

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
October 17th, 2024
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Roll Call
5. Adoption of the Agenda
6. Approval of the Minutes from September 19th Board of Mayor and Aldermen meeting.
7. Welcome Visitors
8. Proclamation
 - a. None
9. Public Comment
10. Public Hearings
 - a. **Ordinance 24-11:** An ordinance establishing the tax rate exceeding the certified property tax rate for 2024 as calculated by the State Board of Equalization for the Tax Year 2024.
 - b. **Ordinance 24-15:** An ordinance amending the Municipal Code Title 18, Chapter 7 Stormwater Management, Section 18-702.
11. Communication from Mayor, Aldermen, City Attorney, and City Administrator
12. Acknowledge Reports
 - A. General Government
 - B. Finance
 - C. Human Resources
 - D. Police
 - E. Fire
 - F. Public Services
 - G. Planning & Codes
 - H. Parks & Recreation
 - I. Library
 - J. Municipal Court
13. Consideration of the Following Resolutions:
 - a. **Resolution 24-11:** A resolution to establish an updated Occupational Safety and Health Program Plan, devise rules and regulations, and to provide for a Safety Director and the implementation of such program plan.
 - b. **Resolution 24-12:** A resolution to authorize the City of White House to complete an application for license to install and operate law enforcement automated license plate recognition (ALPR) cameras on state highway rights-of-way.
 - c. **Resolution 24-14:** A resolution to annex certain territories and incorporate the same within the corporate boundaries of the City of White House.

14. Consideration of the Following Ordinances:

- a. **Ordinance 24-11:** An ordinance establishing the tax rate exceeding the certified property tax rate for 2024 as calculated by the State Board of Equalization for the Tax Year 2024. *Third Reading.*
- b. **Ordinance 24-15:** An ordinance amending the Municipal Code Title 18, Chapter 7 Stormwater Management, Section 18-702. *Second Reading.*
- c. **Ordinance 24-16:** An ordinance to amend the Zoning Map from Robertson County R-20, Low Density Residential, to C-4, Office Professional, at CCS Private Drive and Sage Road. *First Reading.*
- d. **Ordinance 24-17:** An ordinance to amend the Zoning Map from Sumner County Agricultural, AG, to R-20, Low Density Residential, at 268 Marlin Rd. *First Reading.*
- e. **Ordinance 24-18:** An ordinance to delete the Municipal Code Title 4 Municipal Personnel Chapter 3 Occupational Safety and Health Program in its entirety. *First Reading.*

15. Purchasing:

- a. To approve or reject City Administrator Gerald Herman to sign an agreement with CSR Engineering for engineering services for the Union Road Realignment project in the amount of \$187,784.00. The City Administrator recommends approval.
- b. To approve or reject the bid of \$1,416,920.50 and allow City Administrator Gerald Herman to sign an agreement with Rogers Group, Inc. for the Hwy 76 and Pleasant Grove Intersection Project. The City Administrator recommends approval.
- c. To approve or reject the bid of \$25,912.00 and allow City Administrator Gerald Herman to sign an agreement with Perry Roofing Company, Inc. to replace the roof of the Wastewater / Public Services office building. The Wastewater Director recommends approval.
- d. To approve or reject the purchase of two (2) Digital Message Boards from Highway Safety and Traffic Control Products off the BuyBoard purchasing cooperative contract #703-23 in the amount of \$25,990.90. The Public Services Director recommends approval.

16. Other Business:

- a. To approve or reject a Certificate of Compliance for Speedway, LLC located at 1002 Hwy 76 East.

17. Discussion Items:

- a. None

18. Other Information:

- a. None

19. Adjournment:

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Minutes
September 19, 2024
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00pm.

2. Prayer by Community Pastor

Prayer was led by Pastor Greg Young from Cherry Mound Baptist Church.

3. Pledge by Aldermen

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

4. Roll Call

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

5. Adoption of the Agenda

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

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

Motion was made by Ald. Spicer, second by Ald. Wall to approve the minutes. A voice vote was called for with all members voting aye. **The August 15th regularly scheduled Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Corbitt welcomed all visitors.

8. Proclamation

Mayor Corbitt read a proclamation to recognize September 17th – 23rd, 2024 as Constitution Week. These proclamations were presented to the members of the Robertson and Sumner County chapters of the National Society Daughters of the American Revolution.

9. Public Comment

No one signed up to speak.

10. Public Hearings

- a. **Ordinance 24-11:** An ordinance establishing the Tax Rate for the Tax Year 2024.

No one spoke for or against.

- b. **Ordinance 24-12:** An ordinance abandoning the City's 30-foot easement for the right-of-way over the unimproved western section of Cardinal Drive, and the appurtenances thereto.

No one spoke for or against.

- c. **Ordinance 24-13:** An ordinance amending the Municipal Code Title 18, Chapter 4 Stormwater Management, Section 18-408.

No one spoke for or against.

- d. **Ordinance 24-14:** An ordinance amending the Municipal Code Title 16, Chapter 2 Street, Sidewalk, and Drainage Design Standards, Section 16-234.

No one spoke for or against.

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

Alderman Spicer thanked everyone who took the time to attend her father's funeral that week.

Alderman Matthews congratulated Chris Keith on his retirement and service to the City of White House.

City Attorney Valerie Webb spoke about a lawsuit that the City of White House was served. This lawsuit pertains to an incident where a pedestrian was hit by a vehicle at the Highway 76 and Sage intersection.

City Administrator Gerald Herman stated that the Wastewater plant is complete, and they are setting up a date for tours of the facility.

City Administrator Gerald Herman announced that this is the last weekend the Splash Pad would be in operation this season.

City Administrator Gerald Herman mentioned that he and Chief Brady met with the Director of Schools for Robertson County and the Principal of Robert F. Woodall to discuss traffic safety concerns regarding the parent pick-up lines being too long and overflowing into Highway 76. Mr. Herman continued that after implementation of the plan from their discussion, they observed that the traffic did not back up onto Highway 76 like it did previously.

12. Acknowledge Reports

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

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

13. Consideration of the Following Resolutions:

- a. **Resolution 24-10:** A resolution authorizing participation in the James L. Richardson "Driver Safety" matching grant program.

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Matthews, second by Ald. Spicer to approve. A voice vote was called for with all members voting aye. Motion passed. **Resolution 24-10 was approved.**

14. Consideration of the Following Ordinances:

- a. **Ordinance 24-11:** An ordinance establishing the Tax Rate for the Tax Year 2024. *Second Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for; Ald. Matthews – no; Ald. Spicer – aye; Ald. Wall – aye; Mayor Corbitt - aye. Motion passed. **Ordinance 24-11 was approved on Second Reading.**

- b. **Ordinance 24-12:** An ordinance abandoning the City's 30-foot easement for the right-of-way over the unimproved western section of Cardinal Drive, and the appurtenances thereto. *Second Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for; Ald. Matthews – aye; Ald. Spicer – aye; Ald. Wall – aye; Mayor Corbitt - aye. Motion passed. **Ordinance 24-12 was approved on Second Reading.**

- c. **Ordinance 24-13:** An ordinance amending the Municipal Code Title 18, Chapter 4 Stormwater Management, Section 18-408. *Second Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for; Ald. Matthews – aye; Ald. Spicer – aye; Ald. Wall – aye; Mayor Corbitt - aye. Motion passed. **Ordinance 24-13 was approved on Second Reading.**

- d. **Ordinance 24-14:** An ordinance amending the Municipal Code Title 16, Chapter 2 Street, Sidewalk, and Drainage Design Standards, Section 16-234. *Second Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for; Ald. Matthews – aye; Ald. Spicer – aye; Ald. Wall – aye; Mayor Corbitt - aye. Motion passed. **Ordinance 24-14 was approved on Second Reading.**

- e. **Ordinance 24-15:** An ordinance amending the Municipal Code Title 18, Chapter 7 Stormwater Management, Section 18-702. *First Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, motion was made by Ald. Matthews, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. **Ordinance 24-15 was approved on First Reading.**

15. Purchasing:

- a. To approve or reject the payment of \$91,302.32 to Cumberland Electric Membership Corporation (CEMC) for the relocation of electrical utilities in the right-of-way of the Hwy 76 and Pleasant Grove Intersection Project. The City Administrator recommends approval.

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

- b. To approve or reject City Administrator Gerald Herman to acquire by purchase or condemnation of a portion of land owned by Stephanie L. Howard for the Calista Pond Improvements project in the amount of \$100,600. The Public Services Director recommends approval.

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

- c. To approve or reject the bid from Rogers Group, Inc. in the total amount of \$320,190 for the North Palmers Chapel Widening Project. The City Administrator recommends approval.

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

- d. To approve or reject the purchase of 2024 Chevrolet Silverado 1500 from Wilson County Motors off the statewide contract# 209 in the total amount of \$39,699.60. The Parks Director recommends approval.

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

16. Other Business:

- a. None

17. Discussion Items:

- a. None

18. Other Information:

- a. None

19. Adjournment:

Meeting was adjourned at 7:23 pm.

ATTEST:

John Corbitt, Mayor

Derek Watson, City Recorder

REPORTS....

Administrative & Legislative Services Department
September 2024

Administration

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

- September 3:
 - Staff Plan Reviews
- September 4:
 - White House Recreation Center Meeting
 - Special Census Kickoff Meeting
- September 5:
 - Mayor Update Meeting
 - Leisure Services Board Meeting
- September 9:
 - Stormwater Advisory Board Meeting
 - Planning Commission Meeting
- September 11:
 - CCS 9/11 Ceremony
- September 12:
 - Library Board Meeting
- September 16:
 - Department Head Staff Meeting
 - Christmas on Main and Parade Meeting #1
 - Industrial Development Board Meeting
 - Stagecoach Dedication
- September 17:
 - September Chamber Luncheon
- September 18:
 - RTA Board Meeting
 - GNRC Transportation Policy Board
- September 19:
 - Mayor Update Meeting
 - Board of Mayor and Alderman Meeting
- September 23:
 - Special Census Progress Meeting
 - Economic Development Team Meeting
- September 26:
 - Coffee with a Cop
 - Bid Opening- Roof Replacement- Public Services
- September 30:
 - Department Head Staff Meeting
 - Bid Opening- SR76 & Pleasant Grove Road Intersection Improvement Project
 - WWTP Expansion Tour with Board of Mayor and Alderman

**Administrative & Legislative Services Department
September 2024**

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 2024-2025.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$31,329,803	\$7,557,939	↓0.09
Economic Development	\$166,500	\$15,858	↓15.50
State Street Aid	\$540,000	-	↓25.03
Parks Sales Tax	\$826,000	\$332,255	↑15.19
Solid Waste	\$1,715,444	\$1,194,569	↑44.60
Parks Impact Fees	\$304,544	\$39,669	↓12.00
Police Impact Fees	\$125,000	\$110,802	↑63.61
Fire Impact Fees	\$115,000	\$79,755	↑44.32
Road Impact Fees	\$0	-	0.00
Police Drug Fund	\$4,000	\$140	↓21.50
Debt Services	\$3,899,000	\$921	↓25.00
Wastewater	\$11,268,670	\$4,563,431	↑34.47
Dental Care	\$108,000	\$14,882	↓11.24
Stormwater Fund	\$1,506,160	\$368,237	↓0.58
Cemetery Fund	\$62,150	\$21,927	↑10.25

*Expended/Encumbered amounts reflect charges from July 1, 2024 – June 30, 2025.

Purchasing

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

Total Purchase Orders

	FY 2025	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	351	341	313	325	261	269	346	362
August	156	161	166	132	128	106	151	166
September	148	108	104	98	106	98	126	119
October		145	98	98	79	97	91	147
November		130	104	103	72	78	120	125
December		98	84	73	71	58	72	104
January		125	116	117	123	81	122	177
February		132	111	105	75	93	119	113
March		112	145	145	106	107	131	142
April		147	103	105	154	85	138	185
May		174	138	153	133	82	129	121
June		49	35	52	47	45	50	52
Total	655	1,722	1,517	1,506	1,355	1,199	1,595	1,813

Purchase Orders by Dollars	Sept 2024	FY 2025	FY 2024	FY 2023	Total for FY25	Total for FY24	Total for FY23
Purchase Orders \$0-\$9,999	138	609	1,654	1,448	\$895,994.87	\$1,922,492.41	\$1,645,212.29
Purchase Orders \$10,000-\$24,999	6	17	28	32	\$175,637	\$471,516.05	\$421,438.69
Purchase Orders over \$25,000	4	29	40	37	\$5,328,489.89	\$14,573,250.85	\$39,313,456.65
Total	148	655	1,722	1,517	\$6,400,121.76	\$16,967,259.31	\$41,380,107.63

**Administrative & Legislative Services Department
September 2024**

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.

	2024-2025 Update Requests	2023-2024 Update Requests	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2024-2025 Page Visits	2023-2024 Page Visits	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits
July	36	51	52	54	15	45,557	34,294	31,946	32,401	11,536
Aug.	42	44	63	66	20	38,639	38,060	31,340	25,635	9,145
Sept.	33	48	65	48	17	36,360	31,899	27,594	24,833	8,335
Oct.		55	47	52	10		33,673	29,829	23,816	8,390
Nov.		42	54	63	174		30,149	30,449	23,022	7,587
Dec.		38	32	39	13		30,202	27,768	22,904	17,483
Jan.		46	53	56	108		32,467	31,686	26,942	17,123
Feb.		58	47	52	135		35,251	28,043	23,253	19,796
Mar.		43	62	57	39		35,610	30,614	30,026	22,930
April		50	72	68	101		44,802	31,817	31,127	20,881
May		41	51	54	38		41,768	35,606	31,335	23,514
June		32	42	674	214		44,887	23,919	34,600	30,909
Total	111	548	640	609	884	120,556	433,065	360,611	329,885	197,629

“City of White House, TN” Mobile App

	FY 25 New Downloads	FY 24 New Downloads	FY 23 New Downloads	FY22 New Downloads
July	3	9	8	8
Aug.	14	4	13	9
Sept.	12	4	9	13
Oct.		2	11	6
Nov.		4	11	6
Dec.		3	10	10
Jan.		3	18	18
Feb.		1	10	9
Mar.		4	9	14
April		4	11	11
May		6	3	10
June		5	1	10
Total	29	49	114	124

	FY25 # of Requ ests	FY24 # of Requ ests	FY23 # of Reques ts	FY2 2 # of Reque sts
July	56	55	50	38
Aug.	60	46	43	54
Sept.	46	52	40	46
Oct.		40	45	64
Nov.		38	53	19
Dec.		34	70	42
Jan.		61	61	41
Feb.		82	20	41
March		66	41	38
April		61	68	26
May		81	50	39
June		66	47	47
FY Total	162	682	588	495

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

**Administrative & Legislative Services Department
September 2024**

White House Farmers Market 2024

	Application Fees # (amount collected)	Booth Payments (\$)
January	3(\$45)	2(\$300)
February	6(\$90)	5(\$660)
March	3(\$45)	4(\$510)
April	7(\$105)	9 (\$1,260)
May	10(\$150)	9(\$1,080)
June	6(\$90)	8(\$900)
July	1(\$15)	1(\$150)
August	0(\$0)	0(\$0)
September	0(\$0)	0(\$0)
October		
November		
December		
Total	36(\$540)	37(\$4,860)

Building Maintenance Projects

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

	2024-2025 Work Order Requests	2023-2024 Work Order Requests	2022-2023 Work Order Requests	2021-2022 Work Order Requests	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests
July	15	18	14	19	11	10	22
August	11	23	23	8	27	10	26
September	15	13	21	12	9	13	19
October		13	13	10	6	7	14
November		13	12	23	16	7	18
December		8	8	17	19	3	8
January		14	11	6	11	16	14
February		7	10	8	16	18	7
March		7	16	14	12	11	7
April		10	6	13	17	2	12
May		17	34	20	25	11	6
June		15	19	14	31	10	9
Total	41	158	187	164	200	98	162

**Finance Department
September 2024**

Finance Section

During September the Finance Office continued working on the Regions Bank transition, and FYE 6/30/2024 audit tasks. Members of the Finance Office also participated in the following events during the month:

September 4: Loomis Reporting Training
 September 4: LPRF grant virtual training
 September 4: Website committee meeting
 September 9: Loomis site survey
 September 12: MTAS Court Bootcamp
 September 19: Monthly BMA meeting
 September 23: Loomis safe delivery
 September 24: Loomis safe installation
 September 24: Finance staff meeting
 September 26: Assistant Finance Director attended CMFO "Governmental Accounting 1" course

Performance Measures

** = Data Not Currently Available*

Business License Activity	Sept 2024	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
Opened	1	21	91	95	92	76
Closed (notified by business)	0	1	11	9	7	6

Accounts Payable	Sept 2024	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
Total # of Invoices Processed	589	1080	5657	4455	4254	4079

Finance Office Calls / Emails	Sept 2024	FY 2025 Total	July 2024	June 2024	May 2024	Apr 2024
Total Calls	1,063	3,175	1,149	906	1,045	1,147
Calls per day	67	63	64	61	62	64
Total Emails Sent/Received	3,425	11,189	3,857	3,534	3,344	3,851
Emails per day	215	220	215	236	197	214

**Finance Department
September 2024**

Finance Cashiering Transactions (#)	Sept 2024	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
In-Person	302	993	7,459	6,369	7,747	8,138
Drop Box / Mail	963	2,868	13,986	15,138	16,804	18,328
Online	3,011	8,996	32,727	28,084	27,460	28,548
Deposit Batches Prepared	181	570	2,684	2,594	2,326	2,082

Utility Billing	Sept 2024	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total	FY 2021 Total
New Build Applications (#)	51	124	588	307	284	357
Move In Applications (#)	151	391	1071	926	977	737
Total Applications (#)	202	515	1659	1233	1261	1094
Electronic new customer signups (#)	92	280	796	476	410	300
Electronic new customer signups (%)	46%	54%	48%	39%	33%	27%
Move Outs (#)	112	301	342	831	898	743
Addl. Trash/Recycle Req. Accts. (#)	2	8	*	*	*	*
New Build Account Activations (#)	41	205	*	*	*	*
Accounts Billed (#)	6,043	17,957	*	*	*	*
Disconnect Warning Calls / Emails (#)	208	643	*	*	*	*
Disconnect Warning Letters (#)	98	244	*	*	*	*
Non-Active / Delinquent Disconnects (#)	25	75	*	*	*	*
Delinquent Accts. Ref. to Collections (#)	6	7	*	*	*	*
Delinquent Accts. Ref. to Collections (\$)	\$1,765	\$2,150	*	*	*	*
Successful Delinquent Collections (\$)	\$400	\$617	*	*	*	*
Processed Account Adjustments (#)	25	111	*	*	*	*
Denied Account Adjustments (#)	4	9	*	*	*	*
Auto Draft Pre-Notes (#)	42	143	*	*	*	*
Returned Payments (#)	0	8	*	*	*	*

**Finance Department
September 2024**

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	13,958,712	4,187,614	21,509,392	154%
Economic Development Fund	171,200	51,360	263,321	154%
State Street Aid Fund	486,251	145,875	438,793	90%
Parks Sales Tax Fund	736,600	220,980	158,392	22%
Sanitation Fund	1,682,500	504,750	1,065,182	63%
Parks Impact Fees Fund	474,510	142,353	260,554	55%
Police Impact Fees Fund	375,540	112,662	1,131,551	301%
Fire Impact Fees Fund	247,620	74,286	778,694	314%
Roads Impact Fees Fund	485,130	145,539	602,043	124%
Police Drug Fund	8,400	2,520	47,091	561%
Debt Service Fund	3,955,000	1,186,500	1,867,523	47%
Wastewater Fund	6,663,400	1,999,020	8,170,295	123%
Dental Care Fund	98,040	29,412	182,868	187%
Stormwater Fund	1,145,800	343,740	1,032,717	90%
Cemetery Fund	63,660	19,098	276,631	435%

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 2024-2025.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	13,958,712	1,848,690	↓ 11.76%
Economic Development Fund	171,200	36,033	↓ 3.95%
State Street Aid Fund	486,251	125,469	↑ 0.80%
Parks Sales Tax Fund	736,600	308,764	↑ 16.92%
Solid Waste Fund	1,682,500	432,934	↑ 0.73%
Parks Impact Fees Fund	474,510	46,712	↓ 15.16%
Police Impact Fees Fund	375,540	46,855	↓ 12.52%
Fire Impact Fees Fund	247,620	30,703	↓ 12.60%
Roads Impact Fees Fund	485,130	50,013	↓ 14.69%
Police Drug Fund	8,400	2,234	↑ 1.60%
Debt Services Fund	3,955,000	721,812	↓ 6.75%
Wastewater Fund	6,663,400	1,892,395	↑ 3.40%
Dental Care Fund	98,040	24,742	↑ 0.24%
Stormwater Fund	1,145,800	330,683	↑ 3.86%
Cemetery Fund	63,660	10,106	↓ 9.13%

*Realized amounts reflect revenues realized from July 1, 2024—September 30, 2024

**Human Resources Department
September 2024**

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

September 03: Chamber of Commerce Board Meeting
 September 09: Assistant Public Services Director Interviews
 September 10: Inclusion Reimagined: Bold Strategies for Success powered by State Farm, Mike Gaines
 September 11: Ribbon Cutting for Chilly Ben's Heating and Air
 September 12: Stormwater Maintenance Worker Interviews
 September 16: Chamber of Commerce Stagecoach Dedication
 September 17: Chamber of Commerce Luncheon
 September 18: Chamber of Commerce White House Pumpkin Patch
 September 19: Board of Mayor and Alderman Meeting
 September 26: Coffee with a Cop - Deja Moo Restaurant Week
 20-Mile Group Luncheon - City of Gallatin City Hall

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	1	0	0	0
August	0	1	1	0
September	0	0	1	0
October		1	2	1
November		0	1	0
December		0	0	0

Three-year average: 5.67

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January		1	1	0
February		0	0	1
March		1	0	0
April		1	0	0
May		1	0	1
June		1	0	1
Total	1	7	6	4

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	1	0	0	1
August	0	0	1	1
September	1	0	0	1
October		0	1	1
November		0	1	3
December		0	0	0

Three-year average: 4.33

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January		0	0	0
February		0	0	0
March		0	1	0
April		1	1	0
May		0	0	0
June		0	0	0
Total	2	1	5	7

**Human Resources Department
September 2024**

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	1	2	1	1
August	3	3	1	1
September	1	1	1	2
October		0	1	0
November		1	2	0
December		1	1	1

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January		2	0	4
February		2	0	2
March		0	2	3
April		2	0	2
May		1	0	2
June		2	1	1
Total	5	17	10	19
Percentage	3.94%	13.39%	8.40%	16.52%

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

Three-year average: 12.77%

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

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
July	0	0	0	0
August	0	1 (T)	0	0
September	0	0	0	0
October		0	1 (S)	0
November		1 (T)	0	0
December		0	0	0

	FYE 2025	FYE 2024	FYE 2023	FYE 2022
January		0	0	1 (T)
February		0	0	0
March		0	1 (T)	0
April		0	0	0
May		0	0	0
June		0	0	0
Total	0	2	1	1

Three-year average: 1.333

Police Department
September 2024

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in September:** Department Head Staff Meeting (9/16), Command Staff Meeting (9/19), Board of Mayor & Alderman Meeting (9/19), White House Police Department Expansion Meeting (9/24), Sumner County Drug Task Force (9/25), TN Chief's of Police (TACP) Meeting (9/25), Coffee w/ a Cop (9/26), TN Chief's of Police Meeting (9/26), Ofc. Keen's Graduation (9/27) and Department Head Staff Meeting (9/30).

➤ **Police Department Administration Performance Measurements**

Achieve our 5th re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2026. Susan Johnson, Accreditation Manager, is in the 4th edition of our TLEA program into PowerDMS which includes 164 standards.

She is working on finishing up 2024 year with all the proofs.

Susan Johnson attended the 2024 LEACT conference in September in Pigeon Forge, Tn.

1.

Our department training goal is that each police employee receives 40 hours of in-service training each year. The White House Police Department has 28 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,120 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	460	0	460
February	0	300	24	324
March	20	500	38	558
April	0	208	40	248
May	0	242	0	242
June	0	320	0	320
July	0	296	0	296
August	0	224	34	258
September	0	120	0	120
Total	20	2,670	136	2,826

Patrol Division Performance Measurements

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 382 shifts during the Fiscal Year 2023-2024. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	September 2024	FY 2024-25
Three (3) Officers per Shift	33	64
Four (4) Officers per Shift	67	114

1. ***Acquire and place into service four Police Patrol Vehicles.*** Our Four new vehicles ordered from Lonnie Cobb Ford in the FY24 are at Trucker's Lighthouse getting equipped. The CID Explorer and the Community Relations Truck have been ordered from Lonnie Cobb. No timeframe on when we will receive them.
2. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2024-2025.***
Fall Compliance Letters have been delivered. We will be doing Compliance Checks soon.

Police Department
September 2024

3. *Maintain or reduce TBI Group A offenses at the three-year average of 60 per 1,000 population during the calendar year of 2024.*

Group A Offenses	September 2024	Per 1,000 Pop.	Total 2024	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	14	1	115	8
Crimes Against Property	19	1	176	12
Crimes Against Society	11	1	137	9
Total	44	3	427	29
Arrests	49		484	

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

4. *Maintain a traffic collision rate at or below the three-year average of 446 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2024.*

	September 2024	TOTAL 2024
Traffic Crashes Reported	44	331
Enforce Traffic Laws:		
Written Citations	50	511
Written Warnings	13	315
Verbal Warnings	241	2,671

5. *Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2024.*

COLLISION RATIO				
2024	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
September	44	4 YTD 34	9%	10% YTD 331

Staffing:

- Officer Devin Keen graduated from the Tennessee Law Enforcement Academy on September 27th.
- We have one New Hire, LeAnne Muniz, that will be starting in October 15th.
- We will be testing on Tuesday, October 8th.
- We are continuing to accept applications. We currently have five positions open.

Sumner County Emergency Response Team:

September 2024 ERT Activity

- September 20th - ERT held night fire training at the Sumner Co range. ERT operators conducted marksmanship drills in no light/low light environments while utilizing weapon-mount lights and night vision devices.

Police Department
September 2024

Support Services Performance Measurements

Communications Section

	September	Total 2024
Calls for Service	836	8,566
Alarm Calls	31	331

Request for Reports

	September	FY 2024-25
Requests for Reports	10	36
Amount taken in	\$7.35	\$25.45
Tow Bills	\$0.00	\$0.00
Emailed at no charge	23	64
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Sgt. Bagwell attended the quarterly meeting at Hendersonville PD 9/13.
- Final grant contract paperwork was submitted back to state, waiting on signatures from THSO.

Volunteer Police Explorers: Nothing to report currently.

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

Crime Prevention/Community Relations Performance Measurements

- ***Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** D.A.R.E. started for White House Intermediate School. Due to their teaching constraints and time, Sgt. Enck only taught 4 classes. There will not be D.A.R.E. graduation.
- ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House will be October 5th.
- ***Participate in joint community events monthly to promote the department's crime prevention efforts and community relations programs.***
- 9/5, 9/10, 9/17, 9/19, 9/24 & 9/26 – Sgt. Enck instructed Defensive Tactics Ground Control to approximately 14 Vol State Criminal Justice students.
- 9/25 - News Channel 2 came and interviewed Sgt. Enck about elder frauds and scams.
- 9/25 CCS - Wheels in Motion bike and helmet give away.
- 9/26 - H.B. Williams - Wheels in motion bike and helmet give away.
- 9/26 - Temple Baptist Church Mother's Day out safety – Cpl. Carlson, Ofc. Sykes, Ofc. Hunter and Sgt. Enck.
- 9/26 - Heritage Elementary Wheels in Motion bike and helmet give away.

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

- 9/11 - Community Christian School (CCS) 911 Memorial Parade.
- 9/26 Coffee with a cop

Police Department
September 2024

Upcoming Events:

- 10/5 – Discover White House/Safety Day
- 10/28 - Trail of Treats
- 12/7 – Christmas Parade
- 12/14 – Shop with a Cop

<i>2024 Participation in Joint Community Events</i>		
	<u>September</u>	<u>Year to Date</u>
Community Activities	13	55

**Fire Department
September 2024**



Summary of Month's Activities

Fire Operations

The Department responded to 173 requests for service during the month with 122 responses being medical emergencies. The Department also responded to 1 building fire, 1 vehicle fire, 1 grass fire, 7 vehicle accidents of which 2 had injuries, 5 had no injuries. Of the 173 responses in the month of September there were 28 calls that overlapped another call for service which is 16.18% of our responses for the month. That brings the overlapping call volume for FY24-25 to 93 or 16.85% of the call volume.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in September from dispatch to on scene time averaged was, five minutes and fifty-five seconds (5:55). The average time a fire unit spent on the scene of an emergency call was twelve minutes and twenty-two seconds (12:22).

Department Event

- September 8th – 9/11 Memorial Stair Climb in Nashville
- September 11th – 9/11 Parade
- September 18th - 20th – Robertson EMS met with staff discussing new protocols
- September 20th – Shop with a Cop/Firefighter fundraiser at Tidal Wave car wash
- September 26th – Coffee with a Cop

Fire Administration

- September 4th – Website Review Committee kickoff
- September 10th – Monthly Officer meeting
- September 12th – Met with MCA concerning new radio system
- September 16th – Christmas on Main meeting
- September 17th – Assistant Chief Brewer spoke at the Chamber of Commerce luncheon
- September 30th – Discover White House/Safety Day final meeting

Emergency Calls Breakdown

The Department goal in this area is to display the different emergency calls personnel have responded to during the month as well as the response from each station.

Incident Responses FY to Date

Fires	13
Rescue & Emergency Services	378
Hazardous Conditions (No Fire)	15
Service Calls	42
Good Intent Call	41
False Alarms & False Call	55
Calls for The Month	173
Total Responses FY to Date	551

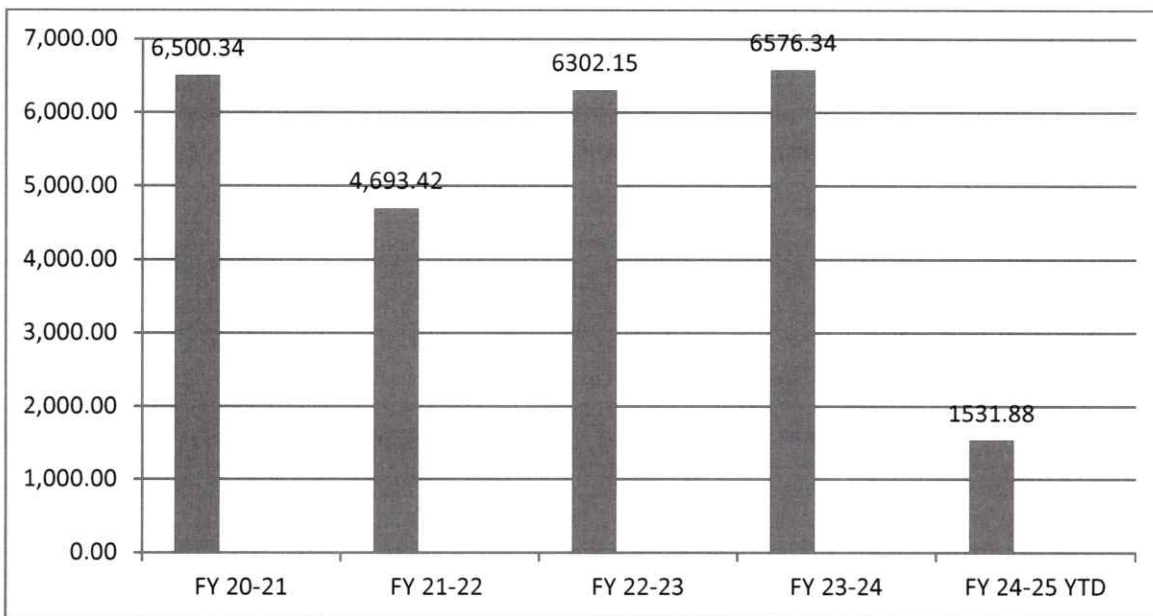
**Fire Department
September 2024**

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	108	329	60.14%
Station #2 (Business Park Dr)	65	217	39.67%
Administration	0	1	.18%

Fire Fighter Training

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



	Month	FYTD
Firefighter Training Hours	585.54	1531.88

Training breakdown for ISO and NFPA*

	Fire Officer	Company	Facilities	NFPA	Non-ISO
Month	25	239.5	94.5	49.26	177.28
Total for FY	44	770.5	142.5	290.77	285.1

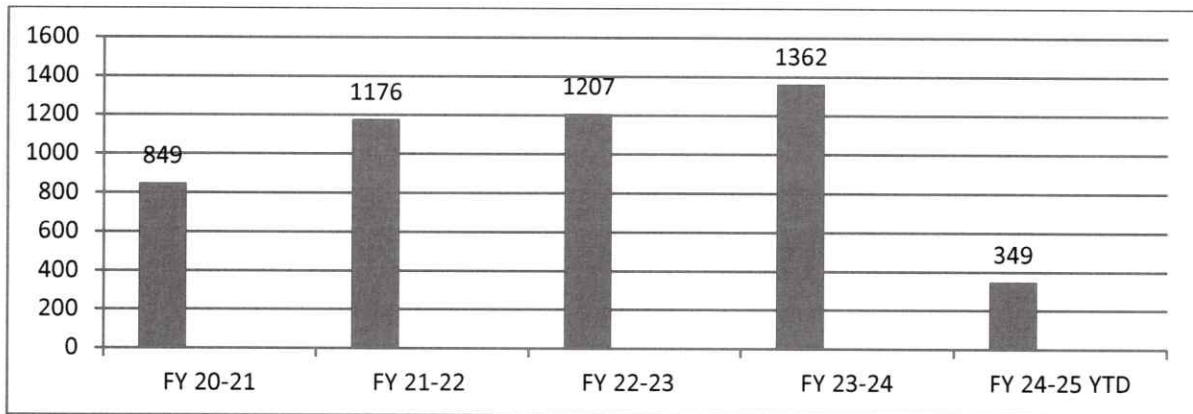
*National Fire Protection Association – The fire service industry standard.

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

**Fire Department
September 2024**

Fire Inspection

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

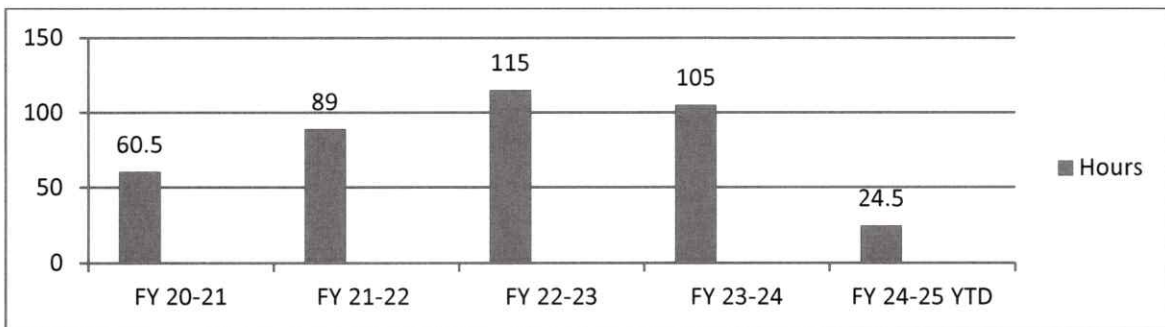
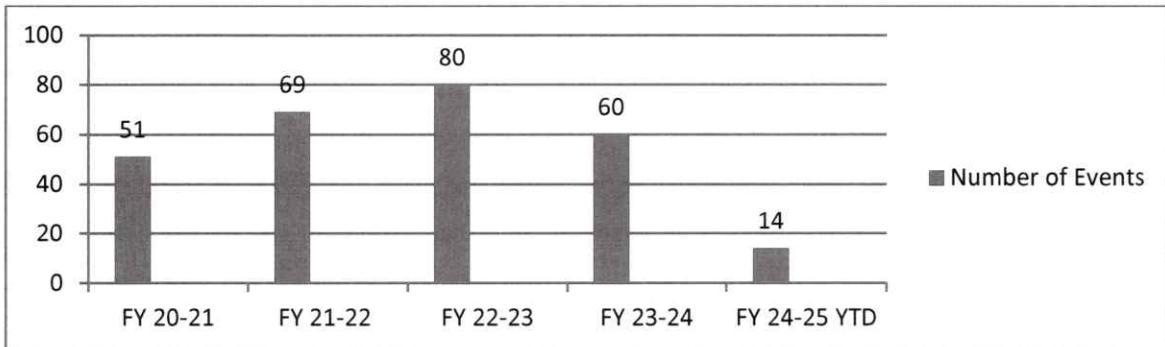
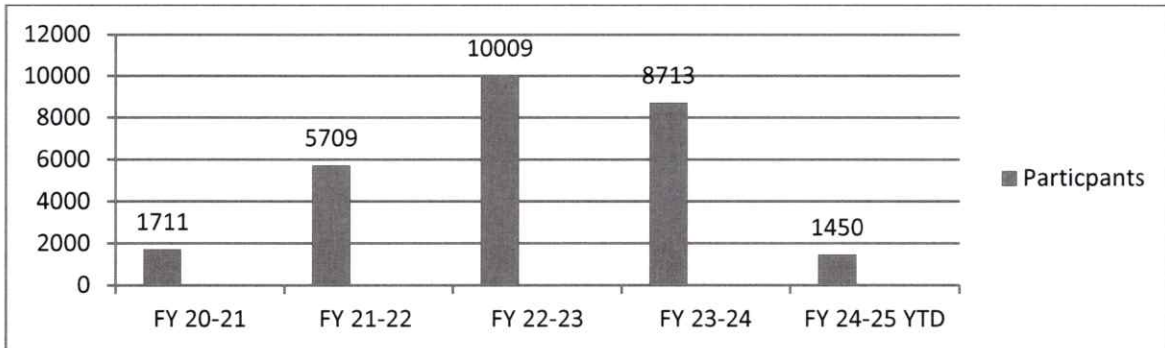


	Month	FYTD
September Fire Inspection	106	349
Re-Inspection	9	19
Code Violation Complaints	2	3
Violations Cleared	8	17
Annual Inspection	15	31
Knox Box	4	17
Fire Alarms	2	28
Measure Fire Hydrant	0	1
Plans Review	3	13
Pre-C/O	3	9
Pre-incident Survey	14	41
Sprinkler Final	1	8
Final/Occupancy	7	22

Fire Department September 2024

Public Fire Education

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



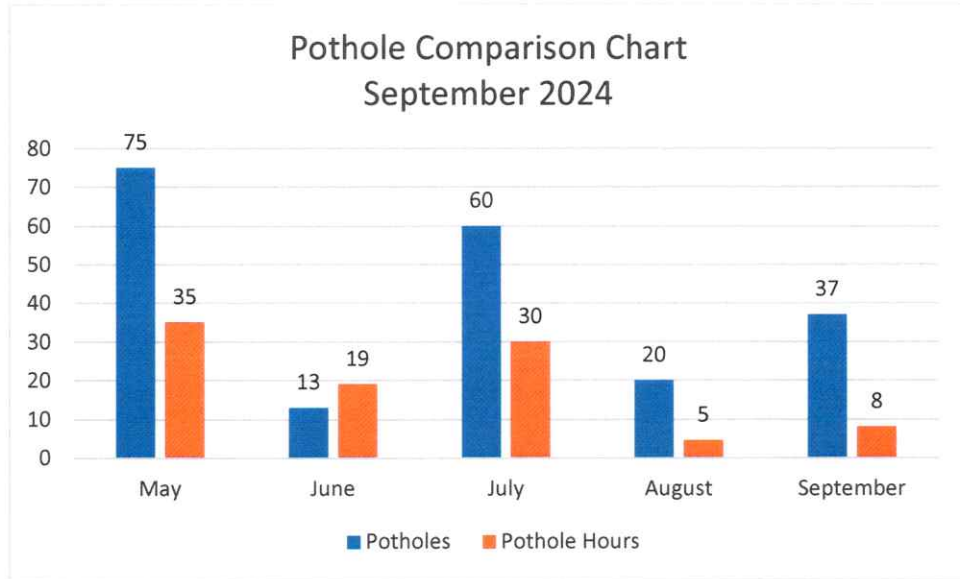
	Month	FYTD
Participants	30	1450
Number of Events	4	14
Education Hrs.	3	24.5

Social Media Statistics for the Month

Post Reach	6713
Post Engagement	1620
New Page Followers	13

Public Services Department
Public Works
August 2024

Pothole Comparison



Location of Pothole Repairs

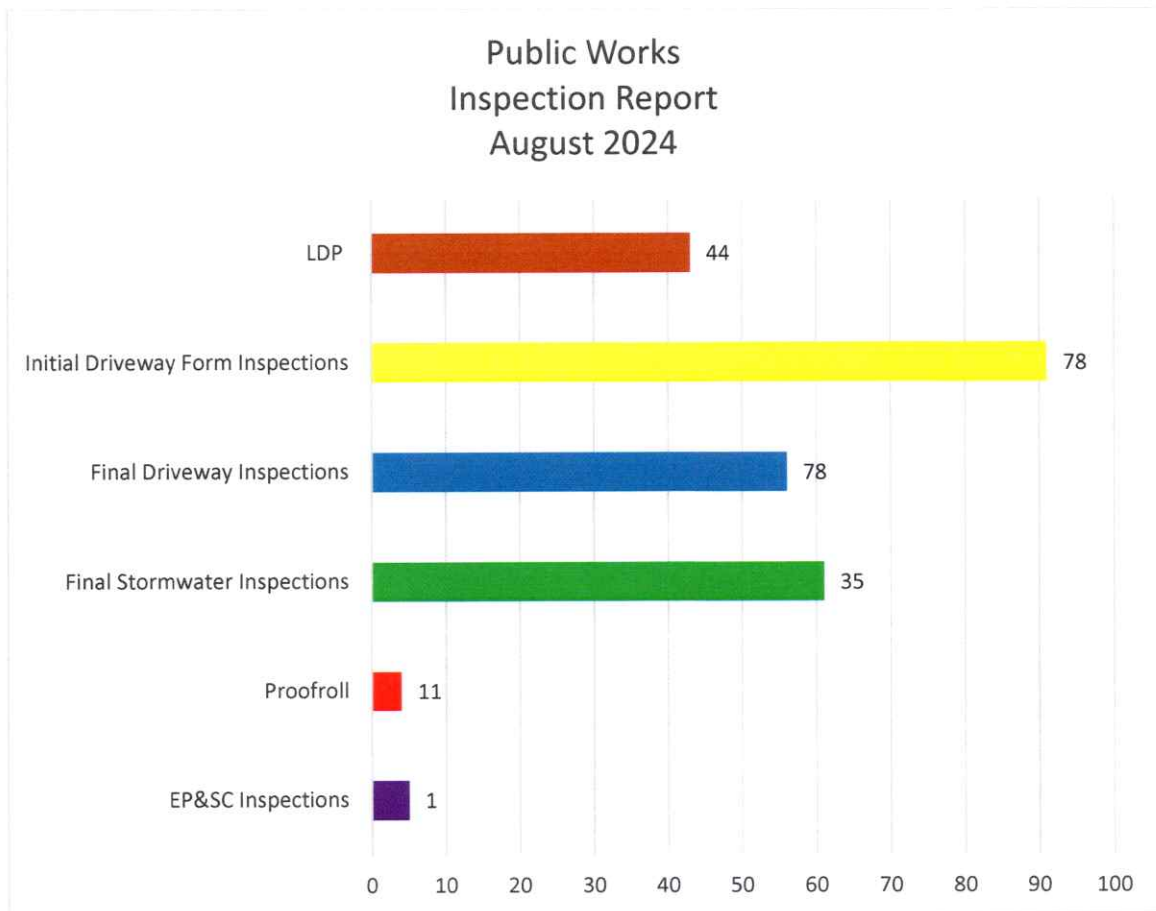
Street Address	Date Resolved
307 Hillwood Drive	9/5/2024
Brookview Drive	9/5/2024
309 Sage Road	9/5/2024
305 Patana Drive	9/5/2024
Pleasant Grove Rd	9/5/2024
Calista Rd	9/5/2024
Pleasant Grove Rd	9/19/2024
Wilkinson Ln	9/19/2024
Calista Rd	9/19/2024
Pleasant Grove Rd	9/30/2024

**Public Services Department
Public Works
August 2024**

Inspector Notes

New Construction and Inspections:

The Public Works Inspector performs various different types of inspections throughout the process of a new home being built within City of White House City Limits, additionally the Public Works Inspector performs proof rolls on subgrade and base stone during the construction of new roads within new developments that are being built within The City of White House. Below gives an accurate account of how many Initial Drive Form Inspections, Final Driveway Inspections, EP&SC (Erosion Prevention & Sediment Control Inspections, and Final Stormwater Inspections were performed on a monthly basis.



**Public Services Department
Public Works
August 2024**

Monthly Work Log

Monday 09-02-24

- Labor Day Holiday

Tuesday 09-03-24

- Prepared Public Works Facility for OSHA inspection / Excavated new area to wash out equipment after use.

Wednesday 09-04-24

- Removed dead tree from Calista and Apache Trail intersection / Repaired stop sign at Choctaw and Apache Trail Intersection

Thursday 09-05-24

- Tagged CEMC street lights with orange ribbon at 76 and Pleasant Grove Rd 112 Cobblestone Drive and Meadowbrook Ln 109 Daisy Ct / Repaired potholes on Hillwood Drive, Pantana Drive, Calista Road, and Brookview / Continued excavation and finishing work for vehicle wash pad / Changed speed limit signs at Highlnd Park to 20 mph / Installed stop sign at Greenway Crossing at 31W.

Monday 09-09-24

- Installed 4, 15 mph signs on Stadium Drive / Attended ditch excavation safety training class / Calibrated infrared asphalt machine in preparation to repaire asphalt patch on Pleasant Grove Road

Tuesday 09-10-24

- Repaired stop sign at Union Road & 31W Intersection / Began Hillwood Drive Drainage Mitigation Project

Wednesday 09-11-24

- Continued Hillwood Drainage Mitigation Project.

Thursday 09-12-24

- Complete Hillwood Drive Mitigation (now in monitoring stage) / Installed berm at Parks Subdivision to prevent excess water from entering rear of property on Pleasant Grove Road.

Monday 09-16-24

- Repaired decorative street light on Tulip Terrace & Tate Farm Lane / Reported malfunctioning light at 420 Artesa Drive to CEMC for repair / Delivered brush truck to Velocity Trucks for repairs / Dropped asphalt roller off at Thompson Machine for repairs / Sifted salt left from last season and moved to secondary bay preparing for new salt delivery.

Tuesday 09-17-24

- Public services staff meeting / Picked up parts from Mid Turf to repair Ferris mower and repaired zero-turn mower / Moved message boards to Hillwood in preparation to open-cut road to install drainage pipe / Installed straw matting, seed, and straw on Hillwood Drive to stabilize open ditch.

**Public Services Department
Public Works
August 2024**

Wednesday 09-18-24

- Utilized infrared machine in order to repair Pleasant Grove at Holly Tree subdivision entrance / Delivered brush truck #322 to Terex for repairs.

Thursday 09-19-24

- Removed 2, 48" pipe left by developer at Frey Branch Cottages Project / Repaired potholes on S. Aztec Drive, Calista Road, and Wilkinson Lane / Built a pad for street sweeper beside construction dumpster / Installed 2, 8 x 30 rolls of flexamat in ditch on Hillwood Drive / Removed tree from the side of the road on S Aztec and cut limbs away from roadway on West Drive so that buses were not being hit by them.

Monday 09-23-24

- Loaded flexamat and staples / Complete Hillwood Drive Drainage Project / Installed flexamat on Hillwood Drive / Spread seed and stabilized with straw areas of disturbance / Diagnosed lane lights at Tyree Springs & Hwy 31W Greenway crossings / Picked up message boards from Hillwood Drive.

Tuesday 09-24-24

- Worked to complete Target Solutions / Removed batteries out of sweeper truck / Repaired straw blower / Picked up mini excavator from Hobbs Drive / Completed vehicle maintenance on vehicle #1326 / Met with Roy T Goodman regarding ADA Compliance sidewalk repairs.

Wednesday 09-25-24

- Prepared 20' trailer for Parks Department to use / Line marking for drainage project on Amber Lane / Installed vehicle weight limit signs on Marlin Road, Sycamore Drive, Highland Drive, & 31W / Installed new tool boxes on vehicle #201 / Picked up batteries for street sweeper and installed / Uniform meeting with Cintas.

Thursday 09-26-24

- Evaluated all catch basins to be sure there were no blockages prior to rains / Fixed stop sign at Fern Valley Road & North Palmers Chapel Road / Picked up 8 barricades from the park.

Friday 09-27-24

- WO#092724006 Fallen tree on SR-76 and West Drive. WO# 0927244008 Fallen tree on Hwy 31. EMERGENCY ON-CALL.

Saturday 09-28-24

- WO#092824003 Drive wash out on edge of roadway on North Palmers Chapel Road.

**Public Services Department
Public Works
August 2024**

Traffic Signal Monitoring Log	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>FY 23/24 YTD</u>
SR-76 & Love's Lane	0	0	0	1	6
SR-76 & I-65 Southbound Ramps	0	0	0	0	1
SR-76 & I-65 Northbound Ramps	0	0	0	0	0
SR-76 & Hester Drive	0	0	0	0	2
SR-76 & Wilkinson Lane	0	0	0	0	1
SR-76 & Sage Road	0	0	0	0	1
SR-76 & Raymond Hirsch	0	0	3	0	8
SR-76 & Hwy 31W	0	0	0	0	5
SR-76 & Pleasant Grove Road (Flashing Signal)	0	0	0	0	2
Hwy 31W & Portland Road	0	0	0	0	1
Hwy 31W & Raymond Hirsch	0	0	0	0	2
Hwy 31W & Sage Road	0	0	0	0	3
Tyree Spring Road & Raymond Hirsch Parkway	0	0	0	0	4
Wilkinson Lane & Richard Wilks	0	0	0	0	0
Tyree Springs Road & South Palmers Chapel	2	2	0	0	9

Current Month Traffic Signal Monitoring Log:

September 2024

- Subject: Camera was intermittently losing connectivity.
- Resolution: Reboot of Gridsmart Detection System and submission of Support Ticket to Gridsmart to help resolve the issue.

**Public Services Department – Stormwater Division
September 2024**

Stormwater Maintenance

During the month of September The Stormwater Division continued to perform mitigation efforts related to flooding that occurred in May and June. Multiple Jobs were completed in the month of September. Some projects listed below have required additional monitoring and improvements from previous reporting periods.

WO082624003 - 320 Hwy 76. Erosion Mitigation and stabilization.



WO072224008 – 312 Valley View Drive. Due to flooding debris and rock needed to be removed to allow positive drainage of storm water.



WO071524015 – 211 Fischer drive. Ditch remediation needed due to flooding that occurred.



**Public Services Department – Stormwater Division
September 2024**

WO052924006 – 311 Hobbs and Tyree Springs. Ditch remediation after flooding. Debris and material was removed and embankment stabilized with native materials.



WO072224003 – 218 Hillwood. Erosion caused by flooding. Minor repair and ditch remediation completed.



WO091124004 – 302 Hillwood Drive – Ditch remediation completed due to flooding.



Public Services Department – Stormwater Division
September 2024

WO091624008 – 100 Heritage Drive. Continuation of Hillwood Drive Drainage Mitigation Project.



WO091624006 – 214 Hillwood Drive. Area of remediation was 333' in length in order to confine storm water flows to a conveyance as to not negatively impact homeowners and their properties.



WO091624007 – 308 Walnut. Hillwood Drive Mitigation Project.



**Public Services Department – Stormwater Division
September 2024**

WO091824002 – 212 Hillwood. Hillwood Project. Flex-a-mat installed to mitigate erosion concerns.

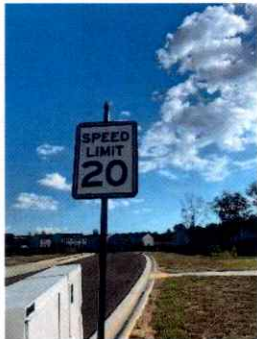


The following were work orders in support of Street and Road maintenance activities.

WO090524005 – Repaired potholes City wide.



WO090524007 – Replaced speed limit signs.



WO091024010 – Repaired Stop sign at Union Road & 31W Intersection.



**Public Services Department – Stormwater Division
September 2024**

WO091624010 – Street Sweeping



WO091724006 – Installation of 2 new Stop Signs at Stadium Drive, Indian Ridge Blvd., and Byrum Drive.



WO091924008 – North Palmers Chapel and Hickory Trail Sign Repair.



WO092524004 – Installation of weight limit signs Northwoods Subdivision.



**Public Services Department – Stormwater Division
September 2024**

WO092624004 – Due to forecasted heavy rains from Hurricane Helene, The Stormwater Division took proactive measure in order to minimize any potential flooding hazards by clearing debris from catch basins and other storm water infrastructure.



The following work orders were in response to the storms the weekend of the 27-29th.

WO092724005 – Due to the forecasted rain from Hurricane Helene, and the recent improvement to Hillwood Drive monitoring occurred.



**Public Services Department – Stormwater Division
September 2024**

Indian Ridge Subdivision, mitigation performed to confine storm water flows to the ditch lines.



Brinkley Lane - received concerns about water overtopping the road in this area.



WO092824001 – Winchester Court. In order to reduce the likelihood of flooding in the Covington Heights neighborhood a 4" pump was used to discharge water from a ditch in this area.



WO092824003 – 524 North Palmers. Base stone material has been added to this area in order to keep this area passable within the City of White House Rights-of-Way.



**Public Services Department – Stormwater Division
September 2024**

WO092724006 – Trees down during recent storm event at SR-76 & West Drive. Tree was removed from roadway by WHFD.

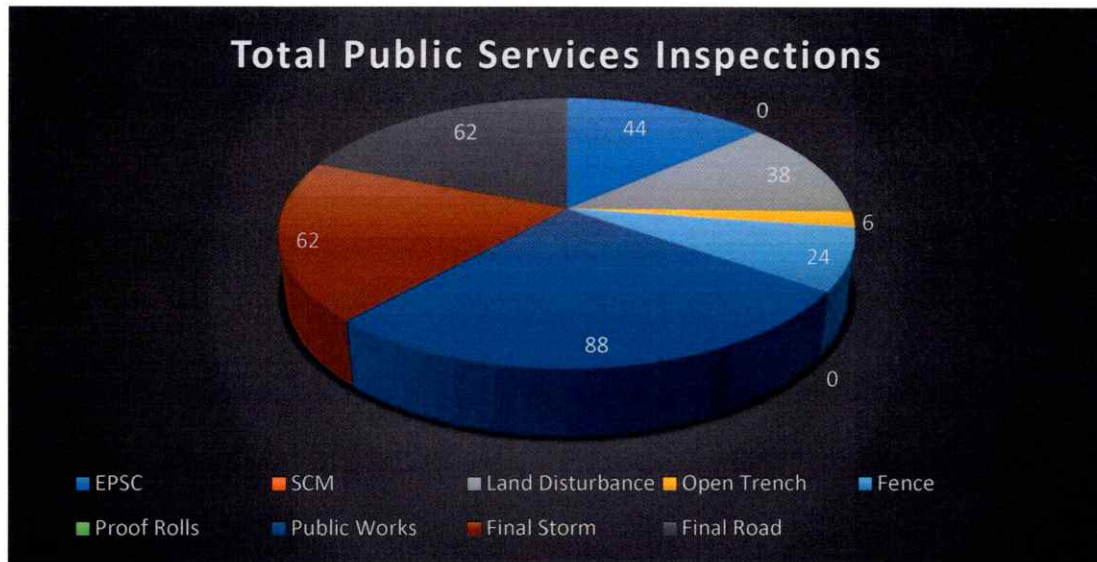


WO092424008 – Tree Down blocking entrance to Clearview Apartments. Tree was removed by Stormwater Division.



Stormwater Inspector

**Public Services Department – Stormwater Division
September 2024**



Total Inspection Case Type for Public Services	Quantity
EPSC	44
SCM	0
Land Disturbance	38
Open Trench	6
Fence	24
Proof Rolls	0
Public Works	88
Final Storm	62
Final Road	62
Total Inspection Cases	324

**Public Services Department – Stormwater Division
September 2024**

Stormwater Inspector Daily Work Log:

July 1st - 3rd: Vacation

July 4th – Holiday

July 8th: P.T.O (Vacation)

July 9th: Reviewed all notifications and updated work orders, logs, and notes. Consolidated information and built Inspector's Report. Discussed Stripping requirements for Willow Grove. Reviewed issues at Dog Cox Property on Pleasant Grove Lane and notified owner/contractor. Followed up on the McCurdy Road County Issue for the homeowner.

July 10th: Reviewed Notifications and Fence Permitting documents and information. EPSC Inspection sat Dorris Farms Phases 1 & 2. Highland Park Discussion for Stop Work Order. State of The City Meeting.

July 11th: Reviewed Notifications. Open Trench Inspection at The Parks. Reviewed construction projects with the development team at Marlin and Dorris 1 & 2. Final inspections at Core 5 and contacted contractor on missing items.

July 15th: Reviewed Notifications, Fence Applications, and documents, built schedule, and sent reports from the previous week. Reviewed the repairs related to the Stop Work Order for the Mill. Visited Carol for the Retirement reception. Open Trench Inspection at Calista Rd. Sub. Discussed Calista Rd Issues and Violations with staff.

July 16: P.T.O.

July 17th: Reviewed Onsite conditions and progress associated with the Stop Work Order. Reviewed Right-of-way construction from White House Shops/Publix State Route Lane-widening issues at the Municipal Park entrance. Discussed Punchlist Items for Highland Park and Consolidated list to send out with PS Director and PW Inspector and discussed other areas of interest for repair and enforcement such as addressing issues that become disregarded for repair on projects while in maintenance bond, reviewing procedures on all inspections and the best ways to record inspections and follow up if needed, and evaluating active construction and Stop Work Orders. Checked the status of the identified drainage issue at Scotlyn and Owens.

July 18th: P.T.O

July 22nd: Reviewed Notifications, Fence Applications, and documents, built schedule, sent reports from the previous week, and followed up on questions or concerns. Calculated ERU on WHIS for Finance. Met with LGI at Springbrook to review Construction Entrances/Driveways. Met with residents on Tyree Springs to review recent flooding events and its effects in the Stream Buffer and offsite issues associated with active construction that connects to the properties.

July 23rd: Reviewed all notifications and updated work orders, logs, and notes. EPSC inspections at Summerlin and Sage Farms.

July 24: Reviewed Notifications and Fence Permitting documents and information. EPSC inspections at Towne Center, Bridle Creek, Drew C., and Frey Branch.

July 25th: Reviewed all notifications and updated work orders, logs, and notes. Met with the Administrative team and reviewed issues identified and related to the Stop Work Order. EPSC inspections at Fields at Oakwood and Pinson Pointe.

July 27th: TNSA Urban 5K Runoff. Hauled PW Equipment UTV to transport volunteers and supplies along route, and placed/removed signage. Assisted with setting up/tear down for the event.

Public Services Department – Stormwater Division
September 2024

July 30th: Reviewed all notifications and updated work orders, logs, and notes. Discussed planning Town Hall meeting to address Common issues in construction and the other issues relating to the Stormwater Program, Construction General Permit, and the MS4's Minimum Control Measures 1 & 2. EPSC inspection at Marlin Pointe.

July 31st: Reviewed Fence Applications. EPSC inspections at Legacy Farms, The Parks, Copes Crossing, Willow Grove, and Cardinal Ponte.

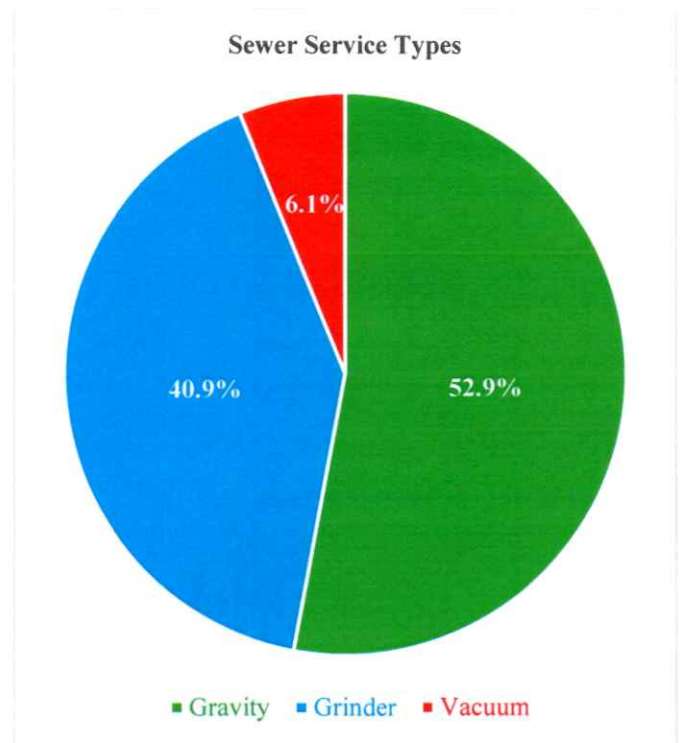
**Wastewater Department
September 2024**

Collections System Activities:

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, vacuum services, and various types of lift-stations. As of **September 30th, 2024**, City personnel count a total of **7,325** sewer system connections, with **50 new** applications for service in **September 2024**. A total of **598 new** connections were permitted during the 2023/2024 fiscal year. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	3,878
Low-Pressure Grinder Sewer Connections	2,999
Vacuum Sewer Connections	448

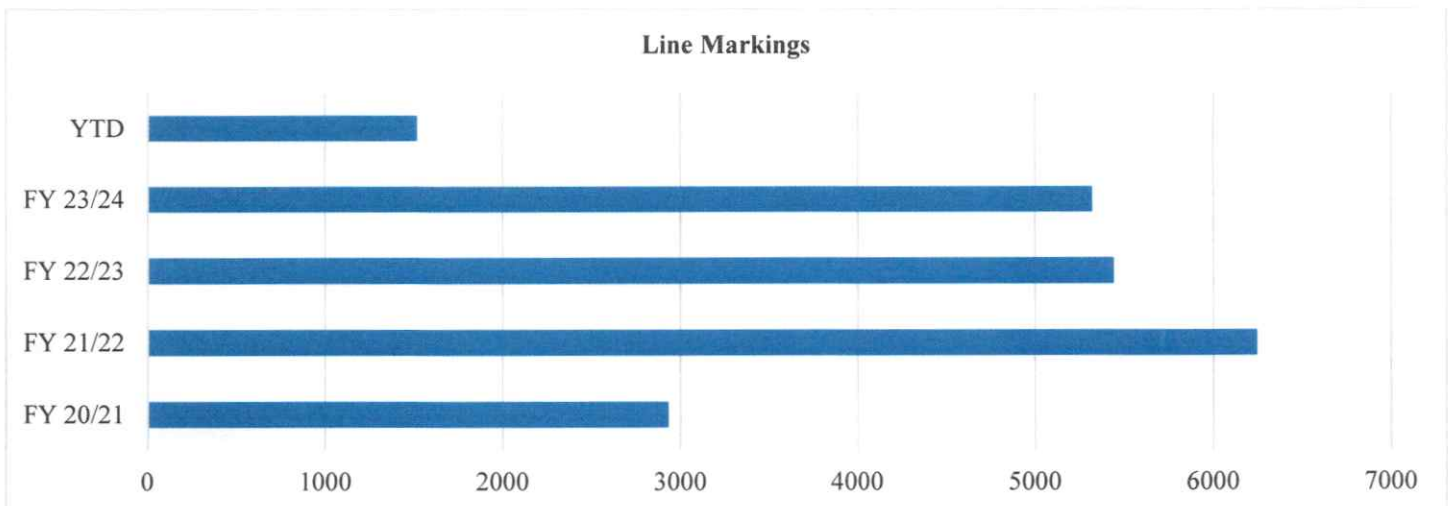
The City counts **198** commercial grinder connections, **2,801** residential grinder stations, and **38** lift-stations integrated into our Sanitary Sewer System.



811 Utility Locate Service:

Tennessee 811 is the underground utility notification center for Tennessee and is not a goal-driven task: This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities. **Wastewater personnel received 213% more line-markings in the 2021/2022 fiscal year than in the 2020/2021 fiscal year, largely due to new construction and utility boring activities. Total requests decreased slightly in the 2022/2023 fiscal year, but remain nearly double 2020/2021 levels. Total requests in the 2023/2024 fiscal year were very similar to 2022/2023 numbers.**

Line Markings	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>September 2024</u>	<u>FY 24/25 YTD</u>
Tennessee 811	2933	6245	5441	5320		401	1516



**Wastewater Department
September 2024**

<u>Lift-Station Repairs</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>Sept 2024</u>	<u>FY 24/25 YTD</u>
Union Road	9	0	0	2		1	1
Summerlin	22	0	0	2		0	0
Settlers' Ridge	1	1	1	0		0	0
Springbrook	n/a	n/a	n/a	0		0	0
Willow Grove	n/a	n/a	n/a	1		0	0
Dorris Farms	n/a	n/a	n/a	1		0	0
Cope's Crossing	6	9	9	5		0	0
Cambria	3	4	4	2		0	0
Belmont Apartments	n/a	0	0	0		0	0
Kensington Green	0	0	0	0		0	0
Meadowlark Townhomes	n/a	0	0	0		0	0
Meadowlark	1	1	1	3		0	0
Sage Farms	n/a	n/a	n/a	1		0	0
Sage Rd (Hester Dr)	0	0	0	0		0	0
Loves Truck Stop	0	3	3	1		0	0
Highway 76	0	0	0	0		0	0
Portland	1	0	0	1		0	0
North Palmers Vacuum	1	7	7	4		0	0
Villas at Honey Run	n/a	1	1	0		0	0
31W Apartments	n/a	0	0	0		0	0
Calista Apartments	n/a	0	0	0		0	0
Calista Vacuum	1	9	9	3		1	1
Concord Springs	0	2	2	1		0	0
Calista Farms	n/a	n/a	n/a	n/a		0	0
Fields at Oakwood	2	2	2	0		0	0
The Mill	n/a	n/a	n/a	0		0	0
Publix	n/a	n/a	n/a	n/a		0	0
Highland Park	n/a	n/a	n/a	0		0	0
Los Jalapenos	n/a	0	0	2		0	0
Mt. Vernon Apartments	n/a	0	0	3		0	0
Grove at Kendall	n/a	0	0	0		0	0
Wilkinson Lane	1	3	3	3		0	0
Heritage High School	0	0	0	0		0	0
Legacy Farms	n/a	0	0	1		0	0
The Parks #1	0	0	0	3		0	0
The Parks #2	n/a	n/a	n/a	0		0	0
Treatment Plant #1	3	0	0	0		0	0
Treatment Plant #2	0	0	0	1		0	0

**Wastewater Department
September 2024**

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 view the components at the station.

Major Alarms/Repairs:

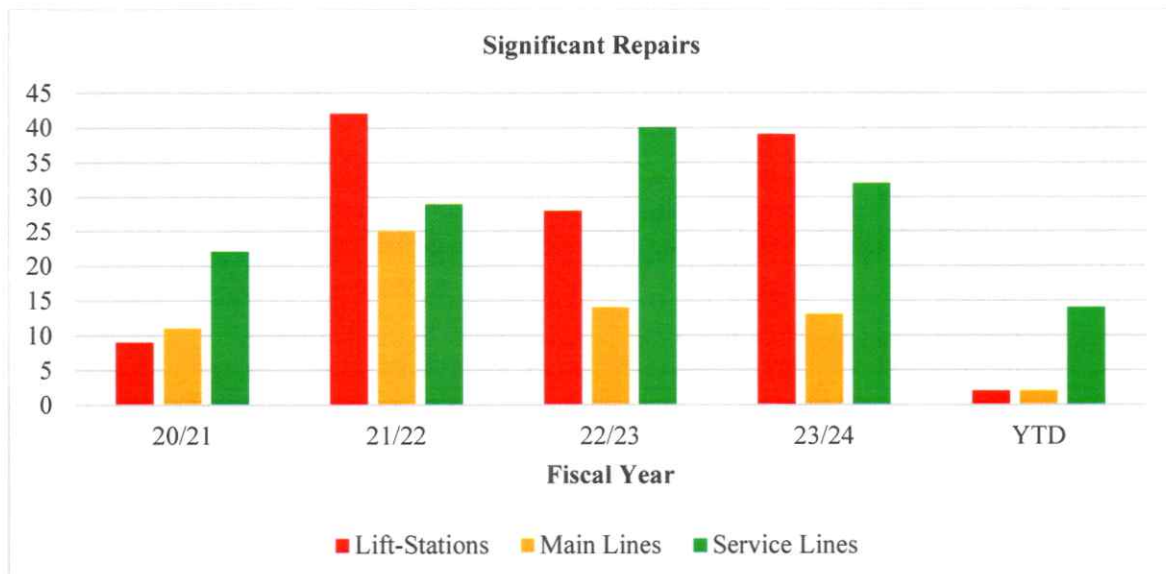
Calista: A vacuum pump at the Calista vacuum station suffered a catastrophic failure. The pump appears to have suddenly lost all oil and overheated, causing severe damage to the pump casing. Crew members caught the failure near-immediately, and further damage to the station was prevented. AirVac was called to assess the root cause of the failure, and it was found that the exhaust piping for the station is not plumbed to current standards. We have solicited a quote for the parts/replacement of the station exhaust system, and will have it replaced once quote(s) are in hand. The station is currently operating normally on the two remaining pumps. We have a spare pump in inventory to replace the pump that failed.

Union: To accommodate increased flows from White House Intermediate School, improvements to the Union Rd lift-station were required as part of their sewer availability agreement. While installing these upgrades, it was found that the suction pipes for this station were badly corroded. Replacement pipes were ordered and delivered, and installation is expected to be completed in early October.

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 six (6) years on the proper operation and maintenance of the major lift-stations. This program has been very successful in reducing the number of station failures. Some of the lift-stations are either at or near their anticipated useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced. The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

<u>Repairs</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>Sept 2024</u>	<u>FY 24/25 YTD</u>
Major Stations	9	42	28	39		2	2
Main Line	11	25	14	13		0	2
Service Line	22	29	40	32		6	14

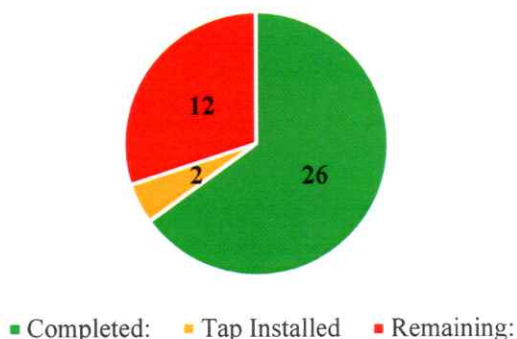


**Wastewater Department
September 2024**

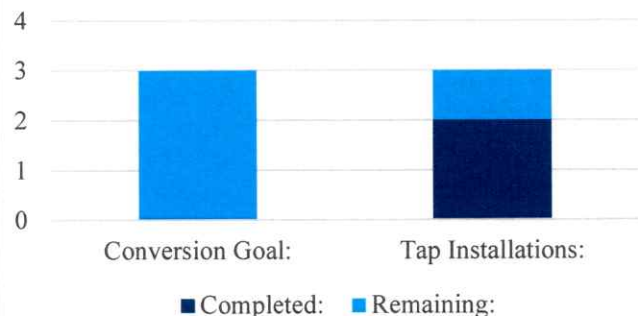
Ongoing Projects:

- 1. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. **Phase-1 (from the intersection of DeeCee/SCT to the end of Hester Dr) has been fully completed. Phase-2 (from Hester Dr to the intersection of Sage/Cardinal) has been fully completed. Phase-3 (from the intersection of DeeCee/SCT to the Wastewater Treatment Plant) has been completed.** As of October 31st, 2023, all three phases of the new Southern Force-Main are receiving active flow (flow is diverting from the old 12" line into the new upsized line beginning at the intersection of Sage Rd / Cardinal Dr and flowing to the Wastewater Treatment Plant located at 725 Industrial Dr), and the old 12" and old 6" lines along Industrial Dr have been physically disconnected and abandoned from the intersection of SCT Dr and Industrial Dr to the treatment plant. Bids for Phase-4 were opened on February 5th, and the contract has been awarded to Norris Bros. Excavation. Phase-4 Project work is nearing completion, with the 20" line installed and awaiting final testing, plus tap installation to the small line for roughly 20 homes along Sage Rd. Phase-5 will also be installed by Norris Bros., and is underway.
- 2. Calista Vacuum Station:** All three of the new Mink vacuum pumps installed in 2019 have failed prematurely, with metal shavings discovered in the oil pan of pumps #2 and #3, and a splined coupler failure in both pump #1 and pump #2. Only one (1) of the three (3) Mink pumps remains in operation. **Two (2) older-model Busch pumps have been rebuilt by the manufacturer and retrofitted back into the station in place of the Mink pumps, and the station is currently operating normally.** We have purchased spare Busch pumps to keep in inventory for if/when the final Mink pump fails, and to have in the event or additional emergencies. One of the spare pumps has already been delivered, and the other is currently on order. These pumps are interchangeable with the North Palmers vacuum station pumps. On September 4th, one of the Busch vacuum pumps failed catastrophically. The station and system are operational, and root cause analysis is underway.
- 3. North Palmers Vacuum Station:** The volute of one of the in-line centrifugal sewer pumps has cracked, and the pump has been removed from service. Due to the age of the pump, a matching volute cannot be sourced, and the entire pump must be replaced. **A replacement pump has been ordered and delivery is anticipated in August, 2024. The old pump was been pulled and sent out for an emergency interior repair patch to the failed volute, and has been received and returned to service. The patch will not hold permanently, but is anticipated to function until the new pump gets delivered.**
- 4. Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Four (4) full conversions are planned for the FY23/24 fiscal year, with one of the conversions already having a tap installed. **A total of 26 projects have now been completed on the list of 40, and taps are installed for two additional locations.**
- 5. Copes Crossing Lift-Station:** The control panel for the Copes Crossing lift-station has been replaced. However, an additional issue was identified with the pump power cables during the panel replacement, and following that the pump itself experienced a mechanical failure. **A quote for replacement of the cables was solicited, and the replacement power cables have been placed on order. Pump #2 has since experienced an electrical and mechanical issue due to the corroded cables, and has been pulled for repairs. The new power cables have been delivered, and we are awaiting installation. The condition of the damaged pump is such that full replacement is warranted, and a new pump is currently on order.**

Total Planned Septic-to-Sewer Conversions:



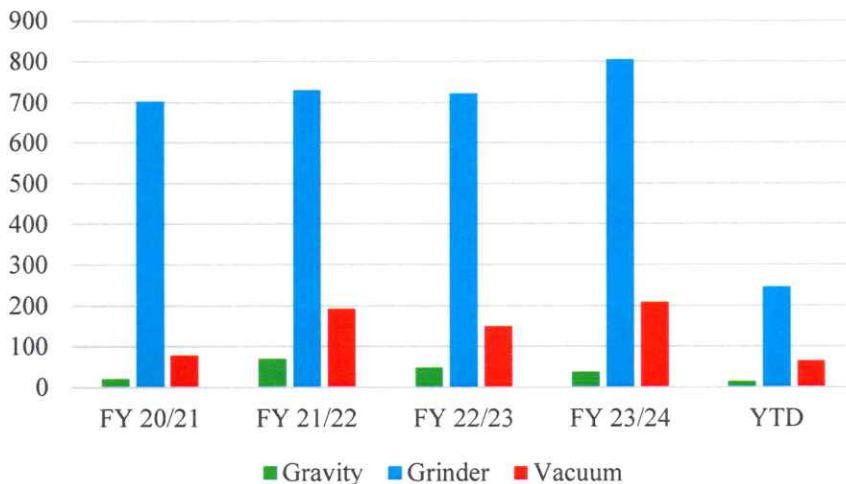
**Septic-to-Sewer Conversion Goals
(FY-2024/2025)**



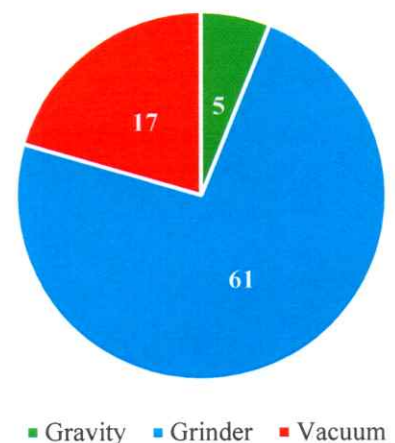
**Wastewater Department
September 2024**

<u>Work Orders</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>		<u>Sept 2024</u>	<u>FY 24/25 YTD</u>
Vacuum System Service Request	78	191	149	208		17	64
Gravity Service Request	20	69	48	37		5	14
Low Pressure Service Request	702	730	723	805		61	245
Total Pumps Replaced	492	472	459	454		39	140
Total Pumps Rebuilt	135	114	30	43		0	20
Total Warranty Pumps Returned	n/a	129	125	83		10	21
Grinder Tank PM Program	219	117	132	151		11	52
Open Trench Inspections	409	702	653	930		103	284
Final Inspection for New Service	248	405	489	635		83	229
Grease Trap Inspections	n/a	n/a	162	161		16	38
Sanitary Sewer Overflow (SSO)	19	28	14	18		0	2
Odor Complaints	35	22	28	39		4	13

Sewer Service Calls by Connection Type (YTD)



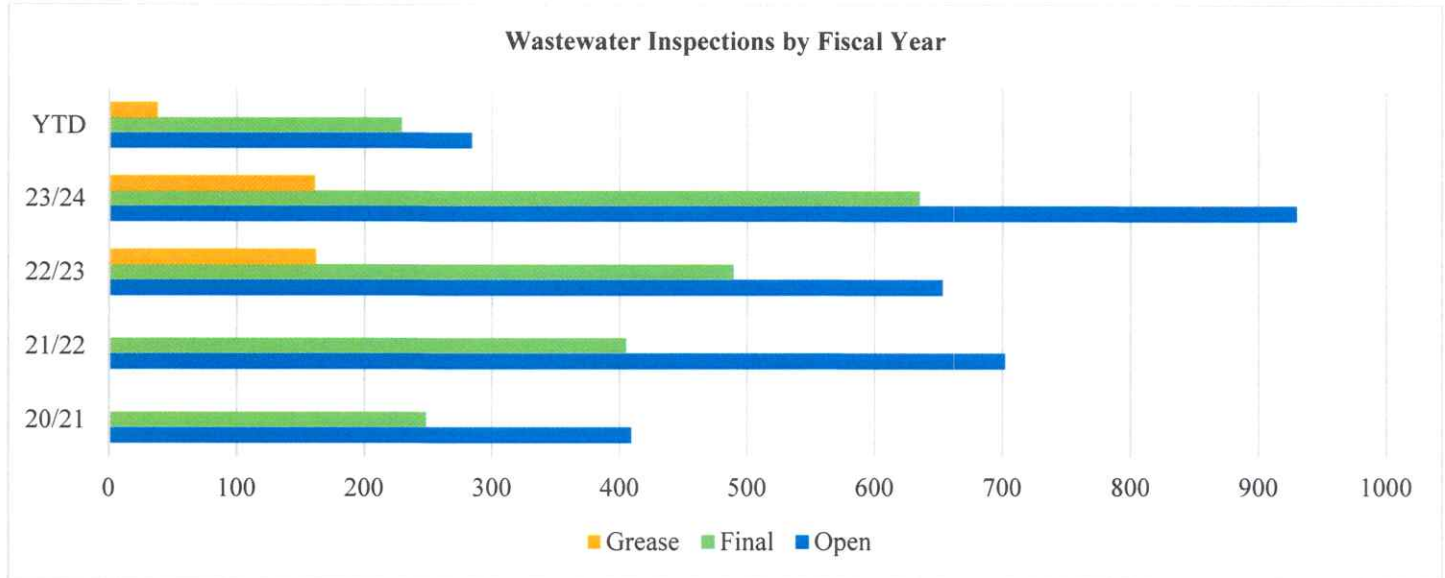
Sewer Service Calls by Connection Type (September 2024)



**Wastewater Department
September 2024**

New Constructions and Inspections:

Wastewater inspectors perform open-trench inspections for all sewer infrastructure installed within our Collections System, as well as final inspections on all new construction buildings. New constructions throughout the City, both commercial and residential, have drastically increased the frequency of both inspection activities. We have seen an approximate doubling in the number of inspections every year for six years, with FY22/23 numbers remaining similar to the FY21/22 inspection requests, and FY23/24 numbers again breaking previous years' records.

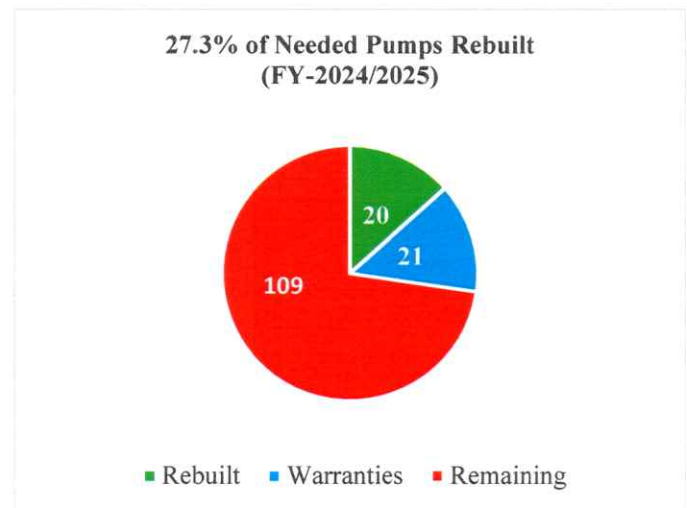


Pump Rebuilds:

The capital outlay budget was designed for a total purchase of approximately 350 new E-One grinder pumps for the 2023/2024 Fiscal Year. However, **454** grinder pumps were needed to meet all the service call requests for the previous fiscal year. To supplement the amount of pumps on-hand, the department rebuilt **43** pumps throughout the year, in addition to **83** warranty-return pumps received. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period. The capital outlay budget for the 2024/2025 fiscal year was again designed for the purchase of approximately 350 new pumps, with an anticipated need for approximately 475 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps). As such, the City is targeting to rebuild a minimum of 150 pumps (inclusive of rebuilt warranty-return pumps) throughout the year for inventory buffer.

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

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



**Wastewater Department
September 2024**

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>June - 24</u>	<u>July - 24</u>	<u>August - 24</u>	<u>September - 24</u>	
Influent – To Plant	1.013 MGD	0.899 MGD	0.982 MGD	1.054 MGD	MGD = Million Gallons/Day
Effluent – To Creek	0.945 MGD	0.772 MGD	0.985 MGD	0.982 MGD	MGD = Million Gallons/Day
Effluent – To Spray Field	0.167 MGD	0.289 MGD	0.074 MGD	0.261 MGD	
Total Flow Through Plant	1.112 MGD	1.061 MGD	1.059 MGD	1.243 MGD	
Design Capacity	2.000 MGD	2.000 MGD	2.000 MGD	2.000 MGD	
% of Influent Capacity	50.7%	45.0 %	49.1%	52.7%	(Influent) / (2.000 MGD)
% of Effluent Capacity	55.6%	53.1%	49.3%	49.1%	(Effluent) / (2.000 MGD)
Actual Capacity	1.600 MGD	1.600 MGD	1.600 MGD	1.600 MGD	(2.000 MGD x 80%)
% Actual Influent Capacity	63.3%	56.2%	61.4%	65.9%	(Influent) / (1.600 MGD)
% Actual Effluent Capacity	69.5%	66.3%	61.6%	61.4%	(Effluent) / (1.600 MGD)
Rainfall	8.04"	5.17"	1.03"	8.25"	

	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>September 2024</u>	<u>FY 24/25 YTD</u>
Effluent Violations	7	32	25	29	1	4

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

**Wastewater Department
September 2024**

3. **Peracetic Acid:** Although TDEC has approved our use of peracetic acid (PAA) as the method of disinfection and has modified our NPDES permit accordingly, our new permit allows for the use of Ultraviolet (UV) Light disinfection, and the UV system has recently been brought online as part of the new facility expansion. ***Last month there was no PAA feed rate.***

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 operating on the new UV disinfection system showed an average of **1.0 CFU's**. ***Last month the average was 1.6 CFU, operating on the UV for disinfection.***

4. **WWTP Expansion Project:**

Effluent Flow-Meter: The flume was found to be misshapen and not to design width. The flume was cut, ground, and concrete repoured to exact measurements, and the flow-meter provided anticipated measurements for a time, but has since been found to be off again. [Re]recalibration and reprogramming has again been completed, and effluent totals now report as expected.

UV Disinfection: The UV disinfection has been successfully started up and is functioning normally. The UV is now being used as the primary means of disinfection for the existing plant, and preliminary analyses have shown it is providing more effective disinfection than the PAA. PAA totes are still on-site as a backup if needed.

Secondary Effluent Filters: The secondary effluent filters have also been successfully started up and are now functioning.

RAS/WAS Pumps: The Return (RAS) and Waste (WAS) sludge pumps for clarifiers #1 and #2 have been replaced and are operating, and flow rates for these pumps are being adjusted to the needs of the facility. An issue was identified with the wiring of the flow-meter on RAS pump #2, and has since been corrected.

Clarifier #1: Upgrades to Clarifier #1 are completed, and it has been returned to service following the transition to the bioreactors for treatment.

Clarifier #2: Upgrades to Clarifier #2 are completed, and it has been returned to service following the transition to the bioreactors for treatment.

Clarifier #3: As of May 6th, 2024, Clarifier #3 was live and functional. However, it experienced a mechanical failure due to electrical phase reversal in early June. The electrical issue has been corrected and the mechanical failures repaired, and Clarifier #3 has now been returned to service.

Bioreactor #1: As of May 6th, 2024, Bioreactor #1 is live and functional. We will operate exclusively on this new bioreactor until Bioreactor #2 is completed and brought online, and the old oxidation ditch is disconnected and decommissioned.

Bioreactor #2: As of July 31st, Bioreactor #2 has entered testing, though raw water flows have not been directed to it at this time.

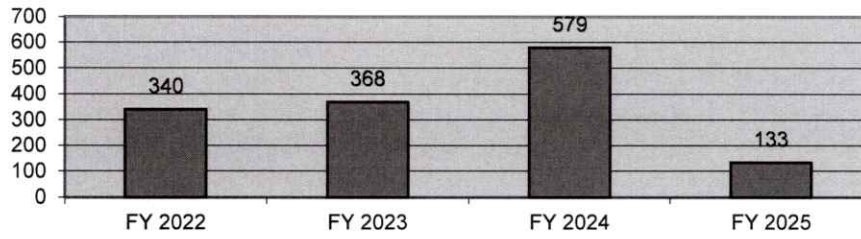
Grit Chamber: As of May 6th, 2024, the Grit Chamber is live and functional.

Generator: The generator is currently functioning normally / as expected. An issue was discovered in the wiring of the transfer switch in early June that was causing the phases to be reversed when running exclusively on the generator-feed for the facility. Once the issue was identified and corrected, as well as several components trouble-shot and reprogrammed, then the phasing issues were eliminated.

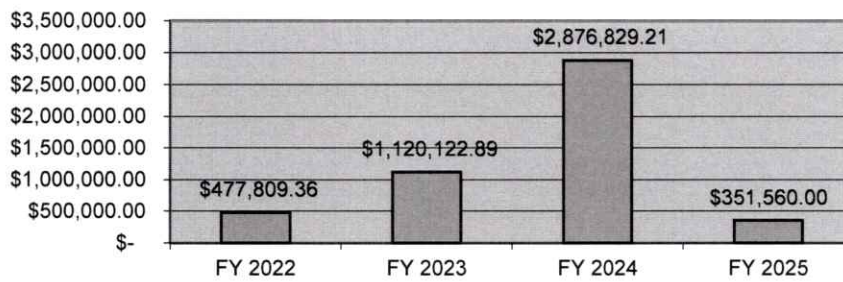
Site Work: Final paving has been completed around the facility. Final site cleanup is in progress.

Planning and Codes Department
SEPTEMBER 2024

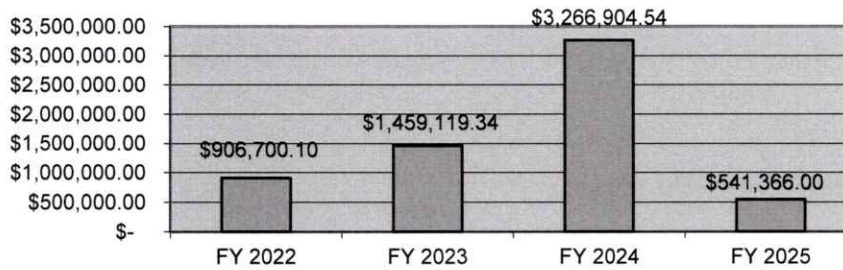
Single Family Permits



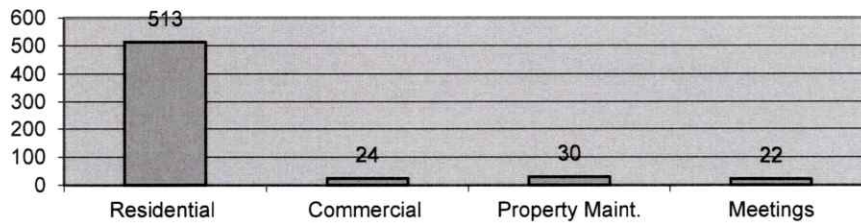
Impact Fees



Permit Fees



Monthly Inspections / Meetings



**Planning and Codes Department
SEPTEMBER 2024**

	Month	FY2025	FY2024	FY2023	FY2022
MEETING AGENDA ITEMS#					
Planning Commission	4	19	74	91	67
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	0	0	6	5
Tech. Review/Study Session	0	0	0	0	5
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	41	133	579	368	340
Multi-Family Residential	0	0	0	226	0
Other Residential	7	20	83	96	89
New Commercial	2	6	13	7	7
New Industrial	0	0	1	0	0
Other Com/Ind	4	11	55	51	25
Sign	5	12	19	22	11
Occupancy Permits	32	108	366	397	319
Other	0	0	8	31	11
BUILDING INSPECTIONS					
Residential	513	1709	5291	4885	5452
Hours	256.5	854.5	2385	2250.5	1367
Commercial /Industrial	24	96	205	125	139
Hours	12	48	84.75	125	139
CODE ENFORCEMENT					
Total Cases	30	66	247	35	98
Hours	15	33	96.25	35.75	70.24
Complaints Received	12	48	220	199	55
MEETINGS					
Administration	6	18	73	80	117
Hours	3	9	37.25	86	127
Planning	13	27	143	112	127
Hours	6.5	13.5	74.25	116.5	96
Codes	3	9	24	10	8
Hours	1.5	4.5	14.5	13	10
FEES					
Permit Fees	\$175,140.00	\$541,366.00	\$ 3,266,904.54	\$ 1,459,119.34	\$906,700.10
Board Review Fees	\$1,000.00	\$ 3,550.00	\$ 15,790.00	\$ 18,050.00	\$14,100.00
City Impact Fee	\$138,380.00	\$ 351,560.00	\$ 2,876,829.21	\$ 1,120,122.89	\$477,809.36
Roads	\$42,439.00	\$ 126,702.00	\$ 904,039.09	\$ 323,964.51	\$664,873.38
Parks	\$43,993.00	\$ 127,503.00	\$ 670,596.00	\$ 291,189.00	\$ 114,114.00
Police	\$31,302.00	\$ 90,666.00	\$ 742,656.45	\$ 239,697.73	#####
Fire	\$20,646.00	\$ 59,841.00	\$ 487,161.85	\$ 169,728.00	\$ 76,498.26
OTHER ITEMS					
Subdivision Lots	85	0	173	0	0
Commercial/Ind. Sq Ft	3,582	14,082	337,914	0	15,216
Multi-Family Units	0	0	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 30	\$21,055,193.57		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	16	18	17	16	15

**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report September 2024**

Update on ongoing projects:

Soccer Complex Renovation Phase II

- Lighting and electrical is now operational
- All that remains is getting grass established and finishing up the retention ponds



Splash Pad Maintenance Building

- Started some dirt work around the building in preparation for the fencing
- Change order is in the process to resurface the pad

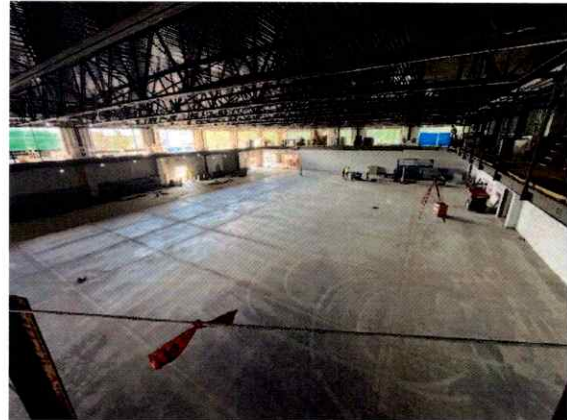


Rec Center

- Brick work has continued and should be complete early next month
- Window installation has continued and should be complete soon
- Drywall has continued

**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report September 2024**

- Slab poured for gym floor which should allow for overhead work to continue



Infield Groomer

- No updates on expected delivery date

Furniture for Rec Center

- Continue to work with NOI to ensure we have everything we need by the time we are ready to order

Parks Admin Truck

- Approved, ordered and already delivered – should be put in service early next month

Miscellaneous Rec Center Equipment

- In the process of ordering volleyball stands, scorers tables, and chairs off state contract

Field 8 Renovation

- Collected quotes for the dugouts and have already ordered
 - Delivery expected in 9 – 10 weeks
 - These will need to be installed before we can do the rest
 - We will be the ones installing them
- We have already started taking down the fencing
- Specs for the fencing bid will be complete soon
- Starting to collect quotes for concrete work that needs to be done

Fitness Equipment for Rec Center

- We have the quote from the vendor we would like to use off state contract and it is under budget
- Will probably bring to Board of Mayor & Alderman in November with hopes of being able to have it installed in late February.

List of upcoming projects yet to begin:

Bleacher Pads at Fields 5 & 6

Drinking Fountain for the Quad

Park Signage

Dirt for Laser Grading

Northwoods Park Improvements

Split HVAC Unit for Museum Storage Room

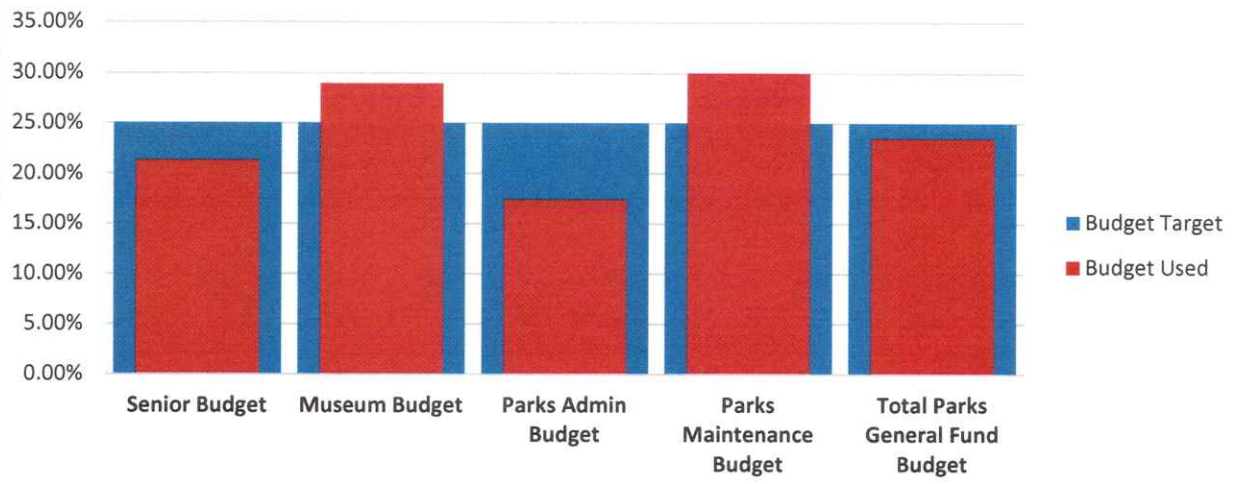
Tri-Max Mower

Lean-To Renovation

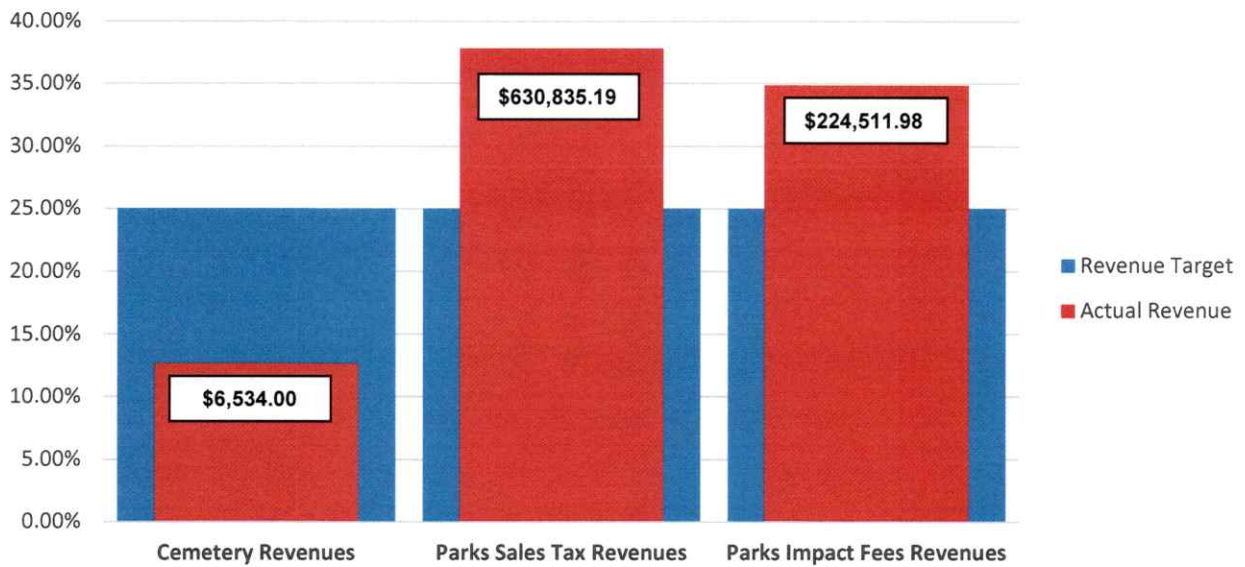
Gaming & Game Room Equipment for Rec Center

City of White House
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General Fund Budgets



Special Funds Revenues



**City of White House
Parks, Recreation, & Cultural Arts Department
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Recreation- Assistant Director

Adult Programs

None

Youth Athletics

Fall Baseball:

- Final Games pushed into October due to rainouts
- Picture Day: Sep. 14th

Fall Girl's Volleyball:

- Final Games: 09/28
- Picture Day: 09/14

Youth Basketball

- Registration Opened: 09/01

Special Events

- Pollinators at the Park: 09/05
 - Participants: 12
- Pollinator Education Talk: 09/12
 - Participants: 17
- Parks for Pollinators iNaturalist Campaign
 - 99 Submissions

Other

Open gyms: Averaged totals per a day

- Pickle Ball Open Gym- 11
- Open Gym - 4

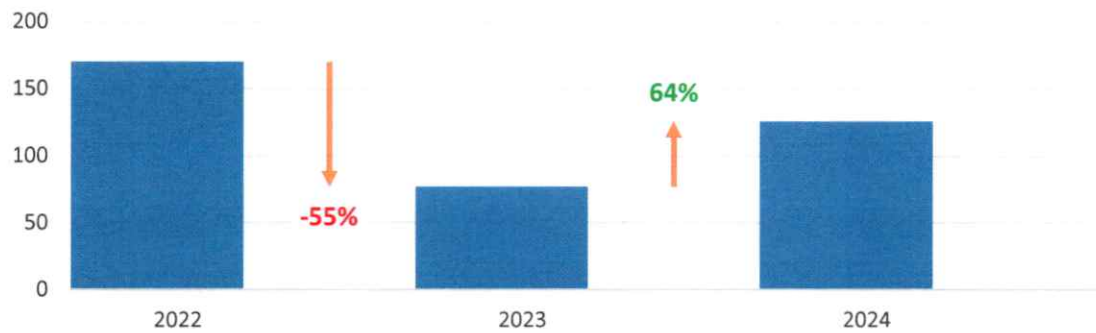
Social Media:

- 1,694 Followers
- Reach: 18,800
- Total posts: 25
- Best Performing Posts:
 - Greenway Bridge Updates
 - 1,900 Reach
 - Youth Basketball Registration
 - 1,900 Reach

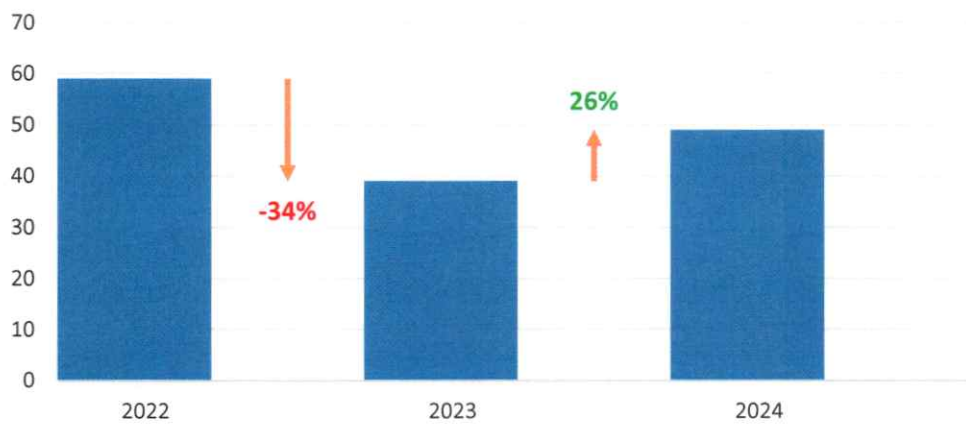


City of White House
Parks, Recreation, & Cultural Arts Department
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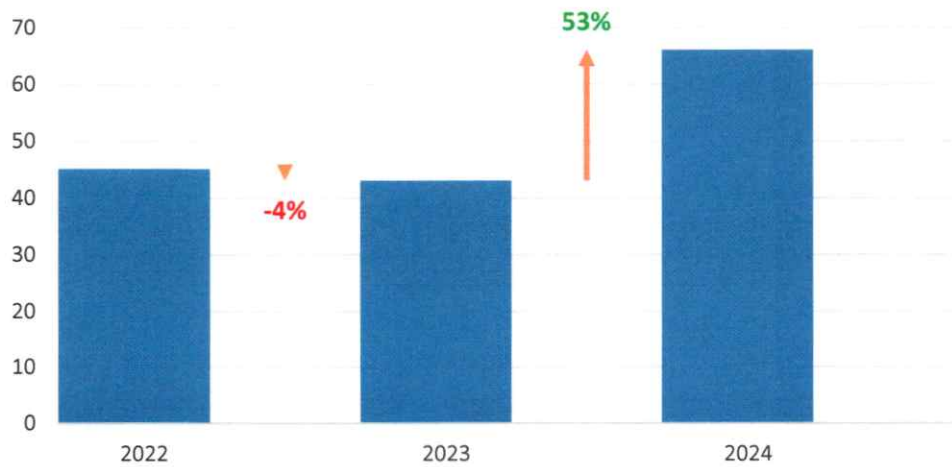
Pavilion Usage Comparisons YTD thru Sept.



Ballfield Rentals Comparisons YTD thru Sept.

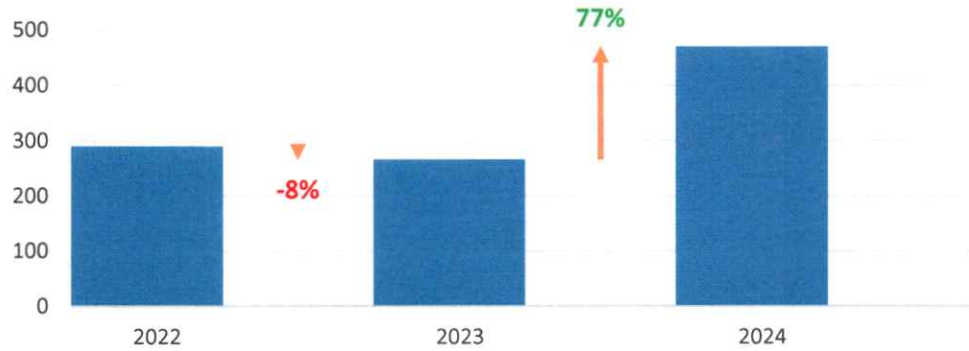


Facility Usage Comparisons YTD thru Sept.

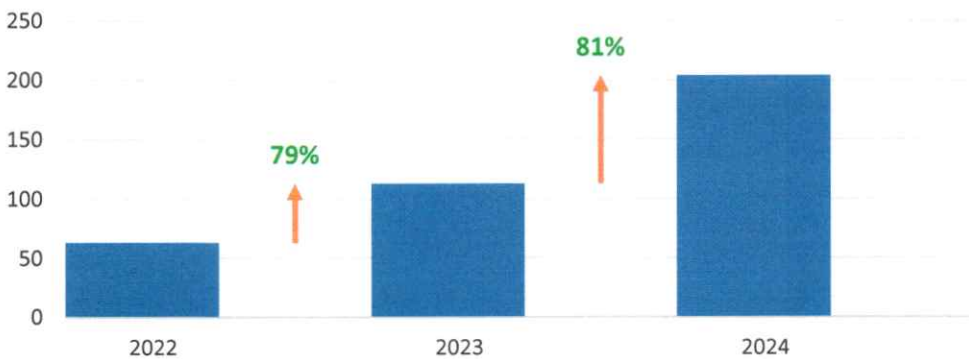


City of White House
Parks, Recreation, & Cultural Arts Department
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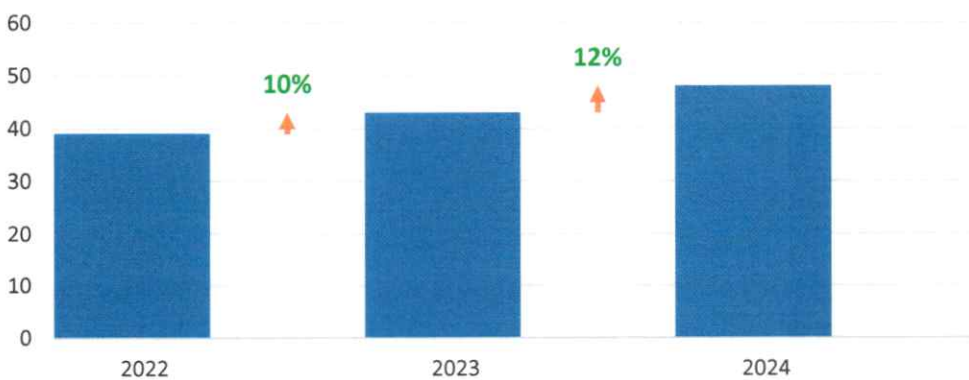
Youth Programming Attendance Comparisons YTD thru Sept.



Special Event Attendance Comparisons YTD thru Sept.



Total Program Offerings Comparisons YTD thru Sept.



**City of White House
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Maintenance

- We have put down rye on sports fields at Municipal Park and Soccer (5,000 pounds)



- We have taken up the fitness equipment and the wooden border. We seeded and strawed when we were done.



- We cut up and removed a fallen tree on the Greenway that was blocking access to a family cemetery beside Greenway.
- We trimmed shrubs at the Trailheads and front sign at the Park.

**City of White House
Parks, Recreation, & Cultural Arts Department
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- We built another wooden frame for a hayride trailer to be ready for Trail of Treats.



- We fixed the chain link fence where it was cut to make way for the new road by tennis courts. We also cleaned up that area by picking up all of the old fence parts.
- We fixed the two lights at the front Park sign.
- Helped with setup and take down for The Gathering.

Museum

Volunteers – The volunteers have provided the museum with 40 volunteer hours. The museum volunteers have been very faithful and ready to jump in with all that happens this time of the year. They have given their time to help weekly and with the additional events this month including Experience Robertson County, Ribbon Cutting for Stagecoach followed by Robertson County Historical Society yearly picnic, The Gathering at the White House Inn.

Tours at Museum – This month Charter Senior Living scheduled a tour to visit the museum bring in 10 new visitors. The Chamber had a multi-Ribbon Cutting this month which brought many visitors into the museum. Regular walk-in tours continue to increase.

Social Media – We are continuing with the “What is This?” Facebook segment and have a new idea for another type of regular social media posting which we plan to start by January.

**City of White House
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Community Partnership – The museum and the White House High School Advanced Drama students and teacher have partnered with the museum to provide skits with the stagecoach for upcoming events. We also have prepared written parts for students to be docents in the museum. We were able to use these students at a couple of events this month, Stagecoach Ribbon Cutting and The Gathering at the White House Inn. These students prepared their parts and preformed the skit at the top of every hour during the event while other students were docents in different locations throughout the museum.



Experience Robertson County – Initially, Experience Robertson County's White House stop was

going to be at the tennis courts in the White House Municipal Park hosted by Stay Positive News. Because of the threat of rain and since the museum was planning to participate in the event, I offered to have all the booths setup in the museum, and Stay Positive News accepted the offer. The White House stop included 6 nonprofits to set up. Each attendee was provided with a passport to visit all 6 booths in the museum; and once all spaces were filled, they would receive their sticker for the White House stop and the code word for the app. The attendance for this event was 300 attendees.



Stagecoach Ribbon Cutting & Robertson County Historical Society Annual Picnic – Monday, September 16 was the ribbon cutting for the new stagecoach in the front yard of the museum. We were so pleased to have Robertson County Historical Society present at this event. Following the event, the Historical Society had their annual picnic. At the picnic, I provided a brief history of the beginnings of the City of White House followed by a skit with the stagecoach by the White House High School Advanced Drama students. Then the attendees toured the museum. Several exhibits in the museum had one of the museum's volunteers or one of the high schools to provide information about the display.



The Gathering at the White House Inn – The museum offered a free-living history event to the community so that more can be taught through actual demonstrations of how our ancestors lived and dressed in the 1700/1800s. This year was the 4th year for the event. The number of demonstrators increased in size this year. The attendance for the event was 820.



Donations – Donations for the month of September include White House High School cheerleading memorabilia from Cricket Lucas; a White House School child's sweater, 4-legged meat grinder, clamp meat grinder and a draw knife from Joe and John Wayne Wilson; old can of Nashville made dry snuff from Jerry Napier.



Events and Meetings Assisted with and/or Attended

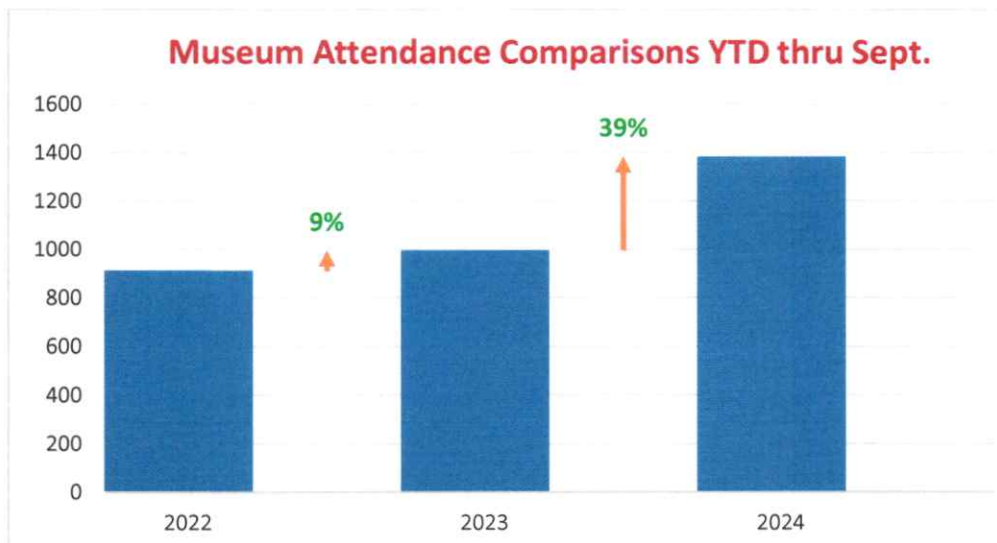
September 4 – Ribbon Cutting Music City Farms
September 5 – Staff planning retreat for 2025
September 9 – Inclusion Reimagined workshop
September 11 – Ribbon Cutting Chilly Ben's
September 12 – Bunco Tournament
September 14 – Experience Robertson County

**City of White House
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September 16 – Ribbon Cutting for Stagecoach and Rob Co Historical Society Annual Picnic
 September 17 – Chamber Luncheon
 September 18 – Ribbon Cutting at White House Pumpkin Patch
 September 19 – Mugs and Mugshots
 September 21 – The Gathering at the White House Inn
 September 30 – Discover White House Meeting

Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
3	12	1225	1237	0

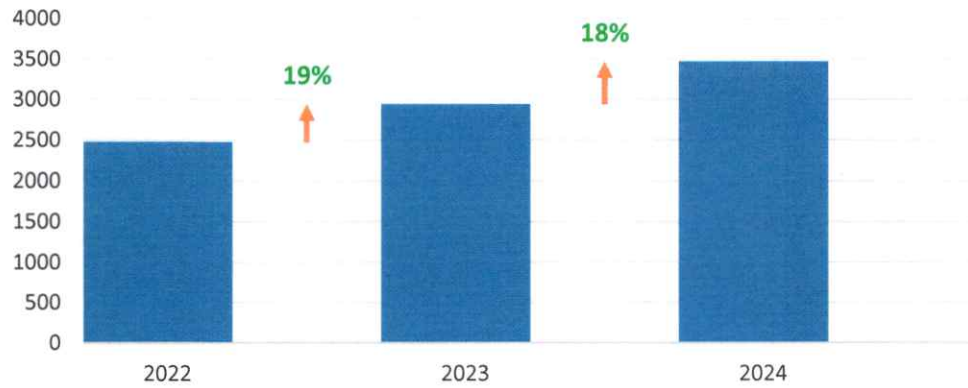


**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report September 2024**

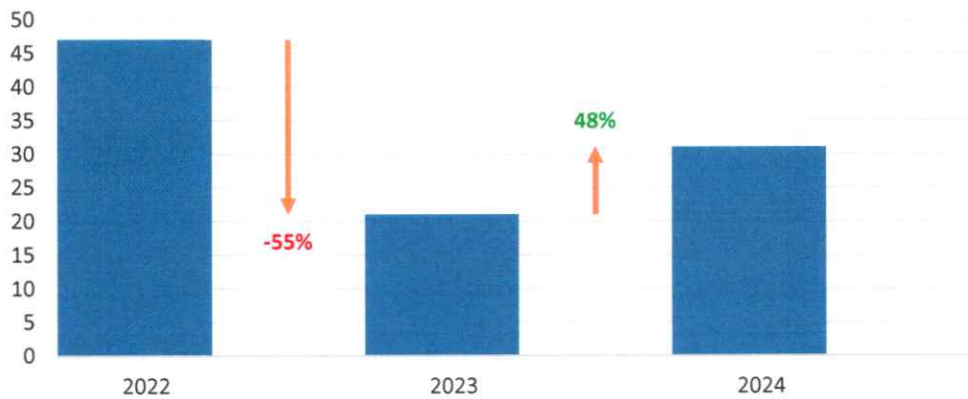
Senior Center Participation			
<u>Outings:</u>			
Bowling	17		
Franklin Art Gallery	18		
TN Museum	21		
Riverview Rest Ashland City	25		
TOTALS	81		
<u>Events:</u>			
Paint w/Nicole	17		
Flu Shots	24		
Game Day	12		
Crafts	5		
Total	58		
		<u>Sr Meals Wednesdays</u>	
		97	
		115	
		117	
		329	TOTAL
<u>Programs:</u>			
Fittercise-Strength, Yoga	360		
Walk	98		
Bingo	68		
Birthday Potluck	44		
Farmers Rummy	12		
Garden Club	21		
Meals on Wheels	30		
Bunco/Golf	0		
Bible Study	8		
Cards, Games,Pool, Puzzles	153		
Pickle Ball	164		
TOTAL	958		
TOTAL SENIOR CENTER MEMBERS	425		
1st time visitors	7		
New Members	8		
TOTAL Sr Center Participants:	1402	Total	1426

City of White House
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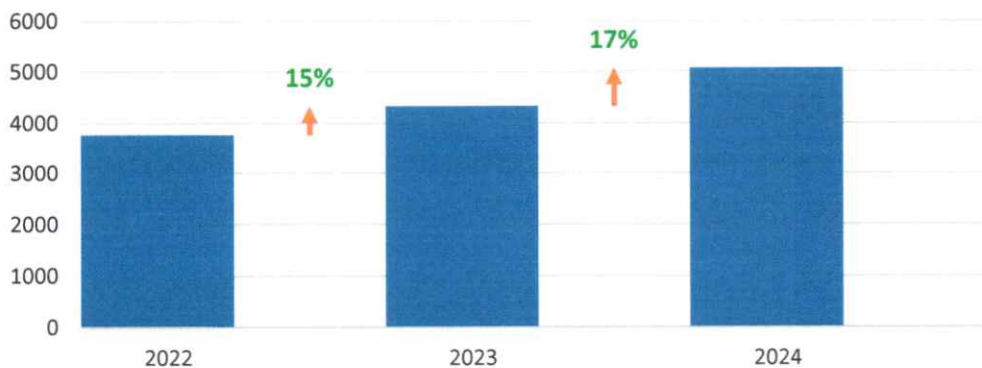
**Senior Programming Attendance Comparisons YTD
thru Sept.**



**Senior Center First Time Visitors Comparisons YTD
thru Sept.**



**Total Senior Center Participants Comparisons YTD
thru Sept.**



White House Library September Monthly Report

Summary of Activities

The library director attended a focus group training through the state library. This training explained how to run and what data you are looking to get out of a focus group.

The library director did new trustee orientation meetings before the library board meeting on September 12th. The board discussed state standards, long range plan updates, marketing updates, and voted on policy changes. These policy changes included: AI policy, library borrower policy, computer policy, and replacement item policy.

The friends of the library met on September 10th. The group discussed their by-laws, butterfly garden, and free little library. The free little library was built by Tate Ornamental and installed by the city maintenance man. It is in place and being used. They also completed their application for the butterfly garden certification. The group is continuing to work on their by-laws and will also seek help from the TN Friends of the library.

The library director had a phone call conversation with a Kroger's nutritionist. The two talked about a possible partnership in the future which included classes being held at the library on different healthy eating topics.

The library director spoke with a representative for Egal. They are a company who offer sanitation pads for bathroom stalls. The pads are in a dispenser roll. The director purchased 2 of these dispensers and had them installed. Now the library offers free pads for those in need.

The library director spoke with Toby Swager, the owner of the non-profit, Walking with Swager. This organization offers classes to help educate the public on several different topics. They will be presenting a storm prep class in October and a home repair 101 class in November.

The director attended a lions club meeting on September 13th. The group discussed doing a craft fair in the fall, but felt they were too late in the season to get that organized, so that fundraiser is on hold.

The director attended a Christmas planning event with the city. The group decided to cut down on the number of activities held that day.

The director attended the trustee workshop in Brentwood, TN. This work shop is intended to help train library trustee on different topics they will encounter in their position. In addition, attendance is required to give us better rating on our tech grant application.

The library director finished and submitted the state data collection. This form asks for several different types of data for the last fiscal year.

The library director attended the Kentucky Director Conference in Louisville, KY. The director was part of a panel. Attendees could ask the panel any question they needed guidance or suggestions in regards to an issue.

The library director attended the Robert Dowdy homelessness training at the Hendersonville Public Library on September 27th. This training was very helpful because the techniques taught there can be used in multiple situations, not just with homeless individuals.

Department Highlights

The highlight for the month was the Homelessness training as the information presented will be used in the library.

White House Public Library
September 2024 Performance Measures

Official Service Area Populations

2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
14,363	14,455	14,820	15,094	15,355

Membership

September 2024 Performance Measures	2020	2021	2022	2023	2024
New Members	108	100	125	128	113
Updated members	481	343	238	294	613
Yearly Totals	2020	2021	2022	2023	2024
Total Members	9,496	7,027	7,125	7,442	7,794
% of population with membership	66	49	48	49	51

Every Year the library will purge the system of patrons that have not used their cards in the past 3 years.

Total Material Available: 39,770

Estimated Value of Total Materials: \$994,250

Total Materials Available Per Capita: 2.60

Last Month: \$1,004,825

Last Month: 2.62

State Minimum Standard: 2.00

Materials Added in September

2020	2021	2022	2023	2024
348	175	78	111	184

Yearly Material Added

2020	2021	2022	2023	2024
3,025	3,035	3,573	2,641	1,641

Physical Items Checked Out in September

2020	2021	2022	2023	2024
5,147	6,049	7,531	6,835	7,362

Cumulative Physical Items Checked Out

2020	2021	2022	2023	2024
50,042	59,515	80,653	81,667	64,392

Miscellaneous Items Checked Out

September	2020	2021	2022	2023	2024
Technology Devices	31	61	62	67	101
Study Rooms	25	52	85	115	75
Games and Puzzles	96	116	191	154	176
Seeds	13	10	60	10	21
STEAM Packs	0	27	24	51	35
Cake Pans	3	0	7	0	5
Outdoor Items	*	*	*	7	9
Honor Books	*	*	*	5	20
Adult Kits	*	*	*	*	2
Museum Passes	*	*	*	*	12

Miscellaneous Items Checked Out

Yearly Totals	2020	2021	2022	2023	2024
Technology Devices	381	725	743	794	717
Study Rooms	305	395	746	888	689
Games and Puzzles	955	1,263	2,060	1,855	1,560
Seeds	302	878	883	767	897
STEAM Packs	25	160	234	351	314
Cake Pans	28	21	69	45	47
Outdoor Items	*	*	17	59	67
Honor Books	*	*	19	104	73
Adult Kits	*	*	*	*	39
Museum Passes	*	*	*	*	75

Library Services Usage

September	2020	2021	2022	2023	2024
Test Proctoring	9	5	1	2	0
Charging Station	8	1	1	2	2
Notary Services	19	17	11	7	9

Library Services Usage

Yearly Totals	2020	2021	2022	2023	2024
Test Proctoring	74	108	61	54	73
Charging Station	47	45	21	16	10
Notary Services	88	144	135	167	166

Library Visits	3,106	3,288	4,340	3,596	5083
Website Usage	1,353	2,086	2,086	784	1300
Reference Questions	8	10	1	5	9

Library Visits	30,007	38,913	48,253	48,053	43,422
Website Usage	17,977	27,907	33,678	36,648	9,761
Reference Questions	60	73	31	37	55

Computer Users

September	2020	2021	2022	2023	2024
Wireless Users	352	333	417	351	210
Adult Users	274	189	227	178	156
Kids Users	7	150	165	178	120
Osmo Users (hours)	*	*	*	*	94

Computer Users

Yearly Totals	2020	2021	2022	2023	2024
Wireless	3,829	3,878	4,544	4,338	2,781
Adult Users	2,138	2,235	2,608	2,255	1,827
Kids Users	427	957	2,987	2,030	1,253
Osmo Users (hours)	*	*	*	*	264

Library Volunteers

September	2020	2021	2022	2023	2024
Library Volunteers	4	8	7	7	3.00
Volunteer Hours	74.00	138.00	121.00	49.00	34.00

Library Volunteers

Yearly Totals	20-21	21-22	22-23	23-24	24-25
Library Volunteers	20	48	54	50	14
Volunteer Hours	1,204.00	1,492.50	1,227.00	533.50	158.00

Databases

Universal Class	September
Sign-ups	0
Courses Started	2
Lessons Viewed	62
Submissions	70

Yearly Totals	2020	2021	2022	2023	2024
Sign-ups	10	13	18	22	8
Courses Started	53	39	2	24	24
Lessons Viewed	1,771	1,008	876	419	469
Submissions	800	515	465	559	573

Fiero Code	September
Logins	8
Hours	5.8
Tasks Completed	33

Yearly Totals	2020	2021	2022	2023	2024
Logins	*	*	*	31	82
Hours	*	*	*	19.6	58.5
Tasks Completed	*	*	*	29	255

Comics Plus	September
New Users	3
Check Outs	10

Yearly Totals	2020	2021	2022	2023	2024
Total Users	*	*	*	*	28
Check Outs	*	*	*	*	88

Kanopy	September
Visits	743
Plays	152
New Accounts	14

Yearly Totals	2020	2021	2022	2023	2024
Visits	*	*	*	2,350	4,638
Plays	*	*	*	608	886
Total Accounts	*	*	*	89	160

Programs

1,000 Books	2020	2021	2022	2023	2024
Monthly Sign-ups	5	3	4	1	0
Total Program Sign-ups	83	84	113	151	69

Achievements	
500 Mark	25
Total Completion	23

Face-to-Face Kids Programs

September	2020	2021	2022	2023	2024
Programs	4	12	11	10	16

Face-to-Face Kids Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	43	91	136	129	116

Attendees	109	171	294	268	301
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Face-to-Face Tween Programs

September	2020	2021	2022	2023	2024
Programs	4	4	9	9	10
Attendees	34	25	55	34	38

Teen Programs

September	2020	2021	2022	2023	2024
Programs	*	*	*	*	2
Attendees	*	*	*	*	3

Face-to-Face Adult Programs

September	2020	2021	2022	2023	2024
Programs	3	8	7	14	15
Attendees	15	41	39	61	92

Device Advice

September	2020	2021	2022	2023	2024
Sessions	0	0	9	7	5

Passive (Number of Participants)

September	2020	2021	2022	2023	2024
Adult	*	0	0	0	28
Teen / Tween	0	0	0	0	13
Kids	0	0	0	0	0

Interlibrary Loan Services

September	2020	2021	2022	2023	2024
Borrowed	58	57	72	56	50
Loaned	7	20	25	11	22

September	R.E.A.D.S
E-books	1,099
Audiobooks	1,822
E-videos	0
E-series	184
Adults	
Juvenile	

Yearly Totals	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
E-books	*	*	*	*	2,206
Audiobooks	*	*	*	*	3,704
E-videos	*	*	*	*	0
E-series	*	*	*	*	389
Adults	19,466	21,110	25,066	7,704	6,129
Juvenile	1,032	2,013	1,788	663	345

Attendees	1,185	2,167	3,646	3,805	2,445
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Face-to-Face Tween Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	11	43	98	112	91
Attendees	77	370	437	361	256

Teen Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	*	*	*	*	15
Attendees	*	*	*	*	20

Face-to-Face Adult Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	42	63	75	107	112
Attendees	214	351	377	589	805

Device Advice

Yearly Totals	2020	2021	2022	2023	2024
Sessions	51	81	131	144	113

Passive (Number of Participants)

Yearly Totals	2020	2021	2022	2023	2024
Adult	*	0	20	0	64
Teen / Tween	152	409	151	100	33
Kids	1,094	1,699	334	184	0

Interlibrary Loan Services

Yearly Totals	2020	2021	2022	2023	2024
Borrowed	534	673	872	597	473
Loaned	151	226	317	184	282

CITY COURT REPORT			
SEPTEMBER 2024			
CITATIONS			
TOTAL MONIES COLLECTED FOR THE MONTH		\$7,834.00	
TOTAL MONIES COLLECTED YTD			\$16,325.25
STATE FINES			
TOTAL MONIES COLLECTED FOR MONTH		\$1,475.18	
TOTAL MONIES COLLECTED YTD			\$5,269.30
TOTAL REVENUE FOR MONTH		\$9,309.18	
TOTAL REVENUE YTD			\$21,594.55
DISBURSEMENTS			
LITIGATION TAX	\$562.05		
DOS/DOH FINES & FEES	\$331.55		
DOS TITLE & REGISTRATION	\$114.00		
RESTITUTION/REFUNDS	\$0.00		
ON-LINE CC FEES	\$0.00		
CREDIT CARD FEES	\$0.00		
WORTHLESS CHECKS	\$0.00		
TOTAL DISBURSEMENTS FOR MONTH		\$1,007.60	
TOTAL DISBURSEMENTS YTD			\$2,206.76
ADJUSTED REVENUE FOR MONTH		\$8,301.58	
TOTAL ADJUSTED REVENUE YTD			\$19,387.79
DRUG FUND			
DRUG FUND DONATIONS FOR MONTH		\$168.60	
DRUG FUND DONATIONS YTD			\$1,632.55
Offenses Convicted & Paid For Month	Count	Paid	
Animal Control			
Financial Responsibility Law	9	\$112.50	
Registration Law	8	\$670.00	
Improper Equipment			
Texting/Hands Free Law	5	\$274.00	
Codes Violation	2	\$265.00	
DL Exhibited			
Red Light	25	\$2,525.00	
Misc	1	\$10.00	
Stop Sign	2	\$0.00	
Speeding	36	\$3,442.50	
Seat Belt-Child Restraint	4	\$120.00	
Following Too Close	2	\$132.50	
Exercise Due Care	6	\$227.50	
Failure to Yield	1	\$55.00	
Total	101	\$7,834.00	

RESOLUTIONS....

RESOLUTION 24-11

RESOLUTION TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the City of White House hereby updates the Occupational Safety and Health Program Plan for our employees.

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

NOW, THEREFORE,

SECTION 1. BE IT RESOLVED BY THE Board of Mayor and Alderman, that there be and is hereby amended as follows:

TITLE:

This section shall be known as "The Occupational Safety and Health Program Plan" for the employees of City of White House.

PURPOSE:

The Board of Mayor and Alderman in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
 - a) Top Management Commitment and Employee Involvement;
 - b) Continually analyze the worksite to identify all hazards and potential hazards;
 - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
 - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- 4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
- 5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.
- 6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.
- 7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.

COVERAGE:

The provisions of the Occupational Safety and Health Program Plan for the employees of City of White House shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

STANDARDS AUTHORIZED:

The Occupational Safety and Health standards adopted by the City of White House are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED:

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM

OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION:

For the purposes of this resolution, the Fire Chief is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

FUNDING THE PROGRAM PLAN:

Sufficient funds for administering and staffing the Program Plan pursuant to this resolution shall be made available as authorized by the City of White House.

SEVERABILITY:

SECTION 2. BE IT FURTHER RESOLVED that if any section, sub-section, sentence, clause, phrase, or portion of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

AMENDMENTS, ETC:

SECTION 3. BE IT FURTHER RESOLVED that this resolution shall take effect from and after the date it shall have been passed, properly signed, certified, and has met all other legal requirements, and as otherwise provided by law, the general welfare of the City of White House requiring it.

Adopted this 17th day of October 2024.

John C. Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM PLAN FOR THE EMPLOYEES OF THE CITY OF WHITE HOUSE

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of the City of White House.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The Board of Mayor and Alderman in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees safety and health.

II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. EMPLOYER means the City of White House and includes each administrative department, board, commission, division, or other agency of the City of White House.
- c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY DIRECTOR means the person designated by the establishing resolution, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of the City of White House.
- d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.

- f. EMPLOYEE means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as "volunteers" provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
 - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.
- m. GOVERNING BODY means the County Quarterly Court, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local government, government agency, or utility to which this plan applies.
- n. CHIEF EXECUTIVE OFFICER means the chief administrative official, County Judge, County Chairman, County Mayor, Mayor, City Manager, General Manager, etc., as may be applicable.

III. EMPLOYERS RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from an unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employer's place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to ensure the provisions of this Program Plan are complied with and carried out.

- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

IV. EMPLOYEES RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety or others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

V. ADMINISTRATION

- a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
 - 1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
 - 2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.

3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
 4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
 5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
 6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
 7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 9. **The Safety Director shall, in the eventuality that there is a fatality, ensure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
 2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
 3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
 4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:

1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
 4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
1. The employer
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
 - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
 - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
 2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to www.osha.gov and type Recordkeeping Forms in the search box.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if not, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the governing body.
- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

- a. Safety Director and/or Compliance Inspector(s):
 1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
 2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

- b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employee's work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.

2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids or gases, explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress; and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
 - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
 - iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will ensure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Resolution, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
 1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.

- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
- g. Advance Notice of Inspections.
 - 1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
 - 2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
 - 1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
 - 2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.
- i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMINENT DANGER PROCEDURES

- a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
 - 1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
 - 2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
 - 3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
 - 4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
 - 5. The imminent danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
 - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
 - 6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.
- b. Refusal to Abate.

1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:
 1. Issue an abatement order to the head of the worksite.
 2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.
- b. Abatement orders shall contain the following information:
 1. The standard, rule, or regulation which was found to violated.
 2. A description of the nature and location of the violation.
 3. A description of what is required to abate or correct the violation.
 4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
 1. Oral reprimand.
 2. Written reprimand.
 3. Suspension for three (3) or more working days.
 4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (resolution, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such

information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, resolution, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, resolution, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, resolution, or executive order, as applicable, is specifically repealed.

Signature: Safety Director, Occupational Safety and Health and Date

APPENDIX - I WORK LOCATIONS
(ORGANIZATIONAL CHART)

Billy S. Hobbs Community Center / City Hall 105 D College St. White House, TN 37188 615-672-4350 ext. 2130	<u>26 Employees</u>
Police Department 303 N. Palmers Chapel Rd. White House, TN 37188	<u>30 Employees</u>
Library 105 B College St. White House, TN 37188 615-672-0239	<u>10 Employees</u>
Fire Department- Station #1 416 Hwy 76 White House, TN 37188 615-672-9070	<u>9 Employees</u>
Fire Department- Station #2 120 Business Park Dr. White House, TN 37188 615-672-5338	<u>16 Employees</u>
Parks Department- Maintenance Dept 420 Hwy 76 White House, TN 37188 615-672-4350 Ext. 2115	<u>14 Employees</u>
Parks Department- Soccer Complex 2760 Hwy 31W White House, TN 37188 615-672-4350 Ext. 2115	<u>0 Employees</u>
Parks Department – Museum 412 Hwy 76 White House, TN 37188 615-672-4350 Ext. 2115	<u>1 Employee</u>
Parks Department- Rec Center 105 College St. White House, TN 37188 615-672-4350 Ext. 2115	<u>0 Employees</u> *Opening 2025
Public Services-Stormwater/Public Works/Sanitation 725 Industrial Dr White House, TN 37188 615-672-3654	<u>15 Employees</u>

APPENDIX - I WORK LOCATIONS (CONT.)
(ORGANIZATIONAL CHART)

Wastewater Department

725 Industrial Dr
White House, TN 37188
615-672-3654

18 Employees

TOTAL NUMBER OF EMPLOYEES : 139

APPENDIX – II NOTICE TO ALL EMPLOYEES

NOTICE TO ALL EMPLOYEES OF THE CITY OF WHITE HOUSE

The Tennessee Occupational Safety and Health Act of 1972 provides job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to ensure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or Human Resource Director.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before Director of Human Resources for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of the City of White House is available for inspection by any employee at Human Resources during regular office hours.

Signature: CITY OF WHITE HOUSE MAYOR AND DATE

APPENDIX - III PROGRAM PLAN BUDGET

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

Be assured that City of White House has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

APPENDIX – IV ACCIDENT REPORTING PROCEDURES

- (1-15) Employees shall report all accidents, injuries, or illnesses directly to the Safety Director as soon as possible, but not later than twenty-four (24) hours after the occurrence. Such reports may be verbal or in writing. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The Safety Director will ensure completion of required reports and records in accordance with Section VIII of the basic plan.
- (16-50) Employees shall report all accidents, injuries, or illnesses to their supervisor as soon as possible, but not later than two (2) hours after the occurrence. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will investigate the accident or illness, complete an accident report, and forward the accident report to the Safety Director and/or record keeper within twenty-four (24) hours of the time the accident or injury occurred or the time of the first report of the illness.
- (51-250) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and/or record keeper with the name of the injured or ill employee and a brief description of the accident or illness by telephone as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the recordkeeper.
- (251-Plus) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves a fatality, inpatient hospitalization, amputation, loss of an eye, loss of consciousness, broken bones, or third-degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.

8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan. This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization. The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left-hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body (County Court, City Council, Board of Directors, etc.).

Generally, the more simple an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.

RESOLUTION 24-12

**A RESOLUTION TO AUTHORIZE THE CITY OF WHITE HOUSE, TENNESSEE, TO
COMPLETE AN APPLICATION FOR LICENSE TO INSTALL AND OPERATE LAW
ENFORCEMENT AUTOMATED LICENSE PLATE RECOGNITION (ALPR) CAMERAS ON
STATE HIGHWAY RIGHTS-OF-WAY**

WHEREAS, pursuant to Tennessee Code Annotated, Section 6-2-201, the Town of White House, Tennessee is authorized to contract and be contracted with, to establish, open, relocate, vacate, alter, public highways, streets, alleys, parks, public facilities, libraries, and squares; and

WHEREAS, pursuant to Tennessee Code Annotated, Section 6-3-106, the Mayor is authorized to perform duties authorized or required by the Board of Mayor and Aldermen; and

WHEREAS, a new state law requires approval by the State of Tennessee Department of Transportation for any installation and operation of Law Enforcement Automated License Plate Recognition (ALPR) cameras on state highway rights-of way; and

WHEREAS, Board of Mayor and Aldermen deem it in the best interest, health, safety, and welfare of the citizens of the City of White House to comply with the new State Law requiring that all ALPR's located in State Right of Way submit an application and obtain a License.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of White House, Tennessee hereby authorize the completion of application for license to install and operate Law Enforcement Automated License Plate Recognition (ALPR) cameras on state highway rights-of way attached hereto as Exhibit "A".

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption, the public welfare requiring it.

Adopted this 17th day of October 2024.

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder



Application for License to Install and Operate Law Enforcement Automated License Plate Recognition (ALPR) Cameras on State Highway Right-of-Way

Pursuant to Tenn. Code Ann. § 55-8-198(f), the Tennessee Department of Transportation (TDOT) is authorized, but not required, to permit law enforcement agencies to install surveillance cameras on State highway right-of-way to aid in criminal investigations or searches for missing or endangered persons. Consistent with this discretionary authority, TDOT will accept applications for the installation of fixed automated license plate recognition (ALPR) cameras on State highway right-of-way but will not accept applications for other types of surveillance cameras. Further, ALPR cameras will only be permitted on the right-of-way if TDOT determines that the ALPR cameras will not impair the continued use, operation, maintenance, and safety of the highway facility and do not interfere with the free and safe flow of traffic.

If an application is approved, the ALPR cameras authorized will be only for the specific brand, make, and model of equipment, and only in the locations specified, in the license agreement. If the law enforcement agency subsequently wishes to relocate a camera or substitute a different brand, make, or model of equipment, a new ALPR application will be required. TDOT reserves the right to revoke any permission granted for ALPR cameras on State highway rights-of-way.

Application Process

STEP 1. Submission of Application to TDOT

The application and attached documents should be e-mailed to TDOT at: TDOT.ExcessLand@tn.gov using the Subject Line: **ALPR Application [Agency Name]**. *Failure to use the subject line may result in a delay in application processing.*

NOTE: For Applications Submitted by or on behalf of a Local Law Enforcement Agency:

A. If the application for ALPR cameras on State highway right-of-way is being submitted by a local law enforcement agency, or by a local government on behalf of local

law enforcement if the local law enforcement agency lacks independent contracting authority, the applicant must first submit the proposal to the applicable local legislative body (city council or county commission) for approval.

B. The applicant must obtain, and provide documentation of, the local legislative body's approval of the proposal before submitting the application to TDOT.

STEP 2. Consultation with Tennessee Department of Safety and Homeland Security Regarding Camera and Data Security Requirements

Upon receipt of the application, TDOT will first consult with the Tennessee Department of Safety & Homeland Security (TDOSHS) for its review and assessment of the following items provided under Section 5 of the application form for compliance with camera manufacturer restrictions and data security requirements:

- A. The law enforcement agency's written ALPR policy, which must include provisions for data privacy, retention of records, and audit logs;
- B. Documentation showing the brand, make, and model of the ALPR camera the applicant proposes to use;
- C. Documentation from the local law enforcement agency demonstrating to the department's satisfaction that:
 1. The manufacturer, ALPR camera, or any of the ALPR camera's components are not:
 - Produced, assembled, or based in an entity appearing on a sanctions list published under the authority of the United States department of the treasury, office of foreign assets control (<https://ofac.treasury.gov/>);
 - Prohibited or restricted under Section 889 of the National Defense Authorization Act (48 CFR 52.204-25);
 - Prohibited or restricted under Title 2 of the SECURE Technology Act (Public Law 115-390 of 2018); or
 - Prohibited or restricted under United States department of commerce regulations on Information and Communications and Services Supply Chain (15 CFR Part 7); and
 2. The manufacturer of and custodian of any data collected by the ALPR camera shall:

- Comply with T.C.A. § 55-10-302;
- Ensure that all aspects of the manufacturer's and custodian's data services, data retention, information technology, or other internal data management processes are contained and managed within the United States; and
- Ensure that all data and metadata collected by the ALPR camera are not used for commercial purposes or sold, other than sharing with other law enforcement agencies in the United States as authorized by law.

TDOSHS may request additional information from the applicant through TDOT.

STEP 3. Review by the Tennessee Department of Transportation

A. If TDOT receives a negative assessment from TDOSHS, the TDOT Right-of-Way Division Excess Land Office will notify the applicant stating the reasons for rejecting the application based on non-compliance with the requirements and standards identified in Step 2 above.

B. If TDOT receives a positive assessment from TDOSHS in Step 2, the TDOT Excess Land Office will send the application and attachments to the Regional Right-of-Way Office for the TDOT Region in which the proposed ALPR cameras will be located.

C. The Regional Right-of-Way Office, Traffic Office, and other regional staff will review the request and send a report and recommendation to the Headquarters Right-of-Way Division, Excess Land Office, in Nashville for further review and processing.

D. The Headquarters Excess Land Office will present the request to TDOT's Excess Land Committee for evaluation.

E. If the Excess Land Committee does not recommend approval of the request, the Headquarters Excess Land Office will notify the requester by letter with a copy to the Regional Right-of-Way Office.

F. If the Excess Land Committee recommends approving the request, in whole or part, the Headquarters Excess Land Office will notify the requester by letter. This does not indicate that final approval has been obtained. It simply means that the request is moving forward in the process.

G. An environmental document is prepared if needed. The requester is responsible for the associated costs if a consultant must prepare this document.

H. The request packet and environmental document will be sent to the Federal Highway Administration for concurrence, if applicable (e.g., for proposed installations on an interstate highway).

I. Once all necessary approvals are obtained, the Regional Excess Land Office will send two originals of the license agreement to the requester for signatures. The requester will sign both originals and return them to the Regional Excess Land Office. The Regional Excess Land Office will send both originals to the Headquarters Excess Land Office to be executed by the Commissioner. Once fully executed, one original will be sent to the requester for their records. With the executed license agreement, the requester will have the authorization to install the proposed ALPR cameras.



**Application for License to Install and Operate Law Enforcement Automated License
Plate Recognition (ALPR) Cameras on State Highway Rights-of-Way**

1. Name of Requester: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone number: _____
Email: _____
2. Name/Address to be on license agreement if different from above:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
3. Contact name and address if different from above:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone number: _____
Email: _____
4. Law enforcement ALPR camera installation is being requested by:
☐ State law enforcement agency
☐ Local law enforcement agency
☐ Local government on behalf of local law enforcement

If the request is from a local law enforcement agency, or a local government on behalf of a local law enforcement agency, please attach documentation of the local legislative body's approval of the proposal.

5: The following must be attached to document compliance with camera manufacturer restrictions and data security requirements:

- a. ☐ The law enforcement agency's written ALPR policy, which must include provisions for data privacy, retention of records, and audit logs;
- b. ☐ Documentation showing the brand, make, and model of the ALPR camera the applicant proposes to use;
- c. ☐ Documentation that the manufacturer, ALPR camera, or any of the ALPR camera's components are not:
 - Produced, assembled, or based in an entity appearing on a sanctions list published under the authority of the United States department of the treasury, office of foreign assets control(<https://ofac.treasury.gov/>);
 - Prohibited or restricted under Section 889 of the National Defense Authorization Act (48 CFR 52.204-25);
 - Prohibited or restricted under Title 2 of the SECURE Technology Act (Public Law 115-390 of 2018); or
 - Prohibited or restricted under United States department of commerce regulations on Information and Communications and Services Supply Chain (15 CFR Part 7); and
- d. ☐ Documentation that the manufacturer of and custodian of any data collected the ALPR camera shall:
 - Comply with T.C.A. § 55-10-302;
 - Ensure that all aspects of the manufacturer's and custodian's data services, data retention, information technology, or other internal data management processes are contained and managed within the United States; and
 - Ensure that all data and metadata collected by the surveillance camera are not used for commercial purposes or sold, other than sharing with other law enforcement agencies in the United States as authorized by law; and

6. The following must be attached for each request to install ALPR cameras on state highway right-of-way:

- a. ☐ Exact location(s) of new ALPR camera poles by State Route, Mile Marker, Latitude/Longitude Coordinates, and Distance from edge of pavement; or if the ALPR camera(s) will be installed on existing poles/structures by State Route, Mile Marker, and Latitude/Longitude Coordinates;
- b. ☐ Aerial exhibit of each proposed location with the exact location designated;
- c. ☐ Proposed plan for how the ALPR camera(s) will be installed and maintained;
- d. ☐ Explanation of how the ALPR camera(s) will be powered (no power installation is allowed longitudinally along Interstate highways); and
- e. ☐ Documented approval from the utility owner if the proposed ALPR camera(s) will be installed on existing utility poles.

7. ☐ Attach proof of public liability insurance or self-insurance.

I certify that the above information is true and accurate to the best of my knowledge.

Name

Date

Signature

Title

RESOLUTION 24-14

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

WHEREAS, a public hearing before this body will be held on the **21st day of November 2024**, and notice thereof published in the White House Connection on **November 5th 2024**; and,

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

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

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

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

5.82 ACRE IS REFERENCED AS PART OF SUMNER COUNTY TAX MAP 096, PARCEL 088.00. PROPERTY IS LOCATED AT 268 MARLIN RD. **“EXHIBIT A”**.

SECTION 1. That the Board of Mayor and Aldermen of the City of White House, Tennessee, hereby certify that this Resolution has been submitted to the Planning Commission of the City of White House for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days' notice of the time and place of said meeting has been published in a newspaper circulated in the City of White House, Tennessee. This Resolution shall take effect fifteen (15) days from the date of its final passage, the public welfare demanding it.

First Reading: October 17, 2024

Second Reading: November 21, 2024

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

RESOLUTION 24-14

“EXHIBIT A”



ORDINANCES....

ORDINANCE 24-11

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE ESTABLISHING THE TAX RATE FOR THE TAX YEAR 2024.

BE IT ORDAINED by the Board of Mayor and Aldermen of the City of White House, Robertson and Sumner Counties, Tennessee as follows:

There is hereby levied the following tax rate that exceeds the certified property tax rate as calculated by the State Board of Equalization on each one-hundred dollars of assessed valuation of all utilities and all other taxable properties within the corporate limits of the City of White House, Tennessee for the tax year 2024.

Robertson County	\$ 0.8961
Sumner County	\$ 0.8961

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

First Reading:	August 15, 2024	PASSED
Second Reading:	September 19, 2024	PASSED
Third Reading:	October 17, 2024	

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 24-15

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 7 STORMWATER MANAGEMENT, SECTION 18-702.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the Stormwater Advisory Board,

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 7 STORMWATER ADVISORY BOARD, Sections 18-702 be added to the Municipal Code as follows:

TITLE 18: WATER AND SEWERS
CHAPTER 4: STORMWATER ADVISORY BOARD
SECTIONS: 18-702

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

18-702. Composition; terms; filling vacancies. The seven (7) members of this board shall be appointed by the mayor, subject to the approval of the board of mayor and aldermen. The mayor shall appoint members with the following representations: one (1) representative from the planning department, one (1) representative from public services, one (1) representative from the city administration at large, one (1) representative from the ~~finance department~~ **City Engineer**, one (1) representative employed or retired from a business establishment regulated by this article, one (1) citizen residing within the city limits of White House, and one (1) representative that is a current member of the board of mayor and aldermen. The stormwater coordinator ~~and city engineer~~ will not be ~~an~~ appointed members of the stormwater advisory board but shall attend the meetings of the stormwater advisory board on behalf of the city. All members shall serve until their successor is appointed. In the event of a vacancy, the mayor shall appoint a member to fill the unexpired term subject to approval by the board of mayor and aldermen. The stormwater advisory board shall select its own chair and vice chair. All officers shall serve for terms of one (1) year.

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: September 19, 2024 PASSED

Second Reading: October 17, 2024

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 24-16

**AN ORDINANCE TO AMEND THE ZONING MAP FROM ROBERTSON
COUNTY R-20, LOW DENSITY RESIDENTIAL, TO C-4, OFFICE
PROFESSIONAL AT CCS PRIVATE DRIVE AND SAGE RD.**

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

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

WHEREAS, The City of White House Municipal Planning Commission on Monday August 12, 2024, 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. ROBERTSON COUNTY R-20, LOW DENSITY RESIDENTIAL, TO C-2, GENERAL COMMERCIAL for the property included in "EXHIBIT A" and described as follows:

3.8 ACRES ARE REFERENCED AS PART OF ROBERTSON COUNTY TAX MAP 106, PARCEL 104.00. PROPERTY IS LOCATED AT CCS PRIVATE DRIVE AND SAGE 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: October 17, 2024

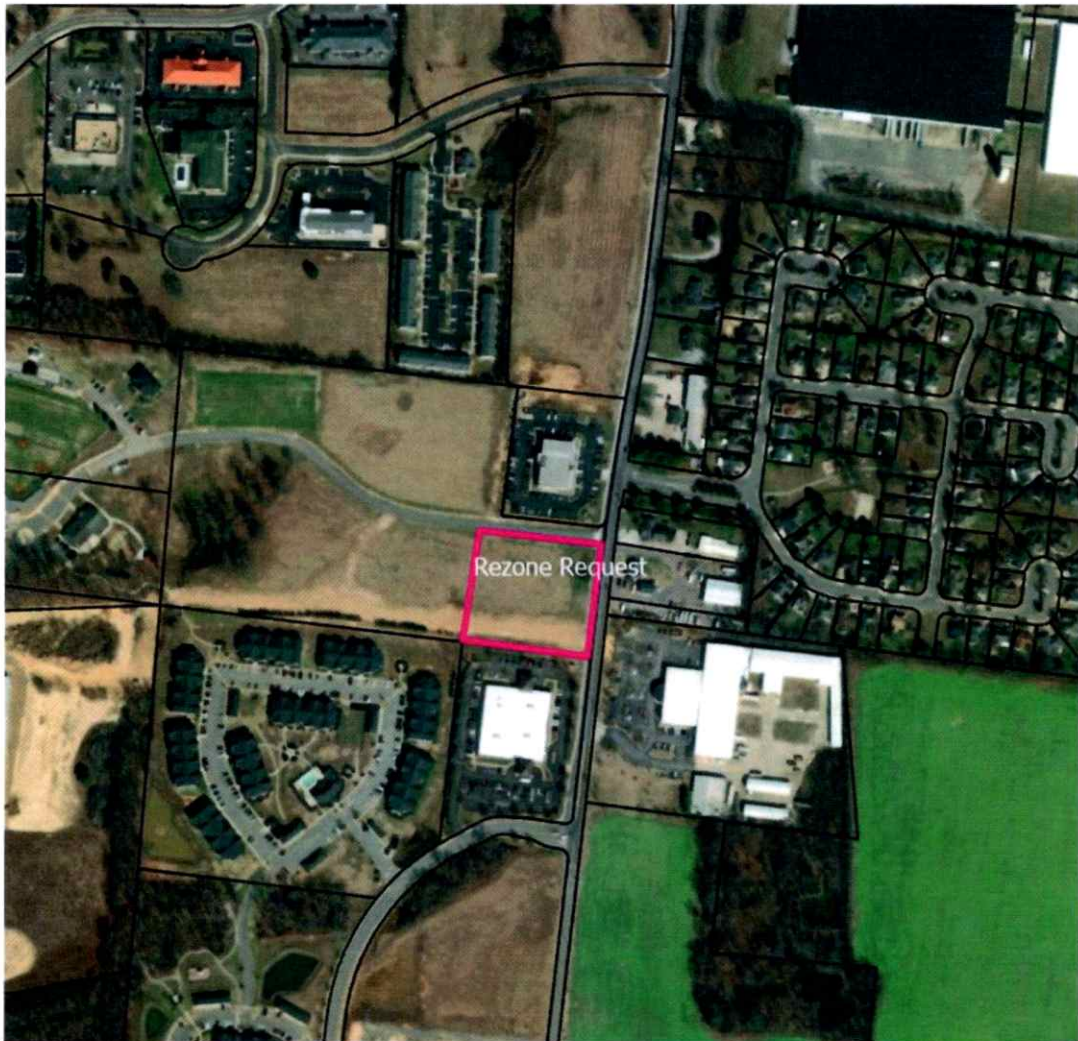
Second Reading: November 21, 2024

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 24-16
"EXHIBIT A"



ORDINANCE 24-17

**AN ORDINANCE TO AMEND THE ZONING MAP FROM SUMNER COUNTY
AGRICULTURAL, AG, TO R-20, LOW DENSITY RESIDENTIAL, AT 268
MARLIN RD**

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

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

WHEREAS, The City of White House Planning Commission on Monday August 12, 2024, 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 Sumner County Agricultural to Low Density Residential, R-20, for the property included in "EXHIBIT A" and described as follows:

1 ACRE IS REFERENCED AS PART OF SUMNER COUNTY TAX MAP 096, PARCEL 088.00. PROPERTY IS LOCATED AT 268 MARLIN RD. "EXHIBIT A".

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

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

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

First Reading: October 17, 2024

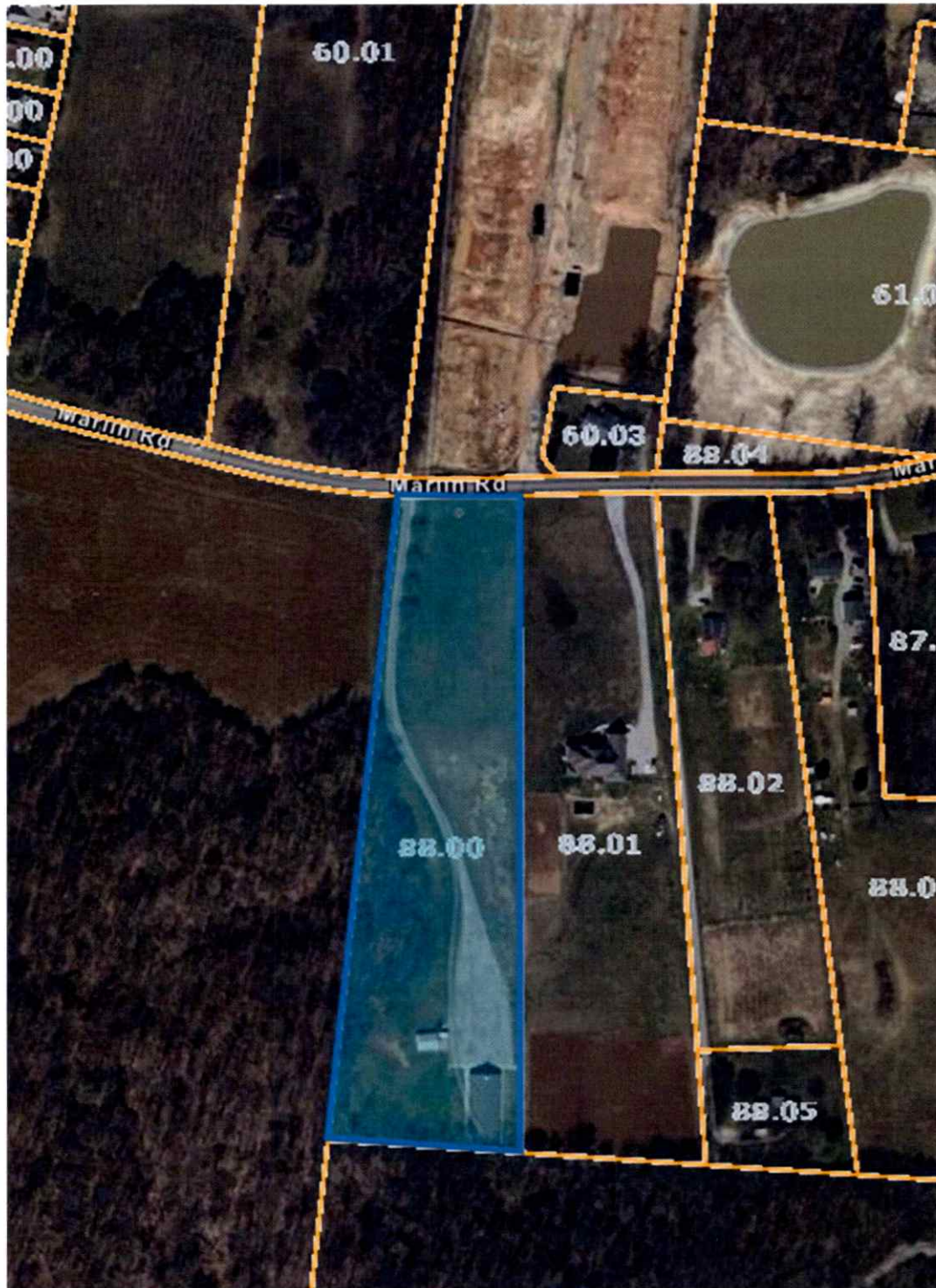
Second Reading: November 21, 2024

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 24-17
"EXHIBIT A"



ORDINANCE 24-18

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE DELETING THE MUNICIPAL CODE TITLE 4 MUNICIPAL PERSONNEL CHAPTER 3 OCCUPATIONAL SAFETY AND HEALTH PROGRAM

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the City of White House updates the Occupational Safety and Health Program Plan for our employees by Resolution.

WHEREAS, Resolution 24-11 replaces Resolution 15-12 in its entirety, which is the most current update for the Occupational Safety and Health Plan.

WHEREAS, the Board of Mayor and Alderman desires to delete the Municipal Code Chapter 3 Occupational Safety and Health Program due to the redundancy of the required Resolution updates;

NOW, THEREFORE, BE IT ORDAINED BY THE Board of Mayor Alderman that the White House Municipal Code Title 4 Municipal Personnel, Chapter 3 Occupational Safety and Health Program be deleted from the Municipal Code in its entirety:

TITLE 4: MUNICIPAL PERSONNEL

CHAPTER 3: ~~OCCUPATIONAL SAFETY AND HEALTH PROGRAM SECTION~~

- 4-301. ~~Title.~~
- 4-302. ~~Purpose.~~
- 4-303. ~~Coverage.~~
- 4-304. ~~Standards authorized.~~
- 4-305. ~~Variances from standards authorized.~~
- 4-306. ~~Administration.~~
- 4-307. ~~Funding the program.~~
- 4-308. ~~Deleted.~~

4-301. Title. This chapter shall provide authority for establishing and administering the occupational safety and health program for the employees of the City of White House.

4-302. Purpose. The board of mayor and aldermen, in electing to update their established program plan will maintain an effective occupational safety and health program for its employees and shall:

1. Provide a safe and healthful place and condition of employment that includes:
 - a. Top management commitment and employee involvement;
 - b. Continually analyze the worksite to identify all hazards and potential hazards;
 - c. Develop and maintain methods for preventing or controlling existing or potential hazards; and
 - d. Train managers, supervisors, and employees to understand and deal with worksite hazards.
2. Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
3. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development of the State of Tennessee, his designated representatives, or persons within the Tennessee Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.

~~4. Consult with the state commissioner of labor and workforce development with regard to the adequacy of the form and content of records.~~

~~5. Consult with the state commissioner of labor and workforce development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the state.~~

~~6. Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this program, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.~~

~~7. Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this program.~~

4-303. Coverage. The provisions of the occupational safety and health program for the employees of the City of White House shall apply to all employees of each administrative department, commission, board, division, or other agency of the City of White House whether part-time or full-time, seasonal or permanent.

4-304. Standards authorized. The occupational safety and health standards adopted by the City of White House are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972.

4-305. Variances from standards authorized. The City of White House may, upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development, Occupational Safety, chapter 0800-1-2, as authorized by Tennessee Code Annotated, title 50. Prior to requesting such temporary variance, the City of White House shall notify or serve notice to employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board as designated by the city shall be deemed sufficient notice to employees.

4-306. Administration. For the purposes of this chapter, the fire chief is designated as the director of occupational safety and health to perform duties and to exercise powers assigned so as to plan, develop, and administer policies of this chapter. The director shall develop a plan of operation for the program and said plan shall become a part of this chapter when it satisfies all applicable sections of the Tennessee Occupational Safety and Health Act of 1972 and Part IV of the Tennessee Occupational Safety and Health Plan

4-307. Funding the program. Sufficient funds for administering and staffing the program pursuant to this chapter shall be made available as authorized by the board of mayor and aldermen.

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

First Reading: October 17, 2024

Second Reading: November 21, 2024

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

PURCHASING....

October 9, 2024

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Request for Approval – Proposal for Engineering Services from CSR Engineering – Union Rd. Alignment

In July, the Board approved the loan for six (6) major road projects within the City. During the same meeting, the Board approved CSR Engineering to start providing engineering services for 5 of the projects which include Hwy 76/Pleasant Grove Rd. Intersection Improvements, Sage Road Widening, Hwy 31W / Marlin Rd. Improvements, and Calista Road Widening. Engineering services were already completed for the North Palmers Chapel Road Widening project.

CSR Engineering is moving forward with engineering services for the next road project which is the Union Road Alignment project. The cost for engineering services is a lump sum of **\$187,784.00**.

I would like to request approval for CSR Engineering's proposal. If you have any questions or concerns, please do not hesitate to contact me at 672-4350, option 4.



CSR Engineering Inc.
2010 Hwy 49E
Pleasant View, TN 37146
Phone: (615) 212-2389
Fax: (615) 246-3815
www.csrengineers.com

September 10, 2024

CSR Engineering Proposal No. 2024-14f

Gerald Herman
City of White House
105D College Street
White House, TN 37188

**RE: PROPOSAL FOR ENGINEERING SERVICES UNION ROAD REALIGNMENT
PROJECT – CITY OF WHITE HOUSE, ROBERTSON COUNTY, TN**

Mr. Herman,

CSR Engineering, Inc. is pleased to offer our professional services associated with the design phase of your Union Road Realignment Project in White House. As previously discussed, we will be closing the current Union Road connection to SR76. We will design a new roadway connection for Union to SR 76 at the existing SR76-Pleasant Grove intersection. This was approved in our recent options defining the Union Road and Harper Way intersections as well. We propose the scope of work in accordance with your approved preliminary layout and associated fees below. Please accept this Letter Agreement as our proposal for these engineering and related services. The professional services provided by CSR under this Agreement are limited to the following **General Scope of Work**.

General Scope of Work

1. **Topographic, Boundary/ROW Survey** of the project area to determine/verify locations of pertinent roadway and drainage features and visible utility and related infrastructure. Includes boundary and topographic survey of observable pertinent field conditions and property limits and research with utility owners in the area to understand their existing infrastructure (excluding excavation for locating of utilities). This finalized survey version completes the preliminary surveys used in recent engineering studies and layouts.
2. **Roadway Design Plans and Bid Package:** Construction plans will be developed according to TDOT and City design guidelines, the latest traffic impact analysis for this intersection and the latest warrant analysis traffic volumes associated with signalization. CSR will prepare a bid package containing specifications and plans for the City to issue for bids. The final set of plans for construction will include:
 - Quantities with General and Special Notes
 - Roadway Plans and Cross Sections
 - Grading and Drainage Plans
 - Erosion Prevention and Sediment Control
 - Structural Plans and Details associated with the stream crossing
 - Structural Plans and Details if needed for retaining walls

- Signage Plans
- Pavement Marking Plans
- Signal Modification Plans
- Traffic Control in accordance with MUTCD
- Drainage Details
- Finalized plans, details and documents for bidding

A final opinion of probable cost will be given once plans are complete. The opinion will be based on TDOT Average Unit Prices. Utility relocation costs will not be included in the Opinion of Probable Cost.

3. **Attend Scheduled Project Meetings:** Prepare the agenda, attend, and conduct meetings as required with any City or State personnel, contractors, , utility owners or other agencies affected by the project. Be prepared to discuss recent progress, upcoming events in the schedule, and problems associated with the project. Record significant information revealed and discussed at the meeting and distribute written minutes to the appropriate agencies.
4. **Survey for necessary Easement/ROW acquisition assistance** and coordination with City administration and City Attorney (includes the survey documents, descriptions and staking that will be part of the acquisition procedures, assumes City Attorney corresponds with owners and coordinates Title, Closing and Register tasks)

The fee for these services will be a lump sum of **\$187,784.00**. Services provided will be limited to the detailed scope of work written above. This proposal does not include any items not stated in the General Scope of Work, and specifically excludes environmental efforts, permitting and Right-of-Way acquisition. Any subsequent engineering services desired by the city will be included in later proposals.

CSR's engineering services will be subject to the Terms and Conditions as attached in Exhibit "A." We will bill by percentage complete at the end of any significant portion of work. The fee quoted includes compensation for basic services listed above. We will begin work immediately upon receipt of a signed contract and will work on a reasonable and coordinated schedule to submit documents as required by the City's plan for project construction and/or funding coordination efforts.

If this proposal meets with your approval, please execute the original and return a signed copy of this agreement to this office via post, email or fax. Again, we appreciate the opportunity to develop this proposal and look forward to completion of a successful project.

CSR Engineering, Inc.



Jason L. Reynolds, P.E.
Civil Manager

Accepted by:

Gerald Herman, City Administrator

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 have control of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction; or the safety, safety precautions or programs of the Client, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. Nor shall the Engineer 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.** Engineer shall indemnify and hold harmless Client from Client's loss or expense, including reasonable attorney's fees for claims for personal injury (including death) or property damage to the extent caused by the sole negligent act, error or omission of Engineer.

Client shall indemnify and hold harmless Engineer from Engineer's loss or expense, including reasonable attorney's fees, for claims for personal injuries (including death) or property damage to the extent caused by the sole negligent act, error or omission of Client.

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 negligence (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 \$500,000/\$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 \$500,000. Client recognizes that insurance market is erratic and Engineer cannot guarantee to maintain the coverage 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 sub-consultants 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 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.



CSR Engineering Inc.
2010 Hwy. 49E
Pleasant View, TN 37146
Phone: (615) 212-2389
Fax: (615) 246-3815
www.csrengineers.com

October 1, 2024

Gerald Herman
City of White House
105D College Street
White House, TN 37188

Re: SR76-PG Intersection Improvements Project Bid Certification

Dear Mr. Herman,

To the best of my knowledge, the attached Bid Tab is a true and exact tabulation of bids received. CSR has reviewed the bids for responsiveness and responsibility. After review with City Staff, we are in support of awarding to the lowest responsive and responsible bidder, Rogers Group Inc., in the amount of \$1,416,920.50.

Sincerely,

A handwritten signature in black ink, appearing to read "J L Reynolds", with a stylized flourish at the end.

Jason Reynolds, P.E.
CSR Engineering

Attachment: Bid Tab Summary (All Bidders)
SR76-PG Bid Forms (Rogers Group Inc.)



CITY OF WHITE HOUSE

Bid No. 25-1116E

SR76 & Pleasant Grove Road Intersection Improvements Project

Bid Opening: September 30, 2024 @ 2:00p.m..

DESCRIPTION				
Company Name	Rogers Group Inc	Scotty's Contracting & Stone, LLC	Sessions Paving Company	
Address	2124 Nashville Pike Gallatin, TN 37066	2300 Barren River Rd PO Box 4500 Bowling Green, KY 42102	P.O Box 90266 Nashville TN 37209	
License Number	3989	21662	6962	
License Expiration	4/30/2025	7/31/2026	1/31/2026	
License Classification and Limit	Unlimited BC;CE;HRA-E.1	Unlimited; HRA	AGLM UNLIMITED BC; CE-A;CE-B; HC-D; HRA;MU	
IF ALL ITEMS LISTED ABOVE ARE INCLUDED - OPEN BID				
SIGNED BID BOND	Y	Y		
SIGNED BID				
BASE BID TOTAL	\$1,416,970.50	\$1,453,941.83	\$1,694,345.00	

\$1,416,920.50
(see bid review note)

BID FORM

Place: City of White House, Tennessee

Date: September 30, 2024

BID for the City of White House, Tennessee.

TO THE PURCHASING COORDINATOR
CITY OF WHITE HOUSE, TENNESSEE

I/WE Rogers Group, Inc.
Name of Bidder
2124 Nashville Pike, Gallatin, Tennessee 37066
Address of Bidder

The undersigned, as Bidder, in compliance with your invitation for bids for the **2024 SR76 & PLEASANT GROVE ROAD INTERSECTION IMPROVEMENTS PROJECT**, propose to furnish all necessary labor, machinery, tools, apparatus, equipment, service, and other necessary supplies, in strict accordance with the terms and conditions of the Plans and Bid Documents hereto attached and the Specifications referred to herein and do such other work incidental thereto as may be ordered by the Engineer or his/her agent, in writing, within the time set forth therein, and the price stated below.

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

TIME FOR COMPLETION AND LIQUIDATED DAMAGES: Bidder hereby agrees that if they are awarded the contract for this work, they will commence work within 7 days from the date of a Notice to Proceed/Start Work Order from the Owner and to substantially complete the work within one hundred and twenty (120) calendar days and full completion within one hundred and fifty (150) days calendar days (see TDOT Standard Specifications for details of time requirements). As time is of the essence, bidder also agrees to pay **\$1000.00/day** as liquidated damages for each consecutive calendar day thereafter for substantial completion and shall include completion of all punch list items for final completion. Time extensions may be provided for any traffic control equipment with delayed material deliveries and must be formally submitted for verification and approval at the start of the construction project or they will not be allowed.

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

BID SCHEDULE - SR 76 - PLEASANT GROVE RD INTERSECTION IMPROVMENTS

No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
105-01	CONSTRUCTION STAKES, LINES AND GRADES	LS	1	14,500.00	14,500.00
201-01	CLEARING AND GRUBBING	LS	1	20,300.00	20,300.00
202-01	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	7,500.00	7,500.00
203-01	ROAD & DRAINAGE EXCAVATION (UNCLASSIFIED)	C.Y.	820	42.85	35,137.00
203-03	BORROW EXCAVATION (UNCLASSIFIED)	C.Y.	1220	29.20	35,624.00
203-04	PLACING AND SPREADING TOPSOIL	C.Y.	1397	29.55	41,281.35
203-05	UNDERCUTTING	C.Y.	80	140.00	11,200.00
204-08.01	BACKFILL MATERIAL (FLOWABLE FILL)	C.Y.	12	282.00	3,384.00
209-05	SEDIMENT REMOVAL	C.Y.	30	31.00	930.00
209-08.04	TEMPORARY ENHANCED SILT FENCE	L.F.	2106	5.00	10,530.00
209-08.08	ENHANCED ROCK CHECK DAM	EACH	8	688.00	5,504.00
209-08.09	FILTER SOCK CHECK DAM	EACH	8	423.00	3,384.00
209-09.43	CURB INLET PROTECTION (TYPE 4)	EACH	10	195.00	1,950.00
303-01	MINERAL AGGREGATE, TYPE A BASE, GRADING D	TON	1245	43.70	54,406.50
307-02.01	ASPHALT CONCRETE MIX (PG70-22) (BPMB-HM) GRADING A	TON	508	145.00	73,660.00
307-02.08	ASPHALT CONCRETE MIX (PG70-22) (BPMB-HM) GRADING B-M2	TON	554	145.00	80,330.00
402-01	BITUMINOUS MATERIAL FOR PRIME COAT (PC)	TON	2.82	1,100.00	3,102.00
402-02	AGGREGATE FOR COVER MATERIAL (PC)	TON	12	100.00	1,200.00
403-01	BITUMINOUS MATERIAL FOR TACK COAT (TC)	TON	4.15	1,100.00	4,565.00
411-02.10	ACS MIX(PG70-22) GRADING D	TON	560	150.00	84,000.00
607-03.02	18" CONCRETE PIPE CULVERT (CLASS III)	L.F.	148	194.00	28,712.00
607-06.02	30" CONCRETE PIPE CULVERT (CLASS III)	L.F.	618	208.00	128,544.00
607-07.02	36" CONCRETE PIPE CULVERT (CLASS III)	L.F.	96	279.00	26,784.00
607-16.01	23"X 14" HORIZONTAL OVAL CONCRETE PIPE CULVERT	L.F.	3	557.00	1,671.00
611-07.01	CLASS A CONCRETE (PIPE ENDWALLS)	C.Y.	6	1,588.00	9,528.00
611-07.02	STEEL BAR REINFORCEMENT (PIPE ENDWALLS)	LB.	200	1.60	320.00

611-12.01	CATCH BASINS, TYPE 12, 0' - 4' DEPTH	EACH	3	4,652.00	13,956.00
611-12.02	CATCH BASINS, TYPE 12, > 4' - 8' DEPTH	EACH	3	6,449.00	19,347.00
611-42.01	CATCH BASINS, TYPE 42, 0' - 4' DEPTH	EACH	1	4,182.00	4,182.00
611-62.10	MANHOLE STRUCTURE, 60IN ROUND, > 4' - 8' DEPTH	EACH	3	7,119.00	21,357.00
611-62.20	MANHOLE STRUCTURE, 72IN ROUND, > 4' - 8' DEPTH	EACH	1	7,800.00	7,800.00
611-62.31	MANHOLE STRUCTURE, 84IN ROUND, > 8' - 12' DEPTH	EACH	1	12,179.00	12,179.00
702-03	CONCRETE COMBINED CURB & GUTTER	C.Y.	177	450.00	79,650.00
709-05.06	MACHINED RIP-RAP (CLASS A-1)	TON	356	46.80	16,660.80
712-01	TRAFFIC CONTROL	LS	1	100,500.00	100,500.00
712-04.01	FLEXIBLE DRUMS (CHANNELIZING)	EACH	50	22.00	1,100.00
712-05.01	WARNING LIGHTS (TYPE A)	EACH	5	26.00	130.00
712-06	SIGNS (CONSTRUCTION)	S.F.	13	4.00	52.00
712-08.03	ARROW BOARD (TYPE C)	EACH	2	985.00	1,970.00
713-15.02	REMOVAL & RELOCATION OF SIGN & SUPPORT	EACH	3	110.00	330.00
713-16.01	CHANGEABLE MESSAGE SIGN UNIT	EACH	2	3,610.00	7,220.00
713-16.20	SIGNS (W3-3, 36" X 36", FLAT SHEET ALUMINUM, 0.100" THICK)	EACH	2	329.00	658.00
716-02.04	PLASTIC PAVEMENT MARKING(CHANNELIZATION STRIPING)	S.Y.	95	42.80	4,066.00
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	L.F.	48	42.80	2,054.40
716-02.06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	EACH	4	375.00	1,500.00
716-02.08	PLASTIC PAVEMENT MARKING (8" DOTTED LINE)	L.F.	110	6.45	709.50
716-12.02	ENHANCED FLATLINE THERMO PVM T MRKNG (6IN LINE)	L.M.	1.5	8,347.00	12,520.50
716-12.06	ENHANCED FLAT LINE THERMO (8IN LINE)	L.F.	110	5.35	588.50
717-01	MOBILIZATION	LS	1	67,000.00	67,000.00
730-01	TRAFFIC SIGNALS	LS	1	246,000.00	246,000.00
730-01.02	REMOVAL OF SIGNAL EQUIPMENT	EACH	1	3,530.00	3,530.00
740-10.03	GEOTEXTILE (TYPE III)(EROSION CONTROL)	S.Y.	80	2.15	172.00
801-01	SEEDING (WITH MULCH)	UNIT	8	32.15	257.20

801-02	SEEDING (WITHOUT MULCH)	UNIT	40	13.80	552.00
801-02.08	TEMPORARY SEEDING (WITHOUT MULCH)	UNIT	20	0.25	5.00
801-03	WATER (SEEDING & SODDING)	M.G.	8	212.00	1,696.00
805-12.03	EROSION CONTROL BLANKET (TYPE III)	S.Y.	3515	1.85	6,502.75
UTILITY ITEMS					
797-03.06	4IN PVC FORCE MAIN (Includes Excavation, Bedding, Backfill, Bends, and Blocking)	L.F.	620	65.50	40,610.00
797-08.14	LOW PRESSURE SERVICE ASSEMBLY (Includes Tapping Sleeve, Valve, Reducer, Valve Box, and Other Ancillary Items)	EACH	1	27,200.00	27,200.00
797-08.61	4IN INSERT-A-VALVE (Includes Valve and Valve Box)	EACH	1	10,700.00	10,700.00
797-10.16	CONNECT TO EXISTING 4IN FORCE MAIN (Includes Excavation, Fittings, Bends, Pumping, and Testing)	EACH	2	5,435.00	10,870.00
797-11.30	RETIRE IN PLACE EXISTING SEWER <8IN (Flowable Fill)	LF	640	8.20	5,248.00
Total of All Unit Price Bid Items				\$	1,416,970.50

and for the Project Total of

actual sum = \$1,416,920.50

One Million, Four Hundred Sixteen Thousand, Nine Hundred Seventy Dollars and Zero Cents

(\$ 1,416,970.50)

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

corrected to \$1,416,920.50

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

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

The undersigned Bidder does hereby declare and stipulate that this bid is made in good faith, without collusion or connection with any other person or persons bidding for the

same work, and that it is made in pursuance of and subject to all the terms and conditions of the Bid Documents and Specifications, and the Plans pertaining to the work to be done.

Respectfully submitted:



Prime Contractor Signature

Name: Nick Dibartolo

Company: Rogers Group, Inc.

Title: VP of Construction

Business Address: 2124 Nashville Pike

Gallatin, Tennessee 37066

Contractor's License No: 1774

License Expiration Date: March 31, 2026

Telephone Number: 615-451-4777

Email Contact: george.monachino@rogersgroupinc.com

October 10, 2024

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Travis Garmon, Wastewater Director
Re: Request for bid award – Wastewater / Public Services Office Roof Replacement

Please be advised that on this day (October 17th, 2024), the Wastewater Department is requesting that the Board of Mayor and Aldermen approve and award the Roof Replacement bid for the shared Wastewater / Public Services office building to Perry Roofing Company, Inc. for the amount of \$25,912.00. Four (4) bids were received / opened on September 26th, 2024, and the corresponding bid tabulations are attached. The bid package from Perry Roofing Company was complete and compliant with bidding policies, and included the required certified information concerning bid bond, liability insurance, power of attorney, and all relevant executed affidavits.

The existing roof structure has begun leaking badly in multiple locations, and is starting to cause damage to ceiling tiles and safety concerns regarding the building's electrical components. Scope of this project would include installation of a new roof overlay onto the existing roof of the building, including disposal of waste materials. Estimated time to order materials would be two (2) weeks following execution of contract documents and Notice to Proceed, with an estimated two (2) weeks' time to install beyond that (barring weather delays), putting the anticipated completion date in mid-to-late November. Product would include a 2-year contractor's warrant, and 15-year manufacturer/materials warranty.



CITY OF WHITE HOUSE

Bid No. 25-1119PS

Roof Replacement

Bid Opening: September 26, 2024 @ 2:00p.m..

DESCRIPTION				
Company Name	Bluebird Roofing	Perry Roofing Company Inc	Porter Roofing Contractor's Inc	Ross Service Corporation
Address	2176 N. Mt. Juliet Rd #203 Mount Juliet, TN 37122	3428 Burr Road Springfield, TN 37172	9057 Manchester Hwy Morrison TN 37057	109 West Lincoln St. Tullahoma, TN 37388
License Number	64164	23564	19968	49578
License Expiration	11/30/2024	9/30/2026	11/30/2024	3/31/2025
License Classification and Limit	BC Unlimited	BC-20;BC-21 \$560,760.00	BC-20, BC-21, BC-30 Unlimited	BC-A, BC-B, SM 1.5m
IF ALL ITEMS LISTED ABOVE ARE INCLUDED - OPEN BID				
SIGNED BID BOND	Y	Y	Y	Y
SIGNED BID				
BASE BID TOTAL	\$28,300.00	\$25,912.00	\$59,620.00	\$83,017.19

Proposal

Perry Roofing Co., Inc.

Commercial Roofing
3428 Burr Road
Springfield, TN 37172
(615)-255-1420 , (615)-384-0103

Date
9-26-24

Project
Public Services
725 Industrial Dr.
White House, TN

Contact & Company Name:
Renee' Wilson
City of White House

Re-Roof
System
TPO Retro-Fit Mechanically Attached System Over Existing
Standing Seam Roof

Perry Roofing Co., Inc. propose hereby to furnish material and labor – complete in accordance with specifications below

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's compensation insurance.

Standing Seam Roof Recovery

TPO Mechanically Attached

725 Industrial Dr.

White House, TN 37188

Install a new bevel cut 1.25# density EPS insulation into the low flute areas of the metal roof.

Install new wood nailers at the open perimeters. The new wood nailers will match the new insulation height.

Install a new ½" high-density polyisocyanurate installation over the loose laid EPS insulation.

Install underlayment into the purlins with purlin fasteners.

Install new membrane over the newly installed insulation and underlayment and welded.

Flash all projections per manufactures specifications.

Install a new drip edge at the open perimeters.

Issue a Contractor's Warranty (2 year labor only)

Issue a Manufacturer Labor and Materials Warranty (15 years)

Total labor, equipment, and materials for above scope.....\$25,912.00

Quote does not include: Protecting the interior of the space from dust, debris, etc. while work is occurring, roof ladder, wood blocking, thru wall flashing, substrates, cutting of decking, prefab metal canopies, wage scale pay, FM specs, cant strips, soffit, and hat channels.

The above quote is with the manufactures current pricing as of today

Lead times on materials are extended by the manufacture

Price on materials will be in effect at the time of shipment from the manufacturer.

Bid Form
CITY OF WHITE HOUSE
REQUEST FOR BID
Public Services Roof Replacement
PURCHASING DEPARTMENT
105 D COLLEGE STREET
WHITE HOUSE, TN 37188
PHONE: 615-672-4350 ext. 2130 FAX: 615-672-2939

BID NO. 25-1119PS

DATE: September 9 , 2024

**BIDS WILL BE RECEIVED UNTIL
2:00 PM ON Thursday Sept. 26th ,
2024. SEALED BIDS WILL BE READ
PUBLICLY THEREAFTER**

TO BIDDER:

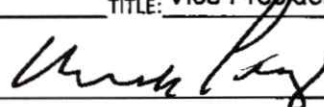
PLEASE QUOTE YOUR LOWEST PRICE, BEST DELIVERY DATE, CASH DISCOUNT TERMS, AND F.O.B. POINT FOR THE FOLLOWING. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE QUOTED. UNLESS OTHERWISE STATED, ALL QUOTATIONS ARE CONSIDERED TO BE FIRM QUOTATIONS FOR A PERIOD OF 30 DAYS FROM DATE OF QUOTATION DUE DATE. PLEASE QUOTE ON THIS FORM AND RETURN IT MARKED "NO QUOTE" IF YOU CANNOT QUOTE IN ORDER TO REMAIN ON THE CITY'S VENDOR LIST.

FIRM'S NAME: Perry Roofing Company Inc

ADDRESS: 3428 Burr Road, Springfield TN 37172

TELEPHONE: 615-255 1420 FAX: N/A EMAIL: perryroof@aol.com

NAME: Chuck Perry TITLE: Vice President

DATE: September 26, 2024 SIGNATURE: 

GRAND TOTAL OF BID: \$25,912.00

DELIVERY TIME/PROJECT DATE IF APPLICABLE: *Once we recieve the City Contract we will order Materials which are Two (2) weeks out on delivery and then Two (2) weeks for roof installation weather permitting*

October 7, 2024

MEMORANDUM

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

From: Isaiah Manfredi, Director of Public Services

Re: Purchase of two (2) Digital Message Boards

On this date, October 17, 2024, I am requesting that the Board of Mayor and Alderman approve the purchase of two (2) Digital Message Boards from Highway Safety and Traffic Control Products, Contract 702-23 in the amount of \$25,990.90. The purchase of these two (2) messages boards will provide The Public Services Department with the ability to conduct work in the roadway more safely and effectively communicate to motorists when and where road work will be conducted.

Purchasing these message boards will also allow The Public Services Department to utilize these signs during many City of White House Community events to communicate important information about a given event.

If you have any questions or concerns, please do not hesitate to contact me at 672-3654, Ext 5106.



April 21, 2024

Sent via email to: arobinson@k-systems.com

Amanda Robinson
K&K Systems, Inc.
687 Palmetto Rd
Tupelo MS 38801

Re: Highway Safety and Traffic Control Products
BuyBoard Contract 703-23

The Local Government Purchasing Cooperative (BuyBoard) awarded your company a contract under Highway Safety and Traffic Control Products, Contract 703-23 effective 6/1/2023 through May 31, 2024, with two possible one-year renewals. At this time the BuyBoard is renewing your contract through May 31, 2025.

All discounts, terms, and conditions of your contract will remain the same. If you agree to this renewal, there is nothing you need to do. However, if you do not agree to this renewal, you must notify me via email at contractadmin@buyboard.com prior to the start of the renewal term.

Reminder: Once a BuyBoard contract is awarded, vendors must generate a minimum of \$15,000 annually or they may not be offered a contract renewal.

If you have questions or comments concerning this renewal, please contact me as soon as possible at contractadmin@buyboard.com. We appreciate your interest in The Local Government Purchasing Cooperative.

Sincerely,

Jim Tulberg

Jim Tulberg
Contract Administrator

1st renewal v.02.13.2020



K & K Systems, Inc.
PO Box 1065
Verona MS 38879
United States

Quote
#QUO241
09/17/2024

Bill To

Accounts Payable
City of White House, TN
105 College Street
White House TN 37188
United States

Ship To

Isaiah Manfredi, Public Works
City of White House, TN
725 Industrial Drive
White House TN 37188
United States

TOTAL

\$25,990.90

Expires: 10/17/2024

Expires
10/17/2024

Exp. Close
09/17/2024

Sales Rep
Ike Phillips

Partner

Shipping Method

Quantity	Item	Options	Rate	Amount
2	MB8249 MB8249 Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 10" high text and graphics/animations, all LED display, Crosstalk-M-B (bluetooth function only), multiple alphanumeric fonts, powder coat paint system, and display is 82" x 49", with hydraulic style trailer. Supports 100 plus predefined messages (text and graphics) and supports user customizable messages. System comes standard with four (4) 100 amp 12-volt batteries (totaling 400 12V amps) and 120 watts of solar.		\$12,995.45	\$25,990.90
1	Shipping Out Shipping Out Shipping/Handling: BUYBOARD Contract #703-23		\$0.00	\$0.00
			Subtotal	\$25,990.90
			Tax (0%)	\$0.00
			Total	\$25,990.90



QUO241

OTHER BUSINESS...



City of White House, Tennessee

105-D College Street • White House, TN 37188

www.whitehousetn.gov

Phone (615) 672-4350 • Fax (615) 672-2939

"Valuing our Future while Protecting our Heritage"

CERTIFICATE OF COMPLIANCE

Applicant name: Speedway, LLC

Address of applicant: 1002 Hwy 76 East, White House, TN 37188

Date of Beer Permit Approval: August 13, 2024

Store Name: Speedway, LLC #42267 (1876)

Owner Name: Speedway, LLC

Owner Address: 500 Speedway Drive, Enron, OH 45323

As a condition precedent to the issuance of a license under Tennessee Code Annotated §57-3-204, every applicant for a license under that section shall submit with the application to the commission a certificate signed by the Mayor of the City of White House.

Compliance Checklist

Yes or No

Yes	The applicant or applicants who are in charge of the business have not been convicted of a felony within a ten-year period immediately preceding the date of application and, if a corporation, that the executive officers or those in control have not been convicted of a felony within a ten-year period immediately preceding the date of the application; and further, that in the official's opinion the applicant will not violate any of the provisions of Tennessee Code Annotated §57-3-208
Yes	The applicant or applicants have secured a location for the business which complies with all restrictions of any local law, ordinances, or resolution, duly adopted by the City of White House (Municipal Code Title 8).
Yes	The applicant or applicants have complied with any local law, ordinance or resolution duly adopted by the local authorities regulating the number of retail licenses to be issued within the City of White House.

On Thursday, October 17, 2024, the Board of Mayor, and Aldermen granted the Certificate of Compliance for Speedway, LLC #42267 (1876). The location of said business complies with all restrictions of local law, ordinance or resolution, duly adopted by the Board of Mayor and Aldermen.

The applicant has the right to seek review of any denial of a certificate by instituting an action in the chancery court having jurisdiction over the municipality or county within sixty (60) days of the denial. A failure on the part of the issuing authority to grant or deny the certificate within sixty (60) days of the written application for such shall be deemed a granting of the certificate. The requirement imposed by this section to submit a certificate shall not be applicable to any applicant if:

1. The authority of the City of White House charged with the responsibility to issue the certificate required herein shall have failed to grant or deny the certificate within sixty (60) days after written application for such certificate is failed; or
2. The applicant submits a final order of a court holding that the denial of the required certificate was unreasonable.

The content in this certificate is based on information located in the Tennessee Code Annotated §57-3-208.

John Corbitt, Mayor

Date

cc: Alcoholic Beverage Commission

DISCUSSION ITEMS...

OTHER INFORMATION....