



CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
November 19, 2020
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 October 15th Board of Mayor and Aldermen meeting
7. Welcome Visitors
8. Public Hearings
 - a. **Ordinance 20-24:** An ordinance to amend the Zoning Map from Robertson County C-2, General Commercial to I-1 Light Industrial, for property located at 3035 Union Road. *Second Reading.*
9. Communication from Mayor, Aldermen, City Attorney, and City Administrator
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	
11. Consideration of the Following Resolutions:
 - a. **Resolution 20-26:** A resolution amending the schedule of fees for Hillcrest Municipal Cemetery.
12. Consideration of the Following Ordinances:
 - a. **Ordinance 20-24:** An ordinance to amend the Zoning Map from Robertson County C-2, General Commercial to I-1 Light Industrial, for property located at 3035 Union Road. *Second Reading.*
 - b. **Ordinance 20-25:** An ordinance to replace in entirety Municipal Code Title 18, Chapter 5, Floodway and Flood Fringe Property Provision to regulate development within the corporate limits of White House Tennessee, to minimize danger to life and property due to flooding, and to maintain eligibility for participation in the National Flood Insurance Program. *First Reading.*
 - c. **Ordinance 20-26:** An ordinance to amend Article V of the Zoning Ordinance concerning short term rental defined regulations in the following zoning districts: R-40, Large Lot Residential District; R-20, Low Density Residential District; R-15, Medium Density Residential District; R-10, High Density Residential District; C-1R, Central Business Service District-Gateway Infill Residential; C-1R, Business Service District; C-6, Town Center Commercial District. *First Reading.*

- d. **Ordinance 20-27:** An ordinance to amend the Zoning Map from R-20 Low Density Residential to NCRPUD, Neighborhood Center Residential Planned Unit Development on Wilkinson Lane. *First Reading.*
- e. **Ordinance 20-28:** An ordinance to amend the Zoning Map from R-20 Low Density to R-15 Medium Residential District on Marlin Road. *First Reading.*
- f. **Ordinance 20-29:** An ordinance to de-annex certain territories with the corporate boundaries of the City of White House, Tennessee. *First Reading.*
- g. **Ordinance 20-30:** An ordinance to amend Municipal Code Title 18, Chapter 4 Stormwater Management, Section 18-408. *First Reading.*
- h. **Ordinance 20-31:** An ordinance to amend Municipal Code Title 9, Business, Peddlers, Solicitors, etc. *First Reading.*

13. Purchasing:

- a. To approve or reject authorizing City Administrator Gerald Herman, to enter into an agreement with Jacobs Engineering for the Wastewater Network Master Plan Update in the amount of \$29,800. The Public Services Director recommends approval.
- b. To approve or reject authorizing City Administrator Gerald Herman, to enter into an agreement with Wold | HFR Design to design the demolition of the Municipal Center and renovation of the gymnasium. The City Administrator recommends approval.

14. Other Business:

- a. None

15. Discussion Items:

- a. None

16. Other Information:

- a. None

17. Adjournment:

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Minutes
October 15, 2020
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by Community Pastor

Prayer was led by Alderman Bibb.

3. Pledge by Aldermen

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

4. Roll Call

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

5. Adoption of the Agenda

Motion was made by Ald. Decker, second by Ald. Bibb to adopt the agenda. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Mayor Arnold - aye. **Motion passed.**

6. Approval of Minutes of the September 17th Board of Mayor and Aldermen meeting

Motion was made by Ald. Hutson, second by Ald. Bibb to adopt the minutes. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Mayor Arnold - aye. **September 17th Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

- a. **Ordinance 20-21:** An ordinance amending Article V of the Zoning Ordinance concerning C-1R Central Business Service District-Gateway Infill Residential. *Second Reading.*

No one spoke for or against.

- b. **Ordinance 20-22:** An ordinance to amend the Zoning Map from R-20 Low Density Residential to R-15 Medium Density Residential on North Palmers Chapel Road. *Second Reading.*

No one spoke for or against.

- c. **Ordinance 20-23:** An ordinance amending the Municipal Code Title I, Chapter I Board of Mayor and Aldermen, Sections 1-104 and 1-108. *Second Reading.*

No one spoke for or against.

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

City Administrator Gerald Herman informed the Board that the Visitor Center exterior renovation is substantially complete. Mr. Herman stated that the final punch list will be discussed next week.

City Administrator Gerald Herman discussed that the widening project on Pleasant Grove Road has progressed. Mr. Herman continued that all the concrete work for curbing is finished. Mr. Herman mentioned that staff had a meeting on Monday with Rogers Group to review the paving plan. Mr. Herman noted that the goal is to finish the paving by the end of next week.

City Administrator Gerald Herman announced that the SR76 road widening project at I-65 is nearly finished. Mr. Herman stated that staff has been advised that Charles Deweese Construction is trying to wrap up the project by the end of the month.

10. Acknowledge Reports

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

Motion was made by Ald. Bibb, second by Ald. Decker to acknowledge reports and order them filed. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. **Motion passed.**

11. Consideration of the Following Resolutions:

- a. **Resolution 20-23:** A resolution approving and supporting the submission of a grant application to the Tennessee Department of Environment and Conservation.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. **Resolution 20-23 was passed.**

- b. **Resolution 20-24:** A resolution authorizing and providing for the financing of the construction of a wastewater facilities project, including authorizing the execution of applications, contractual agreements, and other necessary documents, and making certain representations, and pledges of certain revenue in connection with such financing.

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. **Resolution 20-24 was passed.**

- c. **Resolution 20-25:** A resolution authorizing participation in the Public Entity Partners' Property Conservation Matching Grant Program.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. **Resolution 20-25 was passed.**

12. Consideration of the Following Ordinances:

- a. **Ordinance 20-21:** An ordinance amending Article V of the Zoning Ordinance concerning C-1R Central Business Service District-Gateway Infill Residential, *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 20-21 was approved on Second Reading.**

- b. **Ordinance 20-22:** An ordinance to amend the Zoning Map from R-20 Low Density Residential to R-15 Medium Density Residential on North Palmers Chapel Road. *Second Reading.*

Motion was made by Ald. Hutson, 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 20-22 was approved on Second Reading.**

- c. **Ordinance 20-23:** An ordinance amending the Municipal Code Title 1, Chapter 1 Board of Mayor and Aldermen, Sections 1-104 and 1-108. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - no; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 20-23 was approved on Second Reading.**

- d. **Ordinance 20-24:** An ordinance to amend the Zoning Map from Robertson County C-2, General Commercial to I-1 Light Industrial, for property located at 3035 Union Road. *First 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 20-24 was approved on Second Reading.**

13. Purchasing:

- a. To approve or reject authorizing the purchase of a new Silverado 2500HD work truck from the Sourcewell cooperative contract #120716 in the amount of \$54,846.00. The Public Services Director recommends approval.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. **Motion passed.**

- b. To approve or reject authorizing eight (8) additional addresses to be added to the septic-to-sewer list.

Motion was made by Ald. Hutson, 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 passed.**

14. Other Business:

- a. None

15. Discussion Items:

- a. None

16. Other Information:

- a. City of White House Annual Municipal Separate Storm Sewer System (MS4) Annual Report
Board reviewed the Annual Municipal Separate Storm Sewer System (MS4) Annual Report

17. Adjournment:

Meeting was adjourned at 7:18 pm.

ATTEST:

Michael Arnold, Mayor

Derek Watson, City Recorder

DRAFT

REPORTS....

Administrative & Legislative Services Department
October 2020

Administration

City Administrator Gerald Herman attended the following meetings this month:

- October 01:
 - Fire Department Lieutenant Interviews
 - Sumner County COVID Update
 - CFR Virtual Election 2020 U.S. Foreign Policy Forum
- October 03: Discover White House
- October 05:
 - Pre-Construction Meeting for Community Event Center
 - Pre-Development Meeting
 - Staff Plan Reviews
- October 06: COVID-19 Local Leadership Communication
- October 07:
 - FSEP Board Meeting
 - City Hall Demolition Scope of Work
- October 08: Sumner County COVID Update
- October 13: COVID-19 Local Leadership Communication
- October 14: 50th Anniversary Committee Meeting
- October 15:
 - White House Area Chamber of Commerce Ribbon Cutting: Hometown Nutrition
 - Opticom – GPS Platform Lunch & Learn
 - Sumner County COVID Update
- October 19:
 - Flood Management Discussion
 - Briarwood Subdivision Discussion
 - Project Advantage/Union Road/Love's Discussion
- October 20:
 - COVID-19 Local Leadership Communication
 - Briarwood Subdivision Discussion
- October 21:
 - RTA/GNRC/MPO
 - RTA Executive Committee Meeting
 - Public Services Employee Appreciation Luncheon
 - Prospect Visit – Review of Furniture Needs
- October 22:
 - WHVC – OAC Meeting
 - Sumner County COVID Update
 - December Events Discussion
- October 27: COVID-19 Local Leadership Communication
- October 28: New Hall Road Development Discussion
- October 29:
 - Fire Department Community Breakfast
 - Community Event Center Progress Meeting
 - Sumner County COVID Update

**Administrative & Legislative Services Department
October 2020**

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 2020-2021.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$17,548,414	\$ 3,846,158	↓11.44
Industrial Development	\$177,000	\$ 125,792	↑37.70
State Street Aid	\$530,000	\$ 285,216	↑20.45
Parks Sales Tax	\$4,005,125	\$ 2,871,812	↑38.34
Solid Waste	\$1,050,026	\$ 556,847	↑19.67
Fire Impact Fees	\$74,500	\$ 67,741	↑57.56
Parks Impact Fees	\$15,000	\$ 11,517	↑43.42
Police Impact Fees	\$65,000	\$ 65,000	↑66.64
Road Impact Fees	\$60,000	\$ -	↓33.36
Police Drug Fund	\$4,500	\$ 175	↓29.47
Debt Services	\$1,137,400	\$ 413,109	↑2.96
Wastewater	\$15,108,083	\$ 2,260,300	↓18.39
Dental Care	\$70,656	\$ 20,407	↓4.47
Stormwater Fund	\$1,063,984	\$ 357,506	↑0.24
Cemetery Fund	\$43,890	\$ 25,927	↑25.71

*Expended/Encumbered amounts reflect charges from July 1, 2020 – June 30, 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

	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017
July	261	269	346	362	327
August	128	106	151	166	175
September	106	98	126	119	120
October	79	97	91	147	91
November		78	120	125	135
December		58	72	104	83
January		81	122	177	178
February		93	119	113	140
March		107	131	142	136
April		85	138	185	120
May		82	129	121	153
June		45	50	52	92
Total	574	1199	1,595	1,813	1,750

Purchase Orders by Dollars	Oct. 2020	FY 2021	FY 2020	FY 2019	Total for FY21	Total for FY20	Total for FY19
Purchase Orders \$0-\$9,999	72	523	1132	1529	\$721,013.69	\$1,275,419.16	\$1,349,159.92
Purchase Orders \$10,000-\$24,999	2	19	34	26	\$279,854.14	\$551,938.89	\$381,155.50
Purchase Orders over \$25,000	5	32	33	40	\$2,701,290.04	\$4,035,346.92	\$7,678,174.40
Total	79	574	1199	1595	\$3,702,157.87	\$5,862,704.97	\$9,408,489.82

**Administrative & Legislative Services Department
October 2020**

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.

	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2017-2018 Update Requests	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits	2017-2018 Page Visits
July	15	152	61	60	11,536	1,164,517	1,080,668	825,614
August	20	126	133	56	9,145	752,932	835,519	717,462
September	17	43	22	90	8,335	679,248	214,406	739,867
October	10	78	86	43	8,390	386,735	864,091	876,346
November		56	40	80		695,971	812,527	808,551
December		156	82	50		847,724	1,055,111	842,265
January		67	68	44		720,531	934,562	747,155
February		22	40	41		N/A	762,985	631,612
March		85	61	71		N/A	879,671	1,165,275
April		43	56	77		N/A	820,505	959,769
May		27	29	49		5,998	946,897	1,063,568
June		48	123	27		10,251	901,328	483,003
Total	62	901	801	688	37,406	5,263,907	9,053,159	9,860,532

Social Media Management

The use of social media keeps us connected to our community. Through means such as Facebook, Twitter, and our mobile app. We are able to reach out to the community and receive feedback. We track data from these sources to determine if the means justifies our time using these sources.

Facebook

	2020-2021 New Likes	2019-2020 New Likes	2018-2019 New Likes	2017-2018 New Likes	2020-2021 # of Posts	2019-2020 # of Posts	2018-2019 # of Posts	2017-2018 # of Posts
July	106	83	31	146	63	36	21	38
August	46	47	46	77	38	18	11	39
September	44	71	53	46	37	27	20	31
October	119	44	70	64	52	27	18	29
November		25	51	25		10	17	25
December		18	25	25		21	20	11
January		30	31	96		13	14	11
February		51	40	25		27	11	15
March		112	31	23		38	18	10
April		73	60	70		58	26	17
May		62	161	116		30	33	23
June		95	103	59		31	30	33
Total	315	705	702	772	190	336	239	282

**Administrative & Legislative Services Department
October 2020**

Twitter

	2020-2021 Total Followers	2019 – 2020 Total Followers	2018 – 2019 Total Followers	2020-2021 # of Tweets	2019 – 2020 # of Tweets	2018 – 2019 # of Tweets
July	904	862	811	31	19	8
August	908	869	796	19	9	8
September	910	870	798	14	14	10
October	921	868	802	33	15	7
November		873	802		5	7
December		877	805		16	8
January		880	809		9	7
February		888	826		23	8
March		902	830		24	16
April		907	830		14	14
May		903	832		14	14
June		904	851		14	14
Total	N/A	N/A	N/A	97	176	121

“City of White House, TN” Mobile App

	FY21 New Downloads	FY20 New Downloads	FY19 New Downloads
July	45	19	28
August	44	21	18
September	19	21	15
October	40	12	22
November		13	11
December		15	10
January		23	17
February		70	13
March		69	11
April		41	10
May		29	11
June		36	25
Total	148	369	191

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

	FY21 # of Request	FY20 # of Request	FY19 # of Request
July	20	36	32
August	27	39	26
September	16	18	18
October	15	40	32
November		27	12
December		20	27
January		24	22
February		41	30
March		34	24
April		35	32
May		26	27
June		28	29
FY Total	78	356	311

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

Administrative & Legislative Services Department
October 2020

White House Farmers Market

The market seems to be doing well considering all of the changes due to COVID-19. This month we had a magician twice, a musician and petting zoo all participate during our market hours.

	2020 New Facebook Likes	2020 Facebook Post	2019 New Facebook Likes	2019 Facebook Post		Application Fees # (amount collected)	Booth Payments (\$)
January	8	1	7	0	January	0	0
February	5	0	2	0	February	0	0
March	N/A	0	8	5	March	0	0
April	23	1	36	5	April	2	150
May	94	11	131	13	May	5	870
June	123	10	114	20	June	3	384
July	96	18	49	12	July	0	0
August	34	18	1	13	August	0	45
September	12	0	14	5	September	-	-
October	2	3	7	0	October	-	-
November			4	0	November	-	-
December			13	0	December	-	-
Total	397	62	387	73	Total	7	\$1449

Building Maintenance Projects

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

Special Maintenance Projects

- Assist with moving items to Museum's new storage area
- Trim bushes by round about area
- Assist with ceiling tile replacement at Police Department

	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests	2016 – 2017 Work Order Requests	2015 - 2016 Work Order Requests
July	11	10	22	21	27	22
August	27	10	26	24	28	33
September	9	13	19	22	13	31
October	6	7	14	18	12	30
November		7	18	34	12	27
December		3	8	19	9	17
January		16	14	16	23	28
February		18	7	21	6	19
March		11	7	17	16	25
April		2	12	25	14	20
May		11	6	26	27	33
June		10	9	23	14	17
Total	53	98	162	266	201	302

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

**Finance Department
October 2020**

Finance Section

During October the Finance Department imported 2020 tax year property tax data files and approved the bills to be mailed, continued the FYE 6/30/2020 audit fieldwork tasks, scanning thousands of documents to reduce physical document storage space, and operating with COVID-19 precautions. Members of the Finance Office participated in the following events during the month:

October 13: Cemetery Board meeting
October 21: Furniture needs assessment for offices in new Community Event Center

Performance Measures

Utility Billing

	October 2020	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
New Builds (#)	31	86	171	62	102	111
Move Ins (#)	51	272	649	534	553	536
Move Outs (#)	58	270	602	534	576	546
New customer signup via email (#)	29	131	127	104	163	119
New customer signup via email (%)	35%	37%	15%	17%	25%	18%

Business License Activity

	October 2020	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Opened	3	23	69	75	72	93
Closed (notified by business)	2	3	10	9	18	1
Closed (uncollectable)	0	0	0	0	199	14

Payroll Activity

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Voided Checks
3 regulars	3 checks, 422 direct deposits	0 Retro adjustments	0 Voids

Accounts Payable

	October 2020	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Total # of Invoices Processed	330	1343	4003	3940	4437	4797

**Finance Department
October 2020**

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

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	7,912,190	2,373,657	4,199,609	53%
Cemetery Fund	34,700	10,410	251,791	726%
Debt Services	1,167,400	350,220	282,836	24%
Dental Care Fund	25,200	7,560	245,664	975%
Roads Impact Fees	79,320	23,796	127,281	160%
Parks Impact Fees	69,364	20,809	122,741	177%
Police Impact Fees	55,804	16,741	117,118	210%
Fire Impact Fees	38,000	11,400	59,289	156%
Industrial Development	112,800	33,840	95,143	84%
Parks Sales Tax	695,285	208,586	1,118,872	161%
Police Drug Fund	4,100	1,230	25,095	612%
Solid Waste	936,800	281,040	495,656	53%
State Street Aid	405,200	121,560	364,758	90%
Stormwater Fund	889,000	266,700	913,619	103%
Wastewater	4,350,550	1,305,165	3,522,159	81%

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 2020-2021.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	7,912,190	1,725,045	↓ 11.53%
Cemetery Fund	34,700	40,196	↑ 82.51%
Debt Services	1,167,400	422,977	↑ 2.90%
Dental Care	25,200	13,289	↑ 19.40%
Roads Impact Fees	79,320	37,434	↑ 13.86%
Parks Impact Fees	69,364	38,907	↑ 22.76%
Police Impact Fees	55,804	27,750	↑ 16.39%
Fire Impact Fees	38,000	18,289	↑ 14.80%
Industrial Development	112,800	42,119	↑ 4.01%
Parks Sales Tax	695,285	250,502	↑ 2.70%
Police Drug Fund	4,100	1,390	↑ 0.57%
Solid Waste	936,800	322,749	↑ 1.12%
State Street Aid	405,200	138,817	↑ 0.93%
Stormwater Fund	889,000	303,996	↑ 0.86%
Wastewater	4,350,550	1,692,733	↑ 5.58%

*Realized amounts reflect revenues realized from July 1, 2020—October 31, 2020

**Human Resources Department
October 2020**

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

October 01: Fire Lieutenant Interviews
 October 03: Discover White House
 October 05: New Hire Orientation for Police Officer
 October 06: Chamber of Commerce Board Meeting
 October 07: Wastewater Tech I Interviews
 October 13: Tennessee Drug Free Workplace Supervisor Training
 October 15: Flu Shot Clinic
 Hometown Nutrition Ribbon Cutting
 October 29: Fire Department Community Breakfast
 October 30: Fall Family Block Party

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	0	0	0	0
August	0	0	0	0
September	0	1	0	0
October	0	0	0	0
November		0	0	0
December		0	0	0

Three-year average as of June 30, 2019: 4.00

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January		1	1	1
February		3	0	0
March		0	0	0
April		2	0	0
May		1	0	0
June		0	2	0
Total	0	8	3	1

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	1	1	3	0
August	1	0	0	0
September	1	0	0	0
October	0	1	1	0
November		1	0	1
December		0	0	0

Three-year average as of June 30, 2019: 5

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January		1	0	2
February		0	0	1
March		0	0	0
April		0	1	0
May		0	1	0
June		0	0	1
Total	3	4	6	5

**Human Resources Department
October 2020**

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	1	1	0	0
August	1	1	1	3
September	0	2	2	1
October	0	3	0	2
November		2	1	2
December		1	0	1

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January		2	1	0
February		1	0	1
March		1	0	1
April		0	0	1
May		2	5	1
June		2	1	1
Total	2	18	11	14
Percentage	1.94%	17.48%	10.68%	14.43%

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

Three-year average as of June 30, 2019: 14.20%

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	1 (T)	0	0	0
August	0	2 (S)	0	1 (T)
September	0	0	1 (T)	0
October	0	0	0	1 (T)
November		1 (S)	0	2 (T)
December		0	0	0

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January		0	1 (T)	0
February		0	0	1 (T)
March		0	1 (S)	0
April		0	0	0
May		0	1 (T)	0
June		1 (T)	0	1 (T) 1 (S)
Total	1	4	7	7

Three-year average as of June 30, 2019: 6.00

**Police Department
October 2020**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in October:** White House Rotary (Oct. 1, 8, 15, 22, & 29), Department Head Staff Meeting (Oct. 5 & 19), Planning Commission (Oct. 13), and Command Staff Meeting (Oct. 29).

➤ **Police Department Administration Performance Measurements**

Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2020.

Susan Johnson, Accreditation Manager, has asked for a 90-day extension from TLEA Accreditation Manager, Janessa Edwards. The extension has been requested due to Susan will be on FMLA for several weeks in November and December. At the present time, Susan is still gathering proofs to finish up for our 2020 assessment which will probably be around March 1st.

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	174	0	174
February	8	212.5	0	220.5
March	0	160	0	160
April	0	68	0	68
May	0	248	0	248
June	16	0	0	16
July	0	80	0	80
August	0	344	0	344
September	20	128	16	164
October	32	140	0	172
Total	76	1,554.5	16	1,630.5

Patrol Division Performance Measurements

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 474 shifts during the Fiscal Year 2019-2020. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	October 2020	FY 2020-21
Three (3) Officers per Shift	43	174
Four (4) Officers per Shift	19	72

2. ***Acquire and place into service two Police Patrol Vehicles.*** We have received four Vehicles ordered from last Fiscal Year. They are currently at Trucker's Lighthouse getting equipment installed. We have order 3 vehicles from Larry Cobb Ford for the FY 21 Budget.
3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2020-2021.*** Fall Compliance checks will be scheduled.

**Police Department
October 2020**

4. *Maintain or reduce TBI Group A offenses at the three-year average of 73 per 1,000 population during the calendar year of 2020.*

Group A Offenses	October 2020	Per 1,000 Pop.	Total 2020	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	7	1	101	8
Crimes Against Property	22	2	222	18
Crimes Against Society	46	4	303	24
Total	75	6	626	50
Arrests	68		649	

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

5. *Maintain a traffic collision rate at or below the three-year average of 450 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2020.*

	October 2020	TOTAL 2020
Traffic Crashes Reported	39	294
Enforce Traffic Laws:		
Written Citations	133	825
Written Warnings	97	564
Verbal Warnings	318	2,197

6. *Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2020.*

COLLISION RATIO				
<u>2020</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
October	39	3 YTD 44	8%	15% YTD 294

Traffic School: The next Traffic School is scheduled for January.

Staffing:

- Officer Brent Loveday is on FTO.
- Officer JC White is back on the road.
- Officer Larry Meadors and Officer Seth Goodcourage is in FTO and plan to go to the Law Enforcement Academy in January.
- We have one position open and are currently taking applications.

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

**Police Department
October 2020**

Sumner County Emergency Response Team:

- ERT had schooling September 28th to October 2nd.
- ERT had a 3-day training October 14th to October 16th.
- October 23rd ERT had a call out Search Warrant.

Support Services Performance Measurements

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2020.*

2020 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
<i>October</i>	80%	84%

Communications Section

	October	Total 2020
Calls for Service	1,122	9,776
Alarm Calls	25	310

Request for Reports

	October	FY 2020-21
Requests for Reports	19	68
Amount taken in	\$11.25	\$50.40
Tow Bills	\$0.00	\$0.00
Emailed at no charge	40	102
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Sgt. Brisson attended a THSO grant online Zoom class on October 20th.
- Sgt. Brisson completed five online Grant classes over a few weeks.
- All fourth quarter claims and status reports for both DUI and the Coordinator grants have been submitted.

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.*
The school system is discussing if D.A.R.E. will be taught in the Spring due to COVID. They will re-evaluate in November or December.
2. *Plan and coordinate Public Safety Awareness Day as an annual event.* Safety Day in conjunction with Discover White House took place October 3rd. We gave away two bikes.

**Police Department
October 2020**

3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***
Citizen's Police Academy was cancelled in 2020 due to Covid. It is undecided if CPA will be held in 2021.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
 - October 4th, a tour of the White House Police Department was given to a child.
 - October 8th, Sgt. Enck gave a White House Police Department tour to a Girl's Scout Group.
 - October 12th, Sgt. Enck assisted TLETA with the development of a new 2-week Defensive Tactics Instructor school.
 - October 20th, Sgt. Enck assisted H.B. Williams with an active shooter drill.
 - October 24th, the White House Police Department participated in the Fall DEA Drug take back. The Drug Take Back was at Kroger and we collected 160 pounds of drugs. 90 pounds of drugs were collected from the Dropbox in our Lobby.
 - October 26th to October 28th, Sgt. Enck assisted Hendersonville Police Department with Defensive Tactics training of 6 new Hendersonville Officers and 1 White House Officer.

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

- White House Officers worked 2 Football games at WHHS

Upcoming Events:

- December – Shop with a Cop/Fireman

2020 Participation in Joint Community Events		
	<u>October</u>	<u>Year to Date</u>
Community Activities	7	39

**Fire Department
October 2020**



Summary of Month's Activities

Fire Operations

The Department responded to 142 requests for service during the month with 105 responses being medical emergencies. The Department responded to 14 vehicle accidents; 5 accidents reported patients being treated for injuries and 9 accidents reported no injuries. Of the 142 responses in month of October there were 19 calls that overlapped another call for service that is 13.38% 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 October from dispatch to on scene time averaged was, five minutes and thirty-four seconds (5:34). The average time a fire unit spent on the scene of an emergency call was fifteen minutes and forty-four seconds (15:44).

Department Event

- October 2nd – Safety Day at Creative Corner Child Center
- October 7th – Visited Ms. Elaine's Kidz World
- October 17th – Fire Commission Testing at Station 2
- October 21st – Visited Elevated Enrichment Center
- October 24th – Birthday Drive-by Holly Tree Subdivision
- October 26th-28th – Annual in-service training
- October 27th – Day One of Hazardous Materials Training
- October 30th – Fall Family Block Party
- October 31st – Day Two of Hazardous Materials Training

Fire Administration

- October 1st – Lieutenant Interviews
- October 7th – Monthly Policy Review Meeting
- October 15th – Met with Transportation Control Systems and GTT about Opticom Traffic Signal Priority
- October 21st – Monthly Officer Meeting
- October 22nd – Meeting concerning December Events
- October

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	12
Rescue & Emergency Services	365
Hazardous Conditions (No Fire)	13
Service Calls	26
Good Intent Call	32
False Alarms & False Call	45
Calls for The Month	142
Total Responses FY to Date	495

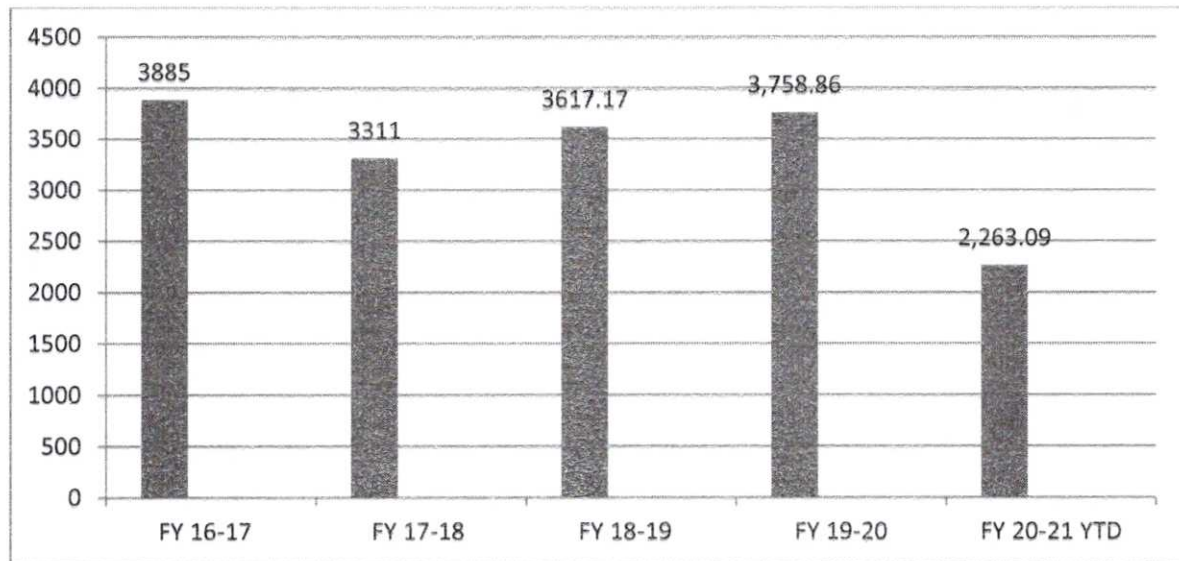
**Fire Department
October 2020**

Response by Station

	Month	FY to Date	%
Station #1 (City park)	95	355	71.71%
Station #2 (Business Park Dr)	47	140	28.28%

Fire Fighter Training

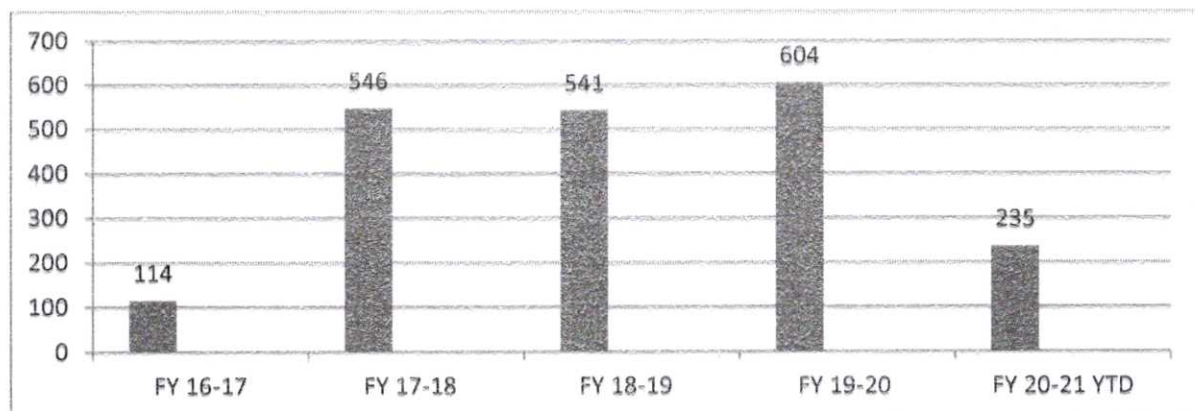
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
Firefighter Training Hours	784.5	2263.09

Fire Inspection

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

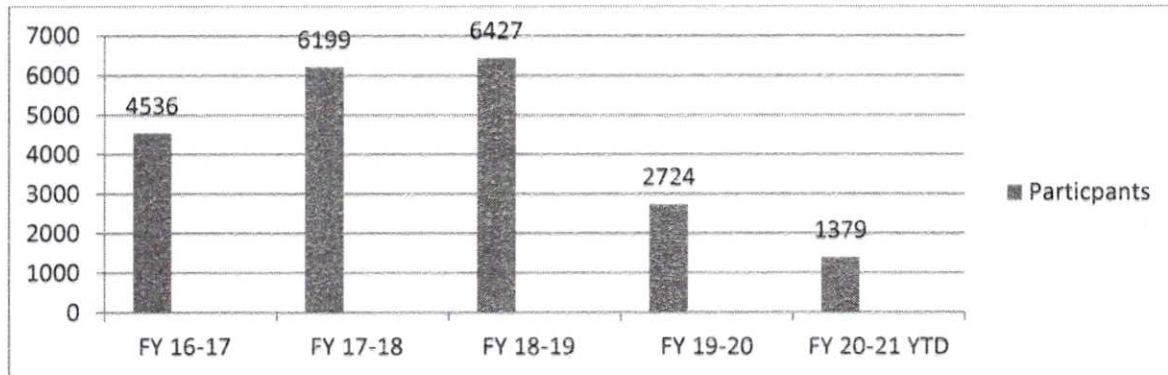


**Fire Department
October 2020**

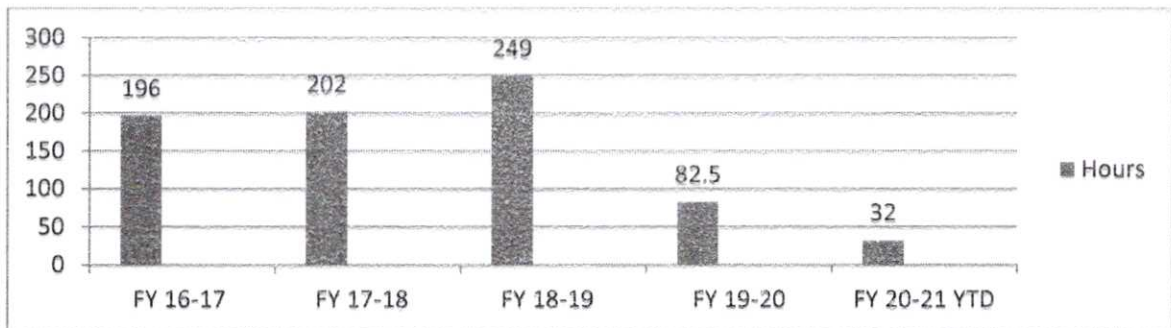
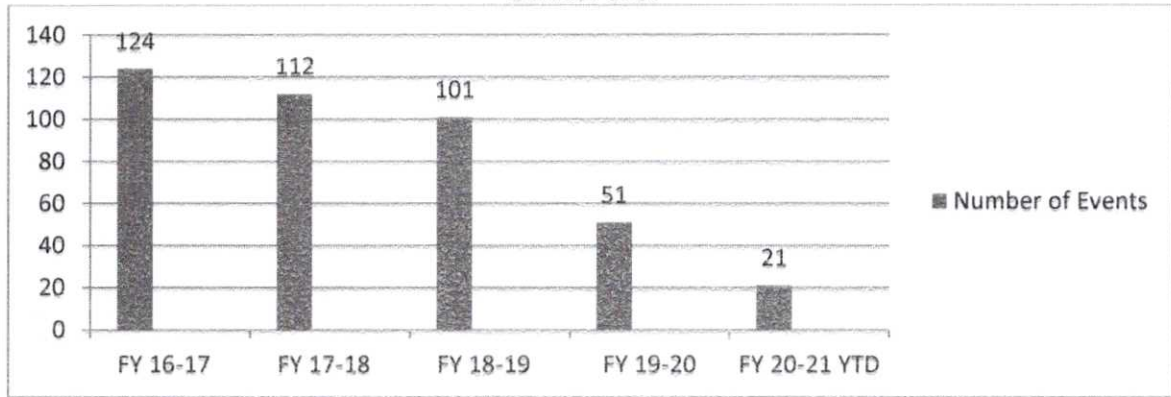
	Month	YTD
August Fire Inspection	65	235
Reinspection	11	52
Code Violation Complaint	0	1
Violations Cleared	14	69
Annual Inspection	19	51
Commercial Burn Pile	1	3
Knox Box	0	6
Fire Alarms	1	3
Measure Fire Hydrant	0	2
Plans Review	4	11
Pre-C/O	0	1
Pre-incident Survey	21	82
Sprinkler Final	0	0
Final/Occupancy	4	10

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
October 2020**



	Month	YTD
Participants	911	1379
Number of Events	10	21
Education Hrs.	17.5	32

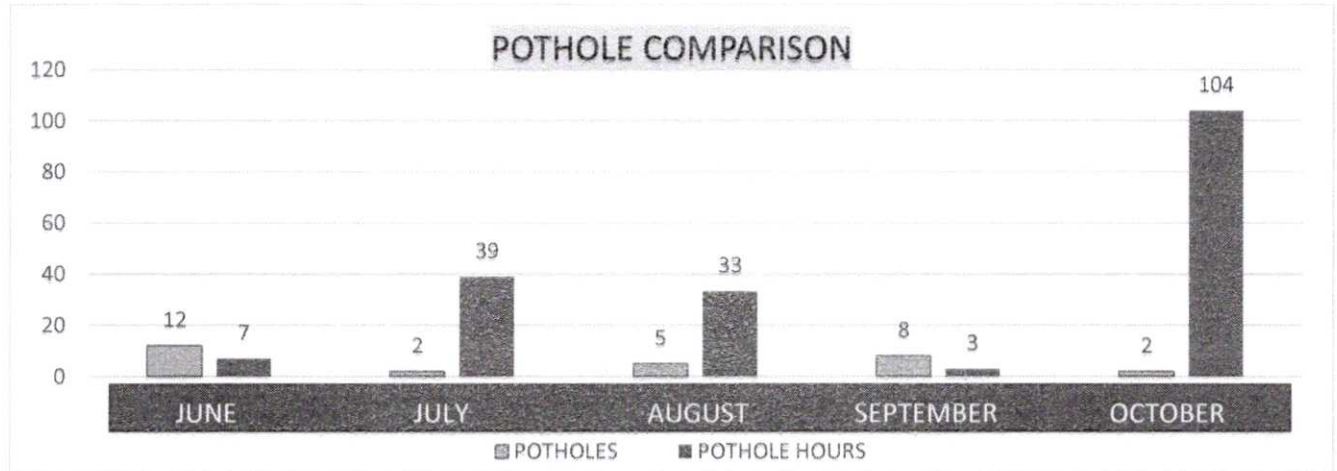
Social Media Statistics

Page Views	629
Page Likes	149
Post Reach	7,160

**Public Services Department – Public Works Division
October 2020**

Pothole Comparison

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



-The goal for this 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 i.e. a larger patch will count as one pothole but an additional chart will be constructed when larger patches are more prevalent. The prevalence of these “patch repairs” will be evident when the milling machine is used for repairs.

October 2020 – The Streets and Roads Department repaired two very large patches on Calista Road near the intersection of Bill Moss Road. No other potholes were repaired due to no complaints by citizens and none that were noticed by the crew. We do however, at this time have many potholes opening up and work orders have been created to get these potholes repaired before they cause any further issues. Cold patch asphalt will be ordered to enable the crew to make pothole repairs when hot mix asphalt is no longer available due to cold weather.

**Pothole Complaint Response Time
October 2020**

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
7709 and 7728 Boyles Road	Thursday, August 20, 2020 7:05AM	Monday, August 24, 2020 2:30 PM	31 hours 25 minutes
101 Larkspur Court	Tuesday, September 7, 2020 2:00PM	Wednesday, September 8, 2020 8:30AM	17 hours 30 minutes
Near Bill Moss and Calista Road Intersection	Monday, October 5, 2020 7:00 AM (internally logged by Isaiah Manfredi)	Wednesday, October 13, 2020 4:30 PM	8 days and 10.5 hour

Note: The lengthy time frame from complaint logged to date of completion on the large patches on Calista Road were due to the fact that the crew was working on Pleasant Grove Road on punch list items to prepare for paving processes. Additionally, we had to plan accordingly for traffic control and get the assistance of other crews to aide in traffic control in order to ensure the safety of the crew when making the repairs. This was the quickest and safest way to respond to these areas, even though the time required by ordinance was not met the crew completed the repairs in a timely and safe manner.

**Public Services Department – Public Works Division
October 2020**

October 2020 Monthly Work Log

Thursday 10-01-2020

- Sign installation City wide / Troubleshooting of Lane Light System 31W

Monday 10-05-2020

- PW/San. Crew meeting Pleasant Grove Road Project (driveway removal at Latrobe Specialty Metals)

Tuesday 10-06-2020

- Pleasant Grove Road Project (driveway removal at Latrobe Specialty Metals)

Wednesday 10-07-2020

- Pleasant Grove Road Project (driveway removal and hauled off debris)

Thursday 10-08-2020

- Pleasant Grove Road Project (driveway removal and hauled off debris) / removed trees on Tyree Springs Rd near Greenway crossing

Monday 10-12-2020

- Columbus Day / Holiday

Tuesday 10-13-2020

- Cut out and removed two large areas of roadway on Calista Road, installed pug-milled base stone in these two areas.

Wednesday 10-14-2020

- Installed asphalt to make road repair on Calista Road NB lane 4ft x 59ft (6 tons of asphalt) SB lane 5ft x 72 ft (9 tons of asphalt).

Thursday 10-15-2020

- Finished installing asphalt on Calista Road.

Monday 10-19-2020

- COVID Leave

Tuesday 10-20-2020

- Delivered barricades to Temple Baptist Church for Trunk or Treat Event.

Wednesday 10-21-2020

- Facility and fleet maintenance / removed sidewalk flag from Lauren Drive to pour back a new flag of sidewalk and frame around stormwater box in sidewalk area.

Thursday 10-22-2020

- Pleasant Grove Road hauled dirt and applied seed and straw behind curbing.

Monday 10-26-2020

- Facility and fleet maintenance / Set up for emissions testing / unmounted side mount mowing deck in preparation to have tractor delivered for repairs. Also opened and closed Pleasant Grove Road before and after Rogers Group completed installation of A-mix.

Tuesday 10-27-2020

- Facility and fleet maintenance / prepared salt boxes and plows for snow and ice in accordance with ordinance to have equipment prepared by October 31st / closed and reopened Pleasant Grove Road after Rogers Group finished installing B-Mod 2 in the designated areas of Pleasant Grove Road

Wednesday 10-28-2020

- Facility and fleet maintenance / continued reorganization of equipment room / cleaned trucks performed minor mechanical maintenance and greased and cleaned equipment.

Thursday 10-29-2020

- Facility and fleet maintenance / removed sidewalk flag from Lauren Drive to pour back a new flag of sidewalk and frame around stormwater box in sidewalk area.

NOTE: The last two days of this report are intentionally identical because the crew continued the identical task on back to back days.

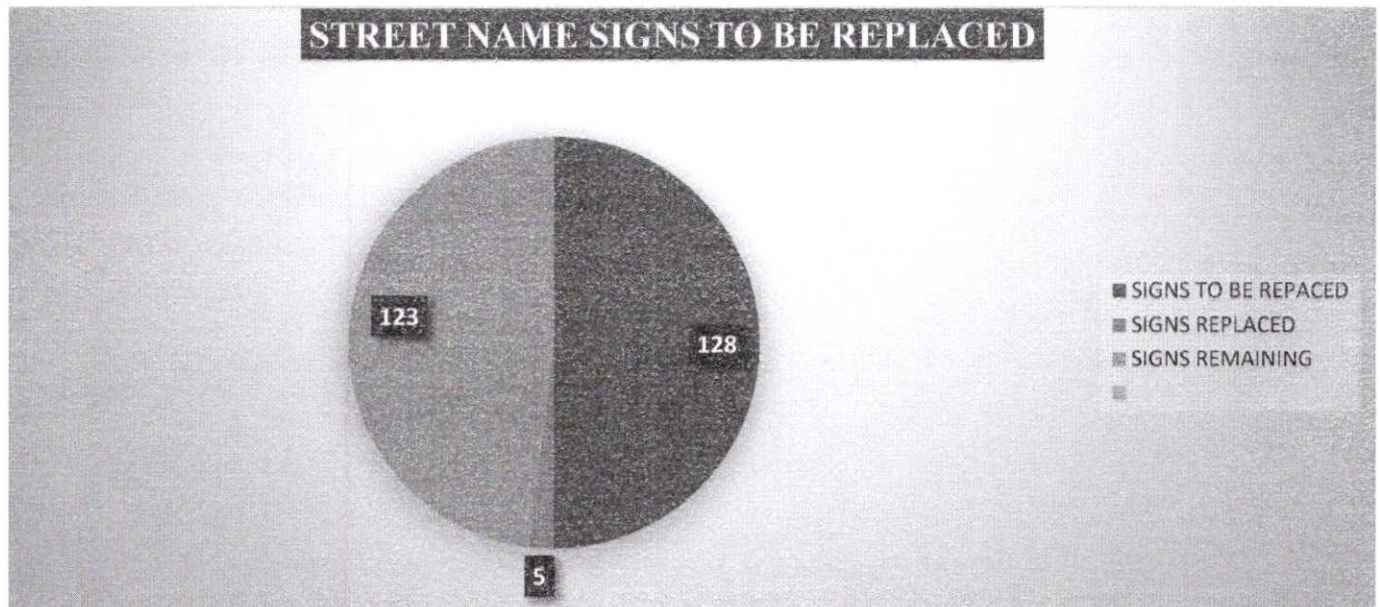
**Public Services Department – Public Works Division
October 2020**

<u>Subdivision Decorative Light LED Retrofit Project</u>			
	<u>TOTAL LAMPS</u>	<u>TOTAL RETROFIT COMPLETED</u>	<u>TOTAL RETROFIT TO BE COMPLETED</u>
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	5	1	1
Bridle Creek Subdivision	7	3	4
Business Park Drive	7	7	0
Hampton Village Subdivision	24	17	7
Heritage Trace Subdivision	5	5	0
Holly Tree Subdivision	44	44	0
Madeline Way	7	7	0
Magnolia Village Subdivision	27	16	9
Sumner Crossing Subdivision	21	12	9
Villages of Indian Ridge	11	0	11
Spring Brook Blvd	2	2	0
Baylee Ct	2	2	0
Totals:	166	125	41

Note: Due to the Pleasant Grove Road Project there were no Decorative Street Lights retrofit this in the month of October.

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.



Note: Due to work on Pleasant Grove Road and other various project the Streets and Roads Crew was unable to make any sign replacements this month.

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Sep	20-Oct	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	756	883	3,146
Facility Maintenance	3494	2187	1,227	1,137	887.25	18	120	169
Fleet Maintenance	1034	514	282	380	422.5	62	62	159
Meeting/Training	502	510	517	400	457	41	19	69
Leave	1,253	576	613	810	823	112	70	336.9
Holiday	795	470	385	555	545	30	50	120
Overtime	508.5	488	414	311	152.75	22	27	140
Administrative	385	698	803	867	1153.25	175	176	542
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	40	3	259.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	8	2	17
Pothole Hours	0	759	734	1,181	831.5	3	104	179.25
R-O-W Hours	0	2835	2416	4,027	3044.5	247	270	683
Sign/Repaired	0	120	91	84	63	7	3	11
Sign Work Hours	0	289	179	234	109	4	16	22.5
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	10	0	18
Traffic Light Hours	0	0	65	20	158	11	0	44

Sanitation Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Sep	20-Oct	YTD 20/21
Sanitation	2,685	3,634	4,406	4,024	4200.5	345	330	1,350
Facility Maintenance	3494	723	446	574	394.5	26	16	78
Fleet Maintenance	1034	488	445	331	294.5	22	11	85
Meeting/Training	502	265	130	135	127.5	7	11.5	25
Leave	1,253	428	700	476	336	40	90	230
Holiday	795	270	230	230	230	20	20	60
Overtime	508.5	119	4	12	39.5	0	0	0
Administrative	385	167	1	0	72.5	19	5	27
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	16	24	57
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	0
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	542	519	2,295
Brush Truck Loads	459	551	522	578	584	49	46	198
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	317	305	1,085
Brush/Leaves Hours	1366	1,492	1,219	1,300	1225.5	106	106.5	471
Litter Pickup Bags	334	507	546	511	456	50	22	163
Litter Pickup Hours	1147	1132	985	957	892	89	46	318

**Public Services Department – Stormwater Division
October 2020**

Table 1: Stormwater Maintenance

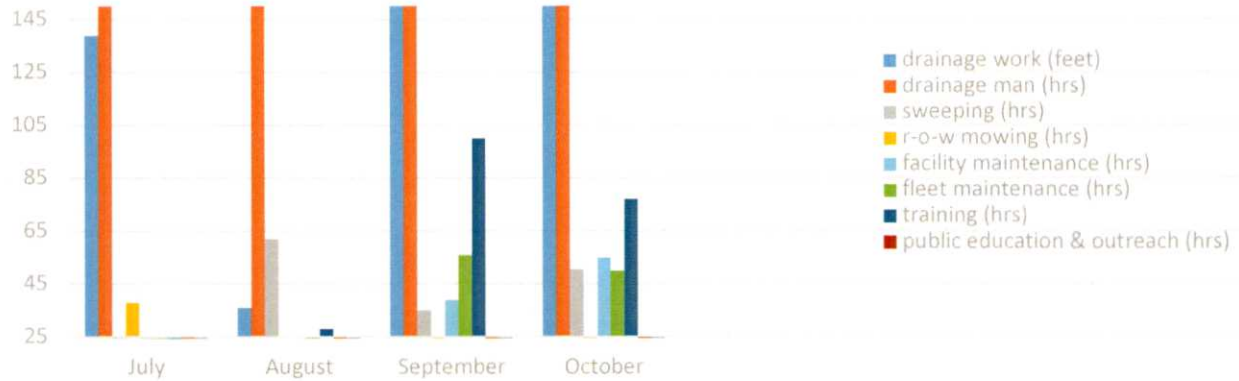


Table 1: Adequate stormwater management can result in a reduction in flooding, property damage, excessive soil erosion, degraded open space, and unacceptable water quality. The goal is to maintain the existing drainage infrastructure and provide sufficient infrastructure capacity to meet the future needs of the City through culvert replacements, ditch rehabilitations, catch basin cleanings, dry basin mowing, and stormwater mitigation projects.

Table 2: Compliance and Enforcement

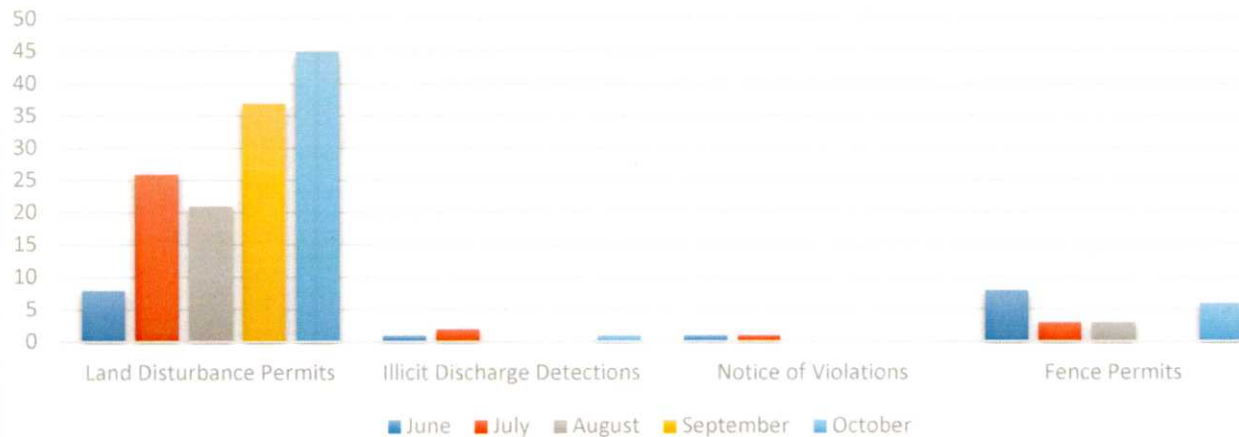


Table 2: Our goal is to ensure compliance with all applicable federal and local water quality regulations related to stormwater runoff, including and in particular, new development construction permits and the detection and elimination of illicit discharges. The City employs a series of enforcement actions to deter and/or address stormwater violations from residential, commercial and/or industrial facilities. **The City issued 45 permits for land disturbance.**

**Public Services Department – Stormwater Division
October 2020**

Stormwater Project List

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 department's current priorities and statuses.

Address	Scope of Work	Status	Comments / Notes
612 Calista Rd.	Re-channel ditch line to divert water off property with infrastructure	<input checked="" type="checkbox"/> Complete Date: 10/05/20 <input checked="" type="checkbox"/> Photos	Install piping and junction box at intersection on Wilkinson Ln to mitigate flooding
212 Hillwood Dr.	Establish swale off driveway to channel water downstream	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Scheduled 11/02
214 Eastside Dr	Recondition ditch and installed driveway culvert	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Ready to form and pour concrete for drive
120 Strassle Dr.	Repair damages in infrastructure; upgrade piping	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	CCTV of line requested; ongoing
212 Morgan Trace Ct.	Divert inflow to existing drainage system	<input checked="" type="checkbox"/> Complete Date: 08/27 <input checked="" type="checkbox"/> Photos	Preserve vegetation on embankment and repair scour under decking
3123 Pleasant Grove Rd	Install 2 turn lanes at intersection of Hwy 76	<input checked="" type="checkbox"/> Complete Date: 08/15 <input checked="" type="checkbox"/> Photos	Paving ETA for completion 11/05
200 Carmac Drive	Install driveway culvert	<input checked="" type="checkbox"/> Complete Date: 10/27 <input checked="" type="checkbox"/> Photos	
107 Copperfield Dr	Upgrade infrastructure to handle inflow of water during rain events; prevent flooding	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Outlined scope of work; project scheduled for 1 st of December

Total Hours Worked	FY 15/16	FY 19/20	31-Aug	30-Sep	31-Oct	YTD 20/21
Stormwater	5,744	7,204	691	887	848	2,425
Work Orders	0	69	20	13	15	48
Overtime	508.5	262	2	3	0	5
Facility Maintenance	3,494	638	25	39	55	119
Fleet Maintenance	1,034	314	18	56	50	124
Administrative	385	1,138	163	181	108	451
Drainage Work (feet)	0	3,988	36	283	367	686
Drainage Man Hours	0	1,371	362	336	178	875
Debris Removed Load	0	188	50	31	9	90
Sweeping Man Hours	0	309	62	35	51	147
Mowing Hours	0	102	0	3	0	3
R-O-W Hours	0	1,506	0	0	12	12
Pothole Hours	0	0	0	0		
Shoulder/Curb Hrs	0	0	0	1	1	1

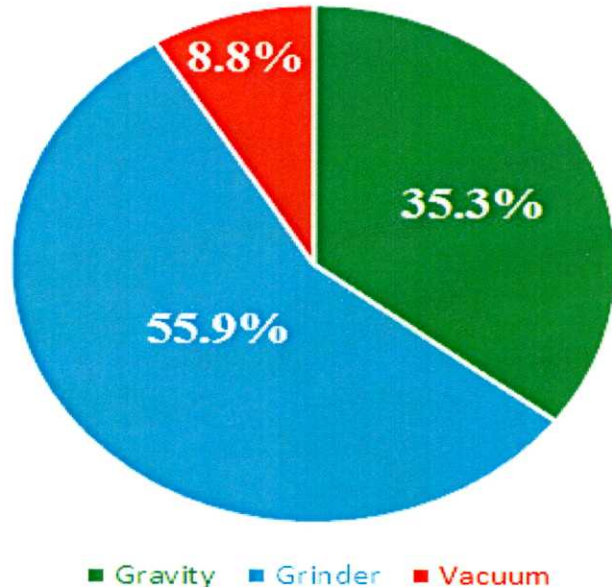
Public Services Department - Wastewater Division
October 2020

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 31st, 2020, City personnel count a total of **5,312** sewer system connections. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	1,876
Low-Pressure Grinder Sewer Connections	2,971
Vacuum Connections	465

Sewer Service Types



The City counts 108 commercial grinder stations, 2,863 residential grinder stations, and 25 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.

Line Marking	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20		October 2020	YTD
Tennessee 811	1,691	1,670	1849	2315	2680		137	624

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.

**Public Services Department - Wastewater Division
October 2020**

<u>Lift Station Location</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>		Oct 2020	YTD
North Palmers Chapel	35	22	23	8	3		0	0
Calista Road	24	55	13	4	2		0	0
Wilkinson Lane	0	8	4	1	3		0	0
Portland Road	1	1	4	1	0		0	0
Cope's Crossing	4	17	15	7	8		0	4
Union Road	91	8	17	6	6		0	4
Meadowlark Drive	1	11	6	4	2		0	0
Highway 76 (Springfield)	0	1	0	1	1		0	0
Cambria Drive	1	0	0	1	4		0	1
Sage Road (Hester)	0	7	2	0	1		0	0
Kensington Green	n/a	n/a	n/a	n/a	1		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		n/a	n/a
Settler's Ridge	0	0	1	1	1		0	0
Summerlin	0	0	0	2	5		0	20
Heritage High School	0	22	0	2	1		0	0
Loves Truck Stop	n/a	n/a	n/a	n/a	0		0	0
Concord Springs	n/a	n/a	n/a	n/a	0		0	0
Parks Temporary	n/a	n/a	n/a	n/a	0		0	0
Treatment Plant	0	1	6	4	6		0	3

Alarms –

We had no major lift station alarms this month.

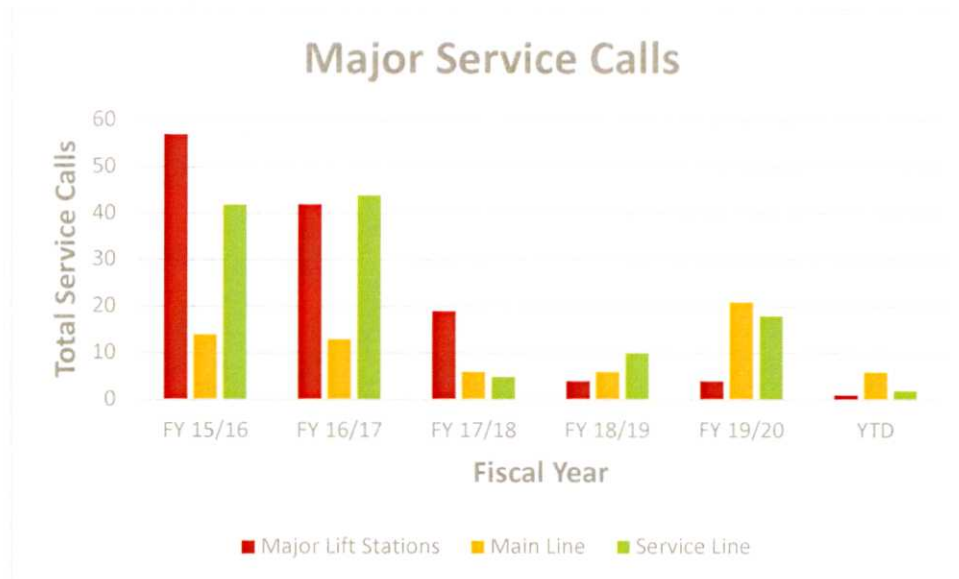
System Repair Goals:

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.

**Public Services Department - Wastewater Division
October 2020**

<u>Repairs</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>OCT 2020</u>	<u>YTD</u>
Major Lift Stations	57	42	19	4	4		0	1
Main Line	14	13	6	6	21		3	6
Service Line	42	44	5	10	18		0	2



- 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** – The only remaining issue with the lift station is to have the developer clean the inside of the station and remove mud, trash and other debris prior to final acceptance. Operationally, the station punch list has been completed and the station is working correctly. **The Concord Springs Lift Station was conditionally accepted by the City on 07-24-2020, with the agreement that the Contractor/Developer would complete installation of the privacy slats in the station fence, as well make satisfactory repairs to the station's access road by or before January 24th, 2021. We are waiting on the drive to be repaired. There is an issue with the pressure gauge sending an alarm every time the pumps run. This is not causing any issues with performance, and the gauge is being replaced under warranty. Replacement of the pressure sensor has not taken place at this time. Southern Sales is having difficulties acquiring the part from Gorman Rupp.**
- The Parks** – The "temporary" lift station at the Parks subdivision was also started successfully. This station will allow for about 160 homes to be built while waiting on Gorman & Rupp to deliver the permanent station. **The updated delivery date on the permanent station was early September. Permanent station is still not on site. Caleb Fuqua has agreed to hold the installation of the new station until the 10" force main is operational. According to Mr. Fuqua, this force main is planned for completion in early February 2021.**
- Wilkinson Lane Station** – Station is running on both pumps. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails again. This will be the 4th time this station has had to be re-piped, so we have chosen a rigid, yet flexible pipe.

**Public Services Department - Wastewater Division
October 2020**

5. **Sewer Model Update** – The Sewer Model Update being conducted by Jacobs Engineering remains underway. The model has been completed on the Southern Force-Main, with Jacobs shifting to final data acquisition and testing of the Northern Force-Main and Western Force-Main. Jacobs has also expressed that they are ready to move into the Master Plan Update stage of the project, which can begin concurrently with the Model Updates to the Northern and Western mains. **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.**

6. **Septic to Sewer Conversions** – The City continues to make progress on septic to sewer conversions. Two (2) conversions on Calista Rd have been completed in 2020. An additional eight (8) addresses have been approved by the Board to be added to the approved list of septic-to-sewer conversion projects. **In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target six (6) projects on Union Rd and one (1) project near the intersection of 31W and Magnolia Blvd for the 2020/2021 fiscal year.**

7. **Calista Vacuum-Main Repairs** – The Calista vacuum network has been experiencing loss of vacuum over recent weeks. Crews were able to identify a target region where vacuum was being lost, and commenced a series of repairs. **A leaking 6” gate-valve was repaired/replaced on Villages Ct on 10-15-2020. A broken 3” 45-degree fitting was repaired/replaced at 104 N Aztec Ct on 10-22-2020. A broken 8”x4” Y fitting, and a broken 4” 45-degree fitting were repaired/replaced at 102 N Aztec Ct on 10-27-2020. Pressures in the Calista vacuum network have drastically improved.**

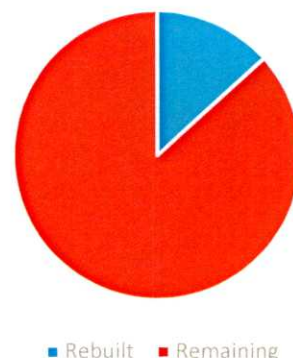
<u>Work Orders</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		Oct 2020	YTD
Vacuum System Service Request	87	172	143	112	82		1	19
Gravity Service Request	5	12	0	10	13		0	2
Low Pressure Service Request	530	716	621	728	770		51	214
Total Pumps Replaced	313	338	401	361	449		33	143
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	n/a		9	20
Grinder Tank PM Program	n/a	58	63	358	267		20	100
Inspection for New Service	36	23	54	103	226		32	126
Final Inspection for New Service	37	55	56	62	110		9	55
Sanitary Sewer Overflow (SSO)	6	9	1	3	49		1	4
Odor Complaints	16	17	28	43	43		1	16

**Public Services Department - Wastewater Division
October 2020**

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, the City estimates that a minimum of 425 pumps will be needed to meet all the service call requests for the year. To supplement the amount of pumps on-hand, the department will focus on steady rebuilding throughout the year. The goal is to rebuild 3 pumps per week, on average, for a total of 150 extra pumps throughout the year.

15.4% of Pumps Rebuilt



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>July - 20</u>	<u>Aug - 20</u>	<u>Sept - 20</u>	<u>Oct - 20</u>	
Flow – To Creek	0.503 MGD	0.490 MGD	0.427 MGD	0.563 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.153 MGD	0.187 MGD	0.102 MGD	0.077 MGD	
Total Flow Through Plant	0.656 MGD	0.677 MGD	0.529 MGD	0.640 MGD	
Capacity	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MGD	
% of Plant Throughput	35.9%	48.4%	37.8%	45.7%	(0.640 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	44.9%	60.4%	47.2%	57.1%	(0.640 MGD) / (1.12 MGD)
Rainfall	6.04"	7.19"	2.60"	4.16"	

<u>Effluent</u>	<u>FY 14/15</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>October 2020</u>	<u>YTD</u>
Violations	1	7	7	13	7	12		5	18

- 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. The City has consulted with vendors to discuss potential chemical treatment options for phosphorous, and is waiting to hear back. 4 – Ammonia-related violations, mg/L max, lbs./D max, Weekly average LBS/D max. This was from the issues we had in late September. Once the biomass recovered around the 8th, ammonia has no longer been an issue. The C. Dubia (water flea) portion of the Whole Effluent Toxicity (WET) test we failed in September was successful on the retest during the week of 10/12 and we are no longer in violation.

**Public Services Department - Wastewater Division
October 2020**

2. **WWTP Alarm:** The treatment plant had a major gearbox failure. The last remaining “original” gearbox went out causing us to lose the ability to properly aerate the oxidation ditch. The gearbox should be up and running the week of October 4th. We were able store 6 days in the EQ basin and did not discharge during that time. TDEC was notified before we had to discharge and forewarned of the pending violations. TDEC and Chief Operator Robert Allen have worked together to monitor Frey Branch creek and have found no issues with aquatic life or any serious impact on the stream. As stated above, the WWTP will have ammonia violations for the first few weeks of October until the gearbox is operational and the biomass gets back to normal. This may take a few days once the aerator is operating.
3. **TDEC Order and Assessment:** On July 15th TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29th, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7th.**
 - City submitted Fiscal Sustainability Plan Certification Letter to TLDA (05-06-2020).
 - Financial Sufficiency Review completed for SRF Loan to fund WWTP expansion project (05-26-2020).
 - City advertised for SRF Loan Public Meeting (began 08-03-2020).
 - City hosted SRF Loan Public Meeting (08-19-2020).
 - City submitted minutes of SRF Loan Public Meeting to TLDA for approval following Public Meeting.
 - TLDA has released Finding of No Significant Impact (FNSI) to City (received 09-17-2020).
 - City BMA to approved resolution to apply for SRF Loan.
 - City triggered to begin 2-week period to address FNSI Public Comments (comment period has expired with no comments submitted).
 - TLDA triggered to approve the Facilities Plan (approval has been issued).
 - City to submit SRF Loan Application packet (pending).
 - TLDA meets (date TBD) to approve SRF Loan Application (anticipated November or December).
 - City submits Performance Standards Summary to TDEC for final approval (anticipated mid-December).
 - TDEC provides final approval of Performance Standards Summary (anticipated early-January).
 - City begins 6-week advertisement period for Construction Bids for WWTP (anticipated early-January).
 - City submits completed Fiscal Sustainability Plan to TDEC (anticipated mid-January).
 - City begins review process for Construction Bids for WWTP (anticipated mid-February).
 - City selects winning bid following review process (anticipated late-February).
 - City begins advertisement of winning bid for City Board Meeting agenda (anticipated late-February).
 - City Board of Mayor and Aldermen vote to approve winning bid (anticipated late-March).
 - City submits winning bid to TLDA for approval (anticipated late-March).
 - TLDA approves winning bid (anticipated mid-April).
 - City notifies bid winner, contract executed (anticipated late-April).
 - City issues Notice To Proceed (anticipated late-April to early-May).
4. **H2S & Ferric Sulfate:** Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. **The feed rate is 19 gallons per day at the Union Road lift station and 25 gallons per day at the Old Tyree lift station.**

We are currently looking at alternative processes for H2S control in this area. With all that has been added to the Copes Crossing lift station, ferric sulfate is no longer working as well for odor control.

**Public Services Department - Wastewater Division
October 2020**

5. **Wastewater Technician:** The Wastewater division currently has a vacant position for a Wastewater Technician on the Collections crew following Ed Morris's transfer to the Stormwater division. **Applications have been reviewed and interviews will be held on October 9th.**
6. **Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly.

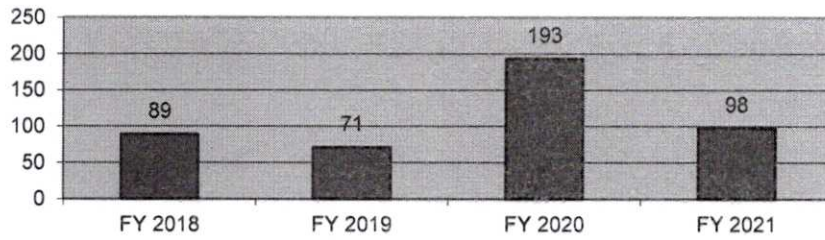
The PAA feed rate is operating at a constant **3.00** parts per million (ppm). The average residual was **0.09** PPM with a max residual of **0.24** PPM. *Last month the feed rate was 3.50 ppm.*

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**.

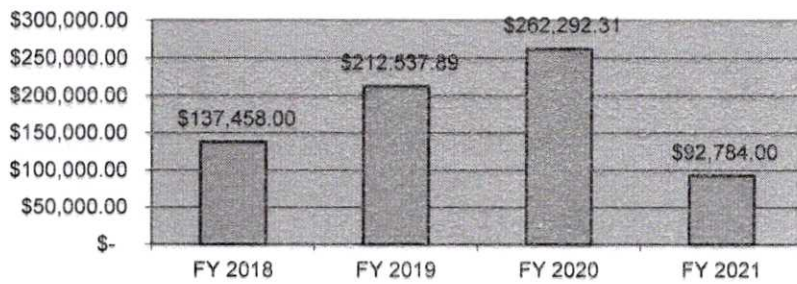
Our E Coli testing for the month was an average of **6.4 CFU's** which is well below the limit. *Last month the average was 18.7.*

Planning and Codes Department
OCTOBER 2020

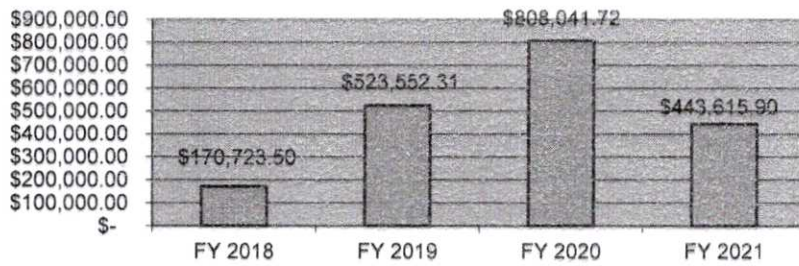
Single Family Permits



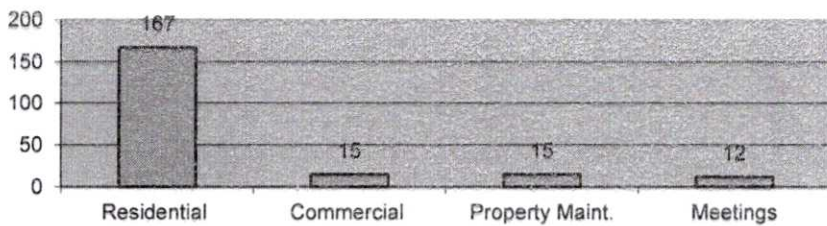
Impact Fees



Permit Fees



Monthly Inspections / Meetings



Planning and Codes Department
OCTOBER 2020

	Month	FY2021	FY2020	FY2019	FY2018
MEETING AGENDA ITEMS#					
Planning Commission	4	24	69	66	69
Construction Appeals	0	0	0	0	1
Zoning Appeals	1	4	5	6	7
Tech. Review/Study Session	0	0	2	0	1
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	37	98	193	71	89
Multi-Family Residential	0	0	0	13	5
Other Residential	9	30	91	93	238
New Commercial	1	2	6	3	3
New Industrial	0	2	0	1	0
Other Com/Ind	2	9	23	33	31
Sign	3	5	14	25	24
Occupancy Permits	2	21	14	25	24
Commercial Certificate of Occupancy-					
Fast Pace Urgent Care-607 Hwy 76					
AutoZone-611 Hwy 76					
Other	0	0	12	3	14
BUILDING INSPECTIONS					
Residential	167	688	2858	2411	1112
Hours	60.5	305.5	699.58	414.98	383.59
Commercial /Industrial	15	45	110	179	165
Hours	8.1	16.85	12.83	179	165
CODE ENFORCEMENT					
Total Cases	15	63	330	179	165
Hours	6.25	21.92	70.24	86.75	75.17
Complaints Received	5	20	116	98	132
MEETINGS					
Administration	6	25	58	68	51
Hours	8.75	43	38.26	103.67	101
Planning	5	25	76	135	73
Hours	4.5	32.75	96.58	155.5	86.82
Codes	1	3	28	35	27
Hours	0.5	2	37.85	40.16	18.67
FEES					
Permit Fees	\$152,665.40	\$ 443,615.90	\$ 808,041.72	\$ 523,552.31	\$170,723.50
Board Review Fees	\$0.00	\$ 4,350.00	\$ 11,000.00	\$ 3,750.00	\$4,683.00
City Impact Fee	\$4,606.50	\$ 92,784.00	\$ 262,292.31	\$ 212,537.89	\$137,458.00
Roads	\$14,097.00	\$ 58,372.00	\$ 77,860.90	\$ 98,885.80	\$112,424.58
Parks	\$14,652.00	\$ 38,808.00	\$ 74,646.00	\$ 23,140.00	\$ 10,163.90
Police	\$10,434.00	\$ 33,809.00	\$ 59,096.30	\$ 11,704.30	\$ 8,971.20
Fire	\$6,882.00	\$ 22,302.00	\$ 36,749.61	\$ 23,344.29	\$ 5,963.72
OTHER ITEMS					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 15	\$ 3,786,073.24	\$3,374,092.67	\$1,633,984.00	\$922,141.63	\$573,840.00
Builders Bonds	0.00	\$ -	\$ 18,000.00	\$ 69,366.43	\$45,366.43
Workings Days in Month	16	17	17	16	15

Parks, Recreation, & Cultural Arts Department
October 2020

Summary of Month's Activities

This month continued our busy fall that has been full of events and ballfield rentals. We ended up having two softball tournaments as well as a Soccer Tournament this month along with Discover White House, Fall Family Block Party and Trail of Treats. We also continued Youth Basketball sign-us and ended the Girls Volleyball season.

We still have a few projects going on as well in our parks system. They are listed below:

The Museum/Visitor Center renovation continued this month. Everything is pretty much finished apart from just a few minor touch-ups. The new addition will be a huge help for the Museum and Chamber and the facelift that was given to the outside of the building was much needed and turned out great.

Not much work was done on the Maintenance Building this month as most of our attention shifted to the Dog Park. However, the plumber did come out and finish installing the fixtures for the restrooms. Everything else we will just be chipping away on throughout the fall and winter. Here are some pictures of the finished restroom fixtures:



Design work on the Soccer Complex renovation project has continued. Again, the current plan is to try and get a brand new soccer field for the complex and have it lit. We would also like to include adding lighting to the remaining fields that aren't completely lit yet (Fields 1, 3 and 4) and possibly change them to LED, if the money is there.

Again, we are currently applying for a grant for the second phase of this project which includes installing a large parking lot on the front of the property and extending the parking lot on the backside as well as sidewalks and lighting. We should be hearing about that later this winter, hopefully.

We have also applied for a property conservation grant, which is for new cameras to be installed at the quad/concessions area at the park. This should make the baseball and softball people happy once we are able to install those (assuming we get the grant).

We have continued work on the Dog Park. The rinse stations were installed and the tube work is mostly done as well as all of the agility items being installed. The only things we have left is some finishing touches to the tubes, installing the shade structure, and installing one more bench and some dirt work to clean the area up. Here are some pictures of the work that was done:



Parks, Recreation, & Cultural Arts Department
October 2020

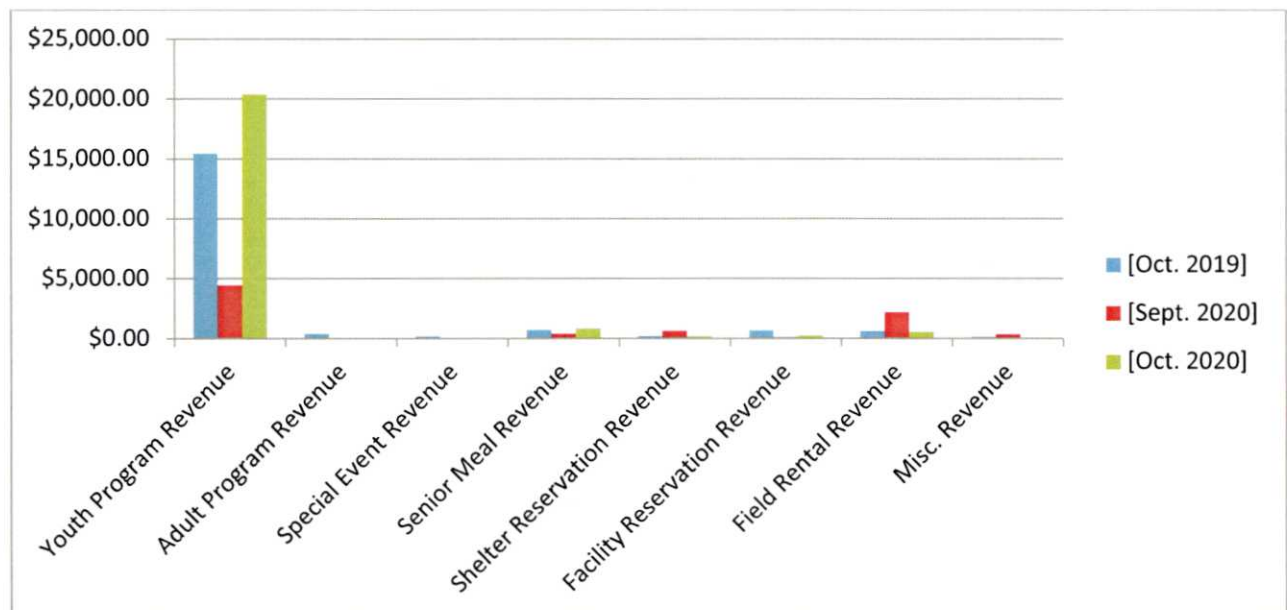
We were also able to purchase a brand new zero-turn mower this month with Impact Fee money. This will allow us to keep a full fleet of mowers on hand so we aren't ever down a mower. We have enough now for every worker to be able to mow at the same time and they are all no older than 4 years old.

The Girl Scout Project that included constructing a new pavilion for the Soccer Complex is complete now. This will be a welcome addition to the complex as it hardly has any shade for most of the day over there. We were also contacted by a boy scout that wanted to piggyback on this project and install two benches under it. We would anticipate that getting done sometime in the next few months. Here is a picture of the pavilion:



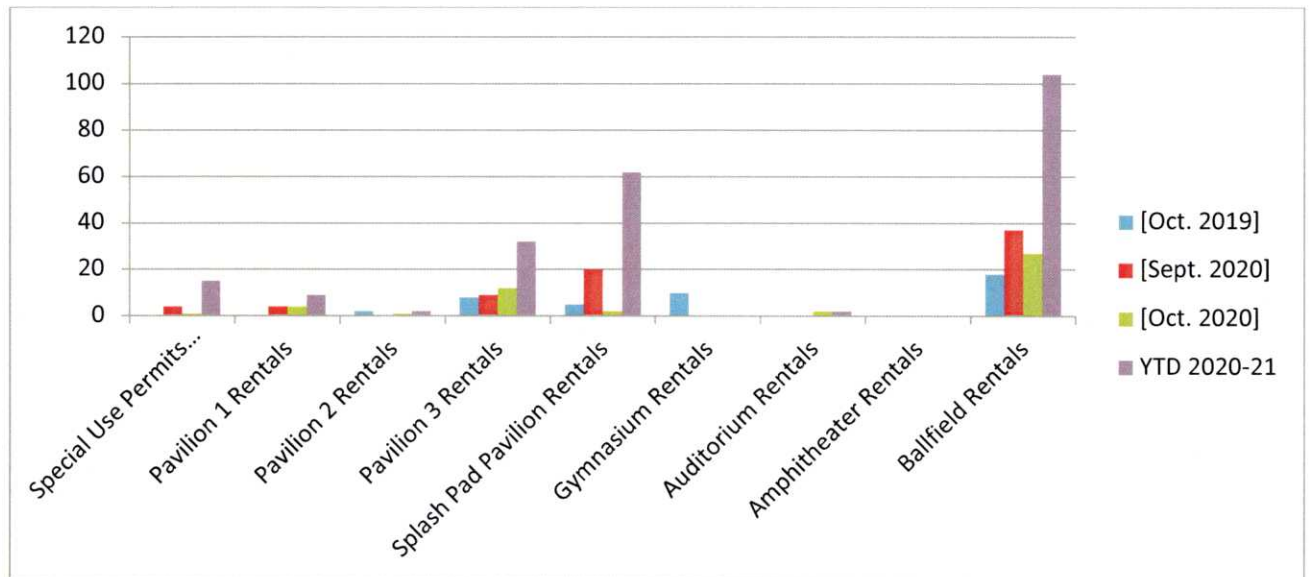
Other CIP projects this year include: paving the Greenway, buying a new Skid Loader, and a new Columbarium for the Cemetery (currently in the ordering process now).

Revenues

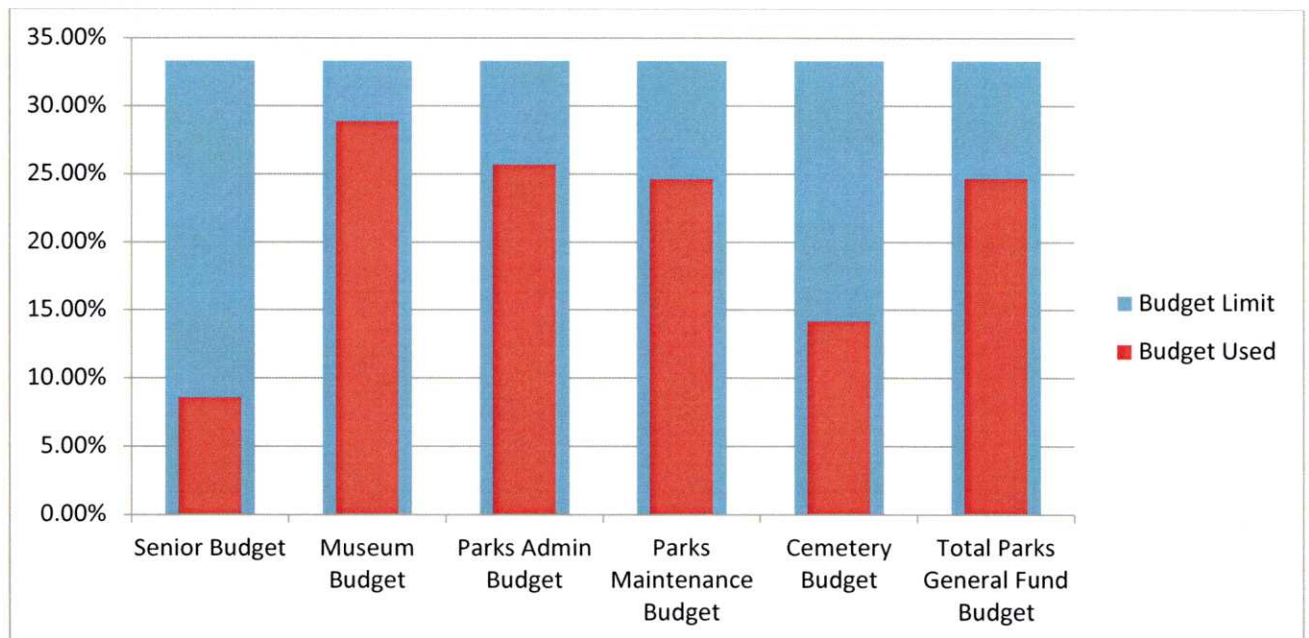


**Parks, Recreation, & Cultural Arts Department
October 2020**

Facility Usage



Over/Under Budget



Parks, Recreation, & Cultural Arts Department
October 2020

Recreation

Safety Day

We had our annual Safety Day on October 3rd. We had eight kids participate in the bike parade and gave out a medal to the best decorated bike. After the parade, kids participated in the Obstacle Course that the Police Department had set up for the kids with their bikes. Park Program Guides were also handed out at the City's Tent for the Discover White House event that followed.



Girls' Volleyball

Girls' Volleyball ended on October 24th. We had 41 participants among six teams. Trophies for everyone were given out and ribbons were awarded to the top team in the 3rd-5th Grade Bracket and 6th-8th Grade Bracket. First Place in the 3rd-5th Grade Division was Jeremy King and first place in the 6th-8th Grade Division was Roger Pond's Team.



Youth Basketball

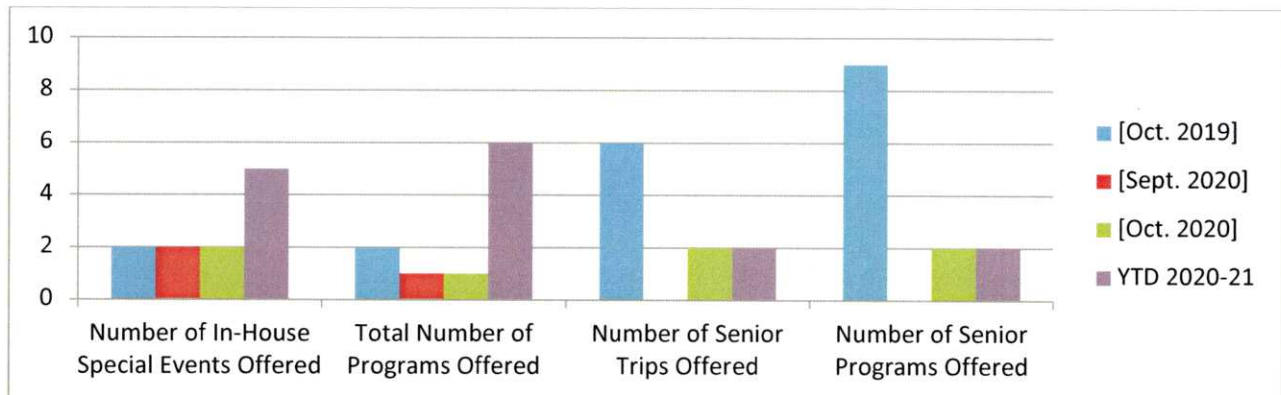
Youth Basketball Signups ended on October 25th. We have over 300 kids signed up to play this year making it our largest year ever. We are currently working on getting teams organized and gathering coaches in hopes of starting practices during the second week of November. We will be using the Civic Center, White House Middle School, and Heritage High School gyms to accommodate everyone.

Trail of Treats

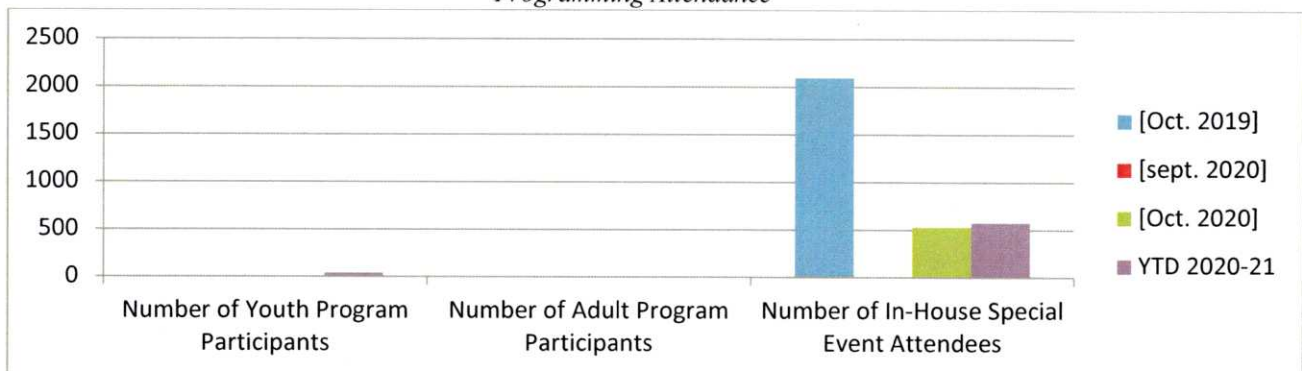
Trail of Treats took place October 29th. We stuffed 1,000 ziploc bags with candy and passed them out Thursday evening. We were setup in front of the White House Museum and passed out candy, bags, maps, and flyers for the Block Party. We estimate that nearly 150 cars came by and nearly 500 people stopped by our booth. We had 25 other businesses help participate in our Trail of Treats with Reid Insurance taking home first place in the decorating competition with their booth decorated like Netflix's popular documentary *Tiger King*.

**Parks, Recreation, & Cultural Arts Department
October 2020**

Programming Opportunities



Programming Attendance



Maintenance

- Completed dirt work at the Dog Park for the sidewalks and the tubes
- Spread mulch at the Splash Pad
- Hosted two (8am-11pm) softball tournaments throughout the weekends in October (an additional scheduled tournament ended up getting rained out)
- Spread ryegrass seed over all of the sports fields
- Fixed a leak behind the locker room from the High School
- Began work on the shade structure (planning and coordinating phase of project)
- Performed a repair to a busted line at the soccer complex between fields four and five
- Cleaned and organized the shop/did monthly maintenance for all of the equipment for our dept.
- Spread mulch at the main park entrance and the quad entrance
- Hosted "Trail of Treats" event for the Parks Dept./set up at the museum
- Started building a hand rail for the staircase in the new shop

**Parks, Recreation, & Cultural Arts Department
October 2020**

Museum

Volunteers

Volunteers helped plan and prepare items for Discover White House and Fall Family Block Party. For the month of October, the Museum volunteers worked for a total of 12 hours.

Exhibits

The 19th Amendment/Women's Suffrage display will run until the end of March 2020.

Tours at Museum

A few walk-through tours have been provided in the month of October.

Social Media

Four episodes of White House History Wednesday were posted on City's Facebook page in October.



Episode 28 Women's Suffrage Organizations received 251 Views



Episode 29 Women's Suffrage Battle Continues received 321 Views

October 21, I did something a little different with a Facebook live providing information about early voting in both Robertson and Sumner Counties. Received 443 Views



Episode 30 Perfect 36 received 322 Views

Events



DISCOVER WHITE HOUSE

October 3, the museum participated in Discover White House with period music, period dress, artifact display and picture display.

**Parks, Recreation, & Cultural Arts Department
October 2020**

Empowering Women Exhibit & Book Signing – October 13 Museum was open for those attending book signing to view the Women's Suffrage display.

FALL FAMILY BLOCK PARTY – October 30

Museum had period music, period dress, musket demonstrations and a pumpkin patch with free pumpkins for kids. Save the date magnets were given out for The Gathering at the White House Inn. An event that will happen in conjunction with 2021's Harvest Moon.



Additional Events Attended

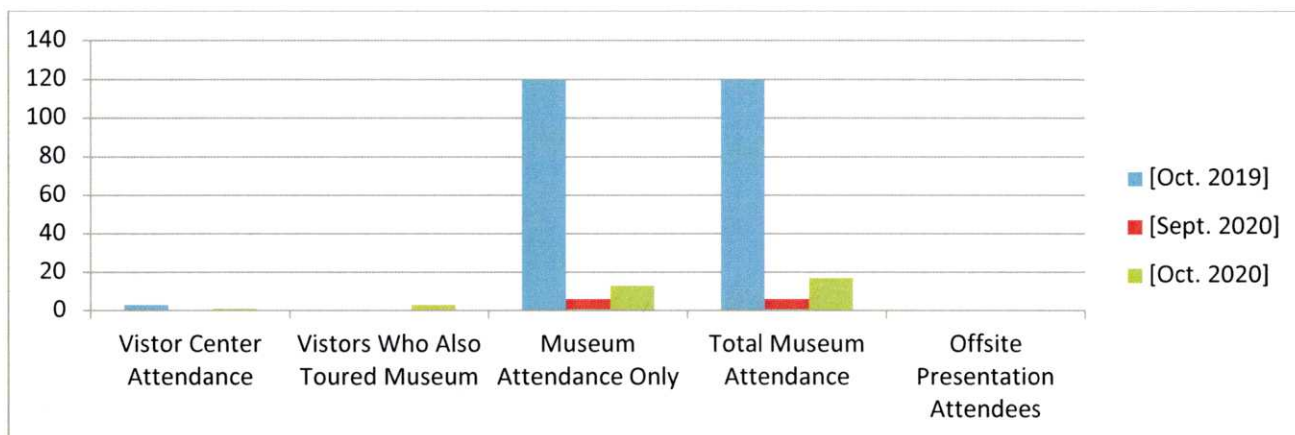
October 1 – Ribbon Cutting Cassie's Flower Pad
October 14 – 50th Celebration Meeting
October 15 – Ribbon Cutting Hometown Nutrition
October 22 – Construction Punch List Meeting
October 28 – Fire Department Community Breakfast

Visitors' Center and Museum Attendance

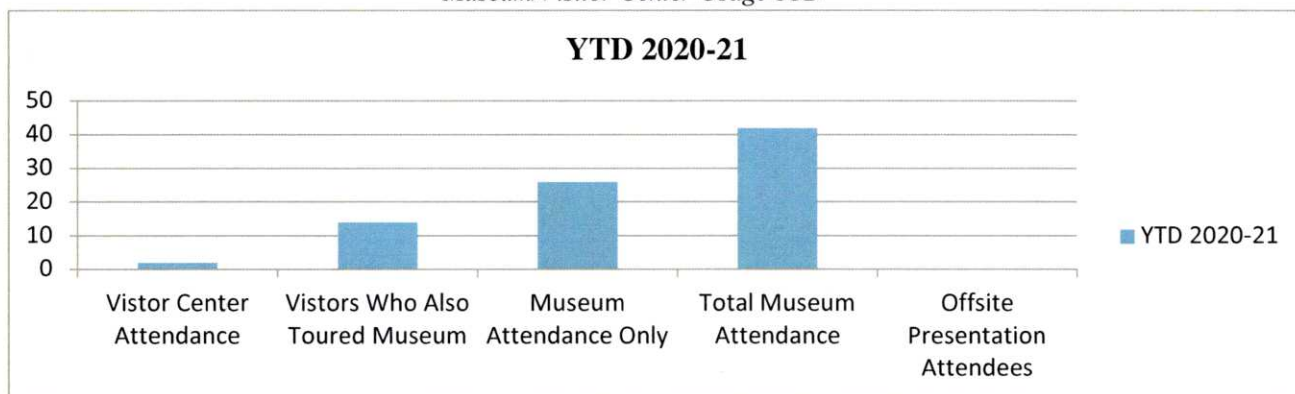
Visitors' Center	Visitors Who Also Toured Museum	Museum	Total Museum Visitors	Off Site Presentations Attendees
1	3	13	17	0

**Parks, Recreation, & Cultural Arts Department
October 2020**

Museum/Visitor Center Usage



Museum/Visitor Center Usage YTD



Seniors

Senior Center Participation - October 2020	
<u>Outings/Events:</u>	
Picnic at the Park	15
Bowling	6
Bible Study	3
Total	24
<u>Sr Meals Wednesdays</u>	
	70
	94
	84
	91
Total	339
<u>Programs:</u>	
Sittercise	30
Walk	0
Total	30
NEW MEMBERS	0
FIRST TIME ATTENDEE	0
TOTAL Sr Center Participants:	393

Parks, Recreation, Cultural Arts Department

October 2020

FYE 2019	FYE 2020
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Facility Usage

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
Cafeteria 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

Programming

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
Total Number of 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

Revenues

Youth Program Revenue	\$55,825.00	\$41,183.00
Adult Program Revenue	\$ 8,460.00	\$ 3,580.00
Special Event Revenue	\$ 4,355.00	\$ 2,009.00
Senior Meal Revenue	\$10,875.00	\$ 5,961.50
Shelter Reservation Revenue	\$12,135.00	\$ 4,780.00
Facility Reservation Revenue	\$19,305.00	\$ 8,046.88
Field Rental Revenue	\$ 2,521.00	\$ 1,203.34
Misc. Revenue	\$25,030.00	\$31,411.74

Workflow

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

19-Oct	Sep-20	Oct-20	YTD 20-21
--------	--------	--------	-----------

0	4	1	15
0	4	4	9
2	0	1	2
8	9	12	32
5	20	2	62
15	33	19	105
10	0	0	0
0	0	0	0
0	0	2	2
0	0	0	0
10	0	2	2
18	37	27	104
3	0	1	2
0	0	3	14
120	6	13	26
120	6	17	42

0	0	0	41
0	0	0	0
2	2	2	5
2097	0	530	577
2	1	1	6
200	200	200	400
2	0	0	0
1,186	163	393	556
6	6	0	6
6	0	2	2
113	0	21	21
9	0	2	2
801	0	33	33
5	2	4	6
272	163	339	502
	0	0	0

\$15,445.00	\$4,440.00	\$20,388.00	\$26,969.00
\$390.00	\$0.00	\$0.00	\$650.00
\$190.00	\$0.00	\$0.00	\$605.00
\$719.00	\$407.50	\$850.50	\$1,258.00
\$205.00	\$640.00	\$195.00	\$3,445.00
\$675.00	\$100.00	\$275.00	\$375.00
\$605.00	\$2,190.00	\$570.00	\$4,300.00
\$134.92	\$345.00	\$55.46	\$500.46

120	397.5	255.5	1377
3	1	1	5
3	1	1	5
4	1	4	14
6	0	2	6

White House Library Monthly Report October 2020

Summary of Activities

The library director and other staff members worked a booth for the Chamber's Discover White House event. The library gave out all of its October schedules and had to print more. In addition, the balloon twister was so popular that the library paid for him to stay an extra hour. All in all, the event was very successful and we think it helped to increase the story time attendance the following Wednesday.

The library director attended one of the Southern Book Festival virtual session on October 7. The session showed how to make expressionism artwork using simple craft supplies.

The library director attended a webinar on COVID in relation to libraries. The session showed how different cleaning methods can damage books and how COVID will survive longer when it is in-between stacked books. After listening to the webinar, the staff decided to quarantine hard to clean items (board games, puzzles) for one week instead of 3 days.

The library director met with the city administrator and other city employees to discuss Christmas related programs. At this meeting, it was decided that we would not have our Christmas Open House. Instead, we will do a live virtual program in which we will have a tree lighting, a reading of the night before Christmas, some live music, and possibly a message from Santa. The virtual event will still be on the first Thursday in December.

The library director, library supervisor, and children's librarian handed out candy to daycares on October 27 and 28. The library also participated in the Trail of Treats event on October 29. The library gave out 300 small individual bags of candy. Once the bags were gone, the staff then gave out just loose candy to kids.

The library director and catalog librarian met with a Tech Logic representative on October 29. The two discussed different tech logic equipment they already have and what new equipment they now offer.

The library director reached out to Copper Creek Electrical to get a quote to add lights on the library patio in addition to the outlets. However, the quote has not been received because the director has had the company work on fixing the library's fire alarm, sump pump, and light fixture. Unfortunately, only the light has been fixed because the other two are more involved.

The library patio furniture was vandalized by some teens. The library director made a police report and will work on getting cameras installed that area in addition to lights in the hopes that this will not happen again.

Department Highlights

The highlights for the month were the success with the different programs the library participated in, such as Discover White House, Trail of Treats, and the Daycare trick or treating.

**White House Public Library
October 2020
Performance Measures**

Official Service Area Populations

2016	2017	2018	2019	2020
13,714	13,833	14,035	14,202	14,363

October Membership Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	84	459	11,675	85
2017	73	575	6,884	49
2018	92	270	8,133	57
2019	94	267	9,281	66
2020	81	295	6,983	48

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: 37,081

Estimated Value of Total Materials: \$927,025

Last Month: \$923,750

Total Materials Available Per Capita: 2.58

Last Month: 2.57

State Minimum Standard: 2.00

Materials Added in October

2016	2017	2018	2019	2020
265	501	263	480	233

Yearly Material Added

2016	2017	2018	2019	2020
3,674	3,602	3,123	3,004	2,779

Physical Items Checked Out in October

2016	2017	2018	2019	2020
5,583	5,737	6,360	5,499	5,001

Cumulative Physical Items Check Out

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	41,444

The checkouts for October are still down due putting in COVID restrictions on the number of items allowed out per person.

October

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	51	65	56	46	35
Study Rooms	76	67	106	86	17
Lego Table	185	146	52	165	0
Games and Puzzles	43	58	65	55	110
Seeds	4	10	0	10	10
Test Proctoring	1	1	2	7	1
Charging Station	0	5	6	6	7
STEAM Packs	*	*	46	36	0
Cake Pans	*	*	*	1	17
Notary Services	*	*	*	5	8
Library Visits	*	*	4,627	4,735	3,283
Website Usage	*	*	1,054	1,630	1,452
Reference Questions	10	7	3	11	8

Yearly Totals

2016	2017	2018	2019	2020
299	585	644	137	273
821	828	1,082	253	275
2,094	2,643	1,891	553	459
510	528	743	222	686
82	1,197	586	112	290
9	56	152	27	74
26	86	90	19	34
*	*	148	61	25
*	*	6	1	27
*	*	*	16	76
*	*	52,565	55,728	25,046
*	*	2,517	16,935	13,963
80	115	59	77	40

October

Library Use	2018	2019	2020
Library Volunteers	14	16	6
Volunteer Hours	115	149	91.5

Yearly Totals

18-19	19-20	20-21
82	36	9
809	1,286	340

We do not have as much work for our volunteers, so we have only been allowing so many to volunteer at a time.

Computer Users

October	2016	2017	2018	2019	2020
Wireless	812	1005	780	633	416
Adult Computers	389	365	412	385	163
Kids	151	199	148	171	11

Yearly Computer Users

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	3,001
4,640	4,413	4,642	1,103	1,762
2,136	2,209	2,088	556	419

**White House Public Library
October 2020
Performance Measures**

Universal Class October Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
0	1	28	29	4

Cumulative Counts

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	24	52	661	455
2019	9	16	194	105
2020	10	48	1,716	778

Programs

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	2	38	2	2	0
2020	3	80	0	1	2

Monthly

Oct Kids	Kids Sessions	Kids Attendance
2016	17	235
2017	17	359
2018	17	404
2019	13	334
2020	3	127

Yearly Totals

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
42	1,168

Grab & Go Kits

Kits Offered	Picked Up
9	265
Yearly	
24	534

In October, we offered face-to-face sidewalk story times for the younger kids and then grab and go kits for the older ones. We had to cancel a few of our sidewalk story times due to rain. So we put their crafts out as grab and go kits as well as a few that were left over from last month.

Monthly

Oct	Teen Events	Teens Present
2016	5	47
2017	7	59
2018	6	22
2019	7	33
2020	0	0

Yearly

Teen Events	Teens Present
69	187
47	481
82	432
18	432
13	81

Monthly

Oct.	Tween Events	Tweens Present
2019	4	27
2020	0	0
Yearly		
2019	10	150
2020	5	18

Oct. combined Programs

Teen & Tweens	Present
4	29
Yearly	
11	77

In October we held combined program for teens and tweens on the library patio. These were face-to-face programs that included writing, drawing and sewing.

Monthly

Oct Adults	Adult Sessions	Adult Attendance
2016	13	49
2017	13	35
2018	12	51
2019	8	47
2020	2	17

Yearly

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
39	191

Device Advices	Oct.	Yearly
2019	*	125
2020	3	46

I created a separate box for device advice appointments. I would normally count them with the regular adult programs, but I feel they should be separated to track what technology services we are offering to patrons.

Interlibrary Loan Services

October	2016	2017	2018	2019	2020
Borrowed	56	50	48	74	65
Loaned	4	31	17	35	23

Yearly Interlibrary Loan Services

2016	2017	2018	2019	2020
668	562	690	690	460
249	305	410	410	118

Oct. 2020 R.E.A.D.S.

Adults	Juvenile
1403	95

2020-2021 totals

Adults	Juvenile
6,217	340

19-20 Yearly Totals

Adult	Juvenile
23,138	1,430

18-19 Yearly Totals

Adult	Juvenile
21,899	1,189

17-18 Yearly Totals

Adult	Juvenile
15,773	725

The READS statistics come from the state.

CITY COURT REPORT

October 2020

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$5,325.88	
TOTAL MONIES COLLECTED YTD		\$15,710.93

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$1,349.45	
TOTAL MONIES COLLECTED YTD		\$6,658.02

TOTAL REVENUE FOR MONTH	\$6,675.33	
TOTAL REVENUE YTD		\$22,368.95

DISBURSEMENTS

LITIGATION TAX	\$509.45	
DOS/DOH FINES & FEES	\$185.25	
DOS TITLE & REGISTRATION	\$171.00	
RESTITUTION/REFUNDS	\$0.00	
ONLINE CC FEES	\$71.97	
CARD FEES	\$27.91	
WORTHLESS CHECKS	\$0.00	
TOTAL DISBURSEMENTS FOR MONTH	\$965.58	
TOTAL DISBURSEMENTS YTD		\$2,658.86

ADJUSTED REVENUE FOR MONTH	\$5,709.75	
TOTAL ADJUSTED REVENUE YTD		\$19,710.09

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	\$522.97	
DRUG FUND DONATIONS YTD		\$1,294.36

Offenses Convicted & Paid For Month	Count	Paid
Improper Equipment	1	\$10.00
Financial Responsibility Law	21	\$979.54
Registration Law	14	\$960.29
Codes Violations	1	\$55.00
Child Restraint		
Improper Passing		
DL Exhibited	1	\$102.50
Red Light	6	\$519.01
Open Container		
Stop Sign	1	\$117.50
Speeding	24	\$2,366.57
Seat Belt	1	\$30.00
Failure To Yield		
Exercise Due Care		
Texting/Hands Free Law	1	\$46.00
Total	71	\$5,186.41

RESOLUTIONS....



City of White House

Parks, Recreation & Cultural Arts

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

Kevin Whittaker
Director

Andrew Woodfin
Assistant Director

Linda Brooks
Office Administrator

Dustin Beck
Park Maintenance Supervisor

MEMORANDUM

Date: October 20, 2020

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

From: Kevin Whittaker, Director of Parks and Recreation

Re: Hillcrest Cemetery Internment Fees

On Tuesday, October 13th, the Cemetery Board met for their regularly scheduled meeting. During the meeting, they voted to waive the refund process that was in place for customers that placed markers after one year and established a new opening and closing of \$800.00 for future casket internments at Hillcrest Cemetery. This puts our rates in line with the other cemetery in town and ends a process that was becoming more trouble than it was worth. I am requesting that the Board of Mayor and Aldermen approve the waiving of the refund process and new rate that is being recommended by the Hillcrest Cemetery Board.

Thank You

RESOLUTION 20-26

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE SCHEDULE OF FEES FOR HILLCREST MUNICIPAL CEMETERY.

WHEREAS, pursuant to Municipal Code 2, Chapter 3 Cemetery Board of Trustees, the Board of Mayor and Aldermen established by resolution a schedule of fees for the Hillcrest Cemetery; and

WHEREAS, at the recommendation of the Cemetery Board of Trustees, the Board of Mayor and Aldermen desires to amend the schedule of fees for the Hillcrest Municipal Cemetery; and

WHEREAS, this resolution replaces any previously approved fees for Hillcrest Municipal Cemetery;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen that the schedule of fees for the Hillcrest Municipal Cemetery is amended as indicated below:

Sale of Lots	\$750
Openings and Closings of Grave	\$850 (\$650 if a marker is already installed) <u>\$800</u>
Refundable Marker Deposit	\$200
Placement of Cremains	\$300
Move Out of Hillcrest	\$500
Move Within Hillcrest	\$1,000
Monument Foundation Fee	\$0.25 / square inch
Cost to Scatter Cremains	\$25
Two Cremation Limit - Columbarium	\$750 (to include opening, closing, and engraving one time)
Additional Opening and Closing of Columbarium	\$150

Adopted this 19th day of November 2020.

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCES....

ORDINANCE 20-24

AN ORDINANCE TO AMEND THE ZONING MAP FROM ROBERTSON COUNTY C-2, GENERAL COMMERCIAL TO I-1 LIGHT INDUSTRIAL, FOR PROPERTY LOCATED AT 3035 UNION ROAD

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

WHEREAS, the City's Comprehensive Land Use plan designates the general area as the 76 West Corridor; and,

WHEREAS, The City of White House Regional Planning Commission on September 14, 2020 reviewed and discussed this proposed zoning map amendment voted unanimously to approve recommendation request to the Board of Mayor and Aldermen and,

NOW, THEREFORE, BE IT ORDANIED 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 C-2, General Commercial to I-1, Light Industrial for the properties attached as "EXHIBIT A" and described as follows:

PROPERTY TAX MAP 106 PARCEL 120.00- 6.1 ACRES AS SHOWN IN THE RECORDS OF THE ASSESSOR OF PROPERTY OF ROBERTSON COUNTY, TENNESSEE.

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 15, 2020 PASSED

Second Reading: November 19, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 20-24
"EXHIBIT A"



ORDINANCE 20-25

AN ORDINANCE ADOPTED FOR THE PURPOSE TO REPLACE IN ENTIRETY THE CITY OF WHITE HOUSE, TENNESSEE MUNICIPAL CODE TITLE 18, CHAPTER 5, FLOODWAY AND FLOOD FRINGE PROPERTY PROVISIONS TO REGULATE DEVELOPMENT WITHIN THE CORPORATE LIMITS OF WHITE HOUSE, TENNESSEE, TO MINIMIZE DANGER TO LIFE AND PROPERTY DUE TO FLOODING, AND TO MAINTAIN ELIGIBILITY FOR PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM.

CHAPTER 5

FLOODWAY AND FLOOD FRINGE PROPERTY PROVISIONS

SECTION

- 18-501. Statutory authorization, findings of fact, purpose and objectives of flood plan.
- 18-502. Definitions
- 18-503. General provisions
- 18-504. Administration
- 18-505. Provisions for flood hazard reduction.
- 18-506. Variance procedures
- 18-507. Legal status provisions

18-501. Statutory authorization, findings of fact, purpose and objectives of flood plan.

- (1) Statutory Authorization. The Legislature of the State of Tennessee has in Sections 13-7-201 through 13-7-210, Tennessee Code Annotated delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, the City of White House, Tennessee, Mayor and the White House Board of Aldermen, do ordain as follows:
- (2) Findings of Fact (a) The City of White House, Tennessee, Mayor and its Board of Aldermen wishes to maintain eligibility in the National Flood Insurance Program (NFIP) and in order to do so must meet the NFIP regulations found in Title 44 of the Code of Federal Regulations (CFR), Ch. 1, Section 60.3.
(b) Areas of the City of White House, Tennessee are subject to periodic inundation which could result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.
(c) Flood losses are caused by the cumulative effect of obstructions in floodplains, causing increases in flood heights and velocities; by uses in flood hazard areas which are vulnerable to floods; or construction which is inadequately elevated, floodproofed, or otherwise unprotected from flood damages.
- (3) Statement of Purpose. It is the purpose of this Ordinance to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas. This Ordinance is designed to:
 - (a) Restrict or prohibit uses which are vulnerable to flooding or erosion hazards, or which result in damaging increases in erosion, flood heights, or velocities;
 - (b) Require that uses vulnerable to floods, including community facilities, be protected against flood damage at the time of initial construction;
 - (c) Control the alteration of natural floodplains, stream channels, and natural protective barriers which are involved in the accommodation of floodwaters;
 - (d) Control filling, grading, dredging and other development which may increase flood damage or erosion;

- (e) Prevent or regulate the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards to other lands.

(4) **Objectives** The objectives of this chapter are:

- (a) To protect human life, health, safety and property;
- (b) To minimize expenditure of public funds for costly flood control projects;
- (c) To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (d) To minimize prolonged business interruptions;
- (e) To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodprone areas;
- (f) To help maintain a stable tax base by providing for the sound use and development of floodprone areas to minimize blight in flood areas;
- (g) To ensure that potential homebuyers are notified that property is in a floodprone area;
- (h) To maintain eligibility for participation in the NFIP.

18-502. Definitions

Unless specifically defined below, words or phrases used in this chapter shall be interpreted as to give them the meaning they have in common usage and to give this Ordinance its most reasonable application given its stated purpose and objectives.

- (1) "Accessory Structure" means a subordinate structure to the principal structure on the same lot and, for the purpose of this Ordinance, shall conform to the following:
 - (a) Accessory structures shall only be used for parking of vehicles and storage.
 - (b) Accessory structures shall be designed to have low flood damage potential.
 - (c) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters.
 - (d) Accessory structures shall be firmly anchored to prevent flotation, collapse, and lateral movement, which otherwise may result in damage to other structures.
 - (e) Utilities and service facilities such as electrical and heating equipment shall be elevated or otherwise protected from intrusion of floodwaters.
- (2) "Addition (to an existing building)" means any walled and roofed expansion to the perimeter or height of a building.
- (3) "Appeal" means a request for a review of the local enforcement officer's interpretation of any provision of this Ordinance or a request for a variance.
- (4) "Area of Shallow Flooding" means a designated AO or AH Zone on a community's Flood Insurance Rate Map (FIRM) with one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate; and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.
- (5) "Area of Special Flood-related Erosion Hazard" is the land within a community which is most likely to be subject to severe flood-related erosion losses. The area may be designated as Zone E on the Flood Hazard Boundary Map (FHBM). After the detailed evaluation of the special flood-related erosion hazard area in preparation for publication of the FIRM, Zone E may be further refined.
- (6) "Area of Special Flood Hazard" see "Special Flood Hazard Area".
- (7) "Base Flood" means the flood having a one percent chance of being equaled or exceeded in any given year. This term is also referred to as the 100-year flood or the one (1)-percent annual chance flood.
- (8) "Basement" means any portion of a building having its floor subgrade (below ground level) on all sides.
- (9) "Building" see "Structure".
- (10) "Development" means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavating, drilling operations, or storage of equipment or materials.

- (11) "Elevated Building" means a non-basement building built to have the lowest floor of the lowest enclosed area elevated above the ground level by means of solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of floodwater, pilings, columns, piers, or shear walls adequately anchored so as not to impair the structural integrity of the building during a base flood event.
- (12) "Emergency Flood Insurance Program" or "Emergency Program" means the program as implemented on an emergency basis in accordance with Section 1336 of the Act. It is intended as a program to provide a first layer amount of insurance on all insurable structures before the effective date of the initial FIRM.
- (13) "Erosion" means the process of the gradual wearing away of land masses. This peril is not "per se" covered under the Program.
- (14) "Exception" means a waiver from the provisions of this Ordinance which relieves the applicant from the requirements of a rule, regulation, order or other determination made or issued pursuant to this Ordinance.
- (15) "Existing Construction" means any structure for which the "start of construction" commenced before the effective date of the initial floodplain management code or ordinance adopted by the community as a basis for that community's participation in the NFIP.
- (16) "Existing Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, final site grading or the pouring of concrete pads) is completed before the effective date of the first floodplain management code or ordinance adopted by the community as a basis for that community's participation in the NFIP.
- (17) "Existing Structures" see "Existing Construction".
- (18) "Expansion to an Existing Manufactured Home Park or Subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).
- (19) "Flood" or "Flooding"
- (a) A general and temporary condition of partial or complete inundation of normally dry land areas from:
 - 1. The overflow of inland or tidal waters.
 - 2. The unusual and rapid accumulation or runoff of surface waters from any source.
 - 3. Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (a)(2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
 - (b) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a)(1) of this definition.
- (20) "Flood Elevation Determination" means a determination by the Federal Emergency Management Agency (FEMA) of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.
- (21) "Flood Elevation Study" means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) or flood-related erosion hazards.
- (22) "Flood Hazard Boundary Map (FHBM)" means an official map of a community, issued by FEMA, where the boundaries of areas of special flood hazard have been designated as Zone A.
- (23) "Flood Insurance Rate Map (FIRM)" means an official map of a community, issued by FEMA, delineating the areas of special flood hazard or the risk premium zones applicable to the community.
- (24) "Flood Insurance Study" is the official report provided by FEMA, evaluating flood hazards and containing flood profiles and water surface elevation of the base flood.
- (25) "Floodplain" or "Floodprone Area" means any land area susceptible to being inundated by water from any source (see definition of "flooding").

- (26) "Floodplain Management" means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.
- (27) "Flood Protection System" means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to a "special flood hazard" and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.
- (28) "Floodproofing" means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities and structures and their contents.
- (29) "Flood-related Erosion" means the collapse or subsidence of land along the shore of a lake or other body of water as a result of undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood, or by some similarly unusual and unforeseeable event which results in flooding.
- (30) "Flood-related Erosion Area" or "Flood-related Erosion Prone Area" means a land area adjoining the shore of a lake or other body of water, which due to the composition of the shoreline or bank and high water levels or wind-driven currents, is likely to suffer flood-related erosion damage.
- (31) "Flood-related Erosion Area Management" means the operation of an overall program of corrective and preventive measures for reducing flood-related erosion damage, including but not limited to emergency preparedness plans, flood-related erosion control works and floodplain management regulations.
- (32) "Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.
- (33) "Freeboard" means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge or culvert openings, and the hydrological effect of urbanization of the watershed.
- (34) "Functionally Dependent Use" means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.
- (35) "Highest Adjacent Grade" means the highest natural elevation of the ground surface, prior to construction, adjacent to the proposed walls of a structure.
- (36) "Historic Structure" means any structure that is:
- (a) Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
 - (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
 - (c) Individually listed on the Tennessee inventory of historic places and determined as eligible by states with historic preservation programs which have been approved by the Secretary of the Interior; or
 - (d) Individually listed on the City of White House, Tennessee inventory of historic places and determined as eligible by communities with historic preservation programs that have been certified either:
 1. By the approved Tennessee program as determined by the Secretary of the Interior or
 2. Directly by the Secretary of the Interior.
- (37) "Levee" means a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control or divert the flow of water so as to provide protection from temporary flooding.

- (38) "Levee System" means a flood protection system which consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.
- (39) "Lowest Floor" means the lowest floor of the lowest enclosed area, including a basement. An unfinished or flood resistant enclosure used solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this Ordinance.
- (40) "Manufactured Home" means a structure, transportable in one or more sections, which is built on a permanent chassis and designed for use with or without a permanent foundation when attached to the required utilities. The term "Manufactured Home" does not include a "Recreational Vehicle".
- (41) "Manufactured Home Park or Subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.
- (42) "Map" means the Flood Hazard Boundary Map (FHBM) or the Flood Insurance Rate Map (FIRM) for a community issued by FEMA.
- (43) "Mean Sea Level" means the average height of the sea for all stages of the tide. It is used as a reference for establishing various elevations within the floodplain. For the purposes of this Ordinance, the term is synonymous with the National Geodetic Vertical Datum (NGVD) of 1929, the North American Vertical Datum (NAVD) of 1988, or other datum, to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.
- (44) "National Geodetic Vertical Datum (NGVD)" means, as corrected in 1929, a vertical control used as a reference for establishing varying elevations within the floodplain.
- (45) "New Construction" means any structure for which the "start of construction" commenced on or after the effective date of the initial floodplain management Ordinance and includes any subsequent improvements to such structure.
- (46) "New Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of this ordinance or the effective date of the initial floodplain management ordinance and includes any subsequent improvements to such structure.
- (47) "North American Vertical Datum (NAVD)" means, as corrected in 1988, a vertical control used as a reference for establishing varying elevations within the floodplain.
- (48) "100-year Flood" see "Base Flood".
- (49) "Person" includes any individual or group of individuals, corporation, partnership, association, or any other entity, including State and local governments and agencies.
- (50) "Reasonably Safe from Flooding" means base flood waters will not inundate the land or damage structures to be removed from the Special Flood Hazard Area and that any subsurface waters related to the base flood will not damage existing or proposed structures.
- (51) "Recreational Vehicle" means a vehicle which is:
- (a) Built on a single chassis;
 - (b) 400 square feet or less when measured at the largest horizontal projection;
 - (c) Designed to be self-propelled or permanently towable by a light duty truck;
 - (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.
- (52) "Regulatory Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.
- (53) "Regulatory Flood Protection Elevation" means the "Base Flood Elevation" plus the "Freeboard". In "Special Flood Hazard Areas" where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus 1 foot. In "Special Flood Hazard Areas" where no BFE has been established, this elevation shall be at least three (3) feet above the highest adjacent grade.
- (54) "Riverine" means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

- (55) "Special Flood Hazard Area" is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A on the FHBM. After detailed ratemaking has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AO, AH, A1-30, AE or A99.
- (56) "Special Hazard Area" means an area having special flood, mudslide (i.e., mudflow) and/or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-30, AE, A99, or AH.
- (57) "Start of Construction" includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure (including a manufactured home) on a site, such as the pouring of slabs or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; and includes the placement of a manufactured home on a foundation. Permanent construction does not include initial land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds, not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.
- (58) "State Coordinating Agency" the Tennessee Emergency Management Agency, State NFIP Office, as designated by the Governor of the State of Tennessee at the request of FEMA to assist in the implementation of the NFIP for the State.
- (59) "Structure" for purposes of this Ordinance, means a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.
- (60) "Substantial Damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed fifty percent (50%) of the market value of the structure before the damage occurred.
- (61) "Substantial Improvement" means any reconstruction, rehabilitation, addition, alteration or other improvement of a structure in which the cost equals or exceeds fifty percent (50%) of the market value of the structure before the "start of construction" of the initial improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The market value of the structure should be (1) the appraised value of the structure prior to the start of the initial improvement, or (2) in the case of substantial damage, the value of the structure prior to the damage occurring.
- The term does not, however, include either: (1) Any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been pre-identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions and not solely triggered by an improvement or repair project or; (2) Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure".
- (62) "Substantially Improved Existing Manufactured Home Parks or Subdivisions" is where the repair, reconstruction, rehabilitation or improvement of the streets, utilities and pads equals or exceeds fifty percent (50%) of the value of the streets, utilities and pads before the repair, reconstruction or improvement commenced.
- (63) "Variance" is a grant of relief from the requirements of this Ordinance.
- (64) "Violation" means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certification, or other evidence of compliance required in this Ordinance is presumed to be in violation until such time as that documentation is provided.
- (65) "Water Surface Elevation" means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929, the North American Vertical Datum (NAVD) of 1988, or other datum, where specified, of floods of various magnitudes and frequencies in the floodplains of riverine areas.

18-503. General provisions flood plan. (1) Application. This chapter shall apply to all areas within the incorporated area of the City of White House, Tennessee.

- (2) Basis for Establishing the Areas of Special Flood Hazard. The Areas of Special Flood Hazard identified on the City of White House, Tennessee, as identified by FEMA, and in the Robertson County, Tennessee and Incorporated Areas Flood Insurance Study (FIS) dated February 26, 2021 and Flood Insurance Rate Map (FIRM), Community Panel Numbers 47147C405C, 47147C410C, and 47147C415C dated April 16, 2008 and the Sumner County, Tennessee and Incorporated Areas Flood Insurance Study (FIS) dated February 26, 2021 and Flood Insurance Rate Map (FIRM), Community Panel Numbers 47165C0257G, 47165C0259G, 47165C0260G, 47165C0262G, 47165C0267G, and 47165C0280G dated April 17, 2012 and 47165C0270H dated February 26, 2021, along with all supporting technical data, are adopted by reference and declared to be a part of this Ordinance.
- (3) Requirement for Development Permit. A development permit shall be required in conformity with this Ordinance prior to the commencement of any development activities.
- (4) Compliance. No land, structure or use shall hereafter be located, extended, converted or structurally altered without full compliance with the terms of this Ordinance and other applicable regulations.
- (5) Abrogation and Greater Restrictions. This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants or deed restrictions. However, where this Ordinance conflicts or overlaps with another regulatory instrument, whichever imposes the more stringent restrictions shall prevail.
- (6) Interpretation In the interpretation and application of this Ordinance, all provisions shall be:
 - (a) Considered as minimum requirements;
 - (b) Liberally construed in favor of the governing body and;
 - (c) Deemed neither to limit nor repeal any other powers granted under Tennessee statutes.
- (7) Warning and Disclaimer of Liability. The degree of flood protection required by this Ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This Ordinance does not imply that land outside the Areas of Special Flood Hazard or uses permitted within such areas will be free from flooding or flood damages. This Ordinance shall not create liability on the part of the City of White House, Tennessee or by any officer or employee thereof for any flood damages that result from reliance on this Ordinance or any administrative decision lawfully made hereunder.
- (8) Penalties for Violation. Violation of the provisions of this Ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance shall constitute a misdemeanor punishable as other misdemeanors as provided by law. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon adjudication therefore, be fined as prescribed by Tennessee statutes, and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the City of White House, Tennessee from taking such other lawful actions to prevent or remedy any violation.

18-504. Administration flood plan. (1) Designation of Ordinance Administrator. The Planning and Codes Director is hereby appointed as the Administrator to implement the provisions of this Ordinance.

- (2) Permit Procedures Application for a development permit shall be made to the Administrator on forms furnished by the community prior to any development activities. The development permit may include, but is not limited to the following: plans in duplicate drawn to scale and showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, earthen fill placement, storage of materials or equipment, and drainage facilities. Specifically, the following information is required:
 - (a) Application stage:
 - 1. Elevation in relation to mean sea level of the proposed lowest floor, including basement, of all buildings where Base Flood Elevations are available, or to certain height above the highest adjacent grade when applicable under this Ordinance.

2. Elevation in relation to mean sea level to which any non-residential building will be floodproofed where Base Flood Elevations are available, or to certain height above the highest adjacent grade when applicable under this Ordinance.
3. A FEMA Floodproofing Certificate from a Tennessee registered professional engineer or architect that the proposed non-residential floodproofed building will meet the floodproofing criteria in Section 18-505, Sections (1) and (2).
4. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
5. A final Finished Construction Elevation Certificate (FEMA Form 086-0-33) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities.
6. In order to determine if improvements or damage meet the Substantial Improvement or Substantial Damage criteria, the applicant shall provide to the Floodplain Administrator a detailed cost to repair all damages and/or cost of improvements which includes the complete costs associated with all types of work necessary to completely repair or improve a building. These include the costs of all materials, labor, and other items necessary to perform the proposed work. These must be in the form of:
 - a. An itemized costs of materials, and labor, or estimates of materials and labor that are prepared by licensed contractors or professional construction cost estimators
 - b. Building valuation tables published by building code organizations and cost-estimating manuals and tools available from professional building cost-estimating services.
 - c. A qualified estimate of costs that is prepared by the local official using professional judgement and knowledge of local and regional construction costs.
 - d. A detailed cost estimate provided and prepared by the building owner. This must include as much supporting documentation as possible (such as pricing information from lumber companies, plumbing and electrical suppliers, etc). In addition, the estimate must include the value of labor, including the value of the owner's labor.

- (b) Construction Stage. Within AE Zones, where Base Flood Elevation data is available, any lowest floor certification made relative to mean sea level shall be prepared by or under the direct supervision of, a Tennessee registered land surveyor and certified by same. The Administrator shall record the elevation of the lowest floor on the development permit. When floodproofing is utilized for a non-residential building, said certification shall be prepared by, or under the direct supervision of, a Tennessee registered professional engineer or architect and certified by same.

Within approximate A Zones, where Base Flood Elevation data is not available, the elevation of the lowest floor shall be determined as the measurement of the lowest floor of the building relative to the highest adjacent grade. The Administrator shall record the elevation of the lowest floor on the development permit. When floodproofing is utilized for a non-residential building, said certification shall be prepared by, or under the direct supervision of, a Tennessee registered professional engineer or architect and certified by same.

For all new construction and substantial improvements, the permit holder shall provide to the Administrator an as-built certification of the lowest floor elevation or floodproofing level upon the completion of the lowest floor or floodproofing.

Any work undertaken prior to submission of the certification shall be at the permit holder's risk. The Administrator shall review the above-referenced certification data. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being allowed to proceed. Failure to submit the certification or failure to make said corrections required hereby, shall be cause to issue a stop-work order for the project.

- (c) Finished Construction Stage. For all new construction and substantial improvements, the permit holder shall provide to the Administrator a final Finished Construction Elevation Certificate (FEMA Form 086-0-33). A final Finished Construction Elevation Certificate is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Administrator will keep the certificate on file in perpetuity.
- (3) Duties and Responsibilities of the Administrator. Duties of the Administrator shall include, but not be limited to, the following:
- (a) Review all development permits to assure that the permit requirements of this Ordinance have been satisfied, and that proposed building sites will be reasonably safe from flooding.
 - (b) Review proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
 - (c) Notify adjacent communities and the Tennessee Emergency Management Agency, State NFIP Office, prior to any alteration or relocation of a watercourse and submit evidence of such notification to FEMA.
 - (d) For any altered or relocated watercourse, submit engineering data/analysis within six (6) months to FEMA to ensure accuracy of community FIRM's through the Letter of Map Revision process.
 - (e) Assure that the flood carrying capacity within an altered or relocated portion of any watercourse is maintained.
 - (f) Record the elevation, in relation to mean sea level or the highest adjacent grade, where applicable, of the lowest floor (including basement) of all new and substantially improved buildings, in accordance with Section 18-504, Section (2).
 - (g) Record the actual elevation, in relation to mean sea level or the highest adjacent grade, where applicable to which the new and substantially improved buildings have been floodproofed, in accordance with Section 18-504, Section (2).
 - (h) When floodproofing is utilized for a nonresidential structure, obtain certification of design criteria from a Tennessee registered professional engineer or architect, in accordance with Section 18-504, Section (2).
 - (i) Where interpretation is needed as to the exact location of boundaries of the Areas of Special Flood Hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. Any person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this Ordinance.
 - (j) When Base Flood Elevation data and floodway data have not been provided by FEMA, obtain, review, and reasonably utilize any Base Flood Elevation and floodway data available from a Federal, State, or other sources, including data developed as a result of these regulations, as criteria for requiring that new construction, substantial improvements, or other development in Zone A on the City of White House, Tennessee FIRM meet the requirements of this Chapter.
 - (k) Maintain all records pertaining to the provisions of this Ordinance in the office of the Administrator and shall be open for public inspection. Permits issued under the provisions of this Ordinance shall be maintained in a separate file or marked for expedited retrieval within combined files.
 - (l) A final Finished Construction Elevation Certificate (FEMA Form 086-0-33) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. The Finished Construction

Elevation Certificate certifier shall provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" x 3". Digital photographs are acceptable.

18-505. Provisions for flood hazard reduction

- (1) General Standards. In all areas of special flood hazard, the following provisions are required:
- (a) New construction and substantial improvements shall be anchored to prevent flotation, collapse and lateral movement of the structure;
 - (b) Manufactured homes shall be installed using methods and practices that minimize flood damage. They must be elevated and anchored to prevent flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State of Tennessee and local anchoring requirements for resisting wind forces;
 - (c) New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage;
 - (d) New construction and substantial improvements shall be constructed by methods and practices that minimize flood damage;
 - (e) All electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
 - (f) New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;
 - (g) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters;
 - (h) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding;
 - (i) Any alteration, repair, reconstruction or improvements to a building that is in compliance with the provisions of this Ordinance, shall meet the requirements of "new construction" as contained in this Ordinance;
 - (j) Any alteration, repair, reconstruction or improvements to a building that is not in compliance with the provision of this Ordinance, shall be undertaken only if said non-conformity is not further extended or replaced;
 - (k) All new construction and substantial improvement proposals shall provide copies of all necessary Federal and State permits, including Section 404 of the Federal Water Pollution Control Act amendments of 1972, 33 U.S.C. 1334;
 - (l) All subdivision proposals and other proposed new development proposals shall meet the standards of Section 18-504, Section (2);
 - (m) When proposed new construction and substantial improvements are partially located in an area of special flood hazard, the entire structure shall meet the standards for new construction;
 - (n) When proposed new construction and substantial improvements are located in multiple flood hazard risk zones or in a flood hazard risk zone with multiple Base Flood Elevations, the entire structure shall meet the standards for the most hazardous flood hazard risk zone and the highest Base Flood Elevation.

(2) Specific Standards. In all Areas of Special Flood Hazard, the following provisions, in addition to those set forth in Section 18-505, (1), are required:

- (a) Residential Structures. In AE Zones where Base Flood Elevation data is available, new construction and substantial improvement of any residential building (or manufactured home) shall have the lowest floor, including basement, elevated to no lower than one (1) foot above the Base Flood Elevation. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures".

Within approximate A Zones where Base Flood Elevations have not been established and where alternative data is not available, the administrator shall require the lowest floor of a building to be elevated to a level of at least three (3) feet above the highest adjacent grade (as defined in Section 18-502). Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures"

- (b) Non-Residential Structures. In AE Zones, where Base Flood Elevation data is available, new construction and substantial improvement of any commercial, industrial, or non-residential building, shall have the lowest floor, including basement, elevated or floodproofed to no lower than one (1) foot above the level of the Base Flood Elevation. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures"

In approximate A Zones, where Base Flood Elevations have not been established and where alternative data is not available, new construction and substantial improvement of any commercial, industrial, or non-residential building, shall have the lowest floor, including basement, elevated or floodproofed to no lower than three (3) feet above the highest adjacent grade (as defined in Section 18-502). Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures"

Non-Residential buildings located in all A Zones may be floodproofed, in lieu of being elevated, provided that all areas of the building below the required elevation are watertight, with walls substantially impermeable to the passage of water, and are built with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. A Tennessee registered professional engineer or architect shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions above, and shall provide such certification to the Administrator as set forth in Section 18-504, Section (2).

- (c) Enclosures. All new construction and substantial improvements that include fully enclosed areas formed by foundation and other exterior walls below the lowest floor that are subject to flooding, shall be designed to preclude finished living space and designed to allow for the entry and exit of flood waters to automatically equalize hydrostatic flood forces on exterior walls.

- 1. Designs for complying with this requirement must either be certified by a Tennessee professional engineer or architect or meet or exceed the following minimum criteria.

- a. Provide a minimum of two openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding;
 - b. The bottom of all openings shall be no higher than one (1) foot above the finished grade;
 - c. Openings may be equipped with screens, louvers, valves or other coverings or devices provided they permit the automatic flow of floodwaters in both directions.

- 2. The enclosed area shall be the minimum necessary to allow for parking of vehicles, storage or building access.

- 3. The interior portion of such enclosed area shall not be finished or partitioned into separate rooms in such a way as to impede the movement of floodwaters and all such partitions shall comply with the provisions of Section 18-504, Section (2).

(d) Standards for Manufactured Homes and Recreational Vehicles.

1. All manufactured homes placed, or substantially improved, on: (1) individual lots or parcels, (2) in expansions to existing manufactured home parks or subdivisions, or (3) in new or substantially improved manufactured home parks or subdivisions, must meet all the requirements of new construction.
2. All manufactured homes placed or substantially improved in an existing manufactured home park or subdivision must be elevated so that either:
 - a. In AE Zones, with Base Flood Elevations, the lowest floor of the manufactured home is elevated on a permanent foundation to no lower than one (1) foot above the level of the Base Flood Elevation or
 - b. In approximate A Zones, without Base Flood Elevations, the manufactured home chassis is elevated and supported by reinforced piers (or other foundation elements of at least equivalent strength) that are at least three (3) feet in height above the highest adjacent grade (as defined in Section 18-502).
3. Any manufactured home, which has incurred "substantial damage" as the result of a flood, must meet the standards of Section 18-505 (1) and (2).
4. All manufactured homes must be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.
5. All recreational vehicles placed in an identified Special Flood Hazard Area must either:
 - a. Be on the site for fewer than 180 consecutive days;
 - b. Be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is licensed, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached structures or additions), or;
 - c. The recreational vehicle must meet all the requirements for new construction.

(e) Standards for Subdivisions and Other Proposed New Development Proposals. Subdivisions and other proposed new developments, including manufactured home parks, shall be reviewed to determine whether such proposals will be reasonably safe from flooding.

1. All subdivision and other proposed new development proposals shall be consistent with the need to minimize flood damage.
2. All subdivision and other proposed new development proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.
3. All subdivision and other proposed new development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
4. In all approximate A Zones require that all new subdivision proposals and other proposed developments (including proposals for manufactured home parks and subdivisions) greater than 50 lots or 5 acres, whichever is the lesser, include within such proposals Base Flood Elevation data (See Section 18-505 (5)).

(3) Standards for Special Flood Hazard Areas with Established Base Flood Elevations and With Floodways Designated. Located within the Special Flood Hazard Areas established in Section 18-503, (2) are areas designated as floodways. A floodway may be an extremely hazardous area due to the velocity of floodwaters, debris or erosion potential. In addition, the area must remain free of encroachment in order to allow for the discharge of the base flood without increased flood heights and velocities. Therefore, the following provisions shall apply:

- (a) Encroachments are prohibited, including fill, new construction, substantial improvements or other development within the adopted regulatory floodway. Development may be permitted however, provided it is demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the encroachment shall not result in any increase in flood levels or floodway widths during a base flood discharge. A registered professional engineer must provide supporting technical data and certification thereof;

- (b) A community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the applicant first applies for a conditional letter of map revision (CLOMR) and floodway revision, fulfills the requirements for such revisions as established under the provisions of § 65.12, and receives the approval of FEMA;
 - (c) ONLY if Section 18-505, (3), provisions (1) through (2) are satisfied, then any new construction or substantial improvement shall comply with all other applicable flood hazard reduction provisions of Section 18-505, (1) and (2).
- (4) Standards for Areas of Special Flood Hazard Zones AE with Established Base Flood Elevations but Without Floodways Designated. Located within the Special Flood Hazard Areas established in Section 18-503, (2), where streams exist with base flood data provided but where no floodways have been designated (Zones AE), the following provisions apply:
- (a) Require until a regulatory floodway is designated, that no new construction, substantial , or other development, including fill shall be permitted within Zone AE on the community's FIRM, unless it is demonstrated through hydrologic and hydraulic analyses performed that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the community.
 - (b) A community may permit encroachments within within Zones AE on the community's FIRM, that would result in an increase in the water surface elevation of the base flood, provided that the applicant first applies for a conditional letter of map revision (CLOMR) and floodway revision, fulfills the requirements for such revisions as established under the provisions of § 65.12, and receives the approval of FEMA;
 - (c) ONLY if Section 18-505, (4), provisions (a) through (b) are satisfied, then any new construction or substantial improvement shall comply with all other applicable flood hazard reduction provisions of Section 18-505 (1) and (2).
- (5) Standards for Streams without Established Base Flood Elevations and Floodways (A Zones). Located within the Special Flood Hazard Areas established in Section 18-505, (2), where streams exist, but no base flood data has been provided and where a Floodway has not been delineated, the following provisions shall apply:
- (a) The Administrator shall obtain, review, and reasonably utilize any Base Flood Elevation and floodway data available from any Federal, State, or other sources, including data developed as a result of these regulations (see 2 below), as criteria for requiring that new construction, substantial improvements, or other development in approximate A Zones meet the requirements of Section 18-505, (1) and (2).
 - (b) Require that all new subdivision proposals and other proposed developments (including proposals for manufactured home parks and subdivisions) greater than 50 lots or 5 acres, whichever is the lesser, include within such proposals Base Flood Elevation data.
 - (c) Within approximate A Zones, where Base Flood Elevations have not been established and where such data is not available from other sources, require the lowest floor of a building to be elevated or floodproofed to a level of at least three (3) feet above the highest adjacent grade (as defined in Section 18-502). All applicable data including elevations or floodproofing certifications shall be recorded as set forth in Section 18-504, (2). Openings sufficient to facilitate automatic equalization of hydrostatic flood forces on exterior walls shall be provided in accordance with the standards of Section 18-505, (2).
 - (d) Within approximate A Zones, where Base Flood Elevations have not been established and where such data is not available from other sources, no encroachments, including structures or fill material, shall be located within an area equal to the width of the stream or twenty feet (20), whichever is greater, measured from the top of the stream bank, unless certification by a Tennessee registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the City of

White House, Tennessee. The engineering certification should be supported by technical data that conforms to standard hydraulic engineering principles.

- (e) New construction and substantial improvements of buildings, where permitted, shall comply with all applicable flood hazard reduction provisions of Section 18-505, (1) and (2). Within approximate A Zones, require that those subsections of Section 18-505, (2) dealing with the alteration or relocation of a watercourse, assuring watercourse carrying capacities are maintained and manufactured homes provisions are complied with as required.
- (6) Standards For Areas of Shallow Flooding (Zone AO). Located within the Special Flood Hazard Areas established in Section 18-503, (2), are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Section 18-505, (1) and (2), all new construction and substantial improvements shall meet the following requirements:
- (a) The lowest floor (including basement) shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of one (1) foot above the highest adjacent grade; or at least three (3) feet above the highest adjacent grade, if no depth number is specified.
 - (b) Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Section 18-505, (6), (a) so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Section 18-504, (2), (a), (3), and Section 18-505, (2), (b).
 - (c) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.
- (7) Standards For Areas of Shallow Flooding (Zone AH). Located within the Special Flood Hazard Areas established in Section 18-503, (2), are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses are shown in this zone. In addition to meeting the requirements of Section 18-505, (1) and (2), all new construction and substantial improvements shall meet the following requirements:
- (a) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.
- (8) Standards For Areas Protected by Flood Protection System (A-99 Zones). Located within the Areas of Special Flood Hazard established in Section 18-503, (2), are areas of the 100-year floodplain protected by a flood protection system but where Base Flood Elevations have not been determined. Within these areas (A-99 Zones) all provisions of Section 18-504 and 18-505 shall apply.
- (9) Standards for Unmapped Streams. Located within the City of White House, Tennessee, are unmapped streams where areas of special flood hazard are neither indicated nor identified. Adjacent to such streams, the following provisions shall apply:
- (a) No encroachments including fill material or other development including structures shall be located within an area of at least equal to twice the width of the stream, measured from the top of each stream bank, unless certification by a Tennessee registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the locality.
 - (b) When a new flood hazard risk zone, and Base Flood Elevation and floodway data is available, new construction and substantial improvements shall meet the standards established in accordance with Sections 18-504 and 18-505.

18-506. Variance Procedures

(1) Municipal Board of Zoning Appeals

- (a) Authority. The City of White House, Tennessee Municipal Board of Zoning Appeals shall hear and decide appeals and requests for variances from the requirements of this chapter.
- (b) Procedure. Meetings of the Municipal Board of Zoning Appeals shall be held at such times, as the Board shall determine. All meetings of the Municipal Board of Zoning Appeals shall be open to the public. The Municipal Board of Zoning Appeals shall adopt rules of procedure and shall keep records of applications and actions thereof, which shall be a public record. Compensation of the members of the Municipal Board of Zoning Appeals shall be set by the Board of Aldermen.
- (c) Appeals: How Taken. An appeal to the Municipal Board of Zoning Appeals may be taken by any person, firm or corporation aggrieved or by any governmental officer, department, or bureau affected by any decision of the Administrator based in whole or in part upon the provisions of this Chapter. Such appeal shall be taken by filing with the Municipal Board of Zoning Appeals a notice of appeal, specifying the grounds thereof. In all cases where an appeal is made by a property owner or other interested party, a fee of \$35 dollars for the cost of publishing a notice of such hearings shall be paid by the appellant. The Administrator shall transmit to the Municipal Board of Zoning Appeals all papers constituting the record upon which the appeal action was taken. The Municipal Board of Zoning Appeals shall fix a reasonable time for the hearing of the appeal, give public notice thereof, as well as due notice to parties in interest and decide the same within a reasonable time which shall not be more than 15 days from the date of the hearing. At the hearing, any person or party may appear and be heard in person or by agent or by attorney.
- (d) Powers. The Municipal Board of Zoning Appeals shall have the following powers:
 1. Administrative Review. To hear and decide appeals where it is alleged by the applicant that there is error in any order, requirement, permit, decision, determination, or refusal made by the Administrator or other administrative official in carrying out or enforcement of any provisions of this chapter.
 2. Variance Procedures. In the case of a request for a variance the following shall apply:
 - a. The City of White House, Tennessee Municipal Board of Zoning Appeals shall hear and decide appeals and requests for variances from the requirements of this chapter.
 - b. Variances may be issued for the repair or rehabilitation of historic structures as defined, herein, upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary deviation from the requirements of this chapter to preserve the historic character and design of the structure.
 - c. In passing upon such applications, the Municipal Board of Zoning Appeals shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this Chapter, and:
 1. The danger that materials may be swept onto other property to the injury of others;
 2. The danger to life and property due to flooding or erosion;
 3. The susceptibility of the proposed facility and its contents to flood damage;
 4. The importance of the services provided by the proposed facility to the community;
 5. The necessity of the facility to a waterfront location, in the case of a functionally dependent use;
 6. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 7. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;

8. The safety of access to the property in times of flood for ordinary and emergency vehicles;
9. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site;
10. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, water systems, and streets and bridges.

d. Upon consideration of the factors listed above, and the purposes of this Chapter, the Municipal Board of Zoning Appeals may attach such conditions to the granting of variances, as it deems necessary to effectuate the purposes of this Chapter.

e. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.

(2) Conditions for Variances

- (a) Variances shall be issued upon a determination that the variance is the minimum relief necessary, considering the flood hazard and the factors listed in Section 18-506, (1).
- (b) Variances shall only be issued upon: a showing of good and sufficient cause, a determination that failure to grant the variance would result in exceptional hardship; or a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or Ordinances.
- (c) Any applicant to whom a variance is granted shall be given written notice that the issuance of a variance to construct a structure below the Base Flood Elevation will result in increased premium rates for flood insurance (as high as \$25 for \$100) coverage, and that such construction below the Base Flood Elevation increases risks to life and property.
- (d) The Administrator shall maintain the records of all appeal actions and report any variances to FEMA upon request.

18-507. Legal Status Provisions

- (1) Conflict with Other Ordinances. 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, Tennessee, the most restrictive shall in all cases apply.
- (2) Severability. If any section, clause, provision, or portion of this Ordinance shall be held to be 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 of itself invalid or unconstitutional.
- (3) Effective Date. This Ordinance shall become effective February 26, 2021 in accordance with the Charter of the City of White House, Tennessee, and the public welfare demanding it.

Approved and adopted by the City of White House, Tennessee, Mayor and the White House Board Of Aldermen.

First Reading: November 19, 2020

Second Reading: December 17, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 20-26

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING ARTICLE V OF THE ZONING ORDINANCE, AS INDICATED BELOW, CONCERNING SHORT TERM RENTAL DEFINED REGULATIONS IN THE FOLLOWING ZONING DISTRICTS: R-40, LARGE LOT RESIDENTIAL DISTRICT, R-20, LOW DENSITY RESIDENTIAL DISTRICT, R-15, MEDIUM DENSITY RESIDENTIAL DISTRICT, R-10, HIGH DENSITY RESIDENTIAL DISTRICT, C-1R CENTRAL BUSINESS SERVICE DISTRICT-GATEWAY INFILL RESIDENTIAL, C-1 CENTRAL BUSINESS SERVICE DISTRICT, C-6 TOWN CENTER COMMERCIAL DISTRICT.

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 V are amended as indicated below.

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

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

First Reading: November 19, 2020

Second Reading: December 17, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

(Definitions)

"Short-term rental unit" or "unit" means a residential dwelling that is rented wholly or partially for a fee for a period of less than thirty (30) continuous days and either defined as an owner occupied or primary short-term rental. Short-term-owner occupied includes a single-family dwelling occupied by a property owner or owners that reside in the residential dwelling unit on a permanent basis in addition to the rented rooms. Short-term rental primary includes a residential dwelling unit that is rented wholly without owner or owners occupying the residential dwelling unit.

4.100 Special Conditions for Review Pertaining to Bed and Breakfast Home Residences and Short-Term Rentals

- A. Bed and Breakfast Home Residences: In addition to the requirements for the applicable district, the following special conditions shall be met prior to issuing a conditional use permit:
1. Bed and breakfast residences shall be established only within preexisting single family dwellings.
 2. Bed and breakfast residences shall continuously maintain current licenses and permits as required by local and state agencies.
 3. Bed and breakfast residences shall be solely operated by members of the family residing in the residence.
 4. The only meal to be provided to guests shall be breakfast, and it shall only be served to guests taking lodging in the facility.
 5. No food preparation or cooking for guests shall be conducted within any bedroom made available for rent.
 6. Rooms used for sleeping shall be part of the primary residential structure and shall not have been specifically constructed or remodeled for rental purposes.
 7. Bed and breakfast residences shall be limited to a single on-premises sign which shall be no greater than eight (8) square feet in size, and shall be located no closer to the street, right-of-way line than fifteen (15) feet.
 8. One (1) off-street parking space shall be provided for each rentable room in addition to the required two (2) spaces required for the single-family residence. All such spaces shall be screened from view from adjoining property and shall not be located within any required front yard.
 9. If food is prepared or cooked, a menu made available, and a price is charged therefor, a food server's license must be obtained from the Tennessee Department of Health.
 10. A smoke detector shall be installed in each sleeping room, and a fire extinguisher (ABC) ten (10) pounds in size or larger shall be installed and made easily accessible on the floor or story.
 11. An evacuation plan must be approved by the city's building/fire official prior to the issuance of a use and occupancy permit for a bed and breakfast residence.
 12. Modifications of the structure or grounds may be made only if such changes are compatible with the character of the area or neighborhood, and the intent of the zoning district in which it is located.
 13. ***The Board shall review the existing neighborhood character including property sizes and street conditions and layout to determine if the use would be compatible in the neighborhood.***

Prior to the issuance of a certificate of occupancy for the establishment of any bed and breakfast residence not connected to the city's public sewerage system, certification shall be provided by the county health department approving the subsurface disposal system as being adequate to serve the total number of bedrooms occupied.

- B. Short Term Rentals-Owner Occupied: In addition to the requirements for the applicable district, the following special conditions shall be met prior to issuing a conditional use permit:***

1. *A property owner must reside permanently in the single-family dwelling in order for a single-family dwelling to include no more than two (2) rooms available for rental.*
2. *Property owner to continuously maintain current licenses and permits as required by local and state agencies. A building and fire safety inspection shall be required with the city licensing process.*
3. *No food preparation or cooking for guests shall be conducted within any room made available for rent. The room for rent shall not be an independent dwelling unit including a kitchen.*
4. *Rooms used for sleeping shall be part of the primary residential structure and not located in a detached or accessory building.*
5. *One (1) off-street parking space shall be provided for each rentable room in addition to the required two (2) spaces required for the single-family dwelling.*
6. *Modification of the structure or grounds may be made only if such changes are compatible with the character of the area or neighborhood, and the intent of the zoning district in which it is located.*
7. *Conditional use application to include plans to show rental room locations and set-up and parking area.*
8. *The Board shall review the existing neighborhood character including property sizes and street conditions and layout to determine if the use would be compatible in the neighborhood.*

C. *Short Term Rentals-Primary: In addition to the requirements for the applicable district, the following special conditions shall be met prior to issuing a conditional use permit*

1. *No more than four (4) bedroom or sleeping rooms in the residential dwelling unit is permitted*
2. *Dwelling to be rented wholly and shall not include partial or individual room rentals.*
3. *Property owner to continuously maintain current licenses and permits as required by local and state agencies. A building and fire safety inspection shall be required with the city licensing process.*
4. *No food preparation or cooking for guests shall be conducted within any sleeping room made available for rent. Only one shared kitchen facility is permitted.*
5. *One (1) off-street parking space shall be provided for each rentable sleeping room.*
6. *Conditional use application to include plans to show building floor plans and parking area. If application approved, the City's site plan process of the Zoning Ordinance and Commercial Designs Standards is required for all building and parking lot alterations and expansions.*

5.052.1 R-40, Large Lot Residential District

C. (7) Uses Permitted as Special Exceptions

Bed and Breakfast Home Residences and Short-Term Rental Owner Occupied. (See Article IV, Section 4.100, Special Conditions for Review Pertaining to Bed and Breakfast Home Residences).

5.052.2 R-20, Low Density Residential Districts
 C. (8) Uses Permitted as Special Exceptions
Bed and Breakfast Home Residences and Short-Term Rental-Owner Occupied. (See Article IV, Section 4.100, Special Conditions for Review Pertaining to Bed and Breakfast Home Residences).

5.052.3 R-15, Medium Density Residential District
 C. (8) Uses Permitted as Special Exceptions
Bed and Breakfast Home Residences and Short-Term Rentals- Owner Occupied (See Article IV, Section 4.100, Special Conditions for Review Pertaining to Bed and Breakfast Home Residences).

5.052.4 R-10, High Density Residential District
 C. (8) Uses Permitted as Special Exceptions
Bed and Breakfast Home Residences and Short-Term Rentals-Owner Occupied. (See Article IV, Section 4.100, Special Conditions for Review Pertaining to Bed and Breakfast Home Residences).

5.056.5 Residential Planned Developments
Table I-Permitted Uses and Structures
Residential Planned Development

<u>Residential Activities</u>	<u>Districts</u>	
<u>Permanent Residential</u>	<u>SRPUD</u>	<u>NCRPUD</u>
<i>Dwelling Attached</i>	<i>N</i>	<i>P</i>
<i>Dwelling One-Family Detached</i>	<i>P</i>	<i>P</i>
<i>Dwelling Two-Family Detached</i>	<i>P</i>	<i>N</i>
<i>Dwelling Semi-Detached</i>	<i>P</i>	<i>P</i>
<i>Dwelling Mobile Home</i>	<i>N</i>	<i>N</i>
<i>Dwelling Multi-Family</i>	<i>N</i>	<i>P</i>
<i>Residential Accessory Dwelling Unit (section 4.190)</i>	<i>SE</i>	<i>SE</i>
<i>Semi-Permanent Residential</i>	<i>N</i>	<i>N</i>
<i>Short-Rentals- Owner Occupied (4.100)</i>	<i>SE</i>	<i>SE</i>

5.053.1 C-1, Central Business Service District
 C. (8) Uses Permitted as Special Exceptions
Short Term Rentals (4.100)

5.053.1.1 C-1R Central Business Service District- Gateway Infill Residential
 C. (3) Uses Permitted as Special Exceptions
Short Term Rentals

5.053.6 C-6, Town Center Commercial District
 C. Uses Permitted as Special Exceptions:
Short-Term Rentals (4.100)

ORDINANCE 20-27

**AN ORDINANCE TO AMEND THE ZONING MAP FROM R-20 LOW DENSITY
RESIDENTIAL TO NCRPUD, NEIGHBORHOOD CENTER RESIDENTIAL
PLANNED UNIT DEVELOPMENT ON WILKINSON LANE**

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 14, 2020 reviewed and approved the rezoning request; and,

**NOW, THEREFORE, BE IT ORDANIED 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-20, Low Density Residential to NCRPUD, Neighborhood Center Residential Planned Unit Development for the property included in "EXHIBIT A" and described as follows:

4.83 ACRES ARE REFERENCED AS PART OF ROBERTSON COUNTY TAX MAP 95, PARCEL 67.00.
PROPERTY IS LOCATED AT WILKINSON LANE.

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: November 19, 2020

Second Reading: December 17, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 20-27
"EXHIBIT A"



ORDINANCE 20-28

**AN ORDINANCE TO AMEND THE ZONING MAP FROM R-20 LOW DENSITY
RESIDENTIAL DISTRICT TO R-15 MEDIUM RESIDENTIAL DISTRICT ON
MARLIN ROAD**

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 9, 2020 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-20 Low Density Residential District to R-15 Medium Density Residential District, included in "EXHIBIT A" and described as follows:

5.05 ACRES ARE REFERENCED AS PART OF SUMNER COUNTY TAX MAP 96, PARCEL 60.02.
PROPERTY IS LOCATED AT MARLIN RD.

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: November 19, 2020

Second Reading: December 17, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

"EXHIBIT A"



ORDINANCE 20-29

**AN ORDINANCE TO DE-ANNEX CERTAIN TERRITORIES WITHIN THE CORPORATE
BOUNDARIES OF THE CITY OF WHITE HOUSE, TENNESSEE.**

WHEREAS, a public hearing before this body will be held the 19th day of November 2020, and notice thereof published in the White House Connection on October 27, 2020; and

WHEREAS, application from the property owner to de-annex the below mentioned property from the City limits; and

WHEREAS, the Robertson County Planning Office has agreed to this de-annexation; and

WHEREAS, the de-annexation of such territories is deemed necessary for the welfare of the property owner 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 de-annexed and removed from the corporate boundaries of the City of White House:

Robertson County Tax Map 095, Parcel 81

The property located on Parcel 81.00, Robertson County Tax Map 95 contains 5.2 acres, more or less, located on Bill Moss Rd.

BE IT FURTHER ORDAINED that the attached map is made exhibit to this ordinance.

This ordinance shall become effective upon publication of final reading and thirty (30) days upon final reading, the public welfare requiring it.

First Reading: November 19, 2020

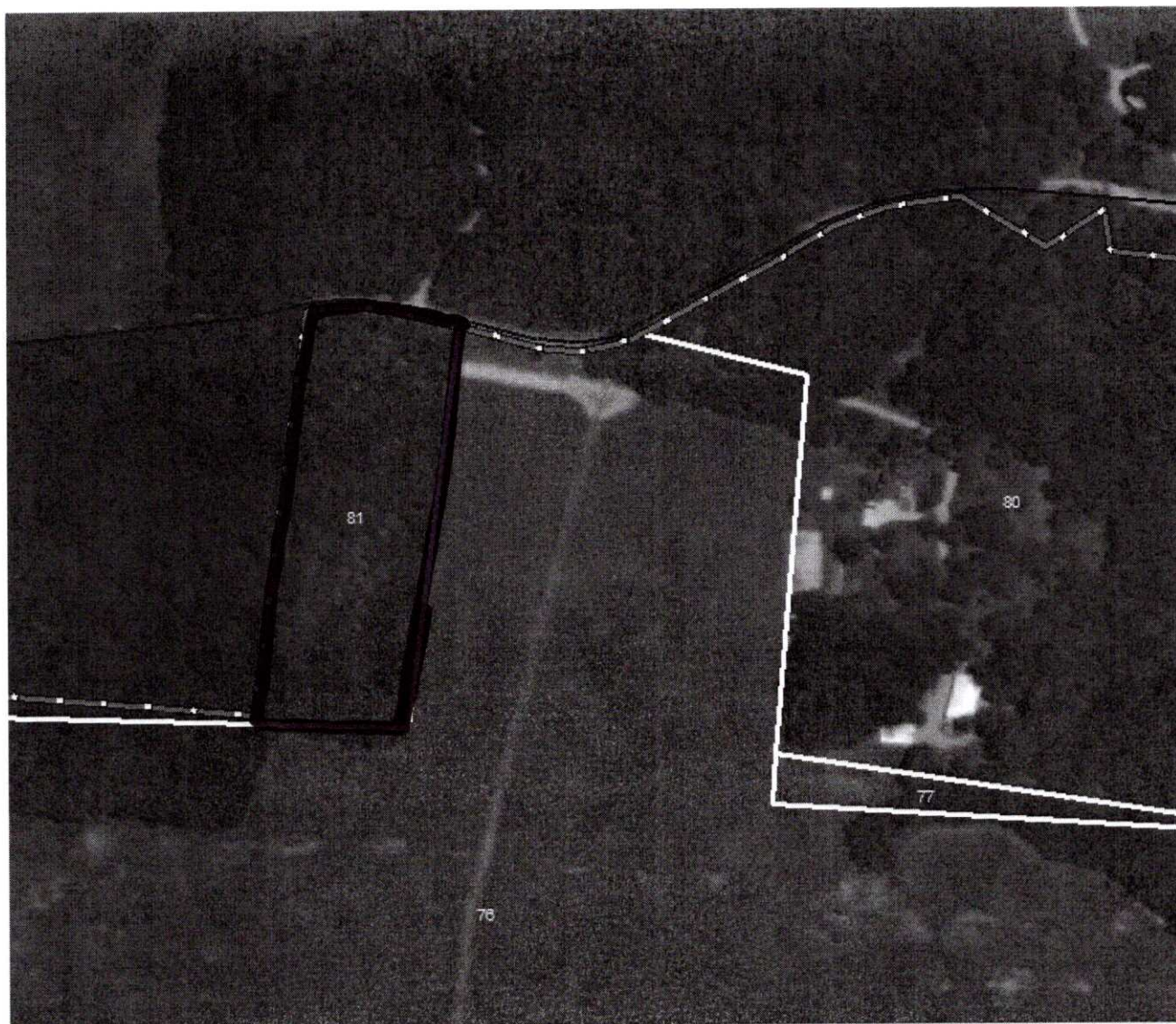
Second Reading: December 17, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 20-29
"EXHIBIT A"



ORDINANCE 20-30

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 4 STORMWATER MANAGEMENT, SECTION 18-408.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Stormwater Ordinance, Fees and Charges;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 4 STORMWATER MANAGEMENT, Sections 18-408 be added to the Municipal Code as follows:

TITLE 18: WATER AND SEWERS
CHAPTER 4: STORMWATER MANAGEMENT
SECTIONS: 18-408

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

Section 18-408 entitled, "Illicit Discharges"

(7) Yard Waste - The disposal of leaves, grass clippings, or other landscape debris into the City's MS4 or deposited within the street, sidewalk or other public right-of-way is prohibited.

- (a) Yard waste, heavy brush, and bulky items must be properly bagged for curbside collection on the days designated by the sanitation department as required in 17-107.*
- (b) Waste shall not obstruct the flow of stormwater runoff.*
- (c) Sweeping services are provided routinely and can be scheduled for your neighborhood by the stormwater department.*

Under the authority provided in Tennessee Code Annotated § 68-221-1106, any person or entity who violates any ordinance or resolution regulating storm water discharges or facilities shall be subject to a civil penalty of not less than fifty dollars (\$50.00) or more than five thousand dollars (\$5,000) per day for each day of violations. (Ord. 18-410)

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 19, 2020

Second Reading: December 17, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 20-31

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 9 BUSINESS, PEDDLERS, SOLICITORS, ETC.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Business, Peddlers, Solicitors, etc.;

WHEREAS, short term rental operations has become popular in Middle Tennessee due to the Nashville tourism industry;

WHEREAS, some residents in the city have inquired the ability to use their residence for short term rental operations;

WHEREAS, the city Planning Commission has reviewed and has determined that the city needed additional regulations and permitting process;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 9, Business, Peddlers, Solicitors, etc., needs to add a new Chapter to the Municipal Code as follows:

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

TITLE 9: BUSINESS, PEDDLERS, SOLICITORS, ETC.

CHAPTER 6: SHORT TERM RENTAL OPERATIONS

Section 9-601 entitled, *"Permitting Process"*

The Planning and Codes Director shall review a use permit application for short term rental uses defined per the City of White House Zoning Ordinance only after the Board of Zoning Appeals has reviewed and approved a special exception and applicable building and fire inspections are completed and approved and the owner has submitted a city business license for applicable hotel and motel taxes. The permit shall be valid for one-year and renewals shall not require additional review and approval by the Board of Zoning Appeals unless determined by the Board of Zoning Appeals as defined and included in the original approval motion. The permits are not permitted to be transferred to subsequent property owners and the permit approval does run with the property. The Director shall issue the permit within two (2) weeks of the permit application submittal once the conditions of the approval process listed above are completed. Tennessee Code Annotated Sections 13-7-601 through 13-7-606.

Section 9-602 entitled, *"Appeals Process"*

Appeals of the Director's decision shall be submitted and reviewed by the City's Board of Mayor and Aldermen. The written appeal shall be submitted to the City Recorder's Office.

All complaints with the short-term rentals uses and applicable property shall be reviewed, and administered through the City's Municipal compliant process including initial written submittal to the City's Police Department. Per Tennessee Code Annotated sections referenced above, the Planning and Codes Director shall submit all requests to rescind permit approval to the Board of Mayor and Aldermen when the property has three (3) or more separate violations of generally applicable local laws or if the applicant is not meeting the original permit conditions including any specific requirements defined by the Board of Zoning Appeals in the special exception approval motion. The Board of Mayor and Aldermen may act to rescind the permit approval. Appeals of the Board of Mayor and Aldermen decision are defined in the above referenced Tennessee Code Annotated sections.

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 19, 2020

Second Reading: December 17, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

PURCHASING....

Public Services Department

Memo

To: Board of Mayor and Alderman
From: Andy Cieslak, Director of Public Services
Date: November 19th, 2020
Re: Contractual Service Request – Sewer Network Master Plan Update

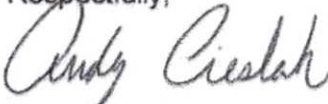
On this date of November 19th, 2020, the Wastewater Division requests that the Board of Mayor and Alderman review and approve the expenditure of funds to update and expand the current sewer network Master Plan.

All services related to this project would be performed by Jacobs Engineering, and are within budget. Work would follow the attached proposal and scope of work for Task 3 provided by Jacobs Engineering for a total quoted cost of \$29,800. The previously-approved modelling process from Tasks 1 and 2 is nearing completion, and can be completed in tandem with the Master Plan Update.

The project is a necessity due to the rapid ongoing expansion of the existing sewer infrastructure, and the demand for additional expansion. Existing infrastructure in multiple areas of interest is at or near capacity, and a detailed study is needed to properly understand the strains on the current system. Information gleaned from the Model Update will be used to compile the Master Plan Update; and will be invaluable for planning future growth, and for developing updates to the existing sewer network to accommodate increasing flows.

Should you have any questions regarding this request, please contact Andy Cieslak (Director of Public Services) or Travis Garmon (Wastewater Manager).

Respectfully,



Andy Cieslak
Director of Public Services

AGREEMENT FOR PROFESSIONAL SERVICES
COLLECTION SYSTEM MASTER PLAN UPDATE

Effective Date _____ Task Order No. _____
Client Project No. _____ Engineer Project No. _____

This Task Order is entered into on the effective date noted above pursuant to the "Master Agreement for Professional Services" between CITY of WHITE HOUSE, TENNESSEE ("Client") and JACOBS ENGINEERING GROUP INC. ("Engineer"), dated February 18, 2016 ("Agreement"). The Agreement is incorporated herein and forms an integral part of this Task Order.

Services Authorized

The Client authorizes the Engineer to perform services as detailed within Exhibit A.

Compensation

The Client shall pay the Engineer in Accordance to terms detailed within Exhibit B.

CITY OF WHITE HOUSE, TENNESSEE

JACOBS ENGINEERING GROUP INC.

By: _____

By: _____

Date: _____

Date: _____

Project Understanding

The Client operates a publicly owned wastewater collection system (CS) consisting of 80 miles of collection piping, 10 pump stations, and a 1.4 MGD wastewater treatment plant (WWTP). A Master Plan of the Collection System was prepared in 2007 and an update was performed in 2011, both by McGill Engineers. A hydraulic model of the sewer collection system was developed for the Client in Bentley WaterGEMS. Since the model's development in 2016, the collection system has undergone several changes including vacuum system rehabilitation and conversions, pump station upgrades, conversion and replacement of a 12-inch force main with a new 18-inch force main that comes into the plant from the north along Bill Moss Road. The Engineer has utilized the current version of the model to estimate line capacities and identify hydraulic constraints, but a system wide calibration has not been performed. The Client is requesting an update to the existing hydraulic model and subsequently an update to the Collection System Master Plan. The Engineer proposes the following:

Scope of Work

Task 1.1 Project Coordination

The objective of the project coordination task will be implementing the appropriate management procedures and actions to facilitate timely and cost-effective delivery of quality services and products to the City of White House. Project coordination tasks include:

- Development and execution of a project work plan which includes schedule, budget controls, and quality control (QC) plan
- Coordination with client and the management of the project team, schedule, and budget
- Project manager attendance of scheduled meetings and workshops
- Submission of progress updates with monthly invoices to the Client

Task 1.2 Kickoff Meeting

Jacobs will conduct a kickoff workshop with a team consisting of Jacobs' project manager and technical staff and representatives from the Client. The workshop will review Client's primary and long-term goals for the system, issues or concerns. The workshop summary notes will be utilized by the collective team to initiate the project.

Task 2 – Flow Projection and Model Update

The Engineer will update the existing sewer model to reflect sanitary sewer improvements using updated GIS data, new lift station capacities, as well as rehabilitation and vacuum conversion projects. The Engineer will compare flow monitoring data from 2019 to model output for flow and depth using rainfall data measured over the same time periods. The Engineer will work with the Client to develop future inflows and evaluate the impacts that future inflows will have on the system using the updated hydraulic model. The Engineer will discuss findings with the Client at the master plan workshop. The Engineer will document

updates and calibration work performed, scenarios evaluated, report findings, and general observations in the Master Plan in Task.

Task 1 & 2 Estimate: 272 hrs

Task 3 – Final Report

The Engineer will use the modeling results to develop collection system improvements for the Master Plan. The collection system improvements will consider currently approved developments and evaluate future land use. The Master Plan will include maps of updated sewer service areas and urban growth boundary, 20 year population projections, and proposed collection system improvements with planning level cost estimates. A draft of the Master Plan will be presented to the Client and reviewed at a workshop before the final report is submitted.

Task 2 Estimate: 212 hrs

Client's Responsibilities

The Client shall provide the Engineer with the relevant data necessary to develop the final deliverables. Jacobs will prepare a request for information (RFI) and submit to the client which will include but not limited to:

- Provide updated GIS data within model area;
- Provide access to SCADA;
- Provide current pump station data including current capacities; and
- Provide current WWTP MORs (minimum of 5 years) in Microsoft Excel

Times for Rendering Services

Engineer proposes to provide the services necessary to complete the work in a timely manner. The proposed schedule is based on the orderly and continuous progression of the work through completion. In the event that issues arise beyond the Engineer's control, the proposed schedule shall be adjusted accordingly. The anticipated schedule of events is listed below:

	Estimated Date
Notice to Proceed	March 2020
Model Validation and Recalibration	April/May 2020
Workshop	June 2020
Final Reporting	July 2020

Assumption & Exclusions

- The planning horizon for this effort will be through the year 2040.
- Limited calibration efforts will be performed to make minor modifications to the model.
- Condition assessment, engineering design, and related services such as testing, surveying, easements are excluded.
- Subconsultants are not included in this effort.
- Cost estimates will be conceptual (Class 5) level estimates intended for planning purposes only. Estimates will be on a basis of experience and judgment. Since Engineer has no control over market conditions or bidding procedures, Engineer does not warrant that bids or ultimate construction costs will not vary from these cost estimates.

Exhibit B
Task Order 5
Compensation
Master Plan Update
City of White House, TN
February 28, 2020

Compensation

For the services described in Exhibit A, Tasks 1, 2, and 3, the Client agrees to pay the Engineer monthly, for work completed, on the basis of the standard hourly billing rates in effect when services are provided by the Engineer's employees of various labor grades.

Internal costs are reimbursable at cost. Direct expenses (such as travel, subsistence, field equipment, communications, etc.) are reimbursable at cost plus five percent. Projected reimbursable expenses have been included in the Time and Material (T&M) Task Budgets and will be itemized on each invoice.

Payment for services of Tasks 1 and 2 will be on a T&M basis according to the budgets identified herein with a not-to-exceed Total Budget as noted below. These budgets are based on the estimated labor effort and according to the Schedule requirements provided in Exhibit A. The Engineer proposes to complete the Scope of Services within the Total Budget as established below:

	Budget
Tasks 1 and 2 – Kickoff & Model Update	\$ 40,200
Task 2 – Master Plan	\$ 29,800
TOTAL	\$ 70,000

The T&M Budget is based on an estimated 484 hours for the scope of work. Engineer may alter the distribution of compensation between individual tasks to be consistent with services actually rendered.

Additional Services

Should the Client require additional services beyond the Scope of Services defined in Exhibit A, the Engineer will provide the extra services and invoice Client according to the T&M provisions established.

Exhibit C
Task Order 4
Rate Schedule
WWTP Improvements
City of White House, TN
February 28, 2020

Rate Schedule for Proposed Project Team

Title	Bill Rate
Project Manager	175
Sr. Engineer / Quality Control	175
Collection System Modeler	155
Project Engineer 2	115
Project Engineer 1 / Project Controls	105
Construction Admin./ Document Control	85

Note: If additional staff are utilized Jacobs will utilize rates previously established with the client.

November 12, 2020

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: City Administrator Contract Renewal

A contractual agreement for the demolition and renovation of the Municipal Center/Gymnasium is under review with our City Attorney and Wold | HFR Design. Design for the Scope of Work below.

The Scope of Work includes the following:

1. Perform a structural evaluation of the existing gym.
2. Develop as-built drawings for the gym and areas to be demolished.
3. Design new storage space with a warming kitchen on the opposite side of the new gym entrance.
4. Increase the maintenance area and add receiving area with double doors. Develop access to accommodate semi-trailer trucks.
5. Develop new exterior façade on the gym to complement the library and new community center.
6. Demolish all areas around the gym.
7. New construction will consist of lobby/entrance with public restrooms facing the existing library and new storage with warming kitchen on the opposite side of the new gym entrance.

The City Administrator recommends approval.

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....