergreen ST200 at Wilkinson Lane
and Copes Crossing PS
August 30th, 2021



Terms and Conditions- Source Technologies LLC Chemical and Equipment Sales and Service or Leasing of Equipment and Services

1. **APPLICABLE TERMS.** These terms govern the purchase or lease of the goods and related services, if any (the "Goods"), referred to in Customer's purchase order or Seller's quotation, proposal, or order acknowledgment, as the case may be. Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is conditioned on Customer's assent to these terms. Seller rejects all additional or different terms in any of Customer's forms or documents. If Customer submits a form with contrary terms or conditions, such order shall be considered as confirmation only and in no way amend, prevail over, supplement, or supersede any provision herein.
2. **PAYMENTS.** Unless otherwise agreed to by Seller in writing, all amounts payable hereunder shall be due to Seller within thirty (30) days of invoice date. Late payments shall bear interest at the rate of 18% per annum or the highest rate permitted by law; whichever is less. All prices are exclusive of and Customer shall pay all expenses including insurance, freight, carriage, and warehousing unless otherwise agreed in writing by Seller.
3. **TAXES AND PRICING.** All prices quoted are subject to change without notice and are exclusive of taxes. Customer shall pay all taxes resulting from transactions, including without limitation occupation, property, ad valorem, excise, sales, or use tax, but excluding any taxes based on the income of Seller. The purchase price, including applicable taxes, shall be subject to increase based on Seller's established price at the date of actual shipment, if shipment is delayed thirty (30) days, or more, beyond the scheduled shipment date, and such delay is caused in whole or in part by circumstances beyond the reasonable control of Seller as provided in paragraph 10.
4. **SHIPMENT.** Scheduled shipment date(s) are an estimate only. On or after the scheduled shipment date(s), Customer shall accept shipment upon notification by Seller; or if Customer refuses shipment, then Seller is authorized to have the Goods transported and warehoused, at the Customer's expense and risk, which act shall constitute shipment to Customer, in which event, Seller may declare as immediately due all amounts due upon shipment. Seller's shipping weights will govern for each shipment or partial shipment. Should Customer dispute the shipping weight of any shipment or partial shipment, Customer will promptly notify Seller in writing of the reasons for such dispute and provide to Seller all necessary documentation to substantiate the difference.
5. **TITLE/RISK OF LOSS/INSURANCE.** Title to and risk of loss of the Goods shall pass from Seller to the Customer when the Goods or any component parts thereof are placed in the possession of the carrier for shipment to Customer. Customer shall provide insurance to be for no less than the total amount owing to Seller with loss first payable to Seller.

Robert Allen, Wastewater Plant Manager

Quote for Evergreen ST200 at Wilkinson Lane

and Copes Crossing PS

August 30th, 2021



6. ACCEPTANCE OF GOODS. Customer shall inspect or test all Goods upon receipt. Customer shall be deemed to have affected final acceptance of the Goods on the earlier of (i) fifteen (15) days from the date of initial shipment unless written notice of any non-conformance is received by Seller within such period; or (ii) on the date when used or otherwise placed in commercial operation.

7. WARRANTY. (a) Seller warrants that title to the Goods sold shall be free from any third-party encumbrance and will conform to the description contained on Seller's invoice; (b) Seller warrants that any Goods shall conform to the description set forth in Seller's proposal and be free from defects in materials and workmanship; (c) SELLER DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. THERE ARE NO REPRESENTATIONS OR WARRANTIES EXCEPT AS SET FORTH HEREIN.

8. REMEDY AND LIMITATION OF LIABILITY. Seller's sole responsibility and liability and Customer's exclusive remedy for the supply of Goods not conforming to the warranty ("Defective Goods") shall be limited to the repair or replacement of the Defective Goods (Seller's shipping point), or, at Seller's option, to the return of the Goods and refund of the purchase price of the Goods, without interest. IN NO EVENT SHALL SELLER BE LIABLE TO CUSTOMER FOR ANY INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES OR LOSS OF ACTUAL OR ANTICIPATED REVENUES OR PROFITS OR INCREASED COSTS OF OPERATION. Seller shall not be liable to Customer, under any circumstances, for any amount in excess of the replacement cost of the Defective Goods. The foregoing limitations of liability apply regardless of whether any such claim arises out of breach of contract, tort (including professional negligence) strict liability or any other legal theory. Seller's obligation hereunder is subject to receipt of written notice of rejection of the Goods from Customer within thirty (30) days after such alleged defect shall be reasonably apparent to Customer.

9. RETURNS. Returned Goods will be accepted only if Seller has given prior written consent thereto. Except in the case of Defective Goods, a handling, inspection, restocking, and invoicing charges also may be assessed against Customer. All returns allowed must be shipped at Customer's expense and must be in excellent resale condition.

10. DELAY OR NONPERFORMANCE. Seller shall not be liable for failure or delay in performance hereunder due in whole or in part to strikes, work stoppages, fires, acts of terrorism, accidents, wars, rebellions, civil commotion, public strife, acts of any government, whether legal or otherwise, acts of public enemies, force majeure, shortages of transportation or qualified labor, or any other causes beyond the reasonable control of Seller; this specifically includes delays or inability to obtain product or raw materials because of the actions of Seller's suppliers.

11. DEFAULT. If Customer fails to make any payments when due, or if there is a breach by Customer of any other obligation hereunder, or if reasonable grounds for insecurity arise with respect to the performance of Customer and Customer fails to provide adequate assurance of its due performance within ten (10) days after its receipt of a written demand from Seller, then Customer shall be deemed in default and Seller shall have, at its option, the right to take immediate possession of the Goods, and/or

Robert Allen, Wastewater Plant Manager
Quote for Evergreen ST200 at Wilkinson Lane
and Copes Crossing PS
August 30th, 2021



declare all unpaid amounts immediately due and payable and/or suspend shipments to Customer. Seller shall be entitled to set off any amount owed by Customer against any amount payable to Seller in connection with any unpaid moneys due to Seller. Seller's rights and remedies expressed herein are in addition to any other rights and remedies available at law or equity. Waiver by Seller of any breach or default shall not constitute a waiver of any subsequent breach or default.

12. CANCELLATION. Upon receipt of written notice from Customer, Seller shall cancel any orders as instructed, subject to Seller's (or its subcontractors) right to continue processing raw or finished material to the point at which processing can be halted with the least disruption and cost to Seller. Customer shall be responsible for all costs associated with the cancellation and completion of processing of material.

13. MODIFICATION OF TERMS AND CONDITIONS. These Terms and Conditions may only be modified if in writing and signed by an authorized office of Seller; each of these terms and conditions shall remain in effect unless the provision(s) are explicitly contradicted by the aforesaid writing.

14. ASSIGNMENT. Neither Seller nor Customer may assign any of its rights nor delegate any of its duties hereunder without the prior written consent of the non-assigning party. Any attempted assignment in violation hereof is void.

15. GOVERNING LAW. The supply of the Goods hereunder shall be governed by Kentucky law, exclusive of its provisions concerning conflicts of law.

16. SAFETY DATA SHEETS. To the extent legally required each shipment of Goods is accompanied by a Safety Data Sheet in compliance with the OSHA Hazard Communication Standard. If for any reason one is not immediately available, a copy will be sent upon request via electronic mail as soon as practicable. Seller strongly recommends that Customer use this information to ensure proper use and that the health and safety of all are protected.

Source Technologies LLC

IN WITNESS WHEREOF, the parties have executed this Agreement including the scope of work, scope of supply, price, schedule, terms and conditions, and payment terms contained in the Proposal prepared by Source Technologies LLC dated 04/08/2021, wishing to be legally bound thereby.

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....