



CITY OF WHITE HOUSE  
*Board of Mayor and Aldermen Meeting*  
Agenda  
December 17, 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 November 19<sup>th</sup> Study Session and Board of Mayor and Aldermen meeting.
7. Welcome Visitors
8. Proclamation Presentations
9. Public Hearings
  - a. **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. *Second Reading.*
  - b. **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. *Second Reading.*
  - c. **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. *Second Reading.*
  - d. **Ordinance 20-28:** An ordinance to amend the Zoning Map from R-20 Low Density to R-15 Medium Residential District on Marlin Road. *Second Reading.*
  - e. **Ordinance 20-29:** An ordinance to de-annex certain territories with the corporate boundaries of the City of White House, Tennessee. *Second Reading.*
  - f. **Ordinance 20-30:** An ordinance to amend Municipal Code Title 18, Chapter 4 Stormwater Management, Section 18-408. *Second Reading.*
  - g. **Ordinance 20-31:** An ordinance to amend Municipal Code Title 9, Business, Peddlers, Solicitors, etc. *Second Reading.*

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

11. 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 |                    |

12. Consideration of the Following Resolutions:

- a. None

13. Consideration of the Following Ordinances:

- a. **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. *Second Reading.*
- b. **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. *Second Reading.*
- c. **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. *Second Reading.*
- d. **Ordinance 20-28:** An ordinance to amend the Zoning Map from R-20 Low Density to R-15 Medium Residential District on Marlin Road. *Second Reading.*
- e. **Ordinance 20-29:** An ordinance to de-annex certain territories with the corporate boundaries of the City of White House, Tennessee. *Second Reading.*
- f. **Ordinance 20-30:** An ordinance to amend Municipal Code Title 18, Chapter 4 Stormwater Management, Section 18-408. *Second Reading.*
- g. **Ordinance 20-31:** An ordinance to amend Municipal Code Title 9, Business, Peddlers, Solicitors, etc. *Second Reading.*
- h. **Ordinance 20-32:** An ordinance to amend the Zoning Map from I-1 Light Industrial District to I-3 Heavy Industrial District on Union Road. *First Reading.*

14. Purchasing:

- a. To approve or reject the purchase of a skid steer off the Sourcewell Contract #032119-JDC from TriGreen Equipment in the amount of \$53,000. The Parks and Recreation Director recommends approval.
- b. To approve or reject authorizing City Administrator Gerald Herman, to enter into an agreement with CSR Engineering to design phase one of a new 18-inch Southern Force Main in the amount of \$74,500. The Public Services Director recommends approval.
- c. To approve or reject the purchase of up to \$170,000 from Rogers Group to pave Love's Lane extension and Harper's Way. The Public Services Director recommends approval.

15. Other Business:

- a. To approve or reject the results of the financial audit completed by KraftCPAs for the year ending June 30, 2020. The Finance Director recommends approval.
- b. 2021-22 Budget Calendar
- c. 2021 BMA Meeting Calendar

16. Discussion Items:

- a. None

17. Other Information:

- a. None

18. Adjournment:

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Minutes  
*Study Session*  
November 19, 2020  
6:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:30 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. New Business

a. Discuss Love's Lane to Union Road connection.

Mayor Arnold stated that the City does not usually benefit from public/private partnerships in projects, but partnering with Mr. Harper has been beneficial. Mayor Arnold stated that Mr. Harper has already done most of the work to complete the project. Mayor Arnold continued that the connection road is in the City's Comprehensive Plan.

City Administrator Gerald Herman mentioned that the opportunity came up when Mr. Harper stopped in to discuss the possibility of extending Love's Lane after purchasing Mr. Bean's property. Mr. Herman discussed that City Engineer Jason Reynolds designed the road to meet the City's specifications. Mr. Herman continued that Mr. Harper paid Mr. Reynolds's firm separately to design sewer and water for the property. Mr. Herman stated that Mr. Harper owns a trucking business that brought in a lot of dirt and rock to fill in the land for the road. Mr. Herman said the project is now ready for the road to be paved. Mr. Herman noted that he did not anticipate the project to be near completion this soon. Mr. Herman discussed that the North Palmers Chapel road widening project has been delayed enough that the majority of the funds allocated to that project will not be spent within this budget year. Mr. Herman continued that funds will need to be reallocated funds from the North Palmers Chapel project to this project since it is near completion. Mr. Herman questioned the Board to see if they had any concerns before he administratively moved the funds.

Ald. Decker asked if the Union Road traffic will be diverted to the new road. City Administrator Gerald Herman stated that the City has looked at different options for the Hwy 76 access on to Union Road, but will not change the access until the City studies the traffic flows with the new extension. Mr. Herman continued that he hopes the traffic will utilize the new road because it will be connected to the traffic signal at Love's Lane and Hwy 76. MR. Herman stated that the ideal plan would be to straighten Union Road and connect it to Pleasant Grove Road with traffic signalization.

Ald. Corbitt questioned if the North Palmers Chapel Road widening project will be resubmitted in next year's budget. Mr. Herman stated that the North Palmers Chapel project will be presented as a Capital Improvement Project in the next budget year.

5. Adjournment

Meeting was adjourned at 6:44 pm.

ATTEST:

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

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

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CITY OF WHITE HOUSE  
*Board of Mayor and Aldermen Meeting*  
Minutes  
November 19, 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. Hutson, second by Ald. Decker to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

6. Approval of Minutes of the October 15<sup>th</sup> Board of Mayor and Aldermen meeting

Motion was made by Ald. Bibb, second by Ald. Hutson to adopt the minutes. A voice vote was called for with all members voting aye. **October 17<sup>th</sup> Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all 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.*

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 widening project on Pleasant Grove Road and the SR76 road widening at I-65 are substantially completed.

City Administrator Gerald Herman announced that the City received Federal CARES dollars in the amount of \$187,590.00 to help cover the cost of first responder salaries during the COVID-19 pandemic. Mr. Herman stated that he is very appreciative of staff for their diligence in attending the required training and completing the paperwork to help receive these funds.

City Administrator Gerald Herman discussed that COVID-19 has been very challenging for the City the past two weeks. Mr. Herman stated that several employees are in quarantine at this time. Mr. Herman announced that staff are making changes to the employee Christmas luncheon by having boxed lunches and longevity checks available for pick up. Mr. Herman continued that if staff would like to stay and eat their lunch that tables and chairs will be spread throughout City Hall to accommodate social distancing requirements.

City Administrator Gerald Herman mentioned that the new website is substantially complete. Mr. Herman stated that staff have been testing the site and should be available for the general public soon. Mr. Herman noted that City Recorder Derek Watson will send a link out to the Board after the meeting.

10. Acknowledge Reports

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

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

11. Consideration of the Following Resolutions:

- a. **Resolution 20-26:** A resolution amending the schedule of fees for Hillcrest Municipal Cemetery.

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 20-26 was passed.**

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.*

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.**

- 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.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 20-25 was passed on 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.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 20-26 was passed on 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.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with Ald. Bibb, Ald. Decker, Ald. Hutson, and Mayor Arnold voting aye. Ald. Corbitt voting no. **Ordinance 20-27 was passed on 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.*

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with Ald. Bibb, Ald. Decker, Ald. Hutson, and Ald. Corbitt voting aye. Mayor Arnold abstained. **Ordinance 20-28 was passed on 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.*

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 20-29 was passed on First Reading.**

- g. **Ordinance 20-30:** An ordinance to amend Municipal Code Title 18, Chapter 4 Stormwater Management, Section 18-408. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 20-30 was passed on First Reading.**

- h. **Ordinance 20-31:** An ordinance to amend Municipal Code Title 9, Business, Peddlers, Solicitors, etc. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 20-31 was passed on 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.

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

- b. To approve or reject 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.

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

14. Other Business:

- a. None

15. Discussion Items:

- a. None



16. Other Information:

a. None

17. Adjournment:

Meeting was adjourned at 7:35 pm.

ATTEST:

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

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

DRAFT

# REPORTS....

**Administrative & Legislative Services Department  
November 2020**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- November 09:
  - Sewer Model Update Discussion
  - Project Advantage Update
- November 10:
  - COVID-19 Local Communication Update
  - Industrial Development Board Meeting
- November 12:
  - White House Visitors Center Final Inspection
  - Sumner County COVID Call
  - Robertson County Joint Economic Development
- November 17:
  - TCMA Regional Meeting
  - Project Advanex Meeting
  - COVID-19 Local Communication Update
- November 18:
  - RTA/GNRC/MPO Meeting
  - RTA Board Meeting
  - Economic Development Board Meeting
- November 19:
  - Sumner County Joint Economic Development Meeting
  - Community Development and Infrastructure Meeting
  - Christmas on Main Street Discussion
  - BMA Study Session
- November 23: Sewer Discussion
- November 24: COVID-19 Local Communication Update
- November 25: Community Event Center Meeting
- November 30: 31W Townhomes Meeting

**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.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$17,548,414	\$ 4,542,633	↓15.80
Industrial Development	\$177,000	\$ 126,009	↑29.50
State Street Aid	\$530,000	\$ 285,216	↑12.12
Parks Sales Tax	\$4,005,125	\$ 2,904,762	↑30.83
Solid Waste	\$1,050,026	\$ 584,671	↑13.99
Fire Impact Fees	\$74,500	\$ 67,741	↑49.23
Parks Impact Fees	\$15,000	\$ 11,517	↑35.09
Police Impact Fees	\$65,000	\$ 65,000	↑58.31
Road Impact Fees	\$60,000	\$ -	↓41.69
Police Drug Fund	\$4,500	\$ 175	↓37.8
Debt Services	\$1,137,400	\$ 466,751	↓0.65
Wastewater	\$15,108,083	\$ 2,646,010	↓24.17
Dental Care	\$70,656	\$ 24,272	↓7.33
Stormwater Fund	\$1,063,984	\$ 432,805	↓1.01
Cemetery Fund	\$43,890	\$ 30,342	↑27.44

\*Expended/Encumbered amounts reflect charges from July 1, 2020 – June 30, 2021.

**Administrative & Legislative Services Department  
November 2020**

**Purchasing**

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

**Total Purchase Orders**

	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>	<b>FY 2017</b>
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	72	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
<b>Total</b>	<b>646</b>	<b>1199</b>	<b>1,595</b>	<b>1,813</b>	<b>1,750</b>

<b>Purchase Orders by Dollars</b>	<b>Nov. 2020</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>Total for FY21</b>	<b>Total for FY20</b>	<b>Total for FY19</b>
Purchase Orders \$0-\$9,999	70	593	1132	1529	\$825,679.76	\$1,275,419.16	\$1,349,159.92
Purchase Orders \$10,000-\$24,999	1	20	34	26	\$293,607.14	\$551,938.89	\$381,155.50
Purchase Orders over \$25,000	1	33	33	40	\$2,775,790.04	\$4,035,346.92	\$7,678,174.40
<b>Total</b>	<b>72</b>	<b>646</b>	<b>1199</b>	<b>1595</b>	<b>\$3,895,076.94</b>	<b>\$5,862,704.97</b>	<b>\$9,408,489.82</b>

**Website Management**

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

	<b>2020-2021 Update Requests</b>	<b>2019-2020 Update Requests</b>	<b>2018-2019 Update Requests</b>	<b>2017-2018 Update Requests</b>	<b>2020-2021 Page Visits</b>	<b>2019-2020 Page Visits</b>	<b>2018-2019 Page Visits</b>	<b>2017-2018 Page Visits</b>
<b>July</b>	15	152	61	60	11,536	1,164,517	1,080,668	825,614
<b>August</b>	20	126	133	56	9,145	752,932	835,519	717,462
<b>September</b>	17	43	22	90	8,335	679,248	214,406	739,867
<b>October</b>	10	78	86	43	8,390	386,735	864,091	876,346
<b>November</b>	174	56	40	80	7,587	695,971	812,527	808,551
<b>December</b>		156	82	50		847,724	1,055,111	842,265
<b>January</b>		67	68	44		720,531	934,562	747,155
<b>February</b>		22	40	41		N/A	762,985	631,612
<b>March</b>		85	61	71		N/A	879,671	1,165,275
<b>April</b>		43	56	77		N/A	820,505	959,769
<b>May</b>		27	29	49		5,998	946,897	1,063,568
<b>June</b>		48	123	27		10,251	901,328	483,003
<b>Total</b>	<b>236</b>	<b>901</b>	<b>801</b>	<b>688</b>	<b>44,993</b>	<b>5,263,907</b>	<b>9,053,159</b>	<b>9,860,532</b>

**Administrative & Legislative Services Department  
November 2020**

**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	69	25	51	25	49	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
<b>Total</b>	<b>384</b>	<b>705</b>	<b>702</b>	<b>772</b>	<b>239</b>	<b>336</b>	<b>239</b>	<b>282</b>

**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	911	873	802	35	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
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>132</b>	<b>176</b>	<b>121</b>

Administrative & Legislative Services Department  
November 2020

“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	29	13	11
December		15	10
January		23	17
February		70	13
March		69	11
April		41	10
May		29	11
June		36	25
<b>Total</b>	<b>177</b>	<b>369</b>	<b>191</b>

*\*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	20	27	12
December		20	27
January		24	22
February		41	30
March		34	24
April		35	32
May		26	27
June		28	29
<b>FY Total</b>	<b>98</b>	<b>356</b>	<b>311</b>

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

**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
January	8	1	7	0
February	5	0	2	0
March	N/A	0	8	5
April	23	1	36	5
May	94	11	131	13
June	123	10	114	20
July	96	18	49	12
August	34	18	1	13
September	12	0	14	5
October	2	3	7	0
November	7	1	4	0
December			13	0
<b>Total</b>	<b>404</b>	<b>63</b>	<b>387</b>	<b>73</b>

	Application Fees # (amount collected)	Booth Payments (\$)
January	0	0
February	0	0
March	0	0
April	2	150
May	5	870
June	3	384
July	0	0
August	0	45
September	-	-
October	-	-
November	-	-
December	-	-
<b>Total</b>	<b>7</b>	<b>\$1449</b>

**Administrative & Legislative Services Department  
November 2020**

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Hanging Christmas decorations around City Hall
- Replacing multiple types of lights out at Library
- Addition of weather stripping at the Museum

	<b>2020-2021 Work Order Requests</b>	<b>2019 – 2020 Work Order Requests</b>	<b>2018 – 2019 Work Order Requests</b>	<b>2017 – 2018 Work Order Requests</b>	<b>2016 – 2017 Work Order Requests</b>	<b>2015 - 2016 Work Order Requests</b>
<b>July</b>	11	10	22	21	27	22
<b>August</b>	27	10	26	24	28	33
<b>September</b>	9	13	19	22	13	31
<b>October</b>	6	7	14	18	12	30
<b>November</b>	16	7	18	34	12	27
<b>December</b>		3	8	19	9	17
<b>January</b>		16	14	16	23	28
<b>February</b>		18	7	21	6	19
<b>March</b>		11	7	17	16	25
<b>April</b>		2	12	25	14	20
<b>May</b>		11	6	26	27	33
<b>June</b>		10	9	23	14	17
<b>Total</b>	<b>69</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>	<b>302</b>

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

**Finance Department  
November 2020**

**Finance Section**

During November the Finance Department continued collecting 2020 tax year property taxes, continued the FYE 6/30/2020 audit tasks, scanning thousands of documents to reduce physical document storage space, and operating with COVID-19 precautions.

**Performance Measures**

**Utility Billing**

	November 2020	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
<b>New Builds (#)</b>	28	114	171	62	102	111
<b>Move Ins (#)</b>	44	316	649	534	553	536
<b>Move Outs (#)</b>	43	313	602	534	576	546
<b>New customer signup via email (#)</b>	15	146	127	104	163	119
<b>New customer signup via email (%)</b>	21%	34%	15%	17%	25%	18%

**Business License Activity**

	November 2020	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
<b>Opened</b>	7	30	69	75	72	93
<b>Closed (notified by business)</b>	0	3	10	9	18	1
<b>Closed (uncollectable)</b>	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
2 regulars	1 checks, 246 direct deposits	0 Retro adjustments	0 Voids

**Accounts Payable**

	November 2020	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
<b>Total # of Invoices Processed</b>	285	1628	4003	3940	4437	4797



**Finance Department  
November 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	4,511,951	57%
Cemetery Fund	34,700	10,410	257,975	743%
Debt Services	1,167,400	350,220	333,404	29%
Dental Care Fund	25,200	7,560	243,792	967%
Roads Impact Fees	79,320	23,796	139,111	175%
Parks Impact Fees	69,364	20,809	135,036	195%
Police Impact Fees	55,804	16,741	125,878	226%
Fire Impact Fees	38,000	11,400	65,065	171%
Industrial Development	112,800	33,840	93,469	83%
Parks Sales Tax	695,285	208,586	1,126,663	162%
Police Drug Fund	4,100	1,230	25,550	623%
Solid Waste	936,800	281,040	498,664	53%
State Street Aid	405,200	121,560	401,608	99%
Stormwater Fund	889,000	266,700	956,893	108%
Wastewater	4,350,550	1,305,165	3,622,364	83%

*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	2,569,562	↓ 9.19%
Cemetery Fund	34,700	47,058	↑ 93.95%
Debt Services	1,167,400	527,186	↑ 3.49%
Dental Care	25,200	14,678	↑ 16.58%
Roads Impact Fees	79,320	49,264	↑ 20.44%
Parks Impact Fees	69,364	51,202	↑ 32.15%
Police Impact Fees	55,804	36,510	↑ 23.76%
Fire Impact Fees	38,000	24,064	↑ 21.66%
Industrial Development	112,800	42,133	↓ 4.31%
Parks Sales Tax	695,285	313,497	↑ 3.42%
Police Drug Fund	4,100	1,846	↑ 3.36%
Solid Waste	936,800	404,702	↑ 1.53%
State Street Aid	405,200	175,667	↑ 1.69%
Stormwater Fund	889,000	381,015	↑ 1.19%
Wastewater	4,350,550	2,124,660	↑ 7.17%

\*Realized amounts reflect revenues realized from July 1, 2020—November 30, 2020

**Human Resources Department  
November 2020**

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

November 16: Wastewater Tech I Interviews

November 23: Wastewater Tech I New Hire Orientation

**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	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
<b>Total</b>	<b>0</b>	<b>8</b>	<b>3</b>	<b>1</b>

**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	1	1	1	0
November	3	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
<b>Total</b>	<b>7</b>	<b>4</b>	<b>6</b>	<b>5</b>

**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	1	2	1	2
December		1	0	1

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

	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
<b>Total</b>	<b>3</b>	<b>18</b>	<b>11</b>	<b>14</b>
<b>Percentage</b>	<b>2.91%</b>	<b>17.48%</b>	<b>10.68%</b>	<b>14.43%</b>

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

**Human Resources Department  
November 2020**

**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	0	1 (S)	0	2 (T)
December		0	0	0

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

	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)
<b>Total</b>	<b>1</b>	<b>4</b>	<b>7</b>	<b>7</b>

**Police Department  
November 2020**

**Meetings/Civic Organizations**

- Chief Brady attended the following meetings in November: Rotary Club Meeting (Nov. 5, 12, and 19), Planning Commission Meeting (Nov. 9), Robertson County Chief's Meeting (Nov. 10), and Department Head Meeting (Nov. 16).

- **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, for our 3<sup>rd</sup> assessment. 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 1<sup>st</sup>.

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
November	16	8	38	62
Total	92	1,562.5	54	1,708.5

**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	November 2020	FY 2020-21
Three (3) Officers per Shift	35	209
Four (4) Officers per Shift	25	97

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 received 1 of the 3 vehicles ordered for this Fiscal Year. It is at Trucker's Lighthouse getting equipment installed. We hope to have the other 2 vehicles in December.

**Police Department  
November 2020**

3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2020-2021. Fall Compliance checks have been delayed due to Covid.*
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	November 2020	Per 1,000 Pop.	Total 2020	Per 1,000 Pop.
<b>Serious Crime Reported</b>				
Crimes Against Persons	12	1	113	9
Crimes Against Property	37	3	259	21
Crimes Against Society	37	3	340	27
<b>Total</b>	<b>86</b>	<b>7</b>	<b>712</b>	<b>56</b>
<b>Arrests</b>	<b>68</b>		<b>717</b>	

*\*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.*

	November 2020	TOTAL 2020
<b>Traffic Crashes Reported</b>	32	326
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	52	877
<b>Written Warnings</b>	36	600
<b>Verbal Warnings</b>	187	2,384

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.*

<b>COLLISION RATIO</b>				
<u>2020</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>November</b>	32	2 YTD 46	6%	14% YTD 326

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

**Staffing:**

- Officer Brent Loveday was released from FTO and on the road.
- Officer Larry Meadors and Officer Seth Goodcourage are 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  
November 2020**

**Sumner County Emergency Response Team:**

- November 13<sup>th</sup>, ERT had a call out Search Warrant.
- November 20<sup>th</sup>, ERT had Training.

**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>November</i>	80%	84%

**Communications Section**

	November	Total 2020
Calls for Service	847	10,623
Alarm Calls	36	346

**Request for Reports**

	November	FY 2020-21
Requests for Reports	20	88
Amount taken in	\$10.80	\$61.20
Tow Bills	0	\$0.00
Emailed at no charge	19	121
Storage Fees	0.00	\$0.00

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

- Sgt. Brisson attended Network Coordinator Retreat in Franklin, TN on Nov. 4<sup>th</sup> -5<sup>th</sup>.
- Sgt. Brisson helped Millersville PD with the grant paperwork process Nov. 4<sup>th</sup>
- Sgt. Brisson dropped off Ollie the Otter suit to LEL Gilmore in Pleasant View.
- Sgt. Brisson dropped off DUI flyers to Portland Police Department Nov. 5<sup>th</sup>.
- Sgt. Brisson picked up the Message Board Sign for the Road on Nov. 27<sup>th</sup>.

***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 3<sup>rd</sup>. We gave away two bikes. Complete.

**Police Department**  
**November 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.*
  - Nothing to report this month due to Covid.

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

- White House Officers worked 3 days in November at Walmart for Black Friday sales. (Nov. 7<sup>th</sup>, 14<sup>th</sup> & 27<sup>th</sup> – 4 Officers each day for 7 hours).

**Upcoming Events:**

- December –  
White House Christmas Parade (12/5)  
Shop w/ a Cop/Fireman (12/12)

<i>2020 Participation in Joint Community Events</i>		
	<u>October</u>	<u>Year to Date</u>
<b>Community Activities</b>	1	40

**Fire Department  
November 2020**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 131 requests for service during the month with 87 responses being medical emergencies. The Department responded to 5 vehicle accidents; 4 accidents reported patients being treated for injuries and 1 accident reported no injuries. Of the 131 responses in month of November there were 20 calls that overlapped another call for service that is 15.27% of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in November from dispatch to on scene time averaged was, five minutes and twenty seconds (5:20). The average time a fire unit spent on the scene of an emergency call was fourteen minutes and seven seconds (14:07).

**Department Event**

- November 7<sup>th</sup> – Hazmat hands-on training Day 2
- November 9<sup>th</sup> – Monthly Officer Meeting
- November 13<sup>th</sup> – Robertson and Sumner K-9 training
- November 21<sup>st</sup> – Hazmat hands-on training Day 3
- November 23<sup>rd</sup> – Car seat Installation

**Fire Administration**

- November 3<sup>rd</sup> – Monthly Policy review meeting
- November 9<sup>th</sup> – Monthly Officer Meeting
- November 23<sup>rd</sup> – Fire inspection of Exit Real Estate
- November 24<sup>th</sup> – Fire inspection of Prescription Shoppe

**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	16
Rescue & Emergency Services	452
Hazardous Conditions (No Fire)	16
Service Calls	37
Good Intent Call	41
False Alarms & False Call	62
Calls for The Month	131
Total Responses FY to Date	626



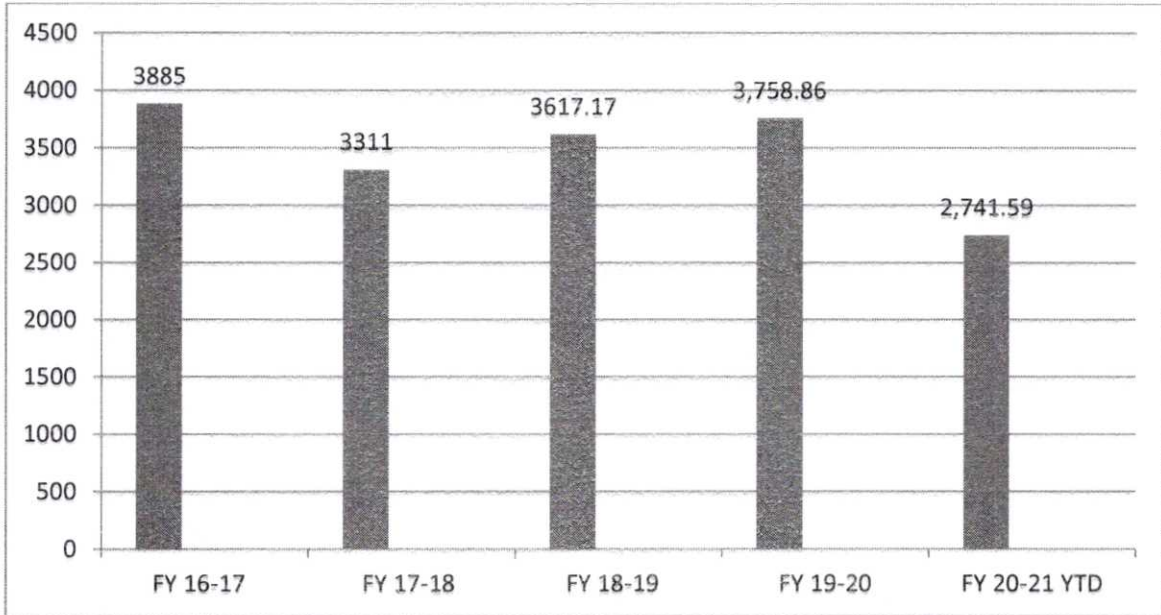
**Fire Department  
November 2020**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City park)</b>	85	440	70.4%
<b>Station #2 (Business Park Dr)</b>	45	185	29.55%

**Fire Fighter Training**

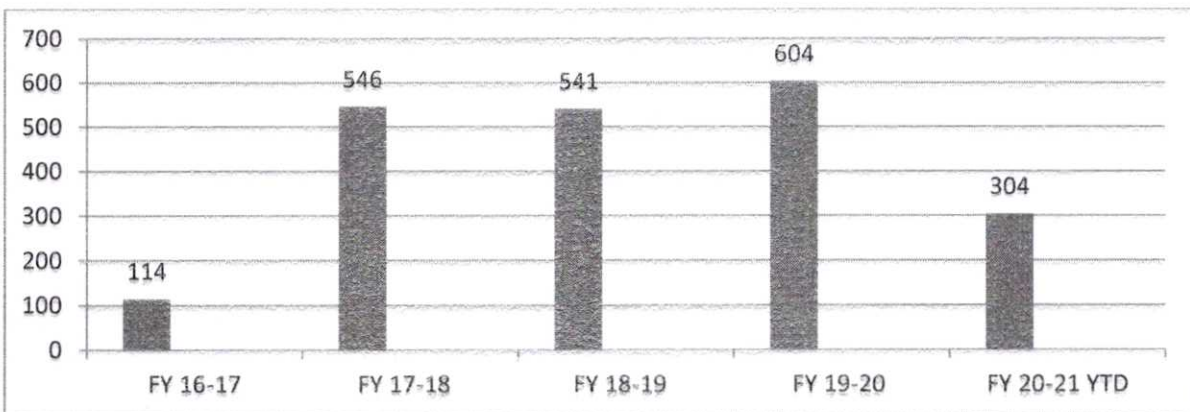
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
<b>Firefighter Training Hours</b>	478.5	2741.59

**Fire Inspection**

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

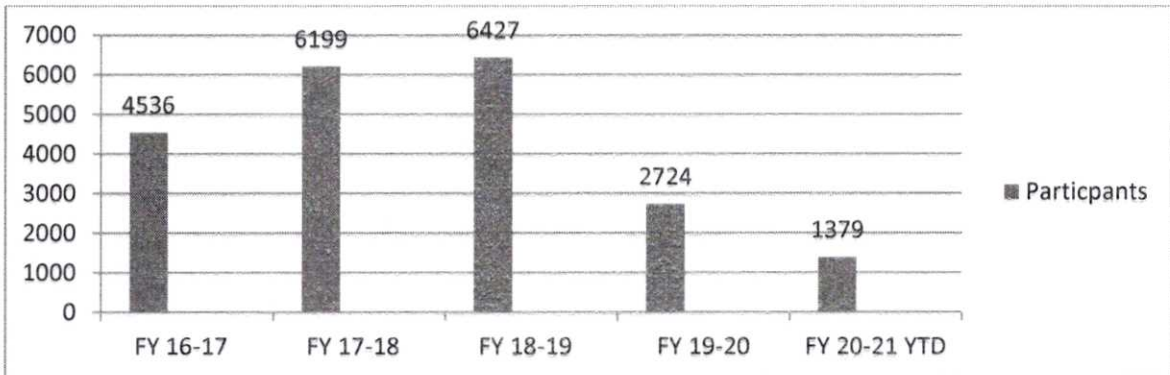


**Fire Department  
November 2020**

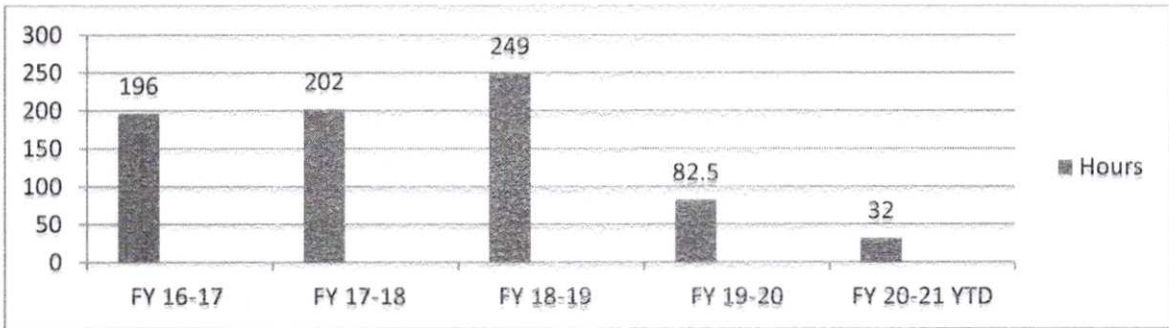
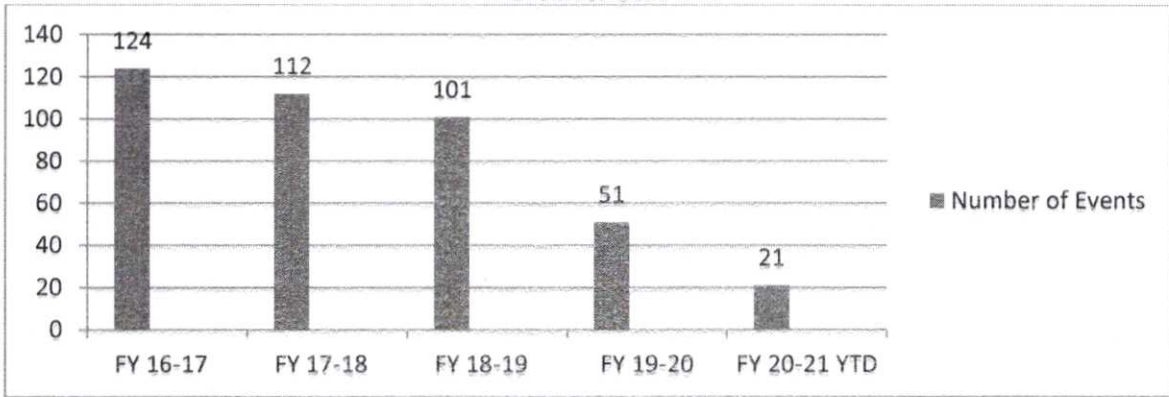
	Month	YTD
<b>November Fire Inspection</b>	69	304
<b>Reinspection</b>	13	65
<b>Code Violation Complaint</b>	0	1
<b>Violations Cleared</b>	10	79
<b>Annual Inspection</b>	13	64
<b>Commercial Burn Pile</b>	3	6
<b>Knox Box</b>	0	6
<b>Fire Alarms</b>	2	5
<b>Measure Fire Hydrant</b>	0	2
<b>Plans Review</b>	1	12
<b>Pre-C/O</b>	0	1
<b>Pre-incident Survey</b>	27	109
<b>Sprinkler Final</b>	0	0
<b>Final/Occupancy</b>	0	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  
November 2020**



	Month	YTD
<b>Participants</b>	0	1379
<b>Number of Events</b>	0	21
<b>Education Hrs.</b>	0	32

Public education programs have been suspended due to COVID-19

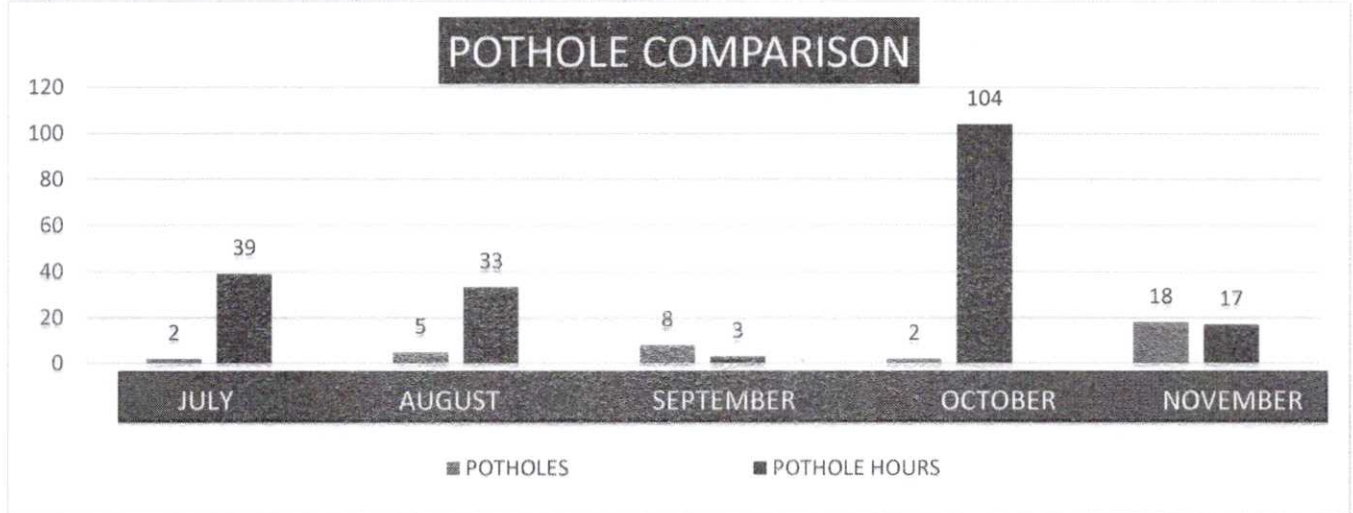
**Social Media Statistics**

<b>Page Views</b>	<b>801</b>
<b>Page Likes</b>	<b>200</b>
<b>Post Reach</b>	<b>10,011</b>

**Public Services Department – Public Works Division  
November 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.

NOTE: This month we officially started into what is bound to be a busy “pothole season”. This month you will notice that our number of pothole repairs jumped substantially, this is due to the introduction of the cold weather causing the road to freeze and thaw which causes the potholes to appear. We now have cold patch in stock to make these types of repairs and will order more for stock if necessary, to keep up with the potholes as they continue to appear.

**Pothole Complaint Response Time  
November 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.

NOTE: PW Crew discovered potholes needing repair and made the necessary repairs to 13 potholes with the use of cold patch asphalt.

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
Citywide pothole response and repair.	Monday November 9, 2020 8:00AM (internally reported by Bobby Tidwell)	Monday November 9, 2020 12:30 PM	3 hours and 30 minutes

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

**November 2020 Monthly Work Log**

Monday 11-02-2020

- Pleasant Grove Road backfill behind curbing on West side of roadway.

Tuesday 11-03-2020

- Poured concrete at Pleasant Grove Road to prevent undermining of resident driveway/reset stormwater junction box and poured new sidewalk flags on Lauren Drive
- Replaced fence on Patana Drive due to safety concern (hole in old fencing).

Wednesday 11-04-2020

- Seed and straw applied to ditch on Pleasant Grove Road and new Permanent Stop Sign and Speed Limit sign installed.
- Installation of new decorative block wall at Briarwood Welcome to White House Sign.

Thursday 11-05-2020

- Delivered New Holland tractor for repairs / attempted to pick up brush truck #1328 from Neely Coble Co. repairs not completed had to return vehicle.
- Removed forms from Lauren Drive sidewalk project / removed trees near City Hall back parking lot.

Monday 11-09-2020

- Installed additional Speed Limit signs on Lauren Drive due to citizen complaint of speeding (request relayed from PD to PW).
- Repaired potholes Citywide.
- Begun cutting trees on Pierre Place (citizen complaint regarding tree over hanging her property from City ROW on back side of Magnolia Village Subdivision.

Tuesday 11-10-2020

- Continued removal of tree(s) on Pierre Place

Wednesday 11-11-2020

- Holiday (Veterans Day) THANK YOU VETERANS!

Thursday 11-12-2020

- Completed cutting and staging of tree stumps, trunk, and limbs to be picked up by brush truck.

Monday 11-16-2020

- Made adjustments to cover of stormwater junction box on Lauren Drive to ensure no trip hazards exist.
- Backfill with topsoil at Briarwood sign and Pleasant Grove road.

Tuesday 11-17-2020

- Backfill with topsoil on Pleasant Grove Road

Wednesday 11-18-2020

- Removed dangerous over-hanging tree on Union Road in City ROW to avoid damaged tree from falling into the road.
- Christmas lights delivered and inspected by PW Crew.

Thursday 11-19-2020

- Backfill and punch list work on Pleasant Grove Road

Monday 11-23-2020

- Installed Christmas Lights at SR 76 and 31W / 31W and Portland Road

Tuesday 11-24-2020

- Finished Christmas Light installation
- Loaded small dump truck in preparation to have it delivered to for repair.

Wednesday 11-25-2020

- Facility and Fleet Maintenance. Went to Lowe's to purchase operating supplies.

Thursday 11-26-2020

- Holiday (Thanksgiving)

Monday 11-30-2020

- Facility and Fleet Maintenance.
- Snow and Ice preparation.

Public Services Department – Public Works Division  
November 2020

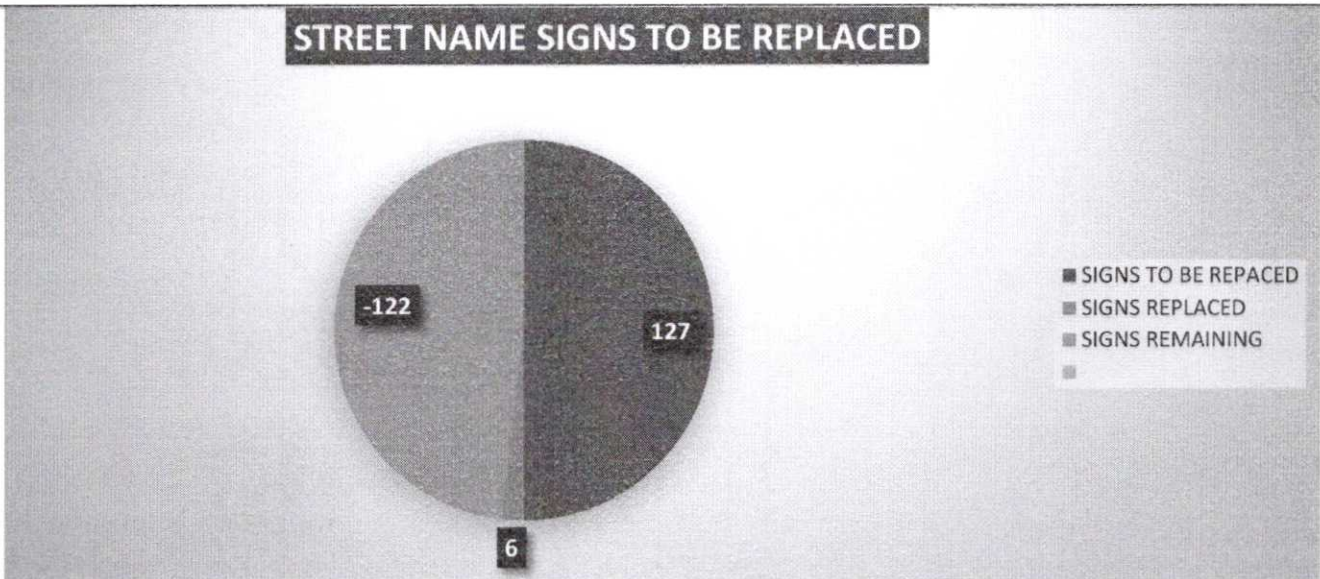
<u>Subdivision Decorative Light LED Retrofit Project</u>			
<u>UPDATED SEPTEMBER 8, 2020</u>	<u>TOTAL LAMPS</u>	<u>TOTAL RETROFIT COMPLETED</u>	<u>TOTAL RETROFIT TO BE COMPLETED</u>
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	5	1	1
Bridle Creek Subdivision	7	3	4
Business Park Drive	7	7	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
<b>Totals:</b>	<b>166</b>	<b>125</b>	<b>41</b>

NOTE: No retrofits were accomplished this month due to COVID Leave of employees and other projects taking precedence.

**Street Name Sign MUTCD Compliance List**

The purpose of this list is to track the updating and bringing into compliance The City of White House's street name signs with the current requirements the Manual on Uniform Traffic Control Devices (MUTCD) Standards.

**STREET NAME SIGNS TO BE REPLACED**



NOTE: Only one sign replaced in the month of November due to other projects taking precedence and crew members out on COVID Quarantine Mandates (no positive cases in the PW Department, family members of crew members tested positive resulting in 24 day quarantine)

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Oct	20-Nov	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	883	850	3,996
Facility Maintenance	3494	2187	1,227	1,137	887.25	120	95	264
Fleet Maintenance	1034	514	282	380	422.5	62	36	194
Meeting/Training	502	510	517	400	457	19	25	94
Leave	1,253	576	613	810	823	70	138	474.4
Holiday	795	470	385	555	545	50	100	220
Overtime	508.5	488	414	311	152.75	27	12	152
Administrative	385	698	803	867	1153.25	176	134	676
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	3	0	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	2	18	35
Pothole Hours	0	759	734	1,181	831.5	104	17	196.25
R-O-W Hours	0	2835	2416	4,027	3044.5	270	302	985
Sign/Repaired	0	120	91	84	63	3	2	13
Sign Work Hours	0	289	179	234	109	16	8	30.5
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	0	0	18
Traffic Light Hours	0	0	65	20	158	0	0	44

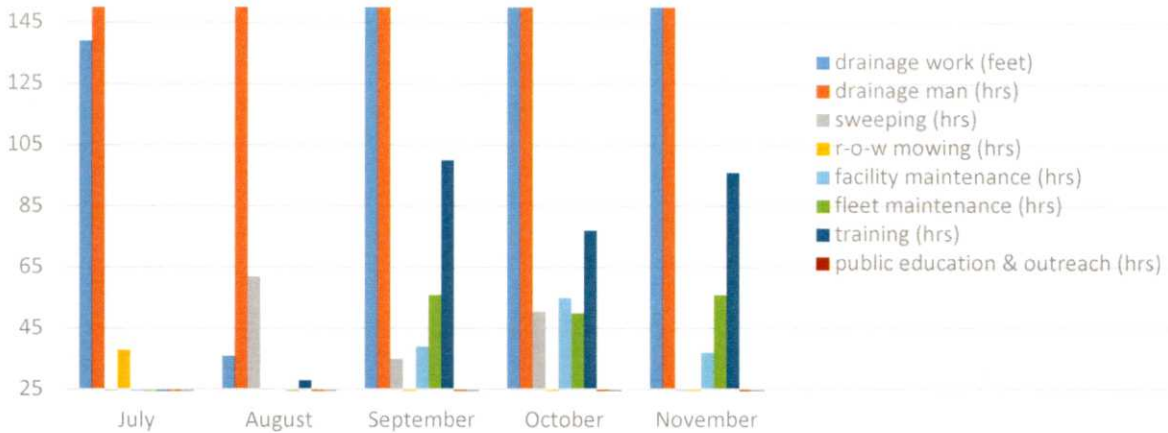
Sanitation Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Oct	20-Nov	YTD 20/21
Sanitation	2,685	3,634	4,406	4,024	4200.5	330	338.5	1,689
Facility Maintenance	3494	723	446	574	394.5	16	25	103
Fleet Maintenance	1034	488	445	331	294.5	11	19	104
Meeting/Training	502	265	130	135	127.5	12	7	32
Leave	1,253	428	700	476	336	90	50	280
Holiday	795	270	230	230	230	20	40	100
Overtime	508.5	119	4	12	39.5	0	1.5	2
Administrative	385	167	1	0	72.5	5	0	27
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	24	47	104
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	0

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Oct	20-Nov	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	519	453	2,748
Brush Truck Loads	459	551	522	578	584	46	46	244
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	305	912	1,997
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	106.5	90	561
Litter Pickup Bags	334	507	546	511	456	22	29	192
Litter Pickup Hours	1147	1132	985	957	892	46	45	363

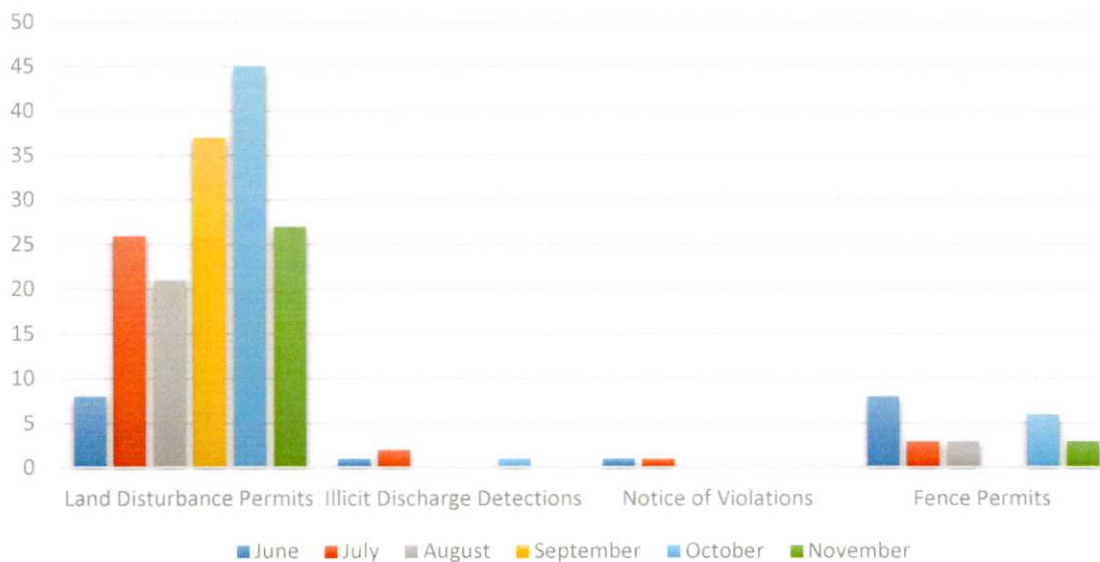
**Public Services Department – Stormwater Division  
November 2020**

**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.



**Public Services Department – Stormwater Division  
November 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 departments priorities and work summaries

<i>Address</i>	<i>Scope of Work</i>	<i>Status</i>	<i>Notes</i>
<b>214 Eastside Dr</b>	The team excavated drainage easement to recondition ditch and installed new driveway culvert.	WO#01102004 Complete	
<b>Sage Road</b>	the task to remove buildup of sediment and open driveway culverts to allow positive flow in the right of way conveyance. The team successfully removed 5 loads in their dual tandem International Dump Truck using the teams 18000 lb. Kubota Excavator. After the ditch line was cut down to a positive grade for drainage, the team stabilized the bare soils with double net straw matting and applied contractors blend fescue/rye grass seed.	WO#-0901200001 Complete	
<b>106 Sugar Tree Ct</b>	The team installed and extended a concrete flume to convey runoff in watershed area.	WO#-113020008 Complete	
<b>112 Holly Lane</b>	The crew opened 30 out of 32 accessible catch basins and removed excess debris and materials to prohibit obstructions to water flow and quality.	WO# -110420005 Complete	
<b>107 Copperfield Dr</b>	Upgrade infrastructure to handle inflow of water during rain events; prevent flooding		Propose FY21-22 CIP

Stormwater Division

<b>Total Hours Worked</b>	<b>FY 15/16</b>	<b>FY 19/20</b>	<b>30-Sep</b>	<b>31-Oct</b>	<b>30-Nov</b>	<b>YTD 20/21</b>
<b>Stormwater</b>	5,744	7,204	887	848	819	4,864
<b>Work Orders</b>	0	69	13	15	13	81
<b>Overtime</b>	508.5	262	3	0	0	82
<b>Facility Maintenance</b>	3,494	638	39	55	37	160
<b>Fleet Maintenance</b>	1,034	314	56	50	56	198
<b>Administrative</b>	385	1,138	181	108	96	738
<b>Drainage Work (feet)</b>	0	3,988	283	367	413	1,405
<b>Drainage Man Hours</b>	0	1,371	336	178	192	1,472
<b>Debris Removed Load</b>	0	188	31	9	10	146
<b>Sweeping Man Hours</b>	0	309	35	51	24	126
<b>Mowing Hours</b>	0	102	3	0	0	3
<b>R-O-W Hours</b>	0	1,506	0	12	1	51
<b>Pothole Hours</b>	0	0	0	0	0	0

Public Services Department – Stormwater Division  
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Shoulder/Curb Hrs	0	0	1	1	0	40
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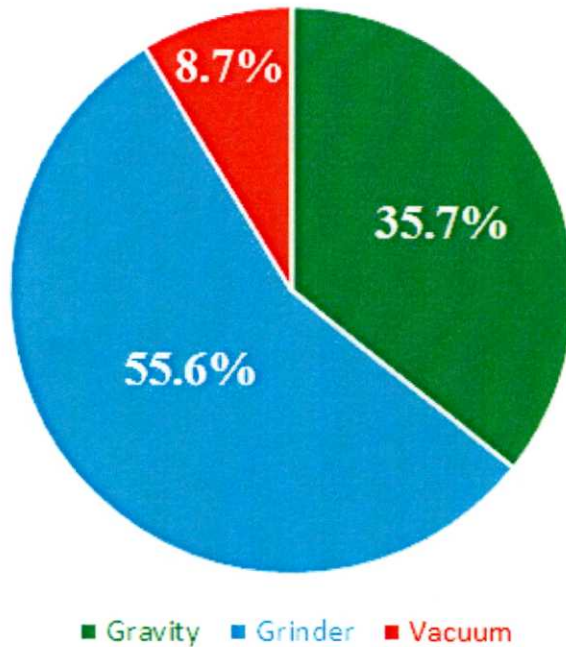
**Public Services Department - Wastewater Division  
November 2020**

**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 November 30<sup>th</sup>, 2020, City personnel count a total of **5,341** sewer system connections. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>1,905</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,971</b>
<b>Vacuum Connections</b>	<b>465</b>

**Sewer Service Types**



The City counts **109** commercial grinder stations, **2,863** residential grinder stations, and 26 major lift stations integrated into our system.

**811 Utility Locate Service:**

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

<u>Line Marking</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>November 2020</u>	<u>YTD</u>
Tennessee 811	1,691	1,670	1849	2315	2680		195	819

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

**Alarms** –

Calista Vacuum Station alarm was a fault in vacuum pump #1. City lift station mechanics were able to repair the pump and it is now operating correctly.

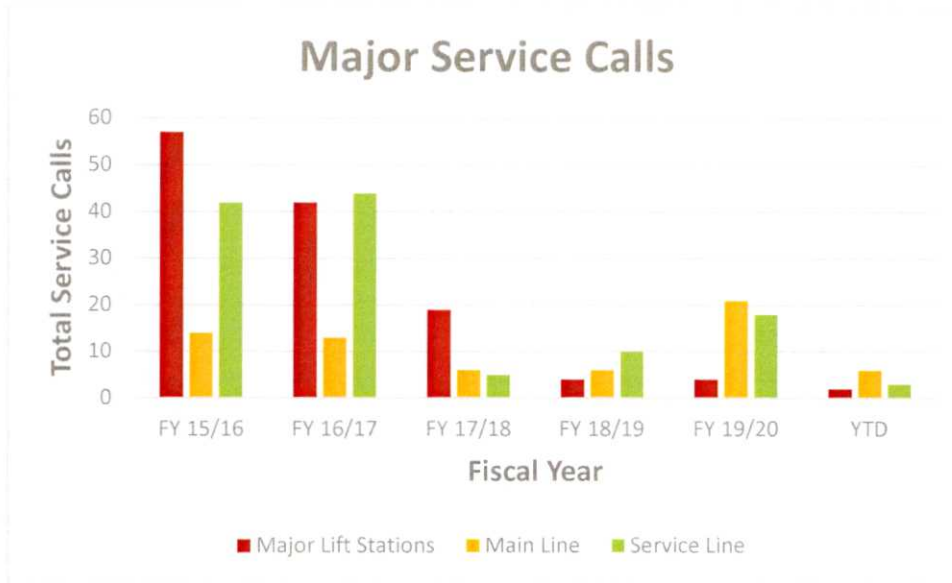
**System Repair Goals:**

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.

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



1. Settler's Ridge – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.
2. Concord Springs – 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 24<sup>th</sup>, 2021 (initial repairs were evaluated on 12-03-2020 and deemed inadequate). 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.
3. 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 permanent station is ready for shipment to the site, and awaiting installation of the new 10” force-main before delivery. Caleb Fuqua has agreed to hold the installation of the new station until the 10” force main is operational, due to force-main pressure/flow concerns. According to Mr. Fuqua, this force-main is planned for completion in February-March 2021.
4. 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 4<sup>th</sup> time this station has had to be re-piped, so we have chosen a ridged, yet flexible pipe.
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

**Public Services Department - Wastewater Division  
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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. We are working with Jacobs on final data acquisition for the Northern and Western force-mains for the Model Update, and Jacobs has been given the notice to proceed for the Master Plan Update.

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.

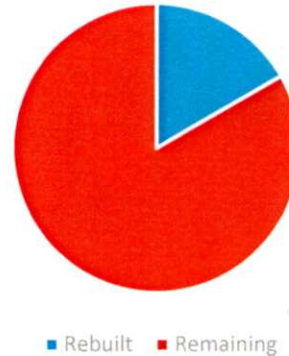
<b><u>Work Orders</u></b>	<b><u>FY 15/16</u></b>	<b><u>FY 16/17</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b>Nov 2020</b>	<b>YTD</b>
<b>Vacuum System Service Request</b>	87	172	143	112	82	3	22
<b>Gravity Service Request</b>	5	12	0	10	13	1	3
<b>Low Pressure Service Request</b>	530	716	621	728	770	42	256
<b>Total Pumps Replaced</b>	313	338	401	361	449	35	178
<b>Total Pumps Rebuilt</b>	n/a	n/a	n/a	n/a	n/a	5	25
<b>Grinder Tank PM Program</b>	n/a	58	63	358	267	28	128
<b>Inspection for New Service</b>	36	23	54	103	226	19	145
<b>Final Inspection for New Service</b>	37	55	56	62	110	12	67
<b>Sanitary Sewer Overflow (SSO)</b>	6	9	1	3	49	1	4
<b>Odor Complaints</b>	16	17	28	43	43	4	20

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**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.

**20.0% 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>Aug - 20</u>	<u>Sept - 20</u>	<u>Oct - 20</u>	<u>Nov - 20</u>	
<b>Flow – To Creek</b>	0.490 MGD	0.427 MGD	0.563 MGD	0.645 MGD	MGD = Million Gallons/Day
<b>Flow – To Spray Field</b>	0.187 MGD	0.102 MGD	0.077 MGD	0.0 MGD	
<b>Total Flow Through Plant</b>	0.677 MGD	0.529 MGD	0.640 MGD	0.645 MDG	
<b>Capacity</b>	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MGD	
<b>% of Plant Throughput</b>	48.4%	37.8%	45.7%	46.1%	(0.645 MGD) / (1.40 MGD)
<b>Actual Capacity</b>	1.12 MGD	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
<b>% of Allocated Capacity</b>	60.4%	47.2%	57.1%	57.6%	(0.645 MGD) / (1.12 MGD)
<b>Rainfall</b>	7.19"	2.60"	4.16"	3.48"	

<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>November 2020</u>	<u>YTD</u>
<b>Violations</b>	1	7	7	13	7	12	2	20

- 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. The C. Dubia (water flea) portion of the Whole Effluent Toxicity (WET) test we failed in November. Retest scheduled the week of December 6th.
- TDEC Order and Assessment:** On July 15<sup>th</sup> 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

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were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29<sup>th</sup>, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>.

- 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 submitted SRF Loan Application packet (11-11-2020).
  - TLDA meets (date TBD) to approve SRF Loan Application (anticipated in late December).
  - City submits Performance Standards Summary to TDEC for final approval (anticipated late-December to early-January).
  - TDEC provides final approval of Performance Standards Summary (anticipated mid-January).
  - City begins 6-week advertisement period for Construction Bids for WWTP (anticipated mid-January).
  - City submits completed Fiscal Sustainability Plan to TDEC (anticipated mid-January).
  - City begins review process for Construction Bids for WWTP (anticipated late-February).
  - City selects winning bid following review process (anticipated early-March).
  - City begins advertisement of winning bid for City Board Meeting agenda (anticipated early-March).
  - 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 to early-May).
  - City issues Notice To Proceed (anticipated mid-May).
3. **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.
4. **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 December 14<sup>th</sup>.
5. **Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly.

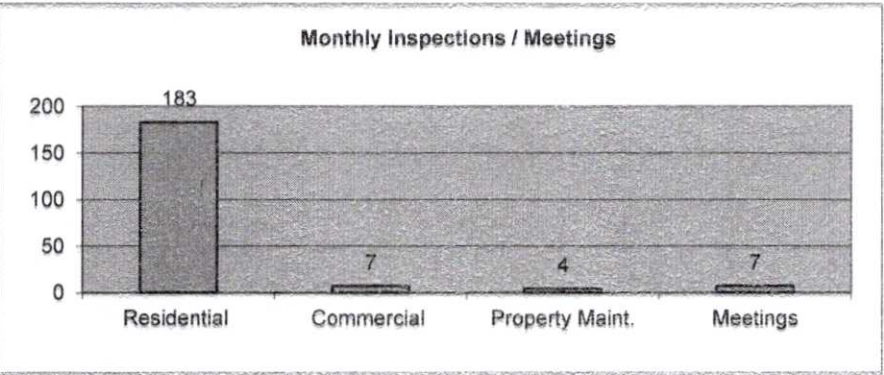
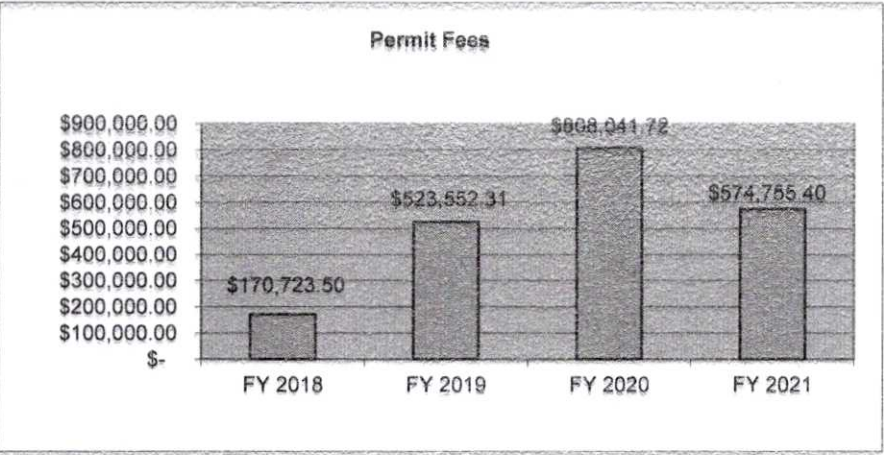
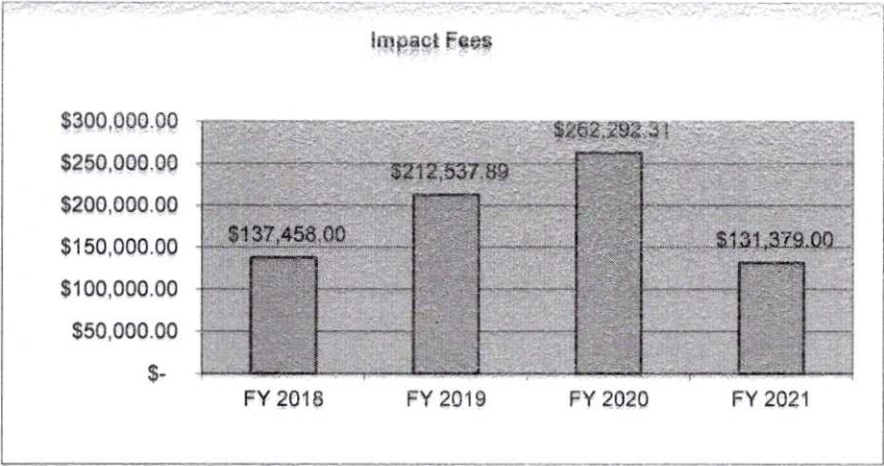
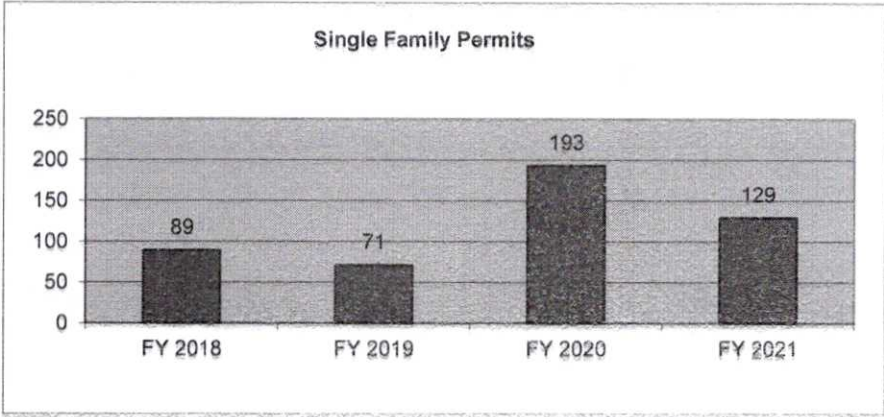
The PAA feed rate is operating at a constant 3.00 parts per million (ppm). The average residual was 0.15 PPM with a max residual of 0.21 PPM. *Last month the feed rate was 3.00 ppm.*

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 33.2 CFU's which is well below the limit. *Last month the average was 6.4.*



**Planning and Codes Department  
NOVEMBER 2020**



**Planning and Codes Department  
NOVEMBER 2020**

	Month	FY2021	FY2020	FY2019	FY2018
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	9	33	69	66	69
Construction Appeals	0	0	0	0	1
Zoning Appeals	0	4	5	6	7
Tech. Review/Study Session	0	0	2	0	1
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	31	129	193	71	89
Multi-Family Residential	0	0	0	13	5
Other Residential	6	36	91	93	238
New Commercial	1	2	6	3	3
New Industrial	0	2	0	1	0
Other Com/Ind	2	11	23	33	31
Sign	0	5	14	25	24
Occupancy Permits	2	21	14	25	24
Commercial Certificate of Occupancy-					
Other	1	1	12	3	14
<b>BUILDING INSPECTIONS</b>					
Residential	183	871	2858	2411	1112
Hours	6.45	311.95	699.58	414.98	383.59
Commercial /Industrial	7	52	110	179	165
Hours	3.58	20.43	12.83	179	165
<b>CODE ENFORCEMENT</b>					
Total Cases	4	67	330	179	165
Hours	2.33	24.25	70.24	86.75	75.17
Complaints Received	0	20	116	98	132
<b>MEETINGS</b>					
Administration	3	28	58	68	51
Hours	6	49	38.26	103.67	101
Planning	2	27	76	135	73
Hours	2	34.75	96.58	155.5	86.82
Codes	2	5	28	35	27
Hours	1	3	37.85	40.16	18.67
<b>FEES</b>					
Permit Fees	\$131,139.50	\$ 574,755.40	\$ 808,041.72	\$ 523,552.31	\$170,723.50
Board Review Fees	\$1,200.00	\$ 5,550.00	\$ 11,000.00	\$ 3,750.00	\$4,683.00
City Impact Fee	<b>\$38,595.00</b>	<b>\$ 131,379.00</b>	<b>\$ 262,292.31</b>	<b>\$ 212,537.89</b>	<b>\$137,458.00</b>
Roads	\$8,001.00	\$ 66,373.00	\$ 77,860.90	\$ 98,885.80	\$112,424.58
Parks	\$8,316.00	\$ 47,124.00	\$ 74,646.00	\$ 23,140.00	\$ 10,163.90
Police	\$8,742.00	\$ 42,551.00	\$ 59,096.30	\$ 11,704.30	\$ 8,971.20
Fire	\$5,766.00	\$ 28,068.00	\$ 36,749.61	\$ 23,344.29	\$ 5,963.72
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 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	15	17	17	16	15

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

**Summary of Month's Activities**

Everything started to slow down in our parks this month with the winter looming. It closes out a very busy fall for us. One in which we saw the most ballfields rentals and tournaments in recent memory. Hopefully we will get through this basketball season without too much interruption and be able to go into the spring ready for a fresh start while the virus slowly dwindles away.

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

The Museum/Visitor Center renovation was completed this month. We did the final walkthroughs and punch list and everything has since been addressed. The new addition is already coming in handy for the Museum and Chamber and the outside of the building got a much needed facelift and turned out great.

Not much work was done on the Maintenance Building this month. We did have a gas line run to it for heating needs in the winter but that's about it. We will continue to chip away at it as the winter progresses. We hope to get the flooring in the office and restrooms completed this fall and continue to tidy some minor things up. We also need to add a window in the office and add the breezeway between the two buildings.

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 continued work on the Dog Park this month. At this point we are just about ready to start the shade structure installation. Hopefully it will be done or close to done by the end of next month. We have been adding to the dirt for the tubes every once in a while this fall as well in hopes of making it as stable and compact as possible before seeding and strawing. That is close to being done and should take place next month as well.

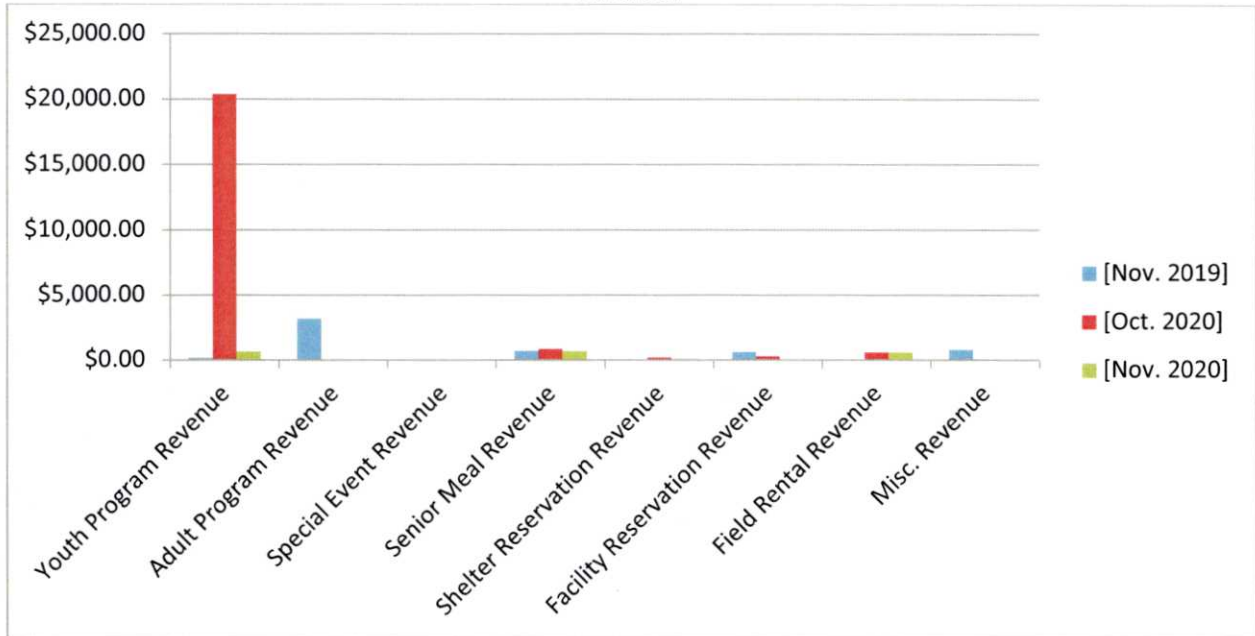
The Girl Scout and Boy Scout joint project that took place at the Soccer Complex that included a pavilion with tables was completed this month. It should be a welcome addition to the complex as shade is hard to come by. Pictures of the final product are on the next page:



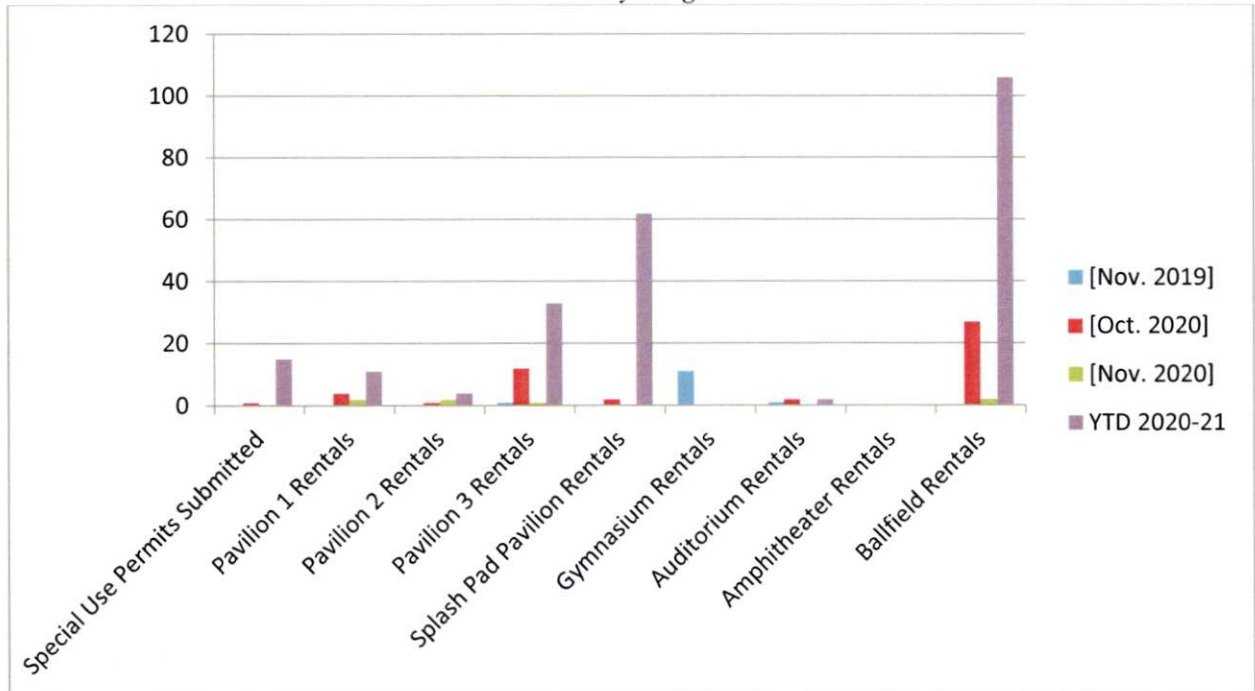
Other CIP projects this year include: paving the Greenway, buying a new Skid Loader, and a new Columbarium for the Cemetery (currently on order).

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

*Revenues*

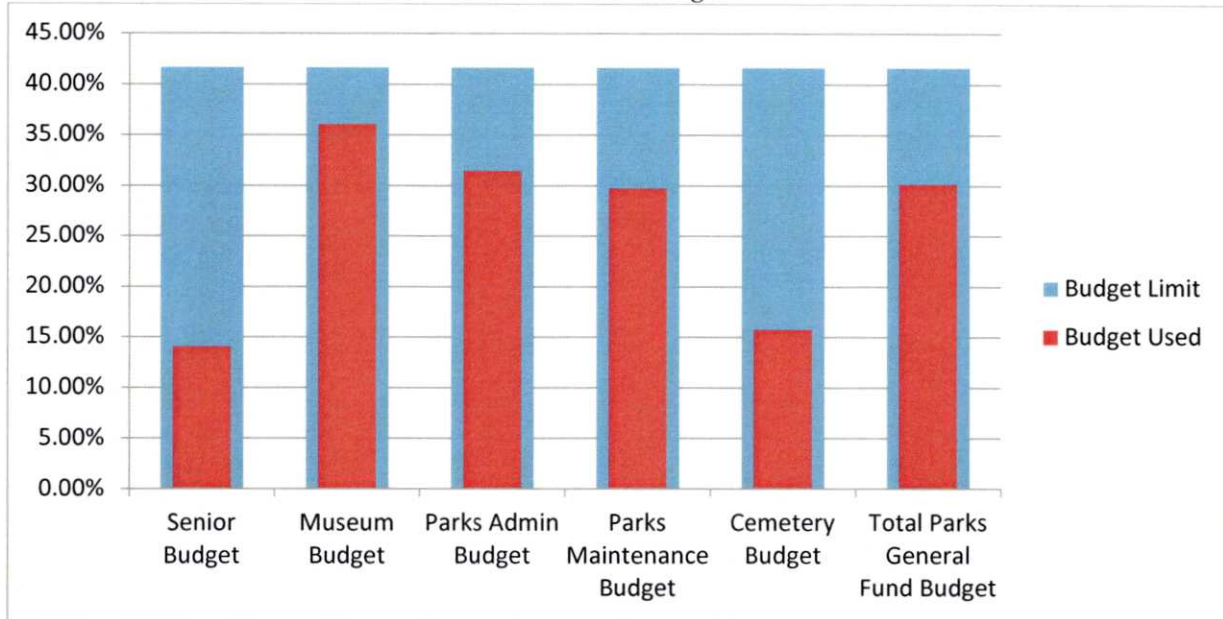


*Facility Usage*



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

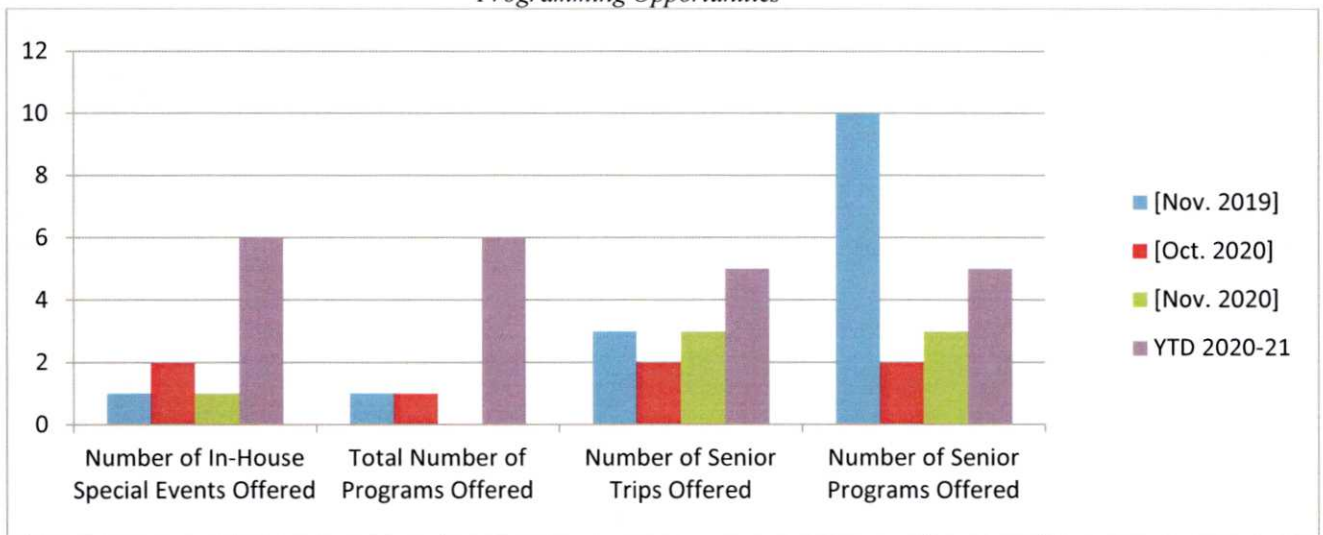
*Over/Under Budget*



**Recreation**

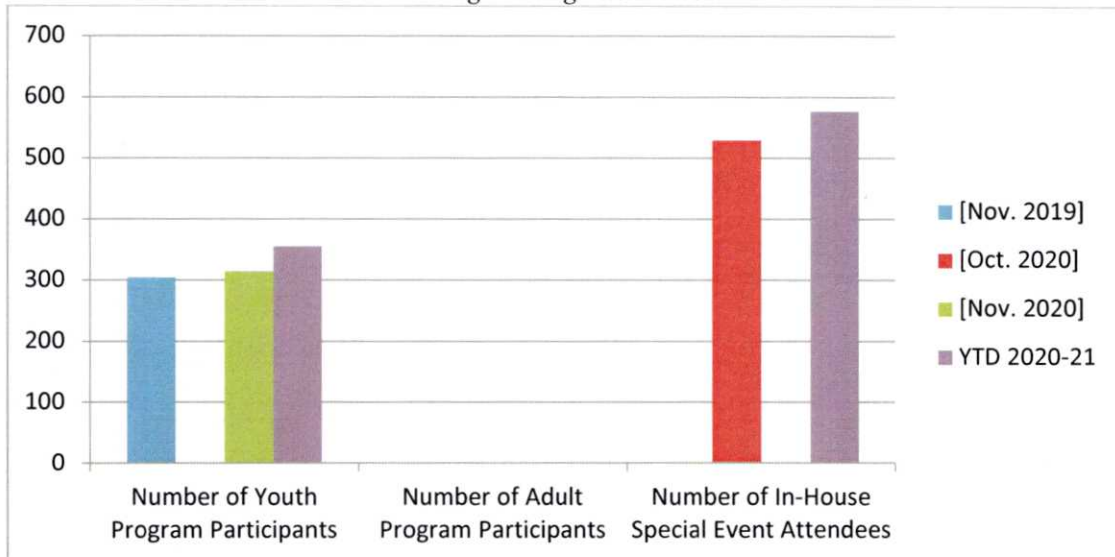
Youth Basketball sign-ups ended last month and practices began this month. We are closely following recommended guidelines and doing everything we can to provide a safe environment in order to keep this season on track. This was the largest turnout for our Youth Basketball program in recent memory with 42 teams and approximately 315 kids this year. We are practicing at the Civic Center and White House Middle School to accommodate all the practices and space everyone out as much as possible. We will utilize White House Heritage High School once again for games along with the Civic Center.

*Programming Opportunities*



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

*Programming Attendance*



**Maintenance**

- Performed housekeeping (trimmed, mowed, and blew off) [Fall Clean-Up] on each trailhead
- Cleared the entire area of the Switchback, along the Greenway (In preparation for more work coming in the Spring)
- Winterized the Splash Pad
- Winterized the restrooms at the Soccer Complex
- Winterized all of the water fountains along the Greenway and throughout the parks area
- Prepped the Landscape truck for the Christmas Parade
- Cleaned and organized the shop/Performed monthly maintenance on all of the equipment for our department
- Worked with a company on the Splash Pad to find the leak in our system
- Built and installed a plaque and post along the Nature Trail
- Cleared out a straight line of prior-planted trees along the Greenway/Trimmed them as well (In preparation of creating a sitting area come Spring time)

**Mowing Hours Total: 222.5**

**Breakdown of the mowing hours by type:**

Bush-Hogging: 7.5 hrs.

Zero-Turn Mower: 120.5 hrs. **(Half of this amount was simply mulching leaves and other debris)**

Reel Mowing: 41.5 hrs.

Weed-Eating: 11 hrs.

Tractor Mowing: 42 hrs.

Parks, Recreation, & Cultural Arts Department  
November 2020

Museum

**Volunteers**

Volunteers helped add some new items to WWII display, plan the museum's float in the Christmas parade and clip newspaper articles for archiving. For the month of November, the Museum volunteers worked for a total of 4.5 hours.

**Exhibits**

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

**Tours at Museum**

White House Senior Center visited the museum in November to view the Women's Suffrage display. A few walk-through tours have been provided as well.

**Social Media**

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



**Episode 31** The Necklace received 215 Views and 1 Share



**Episode 32** Pitt's Barber Shop received 1.5K Views and 13 Shares



**Episode 33** The Parlor Table received 529 Views and 9 Shares

**Events**



**DAR Recognition of Mrs. Evelyn Guill**

November 12, the DAR General Jethro Sumner Chapter recognized Mrs. Evelyn Guill for her contribution to the City of White House's history.

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

**Additional Events Attended**

November 19 – Ribbon Cutting for DIY Cabinets Inc.

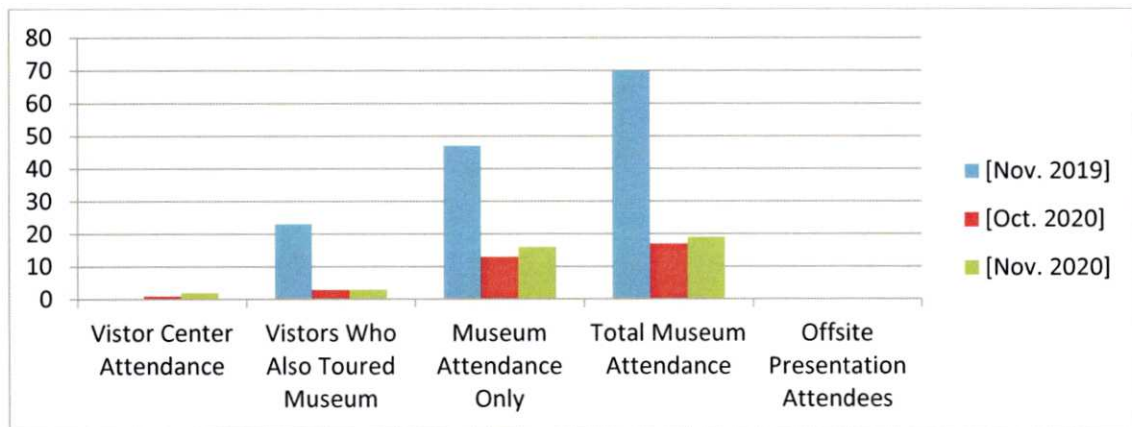
**Ongoing Tasks**

Continued work on collecting and scanning and sorting of pictures for the 50<sup>th</sup> Celebration for 2021.

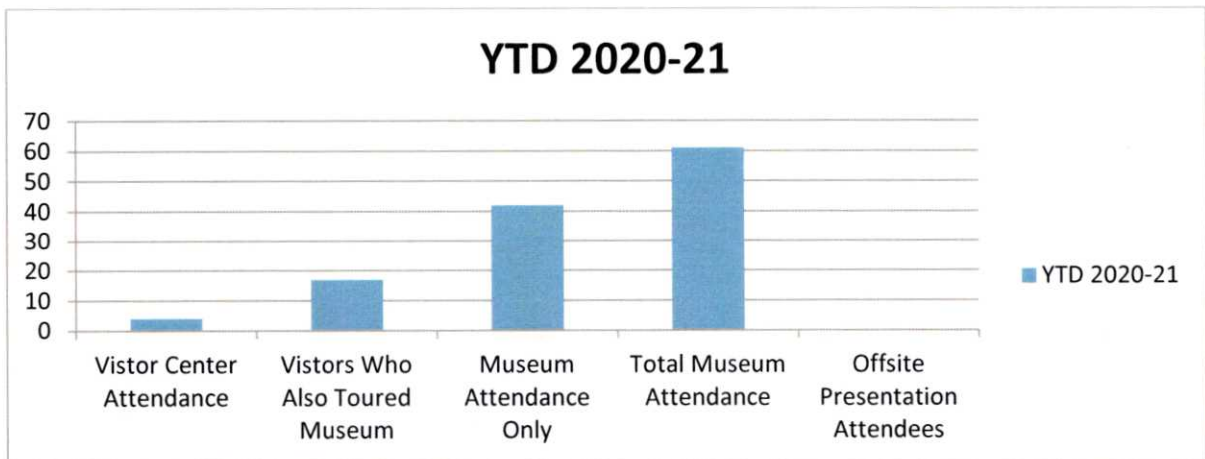
**Visitors' Center and Museum Attendance**

Visitors' Center	Visitors Who Also Toured Museum	Museum	Total Museum Visitors	Off Site Presentations Attendees
2	3	16	19	0

*Museum/Visitor Center Usage*



*Museum/Visitor Center Usage YTD*



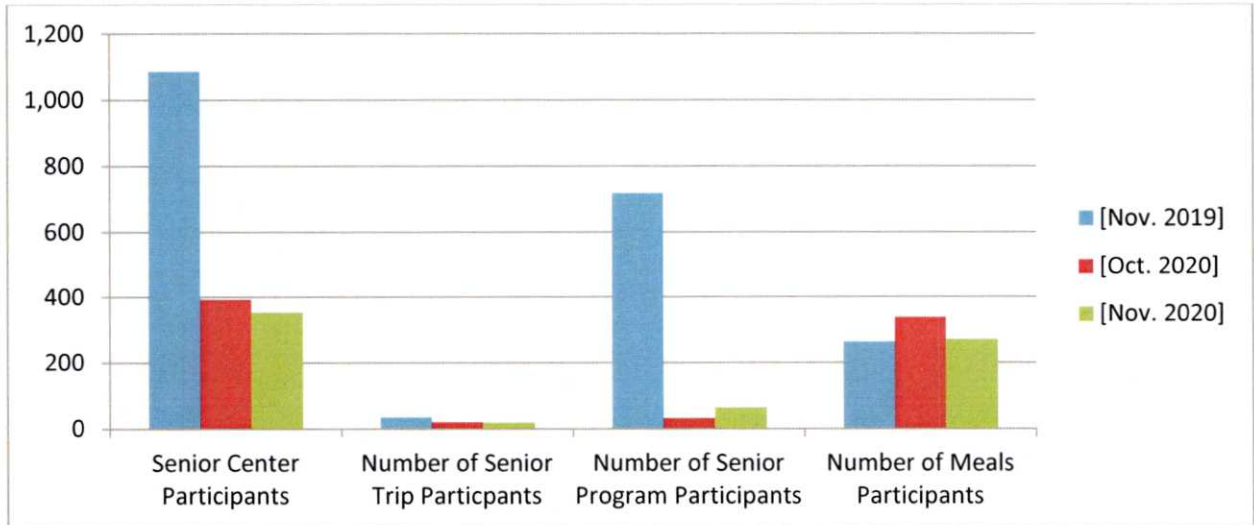


**Parks, Recreation, & Cultural Arts Department  
November 2020**

**Senior Center**

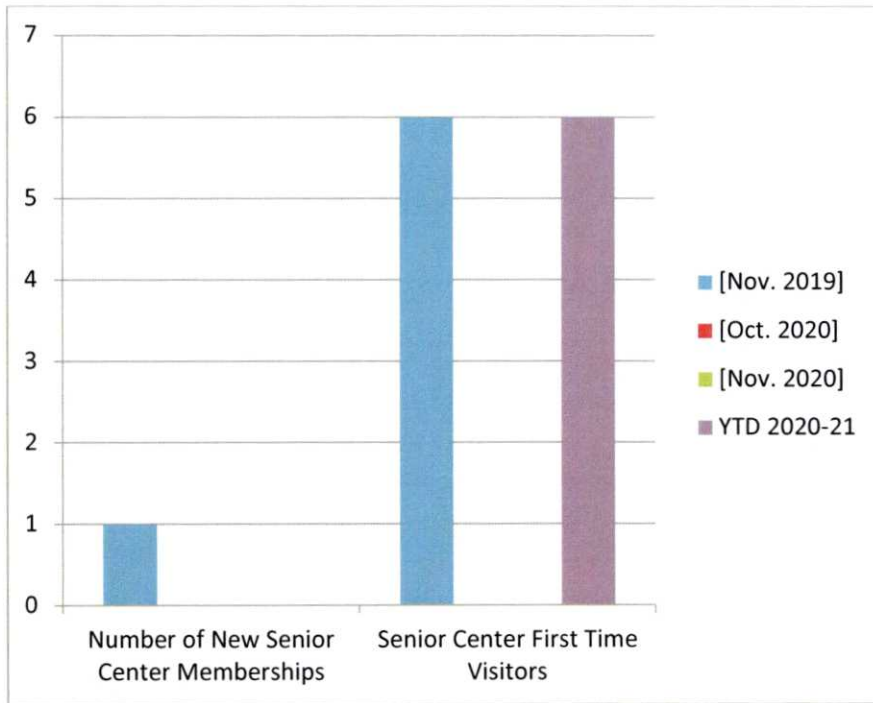
<b>Senior Center Participation - November 2020</b>			
<b><u>Outings/Events:</u></b>			
Picnic at the Park	10		
Bowling	6		
Bible Study	0		
Craft	9		
Movie at Center	5		
Whitehouse Museum	3		
<b>Total</b>	<b>33</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		76	
		93	
		102	
		<b>271</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Sittercise	50		
Walk			
<b>TOTAL</b>	<b>50</b>		
<b>NEW MEMBERS</b>	<b>0</b>		
<b>FIRST TIME ATTENDEE</b>	<b>0</b>		
<b>TOTAL Sr Center Participants:</b>	<b>354</b>		

*Senior Programming/Attendance*



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

*New Senior Memberships/First Time Visitors*



Parks, Recreation, Cultural Arts Department

November 2020

FYE 2019    FYE 2020

**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
Caferia Rentals	54	0
Auditorium Rentals	4	10
Amphitheater Rentals	3	0
Total Number of Facility Rentals	196	89
Ballfield Rentals	7	45
Vistor Center Attendance	6	21
Vistors Who Also Toured Museum	14	84
Museum Attendance Only	85	668
Total Museum Attendance	99	752

**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

Nov. 19	Oct-20	Nov. 20	YTD 20-21
---------	--------	---------	-----------

0	1	0	15
0	4	2	11
0	1	2	4
1	12	1	33
0	2	0	62
1	19	5	110
11	0	0	0
0	0	0	0
1	2	0	2
0	0	0	0
12	2	0	2
0	27	2	106
0	1	2	4
23	3	3	17
47	13	16	42
70	17	19	61

304	0	315	356
0	0	0	0
1	2	1	6
0	530	0	577
1	1	0	6
201	200	200	600
1	0	0	0
1,086	393	354	910
6	0	0	6
3	2	3	5
35	21	19	40
10	2	3	5
718	33	64	97
4	4	3	9
263	339	271	773
0	0	0	0

\$154.00	\$20,388.00	\$648.00	\$27,617.00
\$3,190.00	\$0.00	\$0.00	\$650.00
\$10.00	\$0.00	\$0.00	\$605.00
\$701.00	\$850.50	\$677.50	\$1,935.50
\$0.00	\$195.00	\$85.00	\$3,530.00
\$593.75	\$275.00	\$0.00	\$375.00
\$0.00	\$570.00	\$590.00	\$4,890.00
\$780.00	\$55.46	\$0.00	\$500.46

96	255.5	222.5	1599.5
0	1	2	7
0	1	1	6
13	4	3	17
7	2	2	8

## 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**

	2016	2017	2018	2019	2020
Miscellaneous Items					
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**

	2018	2019	2020
Library Use			
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
<b>Yearly</b>	
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
<b>Yearly</b>		
2019	10	150
2020	5	18

**Oct. combined Programs**

Teen & Tweens	Present
4	29
<b>Yearly</b>	
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	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
<b>Borrowed</b>	56	50	48	74	65
<b>Loaned</b>	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....



# ORDINANCES....

## 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" × 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 PASSED

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                      PASSED

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>	
<i>Permanent Residential</i>	<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 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 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 PASSED

Second Reading: December 17, 2020

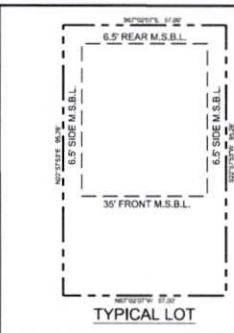
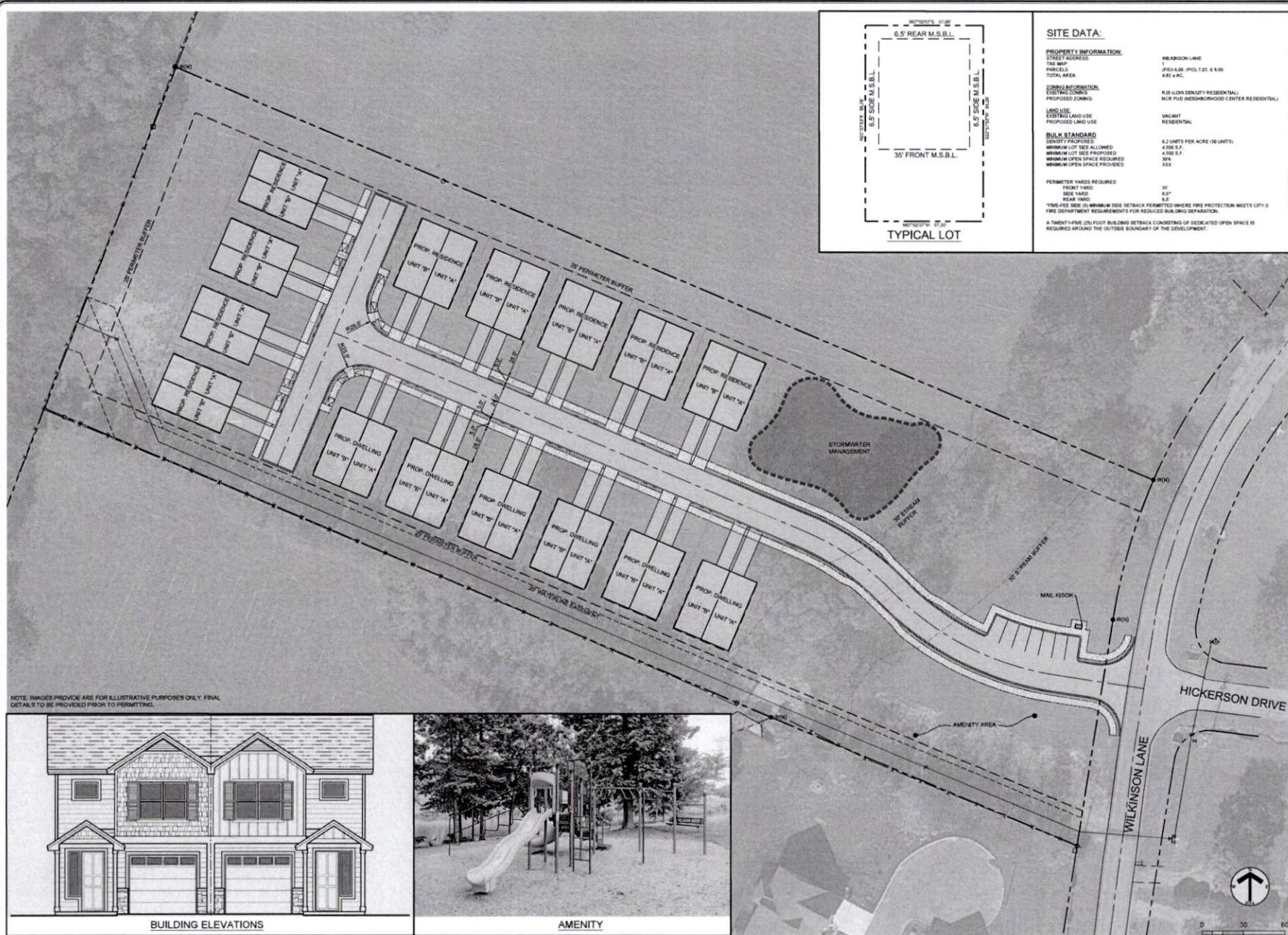
\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

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

ORDINANCE 20-27  
"EXHIBIT A"





**SITE DATA:**

**PROPERTY INFORMATION:**  
 STREET ADDRESS: WILKINSON LANE  
 TAX MAP: 700-000-000-000  
 PARCELS: 1  
 TOTAL AREA: 4.80 ± AC.  
**ZONING INFORMATION:**  
 EXISTING ZONING: R2S (LOW DENSITY RESIDENTIAL)  
 PROPOSED ZONING: R2S PUD (NEIGHBORHOOD CENTER RESIDENTIAL)  
**LAND USE:**  
 EXISTING LAND USE: VACANT  
 PROPOSED LAND USE: RESIDENTIAL  
**BULK STANDARDS:**  
 DENSITY PER ACRE: 8.2 UNITS PER ACRE (30 UNITS)  
 MINIMUM LOT SIZE ALLOWED: 4,500 S.F.  
 MINIMUM LOT SIZE PROPOSED: 4,500 S.F.  
 MINIMUM OPEN SPACE REQUIRED: 10%  
 MINIMUM OPEN SPACE PROVIDED: 10%  
**PERIMETER YARDS REQUIRED:**  
 FRONT YARD: 3'  
 SIDE YARD: 6.5'  
 REAR YARD: 6.5'  
 \*MIN. FIRE SIDE OR MINIMUM SIDE SETBACK PERMITTED WHERE FIRE PROTECTION MEETS CITY'S FIRE DEPARTMENT REQUIREMENTS FOR REDUCED BUILDING SEPARATION.  
 A TWENTY-FIVE (25) FOOT BUILDING SETBACK CONSISTING OF DEDICATED OPEN SPACE IS REQUIRED AROUND THE OUTSIDE BOUNDARY OF THE DEVELOPMENT.

**RAGAN SMITH**  
 LAND PLANNERS • CIVIL ENGINEERS  
 LANDSCAPE ARCHITECTS • SURVEYORS  
 Chattanooga, TN 37402  
 423.263.5600  
 rsm@ragansmith.com

**FREY BRANCH COTTAGES**  
 FOR  
**AK DEVELOPMENT, LLC**  
 WHITE HOUSE, SUMNER COUNTY, TENNESSEE

NOTE: IMAGES PROVIDED ARE FOR ILLUSTRATIVE PURPOSES ONLY. FINAL DETAILS TO BE PROVIDED PRIOR TO PERMITTING.



BUILDING ELEVATIONS



AMENITY

REV.	DATE	DESCRIPTION
1	08/31/2020	17-20

PRELIMINARY MASTER DEVELOPMENT PLAN  
**PMDP**



**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:

16.8 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 PASSED

Second Reading: December 17, 2020

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

ATTEST:

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



**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 19<sup>th</sup> 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                      PASSED

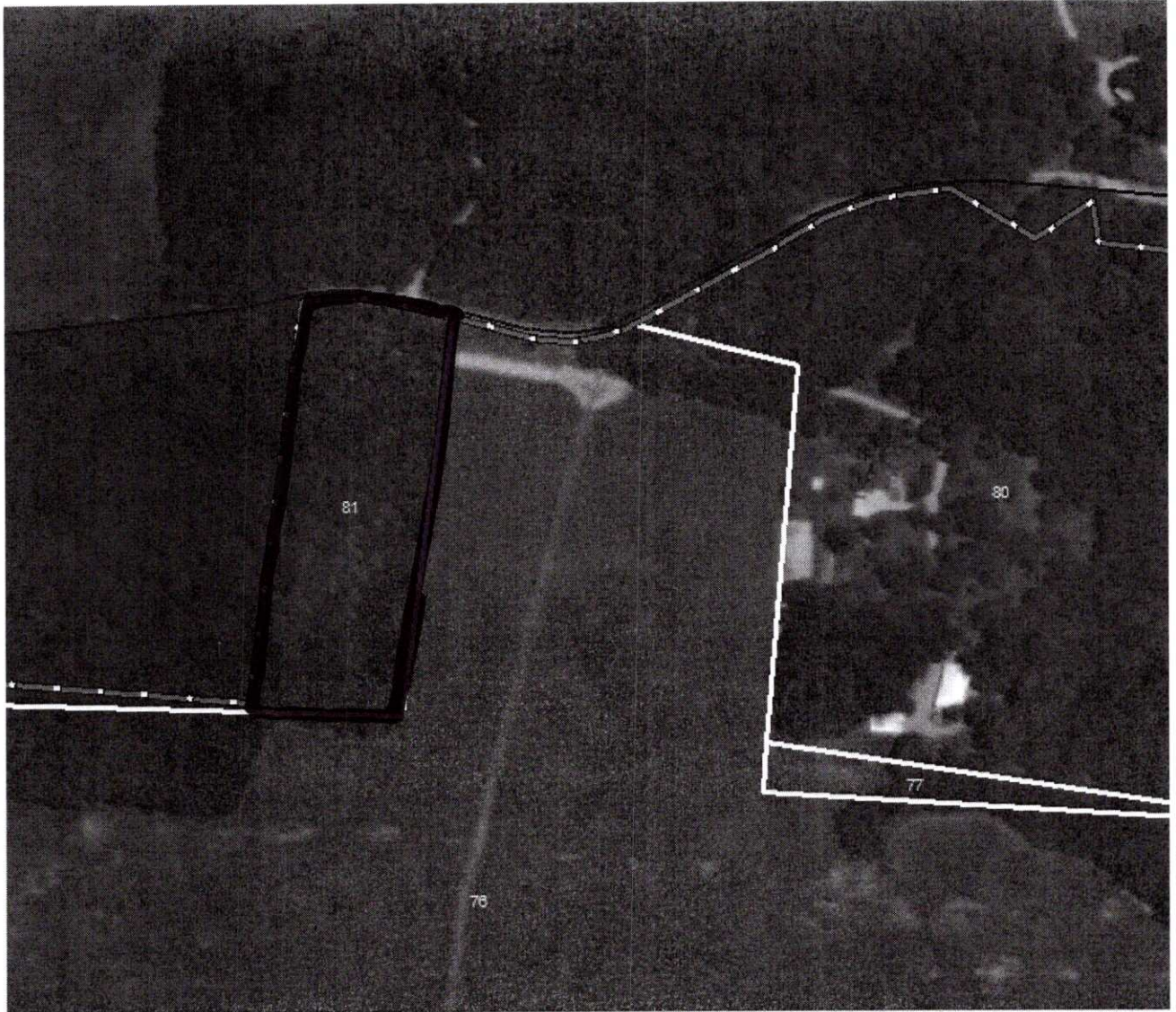
Second Reading:                      December 17, 2020

\_\_\_\_\_  
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 PASSED

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        PASSED

Second Reading:        December 17, 2020

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

ATTEST:

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

**ORDINANCE 20-32**

**AN ORDINANCE TO AMEND THE ZONING MAP FROM I-1 LIGHT INDUSTRIAL DISTRICT TO I-3 HEAVY INDUSTRIAL DISTRICT ON UNION 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 I-1, Light Industrial to I-3 Heavy Industrial for the property included in "EXHIBIT A" and described as follows:

5.05 ACRES ARE REFERENCED AS PART OF ROBERTSON COUNTY TAX MAP 106, PARCEL 184.00. PROPERTY IS LOCATED AT UNION 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: December 17, 2020

Second Reading: January 21, 2020

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

ATTEST:

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



ORDINANCE 20-31  
"EXHIBIT A"



PURCHASING....



# City of White House

*Parks, Recreation & Cultural Arts*

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

**Kevin Whittaker**  
Director

**Andrew Woodfin**  
Assistant Director

**Linda Brooks**  
Office Administrator

**Dustin Beck**  
Park Maintenance Supervisor

## MEMORANDUM

Date: December 8, 2020

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

From: Kevin Whittaker, Director of Parks and Recreation

Re: Parks & Recreation Skid Loader

Our maintenance division has been without a Skid Loader for several years now after selling our last one on GovDeals because it was broken down to a point it wasn't worth repairing. Since that time, they have realized a great need for one to be added back to their fleet of equipment. This will be setup to be able to add attachments so we can clear brush and help with laser grading along with other normal things that a skid loader is used for. This particular Skid Loader will be purchased off Sourcewell Contract #032119-JDC from TriGreen Equipment (John Deere) for \$53,000.00. I am recommending approval.

Thank You

Quote Id: 23281689

---

Prepared For:  
**City Of Whitehouse**



Prepared By: **Andy Coggins**

TriGreen Equipment LLC  
133 New Shackle Island Road  
Hendersonville, TN 37075

Tel: 615-824-9726

Mobile Phone: 615-754-2600

Fax: 615-824-2824

Email: [andycoggins@trigreenequipment.com](mailto:andycoggins@trigreenequipment.com)



**Quote Summary**

**Prepared For:**  
City Of Whitehouse  
TN

**Prepared By:**  
Andy Coggins  
TriGreen Equipment LLC  
133 New Shackle Island Road  
Hendersonville, TN 37075  
Phone: 615-824-9726  
Mobile: 615-754-2600  
andycoggins@trigreenequipment.com

Sourcewell Discount %32 Off MSRP

**Quote Id:** 23281689  
**Created On:** 08 December 2020  
**Last Modified On:** 08 December 2020  
**Expiration Date:** 31 December 2020

Equipment Summary	Suggested List	Selling Price	Qty	Extended
2020 JOHN DEERE 325G COMPACT TRACK LOADER - 1T0325GKJLJ389846	\$ 78,586.63	\$ 53,000.00 X	1 =	\$ 53,000.00
JDLink Set Up		\$ 0.00 X	1 =	\$ 0.00
<b>Equipment Total</b>				<b>\$ 53,000.00</b>

**Quote Summary**

Equipment Total	\$ 53,000.00
SubTotal	\$ 53,000.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 53,000.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 53,000.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Selling Equipment



Quote Id: 23281689

## 2020 JOHN DEERE 325G COMPACT TRACK LOADER - 1T0325GKJLJ389846

Equipment Notes: PO # DLX CHA PKG,PO # DLX CHA PKG

Hours: 0

Stock Number: 290346

Suggested List

\$ 78,586.63

Selling Price

\$ 53,000.00

Code	Description	Qty	Unit	Extended
00D2T	325G COMPACT TRACK LDR - P0750 2SP STDFL SLEV CB/AC PQT	1	\$ 62,198.00	\$ 62,198.00
<b>Standard Options - Per Unit</b>				
00D2T0750	2SP STDFL SLEV CB/AC PQT	1	\$ 5,902.00	\$ 5,902.00
00D2T0953	ISO SWITCHABLE CTLS & JS PPK	1	\$ 1,058.00	\$ 1,058.00
00D2T1301	ENGINE TURBO 4TNV98CT	1	\$ 2,718.00	\$ 2,718.00
00D2T1501	ENGLISH OP MAN & DECALS	1	\$ 0.00	\$ 0.00
00D2T1741	LESS JDLINK	1	\$ 0.00	\$ 0.00
00D2T2645	WIDE ZIG ZAG 15.8" 400MM TRK	1	\$ 1,667.00	\$ 1,667.00
00D2T4003	3" SEAT BELT W/2"SHLDR STRAP	1	\$ 271.00	\$ 271.00
00D2T6006	AIR RIDE SEAT (CLOTH W HEAT)	1	\$ 639.00	\$ 639.00
00D2T8042	REAR VIEW CAMERA	1	\$ 869.00	\$ 869.00
00D2T8060	PRE CLEANER	1	\$ 465.00	\$ 465.00
00D2T8342	RADIO AM/FM W/BLUETOOTH	1	\$ 614.00	\$ 614.00
00D2T8380	FOOTREST WITH FLOORMAT	1	\$ 147.00	\$ 147.00
<b>Standard Options Total</b>				<b>\$ 14,350.00</b>
<b>Dealer Attachments</b>				
AT322310	78 in. HD Construction Bucket (19.4 cu. ft.) with Edge	1	\$ 1,530.00	\$ 1,530.00
<b>Dealer Attachments Total</b>				<b>\$ 1,530.00</b>
<b>Value Added Services</b>				
	JDLink Set Up	1	\$ 0.00	\$ 0.00
<b>Value Added Services Total</b>				<b>\$ 0.00</b>
<b>Other Charges</b>				
	Freight	1	\$ 508.63	\$ 508.63
<b>Other Charges Total</b>				<b>\$ 508.63</b>
<b>Suggested Price</b>				<b>\$ 78,586.63</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -25,586.63</b>	<b>\$ -25,586.63</b>
<b>Total Selling Price</b>				<b>\$ 53,000.00</b>

### Original Factory Build Codes

Code	Description
0750	2SP STDFL SLEV CB/AC PQT
0953	ISO SWITCHABLE CTLS & JS PPK
1301	ENGINE TURBO 4TNV98CT



JOHN DEERE

# Selling Equipment



Quote Id: 23281689

1501	ENGLISH OP MAN & DECALS
1741	LESS JDLINK
2645	WIDE ZIG ZAG 15.8" 400MM TRK
4003	3" SEAT BELT W/2"SHLDR STRAP
6006	AIR RIDE SEAT (CLOTH W HEAT)
8042	REAR VIEW CAMERA
8060	PRE CLEANER
8342	RADIO AM/FM W/BLUETOOTH
8380	FOOTREST WITH FLOORMAT
9221	HD 78 IN TOOTH BUCKET

# Public Services Department

## Memo

**To:** Board of Mayor and Alderman  
**From:** Andy Cieslak, Director of Public Services  
**Date:** December 17<sup>th</sup>, 2020  
**Re:** Request to Authorize – New Southern Force-Main, Phase-1 Design

---

On this date, December 17<sup>th</sup>, 2020, I am requesting that the Mayor and Board of Alderman authorize the City to enter into an agreement with CSR Engineering to begin designs for Phase-1 of a new Southern Force-Main to facilitate increased sanitary sewer flow capacities and allow for additional growth on the southern and eastern ends of the City of White House. The new force-main to be designed will be an 18-inch line, and will ultimately replace the 12-inch line currently in service. Phase-1 of the project would include installation of a new 18-inch line connecting to the existing 12-inch Southern Force-Main on or near Hester Drive, boring under I-65, and connecting to a separate existing [underutilized] 12-inch line near the intersection of DeeCee Ct and SCT Dr.

**Funding for the requested services would come from a pool of \$160,000 originally set aside to purchase new vacuum pumps for the North Palmers vacuum lift station; however, funds have been redistributed to better facilitate the organization's needs.**

**The quote from CSR Engineering is for \$74,500.00, plus standard hourly rates for a number of tasks. The budgeted amount in the CIP following the cancellation of the planned purchase of three (3) pumps for the North Palmers vacuum lift station is \$160,000.00.**

I have attached the **CSR Engineering** quote for your review and consideration.

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

Andy Cieslak  
**Director of Public Services**





**CSR Engineering Inc.**  
1116 Main Street  
Pleasant View, TN 37146  
Phone: (615) 212-2389  
Fax: (615) 246-3815  
[www.csrengineers.com](http://www.csrengineers.com)

November 18, 2020

Mr. Andy Cieslak  
Public Services Director  
725 Industrial Drive  
White House, TN 37188

REFERENCE: Proposal for 5,000' +/- Force Main Engineering Services

The following is a proposal for the force main sewer collection improvement project (approximately 4,500-5,000') design/bidding and related engineering services. We understand the background information surrounding this project summarized as recent system-wide flow analysis, recent residential developments constructed, potential residential additions and the resultant needs from Copes Crossing back to the wastewater treatment plant. We understand that this portion of the collection system improvements will be accomplished in a phased approach. We will attempt to address Phase 1 of this project now with clear understanding of the necessary accommodations for consequent Phase 2 and 3 projects to extend these improvements. The layout for Phase 1 will begin roughly in the vicinity of the "Sage Road" Lift Station near Lowe's Millwork facility. The new installation will pass under I-65, continue to the new force main along Loves Lane, cross SR76, and continue along Dee Cee Lane to the termination point. At the termination point, connection to the existing 12" empty force main will allow sewer delivery to the treatment plant. It is our design intent to follow the existing available ROW space and minimize necessary private easement acquisitions. The project plans will incorporate the results of a system wide capacity and flow analysis being performed under a separate contract by another City engineer consultant. Additional design/calculations will be included by CSR Engineering to account for system modifications necessary to accommodate this project.

### **General Scope of Work**

- Receive sewer analysis report and related information relevant to the City's existing conditions and recommended improvements for this drainage basin collection system
- Provide survey of the terrain and infrastructure in the vicinity of the proposed sewer line improvement including the roadway and adjacent visible facilities (includes gathering ROW information available from the City and State on those affected portions of public roadways)
- Coordinate via subconsultants for geotechnical exploration and reports necessary at major roadway borings (2 locations expected)
- Develop preliminary sewer layouts and estimates to aide in the development of project planning

- Develop final construction plans, calculations and specifications as needed to construct the project
- Submit to City of White House and TDEC for public sewer permit approval
- Develop final bid documents for City solicitation and award process

### **Additional Scope of Work**

- Coordinate final private property boundary survey requirements to facilitate necessary property and/or easement acquisition (will include easement sketches and written descriptions)
- Provide TDOT grading permit coordination as required for boring operations underneath two State regulated roadways/ROWs
- Provide construction inspection services during force main installation (on call as a separate task if requested by the City)
- Provide As-built PDF drawings and GIS mapping and integration of the installed gravity sewer extension

For billing purposes, the project can be broken down into the following phased tasks:

I – Preliminary Survey	\$ 4,500.00
II – Construction Plans, TDEC Permits	\$ 54,000.00
III – Geotechnical Investigation and Reports	\$ 8,500.00
IV – Final Bid Documents, Bidding, Award	\$ 7,500.00
Total	\$ 74,500.00
V – Boundary Surveys & Easement Documents	Subconsultants at Cost +Standard Hourly Rates
VI – TDOT Coordination/Permitting	Standard Hourly Rates
VII – Construction Inspection (as requested)	Standard Hourly Rates
VIII – As-builts, GIS Mapping (as requested)	Standard Hourly Rates

The fee for these professional services as described by this proposal under the General Scope of Work will be a lump sum fee of \$74,500.00. Bills will be submitted monthly based on the progress made according to the phased tasks described above. The boundary surveys, easement document preparation and TDOT permit coordination will come after the construction plans are complete and will be billed hourly at CSR standard hourly rates. Any required subconsultant professional fees during this phase such as surveyor or attorney services will be at cost with no markup.

Not included in the scope of work are requirements associated with follow on phases of design or work outside Phase 1 limits, other utility design or relocation, testing, nor select additional services, unless directed. CSR Engineering, Inc. will provide these proposed services in accordance with Exhibit A, General Terms and Conditions, which is attached and made a part of this Letter Agreement.

Andy Cieslak  
November 18, 2020  
Page 3

We appreciate the opportunity to provide you with this proposal. Please let us know if you should have any questions or comments. If you wish for CSR to proceed according to this proposal, please provide the appropriate PO or authorized notification of approval.

As a representative of CSR Engineering, Inc., I agree to perform or oversee the proposed work as agreed above.



\_\_\_\_\_  
Jason L. Reynolds, P.E.  
Project Manager

November 18, 20120  
Date

Accepted by: \_\_\_\_\_  
for the City of White House

\_\_\_\_\_  
Date

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

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

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

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

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

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

governmental authorities having jurisdiction over the Project.

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

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

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

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

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

7. **Opinions of Cost.** Since the Engineer has no control over the cost of labor, materials, equipment or services furnished by the contractor, or over the contractor's methods of determining prices, or over competitive bidding or market conditions, the Engineer cannot and does not

- guarantee that proposals, bids or actual construction costs will not vary from his opinions or estimates of construction costs.
8. **Changes.** Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments; and Engineer and Client shall negotiate appropriate adjustments in fee and/or schedule acceptable to both parties to accommodate any changes.
  9. **Delays.** If the Engineer's services are delayed by the Client, or for other reasons beyond the Engineer's control, for more than one year, the fee provided for in this Agreement shall be adjusted equitably.
  10. **Subcontracts.** Engineer may subcontract portions of the services, but each subcontractor must be approved by Client in writing.
  11. **Suspension of Services.** Client may, at any time, by written order to Engineer, require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the services covered by the order. Client, however, shall pay all costs associated with suspension including all costs necessary to maintain continuity and the staff required to resume the services upon expiration of the suspension of work order. Engineer will not be obligated to provide the same personnel employed prior to suspension when the services are resumed in the event the period of any suspension exceeds 30 days. Client will reimburse Engineer for the costs of such suspension and remobilization.
  12. **Termination.** This Agreement may be terminated by either party upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by Engineer either before or after the termination date shall be reimbursed by Client.
  13. **Notices.** Any notice or designation required to be given by either party hereto shall be in writing and, unless receipt of such notice is expressly required by the terms hereof, it shall be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed and addressed to the party to whom such notice is directed at such party's place of business or such other address as either party shall hereinafter furnish to the other party by written notice as herein provided.
  14. **Indemnification.** In the event of joint or concurrent negligence of Engineer and Client, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligency (including that of third parties) which caused the personal injury or property damage.  
  
Client shall not be liable to the Engineer, and the Engineer shall not be liable to the Client, for any special, incidental or consequential damages, including, but not limited to, loss of use and loss of profit, incurred by either party due to the fault of the other, regardless of the nature of this fault, or whether it was committed by the Client or the Engineer or their employees, agents or subcontractors, by reason of services rendered under this Agreement.
  15. **Legal Proceedings.** In the event Engineer's employees are at any time required by Client to provide testimony, answer interrogatories or otherwise provide information ("testimony") in preparation for or at a trial, hearing, proceeding on inquiry ("proceeding") arising out of the services that are the subject of this Agreement, where Engineer is not a party to such proceeding, Client will compensate Engineer for its services and reimburse Engineer for all related direct costs incurred in connection with providing such testimony. This provision shall be of no effect if the parties have agreed in a separate agreement or an amendment to this Agreement to terms which specifically supersede this provision, nor shall this provision apply in the event Client engages Engineer to provide expert testimony or litigation support, which services shall be the subject of a separate agreement or an amendment to this Agreement.
  16. **Successors and Assigns.** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.

17. **Insurance.** Within the context of prudent business practices, Engineer shall endeavor to maintain workmen's compensation and unemployment compensation of a form and in an amount as required by state law; comprehensive general liability with limits of at least \$1,000,000/\$1,000,000; automotive liability with limits of at least \$500,000/\$500,000; and professional liability insurance with an annual limit of at least \$1,000,000. Client recognizes that insurance market is erratic and Engineer cannot guarantee to maintain the coverages identified above.

18. **Information Provided by the Client.** The Engineer shall indicate to the Client the information needed for rendering of services hereunder. The Client may elect to provide this information (including services by others) to the Engineer. In this case, the Client recognizes that the Engineer cannot assure the sufficiency of such information. Accordingly, the Engineer shall not be liable for any claims for injury or loss arising from errors, omissions or inaccuracies in documents or other information provided by the Client. In addition, the Client agrees to compensate the Engineer for any time spent or expenses incurred in defending such claim or in making revisions to his work as a direct or indirect result of information provided by the Client which is insufficient.

19. **Subsurface Conditions and Utilities.** Client recognizes that a comprehensive sampling and testing program implemented by trained and experienced personnel of Engineer or Engineer's subconsultants with appropriate equipment may fail to detect certain hidden conditions. Client also recognizes that actual environmental, geological and geotechnical conditions that Engineer properly inferred to exist between sampling points may differ significantly from those that actually exist.

Engineer will locate utilities which will affect the project from information provided by the Client and utility companies and from Engineer's surveys. In that these utility locations are based, at least in part, on information from others, Engineer cannot and does not warrant their completeness and accuracy.

20. **Hazardous Materials.** When hazardous materials are known, assumed or suspected to exist at a project site, Engineer is required to take appropriate precautions to protect the health and safety of his personnel, to comply with the applicable laws and regulations and to follow

procedures deemed prudent to minimize physical risks to employees and the public. Client hereby warrants that, if he knows or has any reason to assume or suspect that hazardous materials may exist at the project site, he will inform Engineer in writing prior to initiation of services under this Agreement.

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

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

22. **Anticipated Change Orders.** Client recognizes and expects that a certain amount of imprecision and incompleteness is to be expected in construction contract documents; that contractors are expected to furnish and perform work, materials and equipment that may reasonably be inferred from the contract documents or from the prevailing custom or trade usage as being required to produce the intended result whether or not specifically called for; and that a certain amount of change orders are to be expected. As long as Engineer provides services in a manner consistent with that standard of care and skill ordinarily

exercised by members of the profession currently practicing in the same locality under similar conditions, client agrees not to make any claim against Engineer for cost of these change orders unless these costs become a significant part of the construction contract amount. In no case will Client make claim against Engineer for costs incurred if the change order work is a necessary part of the Project for which Client would have incurred cost if work had been included originally in the contract documents unless Client can demonstrate that such costs were higher through issuance of the change order than they would have been if originally included in the contract documents in which case any claim of Client against Engineer will be limited to the cost increase and not the entire cost of the change order.

23. **Payment.** Engineer shall submit monthly statements to Client. Payment in full shall be due upon receipt of the invoice. If payments are delinquent after 30 days from invoice date, the Client agrees to pay interest on the unpaid balance at the rate of one and one-half percent per month. Payment for Engineer's services is not contingent on any factor except Engineer's ability to provide services in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. If Engineer brings any action at law or in equity to enforce or interpret the terms of this Agreement, or if Engineer must either prosecute or defend any action related to the subject matter of the Agreement, and prevails in such action, then Engineer shall be entitled to reasonable attorney's fees, expenses and costs, including expert witness fees, if applicable.
24. **Force Majeure.** Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control, including, but not limited to, acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
25. **Compliance with Laws.** To the extent they apply to its employees or its services, the Engineer shall comply with all applicable United States, state, territorial and commonwealth laws, including ordinances of any political subdivisions or agencies of the United States, any state, territory or commonwealth thereof.
26. **Separate Provisions.** If any provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall be valid and binding.
27. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the principal place of business of the Engineer.
28. **Amendment.** This Agreement shall not be subject to amendment unless another instrument is executed by duly authorized representatives of each of the parties.
29. **Entire Understanding of Agreement.** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of this Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.

# Public Services Department

## Memo

**To:** Board of Mayor and Alderman  
**From:** Andy Cieslak, DPS  
**Date:** December 17<sup>th</sup>, 2020  
**Re:** Request to Authorize – Paving Services for Harper Way

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On this date, December 17<sup>th</sup>, 2020, I am requesting that the Mayor and Board of Alderman authorize the City to an agreement with Rogers Group to pave Love Lane Extension at Harper's Way. These roads, when completed, will make a continuous connection between SR 76 (beginning at Dee Cee Court and Love's Lane Intersection) and Union Road.

**Funding for the requested services would come from a pool of \$110,000 originally set aside to Widen North Palmers Chapel Road and \$60,000 in Road Impact Fees.**

**The amount requested will fully fund and encompass all quoted quantities of materials necessary to complete the paving process. The materials needed to complete the paving process were quoted to the City White House by Rogers Group Inc., with whom, the City of White House maintains an active and legal annual paving contract.**

I have attached **Roger's Group** quote for your review and consideration.

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

Andy Cieslak  
**Director of Public Services**



**BID SCHEDULE of ITEMS - CITY of WHITE HOUSE 2018**

11/20/20

Item #	Description	Quantity	Unit	Price	Extension
402-01	Bit. Mat. for Prime Coat	1	TN	\$ 700.00	\$ 700.00
403-01	Bit. Mat. for Trackless Tack	0.5	TN	\$ 800.00	\$ 400.00
411-01.10	AC Mix 64-22 GRADING "D"	450	TN	\$ 79.00	\$ 35,550.00
411-01.11	AC Mix 64-22 GRADING "E"	0	TN	\$ 75.00	\$ -
307-01.08	AC Mix 64-22 GRADING "BM2"	720	TN	\$ 61.50	\$ 44,280.00
307-01.10	AC Mix 64-22 GRADING "CW"	0	TN	\$ 70.00	\$ -
307-01.15	AC Mix 64-22 GRADING "CS"	0	TN	\$ 80.50	\$ -
716-02.01	Plastic Pvmt. Mrk. (4" Line)	0	LM	\$ 2,850.00	\$ -
716-05.01	Painted Pvmt. Mrk. (4" Line)	0	LM	\$ 900.00	\$ -
716-05.05	Plastic Pvmt. Mrk. (Stop Bar)	0	LF	\$ 15.00	\$ -
716-02.06	Plastic Pvmt. Mrk. (Arrow)	0	EA	\$ 150.00	\$ -
716-02.09	Plastic Pvmt. Mrk. (Crosswalk)	0	LF	\$ 10.00	\$ -
415	Milling	0	SY	\$ 9.75	\$ -
303-01	Base Stone (in place)	0	TN	\$ -	\$ -
307-01.01	"A" Mix (in place)	1150	TN	\$ 61.50	\$ 70,725.00

**NOTE: Highlighted Items are current annual contract unit prices**

**ANNUAL ITEMS ONLY : \$ 80,930.00**

**ANNUAL ITEMS PLUS ADDITIONAL ITEMS : \$ 151,655.00**



# REQUEST for CHANGE ORDER

## ROGERS GROUP INC.

2124 Nashville Pike  
Gallatin, TN 37066  
(615) 451-4777

Proposal Submitted To :	Phone : (615) 672-3654
City of White House / Isaiah Manfredi	Email :
Street :	Job Name : Love Lane Extension
105 College Street	2018 – 2020 Paving and Milling Contract
City, State and Zip Code	Job Location : Various Streets
White House, TN 37188	
Architect / Engineer	Date of Plans
	Job Phone
	Addenda:

- **Original Contract Amount: \$ 607,900.00**
- **Contract Modification (Loves Lane Extension) : "A" Mix (complete and in place)  
307-01.01 "A" Mix – 1,150 TN @ \$ 61.50 / TN = \$ 70,725.00**

*Special Note: Items listed above include mobilization and traffic control.*

**Note: This modification is based on TDOT March 2018 Bituminous Material Index (\$400.00). The monthly progress billing for this work will be increased or decreased, by multiplying the increase/decrease in the Bituminous Material Index by the quantity of the liquid asphalt used to produce the hot mix installed on this project.**

If the foregoing meets with your acceptance, kindly sign and return the attached copy of this Request for Change Order. This offer expires thirty(30) days from the date thereof, but may be accepted later at the sole option of the Company.

ACCEPTED:

\_\_\_\_\_  
(Individual or company name)

\_\_\_\_\_  
(Signature & Title)

\_\_\_\_\_  
(Date)

Respectfully submitted,  
**ROGERS GROUP INC.**

By: Terry K. Briley, Estimator

Date: 11-20-2020

**OTHER  
BUSINESS...**

*December 7, 2020*

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

To: Board of Mayor and Aldermen  
From: Jason Barnes, Finance Director  
Re: Audit for the Year Ended June 30, 2020

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Our City auditing firm, KraftCPAs, is wrapping up their independent audit work for the City of White House annual financial report for the year ended June 30, 2020. Representatives from the firm will virtually attend the December 17, 2020 Board of Mayor and Aldermen study session to present the audit results.

The final audit document will not be completed until after it is accepted by the Board of Mayor and Aldermen. A draft copy will be delivered to us before the study session, and we will be distributing that for you to review before the presentation at the December 17<sup>th</sup> study session.

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

Thank you,  
Jason Barnes  
Finance Director  
615-672-4350 x 2103  
[jbarnes@cityofwhitehouse.com](mailto:jbarnes@cityofwhitehouse.com)

## Budget Calendar for FY 2021-2022 Annual Budget

<u>Milestone</u>	<u>Date</u>	<u>Chk</u>
<b>CIP templates</b> (including 6-year CIP schedules) distributed to Dept. Heads by Admin. Svcs. Director	Thurs., Jan. 14 <sup>th</sup>	<input type="checkbox"/>
<b>Department Head Budget Retreat</b> 1.) New position requests 2.) Capital project requests	Thurs., Jan. 28 <sup>th</sup>	<input type="checkbox"/>
<b>6-year CIP</b> submissions due to Admin. Svcs. Director	Thurs., Feb. 4 <sup>th</sup>	<input type="checkbox"/>
List of <b>projects/expenditures</b> between <b>\$5k - \$25k</b> due from Dept. Heads at individual meeting with City Administrator at time mutually scheduled	Mon.-Wed., Feb. 22 <sup>nd</sup> - 24 <sup>th</sup>	<input type="checkbox"/>
<b>Board of Mayor and Aldermen Budget Retreat</b>	Wed.-Thurs., Mar. 10 <sup>th</sup> - 11 <sup>th</sup>	<input type="checkbox"/>
<b>Projection Scenario Worksheets</b> prepared by Finance and access given to Departments.	Thurs., Mar. 25 <sup>th</sup>	<input type="checkbox"/>
<b>CIP detail sheets</b> due to Purchasing Coordinator for review from Departments (sheets due to Admin. Svcs. Director after reviewed)	Thurs., April 8 <sup>th</sup>	<input type="checkbox"/>
<b>Current year projections</b> and <b>next year proposed expenditures</b> due to Finance from Directors. <b>Salary projections</b> including, breakdown of city cost for insurance by departments for insurance ( <b>Life, LTD, Health, Dental</b> ), <b>salary adjustments, Longevity Pay, Authorized Position Schedule, Authorized Position FY Comparison</b> and <b>Benefit Summary Chart</b> due to Finance from HR	<u>Thurs., Apr. 8<sup>th</sup></u> <b>*Extremely Time Sensitive*</b>	<input type="checkbox"/>
<b>Current year revenue projections</b> and <b>next year proposed revenue detail</b> due to City Administrator from Finance. <b>City Administrator &amp; Finance review</b> proposed budget	Mon.-Thurs., Apr. 19 <sup>th</sup> – 22 <sup>nd</sup>	<input type="checkbox"/>
<b>Board Study Session</b>	Thurs., May 6 <sup>th</sup>	<input type="checkbox"/>
<b>Budget Ordinance</b> delivered to Board of Mayor and Aldermen	Thurs., May 13 <sup>th</sup>	<input type="checkbox"/>
<b>First Reading</b> of Budget (Regular Board Meeting)	Thurs., May 20 <sup>th</sup>	<input type="checkbox"/>
<b>Budget publication</b> due 10 days before final passage	Mon., May 24 <sup>th</sup>	<input type="checkbox"/>
Public Hearing and <b>Second Reading</b> of Budget (Regular Mtg.)	Thurs., June 17 <sup>th</sup>	<input type="checkbox"/>
<b>Beginning of FY 2021-2022</b> Annual Budget	Thurs., July 1 <sup>st</sup>	<input type="checkbox"/>

**PUBLIC NOTICE**  
**CITY OF WHITE HOUSE, TENNESSEE**

Notice is hereby given that the Board of Mayor and Aldermen of the City of White House, Tennessee will meet in regular public session for calendar year 2021 on the third Thursday of each month. All meetings will be held at 7:00 p.m. in the Board Room of the Billy S. Hobbs Municipal Center located at 105 College Street.

January 21, 2021	July 15, 2021
February 18, 2021	August 19, 2021
March 18, 2021	September 16, 2021
April 15, 2021	October 21, 2021
May 20, 2021	November 18, 2021
June 17, 2021	December 16, 2021

All Special Called Meeting and Study Sessions of the Board will be posted on the City website at least three days in advance and will generally be published in the *White House Connection*.

The Board of Mayor and Aldermen will transact at its public meetings all matters that it may lawfully consider.

Derek Watson, City Recorder

# DISCUSSION ITEMS...

OTHER  
INFORMATION....