



CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
June 17, 2021
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the May 6th Study Session and May 20th Board of Mayor and Aldermen meetings.
7. Welcome Visitors
8. Public Hearings
 - a. **Ordinance 21-04:** An ordinance to amend the Zoning Map from C-4 Office Professional Service District to NCRPUD, Neighborhood Center Residential Planned Unit Development on Sage Road. *Second Reading.*
 - b. **Ordinance 21-05:** An ordinance amending several Articles and Sections of the Zoning Ordinance. *Second Reading.*
 - c. **Ordinance 21-06:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees and Charges, Sections 18-301 and 18-302. *Second Reading*
 - d. **Ordinance 21-07:** An ordinance amending the Municipal Code Title 17, Chapter 1 Refuse, Section 17-113. *Second Reading.*
 - e. **Ordinance 21-08:** An ordinance establishing the tax rate for the tax year 2021. *Second Reading.*
 - f. **Ordinance 21-09:** An ordinance adopting the annual budget for the fiscal year beginning July 1, 2021 through June 30, 2022. *Second Reading.*
 - g. **Ordinance 21-10:** An ordinance amending the fiscal budget for the period ending June 30, 2021. *Second Reading.*
9. Communication from Mayor, Aldermen, City Attorney, 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

11. Consideration of the Following Resolutions:

- a. **Resolution 21-07:** A resolution authorizing and providing for the financing of the construction of a wastewater facilities project, including authorizing the execution of applications, contractual agreements, and other necessary documents, and making certain representations, certifications, and pledges of certain revenue in connection with such financing.
- b. **Resolution 21-08:** A resolution authorizing appropriations for financial aid of non-profit organizations.
- c. **Resolution 21-09:** A resolution authorizing the establishment of a wellness program.
- d. **Resolution 21-10:** A resolution approving certain amendments and revisions to the Personnel Manual.
- e. **Resolution 21-11:** A resolution approving certain amendments and revisions to the Internal Control Manual.
- f. **Resolution 21-12:** A resolution to annex certain territories and incorporate same within the corporate boundaries of the City of White House. *First Reading.*
- g. **Resolution 21-13:** A resolution requesting the Commissioner of the Tennessee Department of Economic and Community Development to deactivate the regional planning authority of the White House Regional Planning Commission and dissolve the White House Planning Region.

12. Consideration of the Following Ordinances:

- a. **Ordinance 21-04:** An ordinance to amend the Zoning Map from C-4 Office Professional Service District to NCRPUD, Neighborhood Center Residential Planned Unit Development on Sage Road. *Second Reading.*
- b. **Ordinance 21-05:** An ordinance amending several Articles and Sections of the Zoning Ordinance. *Second Reading.*
- c. **Ordinance 21-06:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees and Charges, Sections 18-301 and 18-302. *Second Reading*
- d. **Ordinance 21-07:** An ordinance amending the Municipal Code Title 17, Chapter 1 Refuse, Section 17-113. *Second Reading.*
- e. **Ordinance 21-08:** An ordinance establishing the tax rate for the tax year 2021. *Second Reading.*
- f. **Ordinance 21-09:** An ordinance adopting the annual budget for the fiscal year beginning July 1, 2021 through June 30, 2022. *Second Reading.*
- g. **Ordinance 21-10:** An ordinance amending the fiscal budget for the period ending June 30, 2021. *Second Reading.*
- h. **Ordinance 21-11:** An ordinance amending the Zoning Map from Robertson County Rural Residential to SRPUD, Suburban Residential Planned Unit Development on Bill Moss Road. *First Reading.*
- i. **Ordinance 21-12:** An ordinance amending the Municipal Code, Title 14, Chapter 1, Municipal Planning Commission, Section 14-103, Additional Powers. *First Reading.*

13. Purchasing:

- a. To approve or reject City Administrator Gerald Herman to sign a five (5) year contract with The Library Corporation for circulation system services. The Library Director recommends approval.
- b. To approve or reject authorizing City Administrator Gerald Herman entering into a contract with FTM Contracting for \$829,000 construction of the Soccer Complex Renovation project. The Parks and Recreation Director recommends approval.
- c. To approve or reject authorizing the City Administrator Gerald Herman to enter into a one-year Interlocal E911 agreement between E911 Emergency Communication District of Robertson County, Robertson County, the City of Springfield, the City of White House, and other cities within Robertson County for \$228,664.78 for furnishing dispatching services for the purpose of emergency dispatch at the E911 facility. The Police Chief recommends approval.

14. Other Business:

- a. To approve or reject the Library Board Chair to enter into the Tennessee State Library and Public Library Service Agreement. The Library Director recommends approval.
- b. Board Appointments

15. Discussion Items:

- a. None

16. Other Information:

- a. None

17. Adjournment:

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Minutes
Study Session
May 6, 2021
5:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 5:10 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. New Business

a. Review the FY 2021-2022 proposed budget

City Administrator Gerald Herman presented the Board of Mayor and Aldermen the proposed budgets for FYE 2021. The Board reviewed each budget, line by line, and asked questions as needed.

Following the Board of Mayor and Aldermen Budget Retreat in March each requested capital project was ranked based on the CIP Matrix score, department head priority, and Board member priorities. City Administrator Gerald Herman advised that the City would need to impose a twenty-five cent (\$0.25) tax rate increase to fund all operating expenses and capital projects for FYE 2021 including a potential bond for a new recreation center. City Administrator Gerald Herman suggested increasing the refuse charge by one dollar (\$1) to allow the fund balance to stay at the recommended percentage. City Administrator Gerald Herman stated that the wastewater charge will increase by three percent (3%) as recommended in previous years.

The FYE 2021 budget will be presented before the Board for its first reading on Thursday, May 21, 2020.

5. Adjournment

Meeting was adjourned at 6:46 pm.

ATTEST:

Michael Arnold, Mayor

Derek Watson, City Recorder

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Minutes
May 20, 2021
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by Community Pastor

Prayer was led by Alderman Bibb.

3. Pledge by Aldermen

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

4. Roll Call

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

5. Adoption of the Agenda

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

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

Motion was made by Ald. Bibb, second by Ald. Decker to adopt the minutes. A voice vote was called for with all members voting aye. **April 15th Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

- a. None

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

City Administrator Gerald Herman announced that Alderman Corbitt is not present because he is at his son's high school graduation.

City Administrator Gerald Herman mentioned that the splash pad is fixed and ready to go for the season after several months of problem solving and maintenance improvements. Mr. Herman continued that the plan is to open on Saturday, May 29th.

City Administrator Gerald Herman stated that Sumner County Mayor Holt voiced his concerns about the delay in the census data at the Sumner County Joint Economic Development meeting. Mr. Herman discussed cities are not expected to receive numbers until September. Mr. Herman continued that there are strong concerns from representation that numbers may be lower than expected. Mr. Herman informed the Board that Mayor Holt is considering all cities within Sumner County pay for a new certified census if the numbers are lower than expected. Mr. Herman mentioned that the entire county is experiencing growth and waiting for the 2030 census would cause loss of substantial money.

City Administrator Gerald Herman announced that the Board of Mayor and Aldermen have been invited to an economic development announcement. Mr. Herman requested the Board to RSVP by May 31st if they can attend.

10. Acknowledge Reports

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

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

11. Consideration of the Following Resolutions:

- a. None

12. Consideration of the Following Ordinances:

- a. **Ordinance 21-04:** An ordinance to amend the Zoning Map from C-4 Office Professional Service District to NCRPUD, Neighborhood Center Residential Planned Unit Development on Sage Road. *First Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 21-04 was passed on First Reading.**

- b. **Ordinance 21-05:** An ordinance amending several Articles and Sections of the Zoning Ordinance. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 21-05 was passed on First Reading.**

- c. **Ordinance 21-06:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees and Charges, Sections 18-301 and 18-302. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 21-06 was passed on First Reading.**

- d. **Ordinance 21-07:** An ordinance amending the Municipal Code Title 17, Chapter 1 Refuse, Section 17-113. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 21-07 was passed on First Reading.**

- e. **Ordinance 21-08:** An ordinance establishing the tax rate for the tax year 2021. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 21-08 was passed on First Reading.**

- f. **Ordinance 21-09:** An ordinance adopting the annual budget for the fiscal year beginning July 1, 2021 through June 30, 2022. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 21-09 was passed on First Reading.**

- g. **Ordinance 21-10:** An ordinance amending the fiscal budget for the period ending June 30, 2021.
First Reading.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 21-10 was passed on First Reading.**

13. Purchasing:

- a. To approve or reject City Administrator Gerald Herman to sign a contract modification with Rogers Group for additional milling services. The Public Services recommends approval.

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

- b. To approve or reject authorizing City Administrator Gerald Herman entering into a contract with CSR Engineering for \$288,900 for engineering services for design of the Phase 2 Southern Force Main. The Public Services recommends approval.

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

14. Other Business:

- a. None

15. Discussion Items:

- a. None

16. Other Information:

- a. None

17. Adjournment:

Meeting was adjourned at 7:26 pm.

ATTEST:

Michael Arnold, Mayor

Derek Watson, City Recorder

REPORTS....

**Administrative & Legislative Services Department
May 2021**

Administration

City Administrator Gerald Herman attended the following meetings this month:

- May 03:
 - Prebid for Soccer Complex
 - Staff Plan Reviews
- May 04: Caliber Collision Pre-Application Meeting
- May 05:
 - GNRC Growth Management/Impact Fee Workshop
 - Public Works Budget Discussion
- May 06:
 - National Day of Prayer
 - BMA Study Session
- May 10:
 - Advanex Site Meeting
 - American Rescue Plan Discussion
 - Planning Commission Study Session
- May 11:
 - TCMA Regional Meeting
 - Video Presentation with Peter Stratton
- May 17:
 - Soccer Complex Expansion Bid Opening
 - Underclassmen Honors Night at White House High School
- May 18:
 - White House Area Chamber of Commerce Luncheon
 - IDB of Robertson County SDG Presentation
- May 19:
 - GNRC Transportation Policy Board Meeting
 - GNRC Executive Board Meeting
 - EDC-5 Value Capture Strategies Webinar
- May 20:
 - Sumner County Joint Economic Development
 - FSEP Community Development & Infrastructure Committee
 - Brookside Village Development Discussion
- May 24:
 - Seed Deterrent Discussion
 - Americana Celebration Meeting
 - Soccer Complex Discussion
- May 25: Grace Park Wastewater Discussion
- May 26: Dorris Farm at Willow Springs Improvement Plans Meeting
- May 27:
 - Community Event Center Walkthrough
 - WHCC Keying Meeting
- May 31: White House Memorial Day Ceremony

**Administrative & Legislative Services Department
May 2021**

Performance Measurements

Finance Update

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2020-2021.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$17,548,414	\$ 13,291,582	↓15.92
Industrial Development	\$177,000	\$ 155,612	↓3.75
State Street Aid	\$530,000	\$ 505,588	↑3.72
Parks Sales Tax	\$4,005,125	\$ 3,345,847	↓8.13
Solid Waste	\$1,050,026	\$ 1,014,422	↑4.93
Fire Impact Fees	\$74,500	\$ 67,741	↓0.74
Parks Impact Fees	\$15,000	\$ 11,517	↓14.89
Police Impact Fees	\$65,000	\$ 65,000	↑8.33
Road Impact Fees	\$60,000	\$ 60,000	↑8.33
Police Drug Fund	\$4,500	\$ 2,329	↓39.89
Debt Services	\$1,137,400	\$ 1,082,929	↑3.54
Wastewater	\$15,108,083	\$ 5,238,129	↓56.99
Dental Care	\$70,656	\$ 60,146	↓6.54
Stormwater Fund	\$1,063,984	\$ 714,049	↓24.55
Cemetery Fund	\$43,890	\$ 38,564	↓3.80

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

Purchasing

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

Total Purchase Orders

	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017
July	261	269	346	362	327
August	128	106	151	166	175
September	106	98	126	119	120
October	79	97	91	147	91
November	72	78	120	125	135
December	71	58	72	104	83
January	123	81	122	177	178
February	75	93	119	113	140
March	106	107	131	142	136
April	154	85	138	185	120
May	133	82	129	121	153
June		45	50	52	92
Total	1308	1199	1,595	1,813	1,750

Purchase Orders by Dollars	May 2021	FY 2021	FY 2020	FY 2019	Total for FY21	Total for FY20	Total for FY19
Purchase Orders \$0-\$9,999	128	1235	1132	1529	\$1,441,714.13	\$1,275,419.16	\$1,349,159.92
Purchase Orders \$10,000-\$24,999	2	28	34	26	\$403,815.97	\$551,938.89	\$381,155.50
Purchase Orders over \$25,000	3	45	33	40	\$5,951,224.30	\$4,035,346.92	\$7,678,174.40
Total	133	1308	1199	1595	\$7,796,754.40	\$5,862,704.97	\$9,408,489.82

**Administrative & Legislative Services Department
May 2021**

Website Management

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

	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2017-2018 Update Requests	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits	2017-2018 Page Visits
July	15	152	61	60	11,536	1,164,517	1,080,668	825,614
August	20	126	133	56	9,145	752,932	835,519	717,462
September	17	43	22	90	8,335	679,248	214,406	739,867
October	10	78	86	43	8,390	386,735	864,091	876,346
November	174	56	40	80	7,587	695,971	812,527	808,551
December	13	156	82	50	17,483	847,724	1,055,111	842,265
January	108	67	68	44	17,123	720,531	934,562	747,155
February	135	22	40	41	19,796	N/A	762,985	631,612
March	39	85	61	71	22,930	N/A	879,671	1,165,275
April	101	43	56	77	20,881	N/A	820,505	959,769
May	38	27	29	49	23,514	5,998	946,897	1,063,568
June		48	123	27		10,251	901,328	483,003
Total	670	901	801	688	166,720	5,263,907	9,053,159	9,860,532

“City of White House, TN” Mobile App

	FY21 New Downloads	FY20 New Downloads	FY19 New Downloads
July	45	19	28
August	44	21	18
September	19	21	15
October	40	12	22
November	29	13	11
December	10	15	10
January	11	23	17
February	20	70	13
March	11	69	11
April	7	41	10
May	11	29	11
June		36	25
Total	247	369	191

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

	FY21 # of Request	FY20 # of Request	FY19 # of Request
July	20	36	32
August	27	39	26
September	16	18	18
October	15	40	32
November	20	27	12
December	27	20	27
January	18	24	22
February	72	41	30
March	36	34	24
April	26	35	32
May	48	26	27
June		28	29
FY Total	325	356	311

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

**Administrative & Legislative Services Department
May 2021**

White House Farmers Market

The market is closed for the season. The reopening of the market will be Wednesday, May 19th.

	Application Fees # (amount collected)	Booth Payments (\$)
January	0	0
February	0	0
March	0	0
April	4	\$810
May	8	\$1,280
June		
July		
August		
September		
October		
November		
December		
Total		\$2,090

Building Maintenance Projects

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

Special Maintenance Projects

- Work with roofers with damage from weather event.
- Replacement of batteries for generator alarms.
- Assist Museum with Ring doorbell issues.

	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests	2016 – 2017 Work Order Requests	2015 - 2016 Work Order Requests
July	11	10	22	21	27	22
August	27	10	26	24	28	33
September	9	13	19	22	13	31
October	6	7	14	18	12	30
November	16	7	18	34	12	27
December	19	3	8	19	9	17
January	11	16	14	16	23	28
February	16	18	7	21	6	19
March	12	11	7	17	16	25
April	17	2	12	25	14	20
May	25	11	6	26	27	33
June		10	9	23	14	17
Total	169	98	162	266	201	302

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

**Finance Department
May 2021**

Finance Section

During May the Finance Office continued collecting 2020 tax year property taxes, continued FYE 6/30/2022 budgeting tasks, and scanning thousands of documents to reduce physical document storage space. The cumulative total of real estate and personal property taxes for the 2020 tax year billed is approximately \$3.8 million. As of May 31st, approximately \$3.74 million (98%) of the 2020 property taxes were collected. Any remaining unpaid property taxes after February 28th are delinquent and accrue 1.5% interest per month (18% per year) on the 1st of every month (as required by T.C.A § 67-5-2010, T.C.A § 67-1-801, and Municipal Code § 5-202). Members of the Finance Office participated in the following events during the month:

May 5: Sanitation budget meeting
 May 6: BMA FYE 6/30/2022 study session
 May 20: Monthly BMA meeting
 May 24: Americana Celebration planning meeting
 May 27: Community Event Center walkthrough
 May 27: Credit / Debit Card resolution planning meeting

Performance Measures

Utility Billing

	May 2021	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
New Builds (#)	45	310	171	62	102	111
Move Ins (#)	71	648	649	534	553	536
Move Outs (#)	77	655	602	534	576	546
New customer signup via email (#)	27	267	127	104	163	119
New customer signup via email (%)	23%	28%	15%	17%	25%	18%

Business License Activity

	May 2021	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Opened	7	66	69	75	72	93
Closed (notified by business)	0	6	10	9	18	1
Closed (uncollectable)	0	0	0	0	199	14

Payroll Activity

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Voided Checks
2 Regulars	0 checks, 287 direct deposits	0 Retro adjustments	0 Voids

Accounts Payable

	May 2021	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Total # of Invoices Processed	379	3613	4003	3940	4437	4797

**Finance Department
May 2021**

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

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	7,912,190	2,373,657	3,908,742	49%
Cemetery Fund	34,700	10,410	270,788	780%
Debt Services	1,167,400	350,220	403,560	35%
Dental Care Fund	25,200	7,560	228,958	909%
Roads Impact Fees	79,320	23,796	390,490	492%
Parks Impact Fees	69,364	20,809	254,915	368%
Police Impact Fees	55,804	16,741	255,453	458%
Fire Impact Fees	38,000	11,400	171,140	450%
Industrial Development	112,800	33,840	62,744	56%
Parks Sales Tax	695,285	208,586	1,125,565	162%
Police Drug Fund	4,100	1,230	29,982	731%
Solid Waste	936,800	281,040	500,861	53%
State Street Aid	405,200	121,560	185,101	46%
Stormwater Fund	889,000	266,700	1,053,819	119%
Wastewater	4,350,550	1,305,165	4,798,694	110%

Balances do not reflect encumbrances not yet expended.

The Finance Department's goal is to meet or exceed each fund's total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2020-2021.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	7,912,190	8,618,204	↑ 17.26%
Cemetery Fund	34,700	69,970	↑ 109.98%
Debt Services	1,167,400	1,213,520	↑ 12.28%
Dental Care	25,200	36,746	↑ 54.15%
Roads Impact Fees	79,320	300,643	↑ 287.36%
Parks Impact Fees	69,364	171,081	↑ 154.98%
Police Impact Fees	55,804	197,240	↑ 261.78%
Fire Impact Fees	38,000	130,139	↑ 250.80%
Industrial Development	112,800	71,976	↓ 27.86%
Parks Sales Tax	695,285	738,152	↑ 14.50%
Police Drug Fund	4,100	8,432	↑ 113.99%
Solid Waste	936,800	905,064	↑ 4.95%
State Street Aid	405,200	373,462	↑ 0.50%
Stormwater Fund	889,000	872,287	↑ 6.45%
Wastewater	4,350,550	5,181,486	↑ 27.43%

*Realized amounts reflect revenues realized from July 1, 2020—May 31, 2021

**Human Resources Department
May 2021**

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

May 04: Chamber of Commerce Board Meeting
 May 05: Part Time Library Clerk Interviews
 May 06: Board of Mayor and Aldermen Budget Study Session
 May 10: Part Time Library Clerk New Hire Orientation
 May 11: Understanding the America Rescue Plan Funding Meeting
 May 13: Leisure Services Board Meeting
 May 18: Chamber of Commerce Luncheon
 May 20: Board of Mayor and Aldermen Meeting
 May 22: Firefighter Testing

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

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	1	1	1	1
February	0	3	0	0
March	2	0	0	0
April	1	2	0	0
May	0	1	0	0
June		0	2	0
Total	6	8	3	1

Three-year average as of June 30, 201: 4.00

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

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	0	1	0	2
February	0	0	0	1
March	0	0	0	0
April	0	0	1	0
May	0	0	1	0
June		0	0	1
Total	7	4	6	5

Three-year average as of June 30, 201: 5

**Human Resources Department
May 2021**

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

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	2	2	1	0
February	0	1	0	1
March	0	1	0	1
April	2	0	0	1
May	0	2	5	1
June		2	1	1
Total	9	18	11	14
Percentage	8.74%	17.48%	10.68%	14.43%

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

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

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

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
January	1 (T)	0	1 (T)	0
February	0	0	0	1 (T)
March	0	0	1 (S)	0
April	0	0	0	0
May	0	0	1 (T)	0
June		1 (T)	0	1 (T) 1 (S)
Total	3	4	7	7

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

**Police Department
May 2021**

Highlights

May 9th to 15th was National Police Week.

On May 13th, the White House Police Department held their Annual Awards Ceremony at Colorado Grill Banquet Room. We had a wonderful dinner with the awards presentation to follow. Due to Covid last year, we held 2019 and 2020 awards at this ceremony.

The following awards were given:

2019 Awards

Officer of the Year – Ofc. Jeremy Sisk

Police Star

10 Yrs of Service – Sgt. Patrick Bagwell

15 Yrs of Service – Sgt. Eric Enck

20 Yrs of Service – Asst. Chief Jim Ring II

Life Saving

Ofc. Ethan Hoffman & Ofc. Hayley Doty

Sgt. Brad McMurtry, Ofc. Brandon Waller & Ofc. Jordan Baker

Exceptional Duty

Ofc. Michael Thomas & Ofc. Ryan Spraggins

Ofc. Ethan Hoffman

Sgt. Joel Brisson

Sgt. Erinn Martin, Ofc. Kevin Gillingham, Ofc. Jeremy Sisk, Ofc. Taylor Trombley

Asst. Chief Jim Ring II, Sgt. Joel Brisson,

Ofc. Jeremy Sisk and Ofc. Kevin Gillingham

Most Criminal Arrest

Ofc. Ryan Spraggins (138)

Most DUI's

Ofc. Ethan Hoffman (12)

Most Citations

Ofc. Jeremy Sisk (249)

Citizen Commendations

Chelsey Hough

Tina Conner

Courtney Dillard

2020 Awards

Officer of the Year – Ofc. Brandon Waller

Police Star

5 Yrs of Service – Sgt. Brad McMurtry

10 Yrs of Service – Sgt. Erinn Martin

15 Yrs of Service – Ofc. Jason Ghee

20 Yrs of Service – Det. Sgt. Dan Hunter

Distinguished Service

15 Yrs of Service – Libby Scannell

Life Saving

Sgt. Joel Brisson & Ryan Spraggins

Exceptional Duty

Ofc. Ryan Spraggins

Ofc. Jeremy Sisk

Sgt. Joel Brisson

Ofc. Keith Anglin

Ofc. Ryan Spraggins

Most Criminal Arrest

Ofc. Ryan Spraggins (176)

Most DUI's

Ofc. Brandon Waller (11)

Most Citations

Ofc. Jeremy Sisk (222)

Citizen Commendations

Mark Shaw

Dr. Chris Givens

Sandra Stanley, Tal Plumlee,

Melvin McLerran

Meetings/Civic Organizations

- Chief Brady attended the following meetings in May: Department Head Meeting (May 3rd & 17th), White House Rotary Club Meeting (May 6th, 13th, 20th, & 27th), Planning Commission Meeting (May 10th), Robertson County Chief's Meeting (May 11th), Sumner County Drug Task Force Meeting (May 19th), Command Staff Meeting (May 20th), Board of Mayor & Alderman Meeting (May 20th) and Americana Meeting (May 24th).

➤ **Police Department Administration Performance Measurements**

Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by April 2021.

Susan Johnson, Accreditation Manager, has started our 4th edition of our TLEA program into PowerDMS which includes 164 standards. She has completed 11 of them for 2021.

The Annual Conference for LEACT will hopefully be in the Spring of 2022.

1. Our department training goal is that each police employee receives 40 hours of in-service training each year. The White House Police Department has 27 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,080 hours of training per calendar year.

**Police Department
May 2021**

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	171	0	171
February	0	216	40	256
March	0	343	24	367
April	0	232	8	240
May	0	352	0	352
Total	0	1,314	72	1,386

Patrol Division Performance Measurements

1. Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 474 shifts during the Fiscal Year 2020-21. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing went into effect August 5, 2015.

Number of Officers on Shift	May 2021	FY 2020-21
Three (3) Officers per Shift	50	727
Four (4) Officers per Shift	12	243

1. Acquire and place into service two Police Patrol Vehicles. We have received seven new police vehicles from the 2019 and 2020 Budget years. Five vehicles are complete and have been issued in the fleet to Sgt. Brisson, Sgt. Martin, Sgt. Bagwell, Sgt. McMurtry and Officer Segerson. Our last patrol car of the 6 is at Sun Cool getting striped. All equipment is installed with one exception, a radar unit that has been ordered and should be delivered this week (June 7-11). The Administration car is having equipment installed now with a completion date of approximately June 8th.
2. Conduct two underage alcohol compliance checks during the Fiscal Year 2020-2021. Fall Compliance checks were cancelled due to Covid 19. We will be doing Spring Compliance Checks sometime in June.
3. Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1,000 population during the calendar year of 2021.

Group A Offenses	May 2021	Per 1,000 Pop.	Total 2021	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	16	1	63	5
Crimes Against Property	25	2	86	7
Crimes Against Society	41	3	218	17
Total	82	6	367	29
Arrests	74		342	

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

**Police Department
May 2021**

4. Maintain a traffic collision rate at or below the three-year average of 426 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2021.

	May 2021	TOTAL 2021
Traffic Crashes Reported	34	168
Enforce Traffic Laws:		
Written Citations	184	658
Written Warnings	105	290
Verbal Warnings	360	2,095

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

COLLISION RATIO				
<u>2021</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
May	34	6 YTD 21	18%	13% YTD 168

Traffic School: Nothing to report at this time.

Staffing:

- Officer Seth Goodcourage began attending the Tennessee Law Enforcement Training Academy on March 28th. He will graduate June 18th.
- May 13th, we had applicant testing of one individual. An interview with our panel was conducted and the applicant, Perry Gerome, was hired. His start date will be June 3rd.
- We are currently accepting applications for three Police Officer positions.

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

Sumner County Emergency Response Team:

- ERT Training was held on May 19th to May 21st.

Support Services Performance Measurements

1. Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2021.

2021 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
May	72%	85%

**Police Department
May 2021**

Communications Section

	May	Total 2021
Calls for Service	1,152	5,475
Alarm Calls	36	157

Request for Reports

	May	FY 2020-21
Requests for Reports	18	179
Amount taken in	\$14.70	\$123.70
Tow Bills	\$0.00	\$525.00
Emailed at no charge	27	274
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Nothing to Report at this time.

Volunteer Police Explorers: Nothing to report at this time.

Item(s) sold on Govdeals: Nothing to report at this time.

Crime Prevention/Community Relations Performance Measurements

1. Teach D.A.R.E. Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.
D.A.R.E. has been cancelled for Spring due to COVID-19.
2. Plan and coordinate Public Safety Awareness Day as an annual event. Safety Day is in conjunction with Discover White House. At the present time, a date has not been set.
3. Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.
Citizen's Police Academy has been cancelled in 2021 due to COVID-19.
4. Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.
 - May 11th, a bike and helmet was given away by WHPD at White House Middle School.
 - May 12th, Sgt. Enck met with the American Legion about three upcoming events.
 - May 13th, Sgt. Enck gave a Police Department tour to Day Springs Academy Kindergarten Classes.
 - May 17th – 21st, we hosted a Basic Crime Scene investigation class through the Tennessee Law Enforcement Training Academy.
 - May 25th, Sgt. Enck gave out 25 badges and ice cream coupons at the city park and 18 badges at Deja Moo.

Special Events: WHPD Officers participated in the following events during A:

Nothing to Report at this time.

Upcoming Events:

- Carnival (July 7-9)
- Americana (July 10th)

2021 Participation in Joint Community Events

	<u>May</u>	<u>Year to Date</u>
Community Activities	5	24

**Fire Department
May 2021**



Summary of Month's Activities

Fire Operations

The Department responded to 146 requests for service during the month with 98 responses being medical emergencies. The Department responded to 8 vehicle accidents; 4 accident reported patients being treated for injuries, 4 accidents reported with no injuries. Of the 146 responses in the month of May there were 17 calls that overlapped another call for service that is 11.64% of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in May from dispatch to on scene time averaged was, six minutes and one second (6:01). The average time a fire unit spent on the scene of an emergency call was fifteen minutes and twenty-five seconds (15:25).

Department Event

- May 15th – Birthday drive-by Greystone Subdivision
- May 17th – Installed a Safe Awake Smoke detector (Smoke alarm for the hearing impaired)
- May 22nd – Firefighter Written and Physical test

Fire Administration

- May 6th – BMA study session
- May 18th – Chamber of Commerce Luncheon
- May 24th – Speed Deterrent meeting
- May 24th – Americana preparation meeting

Emergency Calls Breakdown

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

Incident Responses FY to Date

Fires	30
Rescue & Emergency Services	1032
Hazardous Conditions (No Fire)	41
Service Calls	75
Good Intent Call	92
False Alarms & False Call	112
Calls for The Month	146
Total Responses FY to Date	1390

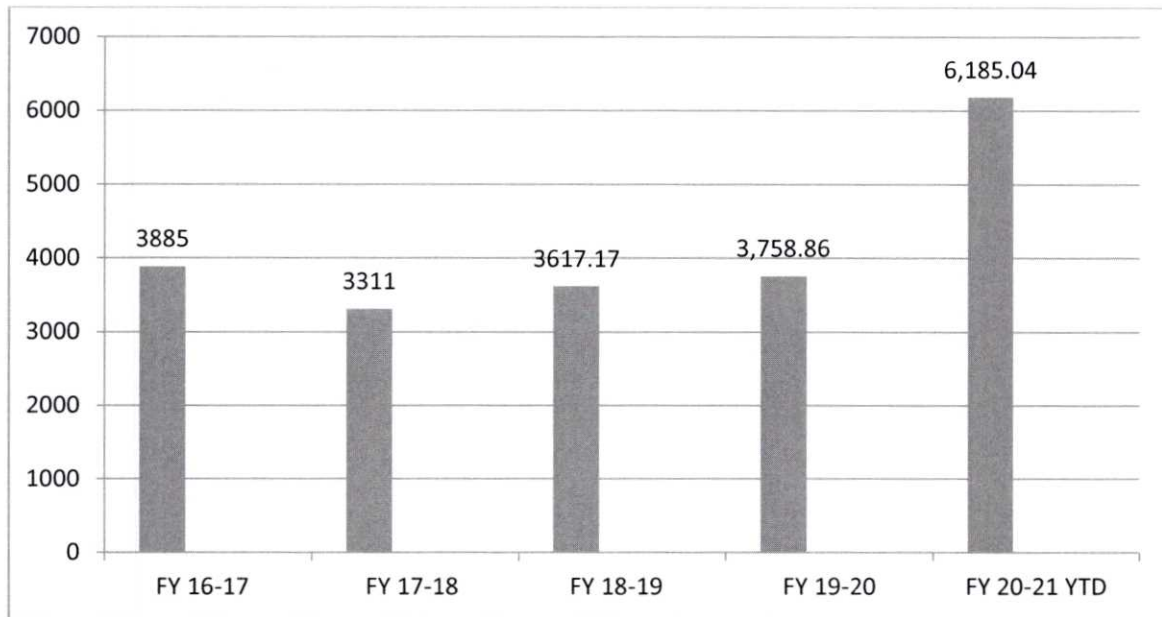
**Fire Department
May 2021**

Response by Station

	Month	FY to Date	%
Station #1 (City park)	103	955	68.70%
Station #2 (Business Park Dr)	43	435	31.29%

Fire Fighter Training

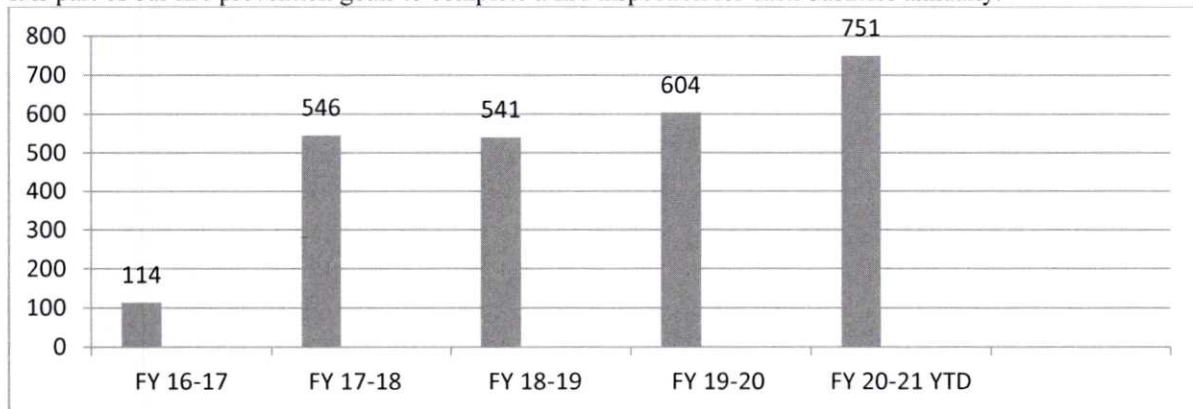
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
Firefighter Training Hours	514.5	6185.04

Fire Inspection

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

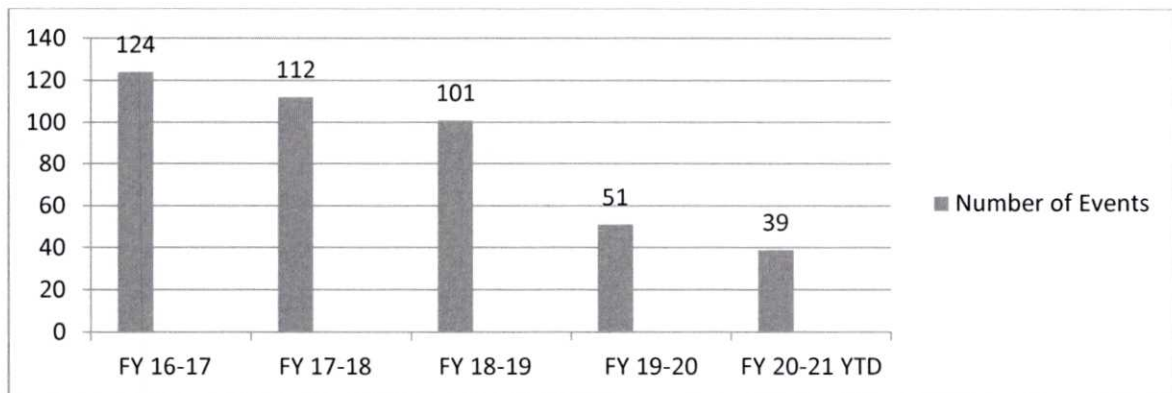
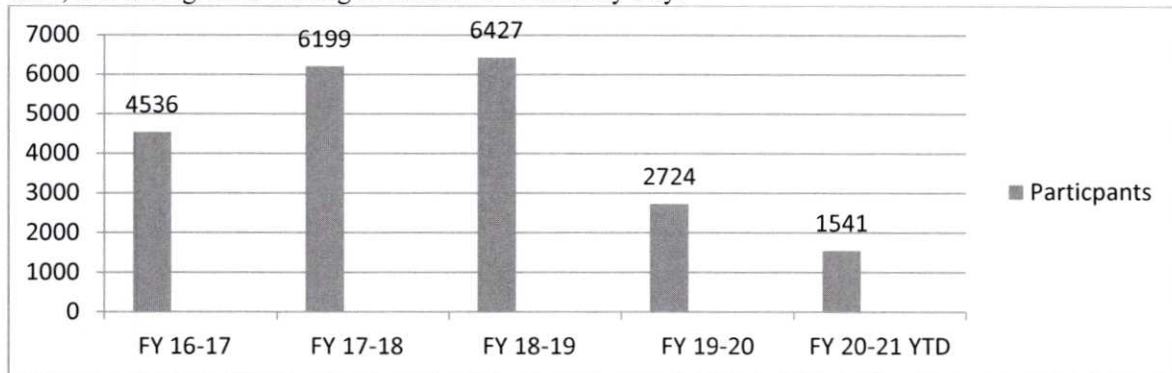


**Fire Department
May 2021**

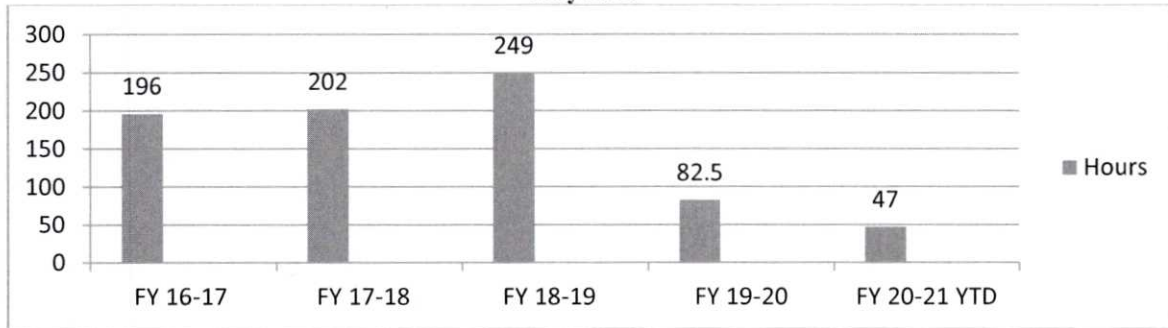
	Month	YTD
May Fire Inspection	86	751
Reinspection	10	160
Code Violation Complaint	1	6
Violations Cleared	6	165
Annual Inspection	16	158
Commercial Burn Pile	6	20
Knox Box	1	16
Fire Alarms	2	11
Measure Fire Hydrant	0	2
Plans Review	3	28
Pre-C/O	2	6
Pre-incident Survey	24	240
Sprinkler Final	0	9
Final/Occupancy	2	15

Public Fire Education

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



**Fire Department
May 2021**



	Month	YTD
Participants	6	1541
Number of Events	2	39
Education Hrs.	1.5	47

Social Media Statistics

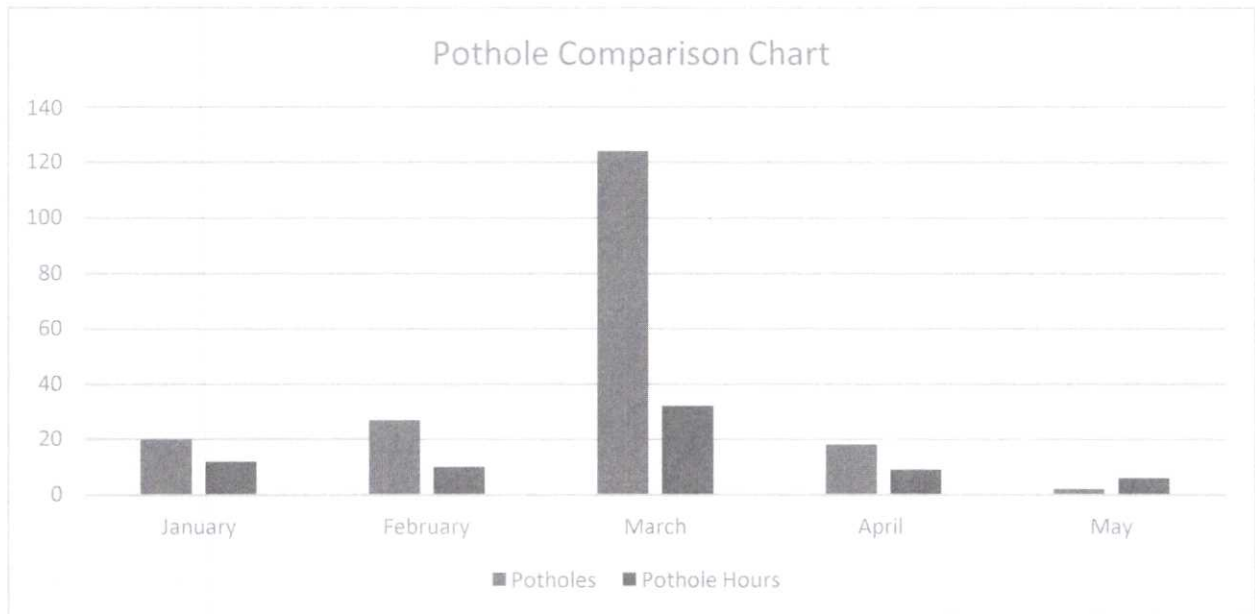
Page Views	1,815
Page Likes	458
Post Reach	27,724

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

Pothole Comparison

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

NOTE: As evident from the statistics below many more potholes are presenting themselves as we get into the Spring of 2021. The number of potholes repaired this month is very low due vehicle break downs, vacation taken by crew members and weather. The Public Works Crew is working diligently the first weeks of June to catch up with pothole repairs.



-The goal for this particular job task is 50 potholes per month. When this chart is completed each month consideration will be given to the size of the potholes that have been repaired that month.

Pothole Complaint Response Time

According to Ordinance the Streets and Roads Department is required to respond to a pothole complaint within 24 business hours from the time the complaint is made until time a satisfactory repair is made.

NOTE: All other asphalt repairs that occurred were on larger patches that required much more asphalt than a singular pothole.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
Union Road (2 Large Potholes)	Monday May 17 th , 2021 8:00AM	Wednesday May 19 th , 2021 8:00AM	2 Days

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

Monthly Work Log

Monday 05-03-2021

- Sign installation and compliance checks / ROW Mowing / Removed concrete forms at Firehall 2

Tuesday 05-04-2021

- Emergency Response to trees down and traffic signal power outages.

Wednesday 05-05-2021

- Milled uneven portions of Union Road

Thursday 05/06/2021

- Installed asphalt to milled area on Union Road.

Monday 05-09-2021

- Set-up and took down cones, barricades and signs for Emissions testing / Restoration work at Firehall 2 after concrete was poured / ROW mowing with side-mount mower on Union Road / Mowed Hardees / Installed Speed Limit Signs and Stop Signs on Loves Lane and Harper's Way

Tuesday 05-10-2021

- ROW mowing of guard rails on Union Road and poured concrete on Slate Court, Fieldstone Drive and Union Road

Wednesday 05-11-2021

- ROW mowing side-mount mower on Union Road, Webster Road, and Pleasant Grove Road

Thursday 05-12-2021

- ROW Mowing throughout CoWH / String trimmed all listed areas including City sidewalks and sprayed weed killer

Monday 05-17-2021

- Safety compliance clean-up / ROW Mowing on Calista Road / Closed interstate SB On-Ramp due to fatal crash at the request of Robertson County Dispatch

Tuesday 05-18-2021

- 31W LaneLight repairs

Wednesday 05-19-2021

- 31W LaneLight repairs / Large potholes repaired on Union Road

Thursday 05-20-2021

- Crew meeting / Installed Road signs / Straightened Gridsmart Camera / Picked up parts at CAT

Monday 05-24-2021

- Brush pick-up route to cover for Travis Link on vacation / Replaced Speed Limit Sign

Tuesday 05-25-2021

- Installed new Baptist Church Sign on Pleasant Grove Road / Removed tree at WHPD / Picked up guard rail

Wednesday 05-26-2021

- Cleaned up brush from fallen trees on Greenway Trail near NPC / Evaluated Decorative Street Light at 308 Foster Drive / Bulk pick up made at address in Holly Tree

Thursday 05-27-2021

- Repaired electrical conduit and pulled new wire for Decorative Street Light at 308 Foster Ave

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

<u>Subdivision Decorative Light LED Retrofit Project</u>			
<u>UPDATED January 26,2021</u>	<u>TOTAL LAMPS</u>	<u>TOTAL RETROFIT COMPLETED</u>	<u>TOTAL RETROFIT TO BE COMPLETED</u>
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	5	1	4
Bridle Creek Subdivision	7	3	4
Business Park Drive	7	7	0
Hampton Village Subdivision	24	17	7
Heritage Trace Subdivision	5	5	0
Holly Tree Subdivision	44	44	0
Madeline Way	7	7	0
Magnolia Village Subdivision	27	16	9
Sumner Crossing Subdivision	21	12	9
Villages of Indian Ridge	10	10	0
Spring Brook Blvd	2	2	0
Baylee Ct	2	2	0
Totals:	167	137	30

NOTE: Only Decorative Street Lights needing repairs were completed in the month of May. No retrofits were completed during this month.

Street Name Sign MUTCD Compliance List

The purpose of this list is to track the updating and bringing into compliance The City of White House's Street name signs with the current requirements the Manual on Uniform Traffic Control Devices (MUTCD) Standards. Street name signs can no longer have all letters capitalized on the sign. (Harpers Way and Loves Lane Road Signs were installed in compliance with current MUTCD Standards).

NOTE: The remaining 129 signs have been ordered and delivered (these signs will be installed periodically from now until completion of project).



Public Services Department – Public Works Division
May 2021

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Apr	21-May	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	890	854	7,367
Facility Maintenance	3494	2187	1,227	1,137	887.25	136	60	658.5
Fleet Maintenance	1034	514	282	380	422.5	14	0	278
Meeting/Training	502	510	517	400	457	73	24	263
Leave	1,253	576	613	810	823	120	140	1003.4
Holiday	795	470	385	555	545	0	50	410
Overtime	508.5	488	414	311	152.75	27	7	202
Administrative	385	698	803	867	1153.25	190	182	1,441
Drainage Work (feet)	0	906	2749	10	0	0	0	546
Drainage Man Hours	0	1470	1045	170	14	0	0	587.28
Debris Removed Load	0	100	35	44	0	0	0	0
Sweeping Man Hours	0	18	13	0	0	0	0	0
Mowing Hours	0	22	175	219	221	60	107	426.5
Curb Repair	0	0	0	15	0	0	15	15
Shoulder LF	0	4485	630	5	640	0	30	30
Shoulder Hours	0	155	160	49	176	0	10	10
# of Potholes	0	250	473	346	385	18	2	207
Pothole Hours	0	759	734	1,181	831.5	9	6	273.25
R-O-W Hours	0	2835	2416	4,027	3044.5	285	263	2,128
Sign/Repaired	0	120	91	84	63	2	10	51
Sign Work Hours	0	289	179	234	109	2	15	72.5
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	6	31
Traffic Light Hours	0	0	65	20	158	2	10	64

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Apr	21-May	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	340	341	3,128
Facility Maintenance	3494	723	446	574	394.5	34	31	283
Fleet Maintenance	1034	488	445	331	294.5	13	1	171
Meeting/Training	502	265	130	135	127.5	27	6	88
Leave	1,253	428	700	476	336	25	59	394
Holiday	795	270	230	230	230	0	20	190
Overtime	508.5	119	4	12	39.5	0	0	8
Administrative	385	167	1	0	72.5	4	0	38
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	56	41	330
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	0

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	21-Apr	21-May	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	696	462	4,662
Brush Truck Loads	459	551	522	578	584	56	57	446
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	525	253	3,900
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	125	103	997
Litter Pickup Bags	334	507	546	511	456	32	43	329
Litter Pickup Hours	1147	1132	985	957	892	47	75	577

Public Services Department – Stormwater Division
May 2021

Table 1: Compliance and Enforcement



Directors Notes

- The City received 4 complaints during the month of May. None were related to localized flooding.
- There was 1 workplace related incident with maintenance crew.
- Eight (8) fence permits were reviewed and granted approval.
- The maintenance crew attended the TAUD operator EXPO for on-the-job training and updates on operating supplies.
- A new fee schedule is being proposed for land disturbance/grading. Study session scheduled for August 19th with BMA. Additional resources will support the department in upgrading infrastructure and rectifying pre-existing drainage issues.
- One (1) illicit discharge was reported and inspected. Willow Springs subdivision advised to enhance erosion control measures to prevent discharge into Honey Run Creek. Accela # [10048874](#)
- The Stormwater Department has 2 proposed capital improvement projects for infrastructure along Copperfield Drive and Wilkinson Lane. The Springbrook Drainage Improvement is scheduled for bid for the second week of July. The bid number is 22-1079SW.

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

Stormwater Project List

Our objective is to establish and maintain a proactive approach to minimize any potential for localized flooding within City limits. This includes but is not limited to ditch maintenance. In addition, a large part of this objective is to respond to citizen complaints in a timely manner.

Below are the work order requests and summaries that have been completed for the month of April:

Address	Scope of Work	Status	Notes
125 Brooklawn Drive	Installed earth berm	Work Order: 052421003 Complete	
149 Willowleaf Lane	Installed buffer zone to mitigate runoff from open field	Work Order: 052421001 Complete	
115 Slate Court	Installed check dam and EPSC to filter runoff from established community and into detention system	W/O # 051921005 Complete	

Public Services Department – Stormwater Division
May 2021

Orchard Park

Catch basin
cleaning;
removed
debris and
aggregates
from
drainage
system

WO#-
051121001

Complete



Union Road

Assisted PW
with flagging
operations

WO#
050621003

Complete



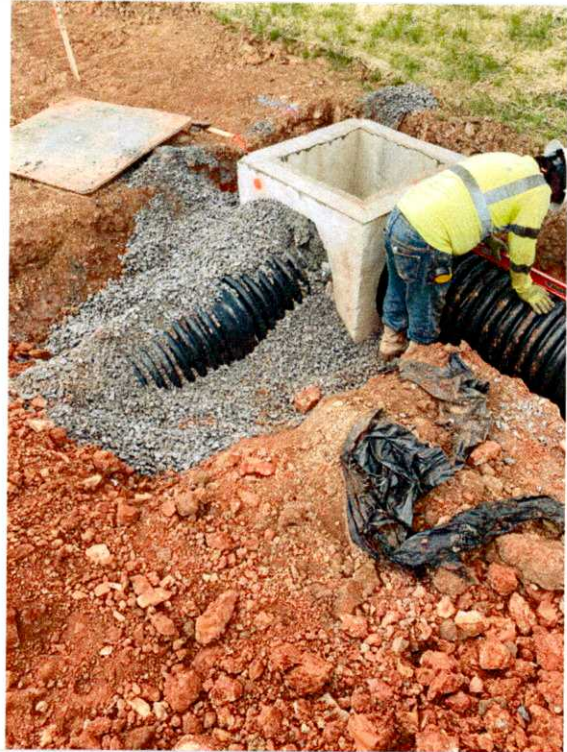
Public Services Department – Stormwater Division
May 2021

Fields of
Oakwood
Ph 2 Section 1.2

Open trench
inspection

WO#-
052621009

Complete



City Limits

Post-storm
clean-up

WO# -
050421001

Complete



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

Stormwater Division

Total Hours Worked	FY 15/16	FY 19/20	30-Apr	31-May	YTD 20/21
Stormwater	5,744	7,204	899	854	10,258
Work Orders	0	69	15	9	138
Overtime	508.5	262	15	0	162
Facility Maintenance	3,494	638	15	82	603
Fleet Maintenance	1,034	314	83	40	678
Administrative	385	1,138	207	138	1,646
Drainage Work (feet)	0	3,988	925	366	5,247
Drainage Man Hours	0	1,371	375	212	2,976
Debris Removed Load	0	188	10	4	189
Sweeping Man Hours	0	309	140	16	377
Mowing Hours	0	102	18	4	25
R-O-W Hours	0	1,506	0	53	237
Shoulder/Curb Hrs.	0	0	0	0	40

SWEEPER LOG

Monthly Report

4 cu.yd hopper/ actual usage- 3.0 cu.yd=4.5 tons

Date	Time	Mileage	Tons	Subdivision / Street
05/19/2021	18	21	4.5	31 W North and South
Totals:	18	21	4.5	

RIGHT-OF-WAY MOWING

Monthly

Work Order #	Type of SCM	Location:	Date:
050421001	Swale	Hillwood Drive	05/04/21
050421001	Swale	Pleasant Grove Road, Union Rd	05/05/21

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

CATCH BASIN CLEANING

Monthly

ID:	Neighborhood:	Location:	Date:	Notes:
76	Orchard Park	Orchard Park Dr.	May 11th	Heavy debris/Cleaned
77	Orchard Park	Orchard Park Dr.	May 11th	"
78	Orchard Park	Orchard Park Dr.	May 18th	Inspected-Clean
79	Orchard Park	Orchard Park Dr.	May 18th	Inspected-Clean
80	Orchard Park	Appl Ct.	May 18th	Inspected-Clean
75	Orchard Park	Peachtree Dr.	May 18th	Heavy debris. Cleaned.
74	Orchard Park	Peachtree Dr.	May 18th	Inspected-Clean. Unknown Beginning of system, holes in yard.
73	Orchard Park	Peachtree Dr.	May 18th	Heavy debris. Cleaned. Pipe jetted & Conveyance Cleaned
72	Orchard Park	Peachtree Dr.	May 18th	Inspected-Clean
69	Orchard Park	Blueberry	May 18th	Heavy debris. Cleaned. Pipe will need to be jetted Inspected-Clean. Large Channel
68	Orchard Park	Blueberry	May 18th	
67	Orchard Park	Blueberry	May 18th	
66	Orchard Park	Blueberry	May 18th	
589	Orchard Park	Cider Mill	May 18th	Minor Debris, Cleaned
81	Orchard Park	Applewood Ct.	May 18th	Inspected
82	Orchard Park	Applewood Ct.	May 18th	Inspected
83	Orchard Park	Cherry Lane	May 18th	Inspected
84	Orchard Park	Cherry Lane	May 18th	Inspected
85	Orchard Park	Cherry Lane	May 18th	Inspected
86	Orchard Park	Cherry Lane	May 18th	Apart of the large Channel, holding water
87	Orchard Park	Cherry Lane	May 18th	
88	Orchard Park	Cherry Lane	May 18th	Minor Debris
89	Orchard Park	Cherry Lane	May 18th	

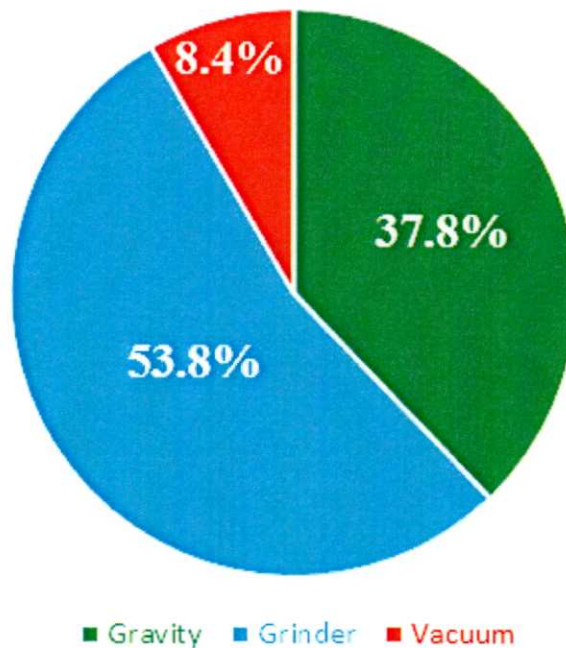
**Public Services Department - Wastewater Division
May 2021**

Collections System Activities:

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, and vacuum services. As of May 31st, 2021, City personnel count a total of **5,541** sewer system connections, with **45 new** applications for service in May, 2021. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	2,096
Low-Pressure Grinder Sewer Connections	2,980
Vacuum Connections	465

Sewer Service Types



The City counts **187** commercial grinder stations, **2,793** residential grinder stations, and 26 major lift stations integrated into our system.

811 Utility Locate Service:

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

<u>Line Marking</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>May 2021</u>	<u>YTD</u>
Tennessee 811	1,691	1,670	1849	2315	2680		405	2,477

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

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

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

<u>Lift Station Location</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>May 2021</u>	<u>YTD</u>
North Palmers Chapel	35	22	23	8	3		0	1
Calista Road	24	55	13	4	2		0	1
Wilkinson Lane	0	8	4	1	3		1	1
Portland Road	1	1	4	1	0		0	1
Cope's Crossing	4	17	15	7	8		1	6
Union Road	91	8	17	6	6		3	9
Meadowlark Drive	1	11	6	4	2		0	1
Highway 76 (Springfield)	0	1	0	1	1		0	0
Cambria Drive	1	0	0	1	4		0	3
Sage Road (Hester)	0	7	2	0	1		0	0
Kensington Green	n/a	n/a	n/a	n/a	1		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		0	n/a
Settler's Ridge	0	0	1	1	1		0	1
Summerlin	0	0	0	2	5		0	22
Heritage High School	0	22	0	2	1		0	0
Loves Truck Stop	n/a	n/a	n/a	n/a	0		0	0
Concord Springs	n/a	n/a	n/a	n/a	0		0	0
Parks Temporary	n/a	n/a	n/a	n/a	0		0	0
Fields at Oakwood	n/a	n/a	n/a	n/a	n/a		0	2
Treatment Plant	0	1	6	4	6		0	3

Alarms:

Wilkinson Lane – On the 31st there were power issues along Wilkinson Lane and this caused a failure of the VFD on Pump 1. Robert Allen believes the VFD is bad and will need to be replaced as soon as possible. WASCON was called to verify Robert's concern. A replacement VFD has been ordered. These VFDs are normally an in-stock item and should not take long to replace.

Union Road – The vacuum prime system on pump 2 has burned out. Pump 1 is working sporadically for the same reason. Staff have ordered the necessary parts from Smith & Loveless to rebuild the vacuum prime systems and have installed the bypass pump in case pump 1 fails completely. These parts were ordered 6/1/21 and we have no ETA on their arrival.

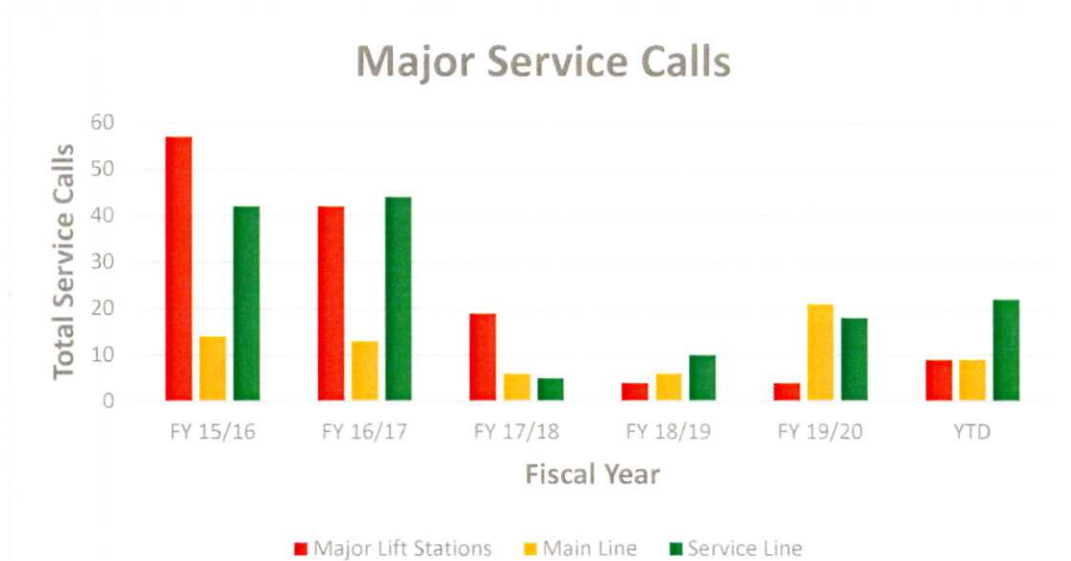
Copes Crossing – High water alarm during heavy rain event.

Public Services Department - Wastewater Division
May 2021

System Repair Goals:

The goal is to minimize failures with the major lift stations and the mainline gravity, low-pressure and high-pressure force-mains, and the air-vacuum systems. Key personnel have been trained over the last three (3) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of the lift stations are either at or near their anticipated useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced. The mainline and service line repairs are mitigated in a large part by the 811-line marking program. However, we do encounter residents or contractors that dig without notifying the 811-call center. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

<u>Repairs</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>May 2021</u>	<u>YTD</u>
Major Lift Stations	57	42	19	4	4	2	9
Main Line	14	13	6	6	21	0	9
Service Line	42	44	5	10	18	1	22

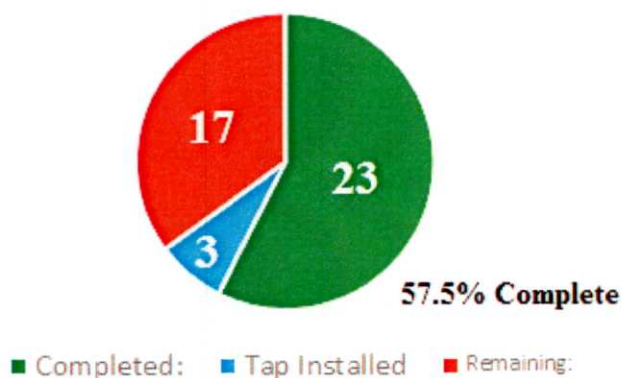


- Settler's Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.**
- Concord Springs** – The only remaining issue with the lift station is to have the developer clean the inside of the station and remove mud, trash and other debris prior to final acceptance. Operationally, the station punch list has been completed and the station is working correctly. **The Concord Springs lift-station was conditionally accepted by the City on 07-24-2020, with the agreement that the Contractor/Developer would complete installation of the privacy slats in the station fence, as well make satisfactory repairs to the station's access road (initial repairs were evaluated on 12-03-2020 and deemed inadequate). We are also waiting on the drive to be repaired. There is an issue with the pressure gauge sending an alarm every time the pumps run. This is not causing any issues with performance, and the gauge is being replaced under warranty. Replacement of the pressure sensor has not taken place at this time. Southern Sales is having difficulties acquiring the part from Gorman Rupp. Additionally, the access road still has not been repaired to acceptable standards. The access drive was proof-rolled on June 1st, and it was determined that the first 100 ft of pavement needs to be ripped out and replaced.**

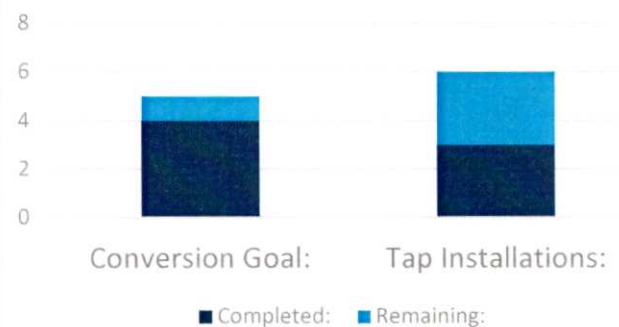
Public Services Department - Wastewater Division
May 2021

3. **The Parks** – The “temporary” lift station at the Parks subdivision was also started successfully. This station will allow for about 160 homes to be built while waiting on Gorman & Rupp to deliver the permanent station. **The permanent station is on-site and awaiting installation. The 10” FM is installed and testing should begin soon. Last we heard from Mr. Cook, he is waiting until the 12” WHUD line is also installed (they are nearing completion of this as well) so he can have enough water to fill the 10” for testing.**
4. **Wilkinson Lane Station** – Station is running on one pump. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails again. This will be the 4th time this station has had to be re-piped, so we have chosen a ridged, yet flexible pipe. Currently pump 1 is down due to a failure of the VFD. WASCON has verified the issue and an replacement has been ordered.
5. **Major Lift Station** - The only major station issues are described above.
6. **Sewer Model Update** – The Sewer Model and Master Plan Updates being conducted by Jacobs Engineering are nearing completion. **Completed Model Update for the Southern Force-Main and Copes Crossing lift-station has revealed that they have exceeded their designed capacity, and will need to be upsized (or have existing flow removed) to accommodate further development on the southern and eastern sides of town. Additionally, the Meadowlark and Union lift stations have reached their wet-weather capacities. Crews have identified sources of infiltration and inflow (“I&I”) and are working to resolve, beginning with Meadowlark station. Jacobs Engineering is compiling the final combined report for both the Sewer Model Update and the Master Plan Update. Plans are in motion to construct a new 18” Southern Force-Main to ease flow restrictions on the existing main, and to reroute a significant volume of flow off the Copes Crossing station and into the proposed Farmstead station set to begin construction this year.**
7. **Septic-to-Sewer Conversions** – The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. **Two (2) conversions on Calista Rd were completed in late-2020.** In recent consultation with Public Works regarding upcoming paving schedules, the department plans to target six (6) projects on Union Rd and one (1) project near the intersection of 31W and Magnolia Blvd for the 2020/2021 fiscal year. The department plans to complete three (3) of the seven (7) Union/Magnolia projects this fiscal year, and install service taps for the remaining four (4). **As of 04-30-2021, the conversion for 2121 Hwy 31W has been completed, and a tap has been installed for 2951 Union Rd, 2961 Union Rd, and 2966 Union Rd. Since 2961 Union Rd currently does not have any running water or septic system installed, we are flagging this project as “complete” as well, along with 2121 Hwy 31W. This marks four out of five (4/5) of the planned projects completed annually, plus three of the six (3/6) remaining Union Rd taps installed. A total of 23 projects have now been completed on the list of 40.**

Septic-to-Sewer
Conversions:



Septic-to-Sewer
Conversion Goals
Fiscal Year 2020-2021



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

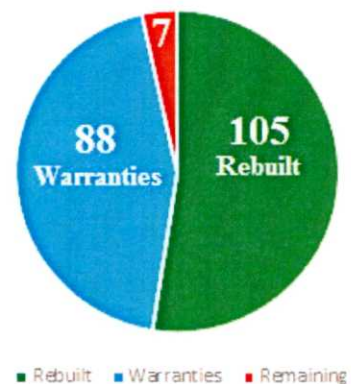
<u>Work Orders</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>May 2021</u>	<u>YTD</u>
Vacuum System Service Request	87	172	143	112	82	15	63
Gravity Service Request	5	12	0	10	13	2	17
Low Pressure Service Request	530	716	621	728	770	62	604
Total Pumps Replaced	313	338	401	361	449	39	455
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	n/a	38	105
Grinder Tank PM Program	n/a	58	63	358	267	9	211
Inspection for New Service	36	23	54	103	226	38	345
Final Inspection for New Service	37	55	56	62	110	47	209
Sanitary Sewer Overflow (SSO)	6	9	1	3	49	1	17
Odor Complaints	16	17	28	43	43	3	33

Pump Rebuilds:

The capital outlay budget was designed for a total purchase of 275 new E-One grinder pumps for the 2020/2021 Fiscal Year. However, the City estimates that a minimum of 475 pumps will be needed to meet all the service call requests for the year. To supplement the amount of pumps on-hand, the department will focus on steady rebuilding throughout the year. The goal is to rebuild a total of 125 extra pumps. To further supplement the number of rebuilds we perform, Wascon also rebuilds all pumps that fail prior to expiration of their warranty period. To-date we have rebuilt **85** pumps in-house, Wascon has rebuilt **20** non-warranty pumps, and we have received **88** warranty-returns.

Last month we identified an error in the total number of pumps replaced YTD, and have since reconciled the total number. Previously, only new pumps and warranty-returns were counted in the total number of pumps replaced. We have now identified the number of rebuilds used as well, so as to better represent the number of pumps needed each fiscal year.

96.5% of Needed Pumps Rebuilt



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

Treatment System Activities:

Wastewater Treatment Plant Goals:

The primary goal for the treatment plant is to provide an effluent quality that meets or exceeds the TDEC required limits as set forth in our NPDES permit. This is measured by a violation occurrence that must be notated on the monthly report. The secondary goal is to provide a high-level operation and maintenance program to ensure the plant runs as designed. This plant was built in 2001 and has been experiencing mechanical failures on components that operate 24/7.

<u>Parameter</u>	<u>Feb - 21</u>	<u>Mar - 21</u>	<u>Apr - 21</u>	<u>May - 21</u>	
Flow – To Creek	0.725 MGD	0.784 MGD	0.642 MGD	0.688 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.00 MGD	0.00 MGD	0.00 MGD	0.000 MGD	
Total Flow Through Plant	0.725 MGD	0.784 MGD	0.642 MGD	0.688 MGD	
Capacity	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MGD	
% of Plant Throughput	51.8%	56.0%	45.8%	49.1%	(0.688 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	64.7%	70.0%	57.3%	61.4%	(0.688 MGD) / (1.12 MGD)
Rainfall	7.29"	7.60"	3.69"	5.34"	

<u>Effluent</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>May 2021</u>	<u>YTD</u>
Violations	1	7	7	13	7	12		1	6

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

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

- **10-03-2019:** City of White House submitted WWTP Facilities Plan to TDEC.
 - **02-25-2020:** TDEC/SRF issued Facilities Plan Comment Letter to City of White House.
 - **04-23-2020:** Facilities Plan Addendum submitted.
 - **05-06-2020:** City of White House submitted Fiscal Sustainability Plan Certification Letter to TLDA as part of State Revolving Fund (SRF) Loan requirements needed to finance the project (SRF Loan #2021-449)
 - **05-26-2020:** Financial Sufficiency Review submitted for SRF Loan.
 - **08-04-2020:** Public advertisement for SRF Loan Public Meeting began.
 - **08-10-2020:** TDEC/SRF approved the current City of White House Sewer Use Ordinance.
 - **08-19-2020:** City of White House and Jacobs Engineering hosted SRF Loan Public Meeting.
 - **08-20-2020:** Project Performance Standards submitted to TDEC/SRF.
 - **08-31-2020:** SRF Loan Public Meeting minutes from 08-19 meeting, as well as proof of meeting advertisement submitted to TDEC/SRF.
 - **09-03-2020:** WWTP Expansion Project stamped and approved plans submitted to TDEC/SRF for review.
 - **09-04-2020:** TDEC/SRF formally approved the City of White House WWTP Expansion Project Plan of Operation.
 - **09-09-2020:** TDEC/SRF released Environmental Assessment for the WWTP Expansion Project.
 - **09-17-2020:** TLDA released Finding of No Significant Impact (FNSI) package to City of White House.
 - **10-15-2020:** City of White House Board of Mayor and Aldermen voted to approve Resolution #20-24 to apply for SRF Loan #2021-449 in the amount of \$12,448,000 to fund the WWTP Expansion Project.
 - **10-27-2020:** TDEC/SRF issued Facilities Plan Approval for WWTP Expansion Project.
 - **11-11-2020:** SRF Loan Application package submitted for loan #2021-449.
 - **12-14-2020:** TLDA Board approved the City of White House Loan Application Package for SRF Loan #2021-449.
 - **12-17-2020:** City of White House formally approved "100% Final Plans and Addendums" as designed by Jacobs Engineering for WWTP Expansion Project.
 - **12-23-2020:** Justification for Sole Source Equipment Procurement submitted to TDEC/SRF for WWTP Expansion Project.
 - **01-12-2021:** TDEC/SRF granted final Land Approval for the WWTP Expansion Project.
 - **01-22-2021:** TDEC/SRF approved Plans and Specifications for the WWTP Expansion Project, and cleared City to begin advertisement period for bids.
 - **02-16-2021:** WWTP Expansion Project bid advertisement published in multiple sources.
 - **03-09-2021:** Pre-bid conference for WWTP Expansion Project conducted at 725 Industrial Dr, White House, TN.
 - **03-31-2021:** Bids opened for WWTP Expansion Project.
 - **04-01-2021:** City began review process for Construction Bids for WWTP.
 - **04-12-2021:** City submits request to SRF for review of an \$8,000,000 increase to the SRF loan in response to received bids.
 - **04-15-2021:** City of White House Board of Mayor and Aldermen voted to accept bid by Reeves Young in the amount of \$20,990,00 for the Wastewater Treatment Plant Expansion Project.
 - **04-28-2021:** Complete bid package for WWTP Expansion Project submitted to TDEC/SRF for approval.
 - **04-29-2021:** TDEC/SRF completed Financial Sufficiency Review for City's \$8,000,000 SRF loan increase request.
 - **05-14-2021:** TDEC/SRF confirms that the City can award the WWTP Expansion Project bid contract without voiding the request for the additional \$8,000,000 SRF loan.
 - **05-14-2021:** TDEC/SRF issued Authority to Award letter to the City for \$20,990,000 bid contract with Reeves Young.
 - **05-18-2021:** City formally awards WWTP Expansion Project bid to Reeves Young for \$20,990,000.
 - **05-24-2021:** Bid bonds returned to Reeves Young and Adams Robinson for WWTP Expansion Project.
 - **06-01-2021:** Executed bid contract received from Reeves Young for WWTP Expansion Project.
 - City submits completed Fiscal Sustainability Plan to TDEC (anticipated mid-June).
 - City issues Notice to Proceed (anticipated mid-June).
 - Project breaks ground (anticipated early-July).
3. **H₂S & Ferric Sulfate:** Staff continues to monitor the carbonaceous biochemical oxygen demand (**CBOD**) and the total suspended solids (**TSS**) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. **The feed rate is 25 gallons per day at the Union Road lift station and 30 gallons per day at the Old Tyree lift station. We are currently looking at alternative odor scrubber processes for H₂S control in this area. With the increasing flows to the Copes Crossing station, ferric sulfate is no longer working as well for odor control.**

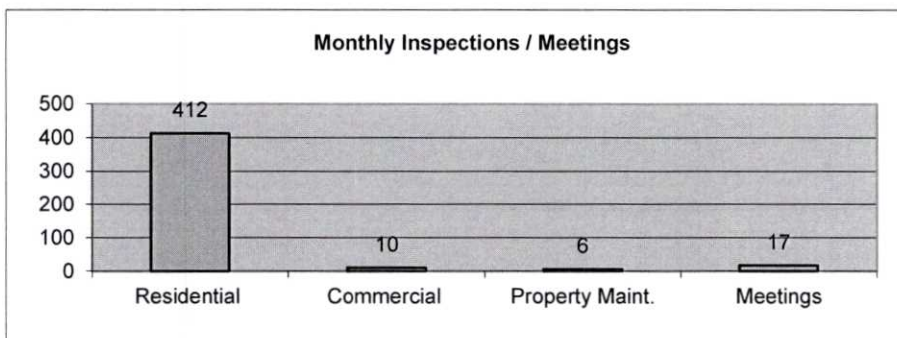
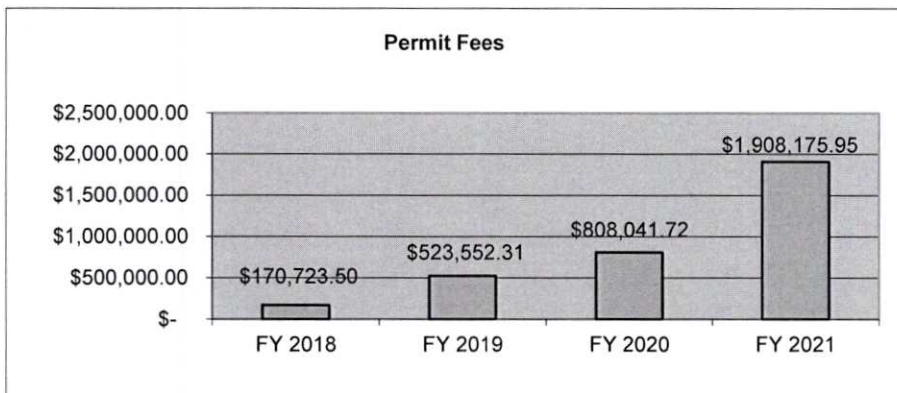
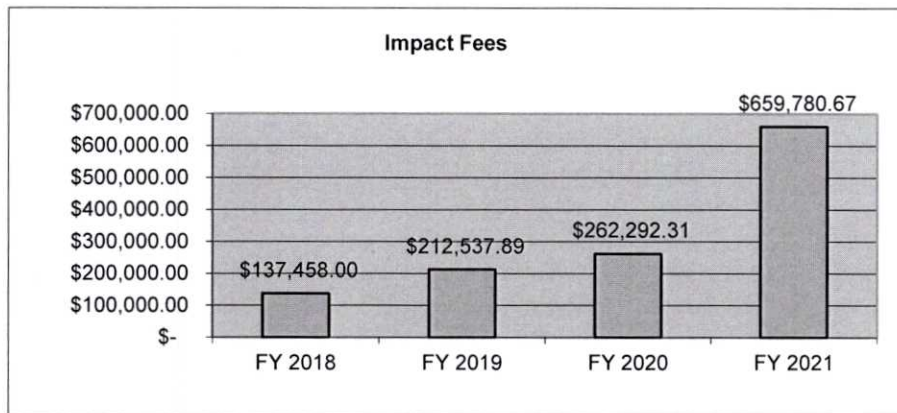
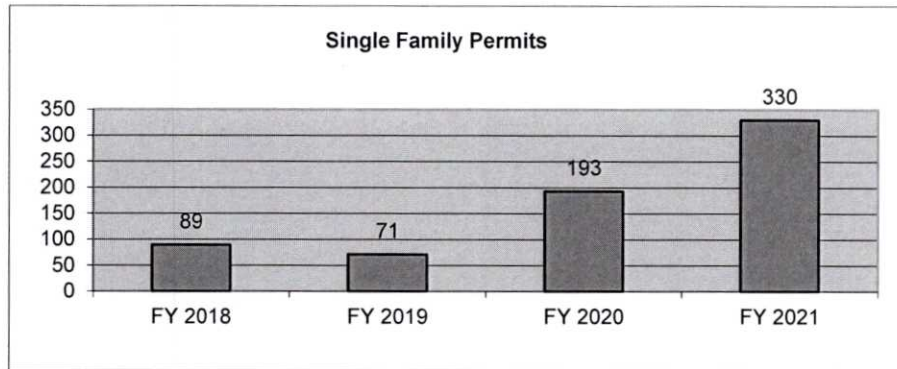
Public Services Department - Wastewater Division
May 2021

4. **Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly.

The PAA feed rate is operating at a constant **2.50** parts per million (ppm). The average residual was **0.17** PPM with a max residual of **0.34** PPM. *Last month the feed rate was 2.5 ppm.*

Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed **126 CFU's** (colony forming units) per 100 ml." Additionally, our *daily maximum* concentration limit is **941/1000ml**. Our E Coli testing for the month was an average of **13.7 CFU's** which is well below the limit. *Last month the average was 18.4.*

Planning and Codes Department
MAY 2021



**Planning and Codes Department
MAY 2021**

	Month	FY2021	FY2020	FY2019	FY2018
MEETING AGENDA ITEMS#					
Planning Commission	5	66	69	66	69
Construction Appeals	0	0	0	0	1
Zoning Appeals	0	4	5	6	7
Tech. Review/Study Session	2	4	2	0	1
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	44	330	193	71	89
Multi-Family Residential	0	22	0	13	5
Other Residential	7	76	91	93	238
New Commercial	1	6	6	3	3
New Industrial	0	2	0	1	0
Other Com/Ind	1	23	23	33	31
Sign	4	14	14	25	24
Occupancy Permits		21	14	25	24
Commercial Certificate of Occupancy-					
Other	3	11	12	3	14
BUILDING INSPECTIONS					
Residential	412	2229	2858	2411	1112
Hours	39	491	699.58	414.98	383.59
Commercial /Industrial	10	79	110	179	165
Hours	4	30.93	12.83	179	165
CODE ENFORCEMENT					
Total Cases	6	86	330	179	165
Hours	2	32.75	70.24	86.75	75.17
Complaints Received	5	35	116	98	132
MEETINGS					
Administration	10	60	58	68	51
Hours	10	89	38.26	103.67	101
Planning	5	47	76	135	73
Hours	5	54.75	96.58	155.5	86.82
Codes	2	9	28	35	27
Hours	2	7	37.85	40.16	18.67
FEES					
Permit Fees	\$224,117.20	\$ 1,908,175.95	\$ 808,041.72	\$ 523,552.31	\$170,723.50
Board Review Fees	\$1,800.00	\$ 82,300.00		\$ 3,750.00	\$4,683.00
City Impact Fee	\$80,779.00	\$ 659,780.67	\$ 262,292.31	\$ 212,537.89	\$137,458.00
Roads	\$29,837.00	\$ 284,243.60	\$ 77,860.90	\$ 98,885.80	\$112,424.58
Parks	\$17,424.00	\$ 132,110.00	\$ 74,646.00	\$ 23,140.00	\$ 10,163.90
Police	\$20,190.00	\$ 178,459.41	\$ 59,096.30	\$ 11,704.30	\$ 8,971.20
Fire	\$13,328.00	\$ 71,344.66	\$ 36,749.61	\$ 23,344.29	\$ 5,963.72
OTHER ITEMS					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 15	\$ 3,777,069.30	\$3,374,092.67	\$1,633,984.00	\$922,141.63	\$573,840.00
Builders Bonds	0.00	\$ -	\$ 18,000.00	\$ 69,366.43	\$45,366.43
Workings Days in Month	16	17	17	16	15

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

Summary of Month's Activities

This month the spring sports started to wind down as we enter the summer months where things are less focused on organized sports. We have some big events coming up over the next month or two with our Independence 5K, Americana Event and 3v3 Soccer Tournament. We also have Music Under the Stars events happening each month (the first started May 27th). So, this summer will be back to normal for us this year.

Just an update on the Splash Pad: We had the Leak Detection company come back out this month and they tested each individual feature and they did find a leak for the Frog features we have on the pad; however, this did not explain the issue we were having because we had tried running the water without those on and still had a loss of water. Nevertheless, they were able to rule out everything apart from the drains. Ultimately, based on their recommendation, we were able to determine that the main cause of us losing water was actually the cracks on the pad itself. After we filled them all in, the fill line was able to keep the water level up in the tank. We still have a small leak somewhere between the drains and the tank itself, and we will still need to fix the leak for the frog features, but for now it is not enough to affect the operations. So, we opened the Splash Pad on Memorial Day weekend and it will be open 7 days a week until Labor Day with some different hours than past years.

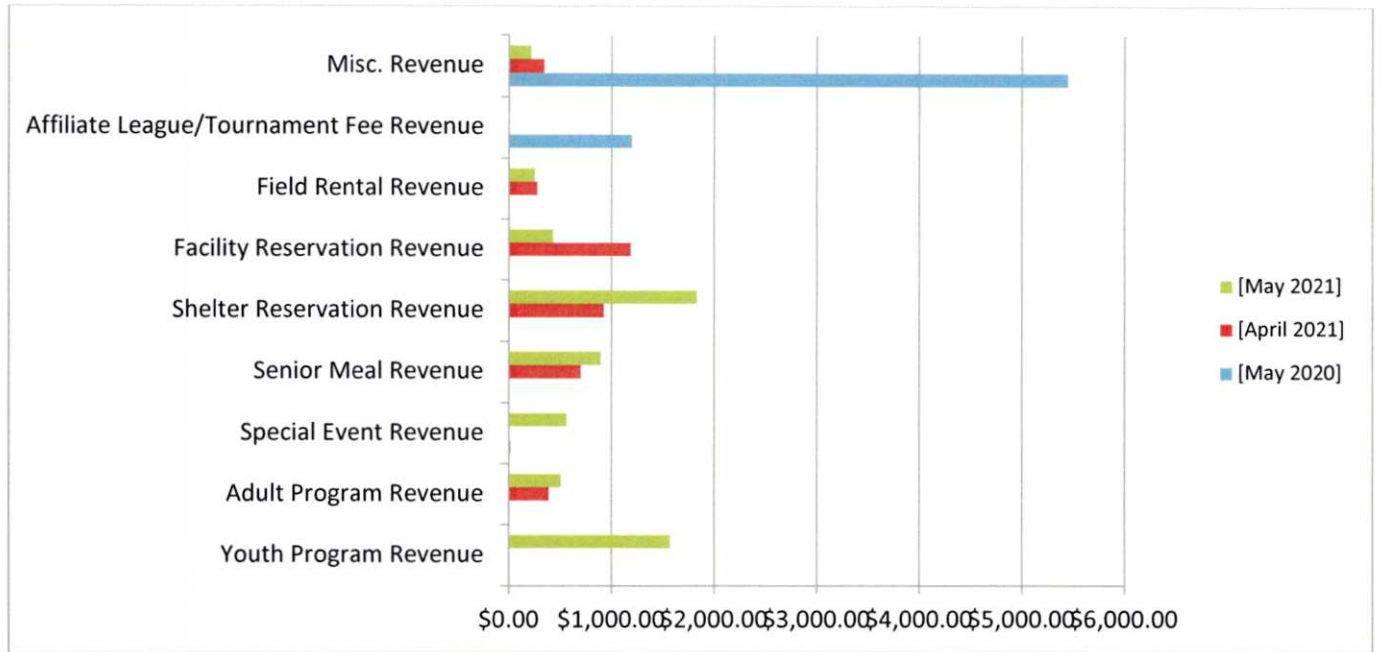
An update on some projects:

The Soccer Complex Renovation project had its bid opening on May 17th. FTM contracting was the only bidder. Their base bid was \$689,000. This includes adding an additional soccer field to the complex and providing it with LED lighting. Additionally, we would like to select Alternate #3 for \$140,000 which involves adding two additional poles with LED lighting to Field #3 and then converting the existing lighting to LED. This will give us 4 fields that are fully lit with the potential to easily expand that to 5 fields once the project gets started.

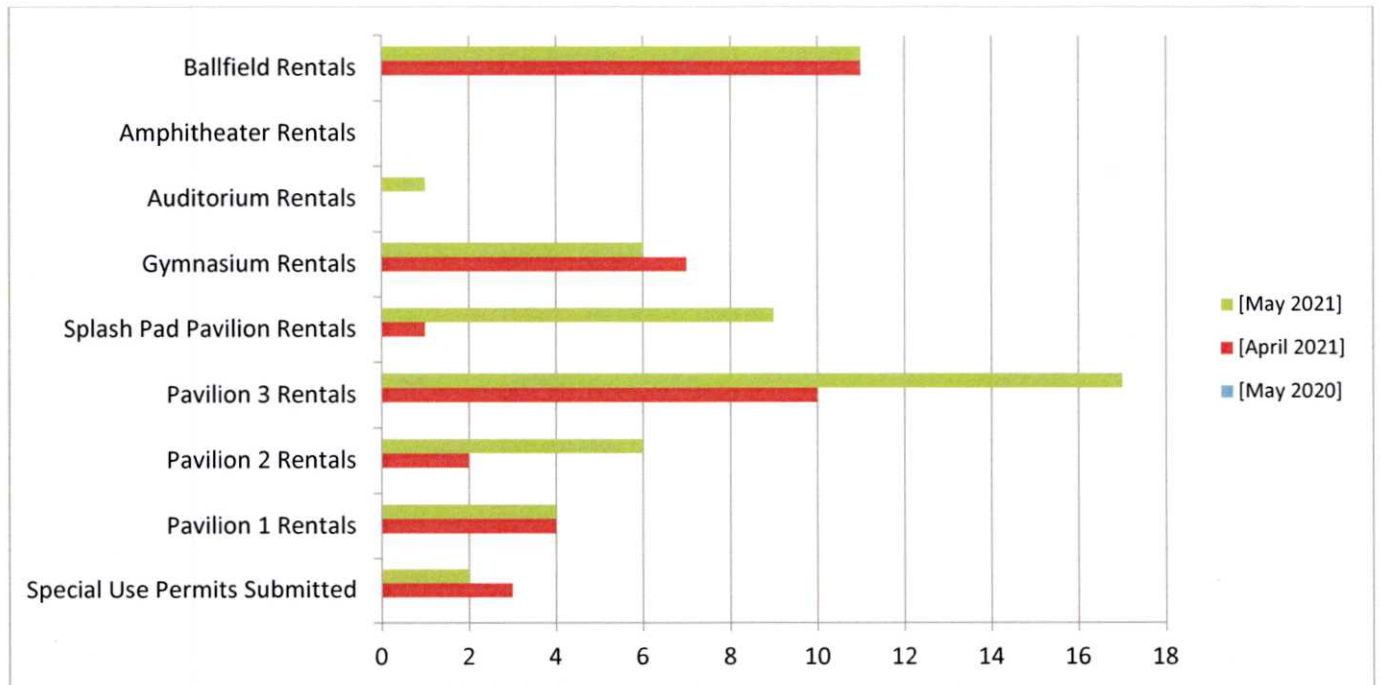
As far as the barn at the Byrum Park location, we still haven't had a chance to complete that. We are still catching up on some other projects but most of those are complete, or close to complete now, so we should be able to get back on this project soon. Additionally, a part of the fence was knocked over during a wreck a while back at Byrum Park and we want to fix that soon as well. We have also had a tree cut down near Mr. Byrum's house and we are looking into having someone cut up some of the damaged trees from the storms as well.

Lastly, we purchased some dog waste receptacles this month and plan on putting them up at each trailhead along the Greenway. This is something that has been lacking at our Greenway for a long time and the hope is to start with our trailheads and expand out to other locations as well so we have options for people to pick up their pet's waste.

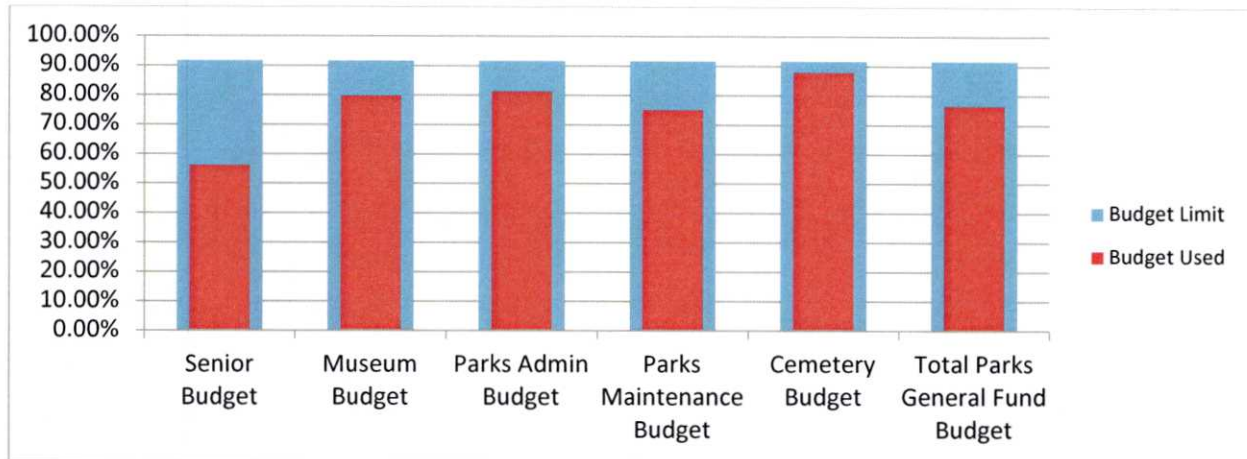
Revenues



Facility Usage



Over/Under Budget



Recreation

Girls' Volleyball ended on May 27th with Team Collins winning the 6th-8th Grade division and Team Pope winning the 3rd-5th Grade division. We had 52 girls that played in the league this spring.



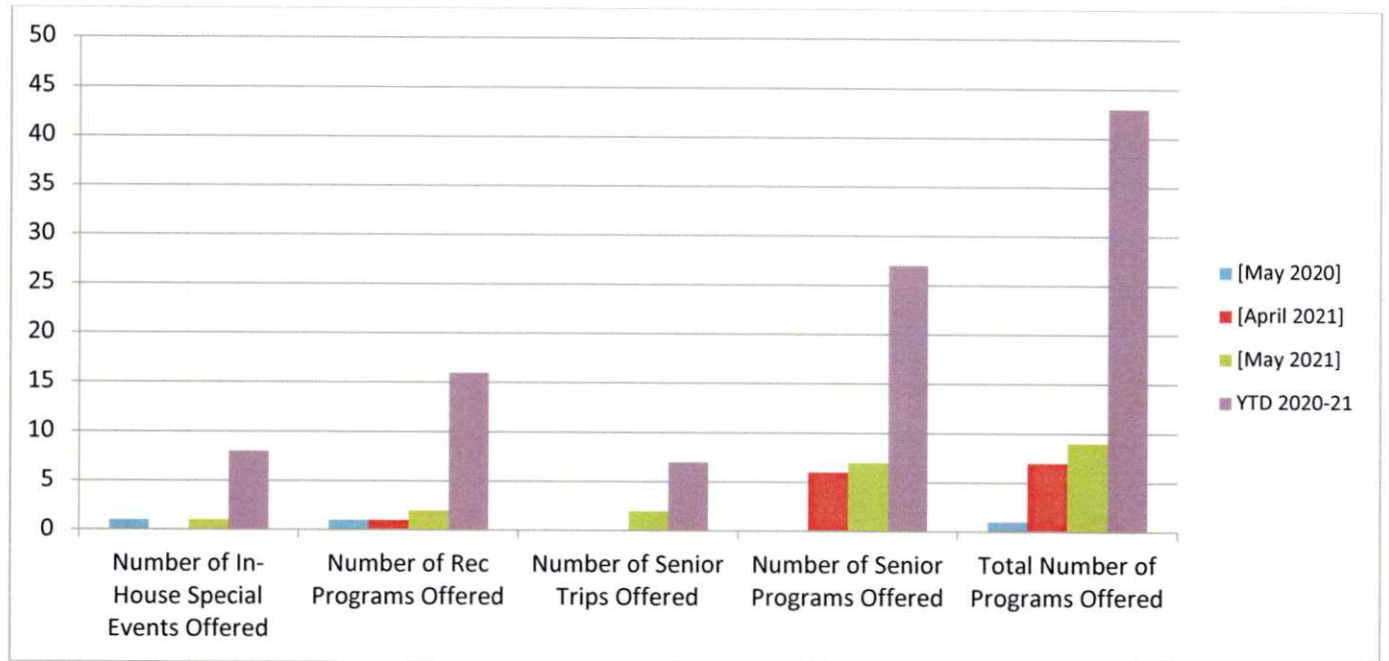
Challenger Baseball wrapped up their season on May 15th and had their end of the year party on May 22nd. End of the year party was at Pavilion 3 at the park with two inflatables and food from The BBQ Place. Adult Basketball continued signups during the month of May and will begin their season in June.

We currently have 5 teams signed up for Adult Basketball this summer and two free agents. The registration ends round the first of June.

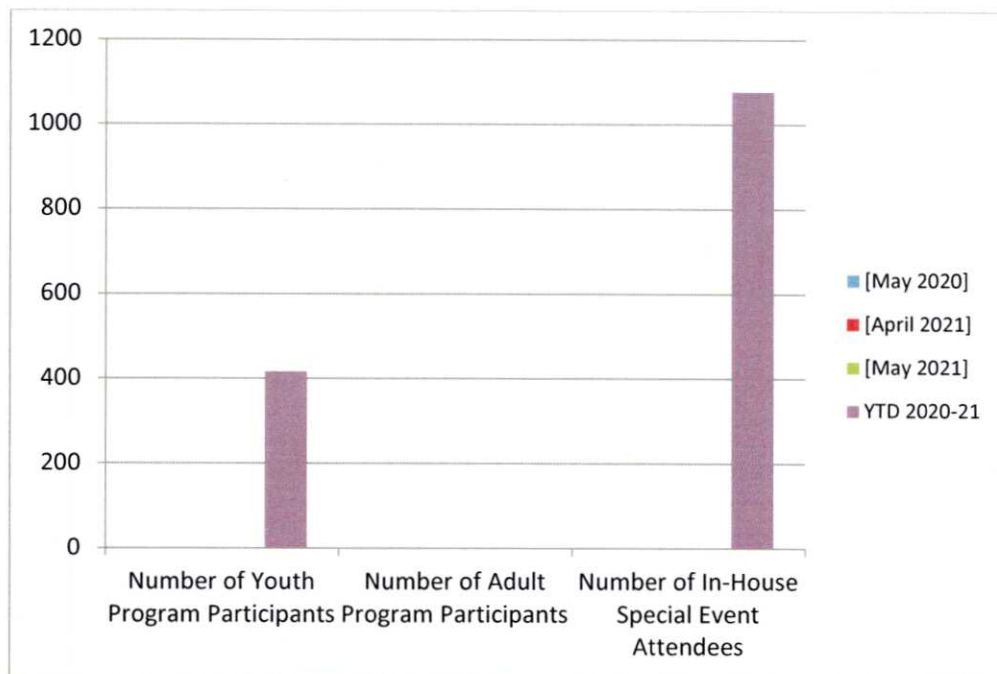
Signups for the Independence Day 5K began in May and will continue on until the event on July 3rd. Currently, there are 31 runners signed up. T-shirts have been bought and three sponsors have submitted their paperwork for the event. Yeti prizes have been purchased and put on the City Facebook page to help promote awareness for the event.

Improvements for our gym/bathrooms at city hall were ordered. We ordered 16 LED high bay lights for the gymnasium to replace busted and inefficient lighting. Two hand dryers were ordered for the men's and women's restroom at City Hall and two for the soccer complex. Additional acoustic foam panels were also added to the gymnasium walls to help with echoing complaints from parents. All of these will be installed next month

Programming Opportunities

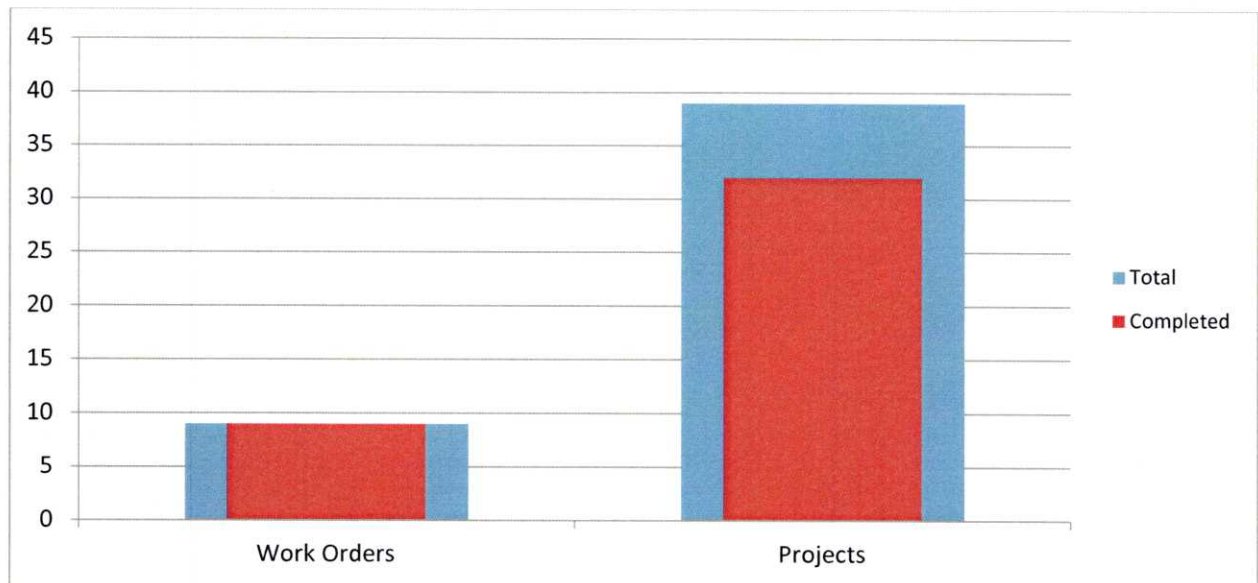
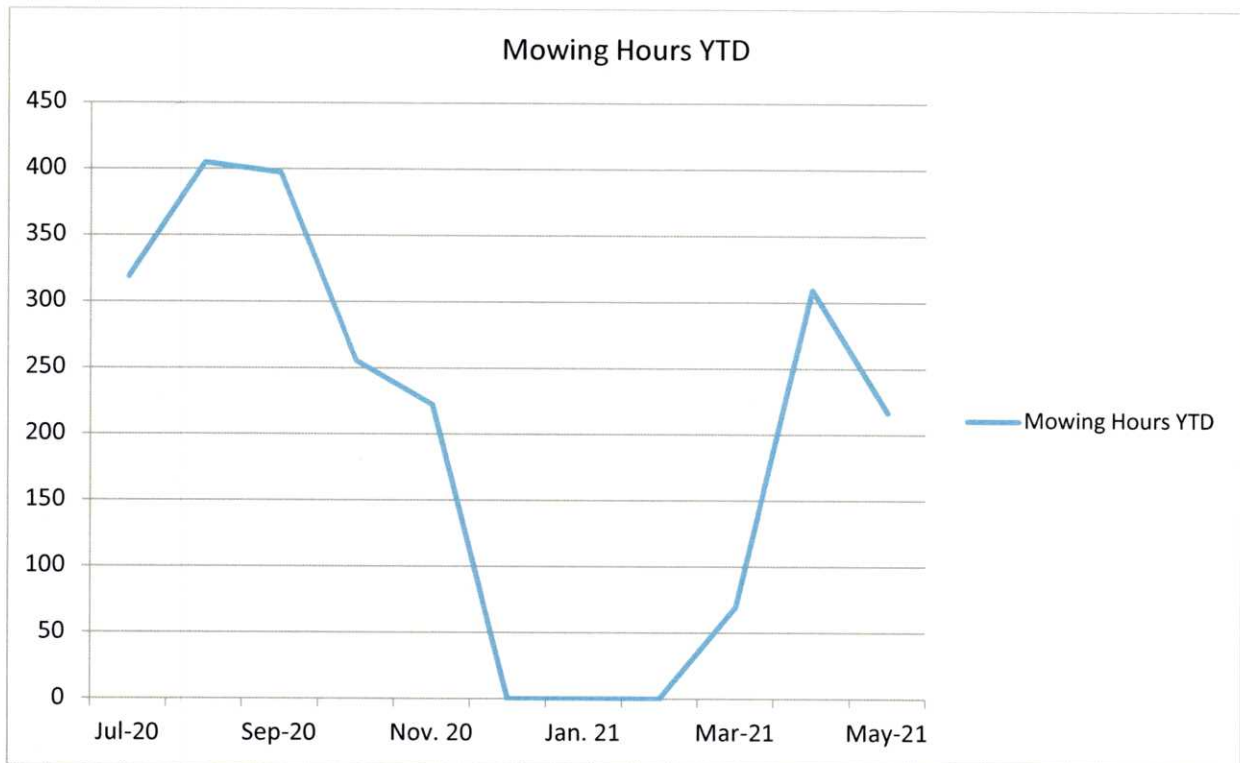


Programming Attendance



Maintenance

- Fertilized all of the sports fields
- Met with company and worked on the Splash Pad/Found a leak
- Filled all cracks in the surface of the Splash Pad
- Fixed two different locations of fence along the Greenway
- Tore out and replaced landscaping at the High School Trailhead
- Planted flowers at the main park and at the splash pad
- Dug out, performed dirt work, and added new top soil to the ditch line between fields 5 & 6
- Built a pitcher's mound on field #6
- Performed dirt work, leveling, new top soil and seed and straw mat at the museum
- Performed dirt work, picked up rocks, new top soil, and seed and straw mat next to the amphitheater
- Performed repairs after the tornado that went through the area
- Cleaned up flood damage and storm damage (mostly along the Greenway) after the tornado went through the area/Several trees that had to be cut down and cut up/also many limbs to pick up and haul away
- Sprayed fields 5, 6, 7, & 8
- Fixed major leak in the irrigation main pipe at the Soccer Complex
- Worked on a leak in the irrigation system at the Quad
- Put out fresh playground mulch at the main park
- Repaired busted corner post, set in concrete at the splash pad/This has been broken for over a year
- Repaired two drinking fountains (one along the Greenway and the other within the main park)
- Performed major deck repair to one of our oldest mowers after one of the guys wrecked and slid all the way down the hill, next to field #7
- Designed, built, and installed a bracket that would hold the new commemorative plaque that went on the sign for field #3 at the Soccer Complex



Museum

Volunteers

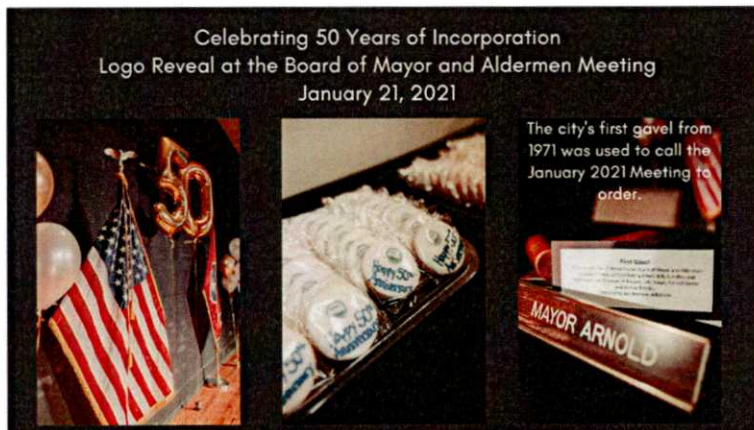
Volunteer helped continue to set up and perform interviews with long-time locals. These interviews are being recorded for future reference. Volunteer helped with staying up on newspaper clippings and better organizing current clippings for quicker access. Volunteers helped with putting together three new podium displays. Volunteers worked a total of 17.5 hours for the month of May.

Exhibits

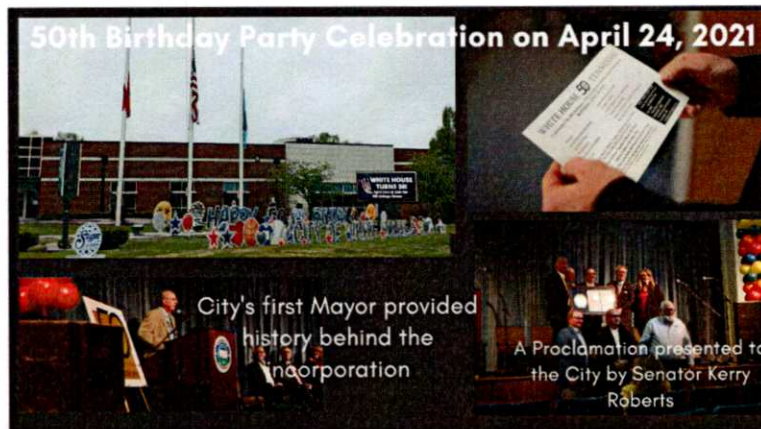


Current exhibit features artifacts and box displays which includes pictures and descriptions from the City's past 50 years.

Updated Slideshow Exhibit



Slides were added to the current slide show in the museum for the Board of Mayor and Aldermen Meeting on January 21, 2021



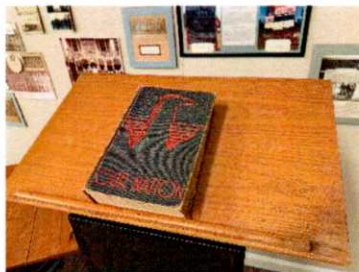
And for the 50th Birthday Celebration on April 24, 2021

Social Media Promotion



White House History Wednesday's monthly edition was posted on Wednesday, May 26, 2021 with a new episode featuring Robertson County Commissioner Don Eden. He discussed the beginnings of the White House Area Chamber of Commerce and Tennessee Homecoming '86. This month's episode had 672 views and 7 shares.

Donated Artifacts



Coach Deanie Bryant donated a swivel bookstand that had been used at White House High School in the late 60s early 70s.

Tours at Museum

The museum had a several walk-in tours in May.

Events Attended

May 18 – White House Area Chamber of Commerce Monthly Luncheon featuring Gerald Herman

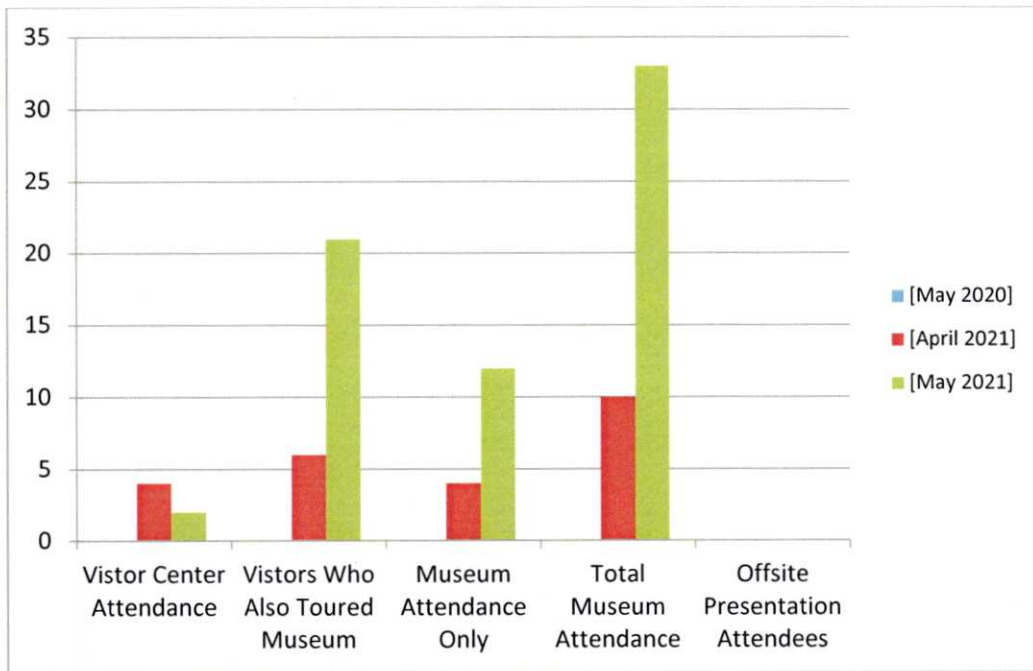
May 26 – White House Area Chamber of Commerce Monthly Power Hour

May 27 – Music Under the Stars

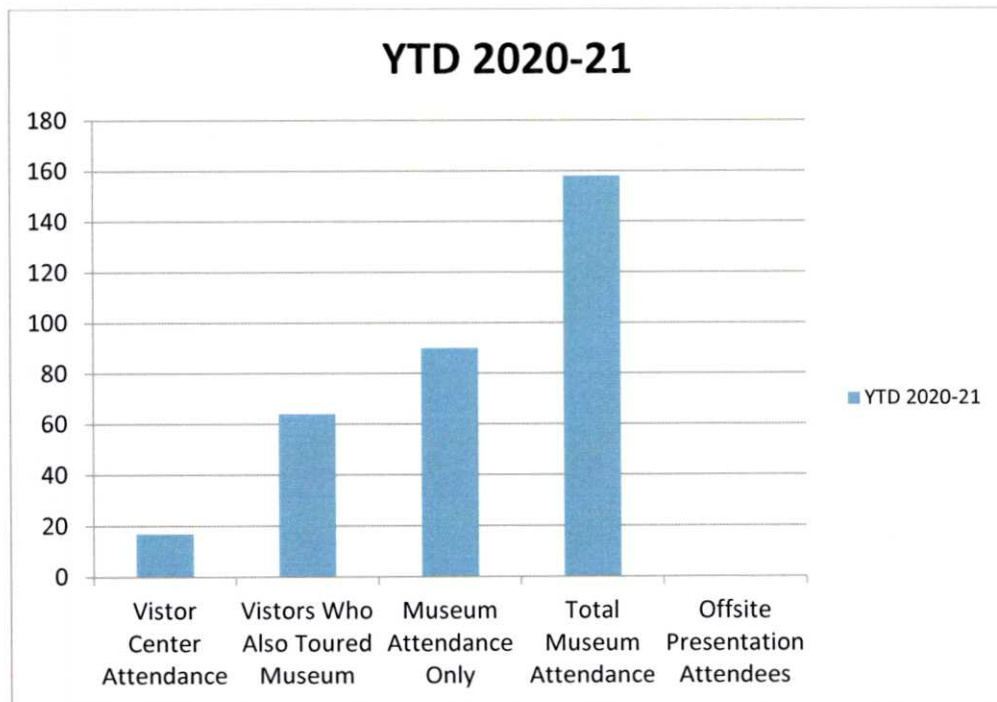
Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	21	12	33	0

Museum/Visitor Center Usage



Museum/Visitor Center Usage YTD

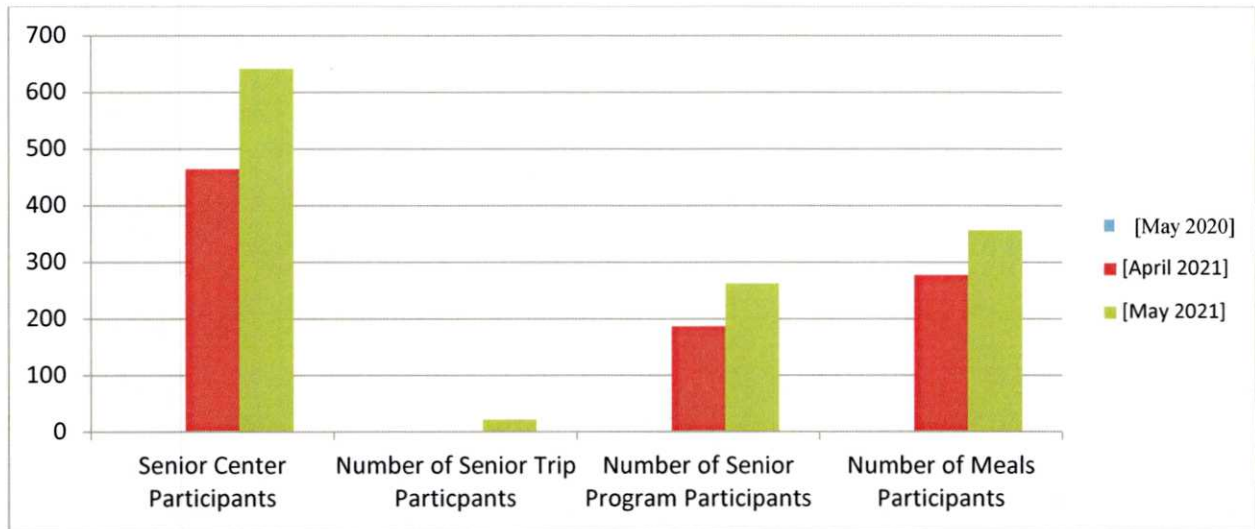


Senior Center

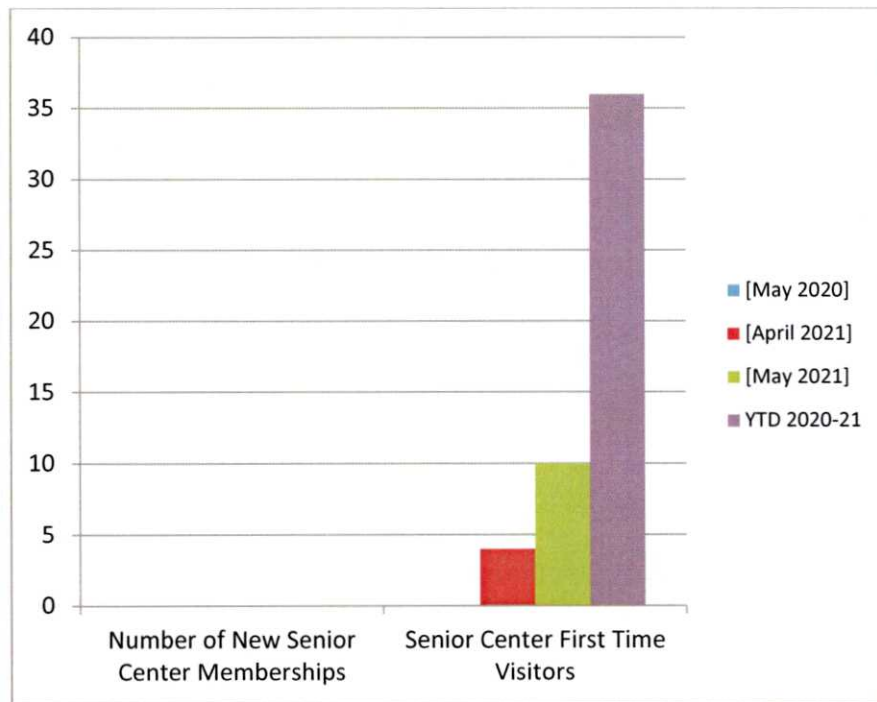
Just a reminder that next month we will start offering the Senior Meal inside again. So, at that point things will be just about back to normal for the first time in over a year.

Senior Center Participation - May 2021			
<u>Outings/Events:</u>			
Bowling	10		
Lunch at Park	12		
Line Dancing	8		
Bible Study	3		
Movie at Center	5		
Corn Hole	0		
Total	38		
		<u>Sr Meals Wednesdays</u>	
		90	
		84	
		96	
		87	
		357	TOTAL
<u>Programs:</u>			
Fittercise	131		
Walk			
Yoga	58		
Strength	46		
Bingo	12		
TOTAL	247		
NEW MEMBERS	0		
FIRST TIME ATTENDEE	10	Beverly, Carol. Pam & Mom, Bill &	
TOTAL Sr Center Participants:	642		

Senior Programming/Attendance



New Senior Memberships/First Time Visitors



MAY 2021

Facility Usage

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

Programming

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

Revenues

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

Workflow

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

20-May	Apr. 21	May-21	YTD 20-21
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0	3	2	34
0	4	4	19
0	2	6	13
0	10	17	66
0	1	9	72
0	17	36	170
0	7	6	16
0	0	0	0
0	0	1	4
0	0	0	0
0	7	7	20
0	11	11	137
0	4	2	17
0	6	21	64
0	4	12	90
0	10	33	158

0	0	0	417
0	0	0	0
1	0	1	8
0	0	0	1077
1	1	2	16
0	200	200	1800
0	0	0	0
0	465	642	3878
0	4	10	36
0	0	2	7
0	0	22	62
0	6	7	27
0	187	263	946
0	3	4	32
0	278	357	2870
0	0	0	0
1	7	9	43

\$0.00	\$0.00	\$1,572.00	\$32,655.00
\$0.00	\$390.00	\$510.00	\$3,050.00
\$20.00	\$0.00	\$565.00	\$1,170.00
\$0.00	\$701.00	\$895.50	\$7,200.00
\$0.00	\$925.00	\$1,830.00	\$7,112.50
\$0.00	\$1,187.50	\$431.25	\$2,381.25
\$0.00	\$277.50	\$255.00	\$5,665.50
\$1,200.00	\$0.00	\$0.00	\$5,337.00
\$5,450.00	\$343.93	\$215.54	\$4,279.13

338	309.5	216.5	2195
0	0	1	9
0	0	1	9
0	2	4	39
0	2	4	32

**White House Library
May 2021**

Summary of Activities

The library director met with Victor at B&B signs to discuss the new library hour sign. The director provided Victor with a PDF version of the library logo to put on the front of the sign. She also approved the book panels and sign layout. It should be done before the end of June.

The library director and HR director conducted interviews for two part time library employees. Those positions were filled by Molly Dorris and Lacey Lassiter. Both employees started working in May.

A mold inspection was done at the library on May 6 after black spots were found in the server room. The air inspection came back normal, so the mold is only on the walls in the server room. The library director is now going to pay to have that mold removed.

The library director had a phone call with her mentor Martha from Clarksville Public Library. They talked briefly about different ways they are lifting COVID restrictions.

The library director was one of three librarians that presented on non-traditional lending. The director talked about the Steam Packs, board games, puzzles, and cake pans that circulate at the library. The presentation was well received and she did get a few follow-up emails from attendees asking for more information.

The library director applied for a storybook trail grant which she did receive. The grant will allow for a book panels to be placed at a city trail. Those walking will be able to read a book as they walk. There are many cities that have these types of trails and the library director is happy one will be added to our city.

The friends of the library did receive the Dollar General Summer Reading Grant. A large portion of this grant will be used to help the library pay for the Fandomcon since the cost of that event will be higher due to having performers staying all day.

The library board met on May 13. They discussed and voted on a number of policy updates.

The library director attended the Chamber Luncheon on May 18 to see the city administrator discuss updates to the city.

The friends of the library met on May 18 to discuss the summer reading grant, storybook trail grant, copiers/Princh and shelf plaques and pavers.

The library director attended an HVAC Request for Proposal meeting. The group looked through company proposals to handle the city's HVAC maintenance. During this meeting, it was discovered that three of the library's units were not being included in the regular maintenance. It is believed that these items were not added to the HVAC proposal once their one-year warranty expired. These items will be added to the regular maintenance going forward.

The library director got the two escape rooms for the con set up and invited a number of different city employees and some patrons to test them out beforehand. After the groups went through, some changes were made to the rooms to make them function better. Both are now ready for the fandomcon.

Department Highlights

The highlights for the month were being awarded the storybook trail grant, Dollar General Summer Reading Grant, the success with the library presentation, and the two escape rooms being finished.

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

Official Service Area Populations

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

Membership

May	2017	2018	2019	2020	2021
New Members	90	151	102	7	91
Updated Members	344	373	528	58	333
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,027
% of population with membership	86	51	59	66	49

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.

Total Material Available: 38,005

Estimated Value of Total Materials: \$950,125

Last Month: \$948,100

Total Materials Available Per Capita: 2.64

Last Month: 2.64

State Minimum Standard: 2.00

Materials Added in May

2017	2018	2019	2020	2021
415	222	127	145	339

Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	1,187

Physical Items Checked Out in May

2017	2018	2019	2020	2021
5,817	6,043	5,434	1,141	4,329

Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	20,001

Miscellaneous item checkouts

May	2017	2018	2019	2020	2021
Technology Devices	35	53	36	13	54
Study Rooms	78	95	83	0	25
Games and Puzzles	43	48	82	8	124
Seeds	42	142	96	5	147
STEAM Packs	*	*	31	0	0
Cake Pans	*	*	3	0	1

Yearly Totals

2017	2018	2019	2020	2021
585	644	137	381	295
828	1,082	253	305	115
528	743	222	955	482
1,197	586	112	302	716
*	148	61	25	0
*	6	1	28	8

Library Services Usage

May	2017	2018	2019	2020	2021
Lego Table	149	215	246	195	0
Test Proctoring	0	8	24	29	3
Charging Station	9	7	19	0	6
Notary Services	*	*	*	1	9
Library Visits	*	5,002	4,255	0	2,725
Website Usage	*	*	1,148	1,088	2,238
Reference Questions	5	11	5	11	5

Yearly Totals

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	35
86	90	19	47	16
*	*	16	88	39
*	52,565	55,728	30,007	13,565
*	2,517	16,935	17,977	10,727
115	59	77	60	27

Library Volunteers

May	2018	2019	2020	2021
Library Volunteers	11	13	1	6
Volunteer Hours	78	82	20	127

Yearly Totals

18-19	19-20	20-21
82	36	17
809	1,286	1,069

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

Computer Users

May	2017	2018	2019	2020	2021
Wireless	596	588	658	41	250
Adult Users	348	321	384	13	142
Kids Users	170	141	152	0	72

Yearly Computer Users

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	1,362
4,413	4,642	1,103	2,138	865
2,209	2,088	556	427	166

Universal Class Counts

Yearly Totals

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

May	
Sign ups	0
Courses started	0
Lessons viewed	13
Class Submissions	3

2017	2018	2019	2020	2021
27	24	9	10	6
39	52	16	53	30
273	661	194	1,771	330
258	445	105	800	166

Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	1	0
Yearly Sign-ups	29	60	81	81

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	5
500 Mark	2	2	0	1
Completion	0	1	2	1

Face-to-face Kids Programs

May	2017	2018	2019	2020	2021
Programs	16	9	10	0	5
Attendees	234	233	181	0	32
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	13
Attendees	4,268	4,260	4,201	1,185	122

Virtual Kids Programs

May	2020	2021
Videos	7	2
Views	1,352	9
Yearly	2020	2021
Videos	24	14
Views	4,182	191

Grab & Go Kits

May	2020	2021
Kits	0	5
Taken	0	147
Yearly	2020	2021
Kits	38	28
Taken	1094	888

We held face-to-face programs when the weather was nice and virtual story times when it was rainy or cold outside.

Face-to-face Teen Programs

May	2017	2018	2019	2020	2021
Programs	2	5	3	0	0
Attendees	5	10	5	0	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

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

Combined Face-to-Face

May	2020	2021
Programs	0	4
Attendees	0	16
Yearly	2020	2021
Programs	11	8
Attendees	77	29

Virtual Teen & Tweens

May	2020	2021
Videos	3	0
Views	577	0
Yearly	2020	2021
Videos	12	6
Views	1,591	95

Grab & Go

May	2020	2021
Kits	0	2
Taken	0	31
Yearly	2020	2021
Kits	13	15
Taken	152	162

The library started holding face-to-face teen programs again as well as putting out grab and go kits.

Face-to-face Adult Programs

May	2017	2018	2019	2020	2021
Programs	12	17	11	0	4
Attendees	56	61	50	0	20
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	15
Attendees	689	1,009	1,343	214	69

Virtual

May	2020	2021
Videos	2	0
Views	48	0
Yearly	2020	2021
Videos	18	0
Views	4,972	0

Device Advice

Sessions	2019	2020	2021
May	*	42	8
Yearly	125	51	21

The library tried to add a chess club in April, but there was not enough interest. So, this program will not be continued in May.

Interlibrary Loan Services

May	2017	2018	2019	2020	2021
Borrowed	55	49	60	0	52
Loaned	18	27	35	0	20

Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	253
305	410	410	151	74

May	R.E.A.D.S
Adults	1601
Juvenile	88

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021
Adults	15,773	21,138	23,138	17,809
Juvenile	725	1,430	1,189	958

The READS statistics come from the state.

CITY COURT REPORT

May 2021

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$6,184.61	
TOTAL MONIES COLLECTED YTD		\$44,252.59

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$2,154.30	
TOTAL MONIES COLLECTED YTD		\$19,726.01

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$8,338.91</u>	
	<u>TOTAL REVENUE YTD</u>	<u>\$63,978.60</u>

DISBURSEMENTS

LITIGATION TAX	\$515.15	
DOS/DOH FINES & FEES	\$470.25	
DOS TITLE & REGISTRATION	\$171.00	
RESTITUTION/REFUNDS	\$0.00	
ON-LINE CC FEES	\$65.04	
CREDIT CARD FEES	\$18.57	
WORTHLESS CHECKS	\$0.00	
<u>TOTAL DISBURSEMENTS FOR MONTH</u>	<u>\$1,240.01</u>	
	<u>TOTAL DISBURSEMENTS YTD</u>	<u>\$7,800.55</u>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$7,098.90</u>	
	<u>TOTAL ADJUSTED REVENUE YTD</u>	<u>\$56,178.05</u>

DRUG FUND

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$332.26</u>	
	<u>DRUG FUND DONATIONS YTD</u>	<u>\$8,195.16</u>

Offenses Convicted & Paid For Month	Count	Paid
Codes Violations	1	\$0.00
Financial Responsibility Law	33	\$810.00
Registration Law	20	\$906.51
Improper Equipment	2	\$10.00
Texting/Hands Free Law	1	\$61.00
Right of Way in Crosswalk	1	\$132.50
DL Exhibited	4	\$102.50
Red Light	4	\$227.50
Careless Driving		
Stop Sign	1	\$15.00
Speeding	33	\$3,146.54
Seat Belt	9	\$310.00
Failure To Yield	1	\$117.50
Exercise Due Care	3	\$224.01
Child Restraint	1	\$56.51
Total	114	\$6,119.57

RESOLUTIONS....

RESOLUTION 21-07

RESOLUTION AUTHORIZING AND PROVIDING FOR THE FINANCING OF THE CONSTRUCTION OF A WASTEWATER FACILITIES PROJECT, INCLUDING AUTHORIZING THE EXECUTION OF APPLICATIONS, CONTRACTUAL AGREEMENTS, AND OTHER NECESSARY DOCUMENTS, AND MAKING CERTAIN REPRESENTATIONS, CERTIFICATIONS, AND PLEDGES OF CERTAIN REVENUE IN CONNECTION WITH SUCH FINANCING.

WHEREAS, the City of White House is a public and governmental body in White House (Robertson and Sumner Counties), Tennessee (the "Local Government"); and

WHEREAS, the Local Government has determined that it is necessary and desirable to undertake certain activities or tasks in connection with a wastewater facilities project, Department of Environment and Conservation Number SRF 2021-449-01 (the "Project"), in and for the Local Government; and

WHEREAS, Tennessee Code Annotated, Section 68-221-1001 *et. seq.*, provide for the lending of funds in the wastewater facilities Revolving Loan Fund to Local Governments for the purpose of providing funds for Project Loans; and

WHEREAS, the local Government has determined that it is necessary and advisable to borrow funds for the Project pursuant to these sections.

NOW, THEREFORE, be it resolved as follows:

Section 1. Local Government hereby approves the creation of indebtedness on behalf of the Local Government in the principal amount of eight million dollars (\$8,000,000) by the obtaining of a Project Loan.

Section 2. The execution and delivery of the Application for a Project Loan in the principal amount of eight million dollars \$8,000,000 for the purpose of funding all or a portion of the total estimated cost of the Project twenty million nine hundred ninety thousand dollars \$20,990,000, by Michael L. Arnold, the Mayor of the Local Government, is hereby ratified and approved in all respects.

Section 3. The form, terms, and provisions of the agreement for the Project Loan among the Local Government, the Tennessee Department of Environment and Conservation and the Tennessee Local Development Authority (the "Loan Agreement"), as presented at this meeting, are hereby approved.

Section 4. The Local Government hereby agrees to honor and accept the method of financing as may be determined by the Authority pursuant to the Loan Agreement.

Section 5. The Local Government hereby agrees to make the monthly payments on the Project Loan in accordance with the Payment Schedule to be attached to the Loan Agreement.

Section 6. The Local Government hereby agrees to levy fees, rates or charges for services provided by the Project and/or to levy ad valorem taxes sufficient to pay the interest on and principal of the Project Loan in accordance with the Loan Agreement. The Local Government also agrees to levy fees, rates, or charges and/or ad valorem taxes sufficient to pay the cost of operation and maintenance of the wastewater system of which the Project is a part, which cost shall include depreciation and all other debt service expense of the system.

Section 7. The Local Government assigns and pledges its State-Shared Taxes to the State and consents to the withholding and application of State-Shared Taxes in the event of failure by the Local Government to remit monthly payments in accordance with the terms of the Loan Agreement, as the Loan Agreement may be supplemented or amended from time to time.

Section 8. The Local Government hereby agrees that there are no local pledges of State-Shared Taxes other than those disclosed.

Section 9. The Local Government hereby agrees to obtain alternative methods of financing for all costs necessary for the completion of the Project which are in excess of the combined financing provided by any agency of the United States Government and by the Tennessee Local Development Authority.

Section 10. The Mayor of the Local Government is authorized and directed to execute the Loan Agreement, and any amendments or supplements to the Loan Agreement, in the name and behalf of the Local Government; to deliver such documents to the other parties to such documents, such execution and delivery to be conclusive proof of the approval of the Local Government of such documents; and to take such further action and to execute and deliver such further instruments or documents as such officer may consider necessary or advisable in connection with the Loan Agreement. Provided, however, this resolution shall not be deemed to grant authority to the named officer to approve any increase in the amount of the Project Loan.

Section 11. All orders, resolutions, or ordinances in conflict with this resolution are and the same are repealed insofar as such conflict exists. This resolution shall become effective immediately upon its passage.

Duly passed and approved this _____ day of _____, 20XX.

Michael L. Arnold, Mayor

WITNESS:

(Affix Seal As Appropriate)

(Name and Title)

CHECK ONE

SRF X

DWF _____

**STATE REVOLVING FUND PROGRAM
APPLICATION FOR PROJECT LOAN**

Tennessee Department of Environment and Conservation
William R. Snodgrass - Tennessee Tower
312 Rosa L. Parks Avenue, 12th Floor
Nashville, Tennessee 37243-1102
Telephone (615) 532-0445

TO BE FILLED IN BY SRFLP OFFICE:

SRF 2021-449-01
Project Number
\$8,000,000
Loan Amount
\$0
Amount of Principal Forgiveness
20
Term of Loan in Years
1.09% As of May 3, 2021
Bond Buyer Index Rate and Date
(Tier 4) 1.09% X 100%=1.09%
Loan Interest Rate
Date Loan Approved by Department
David W. Salyers, P.E., Commissioner
Department of Environment & Conservation

City of White House
Legal Name of Applicant

105 College Street
Address

White House, Tennessee 37188
City/State/Zip Code

hereby makes application for a Project Loan to fund the following described activities or tasks concerning a facility (the "Project").

PROJECT DESCRIPTION: WWTP Upgrade/Expansion-Advanced Treatment

The entire scope of the Project is estimated to cost: \$20,990,000

Amount of State Revolving Fund Loan Requested: \$8,000,000

Requested Term of Loan (not to exceed 30 years): 20

PROGRAM LOANS THE TOTAL AMOUNT OF OUTSTANDING OR APPLIED FOR PROGRAM LOANS UNDER THE HEALTH LOAN PROGRAMS OF THE TENNESSEE LOCAL DEVELOPMENT AUTHORITY IS: \$0

PROJECT LOANS THE TOTAL AMOUNT OF OUTSTANDING OR APPLIED FOR PROJECT LOANS UNDER THE STATE REVOLVING LOAN FUND IS: (this application excluded) \$17,706,602.99

MUNICIPALITY: STATE-SHARED TAXES PLEDGED TO PAYMENT OF OUTSTANDING OBLIGATIONS OF THE LOCAL GOVERNMENT UNIT IN ADDITION TO THE PROGRAM LOANS AND PROJECT LOANS LISTED ABOVE:

TYPE OF TAX

Sales
Gasoline
Beer
TVA Replacement
Mixed Drink
Alcoholic Beverage
Income Tax

AMOUNT OF STATE-SHARED TAXES RECEIVED IN PRIOR FISCAL YEAR OF THE STATE \$1,599,808.

UTILITY DISTRICT/AUTHORITY: A SECURITY DESPOSIT WILL BE REQUIRED IN AN AMOUNT EQUAL TO MADS.

ANTICIPATED MADS: \$ _____.

Michael L. Arnold, Mayor

Name and Title of Authorized Representative

Signature

Date

**REVOLVING FUND LOAN AGREEMENT
CITY OF WHITE HOUSE
SRF 2021-449-01**

This Agreement is among the Tennessee Department of Environment and Conservation (the "Department"), the Tennessee Local Development Authority (the "Authority") and the City of White House (Sumner/Robertson Counties) (the "Local Government"), which is a Tennessee governmental entity authorized to own, operate, and manage facilities. The purpose of this Agreement is to provide the financing of all or a portion of a wastewater facility by the Local Government. The Local Government submitted an application for financing (insert date of application), which is hereby incorporated into this Agreement.

1. DEFINITIONS. Unless the context in this Agreement indicates another meaning, the following terms shall have the following meaning:

- (a) **"Administrative fee"** means the fee to be collected by the Authority for administration of the loan in accordance with Tenn. Code Ann. Sections 68-221-1004(a) and 68-221-1204(a), both as amended;
- (b) **"Agreement"** means this agreement providing financing for the Project from the Fund;
- (c) **"Facility"** means either a wastewater facility or a water system;
- (d) **"Fund"** means:
 - (1) For wastewater projects, the wastewater revolving loan fund created by the Tennessee Wastewater Facilities Act of 1987, Tenn. Code Ann. Sections 68-221-1001, et seq., as amended, and rules and regulations promulgated thereunder; or
 - (2) For water projects, the drinking water revolving loan fund created by the Drinking Water Revolving Loan Fund Act of 1997, Tenn. Code Ann. Sections 68-221-1201, et seq., as amended, and rules and regulations promulgated thereunder;
- (e) **"Initiation of Operation"** means the date when all but minor components of the Project have been built, all treatment equipment is operational, and the Project is capable of functioning as designed and constructed;
- (f) **"Local Government"** means the governmental entity borrowing under this Agreement described in (1) Tenn. Code Ann. Section 68-221-1003(7), as amended, if a wastewater facility and (2) Tenn. Code Ann. Section 68-221-1203(6), as amended, if a water system;
- (g) **"Obligations"** means bonds, notes and any other evidence of indebtedness lawfully issued or assumed by the Local Government;
- (h) **"Project"** means the activities or tasks concerning a facility described in the application submitted by the Local Government to be financed pursuant to this Agreement;
- (i) **"Project Cost"** means the total amount of funds necessary to complete the Project;
- (j) **"Project Loan"** means the funds loaned from the Fund to finance the Project and, except for principal forgiven, if any, required to be repaid pursuant to this Agreement;
- (k) **"Revenues"** means all fees, rents, tolls, rates, rentals, interest earnings, or other charges received or receivable by the Local Government from the water or wastewater system which is the Project, or of which the Project is or will be a component, including any revenues derived or to be derived by the Local Government from a lease, agreement or contract with any other local government, local government instrumentality, the state, or a state or federal agency for the use of or in connection with the system, or

all other charges to be levied and collected in connection with and all other income and receipts of whatever kind or character derived by the Local Government from the operation of the system or arising from the system;

- (l) "State" means the state of Tennessee acting through the Department and the Authority, jointly or separately, as the context requires;
- (m) "State-Shared Taxes" has the meaning established by Tenn. Code Ann. Section 4-31-102, as amended; and
- (n) "Unobligated State-Shared Taxes" means State-Shared Taxes which have not been pledged or applied to any other prior indebtedness.

2. PROJECT.

(a) **Description.**

The description of the Project is as described in the application submitted by the Local Government.

(b) **Funding Sources.**

The Local Government estimates the Project Cost to be \$20,990,000 which is expected to be funded as follows:

(1) Project Loan	\$8,000,000
(2) Principal Forgiveness (if applicable)	\$0
(3) Local Funds	\$542,000
(4) Other Funds (SRF 2021-449)	\$12,448,000
<hr/>	
TOTAL	\$20,990,000

3. LOAN.

(a) **Loan and use of proceeds.**

The State shall lend to the Local Government from funds available in the Fund an aggregate principal amount not to exceed \$8,000,000 to bear interest as described in (b) below. The Project Loan shall be used by the Local Government for completion of the Project and in accordance with engineering plans and specifications and special conditions, approved and required by the Department and hereby incorporated into this Agreement. Interest on the Project Loan will begin to accrue upon the first disbursement of the Project Loan pursuant to Section 5 of this Agreement.

(b) **Interest rate.**

The rate of interest for this Project Loan is that rate established by the Authority at the meeting at which this Project Loan is approved and stated on the payment schedule which is incorporated into and attached to this Agreement.

(c) **Administrative fee.**

The Authority shall collect a fee equal to 8 basis points of the total Project Loan, where one basis point is equal to one-hundredth of one percent (0.01%). This fee shall be payable in monthly installments equal to one-twelfth (1/12) of the annual fee amount as stated on the payment schedule.

(d) **Payment schedule.**

The Local Government expressly agrees to make all payments of principal and interest in accordance with the payment schedule, including the form of payment (currently electronic funds transfer), as it is

from time to time revised by the State. A revision of the payment schedule shall not be deemed to be an amendment of this Agreement.

4. REPAYMENT OF PROJECT LOAN.

(a) Payments.

(1) The Local Government promises to repay to the order of the State the Project Loan plus interest, payable in installments on the 20th day of each month in accordance with the payment schedule established by the Authority and attached to this Agreement. The payment schedule will require payments of interest to begin after the first disbursement pursuant to Section 5 of this Agreement. The payment schedule will require repayments of principal to begin the earlier of:

(A) Within ninety (90) days after Initiation of Operation of the Project for construction loans or within two (2) years of loan approval for planning and design loans; or

(B) Within one hundred twenty (120) days after ninety percent (90%) of the Project Loan has been disbursed.

(2) Notwithstanding Section 4(a)(1), the Authority may agree in the instance of a newly created water system to defer the commencement of principal repayment for no more than one year after Initiation of Operation of the Project.

(b) Reduction.

The Project Loan, and the required payments made pursuant to the payment schedule, shall be reduced to reflect:

(1) Funding not listed in Section 2(b) which subsequently becomes available; or

(2) The amount actually disbursed by the State to the Local Government pursuant to the Agreement as the Project Loan.

If any of the conditions set out in Section 4(b)(1) or (b)(2) occur, a new payment schedule reflecting such changes shall be submitted to the Local Government to be attached to this Agreement, superseding any previous schedules.

(c) Prepayment.

The Local Government, at its option, may prepay all or any portion of the Project Loan.

(d) Principal Forgiven.

A portion of the original principal amount of the Project loan may be forgiven by the State. The principal forgiven shall be zero percent (0%) of the original principal amount of the Project Loan, or if the full original amount of the Project Loan is not used, then zero percent (0%) of the amount of the Project Loan actually disbursed. Notwithstanding Section 3, no interest shall accrue on the amount of principal forgiven pursuant to this Section 4(d).

5. DISBURSEMENT OF PROJECT LOAN.

Each request by the Local Government for disbursement of the Project Loan shall constitute a certification by the Local Government that all representations made in this Agreement remain true as of the date of the request and that no adverse developments affecting the financial condition of the Local Government or its ability to complete the Project or to repay the Project Loan plus interest have occurred since the date of this Agreement unless specifically disclosed in writing by the Local Government in the request for disbursement. Submitted requests for disbursement must be supported by proper invoices and other documentation required by and acceptable to the Department and the Authority.

After the Department has certified and the Authority has approved a request for disbursement, the Authority will disburse the Project Loan during the progress of the Project. Each disbursement shall be by electronic funds transfer or such other form of payment as specified in the payment schedule and shall be equal to that portion of the unpaid principal amount incurred to the date of the Local Government's request for disbursement. The amount of any principal forgiven shall be allocated on a pro-rata basis to each disbursement made.

No more than 90% of the Project Loan shall be paid to the Local Government prior to the time: 1) the construction of the Project has been completed, 2) the facilities constituting the Project are in the opinion of the Department in proper operation, and 3) the Project has been approved by the Department. Following approval of the Project by the Department, the remaining 10% of the Project Loan may be paid to the Local Government. Provided, however, that if this Project Loan is for planning or planning and design, payments may be made prior to the completion of construction of the Project for the full amount of costs associated with the planning or planning and design.

6. AMENDMENT.

(a) Increase in Project Loan.

If the final Project Cost is greater than is estimated in Section 2(b), then the Project Loan may be increased by a subsequent agreement executed by the parties to this Agreement (the amount of such increase may be subject to a different interest rate) if the following conditions are fulfilled:

- (1) Amounts in the Fund are authorized and available for such increase;
- (2) The increased Project Loan otherwise meets the applicable statutory requirements and the rules adopted thereunder; and
- (3) Such increase in this Project Loan does not result in any violation or breach of any contract, resolution, or ordinance of the Local Government.

(b) Other Amendments and Modifications.

Any other amendment or modification of this Agreement must first be approved by the Authority and must be in writing executed by the parties to this Agreement.

7. REPRESENTATIONS AND COVENANTS OF LOCAL GOVERNMENT.

The Local Government hereby represents, agrees, and covenants with the State as follows:

- (a) To construct, operate, and maintain the Project in accordance, and to comply, with all applicable federal and state statutes, rules, regulations, procedural guidelines, and grant conditions;
- (b) To comply with:
 - (i) The Project schedule, engineering plans and specifications, and any and all special conditions established and/or revised by the Department; and
 - (ii) Any special conditions established and/or revised by the Authority including, but not limited to, the Authority's "State Revolving Fund Policy and Guidance for Borrowers" adopted on September 21, 2016, and as may be amended or revised from time to time, the terms and conditions of which are adopted by reference as if fully set forth herein;
- (c) To commence operation of the Project on its completion and not to contract with others for the operation and management of, or to discontinue operation or dispose of, the Project without the prior written approval of the Department and the Authority;
- (d) To provide for the Local Government's share of the cost of the Project;

- (e) To comply with applicable federal requirements including the laws and executive orders listed on Exhibit A to this Agreement;
- (f) To advise the Department before applying for federal or other state assistance for the Project;
- (g) To establish and maintain adequate financial records for the Project in accordance with generally accepted government accounting principles; to cause to be made an annual audit acceptable to the Comptroller of the Treasury of the financial records and transactions covering each fiscal year; and to furnish a copy of such audit to the Authority. In the event of the failure or refusal of the Local Government to have the annual audit prepared, then the Comptroller of the Treasury may appoint an accountant or direct the Department of Audit to prepare the audit at the expense of the Local Government;
- (h) To provide and maintain competent and adequate engineering supervision and inspection of the Project to insure that the construction conforms with the engineering plans and specifications approved by the Department;
- (i) To abide by and honor any further guarantees or granting of security interests as may be required by the State which are not in conflict with state or federal law;
- (j) To do, file, or cause to be done or filed, any action or statement required to perfect or continue the lien(s) or pledge(s) granted or created hereunder;
- (k) To establish and collect, and to increase, user fees and charges and/or increase or levy, as the case may be, ad valorem taxes as needed to pay the monthly installments due under this Agreement, as well as the other costs of operation and maintenance including depreciation and debt service of the system of which the Project is a part;
- (l) To receive the approval of the Authority prior to issuing any Obligations that are payable all or in part from any part of the Revenues if such Obligations are intended to be on parity or superior to the lien position created under this Agreement;
- (m) To notify the Assistant Secretary to the Authority in writing prior to issuing any Obligations that are payable all or in part from any part of the Revenues if such Obligations are intended to be subordinate to the lien position created under this Agreement;
- (n) To receive the approval of the Authority prior to pledging or encumbering the Local Government's State-Shared Taxes; and
- (o) The Local Government is subject to the jurisdiction of the Water and Wastewater Financing Board ("WWFB") established in Tenn. Code Ann. Section 68-221-1008 or of the Utility Management Review Board ("UMRB") created in Tenn. Code Ann. Section 7-82-701 as provided by law. If the Authority, in its sole discretion, determines that the Local Government's obligations under this Agreement have been or may be impaired, the Authority may refer the Local Government to the WWFB or UMRB (each a "Board") as appropriate. In the event of default under this Agreement, the Authority shall refer the Local Government to the Board having jurisdiction over the entity. In such event, the Local Government covenants, to the extent permitted by law, to request advisory technical assistance from the Board and to request that the Board propose any and all management, fiscal and/or rate changes necessary to enable the Local Government to fulfill its obligations to the Authority under this Agreement. The Local Government agrees to supply the Board with any information that the Board may request in connection with its analysis of the Local Government's system. The Local Government agrees that it will implement any and all technical, management, fiscal and/or rate changes recommended by the Board and determined by the Authority to be required for the Local Government to fulfill its obligations to the Authority under this Agreement.

8. SECURITY AND DEFAULT.

- (a) As security for payments due under this Agreement, the Local Government pledges users fees and charges and/or ad valorem taxes, and covenants and agrees that it shall increase such fees or increase or levy, as the case may be, ad valorem taxes as needed to pay the monthly installments due under this Agreement, as well as the other costs of operation and maintenance of the system, including depreciation. The Local Government covenants to establish and collect such fees and taxes and to make such adjustments to raise funds sufficient to pay such monthly payments and costs but to create only a minimum excess. The Local Government further pledges such other additional available sources of Revenues as are necessary to meet the obligations of the Local Government under this Agreement.

As further security for payments due under this Agreement, the Local Government pledges and assigns subject to the provisions herein its Unobligated State-Shared Taxes in an amount equal to the maximum annual debt service requirements under this Agreement. If the Local Government fails to remit the monthly payments as established in the payment schedule, the Authority shall deliver by certified mail a written notice of such failure to the Local Government within 5 days of such failure and the Authority shall suspend making disbursements as provided in Section 5 until such delinquency is cured. If the Local Government fails to cure payment delinquency within 60 days of the receipt of such notice, such failure shall constitute an event of default under this Agreement and, in addition, the Authority shall notify the Commissioner of Finance and Administration of the State of Tennessee of the default of the Local Government and the assignment of Unobligated State-Shared Taxes under this Agreement. Upon receipt of such notice, the Commissioner shall withhold such sum or part of such sum from any State-Shared Taxes which are otherwise apportioned to the Local Government and pay only such sums necessary to liquidate the delinquency of the Local Government to the Authority for deposit into the fund. The Local Government acknowledges that it has no claim on State-Shared Taxes withheld as permitted under this Agreement.

If the Local Government breaches any other provision of this Agreement, the Authority shall deliver by certified mail a written notice of such breach to the Local Government within 30 days of the Authority learning of such breach. The Local Government's failure to cure the breach within 60 days from receipt of notice of such breach shall constitute an event of default under this Agreement.

- (b) Upon an event of default, the Authority may declare all unpaid principal and interest to be immediately due and payable as well as pursue all available legal and equitable remedies. The Local Government shall be responsible for all costs that the Authority incurs in enforcing the provisions of this Agreement after an event of default, including, but not limited to, reasonable attorneys' fees.

9. CONDITIONS PRECEDENT.

This Agreement is further conditioned on the receipt of the following documents, in form and substance acceptable to the Authority, if applicable, on or before the date of the first disbursement of the Project Loan; each document is to be dated or certified, as the case may be, on or before the date of the first disbursement of the Project Loan:

- (a) A general certificate of the Local Government certifying the resolution or ordinance authorizing the Local Government to enter into this Agreement, the resolution or ordinance authorizing the rate and fee structure for the users of the system, and other matters;
- (b) An opinion of the attorney or special counsel to the Local Government to the effect that:
 - (1) The Local Government has been duly created and is validly existing and has full power and authority (under its charter and by-laws or general law, if applicable, and other applicable statutes) to enter into and carry out the terms of this Agreement;

- (2) This Agreement is duly executed and constitutes a valid and binding contract of the Local Government, enforceable in accordance with its terms except as the enforceability thereof may be limited by bankruptcy, reorganization, insolvency, moratorium or similar laws affecting the enforcement of creditors rights generally;
- (3) This Agreement is not in conflict in any material way with any contracts, resolutions or ordinances of the Local Government; and
- (4) There is no litigation materially adversely affecting this Agreement or the financial condition of the Local Government;
- (c) An opinion of a licensed engineer or certified public accountant as to the sufficiency of the rates, fees and charges and any other fees and charges to meet costs of operation and maintenance, including depreciation and all debt service of the Local Government, as set forth in Paragraph 7(k) above;
- (d) An opinion of a licensed engineer as to the reasonableness of the project costs and as to the estimated completion date of the Project; and
- (e) A representation of the Local Government as to loans and State-Shared Taxes.

10. GOVERNING LAW.

This Agreement shall be governed by and construed in accordance with the laws of the state of Tennessee. The Tennessee Claims Commission or the state or federal courts in Tennessee shall be the venue for all claims, disputes, or disagreements arising under this Agreement. The Local Government acknowledges and agrees that any rights, claims, or remedies against the State of Tennessee or its employees, including but not limited to, the Department, the Authority, and the employees thereof, arising under this Agreement shall be subject to and limited to those rights and remedies available under Tenn. Code Ann. Title 9, Chapter 8.

11. SEVERABILITY.

In the event any covenant, condition or provision of this Agreement is held to be invalid or unenforceable by a final judgment of a court of competent jurisdiction, the invalidity thereof shall in no way affect any of the other covenants, conditions or provisions hereof.

12. NOTICES.

Any notice shall be delivered to the parties at the addresses below (or such other addresses as the parties shall specify to each other in writing):

To Department: Tennessee Department of Environment and Conservation
 State Revolving Fund Loan Program
 312 Rosa L. Parks Ave, 12th Floor
 Nashville, TN 37243
 ATTN: Administrative/Financial Manager

To Authority: Tennessee Local Development Authority
 Cordell Hull Building
 425 Fifth Avenue North
 Nashville, TN 37243-3400
 ATTN: Assistant Secretary

To Local Government: City of White House
 105 College Street
 White House, Tennessee 37188
 ATTN: Michael L. Arnold, Mayor

13. SECTION HEADINGS.

Section headings are provided for convenience of reference only and shall not be considered in construing the intent of the parties to this Agreement.

14. EFFECTIVE DATE.

The effective date of this Agreement shall be the date on which the Authority approves this Agreement as indicated below.

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

	LOCAL GOVERNMENT	TENNESSEE AUTHORITY	LOCAL DEVELOPMENT
Name:	City of White House (City)		
Signature:	Michael L. Arnold, Mayor		
Date:			
		Meeting Approval Date:	
		Interest Rate:	

APPROVED AS TO FUNDING:

	COMMISSIONER, DEPARTMENT OF ENVIRONMENT AND CONSERVATION	COMMISSIONER OF FINANCE AND ADMINISTRATION
Signature:	David W. Salyers, P. E., Commissioner	
Date:		

LIST OF CLOSING DOCUMENTS RELATED TO LOAN AGREEMENT

Copy of the Local Government's Application for Project Loan

Loan Conditions

General Certificate with copies of ordinances/resolution approving Loan Agreement and Rate Structure

Opinion as to Sufficiency of Rates, Fees and Charges and Cost and Completion

Representation as to Loans and State-Shared Taxes

Legal Opinion of Attorney or Special Counsel to Local Government

EXHIBIT A
FEDERAL LAWS AND EXECUTIVE ORDERS

ENVIRONMENTAL:

Clean Air Act (Pub. L. 101-549, 42 U.S.C. § 7401, et seq.), as amended.

Endangered Species Act (Pub. L. 93-205, 16 U.S.C. § 1531, et seq.), as amended.

Environmental Justice, Executive Order 12898, 59 Fed. Reg. 7629 (1994), as amended.

Floodplain Management, Executive Order 11988 42 Fed Reg. 26951 (1977), as amended by Executive Order 12148, 44 FR 43239 (1979) (pertaining to Federal Emergency Management) and as further amended by Executive Order 13690, 80 FR 6425 (2015), as amended.

Protection of Wetlands, Executive Order 11990, 42 Fed Reg. 26961 (1977), as amended.

Farmland Protection Policy Act, (Pub. L. 97-98, 7 U.S.C. § 4201, et seq.), as amended.

Fish and Wildlife Coordination Act, (Pub. L. 85-624, 16 U.S.C. § 661 et seq.), as amended.

National Historic Preservation Act of 1966, (Pub. L. 113-287, 54 U.S.C. § 300101 et seq.), as amended.

Water Pollution Control Act of 1972, (Pub. L. 114-181, 33 U.S.C. § 1251 et seq.), as amended.

Safe Drinking Water Act (Title XIV of the Public Health Service Act, Pub. L. 93-523, 42 U.S.C. § 300f et seq.), as amended.

Wild and Scenic Rivers Act, (Pub. L. 90-542, 28 U.S.C. § 1271, et seq.), as amended.

ECONOMIC AND MISCELLANEOUS AUTHORITIES:

Demonstration Cities and Metropolitan Development Act of 1966, (Pub. L. 89-754, 42 U.S.C. § 3331, et seq.), as amended.

Intergovernmental Review of Federal Programs, Executive Order 12372, 47 Fed. Reg. 30959 (1982), as amended.

Procurement Prohibitions under Section 306 of Clean Air Act, 42 U.S.C. § 7606, and Section 508 of Clean Water Act, 33 U.S.C. § 1368, including Executive Order 11738, 38 Fed. Reg. 25161(1973) (Administration of Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants and Loans), as amended.

Uniform Relocation and Real Property Acquisition Policies Act (Pub. L. 91-646, 42 U.S.C. § 4601, et seq.), as amended.

Debarment and Suspension, Executive Order 12549, 51 Fed. Reg. 6370 (1986), as amended.

Kickbacks from Public Works Employees Prohibited, 18 U.S.C. § 874.

Requirements for Public Work Contractors to Comply with U.S. Dept. of Labor Regulations (Pub. L. 103-322, Title XXXIII, § 330016(1)(K), 40 U.S.C. § 3145), as amended.

Contract Work Hours and Safety Standards Act (Pub. L. 111-350, 40 U.S.C. § 3701, et seq.), as amended.

SOCIAL POLICY AUTHORITIES:

Age Discrimination in Employment Act (Pub. L. 114-181, 29 U.S.C. § 621, et seq.), as amended.

Title VI of Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. § 2000d, et seq.), as amended, and related anti-discrimination statutes.

Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112, 29 U.S.C. § 701), as amended, and Executive Order 12250 (45 Fed. Reg. 72995 (1980)).

Equal Employment Opportunity, Executive Order 11246 (30 Fed. Reg. 12319, 12935 (1965)), Executive Order 11375 (32 Fed. Reg. 14303 (1967)), and Executive Order 13672 (79 Fed. Reg. 42971 (2014)).

Women's and Minority Business Enterprise Executive Orders 11625 (36 Fed. Reg. 19967 ((1971)), 12138 (44 Fed. Reg. 29637 (1979)), and 12432 (48 Fed. Reg. 32551 (1983)).

Section 129 of Small Business Administration Reauthorization and Amendment Act (Pub. L. 100-590, 15 USC § 637), as amended.

**LOAN CONDITIONS
GENERAL LOAN CONDITIONS
CITY OF WHITE HOUSE
SRF 2021-449-01**

The Local Government hereby agrees to comply with the General Loan Conditions and Special Loan Conditions attached to, and made a part of, this Loan Agreement.

1. No date reflected in the loan agreement, or in the project completion schedule, or extension of any such date, shall modify any compliance date established in an NPDES Permit. It is the borrower's obligation to request any required modification of applicable permit terms or other enforcement requirements.
2. In accordance with federal Executive Order 11625 dated October 13, 1971, and Executive Order 12138 dated May 18, 1979, the local government must make a good faith effort to include participation from Disadvantaged Business Enterprises (DBE) in subagreement awards. The Minority Business Enterprises (MBE) fair share goal is 2.6% for construction and 5.2% for supplies, services and equipment. The Women's Business Enterprises (WBE) fair share goal is 2.6% for construction and 5.2% for supplies, services and equipment.

The following steps must be utilized in soliciting participation:

- a. Include qualified small, Disadvantaged Business Enterprises (DBE) on solicitation lists.
- b. Assure that small, Disadvantaged Business Enterprises (DBE) is solicited.
- c. Divide total project requirement, when economically feasible, into small tasks or quantities to permit maximum participation of small, Disadvantaged Business Enterprises (DBE).
- d. Establish delivery schedules, where requirements of the work permit, which will encourage participation by small, Disadvantaged Business Enterprises (DBE).
- e. Use services and assistance of the Small Business Administration and the Minority Business Development Agency of the U. S. Department of Commerce, as appropriate.
- f. Require construction contractors to solicit Disadvantaged Business Enterprises (DBE) participation utilizing above steps a. through e.
- g. Require the Loan Recipient to have the Prime Contractor provide EPA Form 6100-2 to any DBE Subcontractor(s) that will participate in the construction of the project. The DBE Subcontractor(s) will use this form to describe the work received from the Prime Contractor, how much the DBE Subcontractor(s) was/were paid and describe any other concerns of the DBE Subcontractor(s). The DBE Subcontractor(s) will then mail the completed form(s) to the EPA DBE Coordinator; Small and Disadvantaged Business Program; EPA, Region IV; Office of Policy and Management; 61 Forsyth Street, SW; Atlanta, GA 30303-8960.
- h. Require the Loan Recipient to have the Prime Contractor provide EPA Form 6100-3 to any DBE Subcontractor(s) intending to participate in the construction of the project. The DBE Subcontractor(s) will use this form to describe (1) the intended work to be performed for, and (2) the price of the work submitted to, the Prime Contractor. The DBE Subcontractor(s) will then submit the completed form(s) to the Loan Recipient as part of an Authority To Award (ATA) Bid Package.

- i. Require the Loan Recipient to provide EPA Form 6100-4 to the Prime Contractor for completion. The Prime Contractor will use this form to identify each DBE Subcontractor that will participate in the construction of the project and the estimated dollar amount of each DBE subcontract. The Prime Contractor will then submit the completed form to the Loan Recipient as part of an Authority To Award (ATA) Bid Package.
3. The Local Government will comply with the following:
 - a. The Local Government must adhere with the most current Wage Rate (Davis-Bacon Act) applicable to the project.
 - b. The bid advertisement for construction must state the wage rate requirements. The wage rate needs to be current at the bid opening.
 - c. The wage determination (including any additional classifications and wage rates conformed) and a WH-1321 - Davis-Bacon Poster English and a WH-1321 - Davis Bacon Poster Spanish must be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen.
 - d. The wage rate information can be obtained at www.wdol.gov/.
4. The Local Government will comply with the following new American Iron and Steel requirements:

H.R.3547, "Consolidated Appropriations Act, 2014," (Appropriations Act) was enacted on January 17, 2014. This law provides appropriations for both Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF) for Fiscal Year of 2014, while adding a American Iron and Steel requirement to these already existing programs. H.R. 3547 provides that none of the funds made available by a State water pollution control revolving fund as authorized by title VI of the Federal Water Pollution Control Act (33 U.S.C. 1381 et seq.) or made available by a drinking water treatment revolving loan fund as authorized by Section 1452 of the Safe Drinking water Act (42 U.S.C. 300j-12) shall be used for a project for the construction, alteration, maintenance, or repair of a public water system or treatment works unless all of the iron and steel products used in the project are produced in the United States. This requirement shall not apply in any case or category of cases in which the Administrator of the Environmental Protection Agency (EPA) finds that:

 - a. applying the American Iron and Steel requirements would be inconsistent with the public interest;
 - b. iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
 - c. inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent.

If the Administrator receives a request for a waiver under this section, the Administrator shall make a copy of the request and information concerning the request available to the public and shall allow for informal public input on the request for at least 15 days prior to making a finding based on the request. The Administrator shall make the request and other information available on the official EPA Internet Web site and by other electronic means.
5. The local government will comply with the following CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:

The funding for this loan could be disbursed from federal or state sources or both. Therefore, the recipient should consider that all funding received is a federal award and abide by all relevant federal and/or state compliance requirements.

CFDA Title: Capitalization Grants for Clean Water State Revolving Funds
CFDA #: 66.458
Research and Development Award: Number
Grant Number: CS47000119
Federal Awarding Agency: Environmental Protection Agency

Confirmations of actual federal funding can be obtained at fiscal year-end from the Tennessee Comptroller of the Treasury, Division of Municipal Audit's Website at <http://www.tn.gov/comptroller>.

At fiscal year-end, contact state SRF Loan Program for a breakdown by specific grant period(s), number(s), and amount(s).

CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Section 200.501 states, "A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part."

Section 200.512 states, "(1) The audit must be completed and the data collection form described in paragraph (b) of this section and reporting package described in paragraph (c) of this section must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day."

Section 200.505 states, "In cases of continued inability or unwillingness to have an audit conducted in accordance with this part, Federal agencies and pass-through entities must take appropriate action as provided in §200.338 Remedies for noncompliance."

6. The State of Tennessee and/or The United States Environmental Protection Agency shall have access to the official project files and job site.
7. The Local Government will Comply with the Fiscal Sustainability Plan (FSP) requirements set out in the FWPCA section 603(d)(1)(E) as follows:
 - a. develop and implement a Fiscal Sustainability Plan that includes
 - b. an inventory of critical assets that are a part of the treatment works;
 - c. an evaluation of the condition and performance of inventoried assets or asset groupings;
 - d. a certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan; and
 - e. a plan for maintaining, repairing, and as necessary, replacing the treatment works and a plan for funding such activities; or
 - f. certify that the recipient has developed and implemented a plan that meets the requirements under clause(i);

**SPECIAL LOAN CONDITIONS
CITY OF WHITE HOUSE
SRF 2021-449-01**

The following project schedule is established:

- a. Submission of engineering plans and specifications on or before (insert date).
- b. Start construction on or before (insert date).
- c. Initiate operation on or before (insert date).
- d. Complete construction on or before (insert date).

The State Revolving Fund Loan Program may amend the project schedule above upon written request and for good cause shown.

Failure to adhere to the project schedule established above, or secure an amended project schedule from the State Revolving Fund Loan Program, will constitute a breach of contract pursuant to Division Rule 0400-46-06-.07(10) and may result in loss of principal forgiveness, loss of interest rate reduction or both.

The State Revolving Fund Loan Program may take other such actions as may be necessary relative to breach of contract against a borrower that fails to carry out its obligations under Chapter 0400-46-06 and this loan agreement up to and including cancellation of loan funding.

**GENERAL CERTIFICATE
CITY OF WHITE HOUSE
SRF 2021-449-01**

The undersigned, Michael L. Arnold, Mayor of City of White House, Tennessee ("Local Government"), **CERTIFIES** as follows:

1. The Local Government is a validly created and duly organized and existing subdivision of the State of Tennessee.
2. The resolution or ordinance of the Local Government duly adopted (insert date of resolution), a copy of which is attached, authorizing the undersigned to execute in the name and behalf of the Local Government all documents in connection with the Project Loan with the State of Tennessee to finance a project under the Wastewater Facilities Act of 1987 ("Project") has not been amended, modified, supplemented or rescinded since its date of adoption.
3. The resolution or ordinance of the Local Government duly adopted on (insert date of resolution), a copy of which is attached, establishing the rate and fee structure for the wastewater system of which the Project is a part has not been amended, modified, supplemented or rescinded since its date of adoption.
4. The Local Government is aware that each request for disbursement submitted pursuant to Section 5 of the Project Loan Agreement constitutes a reaffirmation by the Local Government as to the continuing truth and completeness of the statements and representations contained in the Project Loan Agreement.

IN WITNESS OF THE CERTIFICATE, the undersigned has executed this certificate and affixed the seal, if any, of the Local Government on this _____ day of _____, 2021.

S-E-A-L

Michael L. Arnold, Mayor

ATTEST:

Name: _____

Title: _____

(PLEASE TYPE ON CITY ATTORNEY'S LETTERHEAD)
(MUST BE SIGNED ON OR AFTER THE DATE OF THE LOAN AGREEMENT SIGNATURE)

(insert date)

Tennessee Local Development Authority and
Tennessee Department of Environment and Conservation
Attention: State Revolving Fund Loan Program
Rosa L Parks Ave, 12th Floor
Nashville, TN 37243

RE: City of White House (Robertson and Sumner Counties), Tennessee
Loan Number: SRF 2021-449-01
Project: WWTP Upgrade/Expansion-Advanced Treatment

Dear Madam/Sir:

I am the City Attorney for City of White House (Robertson and Sumner Counties), Tennessee and I have reviewed the Revolving Fund Loan Agreement for the above referenced project (the "Agreement") in the amount of eight million dollars (\$8,000,000).

Pursuant to provisions of Paragraph 9 of the Loan Agreement, you have requested that the City of White House furnish you with my opinion as to certain matters. It is my opinion that:

1. The City of White House, Tennessee, a municipality, has been duly created and is validly existing and has full power and authority (under its Charter and By-laws or general law, if applicable, and other applicable statutes) to enter into and carry out the terms of the Agreement;
2. The Agreement is duly executed and constitutes a valid and binding contract to the City of White House, Tennessee, a municipality, enforceable in accordance with its terms except as the enforceability thereof may be limited by bankruptcy, reorganization, insolvency, moratorium or similar laws affecting the enforcement of creditors rights generally;
3. The Agreement is not in conflict in any material way with any contracts or ordinances of the City of White House, Tennessee, a municipality; and
4. There is no litigation materially adversely affecting the Agreement or the financial condition of the City of White House, Tennessee, a municipality.

Sincerely,

Name, Title
Firm

(PLEASE TYPE ON ENGINEER'S LETTERHEAD)
(MUST BE SIGNED ON OR AFTER THE DATE OF THE LOAN AGREEMENT SIGNATURE)

(insert date)

Tennessee Local Development Authority and
Tennessee Department of Environment and Conservation
Attention: State Revolving Fund Loan Program
Rosa L Parks Ave, 12th Floor
Nashville, TN 37243

RE: City of White House (Robertson and Sumner Counties), Tennessee
Loan Number: SRF 2021-449-01
Project: WWTP Upgrade/Expansion-Advanced Treatment

Dear Madam/Sir:

We are the consulting engineers for the City of White House (Robertson and Sumner Counties), Tennessee. Pursuant to Paragraph 9 of the Revolving Fund Loan Agreement in the amount of eight million dollars (\$8,000,000) to finance the above referenced project, you have requested that the City of White House furnish you with our opinion as to certain matters. We are of the opinion:

1. The user charges implemented by the City are sufficient based on a Rate Study dated (insert date of rate study) to meet costs of operation and maintenance including depreciation and all debt service of the system; and
2. The estimated project costs are reasonable; and
3. The estimated completion date of the Project will be (insert date project completion date).

Sincerely,

Name, Title
Firm

**REPRESENTATION OF
LOANS AND STATE-SHARED TAXES
CITY OF WHITE HOUSE
SRF 2021-449-01**

As security for payments due under a SRF loan agreement, a local government pledges user fees and charges and ad valorem taxes as necessary to meet its obligations under a SRF loan agreement. As an additional security for such payments due, a local government pledges and assigns its unobligated state-shared taxes (SSTs) in an amount equal to maximum annual debt service (MADS) requirements.

1. State-Shared Taxes

The total amount of SSTs, as identified pursuant to Tenn. Code Ann. 4-31-105(c)(2), received by the local government in the prior fiscal year of the State is \$1,599,808.

2. Prior Obligations

(a.) Prior SRF loans which have been funded or approved for which the Local Government has pledged its SSTs are as follows:

Loan Type	Loan #	Base Loan*	Principal Forgiveness*	MADS**
SRF/Sewer	CWA 2009-246	\$600,000	\$400,000	\$35,645
SRF/Sewer	SRF 2010-256	\$360,000	\$0	\$21,324
SRF/Sewer	SRF 2012-308	\$386,393	\$0	\$21,180
SRF/Sewer	CG1 2012-302	\$3,596,400	\$399,600	\$198,444
SRF/Sewer	CG2 2013-326	\$1,599,867	\$399,966	\$86,172
SRF/Sewer	SRF 2016-364	\$800,000	\$0	\$44,628
SRF/Sewer	SRF 2021-449	\$12,448,000	\$0	\$680,991

* If applicable, the original approved amount is adjusted for decreases and approved increases

**MADS is an estimate until final expenses have been determined

The total MADS from section 2(a.) having a lien on SSTs is \$1,088,384.

(b.) Other prior obligations which have been funded or approved for which the local government has pledged its SSTs are as follows:

Type of Obligation	Identifying #	Loan Amount	Principal Forgiveness	MADS
QZAB/QSCB				
TLDA/Public Health				
TLDA/Transportation				

The total MADS from section 2(b.) having a lien on SSTs is \$0.

(c.) The total MADS from prior obligations having a lien on SSTs [subsections 2(a)+2(b)] is \$1,088,384.

3. Loan Requests

The loan(s) which have been applied for and for which state-shared taxes will be pledged:

Loan Type	Loan #	Anticipated Interest Rate	Base Loan	Principal Forgiveness	Anticipated MADS
SRF/Sewer	SRF 2021-449-01	1.09%	\$8,000,000	\$0	\$445,364

The anticipated total maximum annual pledge of state-shared taxes pursuant to loan request(s) is \$445,364.

4. Unobligated SSTs

The amount set forth in section (1) less the total amounts set forth in sections 2 and 3 is \$66,060.

The Local government hereby represents the information presented above is accurate and understands that funding for the loan request(s) presented is contingent upon approval by the TLDA.

Duly signed by an authorized representative of the Local Government on this (insert day) day of (insert month), 2021.

This is the Comptroller's certificate as required by TCA 4-31-108

LOCAL GOVERNMENT

BY:

Michael L. Arnold, Mayor

**REQUIREMENT FOR REPORT ON DEBT OBLIGATION
(FORM CT-0253)
CITY OF WHITE HOUSE
SRF 2021-449-01**

Pursuant to Tenn. Code Ann. § 9-21-151, a Report on Debt Obligation (the “Report”) must be prepared for all debt obligations issued or entered into by any public entity and filed with its governing body with a copy sent to the Office of State and Local Finance/Comptroller of the Treasury for the State of Tennessee. The purpose of the Report is to provide clear and concise information to members of the governing or legislative body that authorized and is responsible for the debt issued.

Public entities that fail to comply with the requirements of Tenn. Code Ann. § 9-21-151 are not permitted to enter into any further debt obligations until they have complied with the law. A State Revolving Fund (SRF) loan program applicant that is not in compliance with this law should file the Report as soon as possible and provide notification of filing to the SRF loan program so that they may proceed with the loan application. Instructions on how to file the Report are located in the “Debt” category for “Local Finance” on the website of the Tennessee Comptroller of the Treasury.

Municipal Securities Rulemaking Board (MSRB) – Required Disclosure

Local governments that issue municipal securities on or after February 27, 2019, should be aware that the Securities and Exchange Commission (SEC) adopted amendments to Rule 15c2-12 of the Securities Exchange Act that require reporting on material financial obligations that could impact an issuer’s financial condition or security holder’s rights. The amendments add two events to the list of events that must be included in any continuing disclosure agreement that is entered into after the compliance date:

- Incurrence of a financial obligation of the issuer or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the issuer or obligated person, any of which affect security holders, if material; and
- Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the issuer or obligated person, any of which reflect financial difficulties.

To learn how to report these new disclosures please refer to the MSRB’s Electronic Municipal Market Access EMMA® website (emma.msrb.org).

The applicant, City of White House, attests that it is in compliance with Tenn. Code Ann. § 9-21-151 for its debt obligations and understands that the Report is required to be filed once the SRF loan has been approved by the Tennessee Local Development Authority and the agreement has been executed by the borrower. The applicant further acknowledges that it may be responsible to perform continuing disclosure undertakings related to SEC Rule 15c2-12. Local governments should always consult bond counsel in order to obtain advice on appropriate disclosures related this rule.

Michael L. Arnold, Mayor

Date

RESOLUTION 21-08

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING APPROPRIATIONS FOR FINANCIAL AID OF NON-PROFIT ORGANIZATIONS

WHEREAS, pursuant to the authority granted by Section 6-54-111 of the *Tennessee Code Annotated*, and in accordance with the *Internal Control and Compliance Manual for Tennessee Municipalities* authorizing appropriations for financial aid of the below mentioned non-profit charitable or non-profit civic organization whose services benefit the general welfare and residents of this municipality; and

WHEREAS, the below named organizations are non-profit charitable and non-profit chamber of commerce whose year-round services benefit the general welfare and economic development of this municipality; and

WHEREAS, section 6-54-111 of *Tennessee Code Annotated* authorizes appropriations of funds for financial aid of such non-profit charitable or non-profit chambers of commerce; and

WHEREAS, the *Internal Control and Compliance Manual for Tennessee Municipalities* Title 4, Chapter 3, Section 1, requires that a special resolution be adopted for each such non-profit which is to receive such funds.

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

Section 1. The Board of Mayor and Aldermen may appropriate funds from time to time, in such amount as is deemed proper, for the financial aid of Mid-Cumberland Human Resource Agency (HRA), a non-profit charitable organization whose year-round services benefit the general welfare of the residents of this municipality; the White House Area Chamber of Commerce, a non-profit business league whose year-round services benefit the economic development efforts of the municipality; the Tennessee Small Business Development Center at Volunteer State Community College; and The Transit Alliance of Middle Tennessee a non-profit organization that builds support for funding regional transit by mobilizing community leadership; and the White House American Legion to support veterans.

Section 2. A total amount of \$2,000, appropriated by the municipality for use by the Mid-Cumberland HRA, shall be spent for transportation and meals on wheels. A total amount of \$30,000 shall be appropriated by the municipality for use by the White House Area Chamber of Commerce which shall be applied towards their operating expenditures. A total amount of \$500 shall be appropriated by the municipality for use by the Tennessee Small Business Development Center at Volunteer State Community College. A total amount of \$250 shall be appropriated by the municipality for use by The Transit Alliance of Middle Tennessee which shall be applied towards their educational efforts about the need for a funded regional multi-modal transportation system. A total amount of \$1,000 shall be appropriated by the municipality for use by the White House American Legion which shall be to help their operating funds to support veterans.

Section 3. The Mid-Cumberland HRA, White House Area Chamber of Commerce, Tennessee Small Business Development Center, The Transit Alliance of Middle Tennessee, and the White House American Legion shall comply with all requirements of Section 6-54-111 of *Tennessee Code Annotated* and Title 4, Chapter 3, Section 1 of the *Internal Control and Compliance Manual for Tennessee Municipalities*, particularly with regard to submission of an annual report of its business affairs and transactions and the proposed use of municipal assistance.

Section 4. This resolution shall take effect upon its passage, the public welfare requiring it.

Adopted this 17th day of June 2021.

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

RESOLUTION 21-09

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING THE ESTABLISHMENT OF A WELLNESS PROGRAM.

WHEREAS, the City recognizes that employee health is related to lifestyle decisions and many illnesses and injuries can be prevented by positive individual health practices; and

WHEREAS, the City desires to reduce costs related to medical claims by improving employee participation in health and wellness; and

WHEREAS, the City seeks to encourage positive health strategies that assist in controlling medical costs for all parties; and

WHEREAS, the City wishes to provide incentives to its employees based on participation in this program.

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

Section 1. That the City of White House is hereby authorized to establish a Wellness Program which includes twelve (12) monthly onsite sessions related to various health, fitness, and nutrition topics.

Section 2. That the City of White House is further authorized to provide the following incentives to full time employees:

- (a) Five (5) hours of personal leave for completion of an annual physical and five (5) of the twelve (12) onsite sessions before June 30, 2022; or
- (b) Ten (10) hours of personal leave for completion of an annual physical and ten (10) of the twelve (12) onsite sessions before June 30, 2022.

Adopted this 17th day of June 2021.

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

RESOLUTION 21-10

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

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

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

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

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

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

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

This resolution shall be effective upon passage.

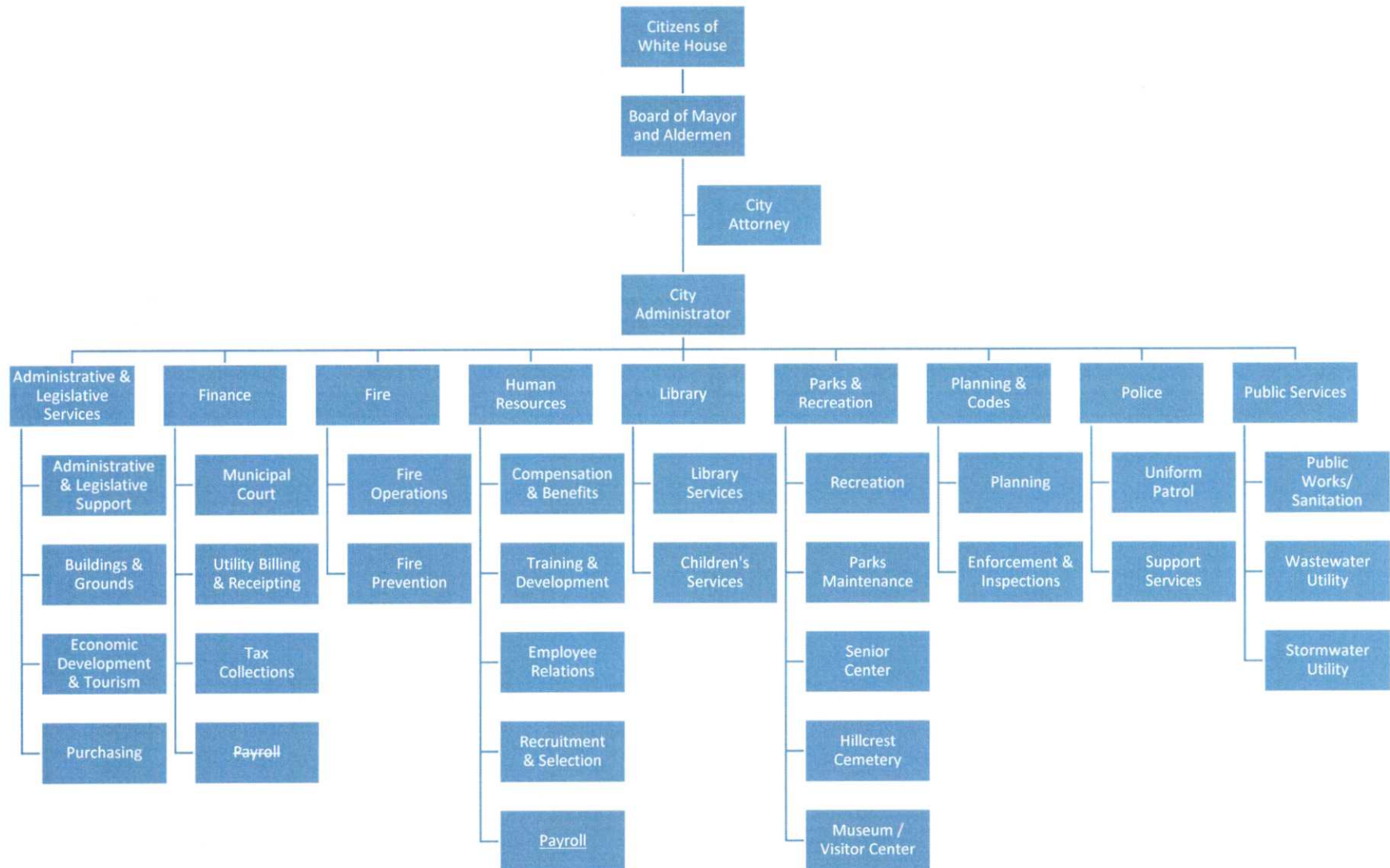
Adopted this 17th day of June 2021.

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

City of White House Organizational Chart 1.5



5.7. MINIMUM AGE

The Fair Labor Standards Act requires that employees of State and local governments be at least 16 years of age for most jobs and at least 18 years of age to work jobs declared hazardous by the Secretary of Labor. ~~All Firefighters and Police Officers must be a minimum of 21 years of age.~~

6.6. WEATHER EMERGENCY LEAVE

In the event of a weather-related emergency that results in the closing of city offices, the City Administrator is authorized to provide weather emergency leave to employees. Any weather emergency leave provided to employees must be used within twelve (12) months of the City Administrator's authorization.

8.1. DISCIPLINARY SYSTEM

PROCEDURE

Administration of Discipline

B. Notice of Charges

2. The *Notice of Charges* will contain the following: ~~*Charges*~~ *Type of Violation* – what rules, directives, or orders have been violated; ~~and *Specifications*~~ *Description of Violation* – a description of the conduct that constituted the violation; ~~and *Previous Disciplinary Actions/Dates*~~. The issuing employee and the employee receiving the notice shall both sign and date the notice. The Notice of Charges form is to be forwarded to the Department Head. The Department Head shall schedule a disciplinary hearing to make a final determination.

7.1. CODE OF CONDUCT

Rule 33 – LOST AND FOUND ARTICLES: Persons reporting lost or found articles of clothing or sporting equipment in the City parks should be directed to the ~~secretary~~ administrative assistant in the Parks Department. Persons reporting lost or found property of any other kind or any other place in the City should be directed to the Police Department.

8.2. DEPARTMENT HEAD AND SUPERVISORY STAFF RESPONSIBILITIES

Supervisory Authority and Responsibilities

A supervisor who personally observes employee misconduct has the authority to exercise limited disciplinary action.

1. If the misconduct is minor the supervisor will counsel the employee and, if appropriate, recommend training or other action that will assist the employee in better understanding his duties.
2. If the employee's misconduct has previously been addressed by counseling or the misconduct is of a serious nature, a *Notice of Charges* will be issued as defined in 8.1 Disciplinary System. The supervisor will contact Human Resources to acquire previous disciplinary actions.
3. An employee will be required to read and sign the *Employee Rights* form which serves as written notice of the date, time, and location of the employee's Disciplinary Hearing.

June 9, 2021

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Jason Barnes, Finance Director
Re: Internal Control Manual (V6) June 2021 revisions

The following is a summary of the revisions to the Internal Control Manual that we are requesting during the 6/17/2021 BMA meeting:

- Any monies collected outside of the Finance Office must be received before 8:00am the following business day. This change is so that we can make sure the city deposit is ready for pickup before the contracted armed courier service vehicle arrives.
- Deposit bag is secured until the armed courier service arrives to pick up the deposit and deliver to the bank. This change is because we have contracted for an armed courier service to transport city deposits to the bank daily instead of a finance office associate and a police officer transporting the deposit.
- Reconciliations are performed weekly by the Assistant Finance Director. This change allows us to catch errors on city bank statements and the general ledger faster than performing the reconciliations on a monthly basis.
- Credit/Debit cards shall be accepted as payments with certain stipulations. Credit/Debit cards shall be accepted for any payment to the City whereas the total billed charges/fees/levies do not exceed \$999.99. All merchant credit/debit card transaction fees and city-managed online transaction fees (for acceptable card transaction as previously indicated) shall be absorbed by the City as operating costs and not directly charged to the payor. As mentioned in the budget study session on 5/6/21 we would like to encourage more payors with smaller dollar amounts to pay with cards and even encourage online payments. This will reduce our physical daily deposit size and should reduce the time delay that is caused by check deposits. Our plan is to only accept card payments for charges under \$1,000. Charges greater than or equal to \$1,000 must be paid with other traditional methods (Cash/Check/etc.). This plan can be changed in the future and should allow the city to keep the transaction fee liability lower.
- Customer Service Representative. The "Accounting Clerk" position was renamed "Customer Service Representative" during the current fiscal year to more accurately reflect the responsibilities of that position.
- Adjusted back bill charges may be split into 12 even amounts and each amount will be due no later than the due date for each bill over the course of the subsequent 12 months. The city only back bills a maximum of 12 months for billing errors. This change allows back billed customers 12 months to pay off the total error correction in addition to paying current monthly bills.
- In situations where an active utility account is in the name of a recently deceased person(s) and no other living persons' names are listed as responsible for the account, the City will waive all application fees and deposits for the application process and transfer the existing balance to the new responsible party after the new party completes a utility application and submits proof of occupancy in accordance with procedure. This change allows for an existing occupant (who isn't listed as a responsible party for the City Utility bill) to transfer the responsibility of a service to themselves without paying new customers fees/deposits.

If you have any questions, please contact me.

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

RESOLUTION 21-11

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

WHEREAS, in 2015 and effective June 30, 2016 the Tennessee General Assembly enacted Chapter No. 112 (HB0187/SB0413) which amends *T.C.A. 9-18-102* and required local governments to establish internal controls; and

WHEREAS, the Board of Mayor and Aldermen wishes to provide reasonable assurance that assets are safeguarded against misappropriation and unauthorized use, and that obligations are met timely and all transactions are properly recorded and accounted for, and that accurate and reliable financial reports are prepared; and

WHEREAS, the Board of Mayor and Aldermen passed Resolution 16-07 establishing the Internal Control Manual; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current Internal Control Manual; and

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

This resolution shall be effective upon passage.

Adopted this 18th day of June 2020.

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

City of White House



Internal Control Manual

Manual Revised ~~June 19, 2020~~ June 18, 2021

Control Activities

Overview

This section is where the detailed procedures will be documented. The objectives, policies and implemented procedures will be described for each of the significant areas identified in the Risk Assessment section.

General Collections/ACHs

Objectives

- a) Collections are complete, timely, and accurate.
- b) Collections are safeguarded.
- c) Collections should be recorded accurately and timely in the accounting system.

Policies

- 1. A receipt will be issued for each collection made.
- 2. Each cashier will have their own assigned cash drawer.
- 3. The cashier signs the cash report at the end of the day and the Accounting Specialist or Assistant Finance Director verifies the cash report and signs before preparing the daily deposit.
- 4. No checks will be cashed from the cash drawers.
- 5. All Finance Office cash drawers will be closed out and counted daily.
- 6. All funds will be deposited daily.
- 7. Any monies collected outside the Finance Office must be received before ~~4:00 pm~~ **8:00 am** the following business day.
- 8. There will be no checks or cash left out of a deposit. If there is a question as to how it should be processed, it will be deposited as miscellaneous revenue in the General Fund to be resolved later.
- 9. All cash drawers are locked when unattended.
- 10. All Finance Office cash drawers are locked in the vault while offices are closed.
- 11. Access to the vault is always restricted.
- 12. Deposit bag is secured until the ~~police officer arrives to escort the Finance associate~~ **armed courier service arrives to pick up the deposit and deliver** to the bank.
- 13. Cash and checks should never be left unattended in the open.
- 14. Employees are prohibited from commingling city assets with personal assets.
- 15. Clerks will use the chart of accounts when receipting and the chart of accounts codes will be reviewed with cashiers on a regular basis.
- 16. Finance Office daily collection reports are included with the deposit and stored in the vault at the end of each business day.
- 17. At the beginning of each day the Accounting Specialist or Assistant Finance Director retrieves all of the previous business day's Finance Office daily collection reports and deposits from the vault and completes the deposit process and posts to the general ledger.
- 18. All accounting system updates and changes are discussed with office staff and appropriate changes made if necessary.
- 19. Reconciliations are performed ~~monthly~~ **weekly** by the Assistant Finance Director.
- 20. Clerks will compare the amount due and verify the correct amount of a payment is applied to the correct customer
- 21. Clerks should receipt payments (either by paper or electronically) as soon as the payment is received.
- 22. All funds must be deposited at the bank within three business days
- 23. **Credit/Debit cards shall be accepted as payments with certain stipulations.**

Procedures

- The City Finance Office has 3 clerks (AP/Court Clerk, Accounting Clerk/Customer Service Representative, & Tax Clerk). The AP/Court Clerk collects court payments. The Accounting Clerk/Customer Service Representative collects utility payments. The Tax Clerk collects property tax payments as well as other miscellaneous payments to the city. Each of these clerks or another member of the Finance Office can receipt payments for the other on a temporary "as-needed" basis determined by workload demand as long as the person helping the clerk is using their own cash drawer.
- Cash drawers are assigned to each clerk as well as the Utility Billing Specialist and Assistant Finance Director.
- Clerks immediately stamp all checks "For Deposit Only" and issue pre-numbered receipts for all collections. The receipt will contain the following: date, amount of payment, payer's name, receipt purpose, payment method and cashier identifier. A copy of the receipt is offered to every in-person customer, and retained in the software system. If requested, receipts will be provided for mailed payments.
- Cash is not to be left unattended at any point.
- The cashiering software keeps receipts and related software generated reports daily for all Finance Office collections.
- The Clerks have revenue codes for collections and enters those codes in the accounting software; if there are changes to those codes the Accounting Specialist, Assistant Finance Director, or Finance Director will notify the Clerks.
- Each clerk will count down their cash drawer at the beginning of the day, before opening their window.
- The Accounting Specialist, Assistant Finance Director, or Finance Director will count down all Finance Office cash drawers used that day at the end of the business day.
- In the event a cash drawer is out of balance, the daily deposit will be made accurately and the cash drawer will remain out of balance for 1 business day in an attempt to find a resolution for the discrepancy. If the discrepancy still exists after this time, the Assistant Finance Director or Finance Director will request any overages to be deposited to the "Other Revenues" account or any shortages \$50 or less to be reimbursed to the drawer from petty cash (if short more than \$50 a check request must be completed and Accounts Payable will issue a check during the next weekly check run and the check will be cashed during the next bank deposit trip and the cash returned to the short cash drawer.
- If a cash drawer remains out of balance by more than \$10 for 1 business day after the drawer was initially discovered to be out of balance, the employee who is assigned the cash drawer will be subject to disciplinary procedures as described in the personnel manual.
- Daily cash reports and bank deposit records are given to the Accounting Specialist or Assistant Finance Director.
- A police officer is notified and escorts the Tax Clerk to the bank to make the deposit.
- The Assistant Finance Director or Accounting Specialist will reconcile the daily cash reports and deposit slips on weekly basis, and reconcile deposits slips and bank statements on a monthly basis.

(starting with the most recent returned payment) and will remain restricted to cash, card, or money order only payments until the customer submits a written request to be allowed to make other non-cash forms of payment and is approved by the Assistant Finance Director or Finance Director.

- Automatic monthly utility ACH debit payment customers who have 2 returned ACH payments in a 60-day period (or 3 returned ACH payments in a 12-month period or 1 returned ACH payment for a closed account) will be removed from the automatic monthly utility ACH debit payment program.
- Automatic monthly utility ACH debit payment customers who are removed from the program for insufficient funds returned payments will be required to make other forms payment for the next 24 months (starting with the most recent returned payment). After the 24-month period the customer may reapply for the automatic monthly utility ACH debit payment program.
- Automatic monthly utility ACH debit payment customers who are removed from the program for closed account returned payments may reapply for the automatic monthly utility ACH debit payment program with a different bank account.
- The Assistant Finance Director can substitute for any Finance Office clerk and can perform the deposit process in place of the Accounting Specialist. However nobody is permitted to perform the deposit process for any batches that they also receipted as the clerk.
- The Finance Director can also perform the deposit process in situations where the Accounting Specialist and Assistant Finance Director are not available or not permitted to perform the deposit process.
- **Credit/Debit cards shall be accepted for any payment to the City whereas the total billed charges/fees/levies do not exceed \$999.99**
- **All merchant credit/debit card transaction fees and city-managed online transaction fees (for acceptable card transactions as previously indicated) shall be absorbed by the City as operating costs and not directly charged to the pavor**

City Court

Objectives

- a) Citations will be entered timely and correctly into the court system.

Policies

- 1. The Court Clerk will accurately enter all citations into system prior to scheduled court date.
- 2. Police administration keeps all voided citations. See police administration policies for further information.
- 3. The Court Clerk will file all citations in order by number in an easily accessible location.

Procedures

- The Clerks can allow up to 30 days continuation to defendants after the defendant's case has been adjudicated
- The Court Clerk or Accounting Clerk/**Customer Service Representative** will enter citations when received from police administration
- The Court Clerk or Accounting Clerk/**Customer Service Representative** will make sure all citations are entered into system and sorted by court time prior to the beginning of the first session on the court date
- The Court Clerk or Accounting Clerk/**Customer Service Representative** will call the police administration office to confirm citation information if there is a misunderstanding when entering a citation into the system
- The Court Clerk will file citations by number once they are disposed in a place where they can be easily retrieved

Property Tax Collections

Objectives

- a) Billing data and adjustments are complete, timely, and accurate.

Policies

- 1. All property tax bills will be generated simultaneously as soon as tax information is available.

Procedures

- The Tax Clerk or Finance Director will upload tax bill data as soon as both Sumner and Robertson Counties make the tax data available and formatted correctly.
- The Tax Clerk will send tax data to the third party bill printer once the tax information is available.
- The third party bill printer will send out bills as soon as they are generated and ready.
- The third party bill printer will mail out bills in a single or multiple batches.

Utility Billings and Collections

Objectives

- a) Billing transactions and adjustments are complete and accurate.
- b) Billing transactions, account opening and closings, adjustments, and account correspondence will be conducted in a timely manner.

Policies

1. Billing will be reconciled against reports each month.
2. Billing will be completed before the 5th of each month.
3. Service orders will be completed.

Procedures

- The Accounting Clerk/Customer Service Representative and Utility Billing Specialist will collect payments on a daily basis and on high volume days may be assisted by other Finance Office staff.
- Receipts and related software generated reports will be kept from all transactions, either electronic or paper format.
- Billing will be completed and file sent to bill printer before the 5th of each month.
- Adjustments will be made on a minimum monthly basis or more as needed.
- **Adjusted back bill charges may be split into 12 even amounts and each amount will be due no later than the due date for each bill over the course of the subsequent 12 months**
- When necessary, correspondence will be mailed out about account transactions.
- The due date for bills each month will be at least 14 days from the billing date.
- Customer accounts with a past due balance and no payment activity for 90 days or a past due balance exceeding \$500 for 30 days will be eligible for services to be disconnected and eligible to be turned over to collections.
- If a delinquent account remains eligible at the beginning of the day (e.g. 7:15am) the following business day AFTER the disconnect date, the Utility Billing Specialist, Assistant Finance Director, or Finance Director will prepare a list of eligible accounts to be disconnected and send to the Wastewater Department to perform disconnections. All accounts remaining eligible at the beginning of this day will be responsible for paying all charges/deposits related the delinquent even if the delinquent customer's service is not physically disconnected.
- Once a delinquent customer's services have been disconnected, the only way to re-establish service is through the utility application process (as described in this manual) at which point the required minimum payment consists of the following: an amount that reduces the past due account **balance below \$500**, plus the existing user **application fee**, and an **additional** moderate risk customer deposit as defined in municipal code 18-302. If an account remains in disconnect status after future due dates, those amounts will be added to the past due balance and are subject to \$500 threshold for the current disconnection.
- Delinquent customers who are disconnected will be turned over to collections when their final bill becomes past due.
- On a monthly basis, at least 10 calendar days before the potential disconnect date letters will be mailed to customers whose accounts will be eligible for the delinquent disconnection process.
- If delinquent accounts remain eligible for the disconnection process 5 calendar days before the disconnection date, the software system will attempt to call the phone number(s) on file for the account

to notify the customer of the potential disconnection. If the phone call attempt is unsuccessful, the disconnection process will still continue as scheduled.

- During the correspondence for the disconnection process (and utility application process), the corresponding Finance Office associate will make every attempt to ensure all customer contact information is correct including mailing address and phone number(s).
- Personal checks will not be accepted as payment for any customer who is disconnected for delinquency and paying the charges/deposit associated with reestablishing service. However the City will accept cash, card, or money order.
- Under extraordinary circumstances the Assistant Finance Director, Finance Director, or City Administrator can postpone disconnections.
- If a disconnection has occurred as a result of an administrative error the following people are authorized to request the reconnection: ANY Utility Billing Staff, the Public Services Director, the Finance Director or Assistant, City Administrator, Wastewater Superintendent, or Collections Supervisor.
- All service orders will be completed by either Finance or Public Services department staff and entered in the system.
- Utility applications will be entered into the system and receipted within one business day of receiving payment and all related documentation.
- When submitting ~~an~~ utility application, customers will be required to submit proof of occupancy that the customer will soon be (if not already) the legal occupant of the property. Acceptable proof of occupancy for a renter is a rental/lease agreement. If there is no rental/lease agreement, the customer can complete a "Proof of Occupancy" form that must list the property owner information as well as responsible occupant information and must be signed by the property owner(s) responsible occupant(s) and notarized. Acceptable proof of occupancy for a property owner is current property tax record, deed, or the closing disclosure to purchase the property.
- New accounts where the customer is not the property owner must have a landlord account associated with the account. If the property owner has not yet completed the landlord utility application, it must be submitted prior to establishing new service.
- **In situations where an active utility account is in the name of a recently deceased person(s) and no other living persons' names are listed as responsible for the account, the City will waive all application fees and deposits for the application process and transfer the existing balance to the new responsible party after the new party completes a utility application and submits proof of occupancy in accordance with that procedure.**
- Landlord accounts serve as the primary responsible billed party while the property is vacant (including between occupants.)
- Requested account closing will be entered and completed as requested.
- Account adjustments will be reviewed and made upon approval when requests are turned in by customer, or a billing error has occurred.
- Pool fill adjustment requests must be submitted within 120 days of the pool fill and can only be submitted once per calendar year.
- To qualify for a water leak adjustment to a sewer bill, the leak must exceed the average usage (gallons of water) by 100% or greater. One leak adjustment is allowed per calendar year. A leak adjustment

General Disbursements/Drafts

Objectives

- a) Disbursements are for a valid city purpose and necessary.
- b) Disbursements are timely.
- c) Disbursements are accurately coded and recorded in the accounting system.
- d) Disbursements are legally appropriated.

Policies

- 1. The city has adopted purchasing policies that comply with state law.
- 2. Various levels of authority have been assigned.
- 3. Purchase orders and packing slips/invoices are matched and sent to the Accounts Payable (AP) Clerk for payment as soon as possible.
- 4. Checks are processed and mailed once per week to ensure invoices are paid timely.
- 5. All checks require two signatures.
- 6. No check shall be printed without appropriate documentation.
- 7. The Finance Office uses a computerized accounts payable system.
- 8. All purchase orders are coded by purchaser and verified by Purchasing and the AP clerk.
- 9. Invoices are entered in the accounts payable system weekly.
- 10. Budget availability is verified by the software when processing accounts payable invoices.

Procedures

- Reference the adopted City Purchasing Manual for procedures and other details related to purchasing
- The Finance Director or Assistant Finance Director approves the weekly check run before checks are printed.
- Typically checks are printed every Wednesday for all invoices that are approved before noon on Tuesday (the checks are printed with the appropriate authorized signatures on them.)
- Typically checks are mailed every Thursday.
- After checks are printed, the AP Clerk copies the checks and attaches the copies to the corresponding invoices, PO's, and any receiving documents submitted to the AP Clerk.
- After checks are printed, copied, and attached to supporting documentation, the Accounting Clerk/Customer Service Representative verifies vendor name, check number, and amount of every check with the check register report and scans every document attached to each check copy.
- The city uses a computerized system for tracking purchase orders, encumbrances, and invoices.
- The purchaser receives the goods/services and approves the shipping documents or invoice to be paid.
- The AP Clerk processes invoices that have been approved in the system and the system liquidates that portion (or all) of the PO and the system changes the amount from an encumbrance to an expense/expenditure (or relinquishes the balance back to the available budget if liquidated.)
- The accounting software verifies budget availability via the purchasing function and invoice processing function.

RESOLUTION 21-12

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

WHEREAS, a public hearing before this body will be held the **15 day of July 2021**, and notice thereof published in the White House Connection on **July 6, 2021**; and,

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

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

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

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

138.3 ACRES ARE REFERENCED AS PART OF ROBERTSON COUNTY TAX MAP 095, PARCEL 63 AND TAX MAP 96 PARCEL 29. PROPERTY IS LOCATED ON BILL MOSS RD AND CALISTA RD. **“EXHIBIT A”**.

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

First Reading: June 17, 2021 PASSED

Second Reading: July 15, 2021

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder