



CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Meeting  
Agenda  
December 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 November 18<sup>th</sup> Board of Mayor and Aldermen meeting
7. Welcome Visitors
8. Proclamation
9. Public Hearings
  - a. **Resolution 21-17:** A resolution to annex certain territories and incorporate same within the corporate boundaries of the City of White House, Tennessee.
  - b. **Ordinance 21-27:** An ordinance to amend the Zoning Map from R-15 Medium Family and Robertson County Agricultural to Suburban Residential Planned Unit Development on Calista Road.
  - c. **Ordinance 21-28:** An ordinance amending the Zoning Ordinance, Article 2, Section 2.020 Definitions and Article 4, Section 4.203, Development Standards for Campgrounds.
  - d. **Ordinance 21-29:** An ordinance amending the fiscal budget for the period ending June 30, 2022.
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 21-18:** Whereas, T.C.A. 6-51-102 requires that a plan of service be adopted by the governing body of the City prior to passage of a resolution annexing any area.
  - b. **Resolution 21-17:** A resolution to annex certain territories and incorporate same within the corporate boundaries of the City of White House, Tennessee.

- c. **Resolution 21-20:** A resolution ratifying proposed amendments to the Sumner County Comprehensive Growth Plan, and forwarding the same to the Local Government Planning Advisory Committee.
- d. **Resolution 21-21:** A resolution approving certain amendments and revisions to the Personnel Manual.
- e. **Resolution 21-22:** A resolution to join the State of Tennessee and other local governments as participants in the Tennessee State-Subdivision Opioid Abatement Agreement and approving the related settlement agreements.

13. Consideration of the Following Ordinances:

- a. **Ordinance 21-27:** An ordinance to amend the Zoning Map from R-15 Medium Family and Robertson County Agricultural to Suburban Residential Planned Unit Development on Calista Road. *Second Reading.*
- b. **Ordinance 21-28:** An ordinance amending the Zoning Ordinance, Article 2, Section 2.020 Definitions and Article 4, Section 4.203, Development Standards for Campgrounds. *Second Reading.*
- c. **Ordinance 21-29:** An ordinance amending the fiscal budget for the period ending June 30, 2022. *Second Reading.*
- d. **Ordinance 21-30:** An ordinance to amend the Zoning Map from R-10, Residential High Density District to C-6, Town Center Commercial District on Portland Road. *First Reading.*

14. Purchasing:

- a. To approve or reject the purchase of four (4) Sharp MX 5071 copiers from the Sourcewell Cooperative contract #030321-RCH in the amount of \$29,635. The Administrative Services Director recommends approval.
- b. To approve or reject an amendment to the Professional Services Agreement with Jacobs Engineering for engineering services in the Wastewater Treatment Plant project in the amount of \$439,185. The Public Services Director recommends approval.

15. Other Business:

- a. To approve or reject the results of the financial audit completed by KraftCPAs for the year ending June 30, 2021. The Finance Director recommends approval.
- b. To approve or reject authorizing City Administrator Gerald Herman entering into an agreement with Robertson County Board of Education and Robertson County, Tennessee for a road extension from White House Heritage High School to Pinson Lane. The City Administrator Recommends approval.
- c. To approve reject the 2022-23 Budget Calendar.
- d. To approve or reject the 2022 Board of Mayor and Aldermen meeting calendar.

16. Discussion Items:

- a. None

17. Other Information:

- a. None

18. Adjournment:

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Meeting  
Minutes  
November 18, 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 Pastor Greg Young of Cherry Mound Baptist Church

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 October 21<sup>st</sup> Board of Mayor and Aldermen meeting

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

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

- a. **Ordinance 21-24:** An ordinance amending the Municipal Code, Title 1, Chapter 1 Section 1-102; Description of Wards.

No one spoke for or against.

- b. **Ordinance 21-25:** An ordinance to amend the Zoning Map from R-10, Residential High Density District to R-TC, Residential High Density Town Center Commercial District on Tyree Springs Road.

No one spoke for or against.

- c. **Ordinance 21-26:** An ordinance to amend the Zoning Map and resubdivide land from C-2, General Commercial to NCRPUD, Neighborhood Center Residential Planned Unit Development on Hwy 31W.

No one spoke for or against.



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

Alderman Decker discussed Scrooby, England and the impact individuals from Scrooby had on the settlement and formation of the United States.

City Administrator Gerald Herman stated that the soccer complex construction is moving into the final phase. Lights are installed and operational and the irrigation of new field 6 has been installed.

City Administrator Gerald Herman announced that the city received the \$1.8 million from the America Recovery Act Funds. The funds will be saved for future expansion of the new 18-inch southern force main sewer project which will be submitted as part of the capital improvement 2022-23 budget process.

City Administrator Gerald Herman stated that the town center water line construction project is progressing well. Pipe in the ground has passed De La Paz heading northbound. All necessary easements have been obtained by the White House Utility District.

City Administrator Gerald Herman reminded everyone about the upcoming 50<sup>th</sup> anniversary event on December 4<sup>th</sup> beginning at 3:00 p.m. The event includes a Christmas Parade, music, lighting of the Christmas tree, placing items in the time capsule, and other activities.

City Administrator Gerald Herman provided an update regarding COVID-19. After the 5<sup>th</sup> District Court of Appeals placed a nationwide stay on mandatory COVID 19 vaccinations for employers with over 100 employees the Occupational Safety and Health Administration withdrew their new rule requiring same. The 6<sup>th</sup> District Court of Appeals has been given the case for oral arguments. The city has no employees reporting out with COVID 19 symptoms or needing to be quarantined at this time.

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. Huntson to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Motion passed.**

11. Consideration of the Following Resolutions:

- a. **Resolution 21-19:** A resolution amending the schedule of fees for Hillcrest Municipal Cemetery.

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Resolution 21-19 was approved.**

12. Consideration of the Following Ordinances:

- a. **Ordinance 21-24:** An ordinance amending the Municipal Code, Title 1, Chapter 1 Section 1-102; Description of Wards. 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 21-24 was approved on Second Reading.**



- b. **Ordinance 21-25:** An ordinance to amend the Zoning Map from R-10, Residential High Density District to R-TC, Residential High Density Town Center Commercial District on Tyree Springs Road. *Second Reading.*

Motion was made by Ald. Hutson, 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 21-25 was approved on Second Reading.**

- c. **Ordinance 21-26:** An ordinance to amend the Zoning Map and resubdivide land from C-2, General Commercial to NCRPUD, Neighborhood Center Residential Planned Unit Development on Hwy 31W. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - nay; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 21-26 was approved on Second Reading.**

- d. **Ordinance 21-28:** An ordinance amending the Zoning Ordinance, Article 2, Section 2.020 Definitions and Article 4, Section 4.203, Development Standards for Campgrounds. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 21-28 was approved on First Reading.**

- e. **Ordinance 21-29:** An ordinance amending the fiscal budget for the period ending June 30, 2022. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 21-29 was approved on First Reading.**

13. Purchasing:

- a. To approve or reject the bid from Twin States Utilities and Excavation in the amount of \$1,490,070.00 for the Southern Force Main (DeeCee Rd. to Hester Dr.) project. The Public Services Director recommends approval.

Motion was amended by Mayor Arnold to include to approve or reject allowing the City Administrator to enter into contract with Twin States Utilities and Excavation for the Southern Force Main (DeeCee Rd. to Hester Dr.) project.

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.**

14. Other Business:

- a. None

15. Discussion Items:

- a. None

16. Other Information:

- a. None

17. Adjournment:

Meeting was adjourned at 7:32 pm.

ATTEST:

\_\_\_\_\_  
Michael Arnold, Mayor

\_\_\_\_\_  
Amanda Burns, City Recorder

DRAFT

# REPORTS....



**Administrative & Legislative Services Department  
November 2021**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- November 1:
  - TDEC Grant Training Workshop
- November 3:
  - Ribbon Cutting: Tesha's Apron
- November 4:
  - State of the County and Schools – Robertson County
  - UGB Coordinating Committee Meeting: Public Hearing #2
  - Leisure Services Board
- November 16:
  - Public Safety Radio System meeting with Robertson County
- November 17:
  - GNRC Transportation Policy Board
- November 18:
  - Sumner County Joint Economic Development Board
  - Board of Mayor and Aldermen meeting
- November 23:
  - Progress Meeting: Wastewater Treatment Plant Expansion
- November 30:
  - Power Hour: Colorado Grill

**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.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$21,144,050	\$ 10,382,318	↑7.41
Industrial Development	\$77,000	\$ 23,419	↓11.27
State Street Aid	\$550,000	\$ 92,263	↓24.91
Parks Sales Tax	\$2,105,361	\$ 1,032,666	↑7.35
Solid Waste	\$1,175,418	\$ 539,326	↑4.19
Fire Impact Fees	\$125,000	\$ 19,282	↓26.26
Parks Impact Fees	\$16,000	\$ 6,698	↑0.17
Police Impact Fees	\$42,500	\$ 40,494	↑53.59
Road Impact Fees	\$235,000	\$ -	↓41.69
Police Drug Fund	\$4,500	\$ -	↓41.69
Debt Services	\$1,293,500	\$ 98,001	↓34.11
Wastewater	\$16,874,057	\$ 9,705,098	↑15.82
Dental Care	\$70,000	\$ 29,314	↑0.18
Stormwater Fund	\$1,491,663	\$ 629,394	↑0.5
Cemetery Fund	\$78,890	\$ 22,266	↓13.46

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

**Administrative & Legislative Services Department  
November 2021**

**Purchasing**

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

**Total Purchase Orders**

	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	325	261	269	346	362
August	132	128	106	151	166
September	98	106	98	126	119
October	98	79	97	91	147
November	103	72	78	120	125
December		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
<b>Total</b>	<b>756</b>	<b>1355</b>	<b>1199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>Nov 2021</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>Total for FY22</b>	<b>Total for FY21</b>	<b>Total for FY20</b>
Purchase Orders \$0-\$9,999	99	715	1281	1132	\$831,131.86	\$1,482,989.65	\$1,275,419.16
Purchase Orders \$10,000-\$24,999	0	11	29	34	\$187,466.16	\$417,161.17	\$551,938.89
Purchase Orders over \$25,000	4	30	45	33	\$10,985,400.17	\$5,951,224.30	\$4,035,346.92
<b>Total</b>	<b>103</b>	<b>457</b>	<b>1355</b>	<b>1199</b>	<b>\$12,003,998.19</b>	<b>\$7,851,375.12</b>	<b>\$5,862,704.97</b>

**Website Management**

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

	<b>2021-2022 Update Requests</b>	<b>2020-2021 Update Requests</b>	<b>2019-2020 Update Requests</b>	<b>2018-2019 Update Requests</b>	<b>2021-2022 Page Visits</b>	<b>2020-2021 Page Visits</b>	<b>2019-2020 Page Visits</b>	<b>2018-2019 Page Visits</b>
July	54	15	152	61	32,401	11,536	1,164,517	1,080,668
August	66	20	126	133	25,635	9,145	752,932	835,519
September	48	17	43	22	24,833	8,335	679,248	214,406
October	52	10	78	86	23,816	8,390	386,735	864,091
November	63	174	56	40	23,022	7,587	695,971	812,527
December		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
<b>Total</b>	<b>283</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>129,707</b>	<b>197,629</b>	<b>5,263,907</b>	<b>9,053,159</b>

**Administrative & Legislative Services Department  
November 2021**

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

	<b>FY22 New Downloads</b>	<b>FY21 New Downloads</b>	<b>FY20 New Downloads</b>
July	8	45	19
August	9	44	21
September	13	19	21
October	6	40	12
November	6	29	13
December		10	15
January		11	23
February		20	70
March		11	69
April		7	41
May		11	29
June		11	36
<b>Total</b>	<b>42</b>	<b>258</b>	<b>369</b>

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

	<b>FY22 # of Request</b>	<b>FY21 # of Request</b>	<b>FY20 # of Request</b>
July	38	20	36
August	54	27	39
September	46	16	18
October	64	15	40
November	19	20	27
December		27	20
January		18	24
February		72	41
March		36	34
April		26	35
May		48	26
June		58	28
<b>FY Total</b>	<b>221</b>	<b>383</b>	<b>356</b>

**White House Farmers Market**

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

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
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	0	0
October	0	0
November	0	0
December		
<b>Total</b>	<b>15</b>	<b>\$2,365</b>



**Administrative & Legislative Services Department  
November 2021**

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Decorate City Hall complex for Christmas

	<b>2021-2022 Work Order Requests</b>	<b>2020-2021 Work Order Requests</b>	<b>2019 – 2020 Work Order Requests</b>	<b>2018 – 2019 Work Order Requests</b>	<b>2017 – 2018 Work Order Requests</b>	<b>2016 – 2017 Work Order Requests</b>
<b>July</b>	19	11	10	22	21	27
<b>August</b>	8	27	10	26	24	28
<b>September</b>	12	9	13	19	22	13
<b>October</b>	10	6	7	14	18	12
<b>November</b>	23	16	7	18	34	12
<b>December</b>		19	3	8	19	9
<b>January</b>		11	16	14	16	23
<b>February</b>		16	18	7	21	6
<b>March</b>		12	11	7	17	16
<b>April</b>		17	2	12	25	14
<b>May</b>		25	11	6	26	27
<b>June</b>		31	10	9	23	14
<b>Total</b>	<b>72</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
November 2021**

**Finance Section**

During November the Finance Office continued working on the FYE 6/30/2021 audit fieldwork, scanning thousands of documents to reduce physical document storage space, and began collecting the current year property taxes. Current year tax bills were printed and mailed around the week of November 9<sup>th</sup>. The cumulative total of real estate and personal property taxes for the 2021 tax year billed is approximately \$5 million. As of November 30<sup>th</sup>, approximately \$392k (7.8%) of the 2021 property taxes was collected. Members of the Finance Office participated in the following events during the month:

November 2: City Hall group photo for time capsule

November 10: HR disciplinary training @ Fire Station #2

November 15: Transition planning for new Community Event Center

**Performance Measures**

**Utility Billing**

	<b>November 2021</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>New Builds (#)</b>	31	100	357	171	62	102
<b>Move Ins (#)</b>	79	400	737	649	534	553
<b>Move Outs (#)</b>	66	387	743	602	534	576
<b>New customer signup via email (#)</b>	37	167	300	127	104	163
<b>New customer signup via email (%)</b>	34%	33%	27%	15%	17%	25%

**Business License Activity**

	<b>November 2021</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>Opened</b>	4	33	76	69	75	72
<b>Closed (notified by business)</b>	2	3	6	10	9	18
<b>Closed (uncollectable)</b>	0	0	0	0	0	199

**Accounts Payable**

	<b>November 2021</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>	<b>FY 2018 Total</b>
<b>Total # of Invoices Processed</b>	322	1712	4079	4003	3940	4437

**Finance Department  
November 2021**

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

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>General Fund Cash Reserves Goal (\$)</b>	<b>Current Month Fund Cash Balance (\$)</b>	<b>G.F. Cash Reserves Goal Performance</b>
General Fund	10,409,165	3,122,750	2,247,176	22%
Cemetery Fund	45,261	13,578	269,626	596%
Debt Services	1,217,528	365,258	997,724	82%
Dental Care Fund	39,361	11,808	213,648	543%
Roads Impact Fees	105,396	31,619	402,006	381%
Parks Impact Fees	109,476	32,843	306,888	280%
Police Impact Fees	77,976	23,393	305,744	392%
Fire Impact Fees	26,904	8,071	208,715	776%
Industrial Development	76,063	22,819	93,340	123%
Parks Sales Tax	988,260	296,478	1,047,341	106%
Police Drug Fund	5,048	1,514	34,068	675%
Solid Waste	1,065,400	319,620	505,374	47%
State Street Aid	418,172	125,452	337,490	81%
Stormwater Fund	964,600	289,380	1,223,817	127%
Wastewater	5,579,100	1,673,730	6,709,913	120%

*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.

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>YTD Realized* (\$)</b>	<b>% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)</b>
General Fund	10,409,165	2,781,208	↓ 14.95%
Cemetery Fund	45,261	27,740	↑ 19.62%
Debt Services	1,217,528	549,109	↑ 3.43%
Dental Care	39,361	15,073	↓ 3.37%
Roads Impact Fees	105,396	53,974	↑ 9.54%
Parks Impact Fees	109,476	40,442	↓ 4.73%
Police Impact Fees	77,976	43,963	↑ 14.71%
Fire Impact Fees	26,904	29,011	↑ 66.16%
Industrial Development	76,063	60,759	↑ 38.21%
Parks Sales Tax	988,260	368,444	↓ 4.38%
Police Drug Fund	5,048	3,075	↑ 19.25%
Solid Waste	1,065,400	451,543	↑ 0.72%
State Street Aid	418,172	193,870	↑ 4.69%
Stormwater Fund	964,600	415,893	↑ 1.45%
Wastewater	5,579,100	2,242,107	↓ 1.48%

\*Realized amounts reflect revenues realized from July 1, 2021—November 30, 2021



**Human Resources Department  
November 2021**

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

November 02: Benefits Specialist Interviews  
 November 03: TnPRIMA Conference  
 Police Officer Interview  
 November 04: TnPRIMA Conference  
 November 05: TnPRIMA Conference  
 November 09: Wastewater Tech I Interview  
 Police Officer Testing  
 November 10: Municipal Management Academy Level I Course  
 November 18: Board of Mayor and Aldermen Meeting  
 November 23: Planning Technician Interview  
 November 29: New Hire Orientation for Police Officer

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

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

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
<b>Total</b>	<b>1</b>	<b>9</b>	<b>8</b>	<b>3</b>

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

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

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
<b>Total</b>	<b>3</b>	<b>7</b>	<b>4</b>	<b>6</b>

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

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

	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
<b>Total</b>	<b>4</b>	<b>12</b>	<b>18</b>	<b>11</b>
<b>Percentage</b>	<b>3.88%</b>	<b>11.65%</b>	<b>17.48%</b>	<b>11.34%</b>

Three-year average: 13.49%

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

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

Three-year average: 4.6667

	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
<b>Total</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>7</b>

**Police Department  
November 2021**

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in November:** Department Head Staff Meeting (Nov. 1<sup>st</sup>, 15<sup>th</sup> & 29<sup>th</sup>), New Officer Interview (Nov. 3<sup>rd</sup>), White House Rotary Club Meeting (Nov. 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>), Planning Commission Meeting (Nov. 8<sup>th</sup>), Robertson County Chief's Meeting (Nov. 9<sup>th</sup>), Sumner Co. Drug Task Force Meeting (Nov. 18<sup>th</sup>), Command Staff Meeting (Nov. 18<sup>th</sup>) and Board of Mayor & Alderman Meeting (Nov. 18<sup>th</sup>).

➤ **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 4<sup>th</sup> edition of our TLEA program into PowerDMS which includes 164 standards. She has completed 51 proofs of the 164 for this year. The LEACT Conference should be in the Spring of 2022.

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
September	46	190	0	236
October	0	208	0	208
November	0	490	8	498
Total	100	2,547	80	2,727

**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	November 2021	FY 2021-22
Three (3) Officers per Shift	39	220
Four (4) Officers per Shift	21	88

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 are plan to be conducted in January.



**Police Department  
November 2021**

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 the above stats at the present time. We are purchasing a custom software from Tyler Technologies which will help with stats.

Group A Offenses	November 2021	Per 1,000 Pop.	Total 2021	Per 1,000 Pop.
<b>Serious Crime Reported</b>				
Crimes Against Persons			80	
Crimes Against Property			100	
Crimes Against Society			255	
<b>Total</b>			435	
<b>Arrests</b>			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 the above stats at the present time. We are purchasing a custom software from Tyler Technologies which will help with stats.

	November 2021	TOTAL 2021
<b>Traffic Crashes Reported</b>		350
<b>Enforce Traffic Laws:</b>		
Written Citations		826
Written Warnings		417
Verbal Warnings	403	3,645

5. *Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2021.*

COLLISION RATIO				
<u>2021</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
November	38	5 YTD 51	13%	13% YTD 388

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

**Staffing:**

- Ofc. Perry Gerome and Ofc. Caleb Railey are currently at the Tennessee Law Enforcement Training Academy. They will graduate in December.
- November 3<sup>rd</sup>, Chief interviewed one potential hire.
- Terry Brown (TJ) was hired to begin on November 29<sup>th</sup>.
- Jeremy Sisk resigned his position. His last day will be January 1<sup>st</sup>.
- We currently have 2 positions open and are accepting applications.

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

**Police Department  
November 2021**

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

- ERT had training on November 19<sup>th</sup>.

**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 the above stats at the present time. We are purchasing a custom software from Tyler Technologies which will help with stats.

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

**Communications Section**

	November	Total 2021
Calls for Service	1,013	12,125
Alarm Calls	38	366

**Request for Reports**

	November	FY 2021-22
Requests for Reports	12	66
Amount taken in	\$11.55	\$40.65
Tow Bills	\$0.00	\$0.00
Emailed at no charge	12	87
Storage Fees	\$0.00	\$0.00

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

- THSO- Sgt. Joel Brisson is attended the Autism Instructor training in Franklin, Tn November 1 -3, 2021.
- THSO- Sgt. Joel Brisson attended an all staff training in Franklin, TN November 4-5, 2021.

***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 has been cancelled due to Covid.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House Expo & Safety Day presented by The Farmers Bank took place on October 2<sup>nd</sup>, 2021. **Completed**
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. We are currently taking applications for 2022.

**Police Department  
November 2021**

4. *Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.*
- November 1st– Sgt. Enck instructed a 4-hour handcuffing class for eight Gallatin Police Department Officers.
  - November 3<sup>rd</sup> – Sgt. Enck instructed a 5-hour Defensive Tactics class at Tennessee Law Enforcement Academy.
  - November 14<sup>th</sup> – 19<sup>th</sup> – Sgt. Enck instructed a 3-day (24 hours) Ground Defense Instructor's school for the Tennessee Law Enforcement Officers Training Association in Gatlinburg, TN.
  - November 18<sup>th</sup> – we gave a helmet out at Wheels In Motion at H.B. Williams and Heritage Elementary.

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

**Upcoming Events:**

Christmas Parade (12/4)  
Shop w/a Cop/Fireman (12/11)

2021 Participation in Joint Community Events		
	<u>October</u>	<u>Year to Date</u>
Community Activities	5	80



**Fire Department  
November 2021**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 114 requests for service during the month with 78 responses being medical emergencies, 2 building fires, 2 vehicle fires. The Department also responded to 6 vehicle accidents; 4 accidents reported patients being treated for injuries, and 2 accidents reported with no injuries. Of the 114 responses in the month of November there were 18 calls that overlapped another call for service that is 15.79% 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 November from dispatch to on scene time averaged was, six minutes and eighteen seconds (6:18). The average time a fire unit spent on the scene of an emergency call was eighteen minutes and fifty-one seconds (18:51).

**Department Event**

- November 3<sup>rd</sup> – Fire Extinguisher training at Woodgrain
- November 18<sup>th</sup> – Breakfast at Grace Park
- November 18<sup>th</sup> – Visit Temple Baptist for Mother's Day Out

**Fire Administration**

- November 1<sup>st</sup> – Inspect Old Hickory Tool and Die
- November 10<sup>th</sup> – Fire Drill at City Hall

**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	17
Rescue & Emergency Services	565
Hazardous Conditions (No Fire)	16
Service Calls	30
Good Intent Call	41
False Alarms & False Call	72
Calls for The Month	165
Total Responses FY to Date	743

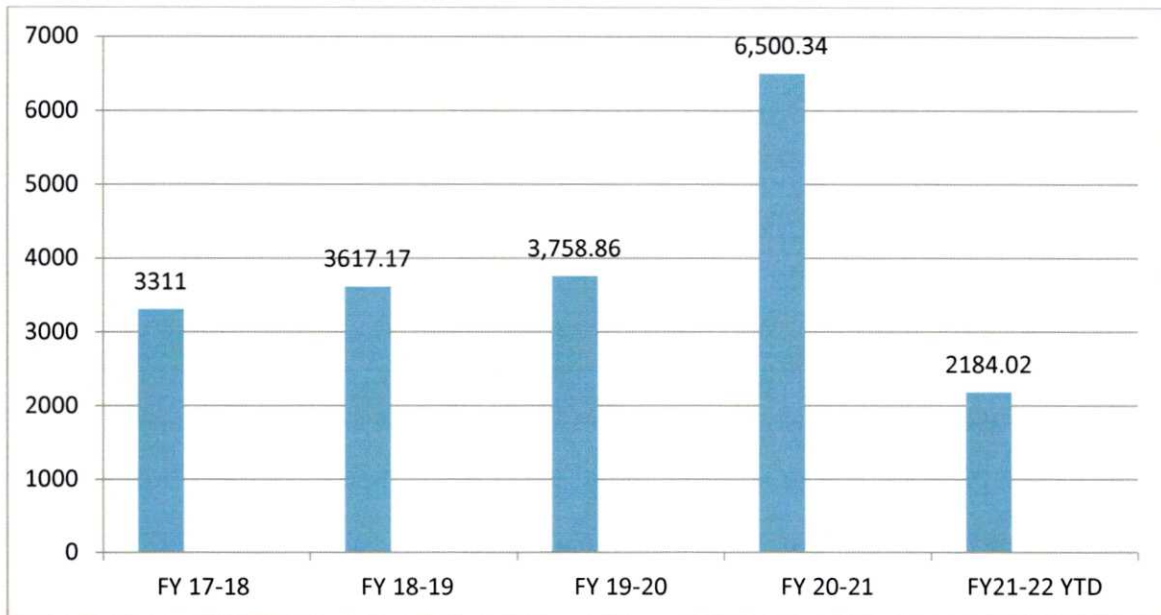
**Fire Department  
November 2021**

**Response by Station**

	Month	FY to Date	%
Station #1 (City Park)	79	505	67.96%
Station #2 (Business Park Dr)	35	238	32.03%

**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	602.93	2184.02

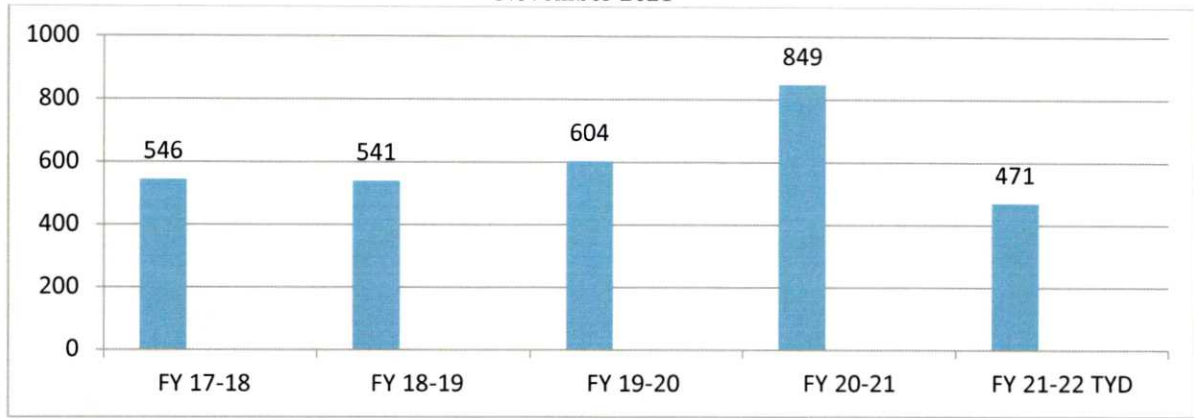
**Training breakdown for ISO and NFPA**

	Fire Officer	Company	Facilities	NFPA
Month	39.5	263.5	67.5	152.43
Total for FY	174	770	164.5	1103.02

**Fire Inspection**

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

**Fire Department  
November 2021**



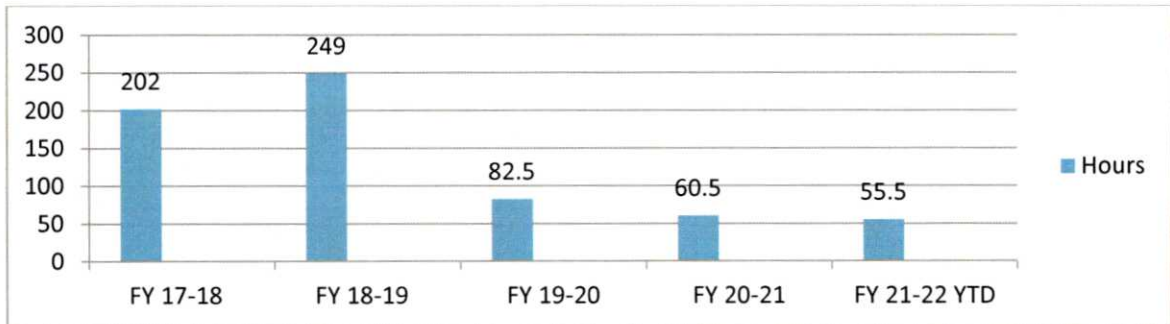
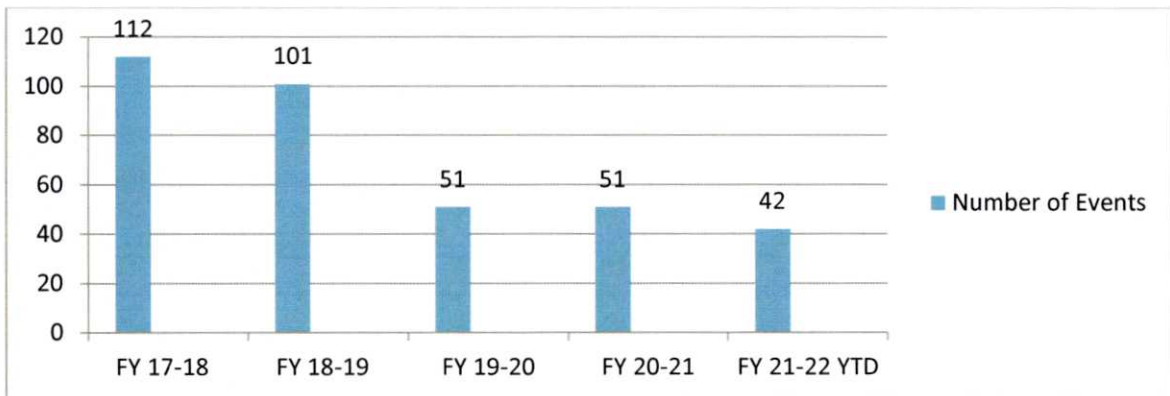
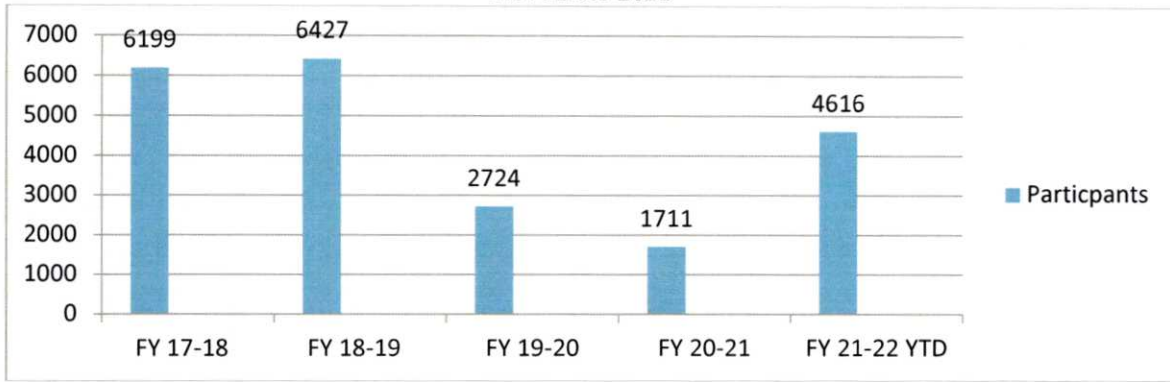
	Month	YTD
<b>November Fire Inspection</b>	<b>92</b>	<b>471</b>
<b>Reinspection</b>	<b>21</b>	<b>101</b>
<b>Code Violation Complaint</b>	<b>1</b>	<b>6</b>
<b>Violations Cleared</b>	<b>13</b>	<b>66</b>
<b>Annual Inspection</b>	<b>15</b>	<b>63</b>
<b>Commercial Burn Pile</b>	<b>0</b>	<b>5</b>
<b>Knox Box</b>	<b>2</b>	<b>14</b>
<b>Fire Alarms</b>	<b>2</b>	<b>10</b>
<b>Measure Fire Hydrant</b>	<b>0</b>	<b>3</b>
<b>Plans Review</b>	<b>3</b>	<b>27</b>
<b>Pre-C/O</b>	<b>2</b>	<b>11</b>
<b>Pre-incident Survey</b>	<b>28</b>	<b>109</b>
<b>Sprinkler Final</b>	<b>2</b>	<b>3</b>
<b>Final/Occupancy</b>	<b>0</b>	<b>11</b>

**Public Fire Education**

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



**Fire Department  
November 2021**



	Month	YTD
Participants	204	4616
Number of Events	7	42
Education Hrs.	12	55.5

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

**Social Media Statistics**

Page Views	518
Page Likes	67
Post Reach	11,315

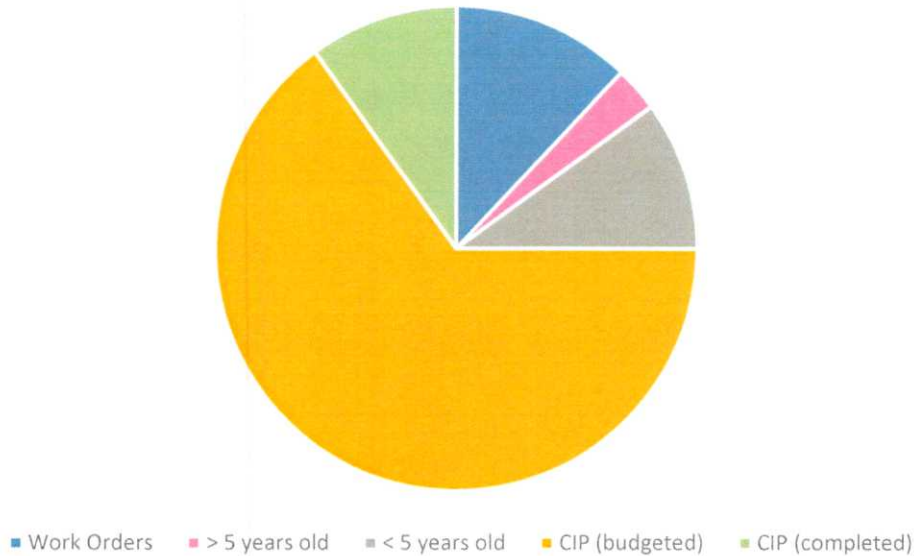
**Public Services Department – Stormwater Division**  
**November 2021**

Month:	November
Year:	2021

	Status	Title	Priority	Description	Start Date	End Date
	PUBLISHED	Springbrook Drainage Improvements	High	Replace 24" HDPE with 30" RCP and area drainings along Copperfield Ct	1/3/2022	TBD
	IN PROGRESS	Beechbrook Court	Medium	Install series of 15", 18" and 30" RCP into ROW conveyance	11/18/2021	12/20/2021
	COMPLETED	Tractor Supply	Medium	Certificate of Occupancy - Final Stormwater	11/23/2021	11/29/2021
	COMPLETED	Area 2	Low	Catch basin cleaning	5/15/2020	5/20/2020
	PLANNED	Wilkinson Drainage Improvements	High	Extensive grade work and culvert replacement along Hickerson Drive and Wilkinson Lane	4/4/2022	TBD
	COMPLETED	403 Rolling Acres	Low	Install 15" driveway culvert	11/15/2021	11/18/2021
	IN PROGRESS	419-425 N. Palmers Chapel Rd	Medium	Install 8" FM along NPC	10/28/2021	12/13/2021
	COMPLETED	112 Tison Lane	Medium	Riparian buffer repair and vegetation removal	11/4/2021	11/8/2021
	COMPLETED	Stephanie Drive	Medium	Headwall repair at Meadowlark Ln	10/25/2021	11/2/2021
		Insert new rows ABOVE this one				

Public Services Department – Stormwater Division  
November 2021

Stormwater Work Order Management



**Administrative Notes**

- Three complaints were received and investigated. Two issues are on private property and one requires extensive rehabilitation and partnership with TDEC.
  - o 101 Hickory Trail – clogged culvert
  - o 304 Autumnwood Drive – stream bank eroding and causing sinkholes. Most likely, the city will need an ARAP to disturb the creek.
  - o 113 Whitehaven Ct. – ponding water in backyard
- Ongoing: remediation at Beechbrook Ct.
- Street sweeping of hwy31W completed following expressed concerns for the bike lane.
- 1 complaint reported at 721 North Palmers Chapel Rd: no ditch line to convey runoff; 811 called and work scheduled for 2nd week in December
- Four (4) fence permits were issued: 2129 Brokeshire Dr, 3600 Hwy31W, 234 Telavera Dr., and 144 Crabourne Drive
- Long term maintenance agreement submitted for review and approval of behalf of Tractor Supply.
- Springbrook CIP pre construction meeting scheduled for December 6th. Estimated delivery on material extended to December 20<sup>th</sup>.





Public Services Department – Stormwater Division  
November 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>The Parks</i>	Open trench inspection	Work Order: 112921006  <b>Complete</b>	
<i>US 31W</i>	Ditch Maintenance	Work Order: 10324569  <b>Complete</b>	

Public Services Department – Stormwater Division  
November 2021

<b>Tractor Supply</b>	EPSC Inspection	Work Order: 11291005  Complete	
<b>Truck #1303</b>	Fleet Maintenance	Work Order: 112921001  Complete	
<b>Brush Route #2</b>	Catch Basin Cleaning	Work Order: 112221001  Complete	



Public Services Department – Stormwater Division  
November 2021

*403 Rolling  
Acres Dr*

Driveway  
culvert

Work Order:  
102521005

**Complete**



*Street  
Sweeping*

Preventative  
Maintenance

Work Order:  
111721002

**Complete**





## Stormwater Division

<b>Total Hours Worked</b>	<b>FY 15/16</b>	<b>FY 19/20</b>	<b>31-Oct</b>	<b>30-Nov</b>	<b>YTD 20/21</b>
<b>Stormwater</b>	5,744	7,204	915	859	15,626
<b>Work Orders</b>	0	69	11	5	213
<b>Overtime</b>	508.5	262	19	0	204
<b>Facility Maintenance</b>	3,494	638	72	31	992
<b>Fleet Maintenance</b>	1,034	314	92	95	1,285
<b>Administrative</b>	385	1,138	219	212	2,826
<b>Drainage Work (feet)</b>	0	3,988	283	332	8,653
<b>Drainage Man Hours</b>	0	1,371	94	274	4,399
<b>Debris Removed Load</b>	0	188	8	2	234
<b>Sweeping Man Hours</b>	0	309	58	27	613
<b>Mowing Hours</b>	0	102	36	0	496
<b>R-O-W Hours</b>	0	1,506	0	2	47
<b>Shoulder/Curb Hrs</b>	0	0	0	0	40

Public Services Department – Stormwater Division  
November 2021

**SWEEPER LOG**

Monthly

**NPDES II**

13th Annual Report for Sweeper Truck  
July 1, 2021- June 30, 2022  
For City of White House, Stormwater

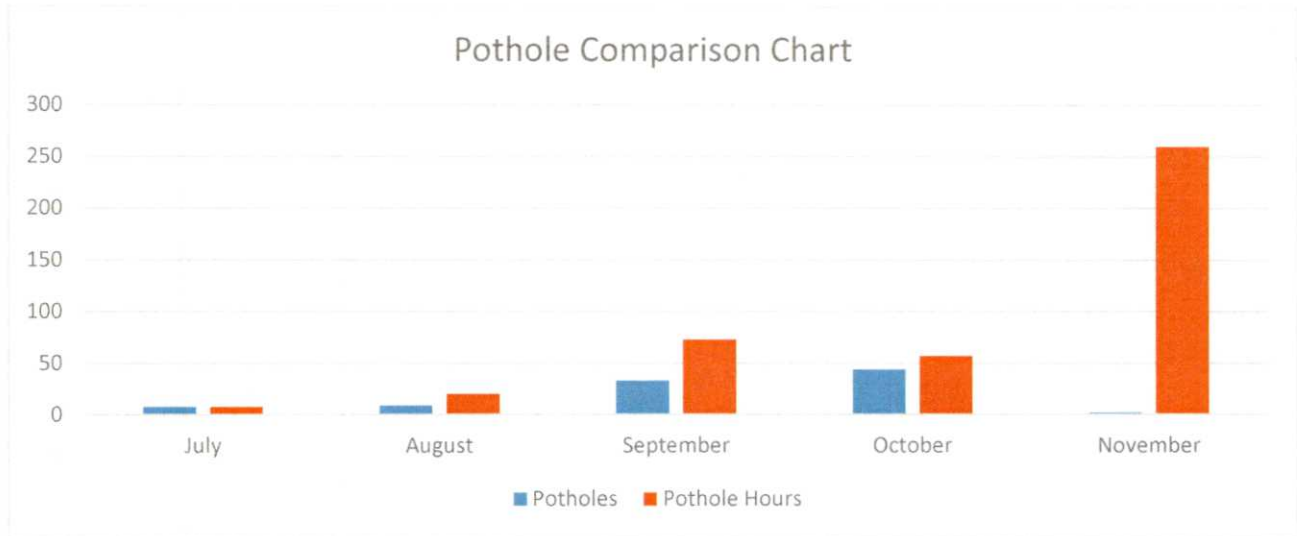
Month	Time (Hours)	Mileage	Tons
July, 2021	16.75	52	5
August, 2021	59	139	21
September, 2021	39.5	103	41
October, 2021	30	138	13
November, 2021	14	57	7
December, 2021	0	0	0
January, 2022			
February, 2022			
March, 2022			
April, 2022			
May, 2022			
June, 2022			
<b>Totals YTD:</b>	159.25	489.00	87

**Public Services Department – Public Works Division  
November 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:**



-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.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
Autumnwood Drive	7/26/2021	11/18/2021	NA
Overlook Court	11/9/2021	Ongoing repairs along this road (6.50 Tons installed as of 11/18/2021)	Approximately 2 and a half months

NOTE: The extended period of time needed to make repairs on Autumnwood Drive is due to low prioritization of the repair to be made as it was a minor inconvenience to the resident that reported the issue, as well as planning and scheduling of the project due to the large area needing to be repaired.

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

**Monthly Work Log**

Monday 11-01-2021

- Continued work and diagnostics of minor plow and salt box issues / Plow and salt route review

Tuesday 11-02-2021

- Street name sign installation / Closing cul-de-sac near Shell Station / Facility and Fleet Maintenance

Wednesday 11-03-2021

- Milled damaged asphalt on Donal Terrace

Thursday 11-04-2021

- Removed non-compliant ADA Ramp at WHPD in preparation to pour asphalt on Tuesday November 9<sup>th</sup>

Monday 11-08-2021

- Built forms in preparation to pour concrete for ADA Compliant Ramp at WHPD

Tuesday 11-09-2021

- Poured ADA Ramp at WHPD / Fleet Maintenance

Wednesday 11-10-2021

- Replaced street name signs / ROW Mowing

Thursday 11-11-2021

- Holiday (Veterans Day) Thank you Military Veterans!

Monday 11-15-2021

- Traffic Control for CEMC to repair Christmas Lights wiring at 31W and Portland Road Intersection / Removed forms from WHPD ADA Ramp / Milled Donal Terrace in preparation for asphalt repair / Delivered leaf bags to City Hall

Tuesday 11-16-2021

- Asphalt installation on Donal Terrace

Wednesday 11-17-2021

- Milling and removal of damaged asphalt and sub-base on Autumnwood Drive and Overlook Court

Thursday 11-18-2021

- Cleaned up Autumnwood Drive / Toolbox Talk / Removed "BUMP AHEAD" signs on Donal Terrace and installed at Overlook Court.

Monday 11-22-2021

- Safety meeting / Facility and Fleet Maintenance / Installed Road plates on Autumnwood Drive

Tuesday 11-23-2021

- Asphalt on Autumnwood Drive / Bushhogged NPC

Wednesday 11-24-2021

- Finished asphalt on Autumnwood Drive and started installing asphalt on Overlook Court

Thursday 11-25-2021

- Holiday (Thanksgiving)

Monday 11-29-2021

- Installation of Christmas Lights at on Portland Road and 31W as well as 76 and 31W Intersection / RoW Mowing / Started installation of new batteries in Decorative Street Lights in Settlers Ridge.

Tuesday 11-30-2021

- Fleet Maintenance on Bucket Truck / Installation of Street Name Signs



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

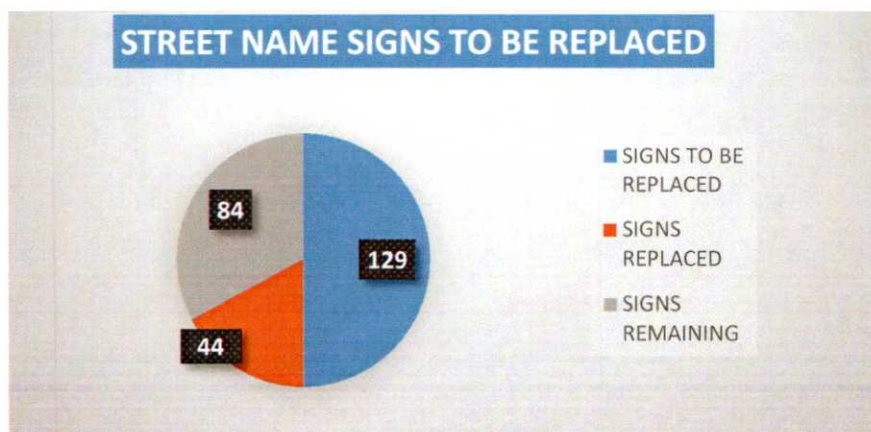
<u>Subdivision Decorative Light LED Retrofit Project</u>			
<u>UPDATED September 2021</u>	<u>TOTAL LAMPS</u>	<u>TOTAL RETROFIT COMPLETED</u>	<u>TOTAL RETROFIT TO BE COMPLETED</u>
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	5	6	0
Bridle Creek Subdivision	7	7	0
Business Park Drive	7	7	0
Hampton Village Subdivision	24	24	0
Heritage Trace Subdivision	5	5	0
Holly Tree Subdivision	44	44	0
Madeline Way	7	7	0
Magnolia Village Subdivision	27	27	0
Sumner Crossing Subdivision	21	21	0
Villages of Indian Ridge	10	10	0
Spring Brook Blvd	2	2	0
Baylee Ct	2	2	0
<b>Settlers Ridge (Solar lights batteries need replaced)</b>	22	0	22
Totals:	167	167	0

**NOTE: Settlers Ridge Subdivision has recently reported that all lights are out. The manufacturer and supplier of the Lead Acid Batteries provided the City of White House Public Works Department with replacement batteries under warranty until such time the Public Works Department can budget for the most update and best batteries (Lithium Ion).**

**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: 26 Street Name Signs were replaced int the month of November.**



**Public Services Department – Public Works Division**  
**November 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-Oct	21-Nov	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	848	902	12,038
Facility Maintenance	3494	2187	1,227	1,137	887.25	101	97	1290.25
Fleet Maintenance	1034	514	282	380	422.5	125	18	556
Meeting/Training	502	510	517	400	457	23	28	457
Leave	1,253	576	613	810	823	70	100	1480.9
Holiday	795	470	385	555	545	50	2	552
Overtime	508.5	488	414	311	152.75	34	100	398
Administrative	385	698	803	867	1153.25	162	188	2,503
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	27	25	634
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	57	2	408
Pothole Hours	0	759	734	1,181	831.5	44	261	709.25
R-O-W Hours	0	2835	2416	4,027	3044.5	202	0	2,918
Sign/Repaired	0	120	91	84	63	10	27	119
Sign Work Hours	0	289	179	234	109	28	30	269
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	15	0	70
Traffic Light Hours	0	0	65	20	158	0	0	77

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Oct	21-Nov	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	320	360	5,248
Facility Maintenance	3494	723	446	574	394.5	53	49	625
Fleet Maintenance	1034	488	445	331	294.5	8	19	265
Meeting/Training	502	265	130	135	127.5	8	12	165
Leave	1,253	428	700	476	336	30	80	680
Holiday	795	270	230	230	230	20	40	290
Overtime	508.5	119	4	12	39.5	0	0	8
Administrative	385	167	1	0	72.5	1	3	50
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	50	0	484
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-Oct	21-Nov	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	511	405	7,961
Brush Truck Loads	459	551	522	578	584	41	37	716
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	283	368	5,591
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	96	88	1,654
Litter Pickup Bags	334	507	546	511	456	21	36	533
Litter Pickup Hours	1147	1132	985	957	892	44	58	948

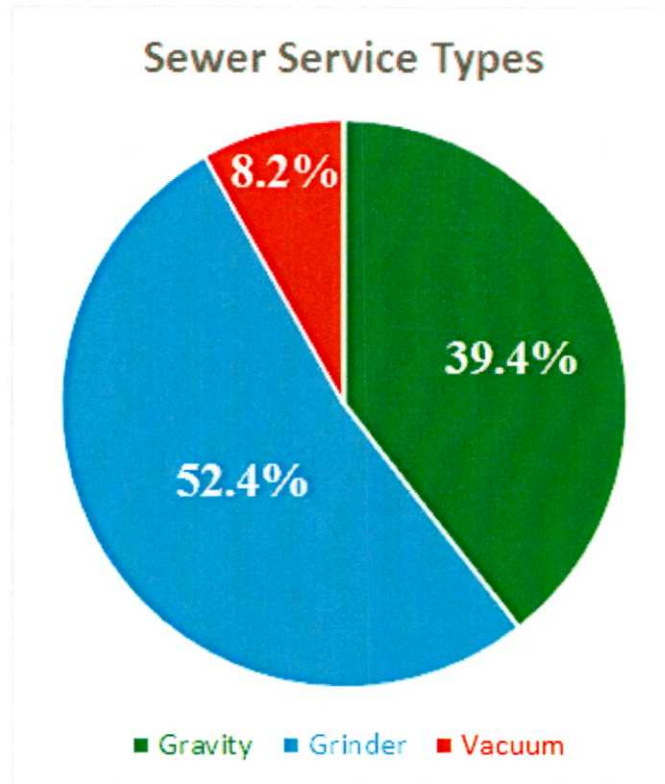


**Public Services Department - Wastewater Division  
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**Collections System Activities:**

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, and vacuum services. As of October 31<sup>st</sup>, 2021, City personnel count a total of **5,688** sewer system connections, with **31** new applications for service in October, 2021. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,242</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,981</b>
<b>Vacuum Connections</b>	<b>465</b>



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.

<b><u>Line Marking</u></b>	<b><u>FY 16/17</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>		<b><u>November 2021</u></b>	<b><u>YTD</u></b>
Tennessee 811	1,670	1849	2315	2680	2933		423	2503

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

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

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

<b><u>Lift Station Location</u></b>	<b><u>FY 16/17</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>		<b><u>Nov 2021</u></b>	<b><u>YTD</u></b>
North Palmers Chapel	22	23	8	3	1		0	3
Calista Road	55	13	4	2	1		2	5
Wilkinson Lane	8	4	1	3	1		1	1
Portland Road	1	4	1	0	1		0	0
Cope's Crossing	17	15	7	8	6		1	4
Union Road	8	17	6	6	9		0	0
Meadowlark Drive	11	6	4	2	1		0	1
Highway 76 (Springfield)	1	0	1	1	0		0	0
Cambria Drive	0	0	1	4	3		1	1
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	2
Concord Springs	n/a	n/a	n/a	0	0		0	1
Parks	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:**

On 11-01, an alarm occurred at Calista station when a power outage caused vacuum pump #3 to reverse phase. The motor was tested to determine no damage, and rewired to return to normal operation. On 11-28, multiple downed power line repairs by CEMC caused a similar phase reversal in vacuum pumps #'s 1 and 2, which were tested and repaired same as pump #3.

On 11-22, the transducer at the Wilkinson Ln malfunctioned, causing a low-water alarm. A short in the wiring led to frequent run times and caused a strong odor. The transducer was pulled, cleaned, tested, and reinstalled, and the station returned to normal operation.

On 11-28, the Cambria station went into high-temp lockout following restoration of power after an outage. Copes Crossing and Wilkinson stations ran at full speed after the outage, overpowering the Cambria station and causing it to overheat. The pumps were reprimed, tested, and returned to normal operation.

On 11-28, the same power outage caused both soft-starts at the Copes Crossing station to trip out. The station was reset and returned to normal operation.

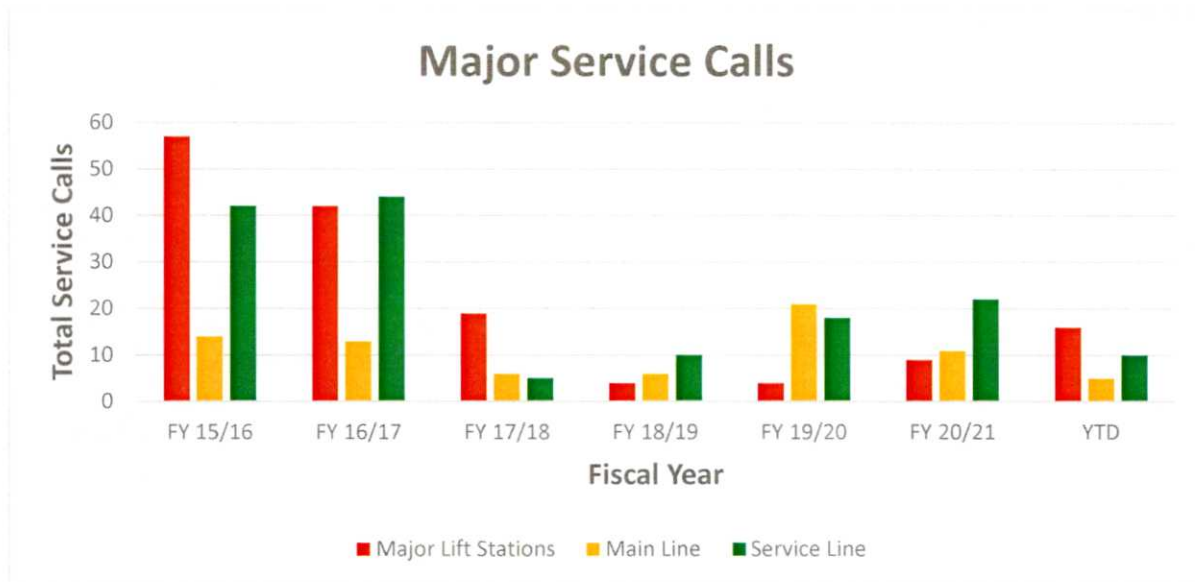


**Public Services Department - Wastewater Division**  
**November 2021**

**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>Nov 2021</u>	<u>YTD</u>
Major Lift Stations	42	19	4	4	9		9	16
Main Line	13	6	6	21	11		1	5
Service Line	44	5	10	18	22		3	10

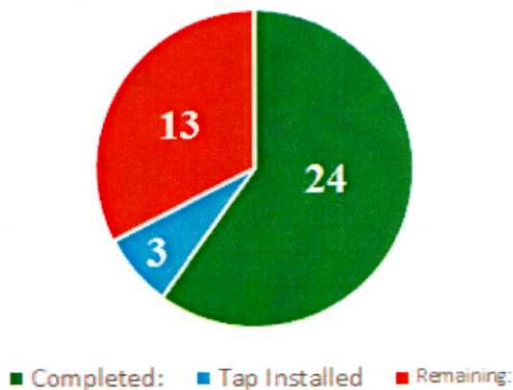


- Line Breaks** – One main-line break occurred in November, 2021. A 2-inch force-main on McCurdy Rd was damaged by fiber installation activities. Crew responded quickly and were able to repair the line before any stream impacts could occur.
- Settler's Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.**
- Concord Springs** – A number of small-diameter inflatable ball plugs have been found in the Concord Springs station wet well. These are 4" plugs used by plumbers when working on the private service laterals on the individual lot service lines. One of these plugs lodged in a suction pump at this station, causing damage to the pump clutch. **This repair has been completed by Southern Sales and the station is operating as designed. An invoice will be forwarded to the developer to cover the cost of the repairs.**
- The Parks** – The lift station at the Parks subdivision was also started successfully. **The 10" sewer line has been completed and tested. The station has been set in place and came online as of September 7<sup>th</sup>.**

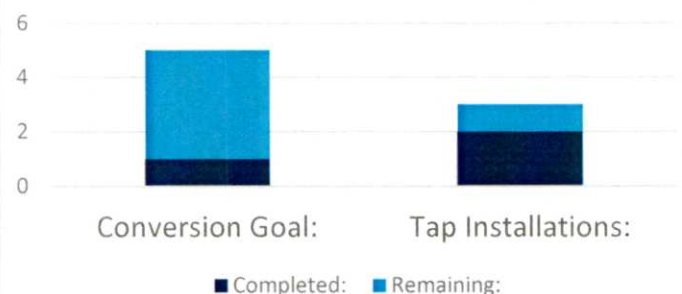
Public Services Department - Wastewater Division  
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5. **Wilkinson Lane Station** – Station is again running on both pumps. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails again. This will be the 4<sup>th</sup> time this station has had to be re-piped, so we have chosen a rigid, yet flexible pipe.
6. **Sewer Model Update and Master Plan Update** – The Sewer Model and Master Plan Updates being conducted by Jacobs Engineering are complete. Completed Model Update for the Southern Force-Main and Copes Crossing lift-station has revealed that they have exceeded their designed capacity, and will need to be upsized (or have existing flow removed) to accommodate further development on the southern and eastern sides of town. Additionally, the Meadowlark and Union lift stations have reached their wet-weather capacities. Crews have identified sources of infiltration and inflow (“I&I”) and are working to resolve, beginning with Meadowlark station. Jacobs Engineering has compiled the final combined report for both the Sewer Model Update and the Master Plan Update. Plans are in motion to construct a new 18” Southern Force-Main to ease flow restrictions on the existing main, and to reroute a significant volume of flow off the Copes Crossing station and into the proposed Farmstead station set to begin construction this year. Bids will be opened for Phase-1 of the 18” line on Monday, November 8<sup>th</sup>. Phase-1 will connect to the existing 12” Southern Force-Main on Hester Dr, bore underneath I-65 towards Loves Truck Stop, cross Hwy 76 at the Loves Ln intersection, and manifold to an existing 12” line at the intersection of DeeCee Ct and SCT Dr.
7. **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 2<sup>nd</sup>. L&G installed their erosion control and began mobilizing materials to the site on September 3<sup>rd</sup>. The existing terminal manhole was re-surveyed on September 7<sup>th</sup>, and L&G crews began stripping soil and setting pipe. The gravity portion of the project has been completed and testing of the lines and manholes is underway. There is a delay in the delivery of the two LPG pumps. L&G waited on ordering them until the last week of October. Due to longer than normal lead times the pumps have been pushed back to mid-December.
8. **Septic-to-Sewer Conversions** – The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) conversions were completed in the 2020/2021 budget year, and three (3) additional taps were pre-emptively installed in anticipation of additional projects. In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target five (5) conversion projects on Union Rd (requiring three (3) additional taps) in mid to late 2021. The department is evaluating bidding out the remaining conversions as a single project. An additional sewer tap has been installed for the storage units. The sewer conversion for 2966 Union Rd has also been completed. A total of 24 projects have now been completed on the list of 40.
9. **Plant Repairs** – A bearing failed on one of the disc aerator assemblies in the oxidation ditch at the Wastewater Treatment Plant. Repairing and replacing the bearing required that the aerator be taken out of service, and the entire shaft assembly removed by crane. Impacts on treatment quality were negligible, and no effluent violations occurred due to the equipment failure. **This was repaired and the plant is 100% operational.**

Septic-to-Sewer Conversions:



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





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

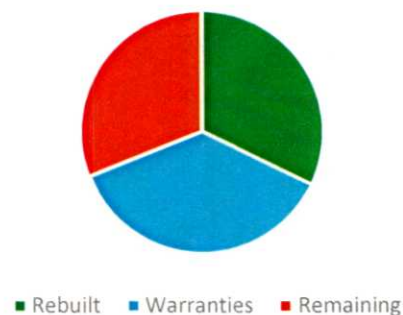
<u>Work Orders</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>		<u>Nov 2021</u>	<u>YTD</u>
<b>Vacuum System Service Request</b>	172	143	112	82	78		<b>16</b>	<b>57</b>
<b>Gravity Service Request</b>	12	0	10	13	20		<b>3</b>	<b>31</b>
<b>Low Pressure Service Request</b>	716	621	728	770	702		<b>58</b>	<b>321</b>
<b>Total Pumps Replaced</b>	338	401	361	449	492		<b>41</b>	<b>221</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	n/a	n/a	135		<b>12</b>	<b>55</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	n/a	n/a		<b>9</b>	<b>63</b>
<b>Grinder Tank PM Program</b>	58	63	358	267	219		<b>9</b>	<b>44</b>
<b>Open Trench Inspections</b>	23	54	103	226	409		<b>42</b>	<b>326</b>
<b>Final Inspection for New Service</b>	55	56	62	110	248		<b>50</b>	<b>194</b>
<b>Sanitary Sewer Overflow (SSO)</b>	9	1	3	49	19		<b>1</b>	<b>12</b>
<b>Odor Complaints</b>	17	28	43	43	35		<b>3</b>	<b>10</b>

**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 anticipate approximately 50 warranty-returns. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period.

**78.8% of Needed Pumps Rebuilt**



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

**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>Aug - 21</u>	<u>Sep - 21</u>	<u>Oct - 21</u>	<u>Nov - 21</u>	
Flow – To Creek	0.459 MGD	0.621 MGD	0.563 MGD	0.629 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.232 MGD	0.115 MGD	0.047 MGD	0 MGD	
Total Flow Through Plant	0.691 MGD	0.736 MGD	0.610 MGD	0.629 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.4000 MGD	
% of Plant Throughput	49.3%	52.6%	43.6%	44.9%	(0.629 MGD) / (1.40 MGD)
Actual Capacity	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	57.5%	65.7%	54.5%	56.2%	(0.629 MGD) / (1.12 MGD)
Rainfall	4.51"	5.98"	5.99"	2.27"	

<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>Nov 2021</u>	<u>YTD</u>
Violations	7	7	13	7	12	7		1	5

1. **Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.
2. **TDEC Order and Assessment:** On July 15<sup>th</sup>, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29<sup>th</sup>, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>, 2020.**
3. **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**  
**November 2021**

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 **0.14** PPM with a max residual of **0.26** PPM. *Last month the feed rate was 2.50 ppm.*

Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed **126 CFU's** (colony forming units) per 100 ml." Additionally, our *daily maximum* concentration limit is **941/1000ml**. Our E Coli testing for the month was an average of **27.5 CFU's** which is well below the limit. *Last month the average was 7.6.*

**Public Services Department - Wastewater Division  
November 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  
November 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.



**Public Services Department - Wastewater Division  
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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.
- **09-07-2021:** Reeves Young continuing to backfill trench of removed old Western Force-Main. Clearing soil for new bioreactor pad, and for new lab building.
- **09-08-2021:** Reeves Young continuing to backfill trench of removed old Western Force-Main, clear soil for new bioreactor pad and for new lab building. Moved trash materials out of work area.
- **09-09-2021:** Reeves Young continuing to move trash materials out of work area. Unsuitable soils discovered at depth underneath where lab building will be constructed. Unsuitable soils were identified in this area by the Geotech survey, and communicated in Addendum-1 of the bid package.
- **09-10-2021:** Reeves Young continuing to excavate unsuitable soils.
- **09-13-2021:** Reeves Young continuing to excavate unsuitable soils, and backfill/compact area with stable soils.
- **09-14-2021:** Reeves Young continuing to excavate unsuitable soils, and backfill/compact area with stable soils. Mid-Tenn extended silt fence perimeter to accommodate UV disinfection area. Geo Services arrives to perform soil compaction testing.
- **09-15-2021:** Total of 1.6" rain. Reeves Young crew rained out.
- **09-16-2021:** Reeves Young crew rained out from previous day and attempting to dewater site. Trimmed around silt fences and conducted silt fence inspection.
- **09-17-2021:** Reeves Young crew rained out at 11:00am. Total of 0.28" rain.
- **09-20-2021:** Total of 0.61" rain. Reeves Young crew rained out. Reinspected silt fence.
- **09-21-2021:** Total of 0.09" rain. Reeves Young crew rained out from previous day, inspected silt fence and reviewed plans.
- **09-23-2021:** Reeves Young crew begins dewatering saturated areas, exposed abandoned 8" irrigation line.
- **09-25-2021:** Reeves Young crew excavating bioreactor pad.
- **09-26-2021:** Reeves Young crew continuing excavating bioreactor pad.
- **09-27-2021:** Reeves Young crew continuing excavating bioreactor pad. Additional unsuitable fill materials encountered during excavation, as noted in Addendum-1 of the bid package.
- **09-28-2021:** Reeves Young crew excavating clarifier pad. Additional unsuitable fill materials and debris encountered during excavation, as noted in Addendum-1 of the bid package. Buried debris also encountered during excavation.
- **09-29-2021:** Reeves Young crew continuing excavating clarifier pad and unsuitable soils, and Geo Services testing backfill compactions.
- **09-30-2021:** Monthly progress meeting held between Reeves Young, Jacobs Engineering, and the City. Reeves Young crew continuing excavating clarifier pad and unsuitable soils, and Geo Services testing backfill compactions. Abandoned old Western Force-Main capped off. Hydrovac on-site to pothole existing underground utilities.
- **10-01-2021:** Continued excavation of unsuitable soils, with backfilling and compacting of soils in Lab Building, Bioreactor, and parking areas. Existing drainage ditch on-site redirected away from clarifier area.
- **10-04-2021:** 1 and 3/8 inches rain in rain gauge from Sunday and Monday. Silt fence inspected with no issues found. Additional silt fence installed at construction parking area. Defunct 8" line removed underneath grit removal area. Conducted dewatering of excavated areas.
- **10-05-2021:** Site still muddy from rain on previous day, with more rain in forecast for the day. Existing light pole removed from effluent area by White Electric. Additional stone applied to parking area. Additional dewatering of site conducted. Conflicting irrigation line to sprinkler head removed.
- **10-06-2021:** Additional 0.40" of rain received overnight. Site still muddy from rain on previous day. Demoed light pole foundation excavated and removed. Safety fence installed around excavation pits on site.
- **10-07-2021:** Additional 3/8 inch of rain received overnight. Additional dewatering performed. Began sub-grade excavation of grit removal and UV areas.
- **10-08-2021:** Site still muddy from rain on previous day. New construction roadway cut in. Continued to excavate UV area.
- **10-09-2021:** Site still muddy, but workable. Conducted backfilling/compacting in bioreactor area. Continued to excavate UV area.
- **10-10-2021:** Continued backfilling/compacting bioreactor area. Continued excavating UV area.
- **10-11-2021:** Keller on-site to begin augering and installing vibropiers. Continued backfilling and compacting bioreactor area. Excavated lab building area.
- **10-12-2021:** Keller continues augering for vibro-pier installation. Began excavating effluent structure area.
- **10-13-2021:** Keller continues augering for vibro-pier installation. Performed lawn maintenance and graded area for conex box.



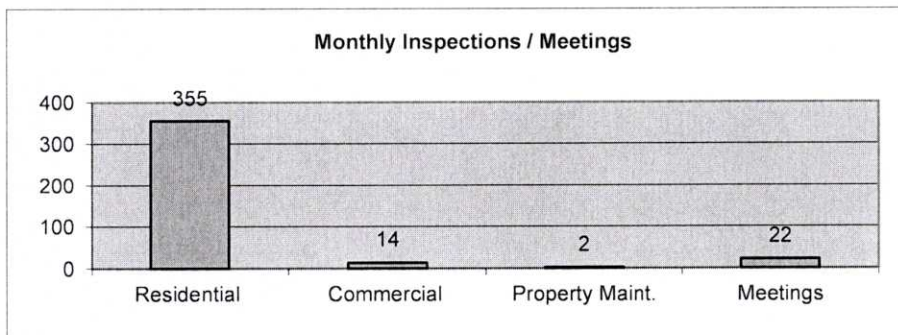
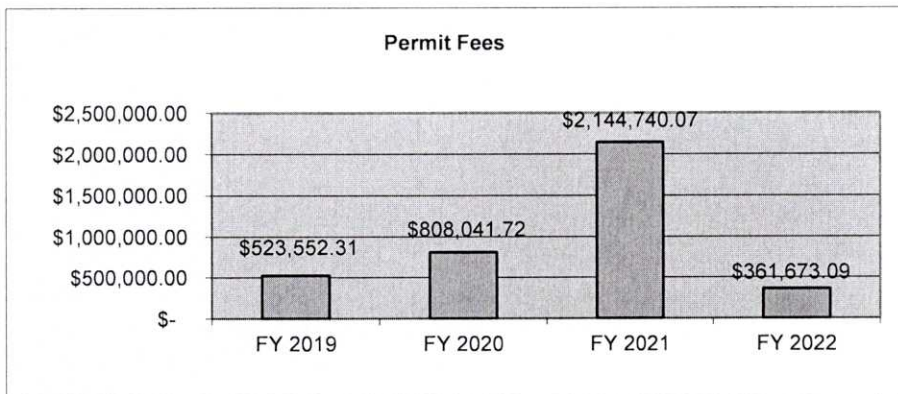
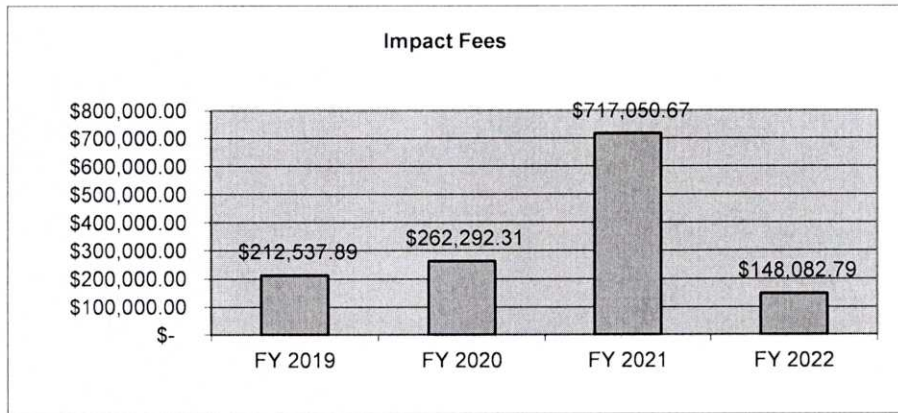
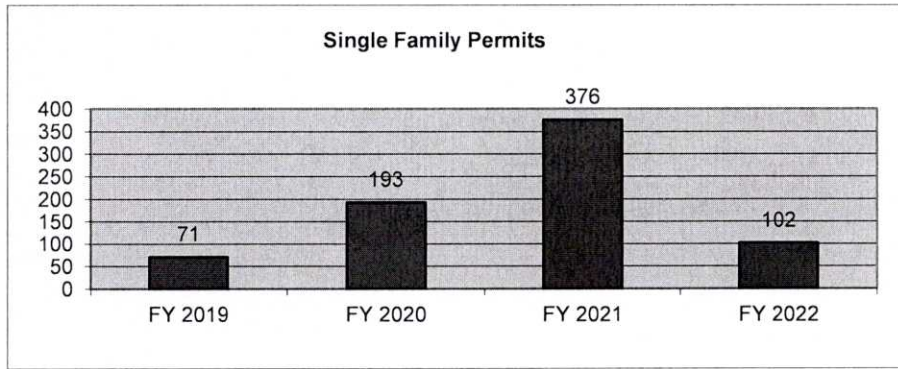
**Public Services Department - Wastewater Division  
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- **10-14-2021:** Keller continues vibro-pier installation. Began excavating electrical building area. Continued yard work. Applied stone to new construction entrance road.
- **10-15-2021:** Work delayed due to heavy rains beginning at approximately 8:30am. Proof-roll test conducted in bioreactor area. Additional drain pipe installed to assist with dewatering site.
- **10-18-2021:** Keller continues vibro-pier installation. Conducted site dewatering. Continued yard work and safety fence installation.
- **10-19-2021:** Keller continues vibro-pier installation. Extended construction road around jobsite.
- **10-20-2021:** Keller continues vibro-pier installation. Stone applied to extended construction road. Soil stockpiles turned for drying. Began building concrete wash-out area. Site prepped for additional rain tomorrow.
- **10-21-2021:** Keller continues vibro-pier installation. Dirt work performed to protect against incoming rain in forecast.
- **10-22-2021:** Keller continues vibro-pier installation. Backfilled lab building area, and performed dirt work around parking area. Began building break area/conex roof for Reeves Young crew.
- **10-23-2021:** Keller continues vibro-pier installation. Performed heavy equipment maintenance.
- **10-25-2021:** 1.4" rain overnight, with rain still falling. Keller unable to continue vibro-pier installation due to rain. Performed silt fence inspection and site dewatering.
- **10-26-2021:** Keller continues vibro-pier installation. Continued working on Reeves Young break area, and dewatered site.
- **10-27-2021:** Keller continues vibro-pier installation. Continued working on Reeves Young break area. Performed dirt work to protect against incoming rain in forecast.
- **10-28-2021:** Keller completed vibro-pier installation and demobilized. Additional safety fence installed on-site. Continued working on Reeves Young break area.
- **11-01-2021:** Reeves Young dewatering site due to heavy rains over the weekend. Tafolla on site receiving rebar and prepping for concrete work. Gravel spread in bioreactor area to prep for mud-mat pour. Performed maintenance on construction road.
- **11-02-2021:** Reeves Young and Tafolla prepping site for mud-mat pour, grading, and dewatering.
- **11-03-2021:** Reeves Young and Tafolla continuing to prep mud-mat and dewatering site.
- **11-04-2021:** 1<sup>st</sup> bioreactor mud-mat poured by Tafolla.
- **11-05-2021:** Tafolla installed forms for 2<sup>nd</sup> mud-mat.
- **11-08-2021:** Reeves Young grades site and preps for 2<sup>nd</sup> mud-mat. Tafolla installing rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-09-2021:** 2<sup>nd</sup> bioreactor mud-mat poured by Tafolla. Reeves Young backfilling around lab building area. GEO Services on-site to test soil compactions in lab building and parking lot areas. Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-10-2021:** Reeves Young continuing backfill work and grading. Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-11-2021:** Reeves Young prepped site in anticipation of rain, which began late-morning.
- **11-12-2021:** Reeves Young dewatering site and drying soil after rain. Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-13-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour.
- **11-15-2021:** Reeves Young continuing to dry soils. Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour, and installing bioreactor piping.
- **11-16-2021:** Reeves Young continuing to dry soils. Tafolla continuing to install bioreactor piping. GEO Services performing soil compaction testing.
- **11-17-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> bioreactor foundation pour. Reeves Young prepping site for incoming rain, and continuing to backfill and compact lab building and parking areas.
- **11-18-2021:** Approximately ½ inch of rain fell overnight. Reeves Young dewatering site and working on bioreactor piping. Tafolla continuing to work on rebar ties.
- **11-19-2021:** Reeves Young continuing to dewater site and dry soils, and working on piping for bioreactor drains. Geo Services performing rebar inspections. Tafolla beginning vertical rebar installation.
- **11-20-2021:** Tafolla continuing to install rebar for 1<sup>st</sup> and 2<sup>nd</sup> bioreactor foundations. Reeves Young prepping site for incoming rain, and continuing to work on bioreactor drain piping.
- **11-22-2021:** Approximately ¾ inch of rain fell previous day. Reeves Young dewatering site, performed construction road maintenance, continued working on piping for bioreactor drains, and prepped site for concrete pour of 1<sup>st</sup> bioreactor foundation. Tafolla continuing to install rebar for 2<sup>nd</sup> bioreactor foundation.
- **11-23-2021:** 1<sup>st</sup> bioreactor foundation poured beginning at midnight. 797 cubic yards of concrete poured. Additionally, Tafolla continued installation of rebar for 2<sup>nd</sup> bioreactor foundation.
- **11-24-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young continuing work on drain pipes.
- **11-29-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young continues to work on installing bioreactor drain lines.

**Public Services Department - Wastewater Division**  
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- **11-30-2021:** Tafolla continues installing rebar for 2<sup>nd</sup> bioreactor foundation. Reeves Young dewateres bioreactor piping trench and spreads soil to dry. Reeves Young begins excavating clarifier area to sub-grade.

**Planning and Codes Department  
NOVEMBER 2021**





**Planning and Codes Department  
NOVEMBER 2021**

	Month	FY2022	FY2021	FY2020	FY2019
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	6	32	74	69	66
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	2	4	5	6
Tech. Review/Study Session	0	2	2	0	1
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	32	102	376	193	71
Multi-Family Residential	0	0	22	0	13
Other Residential	5	36	83	91	93
New Commercial	0	1	6	6	3
New Industrial	0	0	2	0	1
Other Com/Ind	0	9	23	23	33
Sign	1	6	17	14	25
Occupancy Permits	31	203	21	14	25
Other	1	1	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	355	2000	2621	2858	2411
Hours	266	736	533	699.58	414.98
Commercial /Industrial	14	66	92	110	179
Hours	7	33	36.93	12.83	165
<b>CODE ENFORCEMENT</b>					
Total Cases	2	23	98	330	179
Hours	2	15	35.75	70.24	86.75
Complaints Received	2	44	41	116	98
<b>MEETINGS</b>					
Administration	8	60	72	58	68
Hours	16	54	99	38.26	103.67
Planning	14	53	53	76	135
Hours	21	101	96.58	155.5	86.82
Codes	0	4	11	28	35
Hours	0	4	9	37.85	40.16
<b>FEES</b>					
Permit Fees	\$64,715.00	\$ 361,673.09	\$2,144,740.07	\$ 808,041.72	\$523,552.31
Board Review Fees	\$400.00	\$ 2,775.00	\$ 84,775.00	\$ 11,000.00	\$3,750.00
City Impact Fee	<b>\$39,840.00</b>	<b>\$ 148,082.79</b>	<b>\$ 717,050.67</b>	<b>\$ 262,292.31</b>	<b>\$212,537.89</b>
Roads	\$12,192.00	\$ 48,045.22	\$ 301,769.60	\$ 77,860.90	\$98,885.80
Parks	\$12,672.00	\$ 40,392.00	\$ 150,326.00	\$ 74,646.00	\$ 23,140.00
Police	\$9,024.00	\$ 43,897.91	\$ 191,431.41	\$ 59,096.30	\$ 11,704.30
Fire	\$5,952.00	\$ 28,966.86	\$ 79,900.66	\$ 36,749.61	\$ 23,344.29
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 16	\$ 3,590,692.99	\$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	15		17	16	15

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

**Update on ongoing projects:**

*Greenway Trailhead Clock Repair*

- Received products from Verdin Company this month
- Will begin install next month

*Soccer Complex Renovation*

- Grading work has been completed
- Irrigation installed but has not been tested
- Sod began to be put down toward end of month
- Light intensity needs to be checked on each pole that was installed



*Soccer Complex Renovation Phase II – New Parking Lot, pavilion, sidewalks, etc. – Received \$500,00.00 grant for this phase*

- Attended Before Executing Your Grant Virtual Workshop November 1<sup>st</sup>
- Workshops for executing grant will be sometime later.

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

*Design Work*

- We are working with HFR to design a concession stand renovation/addition for baseball as well as a Splash Pad maintenance building
- Received quote for design and estimated total cost for each project.
- Design ongoing

*Fencing*

- Maintenance Shop specs done
- Field 5 at Municipal Park specs done
- Cemetery – need help from engineer to finish specs. Should be completed soon.
- Will go out for bid as soon as cemetery specs are complete.

**Upcoming Projects:**

*Grading*

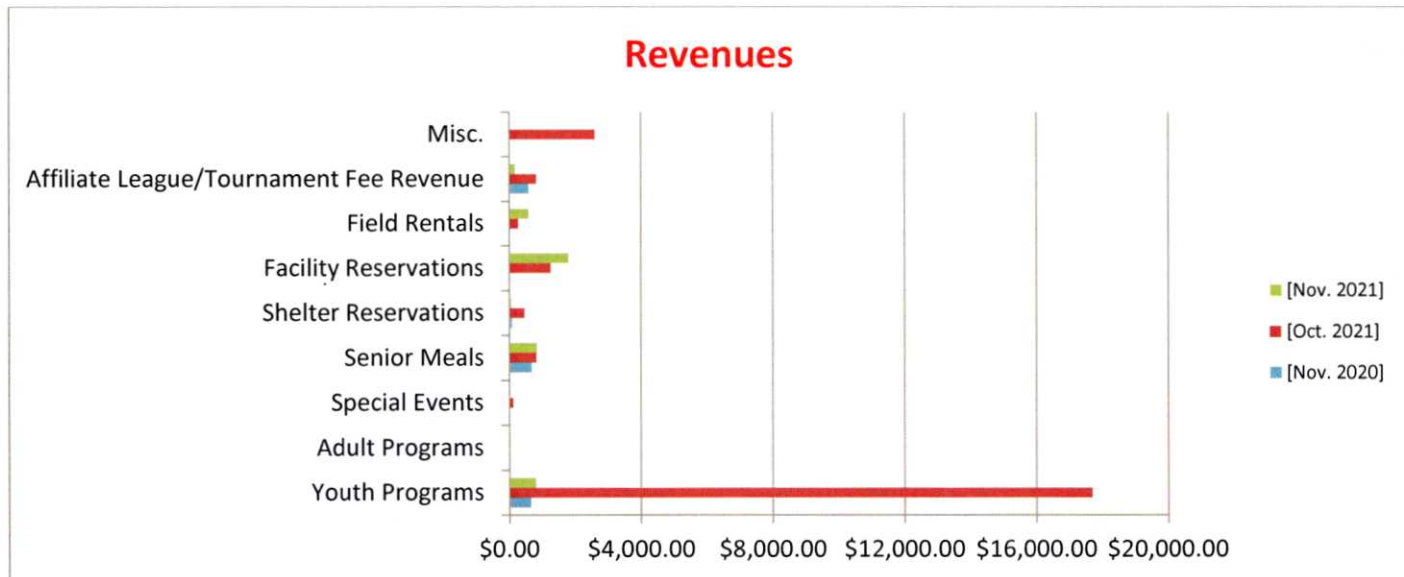
- Began cutting out grass that developed on infield on Field 7 so we can add new dirt and grade it.
- Will possibly add sand to soccer fields or other areas but that will be in the summer

*Tennis Courts*

- Design ongoing

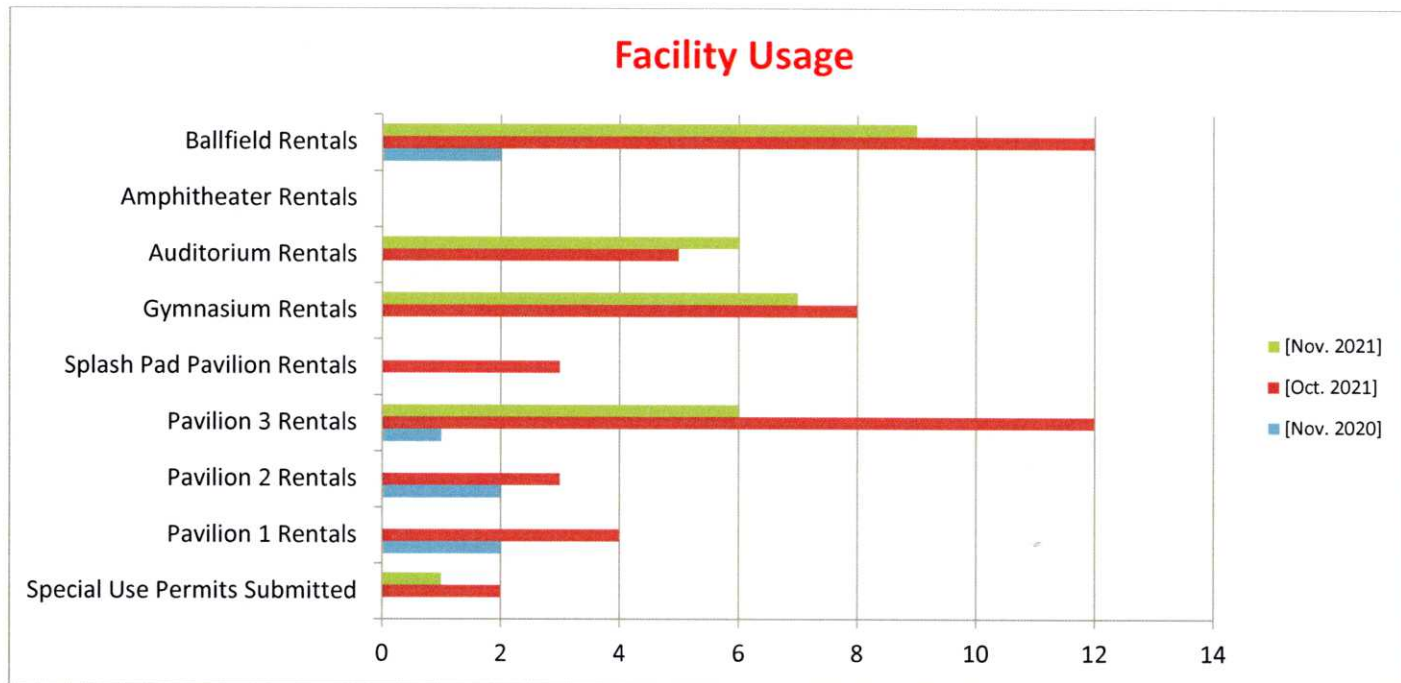
*Dog Park parking lot paving*

- Waiting until spring to see if Greenway paving is possible first





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



**Recreation**

**Youth Basketball:**

- We had 310 participants sign up this year
- Started with 40 coaches but have dropped down to 38 due to 2 backing out
- 2 teams were condensed to other teams due to lack of coaches
- Uniforms were ordered on 11/18 (Increase of \$900)
- Background checks have been processed and reviewed
- Trophy quote is still being reviewed due to shortage
- Splitting gym space between Civic Center, Heritage Middle, and White House Middle School

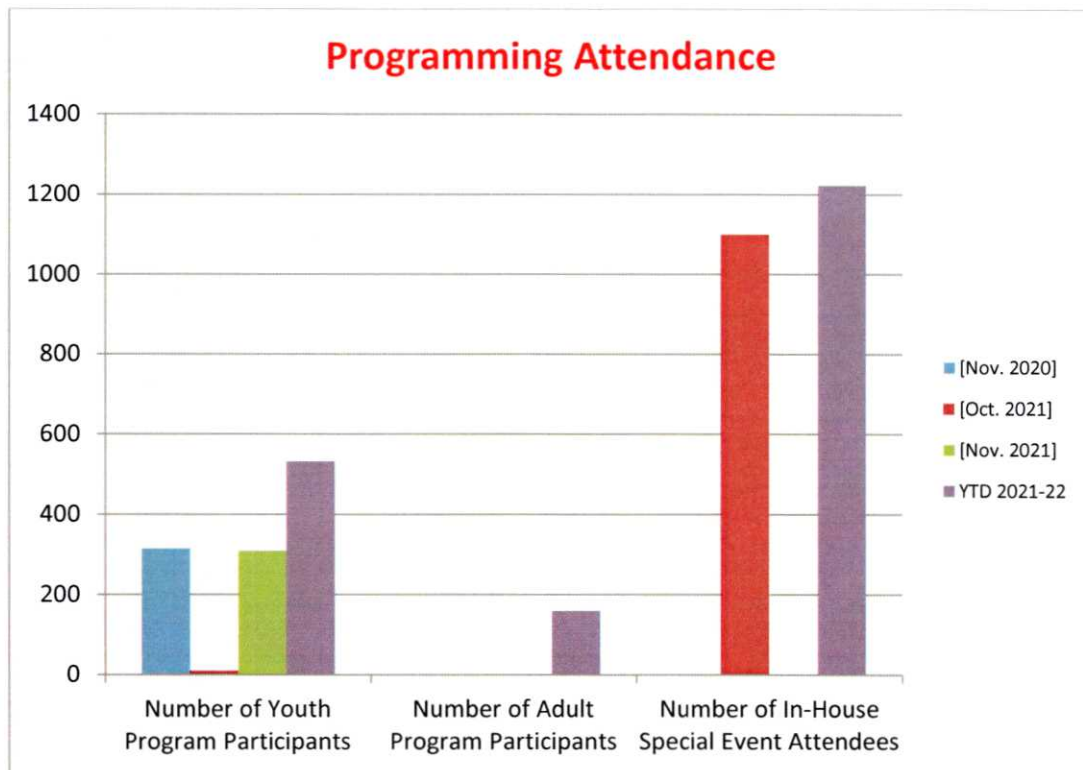
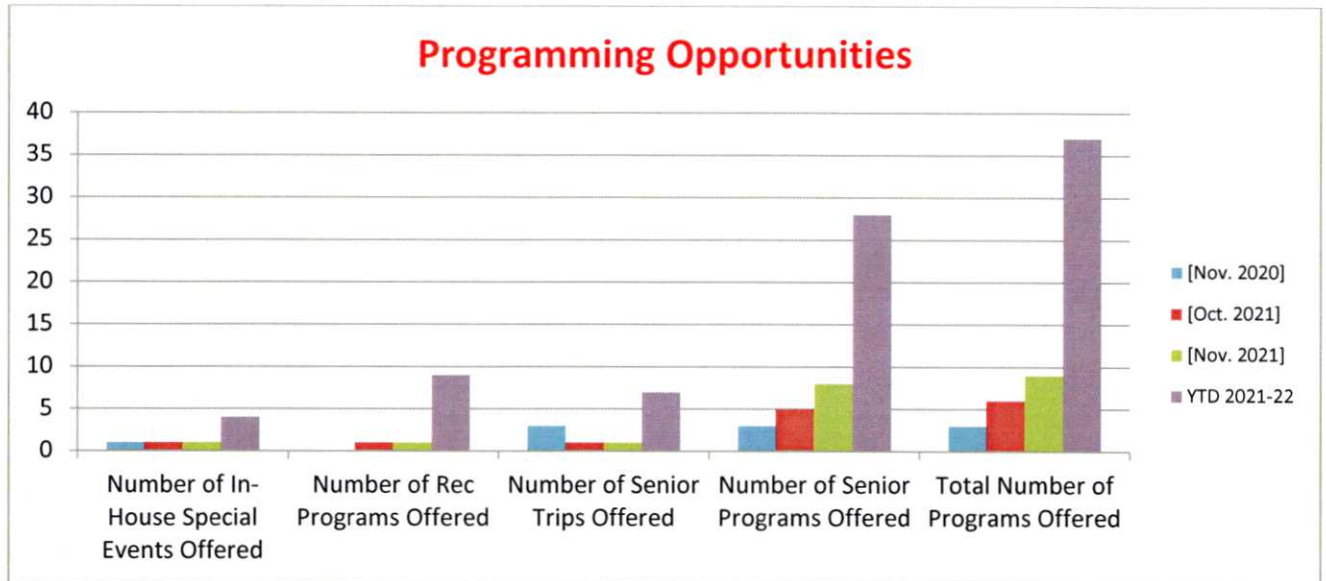
**Christmas Parade:**

- Banner ordered for Grand Marshals
- Dates patched on Park Banners
- Plaques picked up for Parade Winners and Grand Marshals
- Registration for parade ended on 11/29
- Parade Meeting on 11/30

**Miscellaneous:**

- Orey finished his internship with us on 11/18
- Orey has accepted a job with the planning department
- Posted Part Time job application
- Target Solutions for Tommy/Orey were completed on 11/23
- Ice Machine in concession stand sent off for repair on 11/17

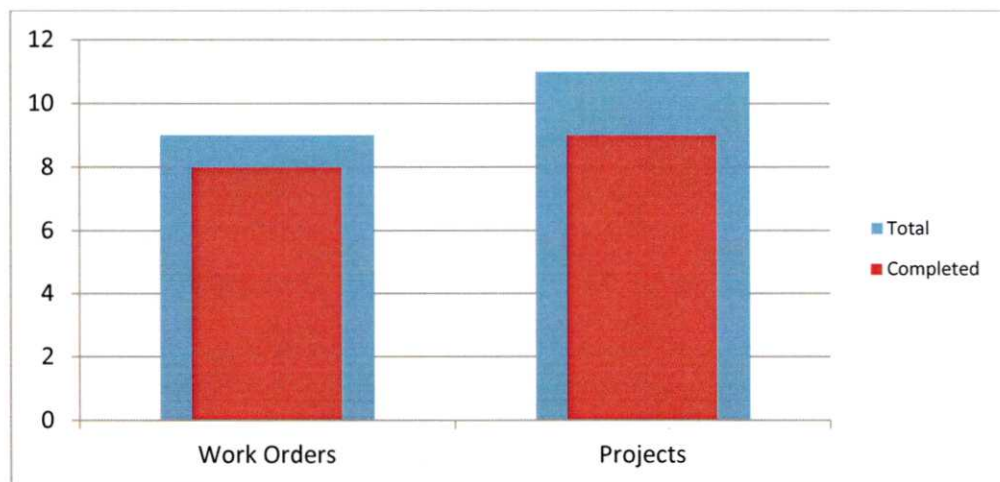
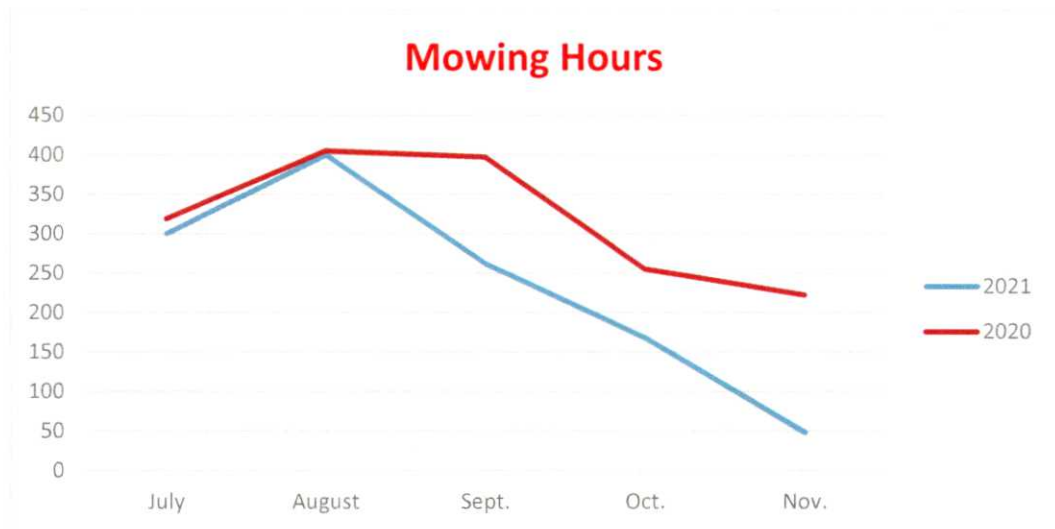
Parks, Recreation, & Cultural Arts Department  
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Maintenance

- Everything has been winterized but soccer irrigation (should be able to do this on Monday 12/6 once irrigation has been tested for new field).
- Finished putting landscape stone in ornamental bed at wayside.
- Have most of the dirt work done around sidewalk at Northwoods. Still need to seed/straw and remove remaining dirt pile (we will finish next month).
- Spread more rye in the goal mouths and other worn places on soccer fields.
- Took down fence at new park property.
- Trimmed shrubs and mulched Veterans trailhead for Veterans Day
- Cut out infield on field 7 with the skid loader (will get clay ordered soon).
- Taken off all backstop pads at the quad and field 7.
- Mulching leaves daily (should be winding up soon).
- Removed the old yellow fence cap around field 5.
- Pressure washing daily (all bridges have been done).





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

**Museum**

**Volunteers**

Museum volunteers and I were invited to Madison Creek Elementary on November 8 to discuss pioneer times with the second-grade students. We had presented to MCE second graders in 2019, so we were pleased to be invited back. We took several artifacts to discuss and to set out for viewing. We discussed pioneer times in our area as well as traveling pioneers. Darrell played music of the times on his fiddle while Terry discussed pioneers in Middle Tennessee. I discussed the role of the women and Josette discussed the role of the children. We completed with question/answer session and a viewing of all the artifacts that were brought. There were 109 students present and 11 teachers and staff.



Also, Museum volunteers and I planned for the Museum's float in this year's Hometown Christmas Parade – Past, Present and Future. Museum volunteers provided 17 hours to the Museum in the month of November.

**Exhibits**

50<sup>th</sup> Celebration Exhibit continues.

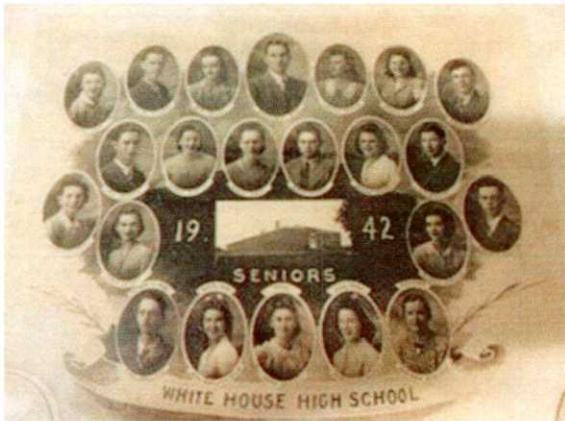
**Social Media Promotion**



White House History Wednesday's monthly edition was posted on Wednesday, November 24, 2021, with a new episode on the flood in May 2010.

Parks, Recreation, & Cultural Arts Department  
November 2021

**Loaned Artifacts**



Class picture 1942. Loaned by Bill Norfleet.

8"x10" postcard given to all of the sailors of Truman's yacht at Christmas. Dave Callahan Jr. was in WWII when it ended then served on the President's yacht. Loaned by Pat Callahan

**Donated Artifacts**



School class photos during 1970 – mid 1980s from White House Elementary 5<sup>th</sup> and 6<sup>th</sup> grades. Donated by Carolyn Wiggins whose mother was a teacher at WHES during that time.



Retired ABUS Air Force uniform. This uniform started service around 2008 and was discontinued in 2020. Donated by Technical Sergeant Benjamin Williams.



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

**Tours at Museum**

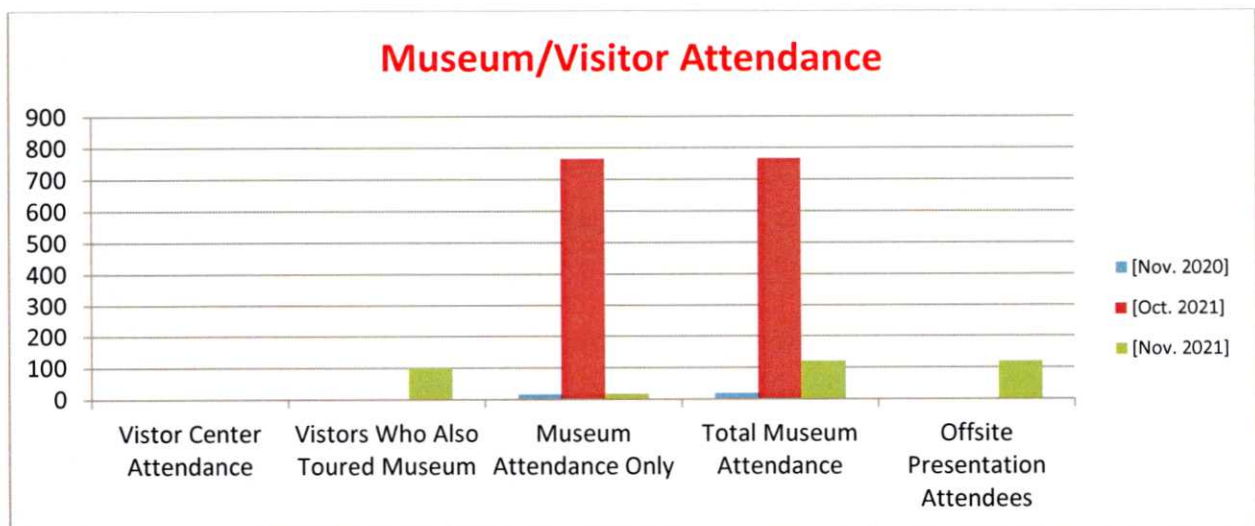
Tours were given to walk ins.



The Museum was open during Jingle Mingle Around Town as a drop off point for the event's passports which allowed for visitors to view Museum as well. Thirty percent (100) of the people dropping off visited the Museum.

**Visitors' Center and Museum Attendance**

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	101	18	121	120



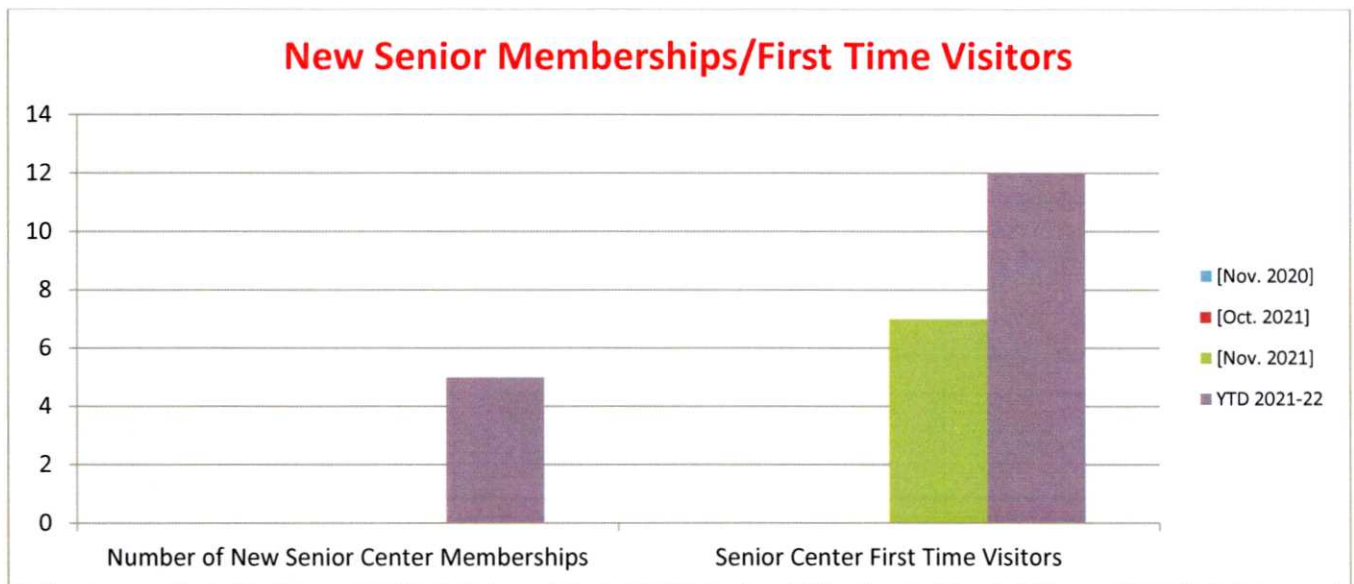
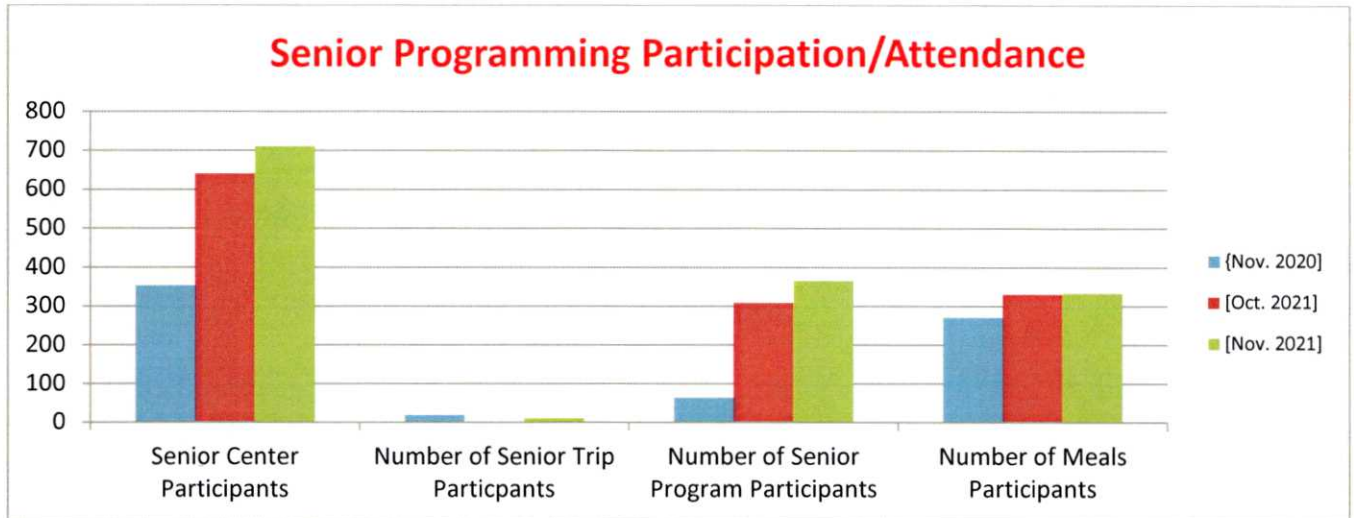


Parks, Recreation, & Cultural Arts Department  
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Senior Center

Senior Center Participation - November 2021			
<b><u>Outings/Events:</u></b>			
Crafts	13		
Movie at Center	0		
Bowling	11		
Bunco	6		
<b>Total</b>	<b>30</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		74	
		82	
		83	
		95	
		<b>334</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Fittercise	97		
Walk	30		
Yoga	48		
Strength	86		
Cards, Games, Billiards, Bingo	86		
<b>TOTAL</b>	<b>347</b>		
<b>NEW MEMBERS</b>	<b>0</b>		
<b>FIRST TIME ATTENDEE</b>	<b>7</b>	Terry, Bud, Lorie, Annie, Teresa, Debbie, Sandra	
<b>TOTAL Sr Center Participants:</b>	<b>711</b>		

Parks, Recreation, & Cultural Arts Department  
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Parks, Recreation, Cultural Arts Department  
November 2021

	FYE 2019	FYE 2020
<b>Facility Usage</b>		
Special Use Permits Submitted	13	15
Pavilion 1 Rentals	3	7
Pavilion 2 Rentals	11	5
Pavilion 3 Rentals	106	38
Splash Pad Pavilion Rentals	177	106
Total Number of Pavilion Rentals	297	156
Gymnasium Rentals	130	79
Caferia Rentals	54	0
Auditorium Rentals	4	10
Amphitheater Rentals	3	0
Total Number of Facility Rentals	196	89
Ballfield Rentals	7	45
Vistor Center Attendance	6	21
Vistors Who Also Toured Museum	14	84
Museum Attendance Only	85	668
Total Museum Attendance	99	752

<b>Programming</b>		
Number of Youth Program Participants	679	578
Number of Adult Program Participants	240	76
Number of In-House Special Events Offered	8	7
Number of In-House Special Event Attendees	2987	2964
Number of Rec Programs Offered	34	18
Number of Senior Center Memberships	319	1768
Number of New Senior Center Memberships	16	16
Senior Center Participants	14,966	9594
Senior Center First Time Visitors	32	59
Number of Senior Trips Offered	54	37
Number of Senior Trip Participants	896	613
Number of Senior Programs Offered	117	76
Number of Senior Program Participants	9,989	6798
Number of Senior Meals Served	54	34
Number of Meals Participants	4052	2235
Offsite Presentation Attendees	0	15
Total Number of Programs Offered		

<b>Revenues</b>		
Youth Programs	\$55,825.00	\$41,183.00
Adult Programs	\$ 8,460.00	\$ 3,580.00
Special Events	\$ 4,355.00	\$ 2,009.00
Senior Meals	\$10,875.00	\$ 5,961.50
Shelter Reservations	\$12,135.00	\$ 4,780.00
Facility Reservations	\$19,305.00	\$ 8,046.88
Field Rentals	\$ 2,521.00	\$ 1,203.34
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20
Misc.	\$11,744.00	\$15,394.74

<b>Workflow</b>		
Mowing Hours	1,554	2,601
Work Orders Received	N/A	8
Work Orders Completed	N/A	8
Number of Projects Started	27	40
Number of Projects Completed	18	35

Nov. 2020	Oct. 2021	Nov. 2021	YTD 21-22
0	2	1	6
2	4	0	7
2	3	0	4
1	12	6	36
0	3	0	90
5	22	6	137
0	8	7	33
0	0	0	0
0	5	6	26
0	0	0	0
0	13	13	59
2	12	9	63
2	3	2	8
3	1	101	110
16	766	18	962
19	767	121	1074

315	10	310	532
0	0	0	160
1	1	1	4
0	1,100	0	1223
0	1	1	9
200	205	205	1019
0	0	0	5
354	641	711	3358
0	0	7	12
3	1	1	7
19	1	11	35
3	5	8	28
64	309	366	1595
3	4	4	20
271	331	334	1728
0	0	120	120
3	6	9	37

\$648.00	\$17,708.00	\$812.00	\$40,364.00
\$0.00	\$0.00	\$0.00	\$2,500.00
\$0.00	\$130.00	\$0.00	\$765.00
\$677.50	\$834.00	\$838.00	\$4,359.50
\$85.00	\$470.00	\$60.00	\$4,165.00
\$0.00	\$1,268.75	\$1,800.00	\$7,425.50
\$0.00	\$285.00	\$600.00	\$2,385.00
\$590.00	\$834.00	\$179.00	\$7,849.50
\$0.00	\$2,607.23	\$0.00	\$19,081.87

222.5	167.25	48	1177.25
2	1	1	9
1	1	1	8
3	3	3	11
2	2	1	9



**White House Library  
November 2021**

**Summary of Activities**

The library staff had a group photo taken to put in the city's time capsule as part of their 50<sup>th</sup> anniversary celebration. The library also purchased a book about the pandemic to put in the time capsule as well.

The library director and library supervisor attended the third session of the municipal management academy. This session talked about fostering a service culture. We talked about customer service, how our customer service differs from the private sector. It was good to think about different customer service models.

The Library Director and Library Supervisor had a meeting with the AARP tax preparers. Due to expanded programs, limited staff time, and parking issues, the library will not be hosting the tax preparers at the library. They will be allowed to hold their appointments at Fire Hall 2. The library is working on finding them volunteers to help be a moderator and scheduler.

The library received a bomb threat on Monday, November 22. The building was evacuated. Due to caller ID on the library phones, the police were able to identify the middle school students who called in the threat. The library director banned the individual who had a library card for the next 6 months.

Half of the pavers that the friends of the library sold were engraved and installed by the book drop entrance. The other half of the order is being engraved and should be installed before Christmas.

The library director, other staff, and volunteers decorated the library for the Christmas event. The director also mailed out invitations for the Christmas celebration that is in conjunction with the city's final 50<sup>th</sup> anniversary celebration.

The library got a trial run of the receipt printer software installed. It worked fine with our printers. So we will go ahead and install the paid version of this software on our checkout computers. This software will allow us to put ads on the receipts about different programs we have at the library.

The library received a total of \$28,576 from the grant American Rescue Plan Act (ARPA). The library will have to spend \$3,175 as part of a match to this grant. Normally the library only receives between \$3,000 and \$6,000 for the tech grant. However, that grant was combined with the ARPA grant, which gave libraries a bigger pool to receive funds. The library did not have enough budgeted to cover the ARPA grant. As such, the city is doing a budget amendment so the library can spend all the funds the city receives.

The storybook trail panels have been printed and delivered to the library. The city maintenance man is going to work on making frames for the panels. Once those are complete, we will get them installed on the trail by White House Heritage Elementary.

The library was nominated by Senator Marsha Blackburn's office for the National Medal Award for Library and Museum Services. This award is the highest national honor that a library or museum can receive. The director completed the award and obtained letters of support from the community to submit with the application. The library staff is honored to be nominated for the award.

**Department Highlights**

The Highlights for the month were getting the storybook trail panels in, receiving so much from the ARPA grant, the group photo for the time capsule, and the nomination for the National Medal Award.

**White House Public Library  
November 2021  
Performance Measures**

**Official Service Area Populations**

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

**Membership**

November	2017	2018	2019	2020	2021
New Members	60	73	74	53	64
Updated Members	421	194	207	214	258
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,463
% of population with membership	86	51	59	66	52

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:** 39,241

**Estimated Value of Total Materials:** \$981,025

**Last Month:** \$973,625

**Total Materials Available Per Capita:** 2.71

**Last Month:** 2.69

**State Minimum Standard:** 2.00

**Materials Added in November**

2017	2018	2019	2020	2021
242	230	311	127	326

**Yearly Material Added**

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	2,739

**Physical Items Checked Out in November**

2017	2018	2019	2020	2021
4,800	4,313	4,393	4,465	5,438

**Cumulative Physical Items Check Out**

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	55,565

**Miscellaneous item checkouts**

November	2017	2018	2019	2020	2021
Technology Devices	66	48	65	56	68
Study Rooms	57	117	65	14	59
Games and Puzzles	48	57	77	140	125
Seeds	5	0	6	8	28
STEAM Packs	*	22	37	0	20
Cake Pans	*	*	2	1	0

**Yearly Totals**

2017	2018	2019	2020	2021
585	644	137	381	682
828	1,082	253	305	351
528	743	222	955	1,141
1,197	586	112	302	841
*	148	61	25	143
*	6	1	28	21

**Library Services Usage**

November	2017	2018	2019	2020	2021
Lego Table	281	54	77	140	0
Test Proctoring	0	9	6	0	5
Charging Station	6	9	8	7	4
Notary Services	*	*	9	4	14
Library Visits	*	3,746	3,891	2,566	3,236
Website Usage	*	874	1,372	2,094	2,191
Reference Questions	7	6	5	10	5

**Yearly Totals**

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	106
86	90	19	47	38
*	*	16	88	133
*	52,565	55,728	30,007	35,540
*	2,517	16,935	17,977	26,037
115	59	77	60	61

**Library Volunteers**

November	2018	2019	2020	2021
Library Volunteers	20	24	6	12
Volunteer Hours	125	183	67	159

**Yearly Totals**

18-19	19-20	20-21	21-22
82	36	20	17
809	1,286	1,204	709

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

**Computer Users**

November	2017	2018	2019	2020	2021
Wireless	798	609	443	387	425
Adult Users	279	336	292	261	171
Kids Users	139	145	136	8	89

**Yearly Computer Users**

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	3,574
4,413	4,642	1,103	2,138	2,089
2,209	2,088	556	427	856



# White House Public Library

November 2021

## Performance Measures

### Universal Class Counts

November	
Sign ups	1
Courses started	1
Lessons viewed	18
Class Submissions	11

### Yearly Totals

2017	2018	2019	2020	2021
27	24	9	10	13
39	52	16	53	36
273	661	194	1,771	718
258	445	105	800	349

### Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	1	2
total Sign-ups	29	60	81	94

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	20
500 Mark	2	2	0	2
Completion	0	1	2	4

### Face-to-face Kids Programs

November	2017	2018	2019	2020	2021
Programs	8	11	9	1	11
Attendees	185	182	202	17	203
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	84
Attendees	4,268	4,260	4,201	1,185	2,023

### Virtual Kids Programs

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

### Grab & Go Kits

November	2020	2021
Kits	8	5
Taken	225	212
Yearly	2020	2021
Kits	38	42
Taken	1094	1613

We offered grab and go kits this month as part of our Yeti, Set, Read winter program. Kids can not only read to win prizes, but also pick up grab and go kits to complete while off for the holidays or while traveling.

### Face-to-face Teen Programs

November	2017	2018	2019	2020	2021
Programs	4	5	3	0	0
Attendees	30	11	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

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

### Combined Face-to-Face

November	2020	2021
Programs	0	7
Attendees	0	60
Yearly	2020	2021
Programs	11	38
Attendees	77	345

### Virtual Teen & Tweens

November	2020	2021
Videos	2	0
Views	10	0
Yearly	2020	2021
Videos	12	6
Views	1,591	95

### Grab & Go

November	2020	2021
Kits	3	5
Taken	15	151
Yearly	2020	2021
Kits	13	22
Taken	152	339

We put out more grab and go kits this month for part of our Yeti, Set, Read winter program. Teens/tweens were able to take these kits with them as they traveled or were off for the holiday season.

### Face-to-face Adult Programs

November	2017	2018	2019	2020	2021
Programs	9	12	10	2	8
Attendees	29	115	27	6	23
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	56
Attendees	689	1,009	1,343	214	316

### Virtual

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

### Device Advice

Sessions	2019	2020	2021
November	*	5	20
Yearly	125	51	76
Grab & Go			
October	*	*	0
Yearly	*	*	0

The library continued to hold the brush pen lettering class since it was successful. In addition, there were more device advice this month since a large number of our October appointments were cancelled due to our staff member being away.

### Interlibrary Loan Services

November	2017	2018	2019	2020	2021
Borrowed	15	54	59	46	42
Loaned	20	43	36	23	32

### Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	623
305	410	410	151	215

November	R.E.A.D.S
Adults	1673
Juvenile	165

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	8,976
Juvenile	725	1,430	1,189	1,032	995

The READS statistics come from the state.



**CITY COURT REPORT**

November 2021

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$9,401.50	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$42,506.96</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$1,232.14	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$9,850.15</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$10,633.64</u>	
	<b><u>TOTAL REVENUE YTD</u></b>	<b><u>\$52,357.11</u></b>

**DISBURSEMENTS**

LITIGATION TAX	\$846.78	
DOS/DOH FINES & FEES	\$356.25	
DOS TITLE & REGISTRATION	\$337.25	
RESTITUTION/REFUNDS	\$0.00	
ON-LINE CC FEES	\$0.00	
CREDIT CARD FEES	\$0.00	
WORTHLESS CHECKS	\$0.00	
TOTAL DISBURSEMENTS FOR MONTH	\$1,540.28	
	<b><u>TOTAL DISBURSEMENTS YTD</u></b>	<b><u>\$7,353.83</u></b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$9,093.36</u>	
	<b><u>TOTAL ADJUSTED REVENUE YTD</u></b>	<b><u>\$45,003.28</u></b>

**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH	\$475.00	
<b>DRUG FUND DONATIONS YTD</b>		<b><u>\$2,992.50</u></b>

<b>Offenses Convicted &amp; Paid For Month</b>	<b>Count</b>	<b>Paid</b>
Following Too Close	1	\$0.00
Financial Responsibility Law	13	\$555.00
Registration Law	20	\$1,440.00
Improper Equipment	1	\$0.00
Texting/Hands Free Law	6	\$311.00
Open Container	1	\$0.00
DL Exhibited		
Red Light	5	\$545.00
General-Miscellaneous	2	\$106.00
Stop Sign		
Speeding	45	\$4,525.00
Seat Belt-Child Restraint	2	\$80.00
Failure To Yield	4	\$370.00
Exercise Due Care	12	\$867.50
Improper Passing		
Total	112	\$8,799.50

# RESOLUTIONS....

## RESOLUTION 21-18

WHEREAS, T.C.A. 6-51-102 REQUIRES THAT A PLAN OF SERVICE BE ADOPTED BY THE GOVERNING BODY OF THE CITY PRIOR TO PASSAGE OF A RESOLUTION ANNEXING ANY AREA

WHEREAS, T.C.A. 6-51-102 requires that a plan of service be adopted by the governing body of the city prior to passage of a resolution annexing any area; and

WHEREAS, the City of White House is contemplating annexation of certain areas as requested by the property owner that are bounded as shown on the map of the annexation areas, dated 2021. The annexed property contains 34.6 acres on Calista Rd as referenced in Exhibit A. City services will be provided to the property as defined in the plan of services with the approval of the plan of service and annexation resolutions, and;

WHEREAS, the City of White House Regional Planning Commission on October 12, 2021 recommended approval of the plan of services,

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

Section 1. Pursuant to the provisions of the section 6-51-102, Tennessee Code Annotated, there is hereby adopted for the proposed annexation areas the following PLAN OF SERVICE:

A. Police

1. Patrolling, radio response to calls, and other routine police services, using present personnel and equipment, will be provided upon the effective date of annexation.
2. Traffic signals, traffic signs, street markings, and other traffic control devices will be installed as the need therefore is established by appropriate study and traffic standards.

B. Fire

Fire protection by the present personnel and equipment of the fire fighting force of the City, within the limitations of available water, will be provided upon the effective date of annexation.

C. Water

An adequate water supply for fire protection is required by the City in its subdivision regulations affecting the development of this property. The property contains existing fire hydrants and all new residences constructed within annexed area to be within six hundred (600') of a fire hydrant. **All existing buildings within the annexed property will be required to be protected per the City's Fire Code Requirements within thirty-six (36) months.**

Service provided by the White House Utility District requires payment of associated rates and fees as determined by the White House Utility District.

D. Wastewater

The owners or developers of the properties will be required to engineer and extend and connect on-site sewer service and infrastructure connections and improvements and pay the associated costs and rates in accordance with the established policies and regulations of the City of White House. All buildings developed within the annexed property will be required to be connected to the City's municipal sewer system. **All existing buildings within the annexed property will be required to be connected to the City's municipal sewer system within thirty-six (36) months.**



E. Refuse Collection

With the development of the annexed area, the same regular residential collection service now provided within the City will be extended to the annexed area. The service shall commence upon approval of the annexation resolution and completion of the residential single-family dwellings.

F. Streets and Roads

Routine maintenance of the streets and roads is currently provided on Calista Road by the City of White House.

Developer pay \$500,000 prior to the recording of phase one of the development  
Within a three year period, the City of White House design and improve sections of Calista Rd with widening and sidewalks. The phase to be done in sections in the following order:

- Wilkinson to Bill Moss
- Indian Ridge to Wilkinson Lane
- Bill Moss to Concord Springs (city limits boundary)

G. Inspection Services

Any inspection services now provided by the City (building, plumbing, gas, housing, property maintenance, etc.) will begin in the annexed area on the effective date of the annexation.

H. Planning and Zoning

The planning and zoning jurisdiction of the City will extend to the annexed area on the effective date of the annexation. City planning and zoning will thereafter encompass the annexed area.

I. Street Lighting

Street lighting will be maintained in accordance with the established policies of the City of White House for and any public roadway construction that might be required by the City of White House Planning Commission with the development of the annexed area.

J. Recreation and Parks

**The service shall commence upon approval of the annexation resolution for the existing residences.** With the development of the annexed area, residents in the annexed area may use all existing park and recreational facilities and programs on the effective date of the annexation. The same standards and policies now used in the present City will be followed in expanding the recreational program and facilities of the enlarged city boundaries, when and where needed.

Section 2. This resolution shall be effective from and after its adoption by the Board of Mayor and Aldermen.

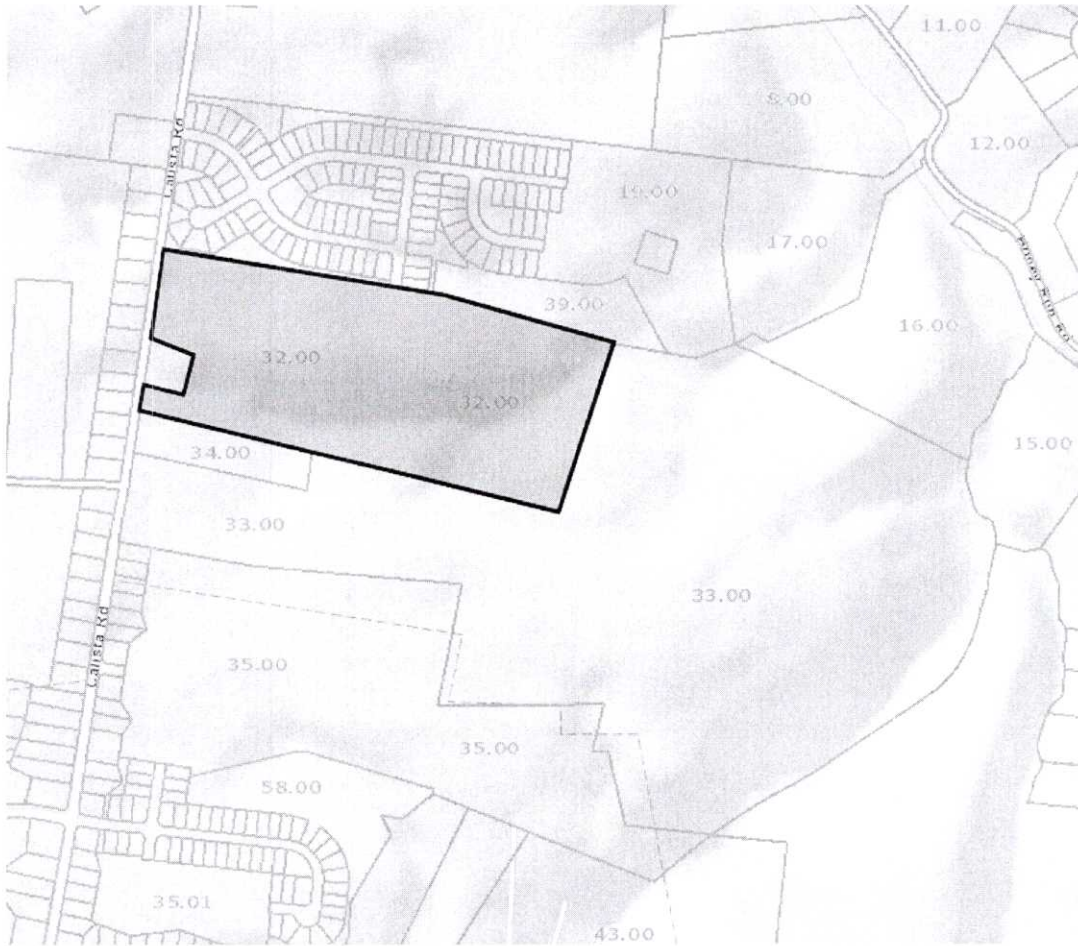
*Adopted this day December 16, 2021.*

\_\_\_\_\_  
Mike Arnold, Mayor

ATTEST:

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

**RESOLUTION 21-18**  
**“EXHIBIT A”**



**RESOLUTION 21-17**

**A RESOLUTION TO ANNEX CERTAIN TERRITORIES AND INCORPORATE SAME WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF WHITE HOUSE, TENNESSEE.**

**WHEREAS**, a public hearing before this body will be held the **16<sup>th</sup> day of December 2021**, and notice thereof published in the *White House Connection* on **December 7<sup>th</sup>, 2021**; and,

**WHEREAS**, application from the property owner to annex the below mentioned territories into the City limits which is adjacent to the current city limits; and,

**WHEREAS**, a Plan of Services for such territory will be duly adopted by the City of White House Board of Mayor and Aldermen; and,

**WHEREAS**, the annexation completed per provisions of TCA 6-5-104 of such territories is deemed reasonable for the overall well-being of the community and the annexation is necessary for the health, safety, and welfare of the property owner and future citizens with the residential development of the annexed territories thereof and of the City as a whole;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen of the City of White House, Tennessee that the territories described below be annexed and incorporated within the corporate boundaries of the City of White House:

34.6 ACRES ARE REFERENCED AS PART OF ROBERTSON COUNTY TAX MAP 096, PARCELS 32.  
PROPERTY IS LOCATED ON CALISTA RD. **"EXHIBIT A"**.

**SECTION 1.** That the Board of Mayor and Aldermen of the City of White House, Tennessee, hereby certify that this Resolution 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 Resolution shall take effect fifteen (15) days from the date of its final passage, the public welfare demanding it.

First Reading:                      October 21, 2021                      PASSED

Second Reading:                      December 16, 2021

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

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



RESOLUTION 21-17  
"EXHIBIT A"



## **RESOLUTION 21-20**

### **A RESOLUTION RATIFYING PROPOSED AMENDMENTS TO THE SUMNER COUNTY COMPREHENSIVE GROWTH PLAN, AND FORWARDING THE SAME TO THE LOCAL GOVERNMENT PLANNING ADVISORY COMMITTEE**

**Whereas**, the state's comprehensive growth policy is intended to provide an orderly framework for municipal and county growth; and

**Whereas**, Tennessee state law requires that Counties shall adopt a Comprehensive Growth Plan as stipulated within Public Chapter 1101, adopted by the Tennessee State Legislature in May of 1998; and

**Whereas**, in the year 2000, the constituent local governments within Sumner County did adopt a Comprehensive Growth Plan in accordance with state law; and

**Whereas**, it has now been over 20 years since this Countywide Comprehensive Growth Plan has been updated; and

**Whereas**, in 2018, elected leaders from across the County did request that Municipal and County planning staff members begin the process of researching and crafting proposed amendments to the County's Comprehensive Growth Plan; and

**Whereas**, Municipal and County planning staff members have worked diligently over the last three (3) years to identify areas of future growth, and to produce a set of maps indicating proposed amendments to the County's Comprehensive Growth Plan; and

**Whereas**, several of the cities of Sumner County are requesting changes to their existing Urban Growth Boundaries; and

**Whereas**, such cities of Sumner County did formally approve by resolution and forwarded their proposed changes as required by State Law; and

**Whereas**, the County is not proposing changes to the Planned Growth and Rural areas of the County's Comprehensive Growth Plan except where affected by municipal amendments; and

**Whereas**, the Greater Nashville Regional Council provided invaluable technical assistance in assembling a set of maps depicting proposed changes; and

**Whereas**, maps attached to this Resolution as "Exhibit A", depict Urban Growth Boundaries, County Planned Growth Areas and County Rural Areas; and

**Whereas**, the Mayor of Sumner County did convene the Coordinating Committee in accordance with State law on June 29, 2021; and

**Whereas**, the Coordinating Committee did hold the first of two required public hearings at Hendersonville City Hall on October 5, 2021, such hearing being advertised in a newspaper of General Circulation in the County 15 days prior to the meeting in accordance with applicable state law; and

**Whereas**, the Coordinating Committee did hold the second of two required public hearings at Portland City Hall on November 4, 2021, such hearing being advertised in a newspaper of General Circulation in the County 15 days prior to the meeting in accordance with applicable state law; and

**Whereas**, following such required public hearings, the Coordinating Committee did vote on November 4, 2021 to approve the proposed revisions to the County's Comprehensive Growth Plan, and to forward such plan for ratification by the governing bodies of the County's Municipal Governments and to the Sumner County Commission;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN**

The Board of Mayor and Aldermen does hereby ratify the proposed revisions to the County's Comprehensive Growth Plan depicted upon the maps attached to this document as "Exhibit A".

**AND BE IT FURTHER RESOLVED THAT:**

A signed copy of this approved Resolution shall be forwarded to the Local Government Planning Advisory Committee as soon as is practicable.

Adopted this 16<sup>th</sup> day of December, 2021.

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Michael Arnold, Mayor

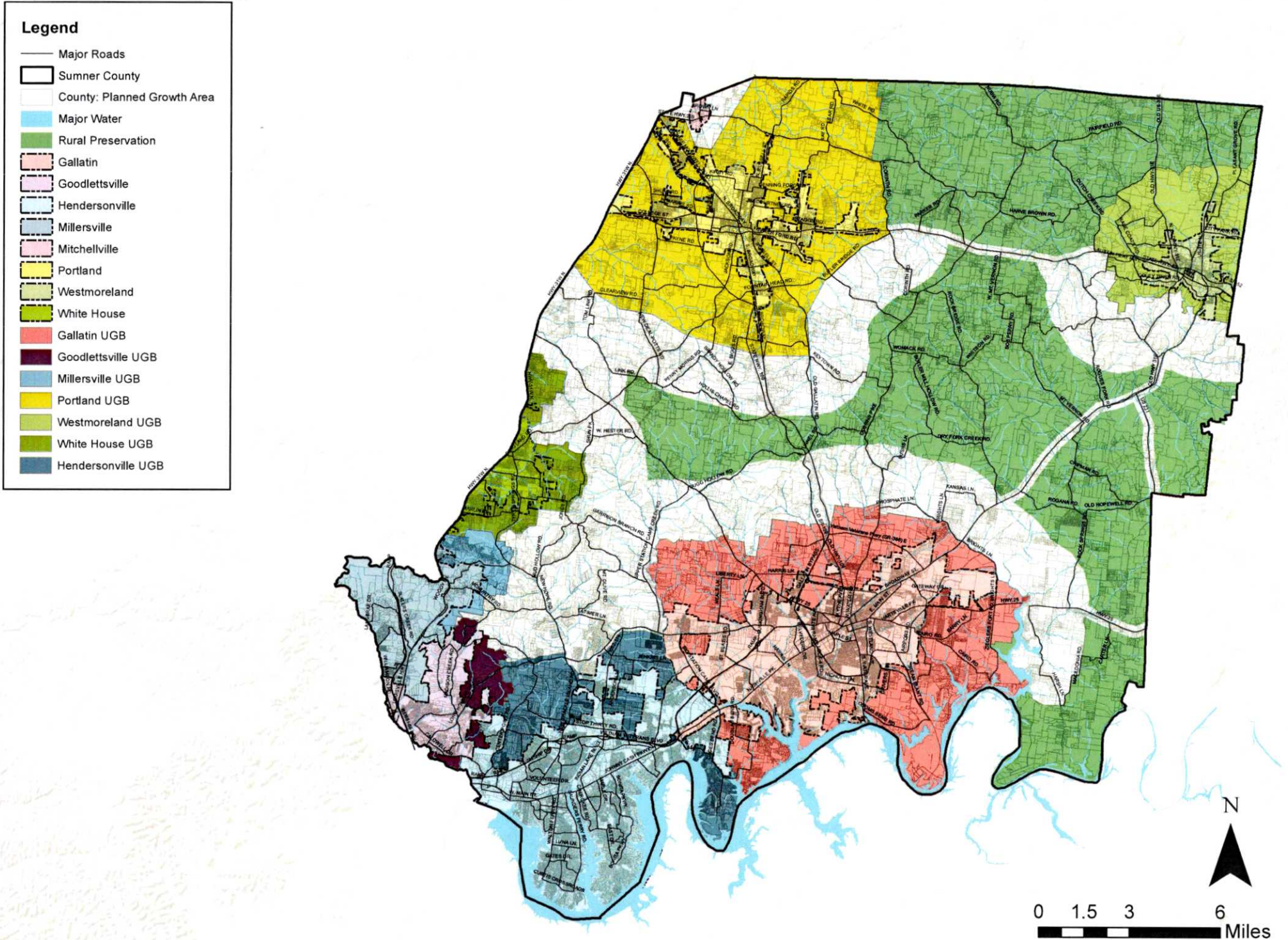
ATTEST:

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Derek Watson, City Recorder

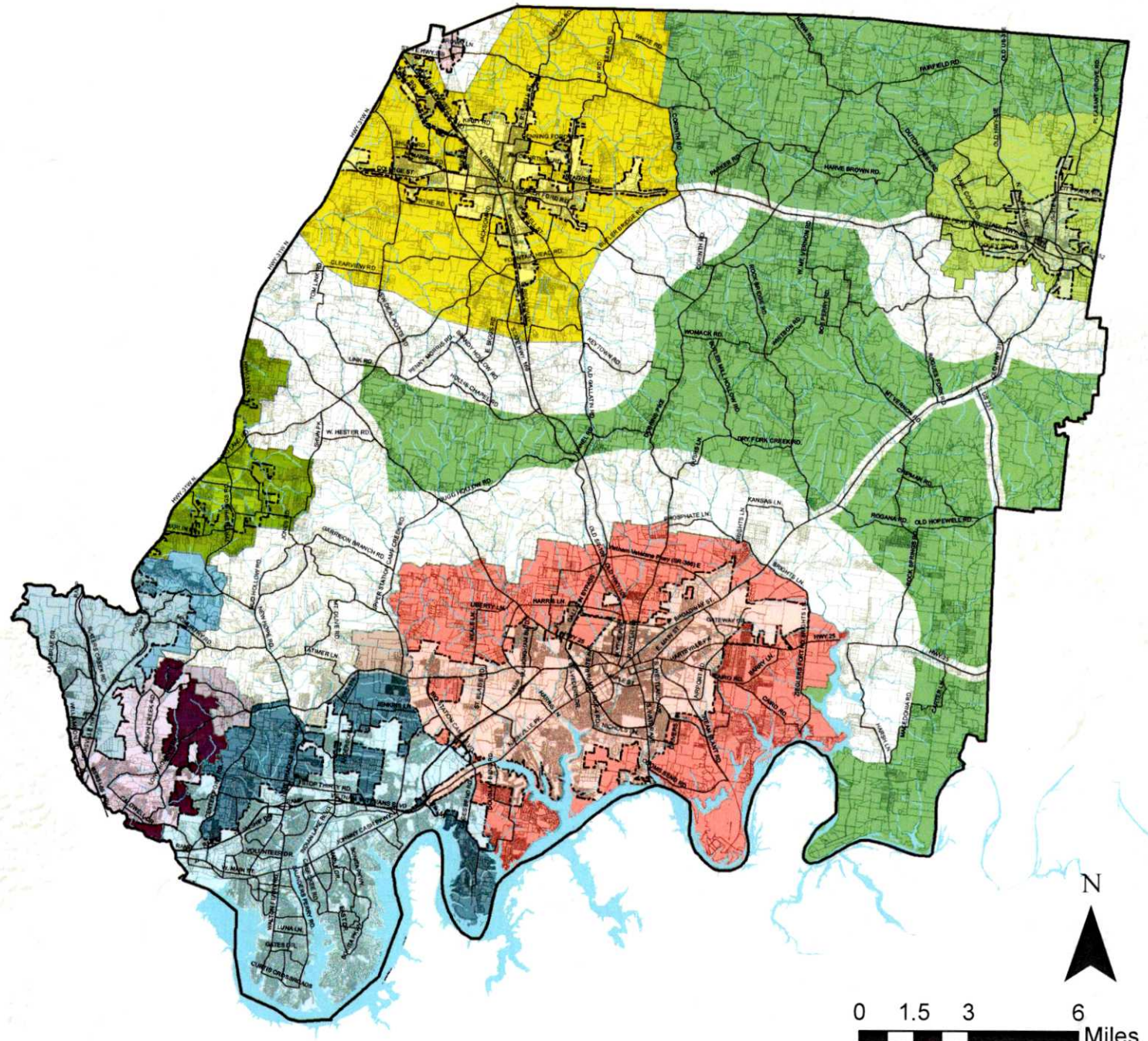


# Sumner County: Current Planned Growth Areas





# Sumner County: Proposed Planned Growth Areas



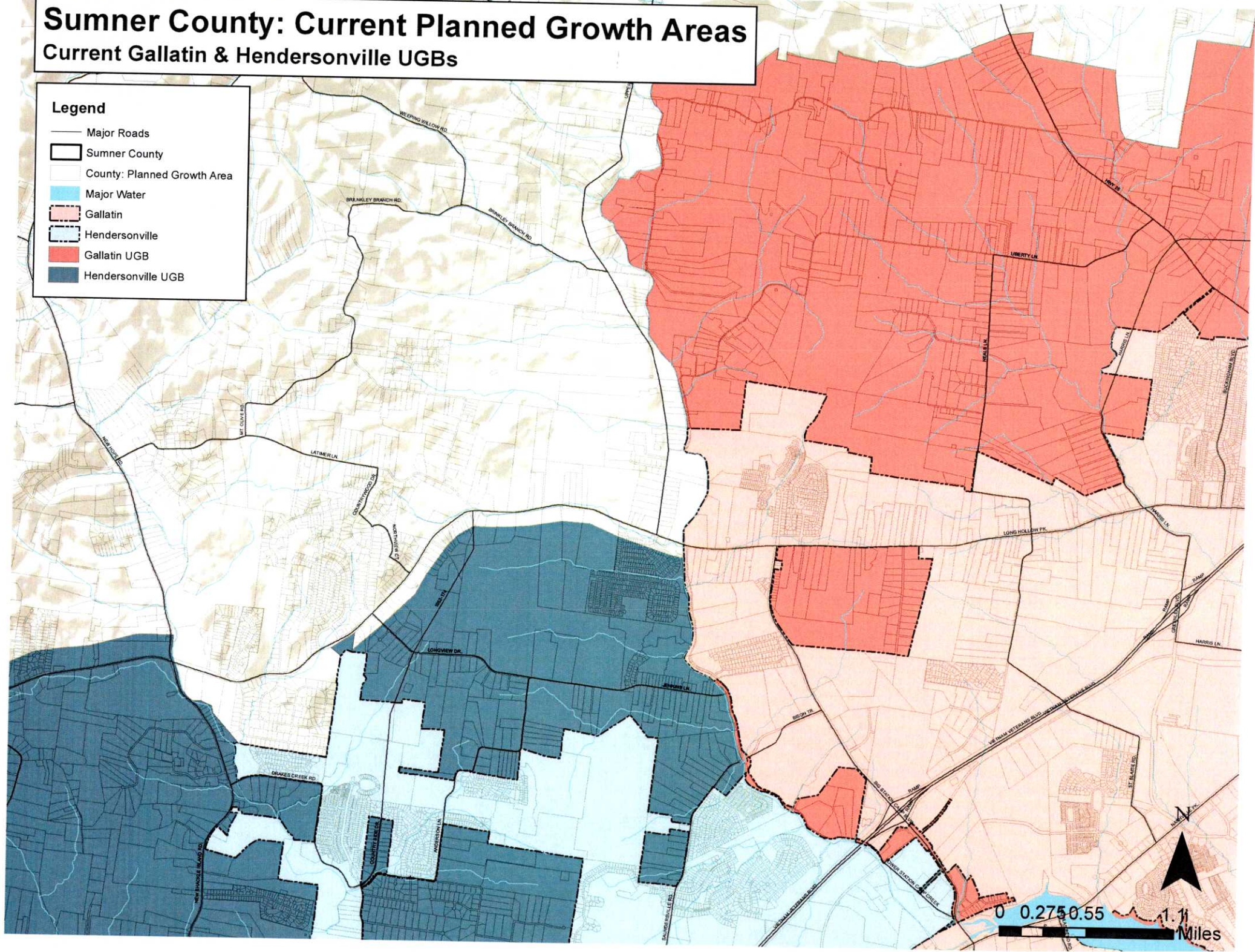


# Sumner County: Current Planned Growth Areas

## Current Gallatin & Hendersonville UGBs

### Legend

- Major Roads
- Sumner County
- County: Planned Growth Area
- Major Water
- Gallatin
- Hendersonville
- Gallatin UGB
- Hendersonville UGB



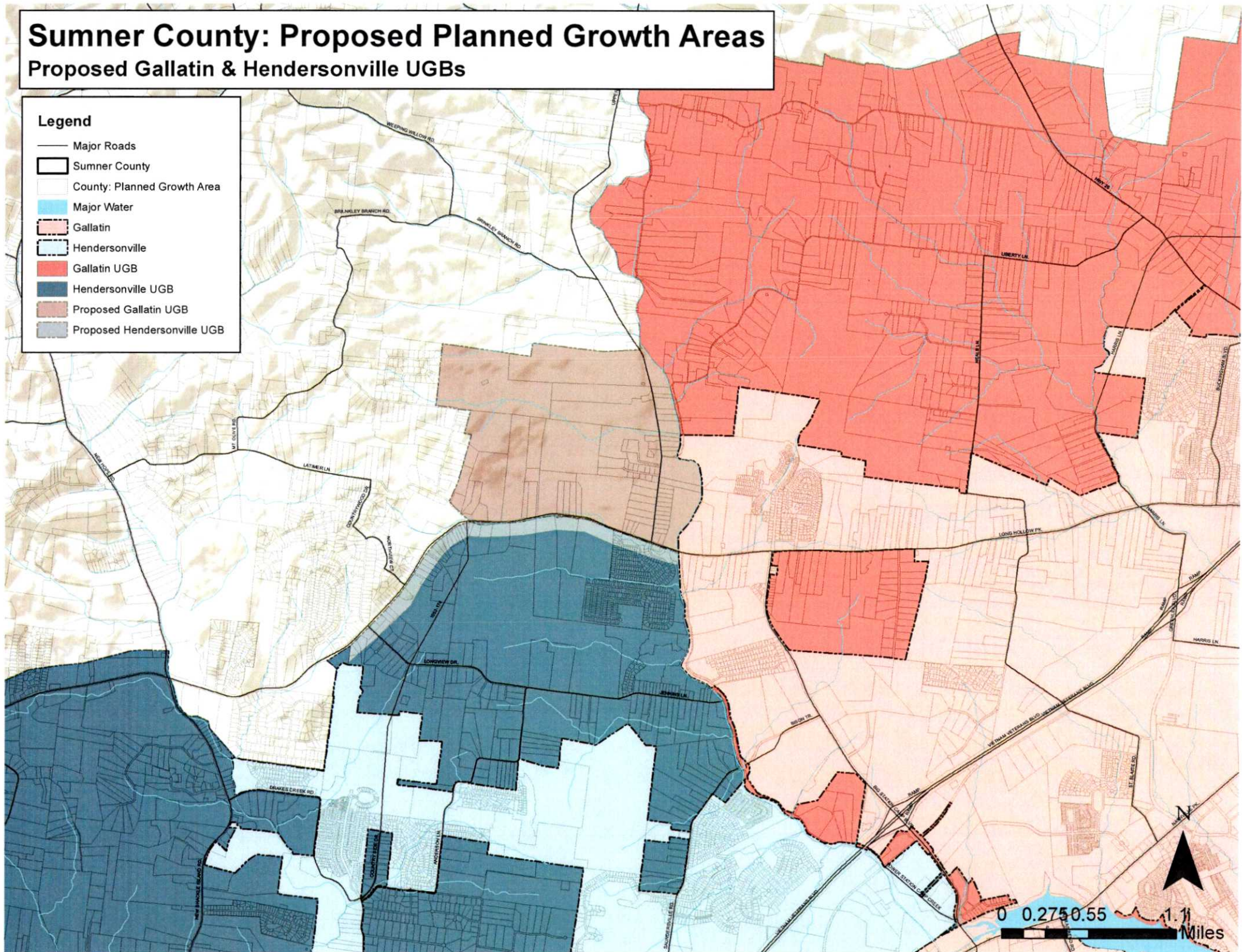


# Sumner County: Proposed Planned Growth Areas

## Proposed Gallatin & Hendersonville UGBs

### Legend

- Major Roads
- Sumner County
- County: Planned Growth Area
- Major Water
- Gallatin
- Hendersonville
- Gallatin UGB
- Hendersonville UGB
- Proposed Gallatin UGB
- Proposed Hendersonville UGB



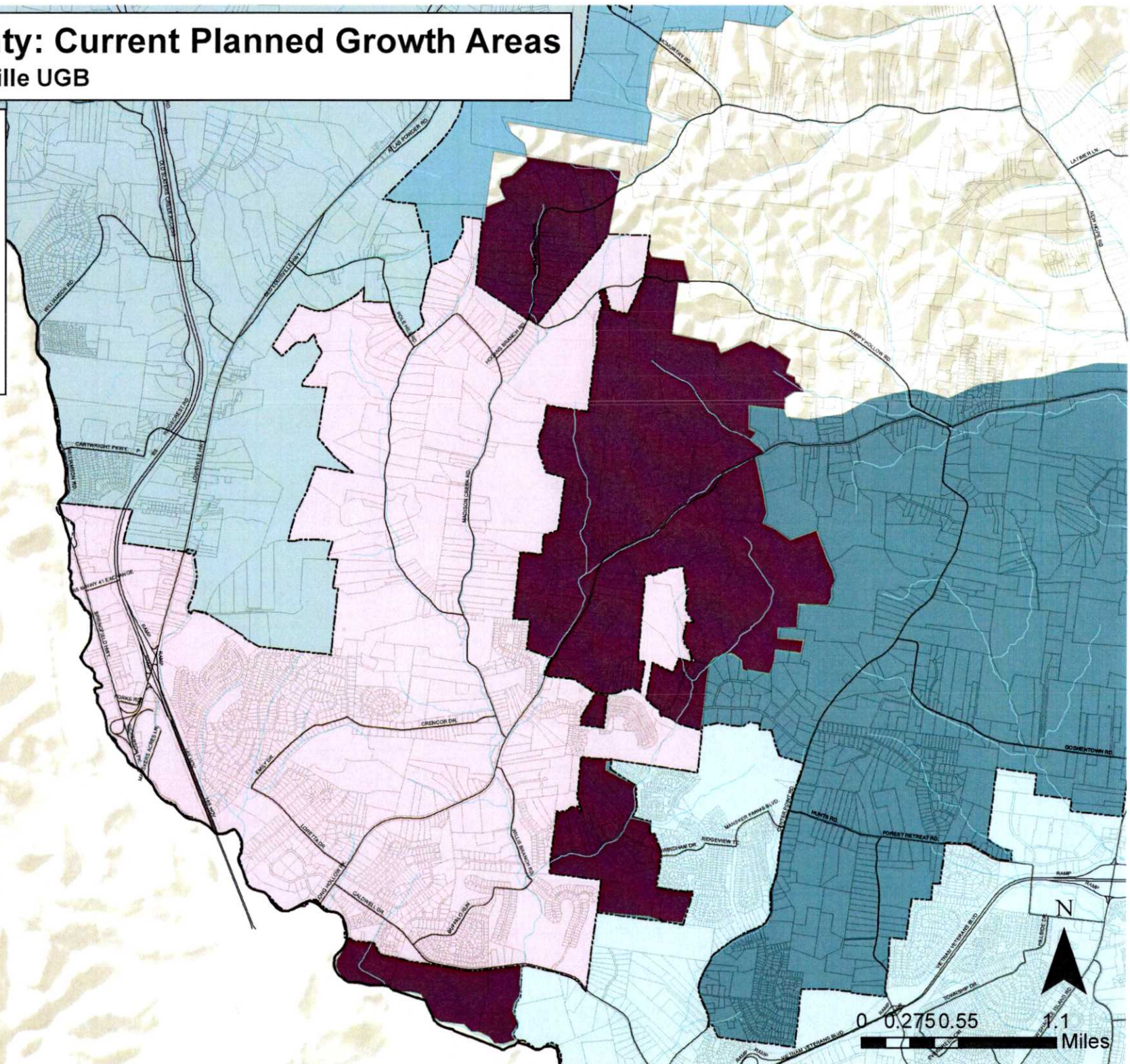


# Sumner County: Current Planned Growth Areas

## Current Goodlettsville UGB

### Legend

- Major Roads
- Sumner County
- County: Planned Growth Area
- Major Water
- Goodlettsville
- Hendersonville
- Millersville
- Goodlettsville UGB
- Hendersonville UGB
- Millersville UGB



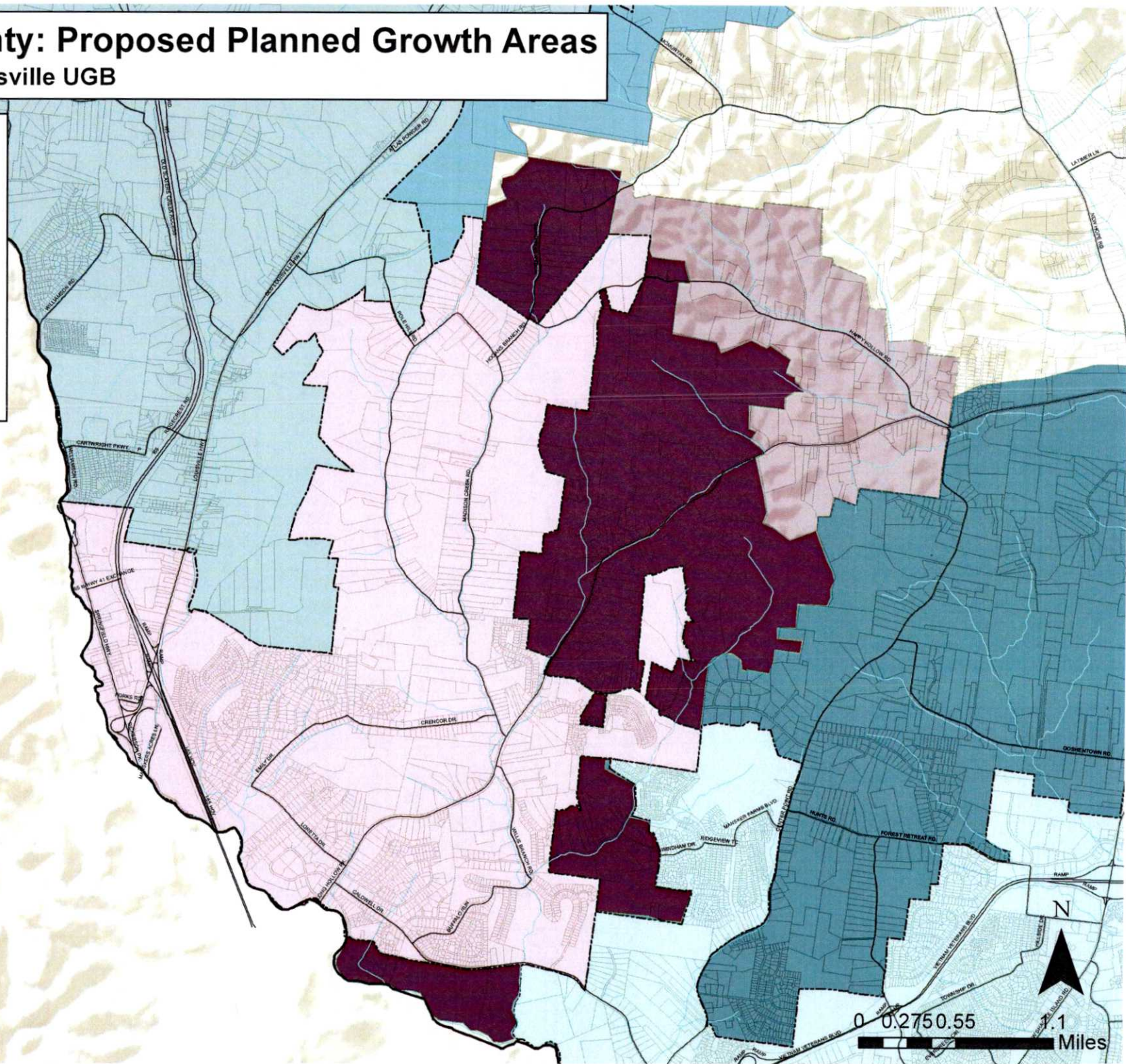


# Sumner County: Proposed Planned Growth Areas

## Proposed Goodlettsville UGB

### Legend

- Major Roads
- Sumner County
- County: Planned Growth Area
- Major Water
- Goodlettsville
- Hendersonville
- Millersville
- Goodlettsville UGB
- Hendersonville UGB
- Millersville UGB
- Proposed Goodlettsville UGB

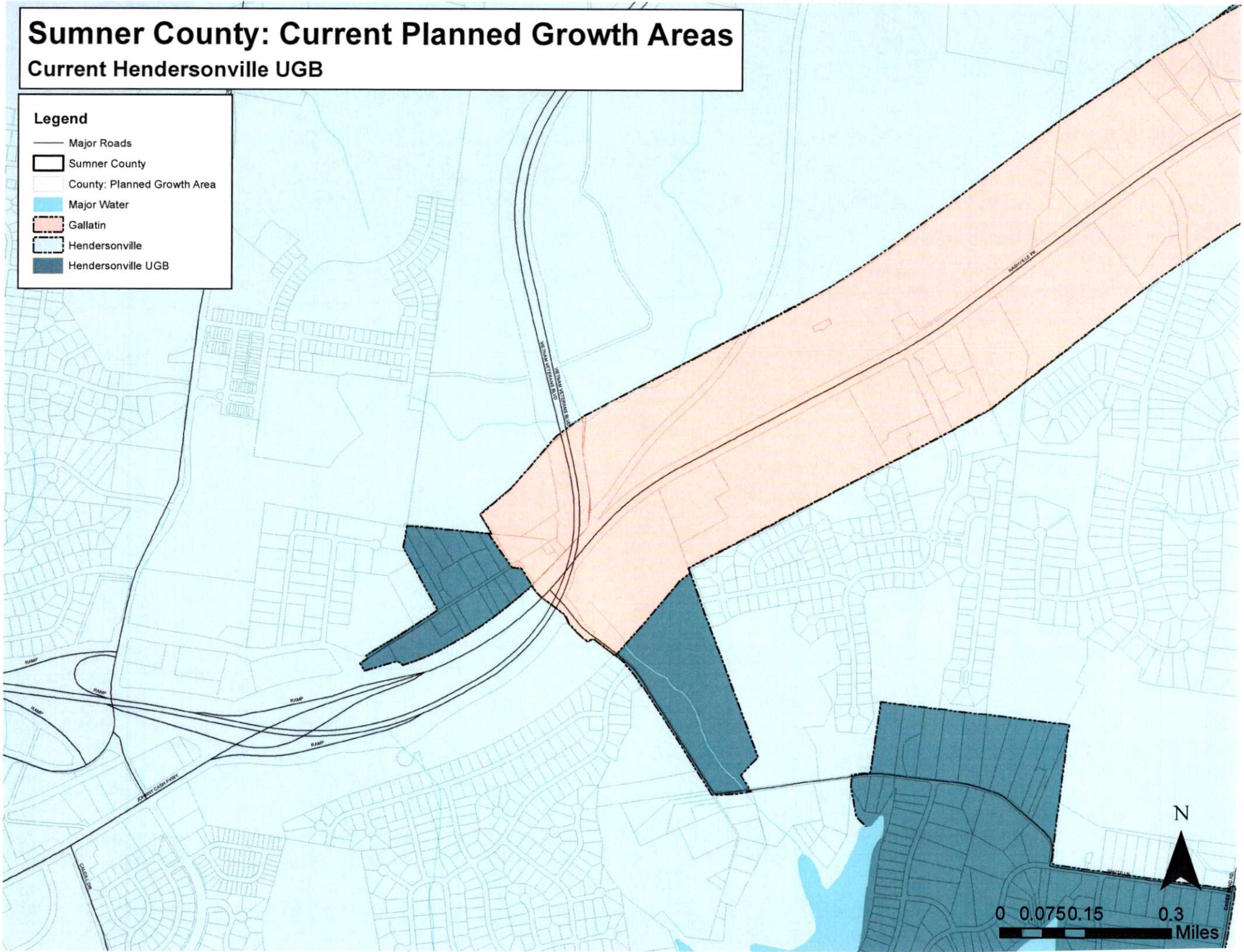




# Sumner County: Current Planned Growth Areas

## Current Hendersonville UGB

- Legend**
- Major Roads
  - Sumner County
  - County: Planned Growth Area
  - Major Water
  - Gallatin
  - Hendersonville
  - Hendersonville UGB



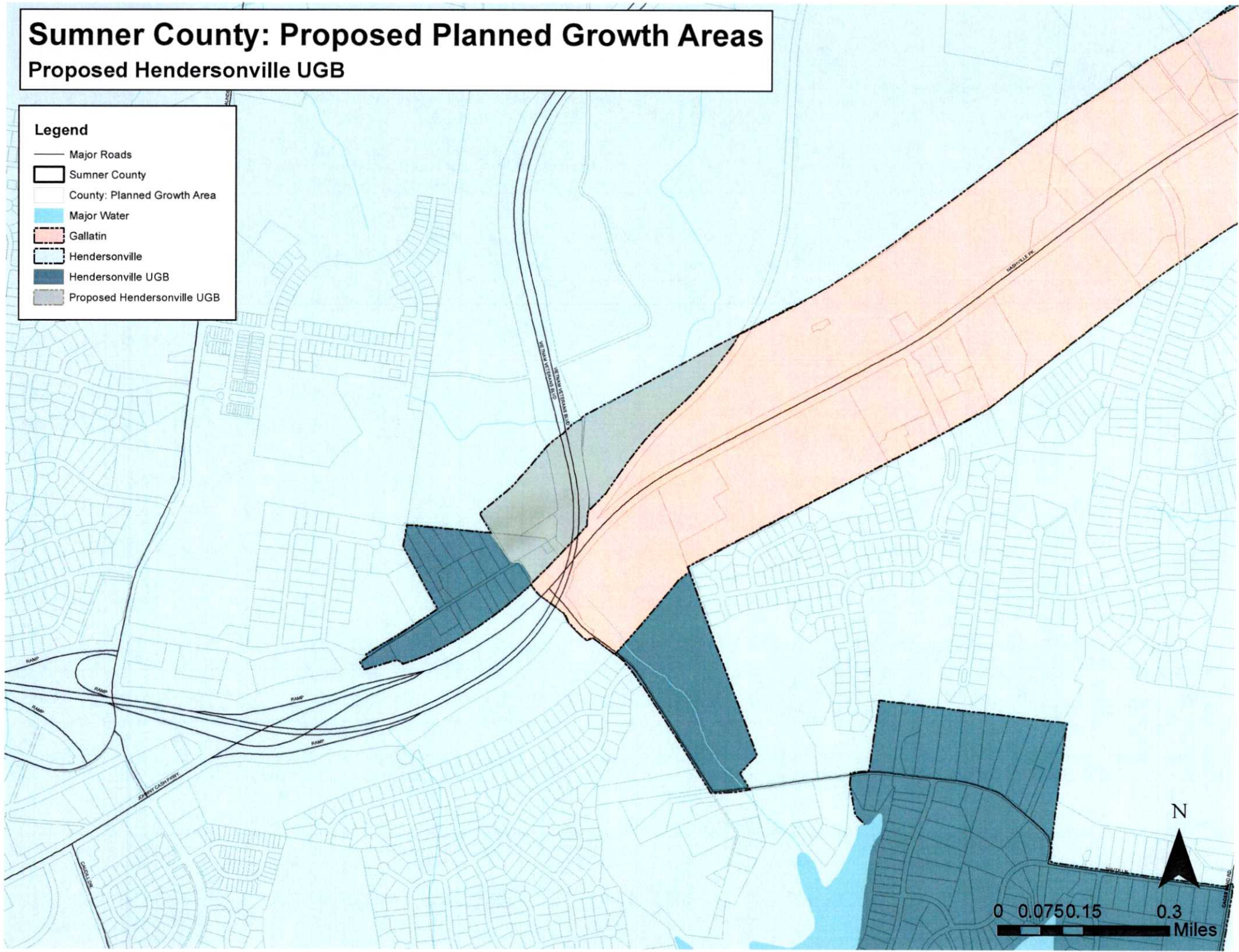


# Sumner County: Proposed Planned Growth Areas

## Proposed Hendersonville UGB

### Legend

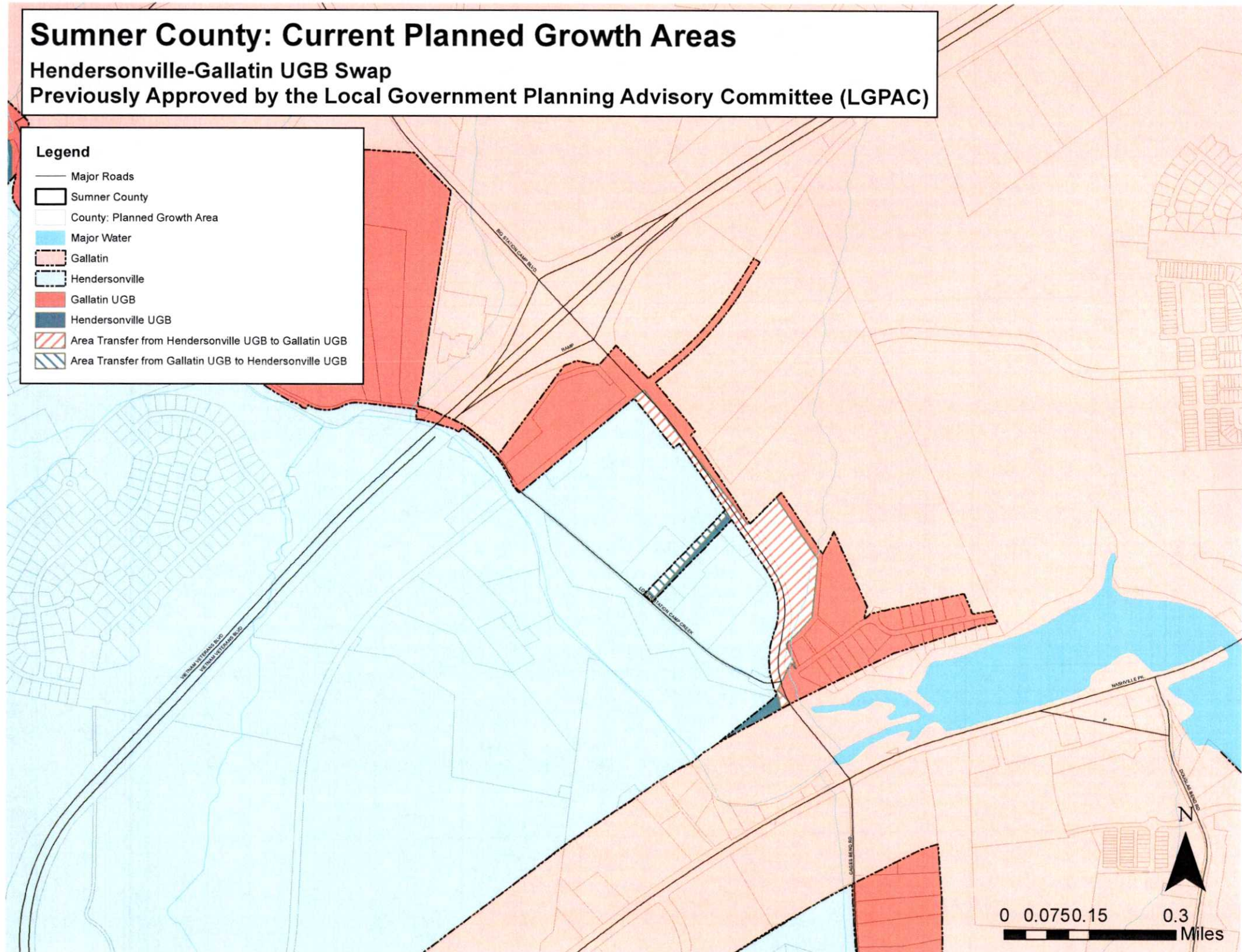
- Major Roads
- Sumner County
- County: Planned Growth Area
- Major Water
- Gallatin
- Hendersonville
- Hendersonville UGB
- Proposed Hendersonville UGB





**Previously Approved by the Local Government Planning Advisory Committee (LGPAC)**

 Major Roads  
 Sumner County  
 County: Planned Growth Area  
 Major Water  
 Gallatin  
 Hendersonville  
 Gallatin UGB  
 Hendersonville UGB  
 Area Transfer from Hendersonville UGB  
 Area Transfer from Gallatin UGB





**RESOLUTION 21-21**

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

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

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 16<sup>th</sup> day of December 2021.

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

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

### 5.13. OUTSIDE EMPLOYMENT

With the approval of one's Department Head and the City Administrator, outside employment is permissible, provided that there is no conflict of interest or impairment of work performance for the City of White House. Before outside employment begins, employees must complete and submit the Outside Employment Request Form for approval. Any employee who requesting approval for outside employment must complete and submit the Outside Employment Request Form to one's Department Head. Before outside employment begins, one's Department Head and the City Administrator must approve and sign the Outside Employment Request Form. Human Resources will provide the employee with a copy of the approved form.

Required overtime of any employee of the City takes priority over an employee's "outside employment." Anyone who knowingly misses work or refuses mandatory overtime at his/her primary job to work a second job shall be terminated. Approval of a second job may be withdrawn for any of the above reasons.

### 6.19. TUITION ASSISTANCE PROGRAM

The City of White House may, within budgetary restraints, provide tuition assistance for an employee taking approved courses of instruction in pursuit of an approved degree.

The following criteria must be met to qualify for tuition assistance:

- A. Full-time, regular employee throughout the duration of the course work.
- B. The employee notified his department head in writing prior to March 31<sup>st</sup> of the intent to incur Tuition Assistance Program expenses the following fiscal year.
- C. At the approval of the City Administration tuition assistance can include Associate, Bachelors or Master's degree coursework and approved post-secondary career-related certifications.
- D. Tuition assistance for each class within the educational program will be restricted, based on its relationship to the job held by the employee and its degree of value to the City of White House. The employee will complete and submit a Tuition Assistance Program Application to his Department Head. The Department Head, Human Resources Director and the City Administrator will meet to determine if the tuition assistance should be authorized in full or in part. A form is necessary for each class taken.
- E. The cost of assistance shall not exceed \$6,000.00 per fiscal year.
- F. The City of White House Tuition Assistance program requires an employee to repay amounts received for tuition assistance in the event the employee voluntarily separates employment from the City of White House.

By signing the Tuition Assistance Program Application, an employee agrees to repay tuition assistance benefits received under this program based on the following schedule, should the employee voluntarily terminate employment with the City of White House:

<b>Time Elapses</b> <i>The amount of time between the date(s) of the Tuition Assistance payment and the employee's termination date.</i>	<b>Percentage of Repayment</b> <i>Applicable to the amount of Tuition Assistance paid during the 24 months prior to the employee's termination date.</i>
6 months or less	100 percent
More than 6 months, but less than 12 months	75 percent
More than 12 months, but less than 18 months	50 percent
More than 18 months, but less than 24 months	25 percent

Under this provision, the City of White House may withhold from an employee's final paycheck (base salary, bonuses, vacation pay, and/or expense reimbursements), to the extent permitted by applicable law, monies up to the amount due to the City of White House for any Tuition Assistance paid within the above timeframes.

- G. The employee must receive a passing grade (pass in a pass-fail system) or a grade of "C" or above (in a graded system) in order to continue to participate in the tuition assistance program. If an employee receives a failing grade (fail in a pass-fail system) or a grade of "D" or below (in a graded system) in a class and would like to continue participating in the Tuition Assistance Program, he will be required to reimburse the City of White House for monies spent on that class.
- H. The employee must submit a copy of his Unofficial Transcript at the end of each class to the Human Resources Department.
- I. If an employee receives a refund for tuition paid for any reason, he must turn those monies over to the City.
- J. No assistance will be approved for textbooks, supplies, incidental fees or late fees.

An employee interested in tuition assistance must turn into the Department Head a request for tuitions assistance prior to the course enrollment. The Department Head, the Human Resources Director, and the City Administrator must approve the request prior to enrollment.

Employees will use off-duty time to attend any course of instruction except if the City of White House requires it.

#### **7.4. USE OF CITY VEHICLES AND EQUIPMENT**

- 7.4.5. The following employees are required to commute to and from the workplace in a qualified, non-personal use vehicle as defined by IRS Reg. § 1.274-5T (k., Reg. § 1.132-5(h))
  - Certified Police Officers
  - Fire Chief
  - Assistant Fire Chief
  - Fire Inspector
  - Scheduled on-call utility worker
  - Wastewater Collections Supervisor
  - Emergency Response Team



**CITY OF WHITE HOUSE  
TUITION ASSISTANCE PROGRAM APPLICATION**

*(Complete this portion PRIOR to enrollment in desired class)*

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

If this is a degreed program, name title of degree: \_\_\_\_\_

How will this degree/course further your career with the City of White House? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I acknowledge the following:

1. I understand that tuition assistance will be provided only if the course work is considered to be related to and of value to the position I hold with the City of White House.
2. The maximum assistance per employee is \$6,000 per fiscal year.
3. A grade of "C" or better is required on any courses assistance is provided for.
4. An employee utilizing the Tuition Assistance Program will reimburse the City of White House for tuition expenses in the event that he/she does not remain employed with the City of White House for the required designated period after course completion.

I acknowledge that I am aware and understand these conditions and have read the applicable policy found in the City of White House Personnel Manual.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Approval Signatures**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## **RESOLUTION 21-22**

### **A RESOLUTION AUTHORIZING THE CITY OF WHITE HOUSE, TENNESSEE TO JOIN THE STATE OF TENNESSEE AND OTHER LOCAL GOVERNMENTS AS PARTICIPANTS IN THE TENNESSEE STATE-SUBDIVISION OPIOID ABATEMENT AGREEMENT AND APPROVING THE RELATED SETTLEMENT AGREEMENTS**

**WHEREAS**, the opioid epidemic continues to impact communities in the United States, the State of Tennessee, and the City of White House, Tennessee;

**WHEREAS**, the City of White House, Tennessee has suffered harm and will continue to suffer harm as a result of the opioid epidemic;

**WHEREAS**, the State of Tennessee and some Tennessee local governments have filed lawsuits against opioid manufacturers, distributors, and retailers, including many federal lawsuits by Tennessee counties and cities that are pending in the litigation captioned In re: National Prescription Opiate Litigation, MDL No. 2804 (N.D. Ohio) (the MDL case is referred to as the "Opioid Litigation");

**WHEREAS**, certain pharmaceutical distributors and a manufacturer have proposed settlements that the City of White House, Tennessee finds acceptable and in the best interest of the community;

**WHEREAS**, the Tennessee legislature enacted Public Chapter No. 491 during the 2021 Regular Session of the 112<sup>th</sup> Tennessee General Assembly and was signed into law by Governor Bill Lee on May 24, 2021, which addresses the allocation of funds from certain proposed opioid litigation settlements;

**WHEREAS**, the State of Tennessee, non-litigating counties, and representatives of various local governments involved in the Opioid Litigation have proposed a unified plan for the allocation and use of certain prospective settlement and bankruptcy funds from opioid related litigation ("Settlement Funds");

**WHEREAS**, the Tennessee State-Subdivision Opioid Abatement Agreement (the "Tennessee Plan"), attached hereto as "Exhibit A," sets forth a framework of a unified plan for the proposed allocation and use of the Settlement Funds; and

**WHEREAS**, participation in the settlements and Tennessee Plan by a large majority of Tennessee cities and counties will materially increase the amount of settlement funds that Tennessee will receive from pending proposed opioid settlements;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, as follows:**

Section 1. That the City of White House, Tennessee finds that participation in the Tennessee Plan is in the best interest of the City of White House, Tennessee and its citizens because such a plan would ensure an effective structure for the commitment of Settlement Funds to abate and seek to resolve the opioid epidemic.

Section 2. That the City of White House, Tennessee hereby expresses its support for a unified plan for the allocation and use of Settlement Funds as generally described in the Tennessee Plan.

Section 3. That the City Administrator of the City of White House, Tennessee, Gerald Herman (the "City Administrator"), is hereby expressly authorized to execute the Tennessee Plan in substantially the form attached as Exhibit "A" and the City Administrator is hereby authorized to execute any formal agreements necessary to implement a unified plan for the allocation and use of Settlement Funds that is substantially consistent with the Tennessee Plan and this Resolution.



Section 4. That the City Administrator is hereby expressly authorized to execute any formal agreement and related documents evidencing City of White House, Tennessee's agreement to the settlement of claims specifically related to AmerisourceBergen Corporation, Cardinal Health, Inc, McKesson Corporation, Janssen Pharmaceuticals, Inc, and Johnson & Johnson.

Section 5. That the City Administrator is authorized to take such other action as necessary and appropriate to effectuate the City of White House, Tennessee's participation in the Tennessee Plan and these settlements.

Section 6. This Resolution is effective upon adoption, the public welfare requiring it.

**Adopted this day 16<sup>th</sup> day of December, 2021.**

\_\_\_\_\_  
Mike Arnold, Mayor

ATTEST:

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

# ORDINANCES....



**ORDINANCE 21-27**

**AN ORDINANCE TO AMEND THE ZONING MAP FROM R-15 MEDIUM  
FAMILY AND ROBERTSON COUNTY AGRICULTURAL TO SUBURBAN  
RESIDENTIAL PLANNED UNIT DEVELOPMENT ON CALISTA RD**

**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 October 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 Robertson County Rural Residential to SRPUD, Suburban Residential Planned Unit Development for the property included in "EXHIBIT A" and described as follows:

127.62 ACRES ARE REFERENCED AS PART OF ROBERTSON COUNTY TAX MAP 096, PARCELS 32 AND 33. PROPERTY IS LOCATED ON CALISTA ROAD. **"EXHIBIT A"**.

**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:                      October 21, 2021                      PASSED

Second Reading:                      December 16, 2021

\_\_\_\_\_  
Michael Arnold, Mayor

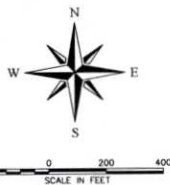
ATTEST:

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

ORDINANCE 21-27  
"EXHIBIT A"





[illegible]

TYPICAL VIEW (A SHEETS)

TYPICAL VIEW (B SHEETS)



### SUBDIVISION DATA TABLE

TOTAL AREA: 5,532,120 S.F., 127 ACRES  
PROPERTY ZONING: SRPUD  
TOTAL LOTS: 305  
ALLOWABLE DENSITY: 3.0 UNITS PER ACRE  
PROPOSED DENSITY: 2.4  
REQUIRED OPEN SPACE: 15%  
PROPOSED OPEN SPACE: 17.42%



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[www.abblawing.com](http://www.abblawing.com)

[illegible]

KYLE A. SCHNEIDER, P.E. TN#12160

NOT FOR  
CONSTRUCTION

PMDP FOR  
A CALISTA ROAD  
SUBDIVISION

CALISTA ROAD  
HOUSE, TENNESSEE  
HERTSON COUNTY

DRAWN BY:	CIN
CHECKED BY:	JMI
PROJECT NO.:	C03721

### OVERALL SITE LAYOUT

SHEET NUMBER  
P-1

728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042 1043 1044 1045 1046 1047 1048 1049 1050 1051 1052 1053 1054 1055 1056 1057 1058 1059 1060 1061 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071 1072 1073 1074 1075 1076 1077 1078 1079 1080 1081 1082 1083 1084 1085 1086 1087 1088 1089 1090 1091 1092 1093 1094 1095 1096 1097 1098 1099 1100 1101 1102 1103 1104 1105 1106 1107 1108 1109 1110 1111 1112 1113 1114 1115 1116 1117 1118 1119 1120 1121 1122 1123 1124 1125 1126 1127 1128 1129 1130 1131 1132 1133 1134 1135 1136 1137 1138 1139 1140 1141 1142 1143 1144 1145 1146 1147 1148 1149 1150 1151 1152 1153 1154 1155 1156 1157 1158 1159 1160 1161 1162 1163 1164 1165 1166 1167 1168 1169 1170 1171 1172 1173 1174 1175 1176 1177 1178 1179 1180 1181 1182 1183 1184 1185 1186 1187 1188 1189 1190 1191 1192 1193 1194 1195 1196 1197 1198 1199 1200 1201 1202 1203 1204 1205 1206 1207 1208 1209 1210 1211 1212 1213 1214 1215 1216 1217 1218 1219 1220 1221 1222 1223 1224 1225 1226 1227 1228 1229 1230 1231 1232 1233 1234 1235 1236 1237 1238 1239 1240 1241 1242 1243 1244 1245 1246 1247 1248 1249 1250 1251 1252 1253 1254 1255 1256 1257 1258 1259 1260 1261 1262 1263 1264 1265 1266 1267 1268 1269 1270 1271 1272 1273 1274 1275 1276 1277 1278 1279 1280 1281 1282 1283 1284 1285 1286 1287 1288 1289 1290 1291 1292 1293 1294 1295 1296 1297 1298 1299 1300 1301 1302 1303 1304 1305 1306 1307 1308 1309 1310 1311 1312 1313 1314 1315 1316 1317 1318 1319 1320 1321 1322 1323 1324 1325 1326 1327 1328 1329 1330 1331 1332 1333 1334 1335 1336 1337 1338 1339 1340 1341 1342 1343 1344 1345 1346 1347 1348 1349 1350 1351 1352 1353 1354 1355 1356 1357 1358 1359 1360 1361 1362 1363 1364 1365 1366 1367 1368 1369 1370 1371 1372 1373 1374 1375 1376 1377 1378 1379 1380 1381 1382 1383 1384 1385 1386 1387 1388 1389 1390 1391 1392 1393 1394 1395 1396 1397 1398 1399 1400 1401 1402 1403 1404 1405 1406 1407 1408 1409 1410 1411 1412 1413 1414 1415 1416 1417 1418 1419 1420 1421 1422 1423 1424 1425 1426 1427 1428 1429 1430 1431 1432 1433 1434 1435 1436 1437 1438 1439 1440 1441 1442 1443 1444 1445 1446 1447 1448 1449 1450 1451 1452 1453 1454 1455 1456 1457 1458 1459 1460 1461 1462 1463 1464 1465 1466 1467 1468 1469 1470 1471 1472 1473 1474 1475 1476 1477 1478 1479 1480 1481 1482 1483 1484 1485 1486 1487 1488 1489 1490 1491 1492 1493 1494 1495 1496 1497 1498 1499 1500 1501 1502 1503 1504 1505 1506 1507 1508 1509 1510 1511 1512 1513 1514 1515 1516 1517 1518 1519 1520 1521 1522 1523 1524 1525 1526 1527 1528 1529 1530 1531 1532 1533 1534 1535 1536 1537 1538 1539 1540 1541 1542 1543 1544 1545 1546 1547 1548 1549 1550 1551 1552 1553 1554 1555 1556 1557 1558 1559 1560 1561 1562 1563 1564 1565 1566 1567 1568 1569 1570 1571 1572 1573 1574 1575 1576 1577 1578 1579 1580 1581 1582 1583 1584 1585 1586 1587 1588 1589 1590 1591 1592 1593 1594 1595 1596 1597 1598 1599 1600 1

**ORDINANCE 21-28**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING ARTICLE 2, SECTION 2.020 DEFINITIONS OF THE ZONING ORDINANCE TO PROVIDE DEFINITION OF COMMERCIAL AMUSEMENT SERVICES, AND AN AMMENMENT TO ARTICLE 4, SECTION 4.203, DEVELOPMENT STANDARDS FOR CAMPGROUNDS**

**WHEREAS**, the Board of Mayor and Aldermen wishes to amend the Zoning Ordinance to provide defined regulation for Short Term Rental in Zoning Districts.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the Zoning Ordinance Articles II and IV 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: November 18, 2021 PASSED

Second Reading: December 16, 2021

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

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



## 2.020 Definitions

Commercial Amusement Services, Indoor. A facility providing for indoor recreational activities, services, amusements, and instruction, usually for an admission fee. Uses may include, but are not limited to, bowling alleys, ice or roller-skating rinks, bingo parlors, amusement arcades, or practice areas.

Commercial Amusement Services, Outdoor. A facility providing for outdoor recreational activities, services, amusements, and instruction for an admission fee, including, but not limited to, batting cages, miniature golf, go-kart tracks, commercial campgrounds, commercial recreation sports, racetracks (motorcycle and auto).

\*Auto and Motorcycle racetracks shall not be within a five-mile radius of a farm or farmland containing livestock (farm animals).

## 4.201 Development Standards for Campgrounds

When an application for a group assembly permit includes a private campground, the following standards shall be met:

(A) Such campground shall have on-site management;

(B) The campground may include convenience commercial establishments such as camp stores, laundry facilities, and personal services; provided that such convenience establishments are subordinate to the recreational character of the campground; are located, designed, and intended to serve exclusively the patrons staying in the campground; and such establishments and their parking areas shall not occupy more than ten percent

(10%) of the area of the park or one (1) acre whichever is smaller;

(C) Such campground shall meet the following standards:

(1) Minimum size - ten (10) acres

(2) Maximum density - ten (10) campsites per gross acre

(3) Sanitary facilities, including flush toilets and showers - within three hundred feet (300') walking distance of each campsite

(4) Potable water supply - one (1) spigot for each four (4) campsites

(5) Trash receptacle - one (1) for each two (2) campsites

(6) Parking - one (1) space per campsite (7) Picnic table - one (1) per campsite

(8) Fireplace or grill - one (1) per campsite (9) Administration or safety building - open at all times wherein a portable fire extinguisher in operable condition and first aid kit is available, and a telephone is available for public use.

(D) Such campground shall meet the following design requirements:

(1) A vegetation screen or ornamental fence which will substantially screen the campsites from view of public rights-of-way and neighboring properties shall be provided around or near the perimeter or that part of the campground containing campsites. Such vegetation or fence shall be maintained in good condition at all times.

(2) Each campground shall reserve at least twenty-five percent (25%) of its total area as natural open space excluding perimeter screening. Such open space may include recreation and water areas, but may not include utility areas, administration buildings, commercial areas or similar activities.

(3) Each campsite shall have a minimum setback of twenty-five feet (25') from any exterior boundary line.

(4) Each campsite and all other buildings shall have a minimum setback from any public road of fifty feet (50').

(5) Each separate campsite shall contain a minimum of three thousand two hundred (3,200) square feet. (A campsite shall be considered to consist of trailer or tent space, parking space, picnic table, fireplace, and one-half (1/2) the road-way providing access.)

(6) Each campsite shall be directly accessible by an interior road.

(7) All interior roads shall be a minimum of ten feet (10') wide for one way traffic and eighteen feet (18') wide for two way traffic.

(8) All interior roads shall meet the following curve requirements:

Minimum radius for a 90 degrees turn - 40 feet Minimum radius for a 60 degrees turn - 50 feet Minimum radius for a 45 degrees turn - 68 feet

(9) No Permanent Residences- Campgrounds shall not be used as permanent residences except for one owner or manager and up to three permanent maintenance personnel

(10) No camping vehicle or camping equipment shall be used for human habitation for a period exceeding thirty (30) consecutive days.

(11) No campsite shall have a permanent fixture or mounting for trailers or recreational vehicles

(12) Each campground shall provide a trailer dump station for the disposal of holding tanks

(13) All parking and driving surface will be required to be paved to City of White House parking lot and roadway design specifications (See City of White House Subdivision Regulations)



October 26, 2021

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

**To:** Board of Mayor and Aldermen  
**From:** Jason Barnes, Finance Director  
**CC:** Gerald Herman, City Administrator  
**Re:** Fiscal Year 2022, Budget Amendment I (11/18/2021)

---

The following budget amendment is recommended for approval. The only item on this budget amendment is for the Library – Small Items of Equipment line because the Library has been awarded funding from the American Rescue Plan Act (ARPA) that was not anticipated while preparing the current year budgeted revenues and expenditures. The City isn't required to pass a budget amendment for the unbudgeted revenues which will result from to this grant. However, the City is required pass a budget amendment to appropriate the funds that are projected to be expended because of this grant. Ultimately this project will not affect the City's ending actual fund cash balance because there will be unanticipated revenues recognized with this project as well. However, budgeted ending fund balance is the only available resource to offset the unanticipated costs related to this project on this budget amendment. Please see further explanation below:

Total projected revenues related to this grant are \$28,576.

Total projected expenditures related to this grant are \$31,751 (10% of this is required to be matched by the City)  
The match expenditure amount of \$3,175 is already budgeted for the annual Library Tech Grant (which was replaced by the ARPA grant this fiscal year).

\$31,751 (total projected expenditures)  
- 3,175 (budgeted, local City match)  
\$28,576 (unbudgeted, projected reimbursable expenditures)

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

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

**ORDINANCE 21-29**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2022.**

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

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of Mayor and Aldermen that the Fiscal Budget ending June 30, 2022 is hereby amended as part of the attached exhibit.

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

First Reading:                      November 18, 2021                      PASSED

Second Reading:                      December 16, 2021

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

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



City of White House  
 Budget Amendment I  
 November 18, 2021

			<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Amendment</u>
110	27100	General Fund			
		Fund Balance (ending)	2,519,346	2,490,770	(28,576)
110	44800 312	General Fund			
		Small Items of Equipment	10,300	38,876	28,576

1. To amend current 2021-2022 budget to recognize unbudgeted costs related to American Rescue Plan Act (ARPA) library funds.

**ORDINANCE 21-30**

**AN ORDINANCE TO AMEND THE ZONING MAP FROM R-10, RESIDENTIAL  
HIGH DENSITY DISTRICT TO C-6 TOWN CENTER COMMERCIAL  
DISTRICT ON PORTLAND RD**

**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 November 8, 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 R-10, Residential High Density District to C-6, Town Center Commercial district, included in "EXHIBIT A" and described as follows:  
REFERENCED SUMNER COUNTY TAX MAP 077G, GROUP A, PARCEL 006.00 AND IS LOCATED AT 202 PORTLAND ROAD

**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: December 16, 2021

Second Reading: January 20, 2021

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

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



**ORDINANCE 21-30**  
**“EXHIBIT A”**





**APPlicant:**  
**PROPERTY OWNER:**  
**DEVELOPER:**  
**PROJECT INFORMATION:**

**LEGEND:**

[Symbol]	Proposed Building Footprint
[Symbol]	Proposed Driveway
[Symbol]	Proposed Parking Space
[Symbol]	Proposed Road Right-of-Way
[Symbol]	Proposed Easement
[Symbol]	Proposed Utility Easement
[Symbol]	Proposed Stormwater Management Facility
[Symbol]	Proposed Retention Wall
[Symbol]	Proposed Fencing
[Symbol]	Proposed Landscaping
[Symbol]	Proposed Survey Points
[Symbol]	Proposed Survey Lines
[Symbol]	Proposed Survey Area



**PROJECT INFORMATION**

**PROJECT NO:** C1.02

**DATE:** 08/11/2020

**DESIGNER:** Drew Christenson Development

**CHECKED BY:** [Signature]

**PROJECT NO:** C1.02

**Drew Christenson Development**

202 PORTLAND ROAD  
 WHITE HOUSE, TN  
 SUMNER COUNTY

**NOT FOR CONSTRUCTION**

[Signature]

**REVISIONS**

NO	BY	DATE	DESCRIPTION

**KLOBER ENGINEERING SERVICES**

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3848 TOM AUSTIN HWY, SUITE 1, SPRINGFIELD, TN 37172

PHONE: 615.560.2000 FAX: 615.560.3748

www.klobereng.com



PURCHASING....

December 7, 2021

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Derek Watson, Administrative Services Director  
**Re:** Purchasing four (4) copiers

---

The construction progress on the new Community Event Center is to the point that staff is looking into purchasing equipment and supplies to be delivered in time of grand opening. At this time, we are requesting approval to purchase four (4) Sharp MX 5071 digital copiers for each department housed in the new building. Currently, City Hall has one main copier that is utilized between five (5) departments. The copier was purchased in 2014. If the purchase is approved, the current copier will be offered to other departments to take over, or will be sold on auction as surplus equipment.

If you have any questions or concerns, please feel free to contact me at 615-672-4350 ext. 2111.



**PROPOSAL EXCLUSIVELY FOR**

**City Of White House**

**Proposed by: Garrison Boyd/Kevin Hacker  
November 18, 2021**

**SHARP**  
..... be sharp

**bbe** better business  
*Solutions*  
COPY · PRINT · FAX · SCAN  
not just good for business... better®

  
**KONICA MINOLTA**

**The essentials of imaging**

# Sharp MX 5071 Digital Copier

## Includes the Following:

- 50 ppm Black and White or Full Color
- 1200 x 1200 dpi
- 150 Sheet Automatic Document Feeder
  - Dual Scanning
  - 220 Images per minute
- Four Paper Drawers (500/500 Sheets)
  - 16lb to 110lb index
- 100 Sheet By-Pass Tray
  - 16lb bond to 140lb index
- Staple Finisher with Hole Punch
  - Staples 65 sheets
- Automatic Duplexing
- Network Scanning (Thumb Drive, Hard Drive, FTP & Email)
  - Cloud Applications (BOX, Drop Box, Google Cloud)
- Network Printing
- Pull Out Keyboard
- Installation and Training

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*PRICING*

Four Sharp MX 5071 with Staple Finisher and Hole Punch

Purchase Price

\$29,635.00

*COMPREHENSIVE MAINTENANCE & SUPPLY AGREEMENT*

\$0.0072 per Black & White Images:

\$0.0426 per Color Images:

Includes all service, parts, labor and supplies except paper  
and staples

**SHARP**  
..... be sharp

**bbe** better business  
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KONICA MINOLTA

The essentials of imaging

# Public Services Department

## Memo

**To:** Board of Mayor and Alderman  
**From:** Andy Cieslak, Director of Public Services  
**Date:** December 16<sup>th</sup>, 2021  
**Re:** Request to Authorize – Scope Change Authorization for Engineering Services for Wastewater Treatment Plant Improvements

---

On this date, December 16<sup>th</sup>, 2021, I am requesting that the Mayor and Board of Alderman authorize the city to enter into an agreement with Jacobs Engineering to continue engineering services for design, permitting, agency coordination, and construction phase services for improvements to the City's Wastewater Treatment Facility.

**The modification from Jacobs Engineering is for \$439,185.00, for substantial completion. This was negotiated down from \$693,185.00. This is due to three (3) additional/modified construction services (grit removal, outfall modifications, & UV disinfection), newly acquired SRF requirements, and an additional two years beyond the original project schedule.**

I have attached the **Jacobs Engineering** Change Authorization 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**

### SCOPE CHANGE AUTHORIZATION

Project: WWTP Improvements Date Prepared: 12/3/2021  
Project No.: C6A12005 Date Revised: \_\_\_\_\_  
Client: City of White House Client Project No.: NA  
Project Manager: Ray Thomson Change No.: 3

1. The following changes in the scope of the work are hereby authorized:

Engineering services for additional bidding and construction phase tasks as presented in Exhibit A attached.

2. The effect of these changes in scope is as follows:

a. Fee	(1) Current	Project Total (includes SCA 1 and 2)	\$1,867,400
	(2) Add	Additional Task 4 – Additional Bid Phase Services	\$48,995
	(3) Add	Additional Task 5 – Additional Construction Phase Services for Contract Administration, Technical Reviews, Start-up Assistance, Resident Project Representative, and Facility Operations Manual Assistance	\$390,190
	(4) Total	Revised Project Total	\$ 2,306,585

3. The reasons for these changes in the scope of the work are as follows:

The additional bidding and construction phase services generally include the following:

- Additional effort to address questions during bidding, update sole-source equipment packages, and coordinate with SRF for contract award.
- Additional effort to review construction submittals and requests for information from the contractor.
- Additional effort to provide onsite testing and start-up assistance services.
- Additional task to assist the City in preparing a facility operations manual required by SRF.




4. Clarifications / Exclusions:

- Should additional services beyond the Scope of Services defined previously or herein is necessary, an amendment or separate task order will be negotiated.
- See Exhibit A for additional assumptions and exclusions.

Approved by Client:

Date:

Approved by Jacobs:

 Digitally signed by  
Robert J. Cook  
Date: 2021.12.03  
10:44:37 -05'00'

Date:

**Exhibit A**  
**City of White House Wastewater Treatment Plant Improvements**  
**Scope of Services for Scope Change Authorization 3**  
**December 3, 2021**

## Background

Jacobs was authorized in August 2018 under Task Order No. 4 to provide engineering services for design, permitting, agency coordination, bidding assistance, and construction phase services for improvements to the City's wastewater treatment plant. Budgets for each task were established at that time, based on a variety of expectations and assumptions regarding project schedule, scope of services, and levels of effort. As the work progressed, the City approved two scope change authorizations for additional design and agency coordination services. Those scope changes were funded through the contingency allowance included in the budget for Task Order No. 4; nearly all of the contingency allowance has been allocated for Scope Change Authorization Nos. 1 and 2.

The project schedule has been extended approximately two years beyond the original schedule due to the incorporation of additional design elements and facilities requested by the City, as well as the unusually long periods for technical and financial review and approval by the Tennessee Department of Environment and Conservation and the State Revolving Fund organization.

Based on the current scope of improvements to the wastewater treatment plant, an updated understanding of the construction management requirements, and the 2-year extension of the project schedule, Jacobs' costs for providing bid phase and construction phase services will be greater than the previously approved budgets. A summary of the revised scope of engineering services and associated costs is presented below.

## Scope of Services

### Task 4: Additional/Modified Bid Phase Services

During the bidding phase, Jacobs prepared five sets of detailed responses to questions and requests for clarification from bidders and suppliers, coinciding with issuance of five addendum packages. Each addendum package included revised drawings and specifications to clarify project requirements, address changes required by the key pre-selected equipment manufacturers, and incorporate design updates requested by the City. Each addendum was coordinated with the State Revolving Fund (SRF) agency for review and approval.

Following bid opening and determination of the low bidder, extensive coordination with the low bidder was required to ensure that the necessary documentation of Disadvantaged Business Enterprise solicitation and participation was sufficient for approval by SRF to award the contract. Following contract award, the revised specifications and drawings, as issued by addendum, were compiled to create conformed contract documents suitable for execution by the City and the contractor.

The level of effort to address bidders' questions and prepare five addenda exceeded the original task budget established under Task Order No. 4, as summarized in Table 1.

#### Task 5: Additional/Modified Construction Phase Services

The scope of services and associated budget for construction phase services included in Task Order No. 4 was based on the following assumptions corresponding to the scope of improvements to be constructed anticipated in 2018:

- Design drawings: 155 drawings
- Construction contract duration: 18 months
- Construction period: July 2019 to December 2020
- Shop drawing submittals for review: 120 submittals with up to one resubmittal of each
- Requests for information: 30 RFIs
- Change orders: Maximum of two change orders
- Progress meetings: Maximum of 12 meetings
- Full-time onsite observation by one Resident Project Representative (RPR): 78 weeks (18 months) for 40 hours per week
- Plant start-up assistance: Two site visits
- Progress payment applications: Maximum of 18 (one per month for 18 months)
- Operation and maintenance manuals: Assembly of manuals provided by individual equipment manufacturers
- Record drawings: 155 drawings

Based on the current scope of facility improvements, an increased level of effort will be provided by Jacobs as needed to meet the project goals. Accordingly additional engineering services will be provided based on the following assumptions:

- Design drawings: 185 drawings
- Construction contract duration: 18 months (no change)
- Construction period: July 2021 to December 2022
- Shop drawing submittals for review: 340 submittals, including resubmittals
- Requests for information: 180 RFIs
- Change orders: Maximum of five aggregated change orders
- Progress meetings: Maximum of 18 meetings



- Full-time onsite observation by one Resident Project Representative (RPR): 78 weeks (no change in level of effort)
- Design team inspections: Maximum of 20 person-days onsite
- I&C/SCADA system software design workshops: Maximum of four workshops with the contractor and system integrator per contract specifications
- I&C/SCADA system testing oversight (factory demonstration and onsite performance testing): Maximum of 16 person-days
- Witnessing factory demonstration tests, other than SCADA system factory testing, is not included
- Plant testing and start-up assistance: Maximum of 20 person-days
- Progress payment applications: Maximum of 18 payment applications (no change)
- Operation and maintenance manuals: Assembly of manuals provided by individual equipment manufacturers (no change)
- Record drawings: 185 drawings

#### *Facility Operations Manual Assistance*

A facility operations manual is required to be submitted to SRF prior to requesting reimbursement for 90 percent of the total loan amount. SRF has provided guidelines for the information to be included in the manual. The City will prepare most of the manual content using information from process equipment operation and maintenance manuals, design drawings, engineering reports, current standard operating procedures, laboratory reporting forms and methods, maintenance reports, and other available documents.

Jacobs will provide assistance to the City on an as-needed basis in preparing the facility operations manual. A budget allowance of \$30,000 is included to provide assistance when requested by the City for the type of services and level of effort.

## Compensation

Compensation will be based on standard hourly billing rates presented below. Payment for services will be on a Not to Exceed basis according to the budgets presented in Table 1.

**Table 1: Budget Summary**

<b>Task</b>	<b>Current Budget</b>	<b>Proposed Budget</b>	<b>Change in Budget</b>
Bid Phase Services	\$25,230	\$74,225	\$48,995
Construction Admin Services			
Project, Construction Management		\$60,000	
Meetings and Workshops		\$33,000	
Pay Applications		\$12,000	
Change Orders/RFIs		\$78,000	
Submittals		\$306,000	
Design Team Inspections		\$34,000	
Testing/Startup Assistance		\$52,000	
Record Drawings		\$32,000	
<b>CA Subtotal</b>	<b>\$289,630</b>	<b>\$607,000</b>	<b>\$317,370</b>
RPR	\$300,000	\$318,000 <sup>1</sup>	\$18,000
Facility Operations Manual Assistance	\$0	\$30,000	\$30,000
Expenses	\$12,180	\$37,000	\$24,820
<b>Total</b>	<b>\$627,040</b>	<b>\$1,066,225</b>	<b>\$439,185</b>

1. Proposed budget reflects two years of escalation for equivalent RPR hours.

## Assumptions and Exclusions

1. Jacobs' RPR will make a reasonable effort to observe key work activities by the Contractor; however, at times when the Contractor has multiple crews working or is working outside of regular working hours Jacobs will not be able to observe all work. Additional inspection outside of normal working hour will be considered additional work.
2. Jacobs will reasonably rely upon the accuracy, and completeness of the information/data provided by the City or other third parties and rely on the City's involvement throughout the project.
3. With ongoing concerns related to COVID-19, proposed staff and onsite presence is subject to change due to federal, state, and local restrictions.
4. Any cost estimates provided by Jacobs will be on a basis of experience and judgment. Since Jacobs has no control over market conditions or bidding procedures, Jacobs does not warrant that bids or ultimate construction costs will not vary from these cost estimates.
5. Any investigations or remediation of possible hazardous waste, asbestos, lead paint or other types of contamination are excluded.
6. Post-construction support during the 1-year warranty period are excluded from this Scope of Services.



### Billing Rate Schedule

Jacobs will be compensated on a Time and Expense basis in accordance with the following rate schedule:

Functional Classification - Description	Hourly Rate
Admin Staff I	\$70.00
Admin Staff II	\$90.00
Project Coordinator / Admin Staff	\$110.00
Designer / RPR - 0	\$80.00
Designer / RPR - 1	\$90.00
Designer / RPR - 2	\$100.00
Designer / RPR - 3	\$120.00
Designer / RPR - 4	\$130.00
Designer / RPR - 5	\$145.00
Designer / RPR - 6	\$160.00
Engineer / Consultant- 0	\$90.00
Engineer / Consultant- 1	\$105.00
Engineer / Consultant- 2	\$125.00
Engineer / Consultant- 3	\$145.00
Engineer / Consultant- 4	\$165.00
Engineer / Consultant- 5	\$175.00
Engineer / Consultant- 6	\$190.00
Project Manager / Design Manager / Construction Manager - 1	\$165.00
Project Manager / Design Manager / Construction Manager - 2	\$185.00
Project Manager / Design Manager / Construction Manager - 3	\$200.00
Project Manager / Design Manager / Construction Manager - 4	\$210.00
Technologist / Subject Matter Expert - 0	\$185.00
Technologist / Subject Matter Expert - 1	\$200.00
Technologist / Subject Matter Expert - 2	\$225.00
Technologist / Subject Matter Expert - 3	\$255.00
Principal Manager / Subject Matter Expert - 4	\$275.00

Expenses	Rate
Automobile Mileage	Current IRS Rate
Agency Review Fees	Paid by Client
Other travel and subsistence expenses (lodging, meals, air travel, etc.)	At Cost
Printing, overnight mail, courier, long distance, postage, copies, etc.	At Cost

Sub-Consultant Services (Does not include Contract Labor; Contract Labor Cost per Task Order)	At Cost + 5%
--	--------------

\* Rates are subject to 3% escalation beginning January 1, 2023.

# OTHER BUSINESS...

*December 7, 2021*

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

To: Board of Mayor and Aldermen

From: Jason Barnes, Finance Director

Re: Audit for the Year Ended June 30, 2021

---

Our City auditing firm, KraftCPAs, is wrapping up their independent audit work for the City of White House annual financial report for the year ended June 30, 2021.

Representatives from the firm will virtually attend the December 16, 2021 Board of Mayor and Aldermen study session to present the audit results.

The final audit document will not be completed until after it is accepted by the Board of Mayor and Aldermen. A draft copy will be delivered to us before the study session, and we will be distributing that for you to review before the presentation at the December 16<sup>th</sup> study session.

If you have any questions about the audit process, or the draft report, please feel free to contact me.

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



## AGREEMENT

THIS AGREEMENT (this "Agreement") is entered into on or as of this \_\_\_\_ day of \_\_\_\_\_, 2021 (the "Effective Date"), by and among the City of White House, Tennessee ("White House") and the Robertson County Board of Education and Robertson County, Tennessee (collectively referred to herein as "the County")

### Recitals

- A. The County is the owner of that certain parcel of real property on which White House Heritage High School ("School") is located (the "Heritage Property"); and
- B. White House desires to build a driveway on the Property in accordance with the description set forth on Exhibit A attached hereto and incorporated herein by reference (the "Project") to provide direct access to the School from Pinson Lane in order to reduce traffic volumes and congestion at intersections on State Route Highway 76 located near the Heritage Property; and
- C. The students and staff of the School and the citizens of White House will benefit from the decreased traffic volumes and congestion at the intersections on State Route Highway 76 located near the Heritage Property.

### Agreement

NOW, THEREFORE, in consideration of the above Recitals and other good and valuable consideration, including the mutual covenants and promises herein contained, the receipt and sufficiency of which are hereby acknowledged, White House and the County hereby agree as follows:

- 1. Construction of Project. The County shall permit White House to construct the Project on the Heritage Property at no expense to the County. After the Effective Date, White House will have plans and specifications (the "Plans") prepared for the Project that shall be approved by the Director of Schools (the "Director") on behalf of the County, which approval shall not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, the County and White House acknowledge and agree that as the Project is constructed, the design of the Project may require modification due to obstacles that may be encountered on the Heritage Property. The City shall not be obligated to obtain the consent to any change in the Plans required because of such issues unless such change is a material change to the Project.
- 2. Time Frame for Completion of the Project. White House estimates that the Plans will be presented to the Director for approval within three (3) months of the Effective Date. White House agrees to complete the Project in a commercially reasonable time frame, subject to force majeure events as described below, in a good and workmanlike manner, and in compliance with all applicable laws. White House estimates that the Project will be completed within six (6) months of the approval of the Plans by the parties.

3. Representations and Warranties of White House. White House represents and warrants that it has full power and authority to enter into this Agreement and to perform all of its obligations hereunder. The execution and delivery of this Agreement and the performance by White House of its obligations hereunder have been duly authorized by all requisite action and no further action or approval is required in order to constitute this Agreement as a binding and enforceable obligation of White House.
4. Representations and Warranties of the County. The County represents and warrants that it has full power and authority to enter into this Agreement and to perform all of its obligations hereunder. The execution and delivery of this Agreement and the performance by the County of its obligations hereunder have been duly authorized by all requisite action and no further action or approval is required in order to constitute this Agreement as a binding and enforceable obligation of the County.
5. Final Agreement. This Agreement represents the final agreement of the parties and no agreements or representations, unless incorporated in this Agreement shall be binding on any of the parties and no portion hereof shall be amended or modified unless such change shall be in writing and signed by both parties thereto. This Agreement may be amended only by an instrument in writing signed by the party against whom enforcement of any change is sought.
6. Execution in Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument. Signatures and initials transmitted by facsimile, other photocopy transmittal, or by transmittal of digital signature as defined by the applicable State or Federal law will be acceptable and may be treated as originals and that the final Agreement containing all signatures and initials may be executed partially by original signature and partially on facsimile, other photocopy documents, or by digital signature as defined by the applicable State or Federal law.
7. Force Majeure. The City shall be excused for the period of any delay in the performance of any obligations hereunder when prevented from doing so by cause or causes beyond the City's absolute control which shall include, without limitation, all labor disputes, pandemic, government order, civil commotion, civil disorder, riot, civil disturbance, war, war-like operations, invasion, rebellion, hostilities, military or usurped power, sabotage, governmental regulations, orders, moratoriums or controls, fire or other casualty, inability to obtain any material, services or financing or Acts of God.
8. Governing Law. This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Tennessee.
9. Assignment. This Agreement may not be assigned by either party hereto.
10. Severability. In the event that any condition or covenant herein contained is held to be invalid or void by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall in no way affect any other covenant or conditions herein contained. If such condition, covenant or other provision shall be deemed

invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

11. Waiver and Amendment. No breach of any provision hereof can be waived unless in writing. Waiver of any one breach shall not be deemed to be a waiver of any other breach of the same or any other provision hereof. This Agreement may be amended only by a written agreement executed by all of the parties hereto.
12. Captions and Interpretations. Paragraph titles or captions contained herein are inserted as a matter of convenience and for reference, and in no way define, limit, extend or describe the scope of this Agreement or any provision hereof. No provision in this Agreement is to be interpreted for or against either party because that party or his legal representative drafted such provision.

**[SIGNATURES TO FOLLOW ON SUBSEQUENT PAGE]**



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized corporate officers.

**WHITE HOUSE:**

**The City of White House, Tennessee**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**County:**

**The Robertson County Board of Education**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Robertson County, Tennessee**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## **EXHIBIT A**

### Project

- 24' wide asphalt drive aisle plus 1' mountable curbs on each side (matches existing)
- Drive aisle total length is 1000 feet along the school's western property boundary
- Drive aisle connects to Pinson Lane in alignment with Rosewood Drive
- Includes clearing, grubbing, grading and excavation necessary to install the drive
- Includes utility coordination (primarily at Pinson Lane intersection)
- Includes lighting installed in similar design and function as existing drive aisles and parking areas in the school

## Budget Calendar for FY 2022-2023 Annual Budget

<u>Milestone</u>	<u>Date</u>	<u>Chk</u>
<b>CIP templates</b> (including 6-year CIP schedules) distributed to Dept. Heads by Admin. Svcs. Director	Thurs., Jan. 13 <sup>th</sup>	<input type="checkbox"/>
<b>Department Head Budget Retreat</b> 1.) New position requests 2.) Capital project requests 3.) Proposed fee increases	Thurs., Jan. 27 <sup>th</sup>	<input type="checkbox"/>
<b>6-year CIP</b> submissions due to Admin. Svcs. Director	Thurs., Feb. 3 <sup>rd</sup>	<input type="checkbox"/>
List of <b>projects/expenditures</b> between <b>\$5k - \$25k</b> due from Dept. Heads at individual meeting with City Administrator at time mutually scheduled	Tues.-Thurs., Feb. 22 <sup>nd</sup> – 24 <sup>th</sup>	<input type="checkbox"/>
<b>Board of Mayor and Aldermen Budget Retreat</b>	Thurs., Mar. 10 <sup>th</sup>	<input type="checkbox"/>
<b>Projection Scenario Worksheets</b> prepared by Finance and access given to Departments.	Thurs., Mar. 17 <sup>th</sup>	<input type="checkbox"/>
<b>Current year projections</b> and <b>next year proposed expenditures</b> due to Finance from Directors.	<u>Thurs., Mar. 31<sup>st</sup></u> <u>*Extremely Time Sensitive*</u>	<input type="checkbox"/>
<b>Salary projections</b> including, breakdown of city cost for insurance by departments for insurance ( <b>Life, LTD, Health, Dental</b> ), <b>salary adjustments, Longevity Pay, Authorized Position Schedule, Authorized Position FY Comparison</b> and <b>Benefit Summary Chart</b> due to Finance from HR	<u>Thurs., Apr. 7<sup>th</sup></u> <u>*Extremely Time Sensitive*</u>	<input type="checkbox"/>
<b>Current year revenue projections</b> and <b>next year proposed revenue detail</b> due to City Administrator from Finance. <b>City Administrator &amp; Finance review</b> proposed budget	Mon.-Thurs., Apr. 18 <sup>th</sup> – 21 <sup>st</sup>	<input type="checkbox"/>
<b>Board Study Session</b>	Mon., May 2 <sup>nd</sup>	<input type="checkbox"/>
<b>CIP detail sheets</b> due to Purchasing Coordinator for review from Departments (sheets due to Admin. Svcs. Director after reviewed)	Thurs., May 12 <sup>th</sup>	<input type="checkbox"/>
<b>Budget Ordinance</b> delivered to Board of Mayor and Aldermen	Thurs., May 12 <sup>th</sup>	<input type="checkbox"/>
<b>First Reading</b> of Budget (Regular Board Meeting)	Thurs., May 19 <sup>th</sup>	<input type="checkbox"/>
<b>Budget publication</b> due 10 days before final passage	Mon., May 23 <sup>rd</sup>	<input type="checkbox"/>
Public Hearing and <b>Second Reading</b> of Budget (Regular Mtg.)	Thurs., June 16 <sup>th</sup>	<input type="checkbox"/>
<b>Beginning of FY 2022-2023</b> Annual Budget	Fri., July 1 <sup>st</sup>	<input type="checkbox"/>





## **2022 BMA Meeting Calendar**

January 20<sup>th</sup>

July 21<sup>st</sup>

February 17<sup>th</sup>

August 18<sup>th</sup>

March 17<sup>th</sup>

September 15<sup>th</sup>

April 21<sup>st</sup>

October 20<sup>th</sup>

May 19<sup>th</sup>

November 17<sup>th</sup>

June 16<sup>th</sup>

December 15<sup>th</sup>

# DISCUSSION ITEMS...

# OTHER INFORMATION....