

CITY OF WHITE HOUSE  
Agenda  
*Board of Mayor and Aldermen Meeting*  
November 19, 2015  
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by community pastor
3. Pledge by Alderman
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the October 15<sup>th</sup> and November 3<sup>rd</sup> meetings
7. Welcome Visitors
8. Public Hearings
  - a. **Ordinance 15-24:** An ordinance of the City of White House, Tennessee amending the Zoning Map for a 0.91 acre property relative to Sumner County Tax Map 77B, Group A, Parcel 16.00, from R-20, Low Density Residential, to R-15, Medium Density Residential. *Second Reading.*
9. Communication from Mayor, Aldermen, and City Administrator
10. Acknowledge Reports
  - A. General Government
  - B. Finance
  - C. Human Resources
  - D. Police
  - E. Fire
  - F. Public Services
  - G. Planning & Codes
  - H. Parks & Recreation
  - I. Library/Museum
  - J. Municipal Court
  - K. Monthly Financial Summary
11. Consideration of the Following Resolutions:
  - a. **Resolution 15-12:** 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.
12. Consideration of the Following Ordinances:
  - a. **Ordinance 15-24:** An ordinance of the City of White House, Tennessee, amending the Zoning Map for a 0.91 acre property relative to Sumner County Tax Map 77B, Group A, Parcel 16.00, from R-20, Low Density Residential, to R-15, Medium Density Residential. *Second Reading.*
  - b. **Ordinance 15-25:** An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 2, Chapter 2 Library Board, adding sections 2-208 and 2-209. *First Reading.*
  - c. **Ordinance 15-26:** An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 13, Chapter 1 Miscellaneous, Section 13-104. *First Reading.*
  - d. **Ordinance 15-27:** An ordinance of the City of White House, Tennessee, amending the Zoning Map for a 37.1 acre property relative to Robertson County Tax Map 106, Parcels 113 and 175 from I-1, Light Industrial, to C-2, General Commercial. *First Reading.*

- e. **Ordinance 15-28:** An ordinance of the City of White House, Tennessee, to amend the White House Municipal Code Title 12, Chapters 1-10, Building, Utility, Etc. Codes. *First Reading.*
- f. **Ordinance 15-29:** An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 7, Chapter 2 Fire Code, Sections 7-201 and 7-205. *First Reading.*

13. Purchasing

- a. To approve or reject the purchase of poles and fixtures for the Municipal Park Street Lighting Project, off the U.S. Communities Government Purchasing Cooperative (GraybaR, Nashville, TN) for \$34,927.18. The Parks and Recreation Director recommends approval.
- b. To approve or reject the City Administrator entering into an agreement with Sessions Paving Company (Nashville, TN) for \$67,771.00, to resurface the stadium parking lot at Municipal Park. The Parks and Recreation Director recommends approval.

14. Other Business

- a. None

15. Discussion Items

- a. None

16. Other Information

- a. The Pool – 35 years of membership recognition

17. Adjournment

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Minutes  
*Study Session*  
October 15, 2015  
5:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 5:31 pm.

2. Roll Call

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

3. New Business

- a. Discussion regarding possible changes to Municipal Code Title 12 (Building, Utility, Etc. Codes) to comply with state requirements.

The Planning and Codes Department distributed a letter to the Board stating their recommended changes. The staff recommended that the City adopt the 2012 International Building Code to stay in line with what the State of Tennessee is enforcing. There will be three ordinances required to update the Municipal Code to include two exceptions that were discussed.

1. An ordinance to update the Municipal Code Title 12, Chapter 1 Building Code to reference the 2012 version of the International Building Code.
2. An ordinance updating the Municipal Code Title 12, Chapter 5 Housing Code and Chapter 6 International Energy Code to reference the International Energy Conservation Code 2009 edition.
3. The 2012 International Building Code requires the installation of fire sprinklers in single family dwellings, and this will need a separate ordinance to be voted on.

The proposed ordinances will go before the Board in November for a first reading, and a second reading in December. All plans submitted by December 31, 2015, may follow the 2006 version. However, starting January 1, 2016, all plans will follow the updates that will be voted on.

4. Adjournment

Meeting was adjourned at 5:59 pm.

ATTEST:

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

\_\_\_\_\_  
Kerry Harville, City Recorder

CITY OF WHITE HOUSE  
Minutes  
*Board of Mayor and Aldermen Meeting*  
October 15, 2015  
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by community pastor

A community pastor was not available to lead the prayer so Ald. Bibb led the prayer.

3. Pledge by Alderman

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

4. Roll Call

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

5. Adoption of the Agenda

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

6. Approval of Minutes of the September 17, 2015 meeting

Motion was made by Ald. Hutson, second by Ald. Bibb to approve the minutes. A voice vote was called for with all members voting aye. **September 17<sup>th</sup> minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

- a. **Ordinance 15-22:** An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, 18-201. *Second Reading.*

Ms. Emilee Thomas of White House spoke against ordinance 15-22.

Ms. Frances Morris of White House spoke against ordinance 15-22.

Ms. Jenny Chance of White House spoke against ordinance 15-22.

- b. **Ordinance 15-23:** An ordinance amending the Zoning Map for a 12.00 acre property relative to Robertson County Tax Map 106, Parcel 190.00 from C-4, Office Commercial, to NCRPUD, Neighborhood Center Residential Planned Unit Development. *Second Reading.*

No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

City Administrator Gerald Herman stated that Kroger has submitted a site plan this week for a possible expansion of their White House store.

City Administrator Gerald Herman provided an update on the Meadows Road S.R.F. Funded Sewer project.

City Administrator Gerald Herman discussed when the planned paving would be taking place.

City Administrator Gerald Herman stated that the library projects have been completed.

City Administrator Gerald Herman provided the Board with the results of the Charles Drive Traffic Study, and stated that a meeting has been requested with TDOT to discuss the study and what steps they recommend we move forward with.

City Administrator Gerald Herman gave an update on drainage projects.

City Administrator Gerald Herman provided an update on the development of a new City application.

City Administrator Gerald Herman provided the Board with highlights from the Select Tennessee Property Evaluation Program Findings and Recommendations for Industrial Development.

City Administrator Gerald Herman provided an update on the Splash Pad project.

City Recorder Kerry Harville stated that the Sumner County Council of Government Annual Banquet is scheduled for Wednesday, November 4, 2015, at 6:00 pm.

City Recorder Kerry Harville mentioned that a Board of Mayor and Aldermen Special Called Meeting has been scheduled for Tuesday, November 3<sup>rd</sup> at 6:30 pm.

10. Acknowledge Reports

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

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

11. Consideration of the Following Resolutions:

- a. **Resolution 15-11:** A resolution approving certain amendments and revisions to the Purchasing Procedures Manual.

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. Ald. Hutson requested that we add that all verbal bids be followed up with an email confirmation. A voice vote was called for with all members voting aye. **Resolution 15-11 was approved.**

12. Consideration of the Following Ordinances:

- a. **Ordinance 15-22:** An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, 18-201. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - nay; Ald. Paltzik - nay; Mayor Arnold - aye. Motion was approved. **Ordinance 15-22 was approved on Second Reading.**

- b. **Ordinance 15-23:** An ordinance amending the Zoning Map for a 12.00 acre property relative to Robertson County Tax Map 106, Parcel 190.00 from C-4, Office Commercial, to NCRPUD, Neighborhood Center Residential Planned Unit Development. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-23 was approved on Second Reading.**

13. Purchasing

- a. To approve or reject a two-year extension of the wastewater equipment services contract with Wascon. The Public Services Director recommends approval.

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

- b. To approve or reject removing from the asset list a New Holland LS170 Skid Steer Loader (Serial #: LMV012687) and selling on GovDeals. The Parks and Recreation Director recommends approval.

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

- c. To approve or reject the purchase of one 2016 Ford Police Interceptor Sedan AWD off the Rutherford County Contract (Ford of Murfreesboro) for 24,662.00. The Police Chief recommends approval.

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

- d. To approve or reject the City Administrator entering into an agreement with Stansell Electric Company, Inc. (Nashville, TN) for \$30,245.00, to relocate a fiber utility pole at the corner of Hwy 31W and College Street.

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

14. Other Business

- a. None

15. Discussion Items

- a. None

16. Other Information

- a. FY 2016 approval memo from the State of Tennessee Office of State and Local Finance

17. Adjournment

Meeting was adjourned at 8:09 pm.

ATTEST:

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

\_\_\_\_\_  
Kerry Harville, City Recorder

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Minutes  
*Study Session*  
November 03, 2015  
5:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 5:32 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. New Business

- a. Discuss possible revisions to the Municipal Code Title 18, pertaining to sewer use definitions and sewer rates.

Public Services Director Joe Moss provided an overview on wastewater revenue definitions, objectives, and billing structures. After listening to Mr. Moss' presentation the Board determined that there were discrepancies in billing some non-residential and residential customers. The City will work to reclassify any residential/non-residential homes that need to be reclassified in the billing system, to put them in line with the Municipal Code Title 18, Chapter 2, Section 18-201. Mr. Moss and City Administrator Gerald Herman will meet with Clearview Apartment's Management and Kensington Green's HOA president to explain why their rates will be changing. Mr. Moss will research and prepare a report on various billing options to present at the March 9, 2016, Board of Mayor and Aldermen Budget Retreat.

5. Adjournment

Meeting was adjourned at 6:14 pm.

ATTEST:

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

\_\_\_\_\_  
Kerry Harville, City Recorder

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Minutes  
*Special Session*  
November 03, 2015  
6:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:30 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. New Business

- a. **Ordinance 15-24:** An ordinance of the City of White House, Tennessee amending the Zoning Map for a 0.91 acre property relative to Sumner County Tax Map 77B, Group A, Parcel 16.00, from R-20, Low Density Residential, to R-15, Medium Density Residential. *First Reading.*

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all present members voting aye. **Ordinance 15-24 passed on First Reading.**

5. Adjournment

Meeting was adjourned at 6:32 pm.

ATTEST:

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

\_\_\_\_\_  
Kerry Harville, City Recorder

REPORTS....

**General Government Department  
October 2015**

**Administration**

City Administrator Gerald Herman attended the following meetings for Administration this month:

- October 06: Middle Tennessee Mayor Caucus
- October 07:
  - Conference call: Proposed PILOT for Kroger
  - Forward Sumner Meeting
- October 08:
  - State Representative Rogers Meeting
  - Miracle on Main Street Planning Meeting
  - Robertson County Joint Economic and Community Development Board Meeting
  - Chamber of Commerce After Hours Event – Cumberland Pediatric Dentistry
- October 13:
  - Regional Transportation Authority Operations and Marketing Committees Meeting
  - Planning Commission
- October 15:
  - PublicStuff App Demo and Brainstorm Meeting
  - Board of Mayor and Aldermen Study Session
  - Board of Mayor and Aldermen Meeting
- October 20:
  - Meeting with TDOT Representative (Ms. Wilson) – Hwy 31W Sidewalk Project – Phase II
  - Chamber of Commerce Luncheon
- October 21 - 23: TCMA Fall Conference
- October 26: TDOT Meeting to Discuss SR76
- October 27:
  - Robertson County Existing Industry Quarterly Meeting
  - Preconstruction Meeting for Splash Pad Installation
  - Brookside Village Representative Meeting
  - Museum Board Meeting
- October 28: White House Dixie Youth Representative Meeting
- October 29: Trail of Treats
- October 30: Tate Ornamental Employee – Chili, Soup, and Dessert Cook-off

**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 2015-2016.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$10,097,867	\$1,121,218	↑0.07
Industrial Development	\$118,500	\$0	↓29.62
State Street Aid	\$275,000	\$4,136	↓12.74
Parks Sales Tax	\$410,569	\$0	↓33.30
Solid Waste	\$882,617	\$63,745	↑1.47
Impact Fees	\$3,290	\$0	↓33.33
Police Drug Fund	\$35,633	\$0	↑56.93
Debt Services	\$751,058	\$0	↓33.04
Wastewater	\$7,086,888	\$3,483,812	↑31.00
Healthcare	\$68,500	\$0	↓3.56
Stormwater Fund	\$359,485	\$35,387	↓4.33
Cemetery Fund	\$63,300	\$7,980	↓8.96

\*Expended/Encumbered amounts reflect charges from July 1, 2015 – June 30, 2016.

**General Government Department  
October 2015**

**Purchasing**

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The October 2015 error rate was 2.1%.

**Total Purchase Orders**

	FY 2016	FY 2015	FY 2014
July	279	231	212
August	166	170	140
September	133	107	142
October	140	149	152
November		113	110
December		130	110
January		124	119
February		88	132
March		145	154
April		147	157
May		129	149
June		122	156
<b>Total</b>	<b>718</b>	<b>1,655</b>	<b>1,733</b>

**Purchase Order Errors by Department**

	October 2015	FY 2016	FY 2015*
Admin.	0	1	0
Bldg. Maint.	0	0	0
Cemetery	0	0	0
Codes	0	0	0
Court	0	0	0
Finance	0	0	0
Fire	0	0	2
HR	1	1	0
Library	0	2	8
Parks	0	1	3
Police	0	0	2
Public Works	0	0	2
Sanitation	0	0	0
Stormwater	1	1	-
Wastewater	1	4	3
<b>Total</b>	<b>3</b>	<b>10</b>	<b>20</b>

\*Errors by department started being tracked in July 2014.

Purchase Orders by Dollars	Oct. 2015	FY 2016	FY 2015	FY 2014	Total for FY16	Total for FY15	Total for FY14
Purchase Orders \$0-\$1,999	107	574	1,392	1,517	\$257,274.67	\$708,133.51	\$529,278.93
Purchase Orders \$2,000-\$9,999	25	97	172	154	\$438,374.77	\$718,011.83	\$551,768.46
Purchase Orders over \$10,000	8	47	91	62	\$5,446,055.10	\$11,854,322.55	\$6,221,273.04
<b>Total</b>	<b>140</b>	<b>718</b>	<b>1,655</b>	<b>1,733</b>	<b>\$6,141,704.54</b>	<b>\$13,280,467.89</b>	<b>\$7,302,320.43</b>

**Website Management**

The Administration Department's goal is to maintain or exceed the total number of page visits from the previous fiscal year.

	2015-2016 Update Requests	2014-2015 Update Requests	2013-2014 Update Requests	2015-2016 Page Visits	2014-2015 Page Visits	2013-2014 Page Visits
July	112	102	162	266,304	562,455	250,487
August	79	83	186	401,773	265,548	468,840
September	154	107	126	287,363	352,406	262,563
October	64	93	86	331,565	328,241	296,397
November		67	92		361,124	282,249
December		96	137		393,777	279,207
January		89	126		246,658	555,161
February		116	137		389,805	426,376
March		98	127		355,975	1,191,691
April		82	95		549,670	262,646
May		76	81		387,210	238,690
June		91	67		320,233	610,113
<b>Total</b>	<b>409</b>	<b>1,100</b>	<b>1,355</b>	<b>1,287,005</b>	<b>4,513,102</b>	<b>5,124,420</b>

**General Government Department  
October 2015**

**Facebook Management**

The Administration Department's goal is to exceed the total number of Facebook posts communicated to the community from the previous fiscal year.

	2015 - 2016 New Likes	2014 - 2015 New Likes	2013 - 2014 New Likes	2015 - 2016 # of Posts	2014 - 2015 # of Posts	2013 - 2014 # of Posts
<b>July</b>	70	29	34	26	49	14
<b>August</b>	19	23	25	23	30	22
<b>September</b>	24	26	10	21	37	11
<b>October</b>	95	57	7	34	47	18
<b>November</b>		25	21		21	10
<b>December</b>		39	97		34	17
<b>January</b>		34	36		25	15
<b>February</b>		69	33		36	27
<b>March</b>		40	16		40	25
<b>April</b>		192	20		30	22
<b>May</b>		45	21		33	19
<b>June</b>		44	40		40	19
<b>Total</b>	<b>208</b>	<b>623</b>	<b>320</b>	<b>104</b>	<b>422</b>	<b>200</b>

**Twitter Management**

The Administration Department's goal is to exceed the total number of tweets communicated to the community from the previous fiscal year.

	2015 – 2016 Total Followers	2014 - 2015 Total Followers	2013 - 2014 Total Followers	2015 – 2016 # of Tweets	2014 - 2015 # of Tweets	2013 - 2014 # of Tweets
<b>July</b>	539	418	294	12	42	14
<b>August</b>	548	422	314	15	30	22
<b>September</b>	553	432	322	17	32	11
<b>October</b>	576	439	322	21	33	18
<b>November</b>		446	322		22	10
<b>December</b>		451	337		28	17
<b>January</b>		462	346		20	10
<b>February</b>		478	361		28	20
<b>March</b>		481	370		31	25
<b>April</b>		498	385		26	21
<b>May</b>		502	464		23	15
<b>June</b>		507	410		25	19
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>65</b>	<b>340</b>	<b>162</b>

**General Government Department  
October 2015**

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Parking lot lights not turning on at night
- LED lights for stairwells
- Backflow preventer repairs

	<b>2015 - 2016</b>	<b>2014 - 2015</b>	<b>2013 - 2014</b>
	<b>Work Order Requests</b>	<b>Work Order Requests</b>	<b>Work Order Requests</b>
<b>July</b>	22	25	N/A
<b>August</b>	33	10	N/A
<b>September</b>	31	19	N/A
<b>October</b>	30	27	N/A
<b>November</b>		15	N/A
<b>December</b>		15	8
<b>January</b>		31	19
<b>February</b>		23	33
<b>March</b>		24	15
<b>April</b>		22	15
<b>May</b>		13	31
<b>June</b>		25	20
<b>Total</b>	<b>116</b>	<b>249</b>	<b>141</b>

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

**Finance Department  
October 2015**

**Finance Section**

During October the City's audit firm (KraftCPAs) concluded its onsite fieldwork portion of the annual audit. Currently KraftCPAs is still compiling the annual audit information and is still on schedule to present the audited financial reports to the Board of Mayor and Aldermen at the December 2015 meeting. On October 5<sup>th</sup> the Public Services Director and the Finance Director met with Ralph Cross (MTAS) to review current wastewater financial information to advice on the issuance of additional SRF debt. On October 6<sup>th</sup> the Finance Director attended the Cemetery Board meeting. On October 8<sup>th</sup> the City Administrator and the Finance Director met with Kevin DeSanti, Julie Evans, and Beverly Horner of KraftCPAs to discuss the current audit. On October 15<sup>th</sup> the Utility Billing Specialist, the Finance Director, and several other city employees attended the PublicStuff app meeting. Also on October 15<sup>th</sup> the Finance Director attended the BMA meeting. On October 20<sup>th</sup> several finance office associates attended the wellness program presentation at Fire Hall #2. On October 21<sup>st</sup> the Finance Director and the software committee attended an online demonstration for GovPilot. On October 28<sup>th</sup> the Finance Director and the Assistant Director attended the CMFO "Payroll, Benefits, & Pensions" class.

**Performance Measures**

**Fund Balance – City will strive to maintain a General fund balance of at least 30% of Operating Revenues.**

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	8,121,277	2,436,383	3,231,930	40%
Cemetery Fund			165,203	
Debt Services			38,794	
Healthcare			241,275	
Impact Fees			94,125	
Industrial Development			175,875	
Park Sales Tax			180,994	
Police Drug Fund			13,568	
Solid Waste			418,198	
State Street Aid			138,320	
Stormwater Fund			99,832	
Wastewater			3,392,452	

*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 2015-2016.

Operating Fund	FY2016 Est. Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	8,121,277	1,717,377	↓12.19%
Cemetery Fund	26,775	6,636	↓8.55%
Debt Services	750,200	6,250	↓32.50%
Healthcare	62,200	17,282	↓5.55%
Impact Fees	12,700	12,211	↑62.82%
Industrial Development	70,100	65,079	↑59.50%
Park Sales Tax	494,766	174,496	↑1.94%
Police Drug Fund	4,520	1,213	↓6.50%
Solid Waste	800,400	273,443	↑0.83%
State Street Aid	269,264	97,340	↑2.82%
Stormwater Fund	368,730	121,508	↓0.38%
Wastewater	5,722,700	1,522,039	↓6.74%

\*Realized amounts reflect revenues realized from July 1, 2015—October 31, 2015

**Finance Department  
October 2015**

**Payroll Activity – The goal is to have a 0% error rate when dealing with employee payroll, current month issues with employee records yield a 0% error rate.**

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Void Checks
2 regular 0 special	208 direct deposits 2 checks	0 Retro adjustments	0 Voids

**Accounts Payable**

	Oct. 2015	Sept. 2015	Aug. 2015	July 2015
<b>Total # of Invoices Processed</b>	293	410	432	288

**Business License Activity**

	October 2015	FY 2016 YTD	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
<b>Opened</b>	10	29	105	74	80	52
<b>Closed</b>	0	0	5	13	140*	6

\*129 businesses deemed uncollectable in October 2012

**Utility Billing**

	October 2015	YTD FY 2016	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
<b>New Builds (#)</b>	3	28	62	55	28	15
<b>Move Ins (#)</b>	47	185	488	506	481	493
<b>Move Outs (#)</b>	47	192	514	516	479	455
<b>Late Payments (\$)</b>	6,075	23,855	68,103	69,241	65,074	67,810
<b>Late Payments (#)</b>	1,064	4,050	15,641	12,840	12,685	12,857
<b>Disconnect for non-payment (#)</b>	47	184	442	514	258*	n/a

\*Only 6 months of data available for disconnects in FY 2013

**Human Resources Department  
October 2015**

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

- October 07: Chamber of Commerce Ambassador Meeting
- October 20: Chamber of Commerce Monthly Luncheon  
Wastewater Tech II Interviews

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

	2015 - 2016	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	0	2	0	0
August	1	0	0	1	2
September	0	3	1	1	0
October	0	1	1	0	1
November		1	0	1	1
December		0	0	2	0
January		0	1	2	0
February		1	1	0	0
March		1	0	0	0
April		1	2	2	3
May		3	1	2	0
June		3	0	1	0
<b>Total</b>	<b>1</b>	<b>13</b>	<b>9</b>	<b>12</b>	<b>7</b>

Three-year average as of June 30, 2015:  
11.33 incidents per year

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

	2015 - 2016	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	0	2	0	0
August	3	1	0	1	0
September	0	1	1	0	0
October	0	1	2	1	1
November		2	0	1	0
December		1	1	1	2
January		1	2	0	0
February		2	2	0	3
March		1	0	1	0
April		0	2	1	1
May		0	0	0	0
June		1	2	0	0
<b>Total</b>	<b>3</b>	<b>11</b>	<b>14</b>	<b>6</b>	<b>7</b>

Three-year average as of June 30, 2015:  
10.33 incidents per year

**Human Resources Department  
October 2015**

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

	<b>2015 - 2016</b>	<b>2014 - 2015</b>	<b>2013 - 2014</b>	<b>2012 - 2013</b>	<b>2011 - 2012</b>
July	1	0	1	1	4
August	1	0	0	0	1
September	2	1	0	1	0
October	0	0	1	1	1
November		1	2	1	2
December		1	1	0	0
January		0	0	1	3
February		1	0	1	2
March		0	0	0	1
April		0	0	0	2
May		1	1	2	2
June		0	0	0	1
<b>Total</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>19</b>
<b>Percentage</b>	<b>4.25%</b>	<b>5.49%</b>	<b>7.14%</b>	<b>8.99%</b>	<b>21.84%</b>

Three-year average as of June 30, 2015:  
7.21% per year

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

	<b>2015 - 2016</b>	<b>2014 - 2015</b>	<b>2013- 2014</b>	<b>2012- 2013</b>
July	1 (T)	0	0	
August	0	1 (D)	0	
September	1 (T)	1 (T)	1 (S)	
October	0	0	1 (T)	
November		0	1 (S) 1 (T)	
December		0	0	
January		0	0	2 (S)
February		1 (S)	0	0
March		0	0	1 (T)
April		0	0	0
May		0	0	1 (S)
June		0	0	0
<b>Total</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>4</b>

**(T) - Termination      (S) - Suspension      (D) - Demotion**

Three-year average as of June 30, 2015:  
3.67 incidents per year

**Police Department  
October 2015**

**Meetings/Civic Organizations**

- *Chief Brady attended the following meetings in October:* Rotary Club Meeting (Oct. 8,15,22,29), Department Head Meeting (Oct. 5 & 19), State Representative Rogers Meeting (Oct. 8), Miracle on Main Street Meeting (Oct. 8), Robertson County Chief's Meeting (Oct. 13), 911 User Group Meeting (Oct. 14), Board of Mayor and Alderman Meeting (Oct. 15), 911 Board Meeting (Oct. 20), IACP Conference in Chicago (Oct. 23 – 27), and Drug Task Force Board Meeting (Oct. 28).

**Police Department Administration Performance Measurements**

1. *Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by October 31, 2017.* The accreditation process has 161 professional standards that need to be met. Accreditation Manager, Susan Johnson, is currently working on the new standards. We have 143 proofs of the 161 standards completed for 2015. Det. Leonard and Sgt. Collins are unavailable to check our new standards. Alice Grunau, the Accreditation Program Manager, has emailed Susan Johnson. Ms. Grunau is searching for someone else to check our new standards.
2. *Our department training goal is that each police employee receives 40 hours of in-service training each year.* The White House Police Department has 25 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,000 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	0	0	0
February	0	104	0	104
March	0	24	56	80
April	0	80	24	104
May	0	200	19.5	219.5
June	0	400	88	488
July	32	352	8	392
August	4	0	4	8
September	4	168	12	184
October	0	202	24	226
<b>Grand Total</b>	<b>40</b>	<b>1,530</b>	<b>235.5</b>	<b>1,805.5</b>

**Patrol Division Performance Measurements**

1. *Maintain or reduce the number of patrol shifts staffed by only three officers at the two year average of 598 shifts during the Fiscal Year 2015-2016. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing goes into effect August 5, 2015.*

Number of Officers on Shift	October	FY 2015-2016
Three (3) Officers per Shift	41	168
Four (4) Officers per Shift	6	6

**Police Department  
October 2015**

2. *Acquire and place into service two Police Patrol Vehicles.* Two new vehicles for the 2015-2016 FY have been ordered. They should be here the first week of November.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2015-2016.* Fall compliance checks will be conducted around the holidays.
4. *Maintain or reduce TBI Group A offenses at the three-year average of 65 per 1,000 population during the calendar year of 2015.*

Group A Offenses	October 2015	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons	24	2	146	13
Crimes Against Property	60	5	406	37
Crimes Against Society	12	1	111	10
<b>Total</b>	96	9	663	60
<b>Arrests</b>	32		340	

\*U.S. Census Estimate 2014 – 11,042

5. *Maintain a traffic collision rate at or below the three-year average of 324 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2015.*

	October 2015	TOTAL 2015
<b>Traffic Crashes Reported</b>	38	337
<b>Enforce Traffic Laws:</b>		
Written Citations	131	1,772
Written Warnings	86	947
Verbal Warnings	145	2,285

6. *Maintain an injury to collision ratio of not more than the three-year average of 15% by selective traffic enforcement and education during the calendar year 2015.*

<b>COLLISION RATIO</b>				
<u>2015</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>October</b>	38	5	13%	14%

**Traffic School:** October Traffic School was taught by Sgt. Brisson. There were four participants.

**Staffing**

- Ofc. Manny Manoloules was released from field training on October 8<sup>th</sup>.
- Interviews for three new Officers were held on Oct. 22<sup>nd</sup>. Seven potential officers were interviewed. Chief's interviews are scheduled for November 3<sup>rd</sup>.

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

**Police Department  
October 2015**

**Sumner County Emergency Response Team:** ERT's annual 3 day training was held Oct. 14, 15 and 16<sup>th</sup>. Ofc. Eisenbraun attended the 14<sup>th</sup> and 15<sup>th</sup>. Sgt. Brisson attended the 16<sup>th</sup>. ERT had a call out on Oct. 28<sup>th</sup> for the man hunt in White House. On Oct. 29<sup>th</sup>, the ERT assisted in a DEA search warrant on Portland Road in White House.

**Volunteer Reserve Officers:** Reserves met on October 26<sup>th</sup>. They trained on the baton.

**Support Services Performance Measurements**

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 77% during calendar year 2015.*

2015 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
<i>October</i>	68%	78%

**Communications Section**

	October	Total 2015
Calls for Service	1,180	11,492
Alarm Calls	36	324

**Request for Reports**

	October 2015	FY 2015-2016
Requests for Reports	32	421
Amount taken in	\$17.55	\$338.97
Tow Bills	\$0.00	\$613.00
Emailed at no charge	22	479
Storage Fees	\$0.00	\$0.00

**Governor's Highway Safety Office (GHSO):** Sgt. Brisson attended the GHSO meeting in Gallatin on October 21<sup>st</sup>.

**Volunteer Police Explorers:** On October 26<sup>th</sup>, the Explorers went over Emergency Vehicle Operations with a driving course and Pressure Points with Sgt. Enck.

Police Department  
October 2015



On October 19<sup>th</sup>, the White House Police Department Explorer's Program promoted Kyle Tatum to Captain. He has been an Explorer with the White House Police Department for one year. Kyle is a 2014 graduate of White House Heritage High school. He is currently attending Volunteer State Community College as a Criminal Justice major.

*Item(s) sold on Govdeals:* Nothing sold on Govdeals for the month of October.

**Crime Prevention/Community Relations Performance Measurements**

1. ***Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.***  
Sgt. Eric Enck taught 42 D.A.R.E. classes in the month of October. They are currently on week 7.
2. ***Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.***  
Safety Day was held on September 7<sup>th</sup>. Approximately 50 kids participated in the bike rodeo. With the donation from Mike Gaines at State Farm Insurance, we gave away 9 bikes and helmets. The American Red Cross blood drive goal was 31 units and we collected 34 units. ***Completed.***
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** Applications are being accepted for the next Citizen's Police Academy to take place in February 2016.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
  - Sgt. Eric Enck held a Stranger Danger classes at Robert F. Woodall on Oct. 7<sup>th</sup>.
  - Sgt. Eric Enck assisted with a lockdown drill at Robert F. Woodall on Oct. 7<sup>th</sup>.
  - On Oct. 20<sup>th</sup>, Sgt. Eric Enck instructed a S.P.E.A.R.E. class for Shear Perfection.
  - Wheels In Motion on Oct. 22<sup>nd</sup>, was at Christian Community School. The White House Police Department gave away a helmet along with the Rotary Club giving away a bike.
  - On Oct. 22<sup>nd</sup>, the White House Police Department started a program called ARC (Act of Random Kindness). They will be handing out coupons from Sonic for acts of kindness recognized by our officers.
  - Sgt. Enck instructed Defensive Tactics for the Gallatin Police Department's in-service training on Oct. 29<sup>th</sup>.
  - Wheels In Motion on Oct. 29<sup>th</sup>, at H. B. Williams and Heritage Elementary. Helmets were presented by the White House Police Department.
5. **Special Events: *WHPD Officers participated in the following events during October:***
  - 10/3 – Pumpkin Run – Traffic Detail
  - 10/23 – White House High School Homecoming Parade – Traffic Detail
  - 10/29 – Trail of Treats – Traffic Detail

**Upcoming Events:** None

**Police Department  
October 2015**

<b>2015 Participation in Joint Community Events</b>		
	<b>October 2015</b>	<b>Year to Date</b>
<b>Community Activities</b>	11	47

**Fire Department  
October 2015**

**Summary of Month's Activities**

**Fire Operations**

The Department responded to 97 requests for service during the month with 76 responses being medical emergencies. The Department responded to 4 vehicle accidents with reported injuries with three patients transported to area hospitals.

**October 10<sup>th</sup> 5:05pm** – The Department was requested to respond to a structure fire on Maxie Jones Road to assist the Cross Plains Fire Department. An Engine responded to provide water and manpower, upon arrival the engine was used to supply water to the firefighting operations. The structure was severely damaged although there were no injuries reported with this incident.

**October 21<sup>st</sup> 9:15am** – The Department was dispatched to a vehicle accident located on McCurdy Road, when fire units arrived on scene the vehicle had left the roadway and was on its side. Firefighters secured the vehicle, removed the windshield, and removed the patient from the vehicle. The patient received minor injuries Sumner County EMS provided patient care and transport to the hospital.

**October 30<sup>th</sup> 5:58pm** – The Department was dispatched to a reported kitchen fire on South Aztec Drive. When fire units arrived on scene the fire was contained to the kitchen stove. Fire personnel confirmed the fire was extinguished and used a thermal imager to check for any fire extension. There were no injuries reported with this incident and the only damage was some clean up to the stove.

**Fire Administration**

**October 8<sup>th</sup>** – Chief Palmer and other city department heads met with State Representative Courtney Rodgers to discuss upcoming legislature.

**October 8<sup>th</sup>** – Chief Palmer attended the Miracle on Main Street planning meeting at city hall.

**October 15<sup>th</sup>** – Chief Palmer and other city staff attended a meeting at city hall concerning the new App. for the city.

**October 20<sup>th</sup>** – Chief Palmer attended the monthly 911 meeting at the Robertson County 911 Center.

**October 22<sup>nd</sup>** – Chief Palmer, Asst. Chief Sisk met with Amanda Rambo concerning the new App. for the city and the specific needs of the fire department.

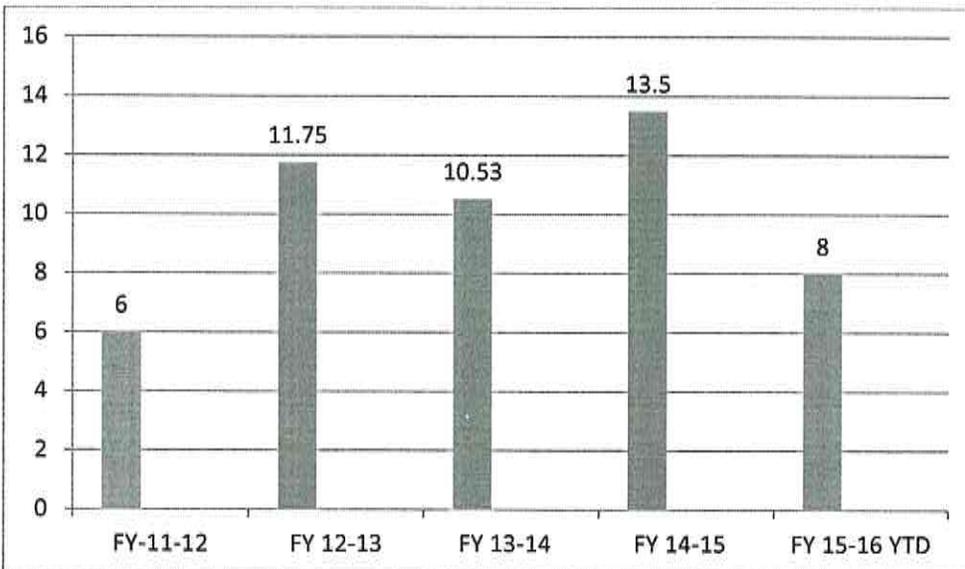
**October 27<sup>h</sup>** – Chief Palmer, Asst. Chief Sisk, and other city staff attended the monthly safety committee meeting at fire station 2.

**October 27<sup>th</sup>-30<sup>th</sup>** – Chief Palmer, Asst. Chief Sisk, and Firefighter Jimmy Johnson attended the Tennessee Fire Safety Inspectors Association conference in Murfreesboro.

**Monthly Performance Indicators**

**Personnel Responding to Structure Fires**

The Department goal in this area would be to exceed our current four year average of 10.4 firefighters for each structure fire response within our city limits.



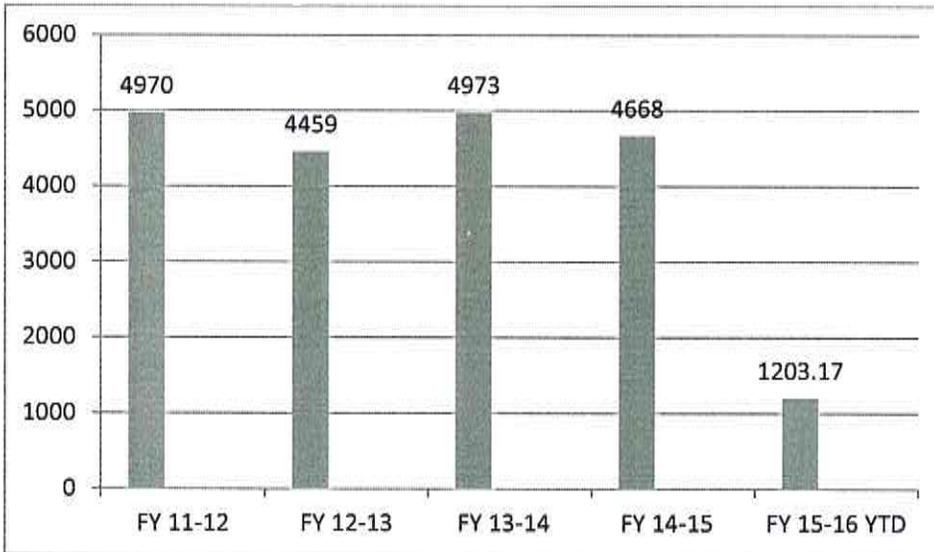
**Fire Department  
October 2015**

**Incident Responses**

Structure Fires	1	Vehicle Accidents(general cleanup)	0
Other Fires	1	Vehicle Accidents(With injuries)	3
Vehicle Fires	0	Rescue	1
Grass, Brush, Trash, Fires	1	False Alarms/Calls	4
Hazmat	0	Assist other Governmental Agency	0
Other Calls	10	Total Responses for the Month	97
Emergency Medical Responses	76	Total Responses Year to Date	383

**Fire Fighter Training**

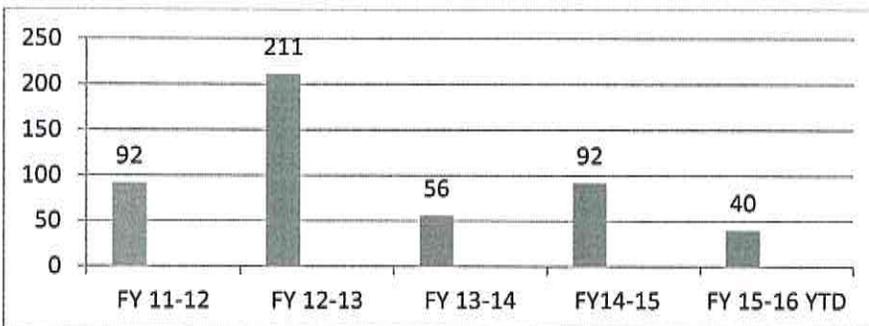
The Department goal is to complete the annual firefighter training of 240 hours for career and 48 hours for Part-time and Volunteer Firefighters for a total of 4176 hours per year.



Total Training Man-hours for the Month	373.48	Total Training Man-hours Year to Date	1203.17
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**Fire Inspection**

It is part of our fire prevention goals to complete a fire inspection at each business annually. Currently in our data base there are 387 businesses in the city including commercial and industrial facilities.

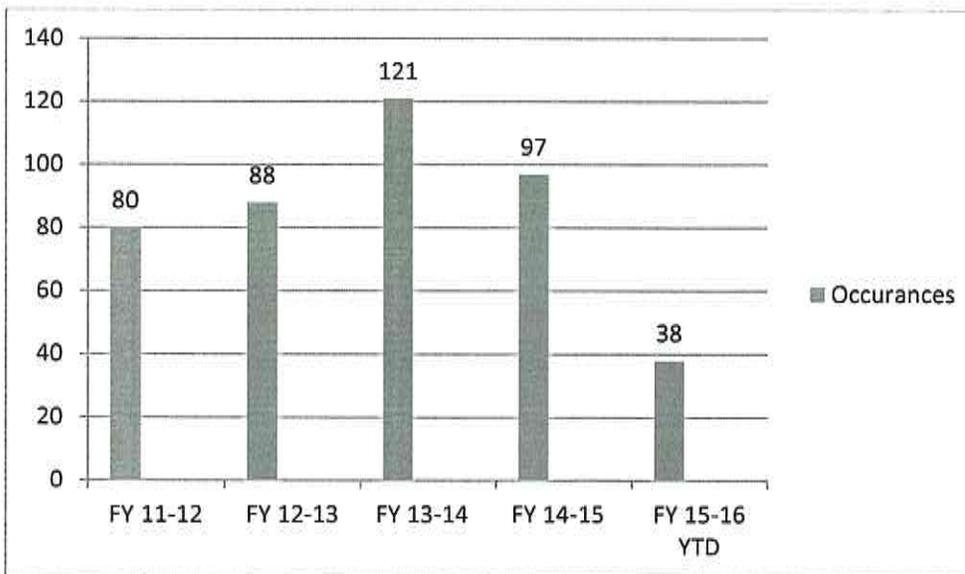
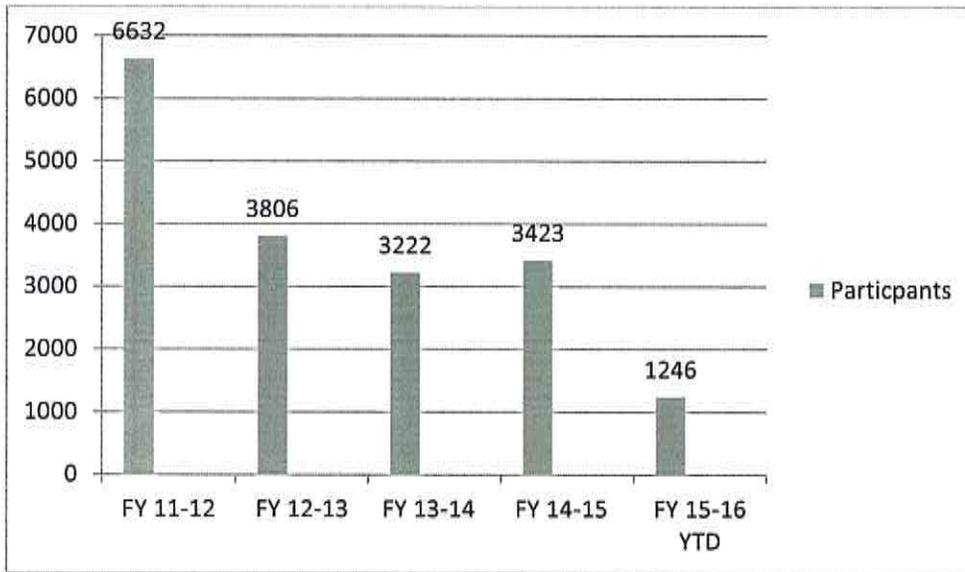


**Fire Department  
October 2015**

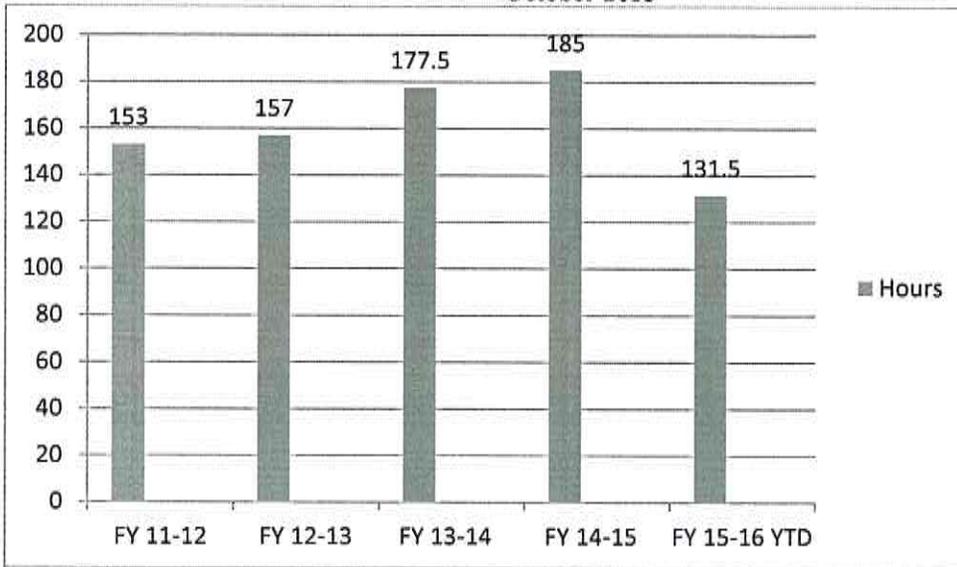
Fire Inspections	25	Year to Date 40	Plat / Plan Reviews	4	Year to Date 14
Fire Investigations	0	Year to Date 3	Fire Preplans	2	Year to Date 2

**Public Fire Education**

It is a Department goal to exceed our last three years averages in Participates (3484) Occurrences (102) and Contact Hours (173). The following programs are being utilized at this time; Risk Watch taught to all first grade students, Career Day, Station tours, Fire Extinguisher training and Safety Day.



**Fire Department  
October 2015**



Participants	555	Education Hours	27.5
Participants Year to Date	1246	Education Hours Year to Date	131.5
Number of Occurrences	11	Number of Occurrences Year to Date	38

**Public Services Department - Public Works Division  
October 2015**

**Staffing:** The public works department is authorized **8 full time** employees.

1. (1) Stormwater Manager (1);
2. (1) PW Supervisor (1);
3. (1) Full-time PW crew leader; (Vacant)
4. (2) Full-time truck drivers (1-PW & 1-Sanitation);
5. (3) Full-time maintenance workers (1-PW, 1-Stormwater & 1-Sanitation).

<u>Total Hours Worked</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>SEP-15</u>	<u>OCT-15</u>	<u>YTD 15/16</u>
Stormwater	0	0	0	0	830	336	2,096
Sanitation	8,930	5,975	3,138	2,914	184	247	907
Street	3,539	3,765	4,485	4,040	43	616	763
Facility Maintenance	100	124	839	2,049	226	186	617
Fleet Maintenance	147	445	857	1,157	43	109	338
Meeting/Training	135	332	653	572	27	49	185
Leave	915	1,005	1022	807	126	71	337
Holiday	1,040	650	730	850	70	70	190
Overtime	0	70	166	263	44	17	111
Administrative	0	0	496	781	27	28	87

**Brush, Leaves & Litter Control Program:**

The goal of the brush and leave collection and litter control program is to maintain an efficient collection service for the residents. In the past, residents have not been satisfied with the level of service that the department was providing. I believe that part of this perception is a function of the quantity of material placed out for collection. At this point, the City's ordinance does not restrict the volume of material left at the curb for pickup. The City only operates one (1) truck and the driver is dedicated to this task and will only perform other job duties if there's no yard waste to collect. Additionally, the City allows residents to drop off yard waste at the public works yard and we receive a tremendous quantity of yard waste from this program as well.

<u>Sanitation</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>SEP-15</u>	<u>OCT-15</u>	<u>YTD 15/16</u>
Brush Collection Stops	2,970	2,787	5,394	5,915	339	402	2,085
Brush Truck Loads	468	302	644	503	23	39	155
Leaves Pickup Bags	N/A	519	4,324	4,016	108	188	843
Brush/Leaves Hours	N/A	585	2,119	1,634	71	104	435
Litter Pickup Bags	0	168	535	309	15	18	84
Litter Pickup Hours	N/A	443	829	1,147	113	143	472

**Sanitation Collection:**

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The **October 2015** work order report shows that staff made **39** requests on the WI web portal system, of which only **15** were due to missed service calls and the rest were container delivery and/or pickup. Considering that we have over **3,800** cans in service for garbage and **3,680** cans in service for recycling, we are operating with less than 1% error rate.

**Public Services Department - Public Works Division  
October 2015**

Solid Waste	FY 11/12	FY 12/13	FY 13/14	FY 14/15	SEP-15	<u>OCT-15</u>	YTD 15/16
Tons	3,634	3,458	3,315	3,081	242	256	1,101
Disposal Fee	\$88,325.03	\$85,077.60	\$82,869.34	\$86,098.70	\$6,041	\$5,767	\$27,309

SW Accounting	FY 11/12	FY 12/13	FY 13/14	FY 14/15	SEP-15	<u>OCT-15</u>	YTD 15/16
Units Billed	44,485	44,244	44,953.00	45,763	3,916	3,913	15,608
Receivables	\$683,625.00	\$690,098.50	\$692,727.50	\$795,325.12	\$67,354	\$67,320	\$268,991
Revenue	\$654,858.69	\$684,487.53	\$705,287.91	\$781,004.41	\$66,005	\$67,673	\$269,389

**Citizen Solid Waste Drop-off Program:**

The goal for the citizen drop-off program is to provide an effective means for residents to dispose of bulky wastes (furniture, washer appliances, clutter, etc.) or other wastes that normally wouldn't fit into their curbside container. We provide a dumpster for garbage and a dumpster for *metal recycling*. We encourage the residents to separate their items to maximize our recycling efforts. The BMA has made it a policy to allow residents two (2) free dumps per year. Anything above that number a resident would be charged \$50.00.

SW Drop-Off	FY 11/12	FY 12/13	FY 13/14	FY 14/15	SEP-15	<u>OCT-15</u>	YTD 15/16
Participants	715	809	525	712	68	43	218
Tons	168	141	168	166	12	9	47
Disposal Fee	\$16,513.14	\$15,473.00	\$16,913.54	\$13,208.16	\$985.90	\$772.62	\$3,808.79

**Recycling Program:**

The goal for the recycling program is to achieve an overall recycling rate of 25%. At present we are recycling approximately 16% of our solid waste stream. I will add cardboard recycling containers to the drop-off program during the upcoming bid process as a means to increase our diversion rate of recyclable materials from the solid waste stream. The total volume of recyclables collected curbside during the month was approximately 22 tons of material which is a savings of about \$1,825.00 in avoided landfill tipping fees. In addition, the recyclable material revenue for the month was approximately \$353.35. This is a net gain of \$2,177.08.

Recycling	FY 11/12	FY 12/13	FY 13/14	FY 14/15	SEP-15	<u>OCT-15</u>	YTD 15/16
Curbside Tons	244	393	456	408	31	51	158
Recycling Rate	7%	13%	14.3%	13.5%	11%	16%	14%
Revenue (curbside)	-	\$4,749.94	\$3,469.56	\$2,472.91	\$0	\$0	\$19.08
Fee (old program)	\$6,736.13	-	-	-	-	-	-
<i>Metal (drop-off) Tons</i>	11	62	42	33	0	7	18
Metal Revenue	\$3,167.45	\$10,555.50	\$6,240.40	\$4,333.90	0	\$369.00	\$1,347

**Public Services Department - Public Works Division  
October 2015**

**Stormwater Improvement Projects:**

The goal is to maintain the existing drainage infrastructure through culvert replacement, ditch cleaning and dry basin mowing. This department responds to citizen drainage complaints and, as such, we list the requested projects on the City's website. Additionally, we maintain the curbed lanes, intersections, center turn lanes and bike path along 31 W with our street sweeping program.

<b>Stormwater</b>	<b>FY 11/12</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>SEP-15</b>	<b>OCT-15</b>	<b>YTD 15/16</b>
Drainage Requests	3	27	17	23	0	6	12
Drainage Work (feet)	58	1,457	2,513	2,232	360	80	1,381
Drainage Man Hours	N/A	891	1,261	1,135	380	298	1,418
Debris Removed Loads	N/A	75	57	75	7	4	21
Sweeping Man Hours	0	0	272	460	14	18	112

<b>Stormwater Accounting</b>	<b>FY 14-15</b>	<b>SEP-15</b>	<b>OCT-15</b>	<b>YTD 15/16</b>
Units Billed	24,410.00	4,124	4,122	16,446
Receivables	\$107,249.28	\$34,359.60	\$34,087.06	\$137,147.62
Revenue	\$105,118.28	\$33,893.57	\$34,373.28	\$120,051.55

**Road Work Program:**

The goal for this program is to maintain the City's right-of-ways and drive lanes so they're free from hazards.

1. Curb - repair concrete curbs/sidewalks;
2. Shoulder – maintain shoulders with rock;
3. Potholes – repair asphalt such as base failures and pothole patching;
4. Potholes – man hours associated with potholes/asphalt work;
5. Mowing - medians, right-of-ways, and City owned property;
6. R-O-W - tree trimming and roadside vegetative management (weed spraying);
7. Signs – repair, replace and/or install signs within the City limits;
8. Salt – winter weather road clearing and salting.

<b>Road Work</b>	<b>FY 11/12</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>SEP-15</b>	<b>OCT-15</b>	<b>YTD 15/16</b>
Curb Repair	0	1	1	0	0	0	0
Shoulder LF	0	788	3,331	100	0	0	0
Shoulder Hours	0	0	88	54	18	0	18
Potholes	168	125	202	269	0	18	60
Pothole Hours	N/A	N/A	600	908	0	52	105
Mowing Hours	0	101	446	146	0	20	140
R-O-W Hours	N/A	N/A	12	299	2	20	60
Signs	119	153	106	251	1	19	23
Sign Work Hours	N/A	N/A	219	473	10	10	31
Salt Tons	55	4	79	76	0	0	0
Salt Hours	N/A	N/A	159	385	0	0	0
Decorative Streetlight Hours	0	0	0	33	12	5	19

**Public Services Department - Public Works Division  
October 2015**

**1. SIGN REPLACEMENT:**

Staff continues to go through the City and replace all of the missing signs. We have a high incidence of sign theft in the City. I had the crews start using anti-theft hardware, but now the vandals are bending the signs until they break away.

**Public Works Special Projects:**

The goal is to be reactive to special requests that are made from time to time either from the City Administrator or other departments.

**Public Services Department - Wastewater Division  
October 2015**

**Collection System Activities**

**Employee Recognition:**

Curtis Earls successfully completed the Introduction to Wastewater Collection Systems class at TAUD and will be taking the Collection System Operator II exam in November.

**WWTP Headworks Project:**

Regarding the WWTP Headworks Project, we had the preconstruction meeting on September 15 and the official construction commencement date is October 5, 2015. The project has a 240-day substantial completion date and a 270-day final completion date.

**Meadows Road Area Sewer Improvement Project**

The official start date for this project was March 23, 2015. Pipe installation began on April 9<sup>th</sup>. The project failed to meet the August 20<sup>th</sup> substantial completion date, therefore, Dove Construction is now on liquidated damages (LD's) of \$500.00 per day.

The manhole and pipeline testing has been successfully completed and the new service connections installed. Final clean-up, property restoration and paving remain.

**Wastewater Billing Information - monthly non-payment cut off/turn on report:**

Each month the city has an average of 35 customers that do not pay their sewer bill on the due date. Therefore, the sewer department staff is charged with disconnecting the water service by locking the meter in the off position until such time that they come in and pay their fees. The City charges a 10% late fee and a \$50.00 reconnect fee which must be paid before service is reconnected. For those customers that have an unusually high bill, the City provides for a monthly repayment schedule.

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>SEP-15</u>	<u>OCT-15</u>	<u>YTD</u>
Late Payments	11,790	12,857	12,685	12,068	938	1,064	4,050
Disconnects for non-payment	N/A	N/A	258	442	38	47	184
Revenue Late Payments	\$62,880	\$67,810	\$65,074	\$61,350	\$5,351.00	\$6,075.00	\$23,855.00
Man Hours					16	12	56

**Tennessee 811 is the underground utility notification center for Tennessee and is not a goal driven task:**

This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities.

<u>Line Marking</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>SEP-15</u>	<u>OCT-15</u>	<u>YTD</u>
Tennessee 811	948	866	1,306	1,416	138	138	551

**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 new SCADA system that we're currently in the process of installing at every lift station will allow the technician to remotely operate the components at the station.

**Public Services Department - Wastewater Division  
October 2015**

<u>Lift Station Location</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>SEP-15</u>	<u>OCT-15</u>	<u>YTD</u>
North Palmers Chapel	1,483	1,736	3,559	483	2	2	19
Calista Road	985	1,058	2,014	418	1	2	10
Wilkinson Lane	417	231	219	101	0	0	0
Portland Road	13	25	36	13	0	1	1
Cope's Crossing	109	445	208	72	1	0	4
Union Road	16	149	93	45	30	1	91
Meadowlark Drive	32	40		33	0	0	0
Highway 76	20	9	6	2	0	0	0
Cambria Drive	32	16	9	0	1	0	1
Treatment Plant	439	359	333	122	0	0	0

**Work Order Maintenance Response Goal:**

The primary goal of the wastewater department is to provide fast, efficient and effective service to the City's approximately 4,009 utility customers. Dispatched and managed through *our GIS Cloud-Based work order system*, staff responds to sewer related calls on a 24/7 basis. Our secondary goal is to manage the over 2,800+ *mini-lift stations* (grinder pumps) in our system using a proactive, programmatic approach. This is done by periodic scheduled maintenance. Additionally, the system has not been completely changed out from the prior two (2) generations of pumps. Thus, we have a large number of "change-outs" (C/O) as listed below.

Some of these change-outs can also be attributed to customer negligence (throwing foreign materials down the toilet). When abuse is the contributing factor, I will charge back the cost of the pumps, panels and service costs to the customer. Another area of concentration is converting the *positive displacement (PD)* pumps that were installed in a *centrifugal pump* application. These *PD to Centrifugal*

<u>F Work Orders</u>	<u>FY 10/11</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>SEP-15</u>	<u>OCT-15</u>	<u>YTD</u>
"Grinder Project"	144	229	3	0	0	0	0
PD to Centrifugal Converts			4	10	1	1	2
2000 to Extreme C/O	0	85	86	60	9	3	19
2000 to 2000 C/O	271	19	13	23	0	1	6
Extreme to 2000 C/O	0	33	14	28	1	1	5
Extreme to Extreme C/O	0	157	110	117	14	11	35
Centrifugal to Centrifugal C/O				5	0	0	0
2000 Conversions	159	26	3	0	0	1	1
Extreme Converts	0	43	83	74	4	3	19
<b>Total Pumps Replaced</b>	<b>430</b>	<b>363</b>	<b>313</b>	<b>321</b>	<b>31</b>	<b>23</b>	<b>93</b>
Low Pressure Service Request	554	977	750	723	54	46	179
Vacuum System Service Request	96	127	102	58	4	9	33
Gravity Service Request				14	1	0	2
Inspection for New Service	0	0	27	51	4	5	17
Final Inspection for New Service	0	0	47	66	8	2	15
Sanitary Sewer Overflow (SSO)	0	4	2	3	1	1	3
Odor Complaints	0	0	11	14	3	2	10

*Converts* can be found primarily in the commercial sector.

**Public Services Department - Wastewater Division  
October 2015**

**System Repairs Goal:**

The goal is to minimize failures with the major lift stations and the mainline gravity, low and high pressure force mains and the air vacuum systems. We've been training key personnel over the last two (2) 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 our lift stations are either at or near their 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. Therefore, we have to make repairs, and if the line break was due to negligence, I will send the responsible party a repair bill. In some cases, the breaks are due to weather or age.

<b><u>Repairs</u></b>	<b><u>FY 10/11</u></b>	<b><u>FY 11/12</u></b>	<b><u>FY 12/13</u></b>	<b><u>FY 12/13</u></b>	<b><u>FY 14/15</u></b>	<b><u>SEP-15</u></b>	<b><u>OCT-15</u></b>	<b><u>YTD</u></b>
Major Lift Stations	12	5	5	18	26	9	6	26
Mainline	0	1	7	18	14	1	2	5
Service Line	82	52	65	136	49	1	7	12

**Major Lift Stations Repairs:**

**WILKINSON LANE:**

We have decided to put off moving the control panel until the FY 2015/16 budget year. The VAPEX unit has been relocated to protect it against H2S corrosion.

**CALISTA:**

We've installed one (1) VFD on a temporary basis. McGill is in the process of designing a new motor control center (MCC) for this station, which will include two (2) permanent VFD's for the turbine pumps. The Calista MCC project will also include the installation of two (2) VFD's at the North Palmers Chapel vacuum station. **We had the preconstruction meeting on September 15, 2015 and the official construction commencement date is October 5. The project has a 150 day substantial completion date and a 180 day final completion date.**

The vertical inline (VI) sewerage pump #2 has a cracked volute and due to the age of the pump, the City can no longer get the volute. The new Yeoman VI pump is on order and we are awaiting delivery.

**COPE'S CROSSING:**

The issues with Cope's Crossing were resolved by WASCON. In addition to the pipe work, they replaced the UPS batteries and performed minor adjustments to the level controls within the Grundfos panel. The VAPEX ozone producing odor control device was rebuilt and is currently operating correctly.

**UNION ROAD:**

We are having issues with the pump controls at the station. WASCON was called in to assist after several attempts to diagnose the issue. They have determined the issue to be within the pump housings and have ordered the necessary components to correct the issues. We currently have a by-pass pump at the station keeping the wet-well at operational levels. We have impeller and check valve issues and we are awaiting parts to be manufactured for the necessary repairs.

**Wastewater Treatment Plant Goal:**

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.

**Public Services Department - Wastewater Division  
October 2015**

	<u>AUG - 2015</u>	<u>SEP - 2015</u>	<u>OCT - 2015</u>	
<b>Flow</b>	<b>0.863 MGD</b>	<b>0.789 MGD</b>	<b>0.800 MGD</b>	
<b>Capacity</b>	<b>1.40 MGD</b>	<b>1.40 MGD</b>	<b>1.40 MGD</b>	
<b>% of Plant Throughput</b>	<b>61.60%</b>	<b>56.6%</b>	<b>57.1%</b>	<b>(0.789 MGD) / (1.40 MGD)</b>
<b>Actual Capacity</b>	<b>1.12 MGD</b>	<b>1.12 MGD</b>	<b>1.12 MGD</b>	<b>(1.4 MGD x 80%)</b>
<b>% of Allocated Capacity</b>	<b>77%</b>	<b>70.4%</b>	<b>71.4%</b>	<b>(0.789 MGD) / (1.12 MGD)</b>
<b>Rainfall</b>	<b>4.88"</b>	<b>1.97"</b>	<b>3.49</b>	

<u>Effluent</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY14/15</u>	<u>SEP-15</u>	<u>OCT-15</u>	<u>YTD</u>
<b>Violations</b>		4	6	2	1	0	0	1

1. **H2S & Ferric Sulfate:**

Staff continues to monitor the carbonaceous biochemical oxygen demand (**CBOD**) and the total suspended solids (**TSS**) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. The feed rate is fifteen (15) gallons per day at the Union Road lift station and fifteen (15) gallons per day at the Old Tyree lift station.

2. **Oxidation Ditch:**

Running optimally.

3. **UV System:**

We have turned the UV System off in order to see the truest results possible from the Peracetic Acid. We have received the approval from TDEC to go ahead with the 90-day Peracetic acid trial which began the last week of March 2014.

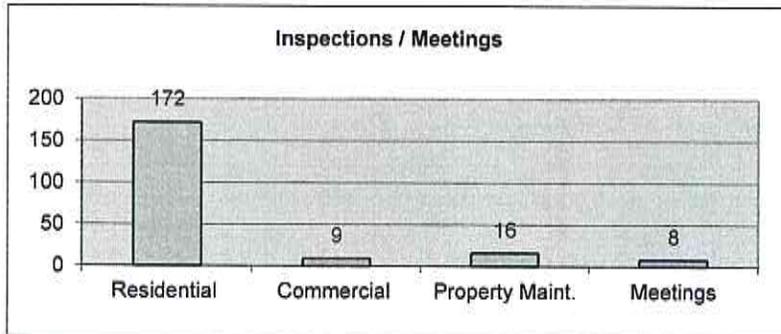
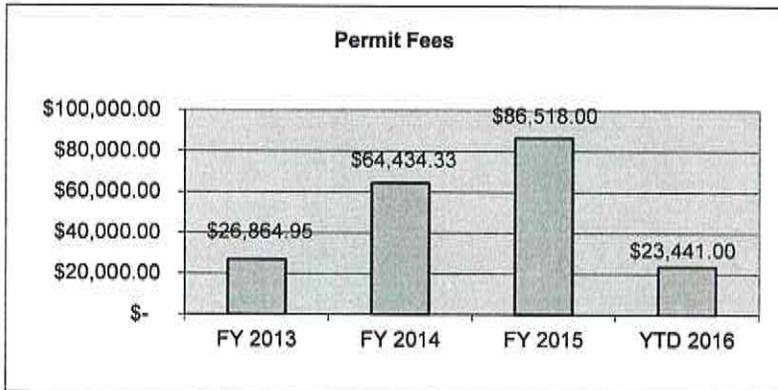
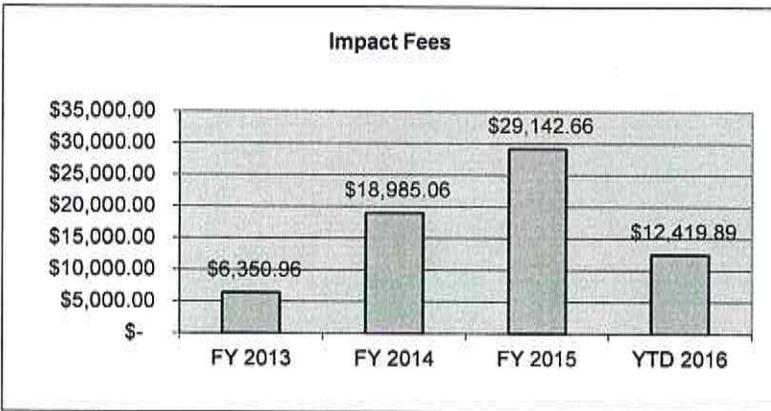
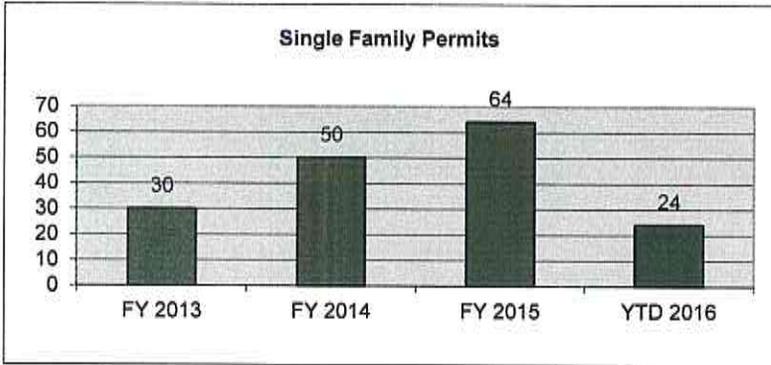
*TDEC has responded to our use of PAA as the method of disinfection and the agency wants to study the process in more detail before making a final response. The next phase involves further testing, bio-assay sampling of the streams, quantifying daily use rate and an engineering report.*

The PAA feed rate is now operating at a constant **1.55** parts per million (ppm) which is still well below the expected usage levels.

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 941/100ml.

Our E. Coli testing for the month was an average of **15.9** cfu's, which is well below the limit.

**Planning and Codes Department  
OCTOBER 2015**



**Planning and Codes Department  
OCTOBER 2015**

	Month	YTD 16	FY2015	FY2014	FY2013
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	3	20	50	38	39
Construction Appeals	0	1	1	0	0
Zoning Appeals	1	4	8	9	5
Training/Study Session	0	0	1	0	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	4	24	64	50	30
Multi-Family Residential	0	0	3	123	2
Other Residential	16	77	367	132	133
New Commercial	1	2	7	2	1
New Industrial	0	1	1	0	0
Other Com/Ind	2	8	51	26	27
State Electrical	57	197	657	478	329
Sign	3	7	17	16	11
Occupancy Permits	20	26	54	59	62
Commercial Certificate of Occupancy-					
Other	0	1	1	71	18
<b>BUILDING INSPECTIONS</b>					
Residential	172	732	1194	519	334
Hours	25.75	121.33	295.61	175.59	111.25
Commercial /Industrial	9	40	360	189	151
Hours	3.66	19.07	127.41	79.33	94.34
<b>CODE ENFORCEMENT</b>					
Total Cases	16	147	612	531	735
Hours	1.58	18.25	70.49	83.42	113.92
Complaints Received	7	42	145	141	126
<b>MEETINGS</b>					
Administration	5	12	29	39	55
Hours	14.25	29.75	56.92	67.95	89.06
Planning	3	11	23	31	40
Hours	12.75	37.25	56.8	101.25	51.1
Codes	0	16	34	50	53
Hours	0	12	28.74	58.25	73.5
<b>FEES</b>					
Permit Fees	\$7,233.00	\$ 23,441.00	\$ 86,518.00	\$ 64,434.33	\$ 26,864.95
Board Review Fees	\$600.00	\$ 3,525.00	\$ 17,244.50	\$ 7,297.90	\$ 3,150.00
City Impact Fee	<b>\$8,114.90</b>	<b>\$ 12,419.89</b>	<b>\$ 29,142.66</b>	<b>\$ 18,985.06</b>	<b>\$ 6,350.96</b>
Roads	\$4,959.24	\$ 6,643.27	\$ 12,820.88	\$ 5,405.07	\$ 3,056.90
Parks	\$158.40	\$ 950.40	\$ 5,943.60	\$ 4,993.50	\$ 1,197.40
Police	\$1,805.57	\$ 2,906.99	\$ 6,155.15	\$ 4,494.28	\$ 1,262.70
Fire	\$1,191.69	\$ 1,918.93	\$ 4,067.80	\$ 2,976.51	\$ 796.76
<b>OTHER ITEMS</b>					
Subdivision Lots	0	51	0	0	0
Commercial/Ind. Sq Ft	21,002	0	61,486	3,936	3,423
Multi-Family Units	0	0	144	123	n/a
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 10	\$561,990.00	\$592,040.00	\$632,150.00	\$693,270.00	\$ 974,300.00
Builders Bonds	44,366.43	\$ 43,866.43	\$ 43,366.43	\$ 43,366.43	\$ 42,866.53
Workings Days in Month	16	17	16	16	16

**Parks, Recreation, & Cultural Arts Department**  
**October 2015**

**Summary of Month's Activities**

The Water Odyssey equipment for the splash pad has started arriving at the site. Great Southern is currently on schedule to begin installing it on November 11<sup>th</sup>. Lose and Associates will be performing site inspections during the construction of the splash pad. The completion date for the installation of the equipment is December 31, 2015.

Lose and Associates has completed the design work of the restroom / pavilion for the splash pad location, and for the restroom renovation at the City Park. Both of these projects are being bid out currently. The pre-bid meeting will take place on November 12<sup>th</sup> and the bid opening will take place on November 24<sup>th</sup>. The projects have been combined into a single bid package, but will be identified separately for billing purposes.

The disc golf course has 3 sponsors so far: Gold and Diamond Outlet, Ace Hardware, and Sunbelt Rentals. Tate Ornamental will be making the signs for the course.

CSR Engineering has completed the photometric analysis and associated professional services needed for the street lighting project that we will undertake at the Municipal Park. The next step will be to order the light poles, fixtures, and conduit.

The Director has met with Rehorn and Kelly Memorials and Hunt Memorials regarding the columbarium project for Hillcrest Cemetery. Quotes will be obtained soon so that the columbarium can be ordered. Decorative fencing has been priced also for the front of the cemetery.

The annual Christmas Parade is Saturday, December 5<sup>th</sup> at 1:00PM. Anyone wishing to participate must register before December 3<sup>rd</sup> at 5:15PM at the Parks Department. The theme has been set as "A Storybook Christmas" and the Grand Marshal is Mrs. Rachel Juillerat, Mrs. United States 2010.

Recreation

Fall Ball ended October 6<sup>th</sup>. We had 10 teams and approximately 140 participants this fall.

Fall Girls Volleyball ended October 8<sup>th</sup>. We had 11 teams and approximately 95 participants this fall.

The Fall Men's Softball league ended on Tuesday, November 3<sup>rd</sup>. We had 7 teams in the league this fall.

The Labor Day Bike Parade was Monday, September 7<sup>th</sup> at the Fire Station on Hwy 76. We had approximately 50 participants for that event.

Youth Basketball registration has ended and practices have begun. We have approximately 270 participants so far and 34 teams. This is a little down from last year due to considerably less girls. The number of boys is right where it has been in the past. Games will begin December 12<sup>th</sup> and will run through mid-February.

We will offer Adult Co-ed Kickball in the spring again. Registration will be January 25<sup>th</sup> – March 7<sup>th</sup>. It is \$350 per team – Non-Resident Fees May Apply. Games will be on Mondays and/or Fridays.

Adult Co-ed Volleyball will begin registration January 4<sup>th</sup>, and it will run through February 15<sup>th</sup>. The fee is \$250 per team. This is a Tuesday/Thursday night league. The season will begin in March.

The Girls Volleyball spring league registration will be January 4<sup>th</sup> – February 15<sup>th</sup>. The registration fee is \$50 for City Residents/\$62 for Out-of-City Residents. This is for grades 3 – 8. Practices begin in March and games begin in April.

Little League Challenger Baseball registration will be January 4<sup>th</sup> – February 29<sup>th</sup>. The registration fee is \$35 for City Residents/\$47 for Non-Residents – Includes Full Uniform. Practices will begin in March and Saturday games start in April.

**Parks, Recreation, & Cultural Arts Department**  
**October 2015**

The Men's Softball Spring League registration will be January 25<sup>th</sup> – March 7<sup>th</sup>. It is \$450 per team – Non-Resident Fees May Apply. Games will be on Tuesdays and Thursdays.

The White House Youth Soccer league had an end of season finale on October 31<sup>st</sup>.

Parks Maintenance

- Planted perennial ryegrass on soccer fields & baseball quad outfields
- Planted turf-type tall fescue at the City Park and Soccer Complex
- Planted KY bluegrass on softball field 5 outfield
- Soccer Fields, Quad, and Field 5 were all core-aerated
- 2,915 pounds of seed planted
- Trimmed shrubs and cleaned up landscaped beds at some of the greenway trailheads (still have a few more to go)
- Painted the football field three times this month

Special events this month: Fall Classic Soccer Tournament, Harvest Moon Festival, Halloween Classic Softball Tournament, and Trail of Treats. Several days this month were spent getting ready for these events.

We are seeing good results from the seeding that was done last month by using a pasture drill. Germination has been excellent. We will finish the fall overseeding work in November.

Tulip bulbs and pansies will be planted at the Hillcrest Cemetery sign in November.

Seniors

This month the seniors enjoyed trips to Adams, TN with lunch at Moss' Restaurant, a game of miniature golf at Opry Mills, and a fun day of Bowling. The Mystery Trip was to Lucille's in Clarksville, TN where they enjoyed antiquing, the flea market, and craft shopping. The Robertson County Band and Chris Kramer entertained with a concert.

The month ended with a costume contest and many laughs after the Wednesday lunch.

The seniors stayed active with a weekly trip to the Gallatin Civic Center for water aerobics, and Sittersize every Tuesday and Thursday at our center. The Craft Corner included knitting and crochet lessons. The Book Club read the "The Secret Life of Bees".

**Update on Department Goals and Objectives**

Our part-time groundskeeper with a work-related injury reported back to work on Nov. 2<sup>nd</sup> with limited-duty restrictions. We currently have one full-time position to fill.

Sumner County Schools has not performed any work on the stadium water line installation in several weeks due to football season. PVC piping is in the ground up to the stadium. All domestic and irrigation water usage at the stadium is currently being charged to the city. Work is supposed to begin again now that football has ended for the year.

**Department Highlight**

The Trail of Treats was October 29<sup>th</sup>. We had 29 booths and 2,050 people come through the line to receive candy. This was 200 more than last year! We are especially thankful for the dedication of the White House Police Department to assist with traffic control on this night, following the events of the night before. They always do a tremendous job. White House Children's Clinic won the award for "Best Decorated Booth", and they will keep the trophy until next year.

**Parks, Recreation, Cultural Arts Department  
OCTOBER  
2015**

		Current Year	
		Sept. 15	Oct. 15
		YTD 2015-16	

Mowing Hours	136	56	543
Pounds of Grass Seed Sown	550	2,915	3,465
Pounds of Fertilizer Applied	2,000	0	3,500
Number of Trees/Shrubs Planted	0	0	0

FY	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
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	1,486	1,346	1,276	1,134	887
	3,140	2,275	3,280	2,560	2,265
	8,150	2,540	5,525	1,620	3,050
	20	39	3	23	15

Number of Youth Program Participants	0	0	269
Number of Adult Program Participants	105	0	131
Number of Special Event Attendees	0	2,050	2,180
Total Number of Special Events Offered	2	2	7
Total Number of Programs Offered	2	1	13
Youth Program Revenue	\$1,913.00	\$16,168.00	\$ 34,898.00
Adult Program Revenue	\$0.00	\$0.00	\$ 3,202.00
Special Event Revenue	\$170.00	\$110.00	\$ 2,320.00

Number of Youth Program Participants	354	448	818	762	767
Number of Adult Program Participants	2,353	2,471	1,726	855	537
Number of Special Event Attendees	3,484	3,970	2,796	4,145	2,643
Total Number of Special Events Offered	19	17	19	12	11
Total Number of Programs Offered	68	78	51	46	43
Youth Program Revenue	\$29,068.00	\$29,702.00	\$ 49,676.00	\$49,197.40	\$53,736.37
Adult Program Revenue	\$14,899.65	\$19,216.05	\$ 16,060.90	\$13,155.30	\$8,855.00
Special Event Revenue	\$8,010.00	\$7,355.00	\$ 5,970.00	\$4,965.00	\$3,920.00

Number of Shelter Reservations	18	11	45
Hours of Shelter Reservations	43	32	153
Shelter Reservation Revenue	\$413.00	\$50.00	\$ 949.00
Number of Facilities Reservations	21	23	78
Hours of Facility Reservations	60	74	258
Facility Reservation Revenue	\$412.50	\$2,143.75	\$ 7,643.75
Field Rental Revenue	\$453.00	\$735.00	\$ 2,178.00
Misc. Revenue	\$5,986.00	\$1,228.91	\$ 9,947.70

Number of Shelter Reservations	116	112	110	103	112
Hours of Shelter Reservations				130	311
Shelter Reservation Revenue	\$3,415.00	\$ 3,396.00	\$ 3,270.00	\$2,823.00	\$3,379.50
Number of Facilities Reservations	63	136	261	207	191
Hours of Facility Reservations				145	584
Facility Reservation Revenue	\$6,475.63	\$ 16,224.25	\$ 36,686.43	\$26,540.00	\$21,028.62
Field Rental Revenue				\$4,498.33	\$3,248.00
Misc. Revenue	\$60,991.46	\$ 56,423.35	\$ 71,032.39	\$37,420.52	\$28,644.18

Senior Center Participants	811	793	3,024
Number of Trip Participants	39	39	169
Number of Meals Participants	331	287	1,181
Number of Program Participants	441	397	1,604
Number of Trips Offered	3	4	13
Number of Meals Served	5	4	18
Number of Programs Offered	10	9	36

Senior Center Participants	2,860	3,269	3,586	3,478	3,770
Number of Trip Participants	473	387	477	507	538
Number of Meals Participants	2,912	3,315	2,867	2,910	2,932
Number of Program Participants	632	4,486	4,030	3,419	4,618
Number of Trips Offered	42	31	34	38	45
Number of Meals Served	46	49	49	49	50
Number of Programs Offered	50	90	87	81	74

**Maintenance**

**Recreation**

**Administration**

**Senior Center**

**White House Library**  
**October 2015**

**Summary of Activities**

The library had some special events in October in addition to its usual story time, homeschool, and book club programs. Some of these special programs included an identity theft class workshop, a TEL presentation, and costume contest. The library also allowed the girl scouts to host a recruitment program at the library. All of these programs were a great success.

Aside from the library events, the Friends of the Library had two fundraising events in October. They hosted a pancake breakfast at Colorado Grill on October 3<sup>rd</sup>. The event raised a little over \$2,000 with an additional \$1,000 being raised from paver sales at the event, making the event very successful. The Friends also held a Halloween carnival on October 24<sup>th</sup>. A total of 180 kids came to play games during the event. We are still waiting to see what our final profit is from this event.

The library director attended a One Book One Community meeting on October 1<sup>st</sup>. This program is a cooperation with the Sumner County Schools, Vol. State, and the Sumner County libraries to try and promote as many individuals as possible in one area to read the same book and then provide discussions and workshops that relate to the book's topics. At this meeting, the book, *I Am Malala*, was chosen. It was also decided that workshops and discussions for the book would take place in March in honor of Woman's History month. The White House Library will also try to have events that relate to the book's topic during that month.

The library director also attended a Tenn-Share board meeting on October 22<sup>nd</sup>. Tenn-Share is a non-profit organization that helps share resources with library members. The library director is serving as a public librarian board representative and was on the marketing committee and ShareFest workshop committee. The director is going to be promoted to the marketing committee chair and has already started working on Tenn-Share's marketing strategy by filming at Tenn-Share's ShareFest program to make a promotional video.

The library director and five other library staff members attended Tenn-Share's ShareFest workshop on October 23<sup>rd</sup>. The event had a mix of vendor and librarian presenters and information booths. This event was a great training opportunity for the library staff and some of the information/programs presented at the event will try to be integrated in the White House Library.

**Department Highlights**

The highlights for the month were the success of two Friends of the Library fundraisers and the great training opportunity at ShareFest, which also provided very valuable information for the library staff.

**White House Library  
October 2015  
Performance Measures**

**Official Service Area Populations**

2009	2010	2011	2012	2013	2014	2015
12,980	13,316	13,257	13,421	13,386	13,477	13,616

**October Membership**

Year	Cumulative Members			% of Population with Membership
	New Members	Updated Members	Total Members	
2013	42	0	8,652	65
2014	48	171	9,108	67
2015	186	481	10,346	75

The library's goal is to maintain or exceed total membership from the previous calendar year. In October 2013, the library did a purge of inactive users, which is why there is a drop in numbers from 2013 to 2014. However, even with the purge, our users have increased greatly from new users coming into the new library building.

**Total Material Available:** 28,239

**Estimated Value of Total Materials:** \$705,975      **Last Month:** \$704,075

**Total Materials Available Per Capita:** 2.07      **Last Month:** 2.07

**State Minimum Standard:** 2.00

The library's goal is to meet or exceed the state standard of 2.00 items per capita either with print or electronic items, which the library is currently meeting.

**Materials Added In October**

2011	2012	2013	2014	2015
189	180	518	147	120

**Yearly Material Added**

2011	2012	2013	2014	2015
3,036	2,671	4,108	3,488	2,376

The library's goal is to add material that meets the current and future needs of city patrons even if that means buying fewer items in order to afford databases, digital material, reference material, etc. The library has also started adding its own ebooks to its collection that patron can use in addition to the state's ebook resource, Hot Spots, Kindles, and other technology devices.

**Physical Items Checked Out in October**

2011	2012	2013	2014	2015
5,177	4,383	3,954	4,446	4,988

**Cumulative Physical Items Check Out**

2011	2012	2013	2014	2015
63,395	51,116	47,160	47,509	41,062

The library's goal is to maintain or exceed the state standard of every item checking out 2.5 times a year. The library managed to slightly increase the number of print items it checked out in 2014 compared to 2013. Even with this increase, the library only circulated each item 1.7 times which is below the 2.5 state standards. However, our overall item circulation has increased with the new library building opening.

October	2015	Yearly
<b>Technology Devices</b>	10	33
<b>Kids Tech Devices</b>	5	31
<b>Study Rooms</b>	48	160

The library has added video games, kids touch pads and viewable books for children to check out in addition to Kindles and Hot Spots for adults. All of these devices are checking well considering most of them check out for a 2 week period. Additionally, the study rooms are checking out in great amounts.

**October Computer Users**

	2011	2012	2013	2014	2015
<b>Wireless</b>	***	***	98	174	701
<b>Internet Computers</b>	435	449	331	362	376
<b>Kids Computers</b>	301	225	59	186	204

**Yearly Computer Users**

2011	2012	2013	2014	2015
***	***	1,071	1,315	2,681
5,983	4,282	3,791	3,743	3,209
3,244	2,874	1,691	1,478	1,512

The library's goal is to stay current with technological needs in the community by observing technology's use and making changes to increase usage. As such, we have added more computers in our new computer lab to accommodate more computer classes. Additionally, we have added access points to have a better range of WIFI inside the new library which is being used more greatly than in the old building.

**White House Library  
October 2015  
Performance Measures**

**Volunteers: 17    Hours: 108 hours and 55 minutes**

**Kids Programs**

October	Kids Sessions	Kids Attendance
2011	10	290
2012	11	237
2013	13	241
2014	13	236
2015	15	273

**Yearly Totals**

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
79	1,406

The library added a few new kids programs throughout the week and our regular programs have increased in attendees as well, which is why we have a increase in total programs and attendance.

October	Teen Sessions	Teen Attendance
2011	0	0
2012	3	12
2013	3	15
2014	3	2
2015	3	10

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
9	44

There has been an increase in the number of teens coming into the library and the library feels like we are finally starting to build our teen programs.

October Totals	Adult Sessions	Adult Attendance
2011	1	11
2012	1	10
2013	1	9
2014	1	5
2015	4	13

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
17	112

The library has added adult programs throughout the month from computer classes, senior focus events, to fun craft like events. The library hopes to continue to have success with these types of programs.

**Services Provided by Contracting with State**

**October Interlibrary Loan Services**

	2011	2012	2013	2014	2015
<b>Borrowed</b>	33	14	23	35	36
<b>Loaned</b>	6	0	19	20	19

**Yearly Interlibrary Loan Services**

2011	2012	2013	2014	2015
337	362	136	271	245
64	100	165	411	215

**Yearly R.E.A.D.S. Statistics**

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
<b>eBooks</b>	792	2,010	3,688	5,664	2,110
<b>Audios</b>	1,717	2,501	2,521	3,308	1,418

The goal of the R.E.A.D.S. program is to provide books in an electronic and audio version for patrons across the entire state of Tennessee. The library promotes this program a great amount as it is a free service to our patrons and provides them another means of access to books.

**White House Museum  
October 2015**

**Summary of Activities**

The city hired Bryan Gilley as the Visitor Center Attendant and his first day was on October 19<sup>th</sup>. Currently, Bryan is working on creating a digital inventory list of all the items in the museum. A picture of each item is being included in the inventory list. Once that is completed, Bryan will work on scanning some of the items and then packing them up for the museum renovation.

The Museum Board met on October 27<sup>th</sup>. The board was introduced to the city's new Visitor Center Attendant, Bryan Gilley. Bryan has a degree in Public Administration. He also did an internship at the Sumner and Robertson County Archives and worked at the Hermitage before being hired on at the city. The Museum Board also discussed an email communication that came through asking if the museum had papers on family histories which the response was no. Additionally, it was discussed that we may need to create a policy on what items the museum will accept as donations so that it is not given items that do not relate or cannot fit inside the building.

The library director and purchasing coordinator for the city were able to list all of the remaining old library furniture on Govdeals. Almost all of the items did have bids and so the library part of the building should be cleared out by the end of November.

The architects will be meeting with the city in November to discuss plans, bids, displays, etc.

**CITY COURT REPORT**  
**OCTOBER 2015**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH \$5,946.00  
**TOTAL MONIES COLLECTED YTD \$31,039.75**

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH \$1,062.77  
**TOTAL MONIES COLLECTED YTD \$7,193.51**

TOTAL REVENUE FOR MONTH \$7,008.77  
**TOTAL REVENUE YTD \$38,233.26**

**DISBURSEMENTS**

LITIGATION TAX \$428.45  
 DOS/DOH FINES & FEES \$294.50  
 DOS TITLE & REGISTRATION \$114.00  
 RESTITUTION/REFUNDS \$0.00  
 TBI-EXPUNGEMENT/FEES \$0.00  
 CASH BOND \$0.00  
 WORTHLESS CHECKS \$0.00  
TOTAL DISBURSEMENTS FOR MONTH \$836.95  
**TOTAL DISBURSEMENTS YTD \$3,945.41**

ADJUSTED REVENUE FOR MONTH \$6,171.82  
**TOTAL ADJUSTED REVENUE YTD \$34,287.85**

**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH \$118.75  
**DRUG FUND DONATIONS YTD \$848.88**

<b>Disposition</b>	<b>Oct-15</b>	<b>Sep-15</b>	<b>Aug-15</b>
Ticket Paid in Full – Prior to Court	32	30	44
Guilty as Charged	5	6	15
Dismissal	8	7	12
Dismissed upon presentation of insurance	31	25	24
Not Guilty	0	1	1
Dismissed to Traffic School	4	0	18
Dismissed with Costs and Fines	17	29	24
Dismissed with Costs	24	13	21
Dismissed with Fine	0	1	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
<b>Total</b>	<b>121</b>	<b>112</b>	<b>159</b>

**DRAFT**

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City of White House  
Summary Financial Statement  
October 2015

User: Jason Barnes  
Date/Time: 11/9/2015 9:09 AM  
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110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
31100		Property Taxes (Summer To Distribute)	0.00	0.00	0.00 %	0.00	0.00 %	0.00 %
31110		Real & Personal Property Tax(Current)	2,085,719.00	(18,695.25)	0.90 %	173,809.92	(387.75)	0.22 %
31120		Public Utilities Property Tax (Current)	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %
31211		Property Tax Delinquent 1st Year	35,000.00	(357.00)	1.02 %	2,916.67	0.00	0.00 %
31212		Property Tax Delinquent 2nd Year	7,000.00	(1,632.00)	23.31 %	583.33	(1,015.00)	174.00 %
31213		Property Tax Delinquent 3rd Year	2,500.00	(1,494.00)	59.76 %	208.33	(1,015.00)	487.20 %
31214		Property Tax Delinquent 4th Year	1,200.00	(1,190.00)	99.17 %	100.00	(64.00)	64.00 %
31215		Property Tax Delinquent 5th Year	1,500.00	(203.00)	13.53 %	125.00	0.00	0.00 %
31216		Property Tax Delinquent 6th Year	1,000.00	(152.00)	15.20 %	83.33	0.00	0.00 %
31219		Property Tax Delinquent - Other Prior	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
31300		Int, Penalty, And Court Cost On Prop	21,000.00	(4,741.84)	22.58 %	1,750.00	(1,053.58)	60.20 %
31513		Payment In Lieu Of Tax -Sewer	136,000.00	(45,333.32)	33.33 %	11,333.33	(11,333.33)	100.00 %
31520		Payments From Industry	14,000.00	0.00	0.00 %	1,166.67	0.00	0.00 %
31610		Local Sales Tax - Co. Trustee	2,042,287.00	(727,183.89)	35.61 %	170,190.58	(183,479.45)	107.81 %
31709		Beer And Liquor Local Priv Tax	6,800.00	(49.58)	0.73 %	566.67	0.00	0.00 %
31710		Wholesale Beer Tax	270,000.00	(117,478.90)	43.51 %	22,500.00	(31,186.66)	138.61 %
31720		Wholesale Liquor Tax	5,000.00	(8,401.85)	168.04 %	416.67	(3,215.52)	771.72 %
31800		Business Taxes	120,000.00	(36,217.49)	30.18 %	10,000.00	(3,475.53)	34.76 %
31911		Natural Gas Franchise Tax	135,000.00	(147,356.29)	109.15 %	11,250.00	0.00	0.00 %
31912		Cable TV Franchise Tax	120,000.00	(35,785.23)	29.82 %	10,000.00	0.00	0.00 %
31960		Special Assessment - Liens	500.00	0.00	0.00 %	41.67	0.00	0.00 %
31980		Mixed Drink Taxes	10,500.00	(5,941.12)	56.58 %	875.00	(2,303.50)	263.26 %
32209		Beer And Liquor License Application	2,550.00	(250.00)	9.80 %	212.50	(250.00)	117.65 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		Estimate Avg/Mth	Month-To-Date	
				Budget Estimate	Actual	% of Budget	Actual		% of Avg	
32610		Building Permits		60,000.00	(24,004.00)	40.01 %	5,000.00	(6,501.50)	130.03 %	
32710		Sign Permits		1,000.00	(600.00)	60.00 %	83.33	(200.00)	240.00 %	
33100		Federal Grants		1,337,651.00	(12,412.05)	0.93 %	111,470.92	(12,172.80)	10.92 %	
33191		Fema Reimbursement		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
33320		Tva Payments In Lieu Of Taxes		117,320.00	0.00	0.00 %	9,776.67	0.00	0.00 %	
33400		State Grants		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
33410		State Law Enforcement Education		11,400.00	0.00	0.00 %	950.00	0.00	0.00 %	
33460		State Grant-Library Technology		1,200.00	0.00	0.00 %	100.00	0.00	0.00 %	
33510		State Sales Tax		760,000.00	(268,883.78)	35.38 %	63,333.33	(66,447.23)	104.92 %	
33520		State Income Tax		23,000.00	(38,473.70)	167.28 %	1,916.67	(72.37)	3.78 %	
33530		State Beer Tax		5,000.00	(2,670.32)	53.41 %	416.67	(2,670.32)	640.88 %	
33553		State Gasoline Inspection Fee		21,000.00	(6,959.61)	33.14 %	1,750.00	(1,738.61)	99.35 %	
33593		Corporate Excise Tax		11,000.00	0.00	0.00 %	916.67	0.00	0.00 %	
33710		County Grant - Senior Nutrition		9,500.00	(4,750.00)	50.00 %	791.67	(4,750.00)	600.00 %	
34120		Fees And Commissions		8,500.00	(3,683.92)	43.34 %	708.33	(574.63)	81.12 %	
34740		Parks And Rec League Fees		73,000.00	(41,389.48)	56.70 %	6,083.33	(17,380.48)	285.71 %	
34741		Field Maintenance Fees		8,100.00	(3,567.00)	44.04 %	675.00	0.00	0.00 %	
34760		Library Fines, Fees, And Other		5,500.00	(3,769.74)	68.54 %	458.33	(930.01)	202.91 %	
34793		Community Center Fees		20,000.00	(10,123.75)	50.62 %	1,666.67	(2,781.75)	166.91 %	
34900		Other Charges For Services		8,000.00	(3,098.50)	38.73 %	666.67	(959.00)	143.85 %	
35110		City Court Fines And Costs		140,000.00	(35,228.17)	25.16 %	11,666.67	(6,521.82)	55.90 %	
35130		Impoundment Charges		100.00	(198.00)	198.00 %	8.33	0.00	0.00 %	
36000		Other Revenues		7,500.00	(1,223.28)	16.31 %	625.00	2,677.87	-428.46 %	
36100		Interest Earnings		4,200.00	(1,705.92)	40.62 %	350.00	(424.31)	121.23 %	

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
110	General Fund						33.33%
36210	Rent	17,000.00	(2,455.32)	14.44 %	1,416.67	0.00	0.00 %
36330	Sale Of Equipment	500.00	(1,564.18)	312.84 %	41.67	0.00	0.00 %
36350	Insurance Recoveries	0.00	(29,841.32)	0.00 %	0.00	(184.50)	0.00 %
36430	Tax Refunds (Overpayments)	0.00	(5.48)	0.00 %	0.00	0.00	0.00 %
36450	Parks Concessions	1,500.00	(258.80)	17.25 %	125.00	(258.80)	207.04 %
36700	Contri And Donation From Private	9,500.00	(68,048.35)	716.30 %	791.67	(48.35)	6.11 %
36930	Sale Of Notes	351,250.00	0.00	0.00 %	29,270.83	0.00	0.00 %
36966	Operating Tran In From Capitol Proj	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	<b>Total Revenues</b>	<b>8,121,277.00</b>	<b>(1,717,377.43)</b>	<b>21.15 %</b>	<b>676,773.08</b>	<b>(360,717.93)</b>	<b>53.30 %</b>
<b>Expenditures</b>							
41000	General Government	(488,928.00)	194,068.75	39.69 %	(40,744.00)	27,639.76	67.84 %
41210	City Court	(80,520.00)	27,765.91	34.48 %	(6,710.00)	5,722.93	85.29 %
41500	Financial Administration	(394,932.00)	148,571.71	37.62 %	(32,911.00)	19,434.89	59.05 %
41650	Human Resources	(154,078.00)	57,784.88	37.50 %	(12,839.83)	9,350.41	72.82 %
41670	Engineering	(1,226,375.00)	100,164.03	8.17 %	(102,197.92)	38.39	0.04 %
41700	Planning And Zoning	(320,025.00)	93,587.87	29.24 %	(26,668.75)	20,933.60	78.49 %
41800	General Government Buildings	(275,104.00)	96,409.80	35.04 %	(22,925.33)	35,600.64	155.29 %
41921	Special Events	(14,000.00)	2,867.50	20.48 %	(1,166.67)	(50.00)	-4.29 %
42100	Police Patrol	(1,220,397.00)	420,960.67	34.49 %	(101,699.75)	99,427.38	97.77 %
42120	Police Support Services	(343,340.00)	107,030.90	31.17 %	(28,611.67)	23,261.44	81.30 %
42150	Police Administration	(347,205.00)	91,737.22	26.42 %	(28,933.75)	18,589.12	64.25 %
42151	Communications Services	(192,000.00)	109,245.29	56.90 %	(16,000.00)	0.00	0.00 %
42200	Fire Protection And Control	(1,624,655.00)	790,967.18	48.69 %	(135,387.92)	73,574.97	54.34 %
42210	Fire Administration And Inspection	(321,566.00)	111,659.28	34.72 %	(26,797.17)	19,417.90	72.46 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			33.33%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
43000		Public Works		(764,354.00)	147,952.85	19.36 %	(63,696.17)	34,158.53	53.63 %	
43100		Highways And Streets		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
44310		Senior Citizen Activities		(43,303.00)	14,527.56	33.55 %	(3,608.58)	731.95	20.28 %	
44520		Museum Services		(152,640.00)	14,413.45	9.44 %	(12,720.00)	0.00	0.00 %	
44700		Parks		(331,595.00)	93,081.82	28.07 %	(27,632.92)	20,490.46	74.15 %	
44740		Park Maintenance		(1,074,131.00)	487,911.69	45.42 %	(89,510.92)	38,200.87	42.68 %	
44800		Libraries		(443,542.00)	202,697.47	45.70 %	(36,961.83)	26,610.46	71.99 %	
44880		Children's Library Services		(37,677.00)	12,483.24	33.13 %	(3,139.75)	2,901.26	92.40 %	
51000		Misc Exp		(265,000.00)	52,375.43	19.76 %	(22,083.33)	16,852.27	76.31 %	
52210		Collection		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
<b>Total</b>	<b>110</b>	<b>General Fund</b>		<b>(10,115,367.00)</b>	<b>3,378,264.50</b>	<b>33.40 %</b>	<b>(842,947.25)</b>	<b>492,887.23</b>	<b>58.47 %</b>	
				<b>(1,994,090.00)</b>	<b>1,660,887.07</b>	<b>83.29 %</b>	<b>(166,174.17)</b>	<b>132,169.30</b>	<b>79.54 %</b>	

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>120</b>	Industrial Development Fund						33.33%
<b>Revenues</b>							
33800	Local Revenue Allocations	70,000.00	(65,002.73)	92.86 %	5,833.33	(33,607.29)	576.12 %
36100	Interest Earnings	100.00	(76.76)	76.76 %	8.33	(20.24)	242.88 %
	<b>Total Revenues</b>	<b>70,100.00</b>	<b>(65,079.49)</b>	<b>92.84 %</b>	<b>5,841.67</b>	<b>(33,627.53)</b>	<b>575.65 %</b>
<b>Expenditures</b>							
48000	Economic Opportunity	(118,500.00)	4,396.61	3.71 %	(9,875.00)	589.36	5.97 %
	<b>Total Expenditures</b>	<b>(118,500.00)</b>	<b>4,396.61</b>	<b>3.71 %</b>	<b>(9,875.00)</b>	<b>589.36</b>	<b>5.97 %</b>
<b>Total</b>	<b>120 Industrial Development Fund</b>	<b>(48,400.00)</b>	<b>(60,682.88)</b>	<b>-125.38 %</b>	<b>(4,033.33)</b>	<b>(33,038.17)</b>	<b>-819.13</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>121</b>	State Street Aid Fund					33.33%
<b>Revenues</b>						
33551	State Gasoline And Motor Fuel Tax	269,194.00	(97,274.49)	22,432.83	(24,097.61)	107.42 %
36100	Interest Earnings	70.00	(65.87)	5.83	(18.57)	318.34 %
	<b>Total Revenues</b>	<b>269,264.00</b>	<b>(97,340.36)</b>	<b>22,438.67</b>	<b>(24,116.18)</b>	<b>107.48 %</b>
<b>Expenditures</b>						
43100	Highways And Streets	(275,000.00)	56,619.55	(22,916.67)	9,997.05	43.62 %
	<b>Total Expenditures</b>	<b>(275,000.00)</b>	<b>56,619.55</b>	<b>(22,916.67)</b>	<b>9,997.05</b>	<b>43.62 %</b>
<b>Total 121</b>	State Street Aid Fund	<b>(5,736.00)</b>	<b>(40,720.81)</b>	<b>(478.00)</b>	<b>(14,119.13)</b>	<b>-2,953.79</b>

122	Parks Sales Tax Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg	
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		Month-To-Date
		36100	Interest Earnings	200.00	(46.29)	23.15 %	16.67	(21.32)	127.92 %
		36425	Parks Sales Tax Receipts	494,566.00	(174,450.10)	35.27 %	41,213.83	(44,034.07)	106.84 %
		<b>Total Revenues</b>		<b>494,766.00</b>	<b>(174,496.39)</b>	<b>35.27 %</b>	<b>41,230.50</b>	<b>(44,055.39)</b>	<b>106.85 %</b>
		<b>Expenditures</b>							
		44400	Recreation	(300,000.00)	0.00	0.00 %	(25,000.00)	0.00	0.00 %
		49000	Debt Service	(110,569.00)	125.47	0.11 %	(9,214.08)	125.47	1.36 %
		<b>Total Expenditures</b>		<b>(410,569.00)</b>	<b>125.47</b>	<b>0.03 %</b>	<b>(34,214.08)</b>	<b>125.47</b>	<b>0.37 %</b>
<b>Total</b>	<b>122</b>		Parks Sales Tax Fund	<b>84,197.00</b>	<b>(174,370.92)</b>	<b>207.10 %</b>	<b>7,016.42</b>	<b>(43,929.92)</b>	<b>626.10 %</b>

123	Solid Waste Fund	Year-To-Date				Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	33.33%
<b>Revenues</b>								
34400	Sanitation - User Fees	790,000.00	(271,176.84)	34.33 %	65,833.33	(67,371.00)	102.34 %	
36100	Interest Earnings	400.00	(220.40)	55.10 %	33.33	(57.00)	171.00 %	
36350	Insurance Recoveries	0.00	(261.20)	0.00 %	0.00	(261.20)	0.00 %	
37794	Sale Of Materials	10,000.00	(1,784.40)	17.84 %	833.33	(340.00)	40.80 %	
	<b>Total Revenues</b>	<b>800,400.00</b>	<b>(273,442.84)</b>	<b>34.16 %</b>	<b>66,700.00</b>	<b>(68,029.20)</b>	<b>101.99 %</b>	
<b>Expenditures</b>								
43200	Sanitation	(882,527.00)	307,153.85	34.80 %	(73,543.92)	12,926.98	17.58 %	
49000	Debt Service	(90.00)	35.31	39.23 %	(7.50)	0.00	0.00 %	
	<b>Total Expenditures</b>	<b>(882,617.00)</b>	<b>307,189.16</b>	<b>34.80 %</b>	<b>(73,551.42)</b>	<b>12,926.98</b>	<b>17.58 %</b>	
<b>Total</b>	<b>123</b> Solid Waste Fund	<b>(82,217.00)</b>	<b>33,746.32</b>	<b>41.05 %</b>	<b>(6,851.42)</b>	<b>(55,102.22)</b>	<b>-804.25</b>	

124	Impact Fees	Monthly Comparative:						33.33%
		Year-To-Date			Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
<b>Revenues</b>								
36100	Interest Earnings	200.00	(40.38)	20.19 %	16.67	(12.08)	72.48 %	
36421	Roads Impact Fees	4,000.00	(6,567.07)	164.18 %	333.33	(4,883.04)	1,464.91 %	
36422	Parks Impact Fees	2,500.00	(871.20)	34.85 %	208.33	(79.20)	38.02 %	
36423	Police Impact Fees	3,500.00	(2,850.89)	81.45 %	291.67	(1,749.17)	599.72 %	
36424	Fire Impact Fees	2,500.00	(1,881.73)	75.27 %	208.33	(1,154.49)	554.16 %	
	<b>Total Revenues</b>	<b>12,700.00</b>	<b>(12,211.27)</b>	<b>96.15 %</b>	<b>1,058.33</b>	<b>(7,877.98)</b>	<b>744.38 %</b>	
<b>Expenditures</b>								
51010	Roads Impact Fees	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
51020	Parks Impact Fees	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
51040	Fire Impact Fees	(3,290.00)	0.00	0.00 %	(274.17)	0.00	0.00 %	
	<b>Total Expenditures</b>	<b>(3,290.00)</b>	<b>0.00</b>	<b>0.00 %</b>	<b>(274.17)</b>	<b>0.00</b>	<b>0.00 %</b>	
<b>Total</b>	<b>124 Impact Fees</b>	<b>9,410.00</b>	<b>(12,211.27)</b>	<b>129.77 %</b>	<b>784.17</b>	<b>(7,877.98)</b>	<b>1,004.63</b>	

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>140</b>	Police Drug Fund					33.33%
<b>Revenues</b>						
31610	Local Sales Tax - Co. Trustee	350.00	(350.00)	29.17	(125.00)	428.57 %
35130	Impoundment Charges	120.00	0.00	10.00	0.00	0.00 %
35140	Drug Related Fines	4,000.00	(848.88)	333.33	(118.75)	35.63 %
36100	Interest Earnings	50.00	(13.86)	4.17	(1.68)	40.32 %
36330	Sale Of Equipment	0.00	0.00	0.00	0.00	0.00 %
	<b>Total Revenues</b>	<b>4,520.00</b>	<b>(1,212.74)</b>	<b>376.67</b>	<b>(245.43)</b>	<b>65.16 %</b>
<b>Expenditures</b>						
42129	Drug Investigation And Control	(35,633.00)	32,161.41	(2,969.42)	332.58	11.20 %
	<b>Total Expenditures</b>	<b>(35,633.00)</b>	<b>32,161.41</b>	<b>(2,969.42)</b>	<b>332.58</b>	<b>11.20 %</b>
<b>Total 140</b>	Police Drug Fund	<b>(31,113.00)</b>	<b>30,948.67</b>	<b>(2,592.75)</b>	<b>87.15</b>	<b>3.36 %</b>

200	Debt Service Fund (General)	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
		<b>Revenues</b>						
31110		Real & Personal Property Tax		(6,231.75)	0.83 %	62,500.00	(129.25)	0.21 %
36000		Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100		Interest Earnings	200.00	(18.53)	9.27 %	16.67	(4.96)	29.76 %
		<b>Total Revenues</b>	<b>750,200.00</b>	<b>(6,250.28)</b>	<b>0.83 %</b>	<b>62,516.67</b>	<b>(134.21)</b>	<b>0.21 %</b>
		<b>Expenditures</b>						
49000		Debt Service	(751,058.00)	2,142.22	0.29 %	(62,588.17)	444.84	0.71 %
		<b>Total Expenditures</b>	<b>(751,058.00)</b>	<b>2,142.22</b>	<b>0.29 %</b>	<b>(62,588.17)</b>	<b>444.84</b>	<b>0.71 %</b>
<b>Total</b>	<b>200</b>	Debt Service Fund (General)	<b>(858.00)</b>	<b>(4,108.06)</b>	<b>-478.79 %</b>	<b>(71.50)</b>	<b>310.63</b>	<b>434.45 %</b>

412 Sewer Fund	Account	Description	Year-To-Date			Month-To-Date			% of Avg
			Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
<b>Revenues</b>									
33100	Federal Grants		0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00 %
36000	Other Revenues		8,000.00	(2,300.00)	28.75 %	666.67	(500.00)	75.00 %	75.00 %
36100	Interest Earnings		2,700.00	(1,463.53)	54.20 %	225.00	(426.62)	189.61 %	189.61 %
36330	Sale Of Equipment		0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00 %
36350	Insurance Recoveries		0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00 %
36920	Sale Of Bonds		2,424,000.00	(246,939.00)	10.19 %	202,000.00	(86,080.00)	42.61 %	42.61 %
37210	Application Fees		21,000.00	(10,975.00)	52.26 %	1,750.00	(2,260.00)	129.14 %	129.14 %
37220	Administrative Fees		11,000.00	(5,650.00)	51.36 %	916.67	(2,400.00)	261.82 %	261.82 %
37230	Sewer User Fees		2,834,000.00	(1,114,251.89)	39.32 %	236,166.67	(280,973.43)	118.97 %	118.97 %
37298	Capacity Fees		414,500.00	(136,410.00)	32.91 %	34,541.67	(7,500.00)	21.71 %	21.71 %
37499	Commitment Fees		0.00	(450.00)	0.00 %	0.00	0.00	0.00 %	0.00 %
37995	Connection Fees		7,500.00	(3,600.00)	48.00 %	625.00	(450.00)	72.00 %	72.00 %
	<b>Total Revenues</b>		<b>5,722,700.00</b>	<b>(1,522,039.42)</b>	<b>26.60 %</b>	<b>476,891.67</b>	<b>(380,590.05)</b>	<b>79.81 %</b>	<b>79.81 %</b>
<b>Expenditures</b>									
49000	Debt Service		(729,005.00)	102,871.62	14.11 %	(60,750.42)	25,538.89	42.04 %	42.04 %
52117	Administration And General Expenses		(561,279.00)	176,133.02	31.38 %	(46,773.25)	34,333.90	73.40 %	73.40 %
52210	Collection		(2,923,430.00)	1,445,668.66	49.45 %	(243,619.17)	176,619.67	72.50 %	72.50 %
52213	Sewer Treatment And Disposal		(2,155,550.00)	2,595,243.92	120.40 %	(179,629.17)	22,179.50	12.35 %	12.35 %
52223	Depreciation		(717,624.00)	239,208.00	33.33 %	(59,802.00)	59,802.00	100.00 %	100.00 %
	<b>Total Expenditures</b>		<b>(7,086,888.00)</b>	<b>4,559,125.22</b>	<b>64.33 %</b>	<b>(590,574.00)</b>	<b>318,473.96</b>	<b>53.93 %</b>	<b>53.93 %</b>
<b>Total 412</b>	<b>Sewer Fund</b>		<b>(1,364,188.00)</b>	<b>3,037,085.80</b>	<b>222.63 %</b>	<b>(113,682.33)</b>	<b>(62,116.09)</b>	<b>-54.64 %</b>	<b>-54.64 %</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>416</b>	Healthcare Fund					33.33%
<b>Revenues</b>						
36100	Interest Earnings	200.00	(112.91)	56.46 %	16.67	196.02 %
36960	Operating Transfer In From Other	62,000.00	(17,168.79)	27.69 %	5,166.67	119.32 %
	<b>Total Revenues</b>	<b>62,200.00</b>	<b>(17,281.70)</b>	<b>27.78 %</b>	<b>5,183.33</b>	<b>119.57 %</b>
<b>Expenditures</b>						
51520	Insurance Employers Share	(68,500.00)	20,393.37	29.77 %	(5,708.33)	56.86 %
	<b>Total Expenditures</b>	<b>(68,500.00)</b>	<b>20,393.37</b>	<b>29.77 %</b>	<b>(5,708.33)</b>	<b>56.86 %</b>
<b>Total 416</b>	Healthcare Fund	<b>(6,300.00)</b>	<b>3,111.67</b>	<b>49.39 %</b>	<b>(525.00)</b>	<b>-562.28</b>



433 Hillcrest City Cemetery	Year-To-Date			Monthly Comparative:		
	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>						
34110 General Services	2,300.00	(807.00)	35.09 %	191.67	(477.00)	248.87 %
34321 Cemetery Burial Charges	300.00	(800.00)	266.67 %	25.00	(800.00)	3,200.00 %
34323 Grave - Opening And Closing Fees	18,000.00	(3,450.00)	19.17 %	1,500.00	(1,300.00)	86.67 %
36100 Interest Earnings	175.00	(78.76)	45.01 %	14.58	(21.74)	149.07 %
36340 Sale Of Cemetery Lots	6,000.00	(1,500.00)	25.00 %	500.00	(1,500.00)	300.00 %
<b>Total Revenues</b>	<b>26,775.00</b>	<b>(6,635.76)</b>	<b>24.78 %</b>	<b>2,231.25</b>	<b>(4,098.74)</b>	<b>183.70 %</b>
<b>Expenditures</b>						
43400 Cemeteries	(63,300.00)	15,424.37	24.37 %	(5,275.00)	1,062.08	20.13 %
<b>Total Expenditures</b>	<b>(63,300.00)</b>	<b>15,424.37</b>	<b>24.37 %</b>	<b>(5,275.00)</b>	<b>1,062.08</b>	<b>20.13 %</b>
<b>Total 433 Hillcrest City Cemetery</b>	<b>(36,525.00)</b>	<b>8,788.61</b>	<b>24.06 %</b>	<b>(3,043.75)</b>	<b>(3,036.66)</b>	<b>-99.77 %</b>

RESOLUTIONS....

November 4, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Gerald Herman, City Administrator  
**Re:** Resolution 15-12

---

In September the TOSHA representative performed her annual site visit for City buildings. During the visit she informed us that our Occupational Safety and Health Program Plan needed to be updated. Typically our plan only needs to be updated every seven years. However, the State made some revisions to the plan in June 2015, which called for an update to be made to our plan. The update is in bold on page 7 of the plan, and the number of employees was updated on page 14.

If you have any questions please contact me at 615-672-4350, ext. 2105.

## RESOLUTION 15-12

### A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, 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;

**WHEREAS**, Resolution 13-02, pertaining to the last revision to this plan, will be deleted in its entirety and replaced with Resolution 15-12;

**NOW, THEREFORE,**

**SECTION 1.** BE IT ORDAINED BY THE Board of Mayor and Aldermen, 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 the City of White House.

**PURPOSE:** The Board of Mayor and Aldermen 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 the 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 19th day of November 2015.

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

ATTEST:

\_\_\_\_\_  
Kerry Harville, 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 Aldermen 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 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 and unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers 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 insure 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 of 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 or an accident resulting in the hospitalization of three or more employees, insure 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](http://www.osha.gov) and click on Recordkeeping Forms located on the home page.

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 record-keeper 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 RECORDKEEPING 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 no, 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 employees 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 including 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 insure 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. IMMEDIATE 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 be 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.

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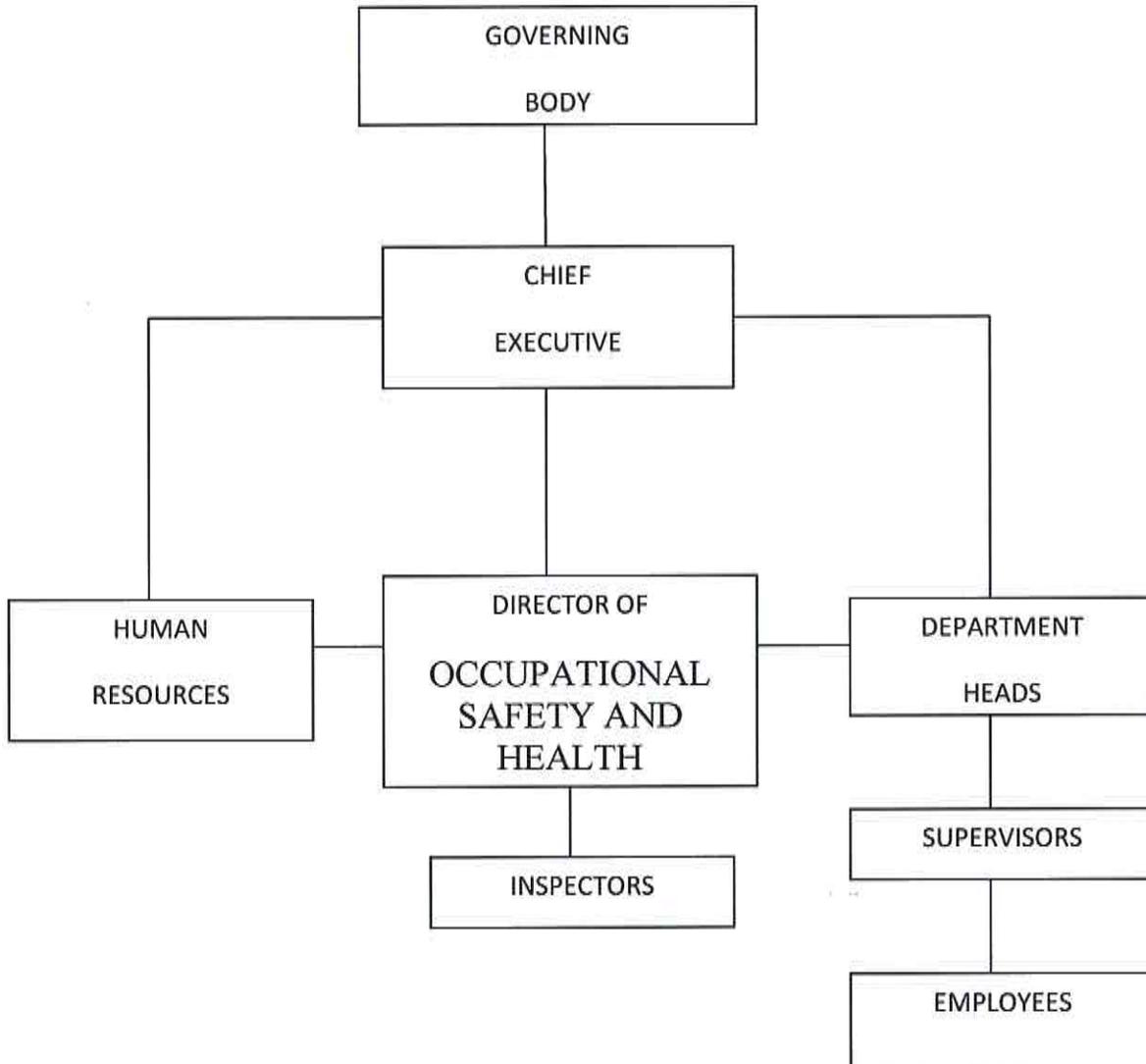
Signature: Safety Director, Occupational Safety and Health and Date

**APPENDIX - I WORK LOCATIONS**

<b>CITY HALL</b> 105 COLLEGE ST. WHITE HOUSE, TN. 37188 615-672-4350	<b>20 Full-time</b> <b>6 Part-time</b>
<b>POLICE DEPARTMENT</b> 303 N. PALMERS CHAPEL RD. WHITE HOUSE, TN. 37188 615-672-4903	<b>25 Full-time</b>
<b>LIBRARY</b> 105B COLLEGE ST. WHITE HOUSE, TN. 37188 615-672-0239	<b>6 Full-time</b> <b>3 Part-time</b>
<b>FIRE DEPARTMENT</b> 120 Business Park Dr. WHITE HOUSE, TN. 37188 615-672-5338	<b>12 Full-time</b> <b>9 Part-time</b>
<b>FIRE DEPARTMENT</b> 416 Hwy 76 WHITE HOUSE, TN. 37188 615-672-9070	<b>6 Full-time</b>
<b>PARKS DEPARTMENT</b> 420 HWY 76 WHITE HOUSE, TN. 37188 615-672-2682	<b>4 Full-time</b> <b>2 Part-time</b>
<b>PUBLIC SERVICES DEPARTMENT</b> 725 INDUSTRIAL DR. WHITE HOUSE, TN. 37188 615-672-3654	<b>21 Full-time</b>

**TOTAL NUMBER OF EMPLOYEES: 114**

**APPENDIX II  
SAFETY AND HEALTH ORGANIZATION CHART**



### APPENDIX – III NOTICE TO ALL EMPLOYEES

#### NOTICE TO ALL EMPLOYEES OF THE CITY OF WHITE HOUSE

The Tennessee Occupational Safety and Health Act of 1972 provide 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 insure 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.

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Signature: (City/County) MAYOR AND DATE

**APPENDIX - IV PROGRAM PLAN BUDGET**

(Either answer questions 1-11 or fill in the statement below)

1. Prorated portion of wages, salaries, etc., for program administration and support.
2. Office space and office supplies.
3. Safety and health educational materials and support for education and training.
4. Safety devices for personnel safety and health.
5. Equipment modifications.
6. Equipment additions (facilities)
7. Protective clothing and equipment (personnel)
8. Safety and health instruments
9. Funding for projects to correct hazardous conditions.
10. Reserve fund for the Program Plan.
11. Contingencies and miscellaneous,

TOTAL ESTIMATED PROGRAM PLAN FUNDING,  
ESTIMATE OF TOTAL BUDGET FOR:

**OR Use This Statement:**

**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 - V 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 or accidents involving the hospitalization of three (3) or more employees 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 insure 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 or accidents involving the hospitalization of three (3) or more employees 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 or accidents involving the hospitalization of three (3) or more employees 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 loss of consciousness, a fatality, broken bones, severed body member, 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 or the administrative head of the accident within seventy-two (72) hours after the accident occurred (four (4) hours in the event of accidents involving a fatality or the hospitalization of three (3) or more employees).

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.

**ORDINANCES....**

October 29, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Reed Hillen, Planning and Codes Director  
**Re:** Portland Road Property Rezoning

---

This is a rezoning request for a property that has frontages along both SR-76 and Eastside Drive. The owner would like to divide the property to build an additional house along Eastside Drive. The property is 39,784.6 square feet. If the property had 40,000 square feet it could be divided with the current zoning. Rezoning to R-15 will allow the owner to split the property into two lots. There are R-15 zoned lots in this area and this zoning would be feasible for this area.

**ORDINANCE 15-24**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR A .91 ACRE PROPERTY RELATIVE TO SUMNER COUNTY TAX MAP 77B, GROUP A, PARCEL 16.00 FROM R-20, LOW DENSITY RESIDENTIAL, TO R-15, MEDIUM DENSITY RESIDENTIAL.**

**WHEREAS**, an application has been received from a property representative to rezone .091 acres relative to Sumner County Tax Map 77B, Group A, Parcel 16.00 (Map Attached)

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the following property is rezoned as indicated above:

0.91 Acres of Sumner County Tax 77B, Group A, Parcel 16.00 (Map Attached)

**BE IT FURTHER ORDAINED** that this rezoning was recommended by the Planning Commission at the October 13, 2015 meeting.

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

First Reading: November 3, 2015 PASSED

Second Reading: November 19, 2015

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

ATTEST:

\_\_\_\_\_  
Kerry Harville, City Recorder

BOUNDARY SURVEY OF:  
**JIM BARLOW & JARRELL WISEMAN**  
**PROPERTY**

15TH CIVIL DISTRICT, SUMNER COUNTY, TENNESSEE

DEED REFERENCE: RECORD BOOK 4092, PAGE 727; AND  
 RECORD BOOK 4158, PAGE 473, R.O.S.C.T.  
 TAX MAP 77B, GROUP A, PARCEL 16.00.

DATE: AUGUST 25, 2015

**GRAPHIC SCALE**

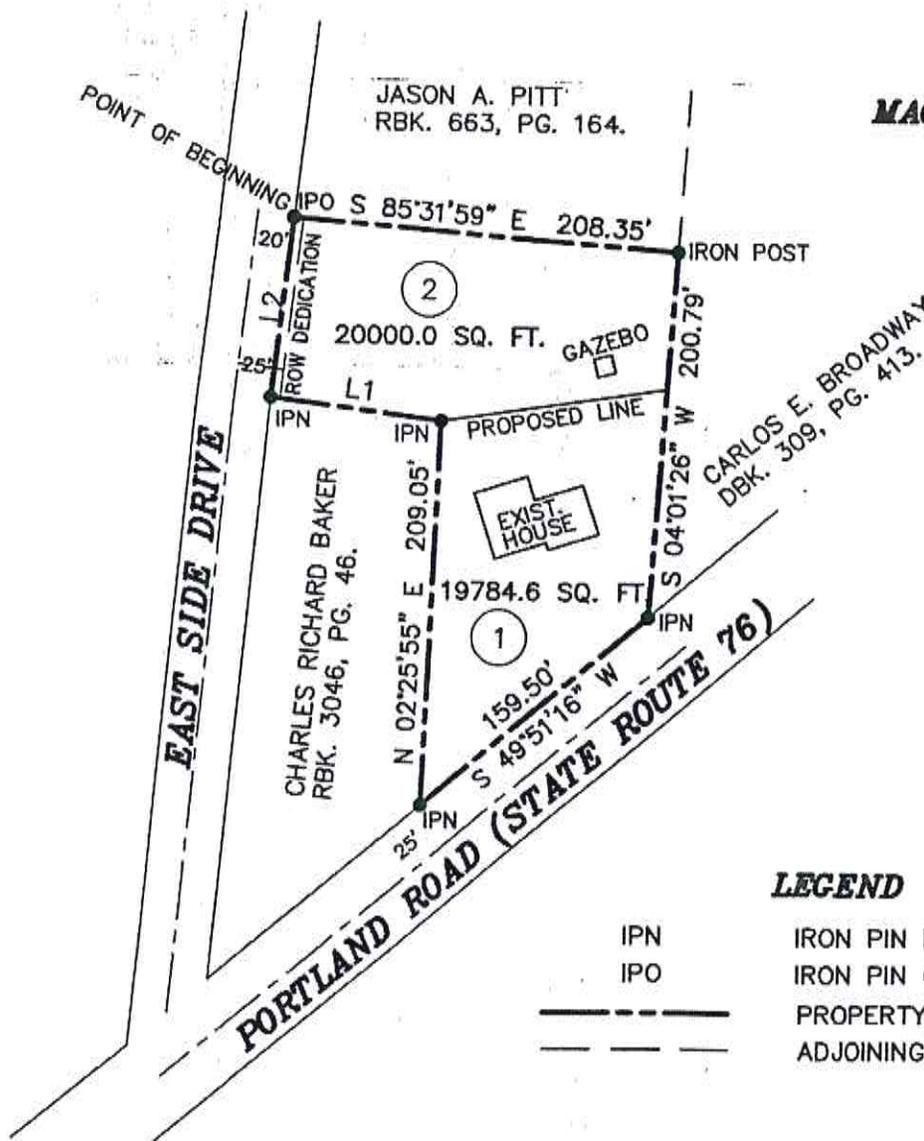


SCALE: 1" = 100'

TOTAL AREA: 39784.6 SQ. FT.  
 0.91 ACRES



**MAGNETIC NORTH**



**LEGEND**

- IPN      IRON PIN NEW
- IPO      IRON PIN OLD
- PROPERTY LINE
- ADJOINING PROPERTY LINE

NOTE: THIS PROPERTY IS SUBJECT TO ALL CONDITIONS AND OR RESTRICTIONS THAT WOULD BE REVEALED BY AN ACCURATE TITLE SEARCH.

November 10, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Gerald Herman, City Administrator  
**Re:** Ordinance 15-25

---

Over the past few months Kerry has been researching and collecting data on all the various fees that the City collects for various services. We are also reviewing fees to determine if they had been approved by ordinance or resolution. Although there may be others coming the first one we are addressing is the library fees. The attached ordinance sets up the legal purpose for collecting library fees. In the near future we will bring a resolution to collect fees under 2-209. We currently have an active resolution for collecting non-resident fees as mentioned in section 2-208.

If you have any questions please contact me at 615-672-4350, ext. 2105.

ORDINANCE 15-25

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 2 LIBRARY BOARD, ADDING SECTIONS 2-208 AND 2-209.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the library board;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 2 Library Board, be revised from the Municipal Code as follows:

ARTICLE II: BOARDS AND COMMISSIONS

CHAPTER II: LIBRARY BOARD

ADDING SECTIONS: 2-208. Library free to inhabitants – Extension of privileges to nonresidents.  
2-209. Penalties for loss of or injury to library property.

*2-208. Library free to inhabitants – Extension of privileges to nonresidents.<sup>1</sup> The City of White House Library shall be free to inhabitants. The Library Board may extend the privileges and facilities of the library to persons residing outside the county or city upon such terms as it may deem proper. The Library Board may recommend to the Board of Mayor and Aldermen a non-resident fee. Upon approval, by resolution, from the Board of Mayor and Aldermen the Librarian shall collect such fee.*

*2-209. Penalties for loss of or injury to library property. The Library Board may make policy providing penalties for loss of or injury to library property. Nothing in this chapter shall be construed to prohibit the Library Board from making recommendations to the Board of Mayor and Alderman for charging library users a reasonable fine for late-returned library materials and charging for special services including, but not limited to, the loan of equipment, the use of photocopiers, and the use of facilities.*

<sup>1</sup>State law references

Tennessee Code Annotated, §§ 10-3-107 and 10-3-108.

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

First Reading: November 19, 2015

Second Reading: December 17, 2015

ATTEST:

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

\_\_\_\_\_  
Kerry Harville, City Recorder

November 10, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Gerald Herman, City Administrator  
**Re:** Ordinance 15-26

---

During the month of October there was a question raised about the maximum dollar amount that the City can put on a lien on a property for lawn maintenance. The staff at Webb Sanders did some research for us and suggested that we update our Municipal Code to match the state statute as it pertains to lawn maintenance liens. The suggested revisions are outlined in ordinance 15-26, in the bold/underline/italic font.

If you have any questions please contact me at 615-672-4350, ext. 2105.

ORDINANCE 15-26

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 13, CHAPTER 1 MISCELLANEOUS, SECTION 13-104.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding to overgrown and dirty lots;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 13, Chapter 1 Miscellaneous, be revised from the Municipal Code as follows:

ARTICLE XIII: PROPERTY MAINTENANCE REGULATIONS

CHAPTER I: MISCELLANEOUS

SECTION: 13-104. Overgrown and dirty lots.

PART: (3) Notice to property owner.

(3) Notice to property owner. It shall be the duty of the department or person so designated to enforce this section to serve notice upon the owner of record in violation of subsection (1) above, a notice in plain language to remedy the condition within ten (10) days (or twenty (20) days if the owner of record is a carrier engaged in the transportation of property or is a utility transmitting communications, electricity, gas, liquids, steam, sewage, or other materials), excluding Saturdays, Sundays, and legal holidays. The notice shall be sent by registered or certified United States Mail, addressed to the last known address of the owner of record. When an attempt at notification by United States Mail fails or no valid last known address exists for the owner of record, the municipality may publish the notice in a newspaper of general circulation in the county where the property sits for no less than two (2) consecutive issues or personally deliver the notice to the owner of record. For purposes of this section, such publication shall constitute receipt of notice effective on the date of the second publication of the notice and personal delivery shall constitute receipt of notice immediately upon delivery. The notice shall state that the owner of the property is entitled to a hearing, and shall, at the minimum, contain the following additional information:

- (a) A brief statement that the owner is in violation of § 13-104 of the municipal code, which has been enacted under the authority of Tennessee Code Annotated, § 6-54-113, and that the property of such owner may be cleaned-up at the expense of the owner and a lien placed against the property to secure the cost of the clean-up;
- (b) The person, office, address, and telephone number of the department or person giving the notice;
- (c) A cost estimate for remedying the noted condition, which shall be in conformity with the standards of cost in the city; and
- (d) A place wherein the notified party may return a copy of the notice, indicating the desire for a hearing.

ARTICLE XIII: PROPERTY MAINTENANCE REGULATIONS

CHAPTER I: MISCELLANEOUS

SECTION: 13-104. Overgrown and dirty lots.

PART: (4) Clean-up property owner's expense.

(4) Clean-up property owner's expense. If the property owner of record fails or refuses to remedy the condition within ten (10) days after receiving the notice (twenty (20) days if the owner is a carrier engaged in the transportation of property or is a utility transmitting communications, electricity, gas, liquids, steam, sewage, or other materials), the department or person designated by the city administrator to enforce the provisions of this section shall immediately cause the condition to be remedied or removed at a cost in conformity with reasonable standards, and the cost thereof shall be assessed against the owner of the property. Upon the filing of the notice with the office of the register of deeds in Sumner or Robertson County, the costs shall be a lien on the property in favor of the municipality, second only to liens of the state, county, and municipality for taxes, any lien of the municipality for special assessments, and any valid lien, right, or interest in such property duly recorded or duly perfected by filing, prior to the filing of such

notice. These cost shall be placed on the tax rolls of the municipality as a lien and shall be added to property tax bills to be collected at the same time and in the same manner as property taxes are collected. If the owner fails to pay the costs, they may be collected at the same time and in the same manner as delinquent property taxes are collected and shall be subject to the same penalty and interest as delinquent property taxes.

**(a) When the owner of an owner-occupied residential property fails or refuses to remedy the condition within ten (10) days after receiving the notice, the appropriate department or person shall immediately cause the condition to be remedied or removed at a cost in accordance with reasonable standards in the community, with these costs to be assessed against the owner of the property. Subdivision (4) above shall apply to the collection of costs against the owner of an owner-occupied residential property, except that the municipality shall wait until cumulative charges for remediation equal or exceed five hundred dollars (\$500) before filing the notice with the register of deeds and the charges becoming a lien on the property. After this threshold has been met and the lien attaches, charges for costs for which the lien attached are collectible as provided in subdivision (4) above for these charges.**

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

First Reading: November 19, 2015

Second Reading: December 17, 2015

ATTEST:

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

\_\_\_\_\_  
Kerry Harville, City Recorder

November 10, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Reed Hillen, Planning and Codes Director  
**Re:** Union Road Rezoning

---

This is a rezoning request for a property that is in two parcels south of SR-76 and to the West of I-65. The smaller parcel of 4 acres sits just to the south of the hotel property on SR-76. The larger parcel of 33.1 acres sits to the south of the smaller parcel and the Love's site. It is bounded on the East by I-65 and has a connection to Union road. The long range plan calls this area the I-65 interchange mix-used activity node. This rezoning will be more beneficial for the development of this area.

**ORDINANCE 15-27**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR A 37.1 ACRE PROPERTY RELATIVE TO ROBERTSON COUNTY TAX MAP 106 , PARCELS 113 & 175 FROM I-1, LIGHT INDUSTRIAL, TO C-2, GENERAL COMMERCIAL.**

**WHEREAS**, an application has been received from a property representative to rezone 37.1 acres relative to Robertson County Tax Map 106, Parcels 113 & 175;

**WHEREAS**, this rezoning was recommended for approval by the Planning Commission at the September 14, 2015 meeting;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the following property is rezoned as indicated above:

Robertson County Tax Map 106, Parcels 113 & 175

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

First Reading: November 19, 2015

Second Reading: December 17, 2015

---

Michael Arnold, Mayor

ATTEST:

---

Kerry Harville, City Recorder



**ORDINANCE 15-28**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE TO AMEND THE WHITE HOUSE MUNICIPAL CODE TITLE 12, CHAPTERS 1-10, BUILDING, UTILITY, ETC CODES.**

**WHEREAS**, the City of White House has adopted and enforces a systematic program of building codes known as the International Building Code;

**WHEREAS**, the various code-setting organizations have combined to form a single set of codes across the United States;

**WHEREAS**, most cities and other governing bodies are now adopting a standardized set of International Buildings Codes, as set out by the International Code Council;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen of the City of White House, Tennessee that the following sections of the White House Municipal Code are amended as follows to adopt the new International Codes:

ARTICLE XII: BUILDING, UTILITY, ETC. CODES  
CHAPTER I: BUILDING CODE  
SECTION: 12-101. Building code adopted.

12-101. Building code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506, and for the purpose of regulating the construction, alteration, repair, use, occupancy, location, maintenance, removal, and demolition of every building or structure or any appurtenance connected or attached to any building or structure, the International Building Code<sup>2</sup>, 2006 edition, including Appendixes B-J 2012 edition, including Appendixes B, C, E, F, and G as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as a part of this code, and is hereinafter referred to as the building code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES  
CHAPTER I: BUILDING CODE  
SECTION: 12-102. Building code adopted.

12-102. Modifications. (1) Whenever the building code refers to the "Chief Appointing Authority" or the "Chief Administrator," it shall be deemed to be a reference to the board of mayor and aldermen. When the "Building Official" or "Director of Public Works" is named it shall, for the purposes of the building code, mean such person as the board of mayor and aldermen shall have appointed or designated to administer and enforce the provisions of the building code. Permit fees shall be determined by a fee schedule adopted by the board of mayor and aldermen.

(2) ~~2006~~ 2012 International Building Code, Chapter 27, Section 2701 General, Item 2701.1 Scope shall be amended:

2701.1 Scope. This chapter governs the electrical components, equipment, and systems in buildings and structures covered by this code. Electrical components, equipment and systems shall be designed and constructed in accordance with the provisions of the State of Tennessee's current adopted electrical code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES  
CHAPTER II: PLUMBING CODE  
SECTION: 12-201. Plumbing code adopted.

12-201. Plumbing code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506 and for the purpose of regulating plumbing installations, including alterations, repairs, equipment, appliances, fixtures, fittings, and the appurtenances thereto, within or without the municipality, when such plumbing is or is to be connected with the municipal water or sewerage system, the International Plumbing Code<sup>2</sup>, 2006 2012 edition, including all appendixes

Appendixes B-F as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as a part of this code and is hereinafter referred to as the plumbing code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES  
CHAPTER IV: GAS CODE  
SECTION: 12-401. Gas code adopted.

12-401. Gas code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 and 6-54-502 and for the purpose of regulating gas installations and maintenance, within and without the municipality. This being done to secure interests of public safety, health and general welfare. The International Fuel Gas Code, 2006 2012 edition including all appendixes, as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as part of this code, and is hereinafter referred to as the gas code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES  
CHAPTER V: HOUSING CODE  
SECTION: 12-501. Residential code adopted.

12-501. Residential code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506, and for the purpose of securing the public safety, health, and general welfare through structural strength, stability, sanitation, adequate light, and ventilation in dwellings, apartment houses, rooming houses, and buildings, structures, or premises used as such, the International Residential Code<sup>1</sup>, 2006 2012 edition, including Appendix G, Swimming Pools, Spas, and Hot Tubs. Excluding Chapter 11 Energy Efficiency and replacing International Residential Code 2009 edition, Chapter 11 Energy Efficiency as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as a part of this code and is hereinafter referred to as the housing code.

SECTION: 12-502. Modifications.

(2) The 2006 2012 International Residential Code adoption does not include the following chapters. The electrical code shall be the State of Tennessee's current adopted electrical code.

2006 2012 International Residential Code, Part VIII Electrical, Chapter 33 34, General Requirements, Chapter 34 35 Electrical Definitions, Chapter 35 36 Services, Chapter 36 37 Branch Circuit and Feeder Requirements, Chapter 37 38 Wiring Methods, Chapter 38 39 Power and Lighting Distribution, Chapter 39 40 Devices and Luminaries, Chapter 40 41 Appliance Installation, Chapter 41 42 Swimming Pools, and Chapter 42 43 Remote-Control Signaling and Power-Limited Circuits.

(3) 2006 2009 International Residential Code Part IV Energy Conservation, Chapter 11 Energy Efficiency, Section N1102.2.89 Crawl Space walls shall be amended as follows:

N1102.2.-89 Crawl Space walls. As an alternative to insulating floors over crawl space, insulation of crawl space walls when the crawl space is vented or not vented to the outside are permitted alternatives.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES  
CHAPTER VI: INTERNATIONAL ENERGY CODE  
SECTION: 12-601. Adoption of code.

12-601. Adoption of code. The International Energy Conservation Code<sup>1</sup>, 2006 2009 edition including the appendix is hereby adopted by reference as though it was copied herein fully.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES  
CHAPTER VII: PROPERTY MAINTENANCE CODE  
SECTION: 12-701. Property maintenance code adopted.

12-701. Property maintenance code adopted. Pursuant to authority granted by Tennessee Code Annotated, the International Property Maintenance Code<sup>2</sup>, ~~2006~~ 2012 edition, is hereby adopted and incorporated by reference as part of this code and is hereafter referred to as the property maintenance code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES  
CHAPTER IX: MECHANICAL CODE  
SECTION: 12-901. Mechanical code adopted.

12-901. Mechanical code adopted. Pursuant to authority granted by Tennessee Code Annotated §§ 6-54-501 through 6-54-516 and for the purpose of regulating mechanical installations and maintenance, within and without the municipality. This being done to secure the interest of public safety, health and general welfare. The International Mechanical Code<sup>2</sup> ~~2006~~ 2012 edition, including all appendixes, as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as a part of this code and is hereinafter referred to as the mechanical code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES  
CHAPTER X: HANDICAPPED CODE  
SECTION: 12-1001. Adoption of handicapped code.

12-1001. Adoption of handicapped code. ~~The 2002 North Carolina Building Code with 2004 revisions is hereby adopted and incorporated by reference as a part of this code.~~ Adoption of 2009 ANSI A1171.1 (2009): Accessible and Usable Buildings and Facilities.

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

First Reading: November 19, 2015

Second Reading: December 17, 2015

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

ATTEST:

\_\_\_\_\_  
Kerry Harville, City Recorder

ORDINANCE 15-29

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE MUNICIPAL CODE TITLE 7, CHAPTER 2 FIRE CODE, SECTION 7-201 and 7-205.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding to fire code;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 7, Chapter 2 Fire Code, be revised from the Municipal Code as follows:

ARTICLE VII: FIRE PROTECTION AND FIREWORKS  
CHAPTER II: FIRE CODE  
SECTION: 7-201. Fire code adopted.

7-201. Fire code adopted. Pursuant to authority granted by Tennessee Code Annotated, § 6-54-502 et seq., and for the purpose of regulating and governing the safe-guarding of life and property from fire or explosion, hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises, and providing for the issuance of permits in the City of White House, the ~~2006~~ 2012 edition of the International Fire Code<sup>2</sup>, as prepared by the International Code Council, is hereby adopted by reference and included herein as part of this code.

<sup>2</sup>Copies of this code are available from the International Code Council, ~~900 Montclair Road, Birmingham, Alabama 35213-1206.~~ Publications, 4051 West Flossmoor Rd. Country Club Hills, IL. 60478-5795.

ARTICLE VII: FIRE PROTECTION AND FIREWORKS  
CHAPTER II: FIRE CODE  
SECTION: 7-205. Storage of explosives, flammable liquids, etc.

7-205. Storage of explosives, flammable liquids, etc. The limits referred to in chapter ~~33~~ 56 of the ~~2006~~ 2012 edition of the International Fire Code, in which storage of explosive materials is prohibited, are hereby declared to be the fire limits as set out in § 7-101 of this code.

The limits referred to in chapter ~~34~~ 57 of the ~~2006~~ 2012 edition of the International Fire Code, in which storage of flammable or combustible liquids are prohibited, are hereby declared to be the fire limits as set out in § 7-101 of this code.

The limits referred to in chapter ~~34~~ 57 of the ~~2006~~ 2012 edition of the International Fire Prevention Code, in which bulk storage of liquefied petroleum gas is restricted, are hereby declared to be the fire limits as set out in § 7-101 of this code.

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

First Reading: November 19, 2015

Second Reading: December 17, 2015

ATTEST:

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

\_\_\_\_\_  
Kerry Harville, City Recorder

PURCHASING....



# City of White House

*Parks, Recreation & Cultural Arts*

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

**Ashley Smith**  
Director

**Linda Brooks**  
Office Administrator

**Kevin Whittaker**  
Recreation Superintendent

**Steven Russell**  
Parks Maintenance Supervisor

## MEMORANDUM

Date: November 10, 2015

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

From: Ashley Smith, Director

Re: Purchase of poles and fixtures for the Municipal Park street lighting project

The poles and fixtures for the Municipal Park street lighting project are available from Graybar for a total of \$34,927.18. Graybar is a supplier in the U.S. Communities Government Purchasing Cooperative, and the total shown in the following quote reflects this pricing. The Graybar contract number for Electrical/Lighting is #MA-IS-1340234. The products shown on the quote represent the recommendations of CSR Engineering; their photometric design for this project was conducted using these fixtures. The lighting project will meet the national and state standards for lighting along the roadway and parking lot areas.

I am requesting your approval. Thank you.



825 8TH AVE SOUTH  
 NASHVILLE TN 37203-4143  
 Phone: 615-743-3300  
 Fax: 615-254-4337

To: CITY OF WHITEHOUSE  
 US COMMUNITIES  
 105 COLLEGE ST  
 WHITE HOUSE TN 37188-9086  
 Attn: Ashley Smith  
 Phone: 111-111-1111  
 Fax: 615-672-4250  
 Email: rallen@cityofwhitehouse.com

Date: 11/06/2015  
 Proj Name: ROADWAY/PARKING LOT  
 GB Quote #: 0223771563  
 Valid From: 10/22/2015  
 Valid To: 11/21/2015  
 Contact: MICHAEL SELF  
 Email: jason.self@graybar.com

### Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100	20 EA	HAPCO	SSS25D5-4-BM		\$984.09	1	\$19,681.80
200	14 EA	COOPER LTG	GLEON-AE-03-LED-E1-SL3-BZ		\$727.27	1	\$10,181.78
300	8 EA	COOPER LTG	GLEON-AE-02-LED-E1-SL3-BZ		\$632.95	1	\$5,063.60

Total in USD (Tax not included): \$34,927.18

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at [www.graybar.com](http://www.graybar.com)

24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.

To: CITY OF WHITEHOUSE  
 US COMMUNITIES  
 105 COLLEGE ST  
 WHITE HOUSE TN 37188-9086  
 Attn: Ashley Smith

Date: 11/06/2015  
 Proj Name: ROADWAY/PARKING LOT  
 GB Quote #: 0223771563

## Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
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**GRAYBAR ELECTRIC COMPANY, INC.  
 TERMS AND CONDITIONS OF SALE**

1. **ACCEPTANCE OF ORDER; TERMINATION** - Acceptance of any order is subject to credit approval and acceptance of order by Graybar Electric Company, Inc. ("Graybar") and, when applicable, Graybar's suppliers. If credit of the buyer of the goods ("Buyer") becomes unsatisfactory to Graybar, Graybar reserves the right to terminate upon notice to Buyer and without liability to Graybar.
2. **PRICES AND SHIPMENTS** - Unless otherwise quoted, prices shall be those in effect at time of shipment, which shall be made F.O.B. shipping point, prepaid and bill.
3. **RETURN OF GOODS** - Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover cost of handling.
4. **TAXES** - Prices shown do not include sales or other taxes imposed on the sale of goods. Taxes now or hereafter imposed upon sales or shipments will be added to the purchase price. Buyer agrees to reimburse Graybar for any such tax or provide Graybar with acceptable tax exemption certificate.
5. **DELAY IN DELIVERY** - Graybar is not to be accountable for delays in delivery occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Graybar's reasonable control. Factory shipment or delivery dates are the best estimates of our suppliers, and in no case shall Graybar be liable for any consequential or special damages arising from any delay in shipment or delivery.
6. **LIMITED WARRANTIES** - Graybar warrants that all goods sold are free of any security interest and will make available to Buyer all transferable warranties (including without limitation warranties with respect to intellectual property infringement) made to Graybar by the manufacturer of the goods. GRAYBAR MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE. UNLESS OTHERWISE AGREED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF GRAYBAR, PRODUCTS SOLD HEREUNDER ARE NOT INTENDED FOR USE IN OR IN CONNECTION WITH (I) ANY SAFETY APPLICATION OR THE CONTAINMENT AREA OF A NUCLEAR FACILITY, OR (II) IN A HEALTHCARE APPLICATION WHERE THE GOODS HAVE POTENTIAL FOR DIRECT PATIENT CONTACT OR WHERE A SIX (6) FOOT CLEARANCE FROM A PATIENT CANNOT BE MAINTAINED AT ALL TIMES.
7. **LIMITATION OF LIABILITY** - Buyer's remedies under this agreement are subject to any limitations contained in manufacturer's terms and conditions to Graybar, a copy of which will be furnished upon written request. Furthermore, Graybar's liability shall be limited to either repair or replacement of the goods or refund of the purchase price, all at Graybar's option, and IN NO CASE SHALL GRAYBAR BE LIABLE FOR INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES. In addition, claims for shortages, other than loss in transit, must be made in writing not more than five (5) days after receipt of shipment.
8. **WAIVER** - The failure of Graybar to insist upon the performance of any of the terms or conditions of this agreement or to exercise any right hereunder shall not be deemed to be a waiver of such terms, conditions, or rights in the future, nor shall it be deemed to be a waiver of any other term, condition, or right under this agreement.
9. **MODIFICATION OF TERMS AND CONDITIONS** - These terms and conditions supersede all other communications, negotiations, and prior oral or written statements regarding the subject matter of these terms and conditions. No change, modification, rescission, discharge, abandonment, or waiver of these terms and conditions shall be binding upon Graybar unless made in writing and signed on its behalf by a duly authorized representative of Graybar. No conditions, usage of trade, course of dealing or performance, understanding or agreement, purporting to modify, vary, explain, or supplement these terms and conditions shall be binding unless hereafter made in writing and signed by the party to be bound. Any proposed modifications or additional terms are specifically rejected and deemed a material alteration hereof. If this document shall be deemed an acceptance of a prior offer by Buyer, such acceptance is expressly conditional upon Buyer's assent to any additional or different terms set forth herein.
10. **REELS** - When Graybar ships returnable reels, a reel deposit may be included in the invoice. The Buyer should contact the nearest Graybar service location to return reels.
11. **CERTIFICATION** - Graybar hereby certifies that these goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof. This agreement is subject to Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Veterans' Readjustment Assistance Act of 1974, as amended, E.O. 13496, 29 CFR Part 471, Appendix A to Subpart A, and the corresponding regulations, to the extent required by law. 41 CFR 60-1.4, 60-741.5, and 60-250.5 are incorporated herein by reference, to the extent legally required.
12. **FOREIGN CORRUPT PRACTICES ACT** - Buyer shall comply with applicable laws and regulations relating to anti-corruption, including, without limitation, (i) the United States Foreign Corrupt Practices Act (FCPA) (15 U.S.C. §§78dd-1, et. seq.) irrespective of the place of performance, and (ii) laws and regulations implementing the Organization for Economic Cooperation and Development's Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the U.N. Convention Against Corruption, and the Inter-American Convention Against Corruption in Buyer's country or any country where performance of this agreement or delivery of goods will occur.
13. **ASSIGNMENT** - Buyer shall not assign its rights or delegate its duties hereunder or any interest herein without the prior written consent of Graybar, and any such assignment, without such consent, shall be void.
14. **GENERAL PROVISIONS** - All typographical or clerical errors made by Graybar in any quotation, acknowledgment or publication are subject to correction. This agreement shall be governed by the laws of the State of Missouri applicable to contracts to be formed and fully performed within the State of Missouri, without giving effect to the choice or conflicts of law provisions thereof. All suits arising from or concerning this agreement shall be filed in the Circuit Court of St. Louis County, Missouri, or the United States District Court for the Eastern District of Missouri, and no other place unless otherwise determined in Graybar's sole discretion. Buyer hereby irrevocably consents to the jurisdiction of such court or courts and agrees to appear in any such action upon written notice thereof.
15. **PAYMENT TERMS** - Payment terms shall be as stated on Graybar's invoice or as otherwise mutually agreed. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.
16. **EXPORTING** - Buyer acknowledges that this order and the performance thereof are subject to compliance with any and all applicable United States laws, regulations, or orders. Buyer agrees to comply with all such laws, regulations, and orders, including, if applicable, all requirements of the International Traffic in Arms Regulations and/or the Export Administration Act, as may be amended. Buyer further agrees that if the export laws are applicable, it will not disclose or re-export any technical data received under this order, to any countries for which the United States government requires an export license or other supporting documentation at the time of export or transfer, unless Buyer has obtained prior written authorization from the United States Office of Export Control or other authority responsible for such matters.

Signed: \_\_\_\_\_

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# City of White House

*Parks, Recreation & Cultural Arts*

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

**Ashley Smith**  
Director

**Linda Brooks**  
Office Administrator

**Kevin Whittaker**  
Recreation Superintendent

**Steven Russell**  
Parks Maintenance Supervisor

## **MEMORANDUM**

Date: November 10, 2015

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

From: Ashley Smith, Director of Parks and Recreation

Re: Asphalt paving of the stadium parking lot

Sessions Paving has supplied a proposal to resurface the stadium parking lot at the Municipal Park for \$67,771. This is for a 1.5" overlay and pavement marking. As you know, we are currently under contract with Sessions Paving Company.

There is \$80,000 budgeted in the CIP for this project.

I am requesting your approval of this proposal. Thank you.

**SESSIONS PAVING COMPANY**

P.O. Box 90266  
 NASHVILLE, TENNESSEE 37209

(615) 356-0600

# PROPOSAL

TO City Of White House 725 Industrial Drive White House, TN 37188 Attn: Mr. Ashley Smith Asmith@cityofwhitehouse.com	PHONE (615) 394-5831	DATE 11/10/15
	JOB NAME / LOCATION Resurfacing City Park Overflow Parking Lot White House, TN	
	JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:  
 furnishing the necessary labor, equipment, and material to carry out the  
 resurfacing of the City Park Overflow Parking Lot per the following items of  
 construction.

1. Clean, Degrass Edges, Mill Tie-IN.  
 Lump Sum @ \$3,000.00 = ..... \$ 3,000.00
  
2. Tack, Scratch With Hotmix (Average of 1/2" Over Entire Lot,  
 & Then Lay 1 1/2" Hotmix Surface (E-Mix) on Approx. 6,610 SY.  
 E-Mix -- 740 Tons @ \$84.15 per Ton = ..... 62,271.00
  
3. Pavement Marking  
 Lump Sum @ \$2,500.00 = ..... 2,500.00
  
- TOTAL = ..... \$ 67,771.00

**We Propose** hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of:  
 Sixty Seven Thousand Seven Hundred Seventy One and 00/100 dollars (\$ 67771.00 ).

Payment to be made as follows:  
**PAYMENT WILL BE DUE WITHIN 10 DAYS OF OUR INVOICE.**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications 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 Worker's Compensation Insurance.

Authorized Signature Robert A. Hatcheron Pres.

Note: This proposal may be withdrawn by us if not accepted within 10 days.

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

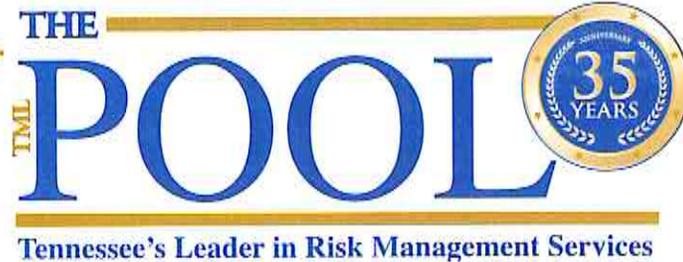
Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

OTHER BUSINESS...

**DISCUSSION ITEMS...**

**OTHER INFORMATION....**



October 15, 2015

Dear Loyal Member:

The Pool would like to recognize you and your entity for your loyal commitment to risk management. It is a wonderful occasion for us to be able to thank you for all your efforts to make your community what it is today. The Pool has thrived because of great partners like you.

Please accept the enclosed Certificate of Appreciation for THIRTY-FIVE years of membership with The Pool. The future looks bright and we want to acknowledge your contribution to this healthy outlook.

Sincerely,

A handwritten signature in black ink that reads "Dawn R. Crawford".

Dawn R Crawford,  
President/CEO