



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

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the September 17th Board of Mayor and Aldermen meeting
7. Welcome Visitors
8. Public Hearings
 - a. **Ordinance 20-21:** An ordinance amending Article V of the Zoning Ordinance concerning C-1R Central Business Service District-Gateway Infill Residential. *Second Reading.*
 - b. **Ordinance 20-22:** An ordinance to amend the Zoning Map from R-20 Low Density Residential to R-15 Medium Density Residential on North Palmers Chapel Road. *Second Reading.*
 - c. **Ordinance 20-23:** An ordinance amending the Municipal Code Title 1, Chapter 1 Board of Mayor and Aldermen, Sections 1-104 and 1-108. *Second Reading.*
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 20-23:** A resolution approving and supporting the submission of a grant application to the Tennessee Department of Environment and Conservation.
 - b. **Resolution 20-24:** A resolution authorizing and providing for the financing of the construction of a wastewater facilities project, including authorizing the execution of applications, contractual agreements, and other necessary documents, and making certain representations, and pledges of certain revenue in connection with such financing.
 - c. **Resolution 20-23:** A resolution authorizing participation in the Public Entity Partners' Property Conservation Matching Grant Program.

12. Consideration of the Following Ordinances:

- a. **Ordinance 20-21:** An ordinance amending Article V of the Zoning Ordinance concerning C-1R Central Business Service District-Gateway Infill Residential. *Second Reading.*
- b. **Ordinance 20-22:** An ordinance to amend the Zoning Map from R-20 Low Density Residential to R-15 Medium Density Residential on North Palmers Chapel Road. *Second Reading.*
- c. **Ordinance 20-23:** An ordinance amending the Municipal Code Title 1, Chapter 1 Board of Mayor and Aldermen, Sections 1-104 and 1-108. *Second Reading.*
- d. **Ordinance 20-24:** An ordinance to amend the Zoning Map from Robertson County C-2, General Commercial to I-1 Light Industrial, for property located at 3035 Union Road. *First Reading.*

13. Purchasing:

- a. To approve or reject authorizing the purchase of a new Silverado 2500HD work truck from the Sourcewell cooperative contract #120716 in the amount of \$54,846.00. The Public Services Director recommends approval.
- b. To approve or reject authorizing eight (8) additional addresses to be added to the septic-to-sewer list.

14. Other Business:

- a. None

15. Discussion Items:

- a. None

16. Other Information:

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

17. Adjournment:

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Minutes
September 17, 2020
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:07 pm.

2. Prayer by Community Pastor

Prayer was led by Alderman Decker.

3. Pledge by Aldermen

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

4. Roll Call

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

5. Adoption of the Agenda

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

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

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

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

- a. **Ordinance 20-16:** An ordinance to amend the Zoning Map from C-1 Central Business District to NCRPUD, Neighborhood Center Residential Planned Unit Development on Raymond Hirsch Parkway. *Second Reading.*

No one spoke for or against.

- b. **Ordinance 20-17:** An ordinance to amend the Zoning Map from R-20 Low Density Residential to SRPUD, Suburban Residential Planned Unit Development and NCRPUD, Neighborhood Center Residential Planned Unit Development on Tyree Springs Road. *Second Reading.*

Mr. Mike Wall of White House spoke against Ordinance 20-17.

Mr. Ronnie Dyer of White House spoke against Ordinance 20-17.

- c. **Ordinance 20-18:** An ordinance to amend the Zoning Map from C-2 General Commercial to C-1R Central Service District Gateway Infill Commercial Infill on Byrum Drive. *Second Reading.*

Mr. Greg Malham of White House spoke against Ordinance 20-18.

- d. **Ordinance 20-19:** An ordinance to de-annex certain territories within the corporate boundaries of the City of White House, Tennessee. *Second Reading.*

No one spoke for or against.

- e. **Ordinance 20-20:** An ordinance to de-annex certain territories within the corporate boundaries of the City of White House, Tennessee. *Second Reading.*

No one spoke for or against.

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

Alderman Decker spoke about recent events around the nation and how police departments are being treated are bad for business. Alderman Decker gave his highest respect and admiration to Chief Brady and all of the police officers keeping the City safe.

City Administrator Gerald Herman informed the Board that the Visitor Center exterior renovation is nearly finished. Mr. Herman stated that the siding on the building has been painted white and is no longer yellow.

City Administrator Gerald Herman discussed that the widening project on Pleasant Grove Road is nearly complete. Mr. Herman continued that City staff has done all they can and is waiting on Rogers Group to finish with the asphalt overlay. Mr. Herman noted that the lane striping will be completed once the paving is done.

City Administrator Gerald Herman mentioned that the 31W entrance to the City Hall complex has been re-striped because the utility pole is too expensive to be moved. Mr. Herman stated that the lane lines were repainted to allow for a wider turn radius when turning into the complex.

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. Hutson to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Motion passed.**

11. Consideration of the Following Resolutions:

- a. **Resolution 20-21:** A resolution supporting sidewalk infrastructure improvements at the intersection of US 31W/Raymond Hirsch Parkway and along US 31W to the greenway trailhead as a part of upcoming grant funding application.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Resolution 20-21 was passed.**

- b. **Resolution 20-22:** A resolution regarding a modification to the collection of Impact Fees to enhance the traffic safety of vehicles and pedestrians on Tyree Springs Road between South Palmers Chapel Road and the Greenway crossing just north of Raymond Hirsch Parkway.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 20-22 was passed.**

- c. **Resolution 20-23:** A resolution authorizing participation in the James L. Richardson "Driver Safety" Matching Grant Program.

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 20-23 was passed.**

12. Consideration of the Following Ordinances:

- a. **Ordinance 20-16:** An ordinance to amend the Zoning Map from C-1 Central Business District to NCRPUD, Neighborhood Center Residential Planned Unit Development on Raymond Hirsch Parkway. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. **Motion was approved. Ordinance 20-16 was approved on Second Reading.**

- b. **Ordinance 20-17:** An ordinance to amend the Zoning Map from R-20 Low Density Residential to SRPUD, Suburban Residential Planned Unit Development and NCRPUD, Neighborhood Center Residential Planned Unit Development on Tyree Springs Road. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - no; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - abstained. **Motion was approved. Ordinance 20-17 was approved on Second Reading.**

- c. **Ordinance 20-18:** An ordinance to amend the Zoning Map from C-2 General Commercial to C-1R Central Service District Gateway Infill Commercial Infill on Byrum Drive. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - abstained. **Motion was approved. Ordinance 20-18 was approved on Second Reading.**

- d. **Ordinance 20-19:** An ordinance to de-annex certain territories within the corporate boundaries of the City of White House, Tennessee. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. **Motion was approved. Ordinance 20-19 was approved on Second Reading.**

- e. **Ordinance 20-20:** An ordinance to de-annex certain territories within the corporate boundaries of the City of White House, Tennessee. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Corbitt to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. **Motion was approved. Ordinance 20-20 was approved on Second Reading.**

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

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 20-21 was passed on First Reading.**

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

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

Motion was made by Ald. Corbitt, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - no; Ald. Corbitt - aye; Ald. Decker - no; Ald. Hutson - no; Mayor Arnold - no. Motion was made by Ald. Bibb, second by Ald. Decker to strike number 17 from Section 1-104 and any reference to quarterly meetings in Section 1-108. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - no; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. **Ordinance 20-23 was passed on First Reading with amendments.**

13. Purchasing:

- a. To approve or reject authorizing the purchase of a 2020 Ford F-350 Brush Truck from Statewide Contract #209 in the total amount of \$45,751.00. The Fire Chief recommends approval.

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

- b. To approve or reject authorizing the purchase of a 2020 Ford F-250 administration vehicle from Statewide Contract #209 in the total amount of \$36,707.00. The Fire Chief recommends approval.

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

- c. To approve or reject authorizing the purchase of an asphalt cold planer from the Sourcewell cooperative contract # in the amount of \$25,400.00. The Public Services Director recommends approval.

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

- d. To approve or reject authorizing the purchase of a 2021 Chevrolet Colorado 4WD Ext. Cab truck from the Sourcewell cooperative contract #120716-NAF in the amount of \$37,376.54. The Public Services Director recommends approval.

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

- e. To approve or reject authorizing the purchase of a mini skid steer from the Sourcewell cooperative contract #012418-CMW in the amount of \$32,236.65. The Public Services Director recommends approval.

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

14. Other Business:

- a. Guidance for Electronic Meetings Pursuant to Executive Order No. 60

Mayor Arnold motioned with second by Ald. Corbitt to allow the Board of Mayor and Aldermen and any other of the City's Boards and Commissions to conduct meetings by electronic means following State guidelines as necessary to protect the public health, safety, and welfare of Tennesseans for as long as Governor Bill Lee continues to authorize same during the COVID-19 pandemic. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. **Motion passed.**

15. Discussion Items:

- a. None

16. Other Information:

- a. Report on Debt Obligation for Community Event Center Loan

Board reviewed the Report on Debt Obligation for Community Event Center Loan.

- b. Report on Debt Obligation for the refinancing of the Library building loan

Board reviewed the Report on Debt Obligation the refinancing of the Library building loan.

17. Adjournment:

Meeting was adjourned at 8:22 pm.

ATTEST:

Michael Arnold, Mayor

Derek Watson, City Recorder

REPORTS....

**Administrative & Legislative Services Department
September 2020**

Administration

City Administrator Gerald Herman attended the following meetings this month:

- September 01:
 - Magnolia Ridge and Tyree Springs Development Meeting
 - NRC Community Survey Meeting
 - COVID-19 Local Leadership Communication
- September 02: Experience Robertson County Meeting
- September 08:
 - White House Area Chamber of Commerce Power Hour
 - Community Center Presentation with Multi Vista
 - Staff Plans Reviews
 - COVID-19 Local Leadership Communication
- September 09: Pre-Closing Refunding Bonds Meeting
- September 10: White House Area Chamber of Commerce/Rotary Golf Scramble
- September 14:
 - White House Area Chamber of Commerce Ribbon Cutting: 7 Springs Orthopedics
 - Stormwater Advisory Board Meeting
- September 15:
 - White House Area Chamber of Commerce Luncheon: State of the City
 - COVID-19 Local Leadership Communication
 - Public Involvement/Input Meeting
- September 16:
 - RTA/GNRC/MPO Meeting
 - TML Leadership and Police Civil Liability Meeting
 - Economic Development Team Meeting
- September 17: White House Police Department Staff Meeting
- September 21: Septic to Sewer Discussion
- September 22:
 - Highland Park Discussion
 - COVID-19 Local Leadership Communication
- September 24:
 - Fast Pace Health Meeting
 - Visitor Center Addition Progress Meeting
 - Sumner County COVID-19 Update
- September 29:
 - Retail Development Pre-Application Meeting
 - COVID-19 Local Leadership Communication

**Administrative & Legislative Services Department
September 2020**

Performance Measurements

Finance Update

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

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$17,548,414	\$ 2,935,076	↓8.27
Industrial Development	\$177,000	\$ 127,584	↑47.08
State Street Aid	\$530,000	\$ 285,216	↑28.81
Parks Sales Tax	\$4,005,125	\$ 2,805,456	↑45.04
Solid Waste	\$1,050,026	\$ 334,051	↑6.81
Fire Impact Fees	\$74,500	\$ 67,741	↑65.92
Parks Impact Fees	\$15,000	\$ 11,517	↑51.78
Police Impact Fees	\$65,000	\$ 65,000	↑75.00
Road Impact Fees	\$60,000	\$ -	↓25.00
Police Drug Fund	\$4,500	\$ 175	↓21.11
Debt Services	\$1,137,400	\$ 411,738	↑11.20
Wastewater	\$15,108,083	\$ 1,751,293	↓13.40
Dental Care	\$70,656	\$ 15,918	↓2.46
Stormwater Fund	\$1,063,984	\$ 303,972	↑3.56
Cemetery Fund	\$43,890	\$ 11,319	↑0.79

*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		97	91	147	91
November		78	120	125	135
December		58	72	104	83
January		81	122	177	178
February		93	119	113	140
March		107	131	142	136
April		85	138	185	120
May		82	129	121	153
June		45	50	52	92
Total	495	1199	1,595	1,813	1,750

Purchase Orders by Dollars	Sep. 2020	FY 2021	FY 2020	FY 2019	Total for FY21	Total for FY20	Total for FY19
Purchase Orders \$0-\$9,999	97	451	1132	1529	\$638,889.55	\$1,275,419.16	\$1,349,159.92
Purchase Orders \$10,000-\$24,999	4	17	34	26	\$254,102.46	\$551,938.89	\$381,155.50
Purchase Orders over \$25,000	5	27	33	40	\$2,396,830.68	\$4,035,346.92	\$7,678,174.40
Total	106	495	1199	1595	\$3,289,822.69	\$5,862,704.97	\$9,408,489.82

Administrative & Legislative Services Department
September 2020

Website Management

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

	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2017-2018 Update Requests	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits	2017-2018 Page Visits
July	15	152	61	60	11,536	1,164,517	1,080,668	825,614
August	20	126	133	56	9,145	752,932	835,519	717,462
September	17	43	22	90	8,335	679,248	214,406	739,867
October		78	86	43		386,735	864,091	876,346
November		56	40	80		695,971	812,527	808,551
December		156	82	50		847,724	1,055,111	842,265
January		67	68	44		720,531	934,562	747,155
February		22	40	41		N/A	762,985	631,612
March		85	61	71		N/A	879,671	1,165,275
April		43	56	77		N/A	820,505	959,769
May		27	29	49		5,998	946,897	1,063,568
June		48	123	27		10,251	901,328	483,003
Total	52	901	801	688	29,016	5,263,907	9,053,159	9,860,532

Social Media Management

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

Facebook

	2020-2021 New Likes	2019-2020 New Likes	2018-2019 New Likes	2017-2018 New Likes	2020-2021 # of Posts	2019-2020 # of Posts	2018-2019 # of Posts	2017-2018 # of Posts
July	106	83	31	146	63	36	21	38
August	46	47	46	77	38	18	11	39
September	44	71	53	46	37	27	20	31
October		44	70	64		27	18	29
November		25	51	25		10	17	25
December		18	25	25		21	20	11
January		30	31	96		13	14	11
February		51	40	25		27	11	15
March		112	31	23		38	18	10
April		73	60	70		58	26	17
May		62	161	116		30	33	23
June		95	103	59		31	30	33
Total	196	705	702	772	138	336	239	282

**Administrative & Legislative Services Department
September 2020**

Twitter

	2020-2021 Total Followers	2019 – 2020 Total Followers	2018 – 2019 Total Followers	2020-2021 # of Tweets	2019 – 2020 # of Tweets	2018 – 2019 # of Tweets
July	904	862	811	31	19	8
August	908	869	796	19	9	8
September	910	870	798	14	14	10
October		868	802		15	7
November		873	802		5	7
December		877	805		16	8
January		880	809		9	7
February		888	826		23	8
March		902	830		24	16
April		907	830		14	14
May		903	832		14	14
June		904	851		14	14
Total	N/A	N/A	N/A	64	176	121

“City of White House, TN” Mobile App

	FY21 New Downloads	FY20 New Downloads	FY19 New Downloads
July	45	19	28
August	44	21	18
September	19	21	15
October		12	22
November		13	11
December		15	10
January		23	17
February		70	13
March		69	11
April		41	10
May		29	11
June		36	25
Total	108	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		40	32
November		27	12
December		20	27
January		24	22
February		41	30
March		34	24
April		35	32
May		26	27
June		28	29
FY Total	63	356	311

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

**Administrative & Legislative Services Department
September 2020**

White House Farmers Market

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

	2020 New Facebook Likes	2020 Facebook Post	2019 New Facebook Likes	2019 Facebook Post		Application Fees # (amount collected)	Booth Payments (\$)
January	8	1	7	0	January	0	0
February	5	0	2	0	February	0	0
March	N/A	0	8	5	March	0	0
April	23	1	36	5	April	2	150
May	94	11	131	13	May	5	870
June	123	10	114	20	June	3	384
July	96	18	49	12	July	0	0
August	34	18	1	13	August	0	45
September	12	0	14	5	September	-	-
October			7	0	October	-	-
November			4	0	November	-	-
December			13	0	December	-	-
Total	395	59	387	73	Total	7	\$1449

Building Maintenance Projects

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

Special Maintenance Projects

- Repair gutter/drainage pipe near gymnasium
- Assist setting up patio furniture for Library
- Help pickup and deliver bins for Word on White House

	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		7	14	18	12	30
November		7	18	34	12	27
December		3	8	19	9	17
January		16	14	16	23	28
February		18	7	21	6	19
March		11	7	17	16	25
April		2	12	25	14	20
May		11	6	26	27	33
June		10	9	23	14	17
Total	47	98	162	266	201	302

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

**Finance Department
September 2020**

Finance Section

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

September 1: KraftCPAs on-site audit fieldwork
 September 9: Community event center furniture planning with staff
 September 9: 2013 bond 2020 refunding pre-closing
 September 14: Stormwater Advisory Board
 September 22: Community event center furniture planning with Nashville Office Interiors
 September 23: Windstream new phone training
 September 29: Stormwater mitigation billing

Performance Measures

Utility Billing

	September 2020	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
New Builds (#)	19	55	171	62	102	111
Move Ins (#)	75	221	649	534	553	536
Move Outs (#)	63	212	602	534	576	546
New customer signup via email (#)	39	102	127	104	163	119
New customer signup via email (%)	41%	37%	15%	17%	25%	18%

Business License Activity

	September 2020	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Opened	5	20	69	75	72	93
Closed (notified by business)	0	1	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	3 checks, 278 direct deposits	0 Retro adjustments	0 Voids

Accounts Payable

	September 2020	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Total # of Invoices Processed	392	1013	4003	3940	4437	4797

**Finance Department
September 2020**

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

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	7,912,190	2,373,657	4,780,003	60%
Cemetery Fund	34,700	10,410	227,685	656%
Debt Services	1,167,400	350,220	188,225	16%
Dental Care Fund	25,200	7,560	243,982	968%
Roads Impact Fees	79,320	23,796	113,161	143%
Parks Impact Fees	69,364	20,809	119,584	172%
Police Impact Fees	55,804	16,741	140,509	252%
Fire Impact Fees	38,000	11,400	52,397	138%
Industrial Development	112,800	33,840	99,794	88%
Parks Sales Tax	695,285	208,586	1,092,752	157%
Police Drug Fund	4,100	1,230	24,568	599%
Solid Waste	936,800	281,040	535,084	57%
State Street Aid	405,200	121,560	329,399	81%
Stormwater Fund	889,000	266,700	891,332	100%
Wastewater	4,350,550	1,305,165	3,265,463	75%

*Balances do **not** reflect encumbrances not yet expended.*

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

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	7,912,190	1,350,975	↓ 7.93%
Cemetery Fund	34,700	14,582	↑ 17.02%
Debt Services	1,167,400	326,995	↑ 3.01%
Dental Care	25,200	7,863	↑ 6.20%
Roads Impact Fees	79,320	23,314	↑ 4.39%
Parks Impact Fees	69,364	24,233	↑ 9.94%
Police Impact Fees	55,804	17,296	↑ 5.99%
Fire Impact Fees	38,000	11,397	↑ 4.99%
Industrial Development	112,800	22,464	↓ 5.09%
Parks Sales Tax	695,285	193,251	↑ 2.79%
Police Drug Fund	4,100	863	↓ 3.95%
Solid Waste	936,800	241,643	↑ 0.79%
State Street Aid	405,200	103,457	↑ 0.53%
Stormwater Fund	889,000	226,228	↑ 0.45%
Wastewater	4,350,550	1,224,979	↑ 3.16%

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

**Human Resources Department
September 2020**

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

September 03: Stormwater Maintenance Worker Interview
 September 08: New Hire Orientation for Parks Maintenance Worker
 September 09: Council on Foreign Relations COVID-19 Update
 September 15: Chamber of Commerce Monthly Luncheon
 September 16: Leadership and Police Civil Liability: Leading Through Challenging Times Training
 September 17: Public Works Maintenance Worker Interviews
 Board of Mayor and Aldermen Meeting
 September 21: New Hire Orientation for Police Officer

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

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

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

Three-year average as of June 30, 2019: 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	0
November		1	0	1
December		0	0	0

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

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

**Human Resources Department
September 2020**

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

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

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

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

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

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

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

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

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

**Police Department
September 2020**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in September:** White House Rotary (3, 10, 17, 24), Robertson County Chief's Meeting (Sept. 8th), Planning Commission (Sept. 14th), Command Staff Meeting (Sept. 17th), Board of Mayor and Alderman Meeting (Sept. 17th), and Department Head Staff Meeting (Sept. 21st)

➤ **Police Department Administration Performance Measurements**

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

Susan Johnson, Accreditation Manager, is gathering proofs for accreditation. Our onsite visit should be in December. All Officers have been updated on the new Use of Force policy. Everyone will read the police and sign off on it in PowerDMS.

TACP will be meeting this month about the Annual LEACT Conference.

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

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	174	0	174
February	8	212.5	0	220.5
March	0	160	0	160
April	0	68	0	68
May	0	248	0	248
June	16	0	0	16
July	0	80	0	80
August	0	344	0	344
September	0	128	16	144
Total	24	1,414.5	16	1,454.5

Patrol Division Performance Measurements

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

Number of Officers on Shift	September 2020	FY 2020-21
Three (3) Officers per Shift	32	131
Four (4) Officers per Shift	28	53

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

**Police Department
September 2020**

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

Group A Offenses	September 2020	Per 1,000 Pop.	Total 2020	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	11	1	94	7
Crimes Against Property	17	1	200	16
Crimes Against Society	40	3	257	20
Total	68	5	551	44
Arrests	78		578	

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

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

	September 2020	TOTAL 2020
Traffic Crashes Reported	27	255
Enforce Traffic Laws:		
Written Citations	104	692
Written Warnings	74	467
Verbal Warnings	318	2,197

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

COLLISION RATIO				
<u>2020</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
September	27	3 YTD 41	11%	16% YTD 255

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

Staffing:

- Officer Brent Loveday graduated from Walter's State Law Enforcement Academy on September 18th, 2020. He is currently on Field Training awaiting to be released on his own.
- We held Officer Testing on September 9th. From the testing, we hired JC White. JC is returning to the Police Department after a brief medical condition. JC will start on September 21st. Seth Goodcourage was hired after testing, Board interview and Chief's interview. He will start with the Police Department on October 5th.
- Ofc. Larry Meadors and Seth Goodcourage will be going to the Academy in January.
- We have one position open and are currently taking applications.

**Police Department
September 2020**

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

Sumner County Emergency Response Team: ERT had two call outs in September. SWAT school was the last week of September. Ofc. Hoffman attended the school and Ofc. Segerson was an instructor at the school.

Support Services Performance Measurements

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

2020 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
<i>September</i>	81%	82%

Communications Section

	September	Total 2020
Calls for Service	1,098	8,654
Alarm Calls	33	285

Request for Reports

	September	FY 2020-21
Requests for Reports	12	49
Amount taken in	\$9.90	\$39.15
Tow Bills	\$0.00	\$0.00
Emailed at no charge	***	62
Storage Fees	\$0.00	\$0.00

*** Numbers are unavailable at this time.

Tennessee Highway Safety Office (THSO):

- Nothing to report for the month of September.

Volunteer Police Explorers: Nothing to report at this time.

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

Crime Prevention/Community Relations Performance Measurements

1. *Teach D.A.R.E. Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.*

The school system is discussing if D.A.R.E. will be taught in the Spring due to COVID. They will re-evaluate in November or December.

**Police Department
September 2020**

2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Safety Day in conjunction with Discover White House is scheduled for October 3rd.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***
Citizen's Police Academy was cancelled in 2020 due to Covid. It is undecided if CPA will be held in 2021.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
 - Sgt. Enck instructed a 24 hour of Ground Defense School to 14 Officers from other Tennessee Agencies.
 - Sgt. Enck presented a bike and helmet to an employee who walks to work at Burger King.

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

9/11 – CCS 911 Parade and Event

9/24 – White House High School Homecoming Parade

9/25 – CCS Homecoming Parade

Upcoming Events:

10/3 – Discover White House/Safety Day

December – Shop with a Cop/Fireman

<i>2020 Participation in Joint Community Events</i>		
	<u>August</u>	<u>Year to Date</u>
Community Activities	5	32

Fire Department
September 2020



Summary of Month's Activities

Fire Operations

The Department responded to 105 requests for service during the month with 78 responses being medical emergencies. The Department responded to 5 vehicle accidents; 3 accidents reported patients being treated for injuries and 2 accidents reported no injuries. Of the 105 responses in month of September there were 4 calls that overlapped another call for service that is 3.81 % 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 September from dispatch to on scene time averaged was, five minutes and forty-seven seconds (5:47). The average time a fire unit spent on the scene of an emergency call was twelve minutes and twenty-six seconds (12:26).

Department Event

- September 1st – Traffic Incident Management Class with TDOT and THP
- September 9th – Standby for PD agility test
- September 11th – 9/11 Ceremony
- September 15th & 16th – MTAS assessment for Lieutenant promotions
- September 25th – Grace Park Homecoming Parade

Fire Administration

- September 10th – Rotary/Chamber Golf Scramble
- September 14th – Monthly Officer meeting
- September 17th – Board of Mayor and Alderman Meeting
- September 21st – Final meeting for Discover White House
- September 23rd – New Phone System Training

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	8
Rescue & Emergency Services	260
Hazardous Conditions (No Fire)	11
Service Calls	21
Good Intent Call	22
False Alarms & False Call	29
Calls for The Month	105
Total Responses FY to Date	353

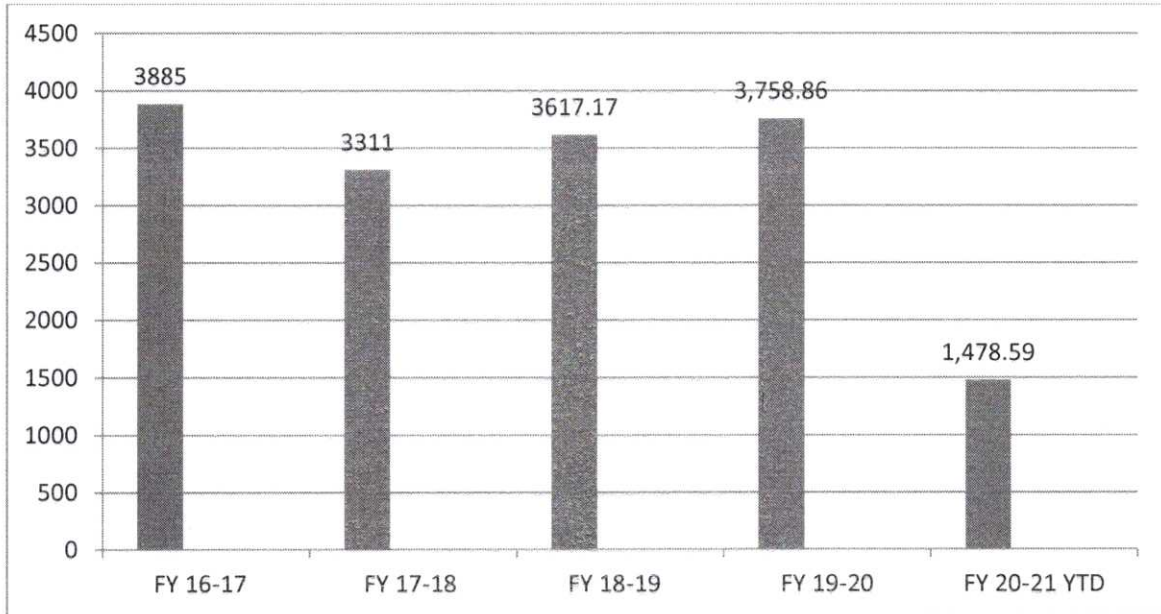
**Fire Department
September 2020**

Response by Station

	Month	FY to Date	%
Station #1 (City park)	84	260	73.65%
Station #2 (Business Park Dr)	21	93	26.34%

Fire Fighter Training

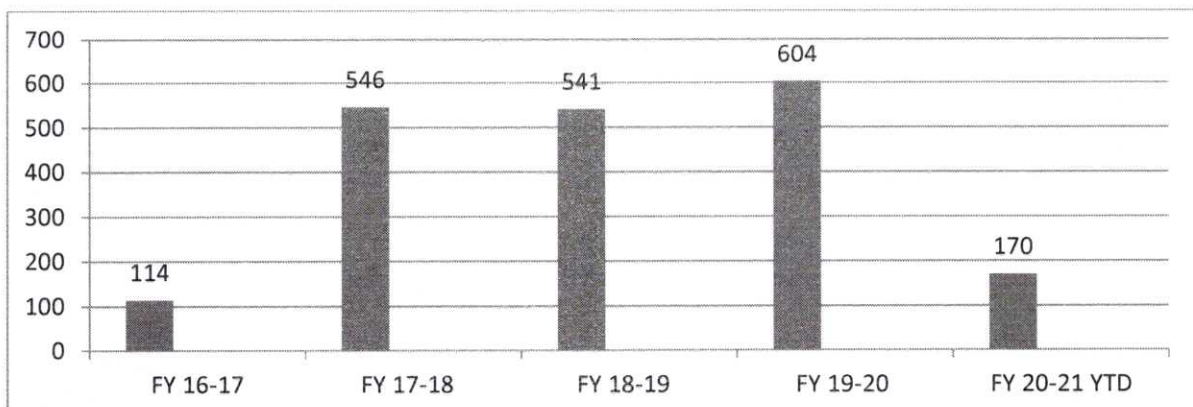
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
Firefighter Training Hours	380.91	1478.59

Fire Inspection

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

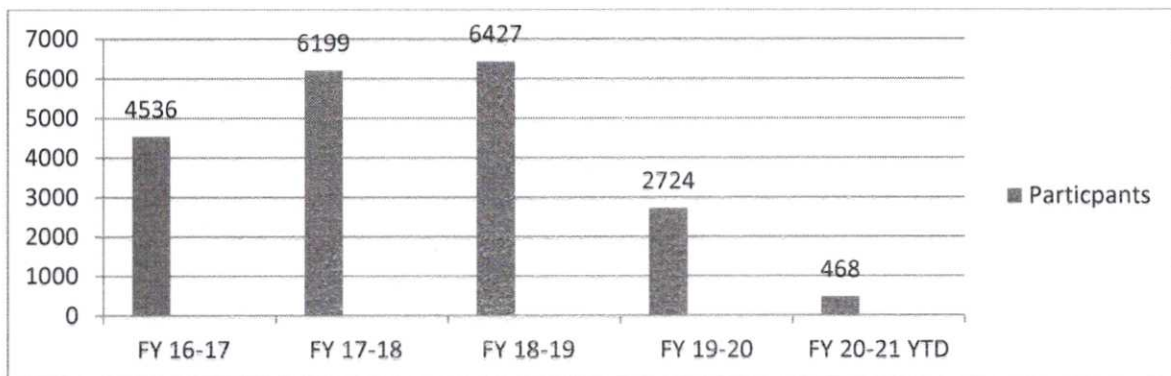


**Fire Department
September 2020**

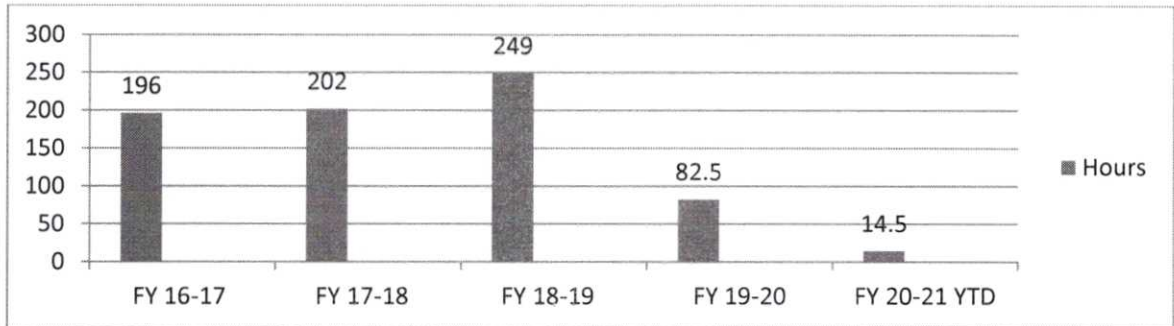
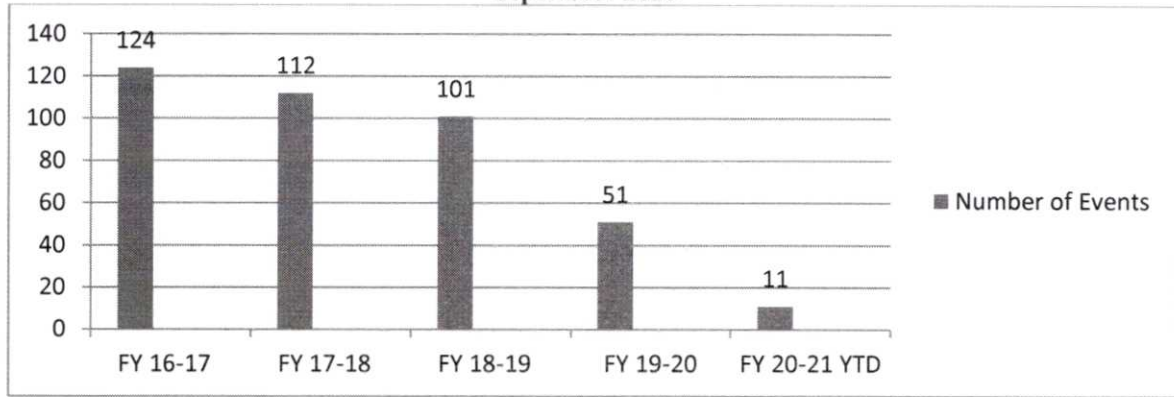
	Month	YTD
August Fire Inspection	57	170
Reinspection	13	41
Code Violation Complaint	0	1
Violations Cleared	18	55
Annual Inspection	11	32
Commercial Burn Pile	0	2
Knox Box	1	6
Fire Alarms	0	2
Measure Fire Hydrant	0	2
Plans Review	3	7
Pre-C/O	0	1
Pre-incident Survey	23	61
Sprinkler Final	0	0
Final/Occupancy	1	6

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
September 2020**



	Month	YTD
Participants	300	468
Number of Events	2	11
Education Hrs.	4	14.5

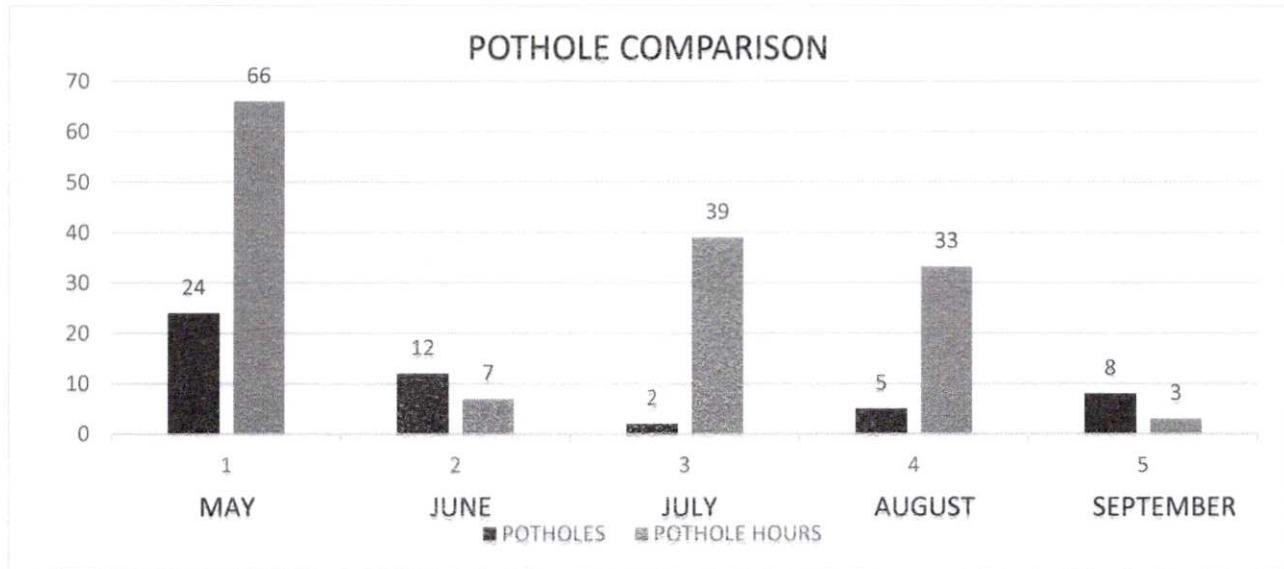
Social Media Statistics

Page Views	560
Page Likes	142
Post Reach	4,899

**Public Services Department
Public Works Division
September 2020**

Pothole Comparison

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



-The goal for this particular job task is 50 potholes per month. When this chart is completed each month consideration will be given to the size of the potholes i.e. a larger patch will count as one pothole but an additional chart will be constructed when larger patches are more prevalent. The prevalence of these “patch repairs” will be evident when the milling machine is used for repairs.

September 2020 – The Streets and Roads Department repaired 8 potholes in 3 hours this month with the use of cold patch asphalt. Taking into consideration the time that the asphalt roller spent in the shop is a direct correlation to why there were not more potholes repaired. Additionally, very few complaints were fielded regarding potholes. The Streets and Roads Crew plans to return to the locations of temporary repairs and mill and/or infrared these temporary patches in order to complete a more permanent repair.

**Pothole Complaint Response Time
September 2020**

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

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
7709 and 7728 Boyles Road	Thursday, August 20, 2020 7:05AM	Monday, August 24, 2020 2:30 PM	31 hours 25 minutes
101 Larkspur Court	Tuesday, September 7, 2020 2:00PM	Wednesday, September 8, 2020 8:30AM	17 hours 30 minutes

**Public Services Department
Public Works Division
September 2020**

September 2020 Monthly Work Log

Tuesday 09-01-2020

- Pleasant Grove Road base stone grade work

Wednesday 09-02-2020

- Pleasant Grove Road base stone grade work / Target Solutions

Thursday 09-03-2020

- Delivered barricades to City Hall / Removed AT&T fiberoptic line from Firehall #1 / Pleasant Grove Road base stone grade work

Monday 09-07-2020

- Holiday

Tuesday 09-08-2020

- Pothole repairs on Larkspur / Pleasant Grove Road base stone grade work / driveway removal

Wednesday 09-09-2020

- Pleasant Grove Road base stone grade work

Thursday 09-10-2020

- Pleasant Grove Road base stone grade work

Monday 09-14-2020

- Traffic signal repair / Fleet maintenance / ROW Mowing

Tuesday 09-15-2020

- Fleet maintenance / ROW maintenance

Wednesday 09-16-2020

- Fleet maintenance / Picked up wire for Christmas lights

Thursday 09-17-2020

- Fleet maintenance / Traffic control for brush pick-up / ROW Mowing / Driveway removal Pleasant Grove Road

Friday 09-18-2020

- Pleasant Grove Road base stone grade work

Monday 09-21-2020

- Street sign repair / Fleet maintenance / Decorative Street Light repair / Repair and maintenance of traffic signals

Tuesday 09-22-2020

- Stabilization of ditch on Pleasant Grove Road / Cut and repaired dip in road on Star Place

Wednesday 09-23-2020

- Repaired guard rail on Tyree Springs near Greenway Trail

Thursday 09-24-2020

- Facility and fleet maintenance

Monday 09-28-2020

- Troubleshooting of Lane light system on 31W

Tuesday 09-29-2020

- Decorative Street light evaluation / Target Solutions / Repair Lane light system on 31W

Wednesday 09-30-2020

- Removed debris on roadway at 315 Kennedy Drive / Repair Lane light system on 31W

Subdivision Decorative Light LED Retrofit Project

UPDATED SEPTEMBER 8, 2020	TOTAL LAMPS	TOTAL RETROFIT COMPLETED	TOTAL RETROFIT TO BE COMPLETED
High Mast Lights – I-65 Ramps	6	6	0
Briarwood Subdivision	5	1	1
Bridle Creek Subdivision	7	3	4
Business Park Drive	7	7	0
Hampton Village Subdivision	24	17	7
Heritage Trace Subdivision	5	5	0
Holly Tree Subdivision	44	44	0
Madeline Way	7	7	0
Magnolia Village Subdivision	27	16	9
Sumner Crossing Subdivision	21	12	9
Villages of Indian Ridge	11	0	11
Spring Brook Blvd	2	2	0
Baylee Ct	2	2	0
Totals:	166	125	41

**Public Services Department
Public Works Division
September 2020**

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.



Public Services Department
Public Works Division
September 2020

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Aug	20-Sep	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	683	756	2,263
Facility Maintenance	3494	2187	1,227	1,137	887.25	19	18	49
Fleet Maintenance	1034	514	282	380	422.5	27	62	97
Meeting/Training	502	510	517	400	457	9	41	50
Leave	1,253	576	613	810	823	70	112	266.9
Holiday	795	470	385	555	545	0	30	70
Overtime	508.5	488	414	311	152.75	5	22	114
Administrative	385	698	803	867	1153.25	170	175	366
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	148	40	256.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	5	8	15
Pothole Hours	0	759	734	1,181	831.5	33	3	75.25
R-O-W Hours	0	2835	2416	4,027	3044.5	166	247	413
Sign/Repaired	0	120	91	84	63	0	7	8
Sign Work Hours	0	289	179	234	109	0	4	6.5
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	8	10	18
Traffic Light Hours	0	0	65	20	158	33	11	44

Sanitation Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Aug	20-Sep	YTD 20/21
Sanitation	2,685	3,634	4,406	4,024	4200.5	307	345	1,020
Facility Maintenance	3494	723	446	574	394.5	13	26	62
Fleet Maintenance	1034	488	445	331	294.5	25	22	74
Meeting/Training	502	265	130	135	127.5	4	7	13
Leave	1,253	428	700	476	336	10	40	140
Holiday	795	270	230	230	230	0	20	40
Overtime	508.5	119	4	12	39.5	0	0	0
Administrative	385	167	1	0	72.5	0	19	22
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	14	16	33
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	0

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Aug	20-Sep	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	585	542	1,776
Brush Truck Loads	459	551	522	578	584	53	49	152
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	227	317	780
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	122	106	364
Litter Pickup Bags	334	507	546	511	456	65	50	141
Litter Pickup Hours	1147	1132	985	957	892	119	89	272

**Public Services Department
Stormwater Division
September 2020**

Objective: To implement, design, construct and maintain a safe, sustainable, economical and environmentally sound stormwater management system that reduces the potential of flooding, protects natural drainage features, and preserves and enhances desirable water quality conditions.

Table 1: Stormwater Maintenance

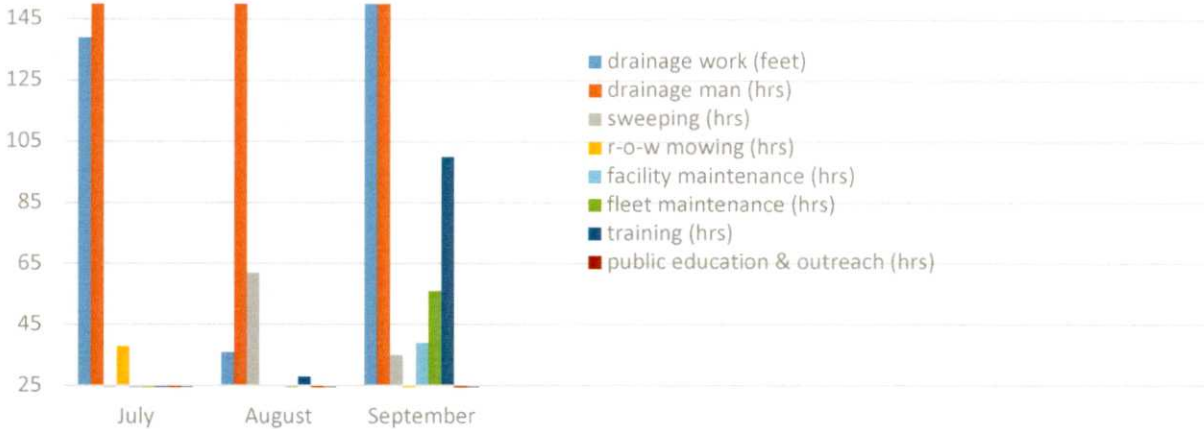


Table 1: Adequate stormwater management can result in a reduction in flooding, property damage, excessive soil erosion, degraded open space, and unacceptable water quality. The goal is to maintain the existing drainage infrastructure and provide sufficient infrastructure capacity to meet the future needs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

Table 2: Compliance and Enforcement

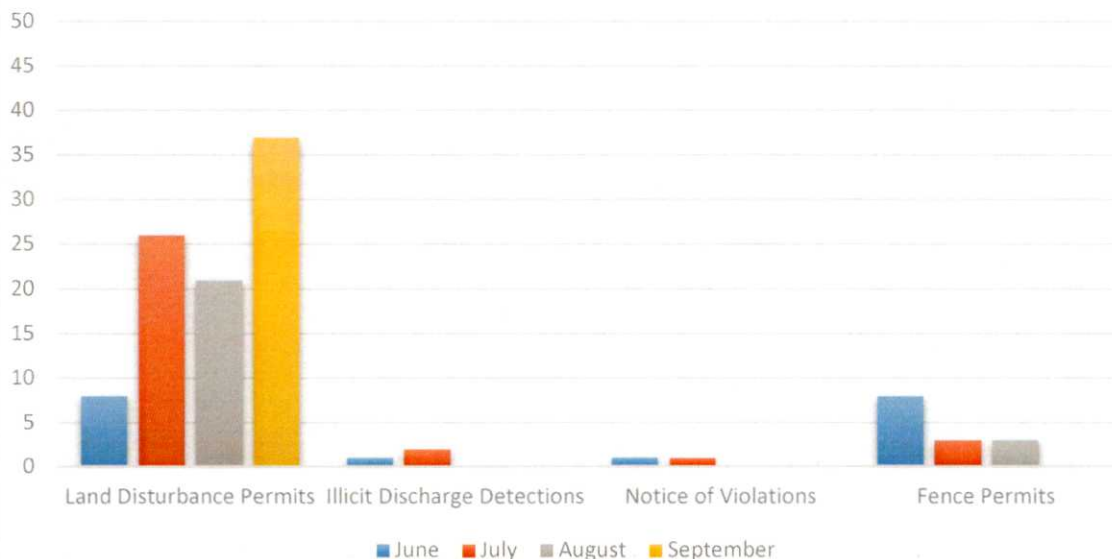


Table 2: Our goal is to ensure compliance with all applicable federal and local water quality regulations related to stormwater runoff, including and in particular, new development construction permits and the detection and elimination of illicit discharges. The City employs a series of enforcement actions to deter and/or address stormwater violations from residential, commercial and/or industrial facilities. **The City issued 37 permits for single-family residential homes.**

**Public Services Department
Stormwater Division
September 2020**

Stormwater Project List

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

Please be advised that this is an operative working list. It is organized based on feasibility and severity. This list is subject to change at the discretion of the department manager, public services director or city administrator. Below are the department's current priorities:

Address	Scope of Work	Status	Comments / Notes
612 Calista Rd.	Re-channel ditch line to divert water off property with infrastructure	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	Install piping and junction box at intersection on Wilkinson Ln to mitigate flooding; started 09/30
212 Hillwood Dr.	Establish swale off driveway to channel water downstream	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	
120 Strassle Dr.	Repair damages in infrastructure; upgrade piping	<input type="checkbox"/> Complete Date: _____ <input type="checkbox"/> Photos	CCTV of line requested; ongoing
212 Morgan Trace Ct.	Divert inflow to existing drainage system	<input checked="" type="checkbox"/> Complete Date: 08/27 <input checked="" type="checkbox"/> Photos	Preserve vegetation on embankment and repair scour under decking
3123 Pleasant Grove Rd	Install 2 turn lanes at intersection of Hwy 76	<input checked="" type="checkbox"/> Complete Date: 08/15 <input checked="" type="checkbox"/> Photos	Curb and gutter to be installed week of 09/30 followed by paving
107 Copperfield Dr	Upgrade infrastructure to handle inflow of water during rain events; prevent flooding		Springbrook Subdivision – CCTV line requested; ongoing

**Public Services Department
Stormwater Division
September 2020**

Stormwater Division

Total Hours Worked	FY 15/16	FY 19/20	31-Aug	30-Sep	YTD 20/21
Stormwater	5,744	7,204	691	887	1,578
Work Orders	0	69	20	13	33
Overtime	508.5	262	2	3	5
Facility Maintenance	3,494	638	25	39	64
Fleet Maintenance	1,034	314	18	56	74
Administrative	385	1,138	163	181	343
Drainage Work (feet)	0	3,988	36	283	319
Drainage Man Hours	0	1,371	362	336	697
Debris Removed Load	0	188	50	31	81
Sweeping Man Hours	0	309	62	35	97
Mowing Hours	0	102	0	3	3
R-O-W Hours	0	1,506	0	0	0
Shoulder/Curb Hrs	0	0	0	1	1

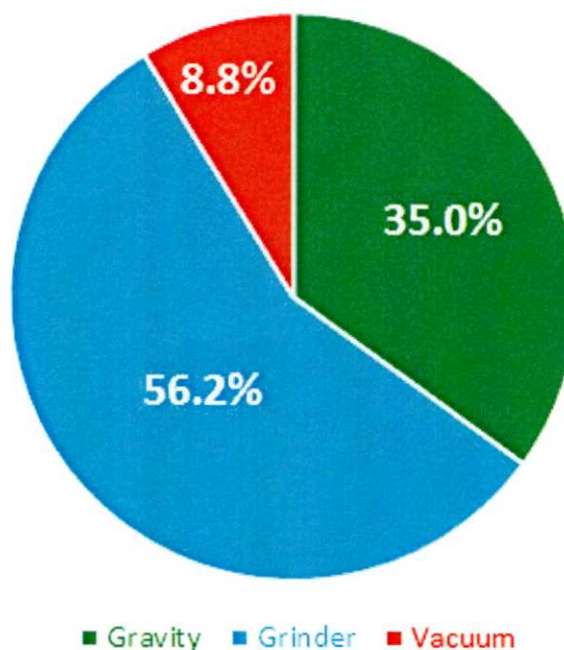
**Public Services Department - Wastewater Division
September 2020**

Collections System Activities:

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, and vacuum services. As of August 31st, 2020, City personnel count a total of **5,280** sewer system connections. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	1,847
Low-Pressure Grinder Sewer Connections	2,968
Vacuum Connections	465

Sewer Service Types



The City counts 108 commercial grinder stations, 2,860 residential grinder stations, and 19 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>September 2020</u>	<u>YTD</u>
Tennessee 811	1,691	1,670	1849	2315	2680		153	487

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
September 2020**

<u>Lift Station Location</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>Sept 2020</u>	<u>YTD</u>
North Palmers Chapel	35	22	23	8	3		0	0
Calista Road	24	55	13	4	2		0	0
Wilkinson Lane	0	8	4	1	3		0	0
Portland Road	1	1	4	1	0		0	0
Cope's Crossing	4	17	15	7	8		0	4
Union Road	91	8	17	6	6		0	4
Meadowlark Drive	1	11	6	4	2		0	0
Highway 76 (Springfield)	0	1	0	1	1		0	0
Cambria Drive	1	0	0	1	4		1	1
Sage Road (Hester)	0	7	2	0	1		0	0
Kensington Green	n/a	n/a	n/a	n/a	1		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	n/a		n/a	n/a
Settler's Ridge	0	0	1	1	1		0	0
Summerlin	0	0	0	2	5		15	20
Heritage High School	0	22	0	2	1		0	0
Loves Truck Stop	n/a	n/a	n/a	n/a	0		0	0
Concord Springs	n/a	n/a	n/a	n/a	0		0	0
Parks Temporary	n/a	n/a	n/a	n/a	0		0	0
Treatment Plant	0	1	6	4	6		1	3

Alarms –

Cambria alarm was due to pump 1 losing prime and overheating. When the alarm cleared, pump had to cool down, staff primed the pump and it has been working correctly since.

Summerlin alarms were due to a failed pressure transducer. Every time the station starts off the backup floats, we get a high-water alarm. Southern Sales disabled the alarm and is replacing the transducer under warranty.

No raw water was lost from any of the alarms this month.

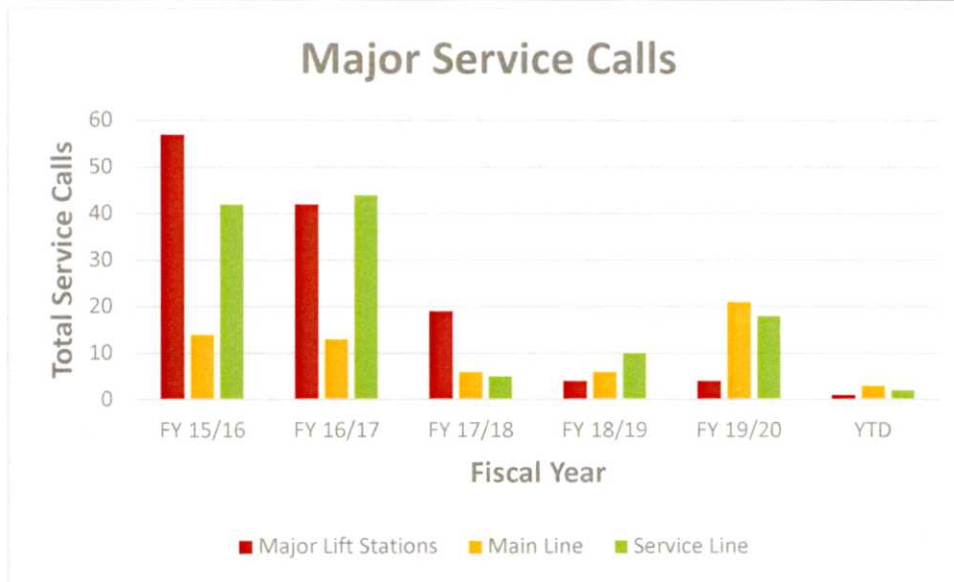
System Repair Goals:

The goal is to minimize failures with the major lift stations and the mainline gravity, low-pressure and high-pressure force-mains and the air-vacuum systems. Key personnel have been trained over the last three (3) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of the lift stations are either at or near their anticipated useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced.

Public Services Department - Wastewater Division
September 2020

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



- Settler's Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.**
- Concord Springs** – The only remaining issue with the lift station is to have the developer clean the inside of the station and remove mud, trash and other debris prior to final acceptance. Operationally, the station punch list has been completed and the station is working correctly. **The Concord Springs Lift Station was conditionally accepted by the City on 07-24-2020, with the agreement that the Contractor/Developer would complete installation of the privacy slats in the station fence, as well make satisfactory repairs to the station's access road by or before January 24th, 2021. We are waiting on the drive to be repaired. There is an issue with the pressure gauge sending an alarm every time the pumps run. This is not causing any issues with performance, and the gauge is being replaced under warranty.**
- The Parks** – The "temporary" lift station at the Parks subdivision was also started successfully. This station will allow for about 160 homes to be built while waiting on Gorman & Rupp to deliver the permanent station. **The updated delivery date on the permanent station was early September. Permanent station is still not on site. Caleb Fuqua has agreed to hold the installation of the new station until the 10" force main is operational. According to Caleb, this force main should be completed in early February 2021.**
- Wilkinson Lane Station** – Station is running on both pumps. WASCON is working with the City and several different suppliers on installing HDPE piping in the station. The DIP discharge piping is showing severe signs of decay. We anticipate roughly one year of operation before the pipe fails again. This will be the 4th time this station has had to be re-piped, so we have chosen a ridged, yet flexible pipe.

Public Services Department - Wastewater Division
September 2020

5. **Sewer Model Update** – The Sewer Model Update being conducted by Jacobs Engineering remains underway. A preliminary model has been built, but did not reflect the actual issues observed in the field. In response, the City ordered pressure data loggers to install in the force-mains to monitor in real-time the pressures experienced on the lines under all operating conditions of the lift stations. The primary concern remains the 12" Southern Force-Main, which runs from Copes Crossing station to the WWTP facility and is the ultimate conveyance point for Union Road station, Summerlin station, Settlers Ridge station, Copes Crossing station, Cambria station, Kensington Green station, Meadowlark station, Sage/Hester station, 76/Springfield Station, and over 100 individual grinders. **The gauges have been installed and the City has begun data collection. Once complete, the City will be able to move forward with the Master Plan Update to address issues recognized during this process. Jacobs has been given several sets of data recordings for this project, with final focus being on running specific stations in combination with each other to identify root causes of high-pressure conditions and station difficulties. Wet weather testing is the next hurdle.**

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

7. **Cardinal Drive Line Break** – On September 29th, 2020, the 6" discharge line of the Meadowlark station failed, resulting in a release along the shoulder of Cardinal Dr. near the intersection of Cardinal Dr. and Meadowlark Rd. Released materials were contained on-site, with no stream impacts. No surface disturbance was observed at the site of the line break, and the root cause appears to have been the formation of a hairline fracture in the force-main. During excavation of the leaking 6" force-main, a 3" force-main feeding Meadowlark station was damaged by equipment, and simultaneously repaired as part of the 6" repair project.

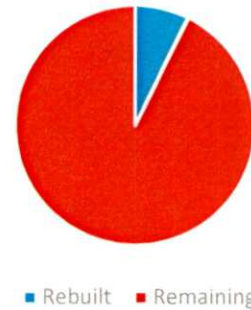
<u>Work Orders</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		Sept 2020	YTD
Vacuum System Service Request	87	172	143	112	82		3	18
Gravity Service Request	5	12	0	10	13		1	2
Low Pressure Service Request	530	716	621	728	770		59	163
Total Pumps Replaced	313	338	401	361	449		38	110
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	n/a		3	11
Grinder Tank PM Program	n/a	58	63	358	267		28	80
Inspection for New Service	36	23	54	103	226		29	94
Final Inspection for New Service	37	55	56	62	110		13	46
Sanitary Sewer Overflow (SSO)	6	9	1	3	49		1	3
Odor Complaints	16	17	28	43	43		9	15

Public Services Department - Wastewater Division
September 2020

Pump Rebuilds:

The capital outlay budget was designed for a total purchase of 275 new E-One grinder pumps for the 2020/2021 Fiscal Year. However, the City estimates that a minimum of 425 pumps will be needed to meet all the service call requests for the year. To supplement the amount of pumps on-hand, the department will focus on steady rebuilding throughout the year. The goal is to rebuild 3 pumps per week, on average, for a total of 150 extra pumps throughout the year.

7.9% of Needed Pumps Rebuilt



Treatment System Activities:

Wastewater Treatment Plant Goals:

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

<u>Parameter</u>	<u>June - 20</u>	<u>July - 20</u>	<u>Aug - 20</u>	<u>Sept - 20</u>	
Flow – To Creek	0.498 MGD	0.503 MGD	0.490 MGD	0.427 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.096 MGD	0.153 MGD	0.187 MGD	0.102 MGD	
Total Flow Through Plant	0.594 MGD	0.656 MGD	0.677 MGD	0.529 MGD	
Capacity	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MDG	
% of Plant Throughput	35.6%	35.9%	48.4%	37.8%	(0.529 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	44.5%	44.9%	60.4%	47.2%	(0.529 MGD) / (1.12 MGD)
Rainfall	6.11"	6.04"	7.19"	2.60"	

<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>September 2020</u>	<u>YTD</u>
Violations	1	7	7	13	7	12		11	13

- 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 a vendor to discuss potential chemical treatment options for phosphorous, and is waiting to hear back.
1 – Dissolved Oxygen violation when flow was restored.
1 – C. Dubia violation. Again, the “water fleas” did not reproduce at a >100% rate on the last sample of the Whole Water Toxicity Test (WET).
9 – Ammonia related violations, mg/L max, lbs/D max, Weekly average LBS/D max. This will repeat in October as we have very little oxygen in the aeration ditch and ammonia removal is an aerobic process. (See Below.)

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

2. **WWTP Alarm:** The treatment plant had a major gearbox failure. The last remaining “original” gearbox went out causing us to lose the ability to properly aerate the oxidation ditch. The gearbox should be up and running the week of October 4th. We were able store 6 days in the EQ basin and did not discharge during that time. TDEC was notified before we had to discharge and forewarned of the pending violations. TDEC and Chief Operator Robert Allen have worked together to monitor Frey Branch creek and have found no issues with aquatic life or any serious impact on the stream.
As stated above, the WWTP will have ammonia violations for the first few weeks of October until the gearbox is operational and the biomass gets back to normal. This may take a few days once the aerator is operating.
3. **TDEC Order and Assessment:** On July 15th TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within “significant compliance” of the facility’s permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29th, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the “significant compliance” period to begin one (1) year after completion of construction, to allow for the influence of the old facility’s treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7th.**
 - City submitted Fiscal Sustainability Plan Certification Letter to TLDA (05-06-2020).
 - Financial Sufficiency Review completed for SRF Loan to fund WWTP expansion project (05-26-2020).
 - City advertised for SRF Loan Public Meeting (began 08-03-2020).
 - City hosted SRF Loan Public Meeting (08-19-2020).
 - City submitted minutes of SRF Loan Public Meeting to TLDA for approval following Public Meeting.
 - TLDA has released Finding of No Significant Impact (FNSI) to City (received 09-17-2020).
 - City BMA to approve resolution to apply for SRF Loan (pending).
 - City to submit SRF Loan Application packet (pending).
 - City triggered to begin 2-week period to address FNSI Public Comments (anticipated mid-October).
 - TLDA triggered to approve the Facilities Plan (anticipated mid-October).
 - TLDA meets (date TBD) to approve SRF Loan Application (anticipated November or December).
 - City submits Performance Standards Summary to TDEC for final approval (anticipated mid-December).
 - TDEC provides final approval of Performance Standards Summary (anticipated early-January).
 - City begins 6-week advertisement period for Construction Bids for WWTP (anticipated early-January).
 - City submits completed Fiscal Sustainability Plan to TDEC (anticipated mid-January).
 - City begins review process for Construction Bids for WWTP (anticipated mid-February).
 - City selects winning bid following review process (anticipated late-February).
 - City begins advertisement of winning bid for City Board Meeting agenda (anticipated late-February).
 - City Board of Mayor and Aldermen vote to approve winning bid (anticipated late-March).
 - City submits winning bid to TLDA for approval (anticipated late-March).
 - TLDA approves winning bid (anticipated mid-April).
 - City notifies bid winner, contract executed (anticipated late-April).
 - City issues Notice To Proceed (anticipated late-April to early-May).
4. **H2S & Ferric Sulfate:** Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. **The feed rate is 19 gallons per day at the Union Road lift station and 25 gallons per day at the Old Tyree lift station.**
5. **Wastewater Technician:** The Wastewater division currently has a vacant position for a Wastewater Technician on the Collections crew following Ed Morris’s transfer to the Stormwater division. **Applications have been reviewed and interviews will be held on October 9th.**

Public Services Department - Wastewater Division
September 2020

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

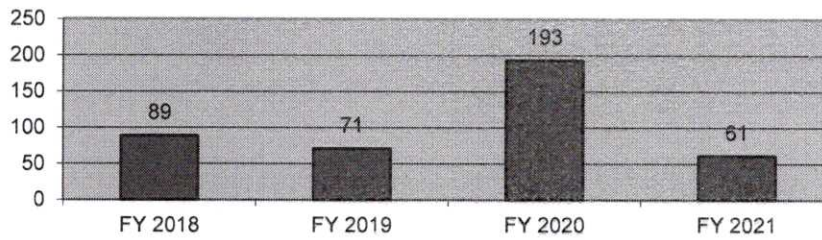
The PAA feed rate is operating at a constant **3.50** parts per million (ppm). The average residual was **0.09** PPM with a max residual of **0.30** PPM. *Last month the feed rate was 3.50 ppm.*

Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed **126 CFU's** (colony forming units) per 100 ml." Additionally, our *daily maximum* concentration limit is **941/1000ml**.

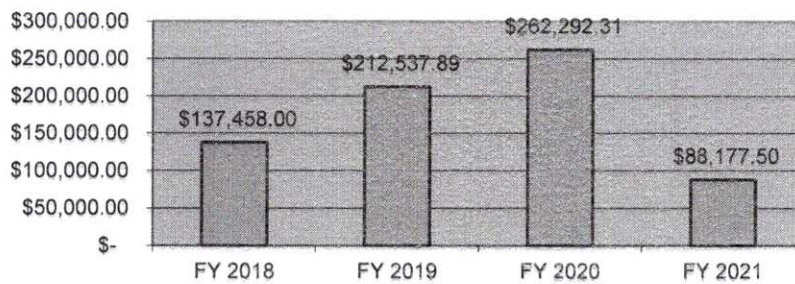
Our **E Coli** testing for the month was an average of **18.7 CFU's** which is well below the limit. *Last month the average was 21.5.*

Planning and Codes Department
SEPTEMBER 2020

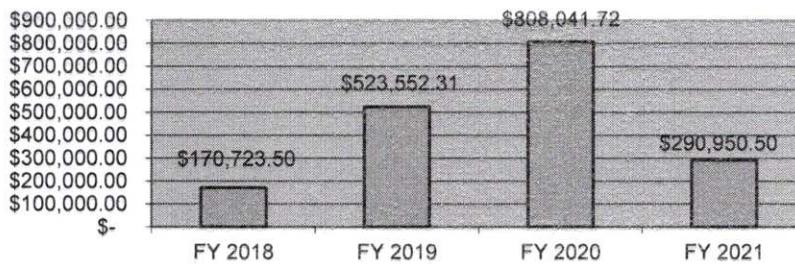
Single Family Permits



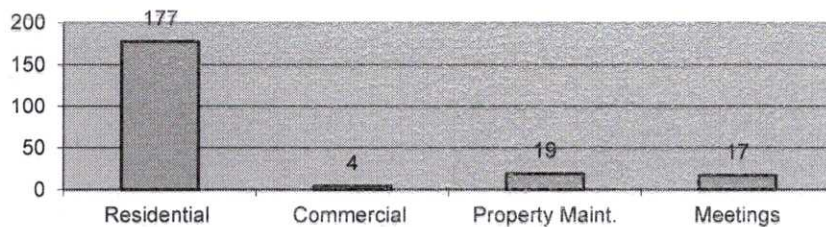
Impact Fees



Permit Fees



Monthly Inspections / Meetings



**Planning and Codes Department
SEPTEMBER 2020**

	Month	FY2021	FY2020	FY2019	FY2018
MEETING AGENDA ITEMS#					
Planning Commission	4	20	69	66	69
Construction Appeals	0	0	0	0	1
Zoning Appeals	0	3	5	6	7
Tech. Review/Study Session	0	0	2	0	1
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	17	61	193	71	89
Multi-Family Residential	0	0	0	13	5
Other Residential	3	21	91	93	238
New Commercial	0	1	6	3	3
New Industrial	2	2	0	1	0
Other Com/Ind	4	7	23	33	31
Sign	0	2	14	25	24
Occupancy Permits	21	21	14	25	24
Commercial Certificate of Occupancy-					
Other	0	0	12	3	14
BUILDING INSPECTIONS					
Residential	177	521	2858	2411	1112
Hours	60.58	245	699.58	414.98	383.59
Commercial /Industrial	4	30	110	179	165
Hours	2	8.75	12.83	179	165
CODE ENFORCEMENT					
Total Cases	19	48	330	179	165
Hours	5.75	15.67	70.24	86.75	75.17
Complaints Received	5	15	116	98	132
MEETINGS					
Administration	9	19	58	68	51
Hours	13.5	34.25	38.26	103.67	101
Planning	6	20	76	135	73
Hours	9.5	28.25	96.58	155.5	86.82
Codes	2	2	28	35	27
Hours	1.5	1.5	37.85	40.16	18.67
FEES					
Permit Fees	\$99,035.80	\$ 290,950.50	\$ 808,041.72	\$ 523,552.31	\$170,723.50
Board Review Fees	\$3,375.00	\$ 4,350.00	\$ 11,000.00	\$ 3,750.00	\$4,683.00
City Impact Fee	\$20,978.50	\$ 88,177.50	\$ 262,292.31	\$ 212,537.89	\$137,458.00
Roads	\$19,652.00	\$ 44,275.00	\$ 77,860.90	\$ 98,885.80	\$112,424.58
Parks	\$6,732.00	\$ 24,156.00	\$ 74,646.00	\$ 23,140.00	\$ 10,163.90
Police	\$8,220.00	\$ 23,375.00	\$ 59,096.30	\$ 11,704.30	\$ 8,971.20
Fire	\$5,423.00	\$ 15,420.00	\$ 36,749.61	\$ 23,344.29	\$ 5,963.72
OTHER ITEMS					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 13	\$ 3,009,012.40	\$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	17	17	17	16	15

Parks, Recreation, & Cultural Arts Department
September 2020

Summary of Month's Activities

This month was actually pretty normal for once this year. We had a few baseball tournaments take place and scheduled more to take place later this fall. Soccer started their fall season after Labor Day and has a couple tournaments coming up next month as well. We also started registration for basketball and continued Girls Volleyball while also planning a couple of events for next month as well.

The Splash Pad finished up its run this month. The numbers were down considerably the last month because of the weather but overall it was a successful season considering everything that has gone on.

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

The Museum/Visitor Center renovation continued this month. They were able to get all of the hardie board replaced and painted. They also started replacing the spindles and railings. Those still lack paint and will get done when the painters come to do everything. The ramp still has to be completed as well as some additional electrical and a few smaller items but it is almost complete. The target date for it to be done is October 12th.

Not much work was done on the Maintenance Building this month as most of our attention shifted to the Dog Park. However, the plumber did come out and start installing the fixtures in the restrooms. So, by next month we should be able to start using those. Everything else we will just be chipping away on throughout the fall and winter.

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

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

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

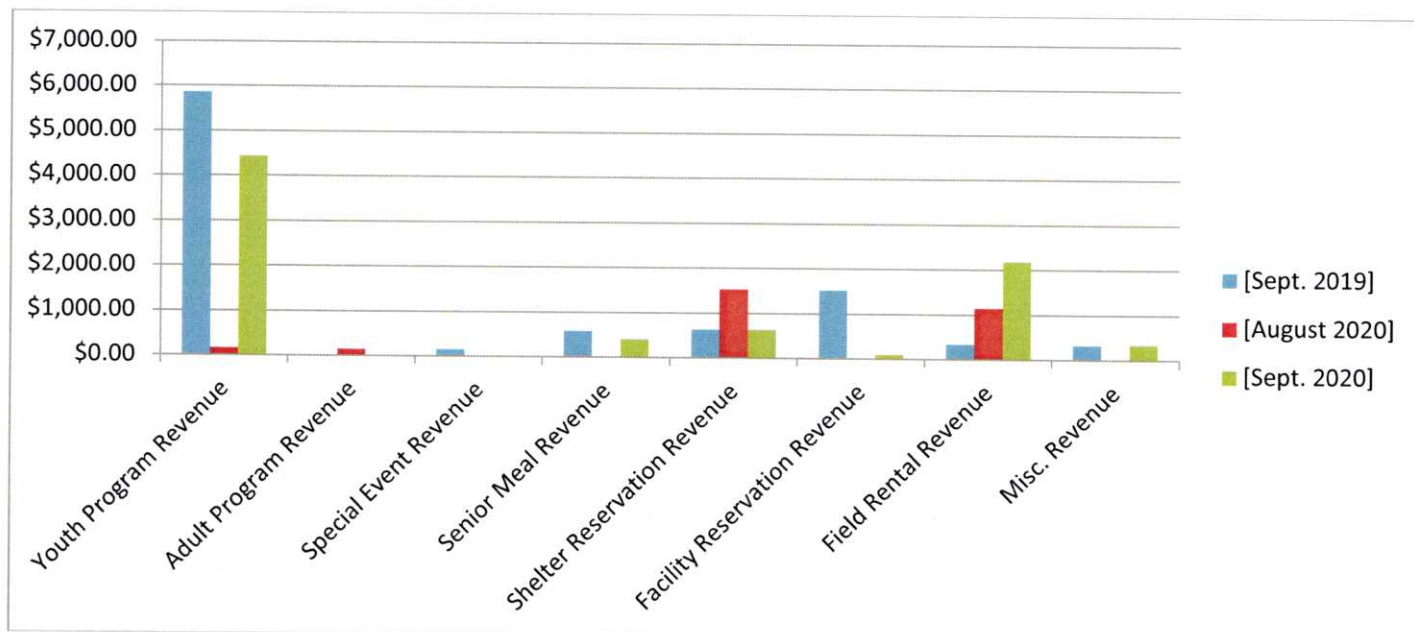
Lastly, we continued working on the Dog Park this month. We have installed all of the new agility items, the new benches, the rinse stations and continued work on the tubes. The only items left are to finish the tubes and install the shade structure (which should be delivered early next month). Here are some pictures of the work that was done this month:



Parks, Recreation, & Cultural Arts Department
September 2020

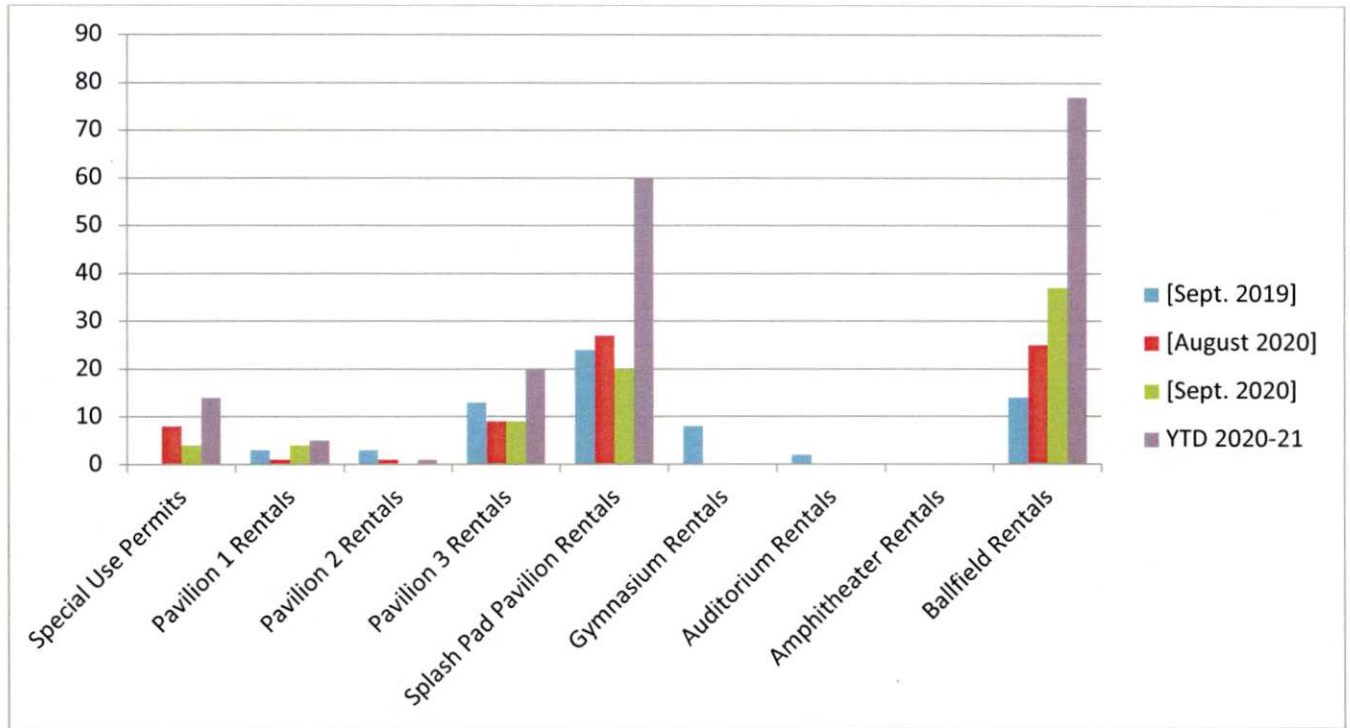


Revenues

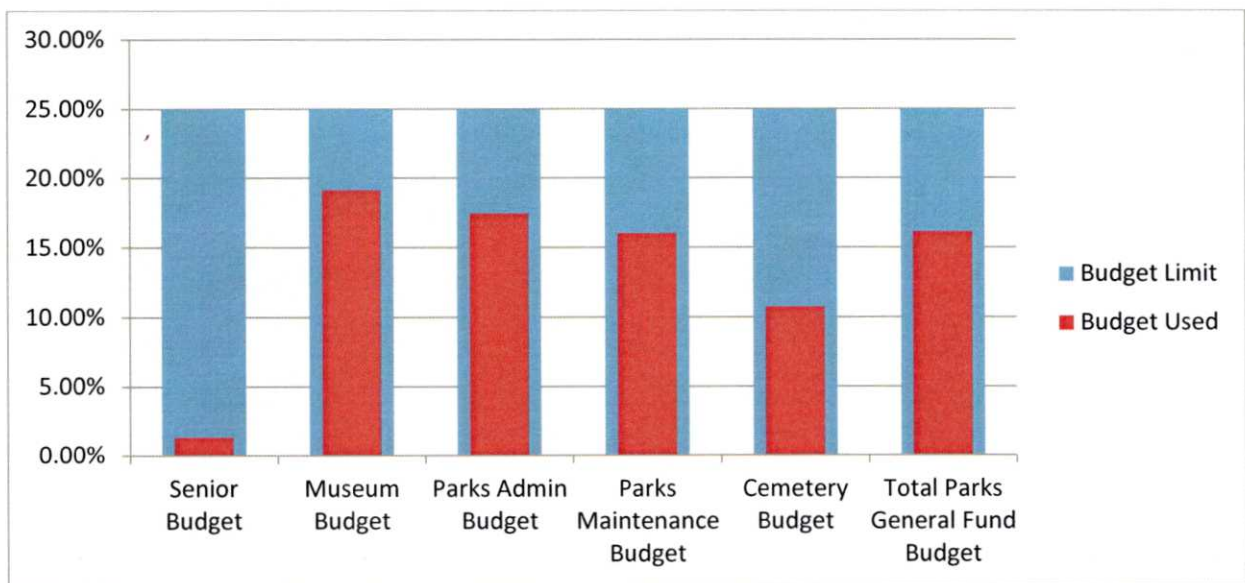


**Parks, Recreation, & Cultural Arts Department
September 2020**

Facility Usage



Over/Under Budget



Parks, Recreation, & Cultural Arts Department
September 2020

Recreation

Volleyball

Volleyball games are still going on. Games started on September 12th and will finish up October 24th. Uniforms were purchased and passed out to all players and coaches. I have picked up trophies and will distribute them out during their final week.

Basketball

Basketball signups began September 14th. We have 71 signed up online at the moment. We met with Mark Mills and have the option of using White House Middle School Gymnasium for additional space should we need it.

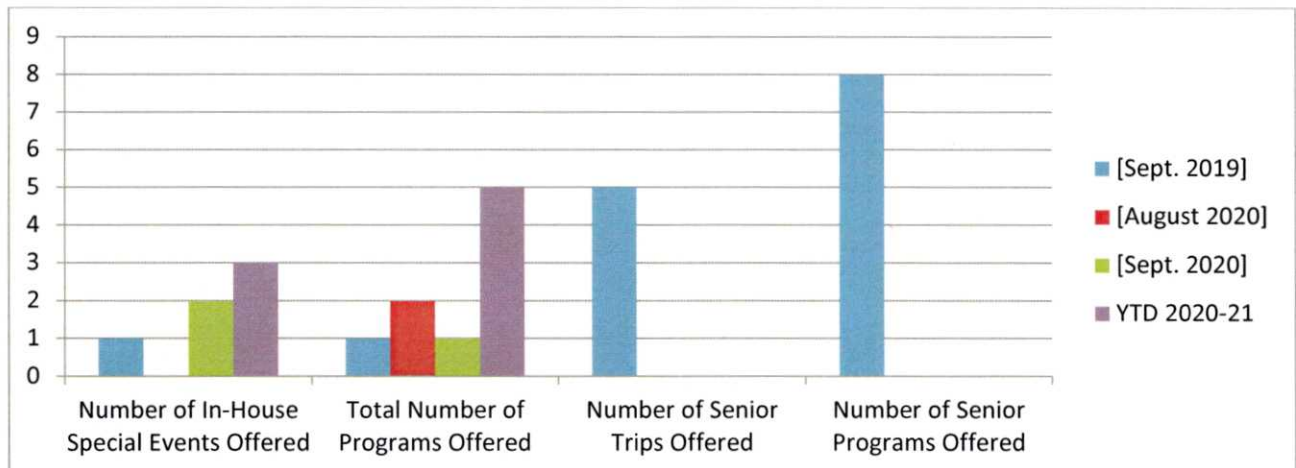
Gym

The gymnasium is currently open from 7am-10am for walkers to come inside and enjoy the gym once again.

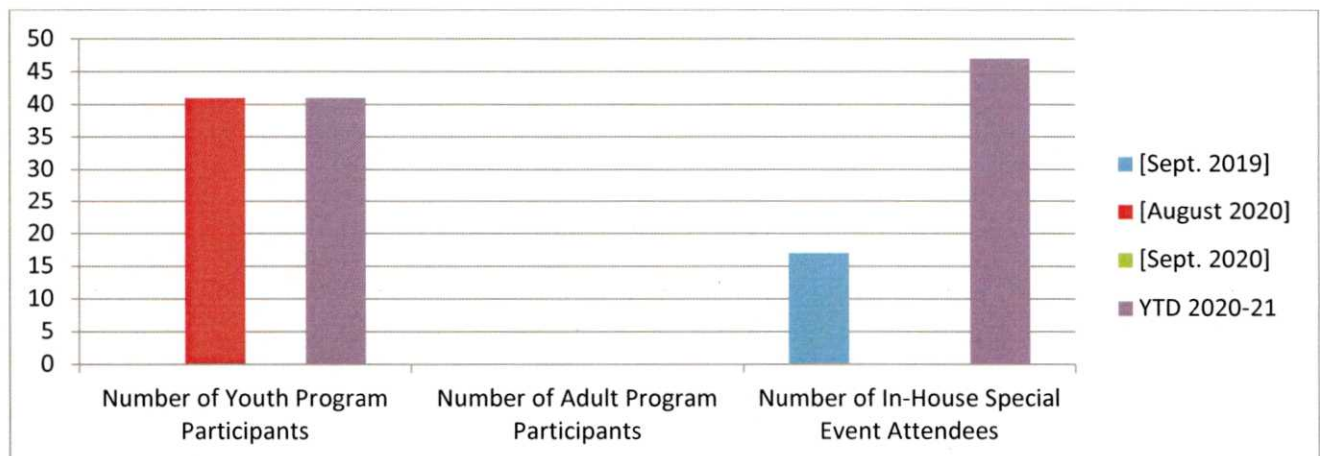
Maintenance

Currently working towards getting the gym floor repaired. We met with insurance company to see what can be done from that standpoint and are waiting for information currently.

Programming Opportunities



Programming Attendance



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

Museum

Volunteers

Volunteers and I have been preparing for two events in which the museum will be participating: Discover White House Expo and Safety Day and Fall Family block party. Plans are for musicians and period demonstrators to be present at the Museum's booth spaces. For the month of September, the Museum volunteers worked for a total of 13 hours.

Exhibits

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

Tours at Museum

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

Social Media

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



Episode 23 The School Desk received 1.2K Views
One of the school desks on display at museum.



Episode 24 White House Elementary School 532 View
Guest Speaker Josette Williams, a former teacher at the school.



Episode 25 RF Woodall Primary 650 Views
Guest Speaker Josette Williams, first principal at Woodall.



Episode 26 The School Bell 431 Views
This school bell was used at Palmer's Chapel School and is on display in Museum.

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

Women's Rights Convention.

A Convention to discuss the social, civil and religious condition and rights of Woman, will be held in the Wesleyan Chapel, at Seneca Falls, N. Y., on Wednesday and Thursday the 19th and 20th of July, commencing at 10 o'clock A. M.

During the first day, the meeting will be exclusively for Women, which all are earnestly invited to attend. The public generally are invited to be present on the second day, when LUCRETIA MOTT, of Philadelphia, and others both ladies and gentlemen, will address the Convention.

Episode 27 The Beginning of the Women's Rights Movement 297 Views

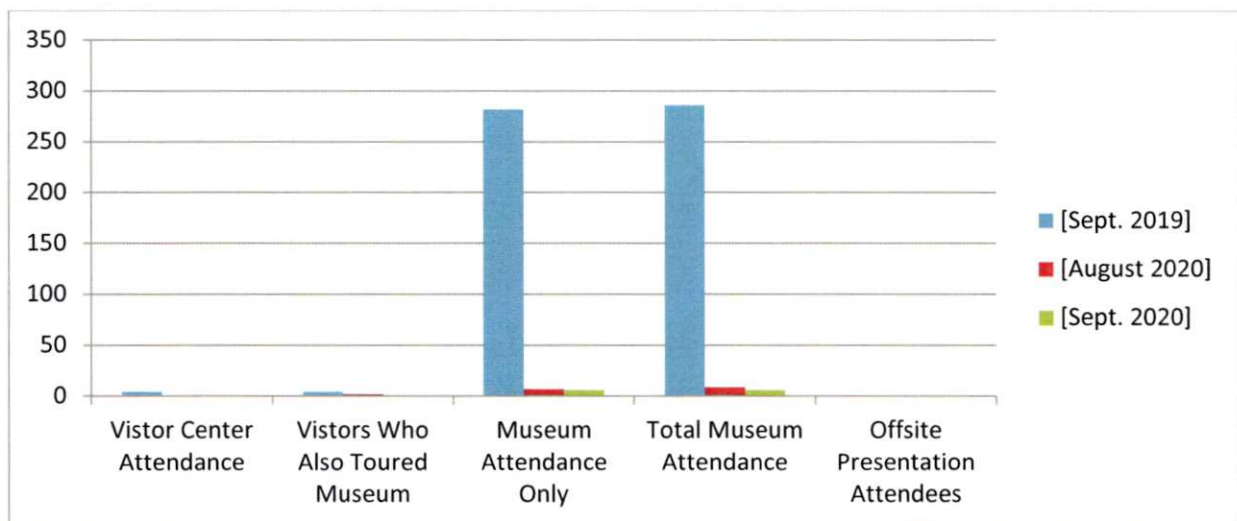
Loans

Kellye Phillips loaned the Museum a trunk with several WWII artifacts.

Visitors' Center and Museum Attendance

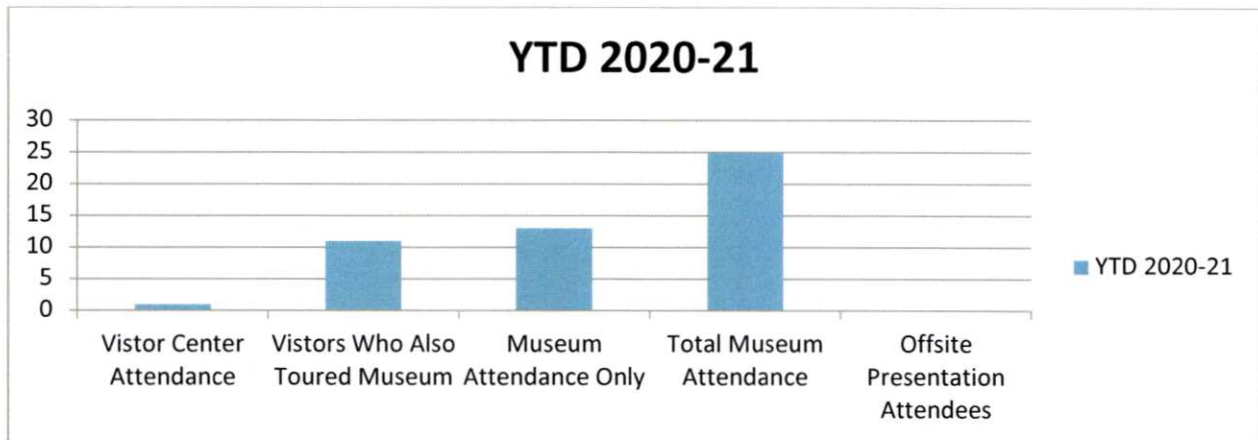
Visitors' Center	Visitors Who Also Toured Museum	Museum	Total Museum Visitors	Off Site Presentations Attendees
0	0	6	6	0

Museum/Visitor Center Usage



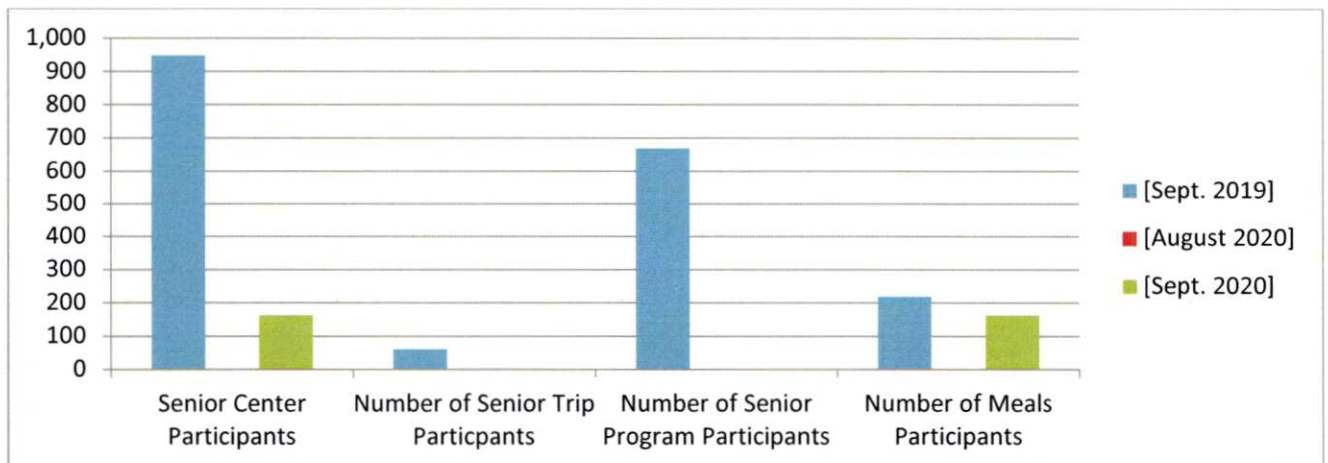
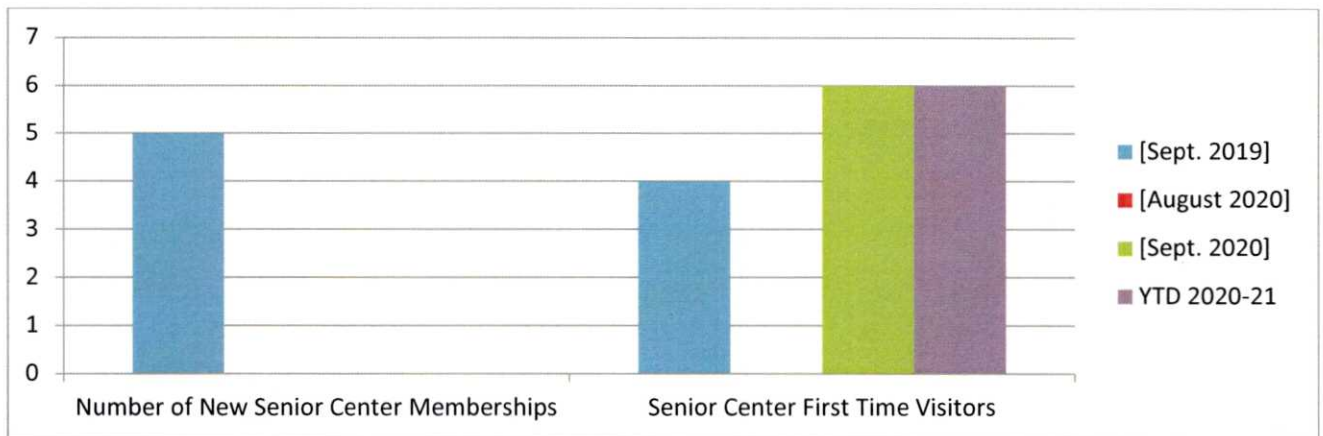
Parks, Recreation, & Cultural Arts Department
September 2020

Museum/Visitor Center Usage YTD



Seniors

The Senior Center continued to be shut down this month. However, we started doing Senior Lunches again on September 23rd but only in a drive-thru capacity. The first week brought 77 people, which is a huge success. We will continue doing this for the foreseeable future. It is possible we will start slowly opening up the Senior Center next month but the details are yet to be determined on that.



Parks, Recreation, Cultural Arts Department
September 2020

	FYE 2019	FYE 2020
--	----------	----------

	19-Sep	Aug-20	Sep-20	YTD 20-21
--	--------	--------	--------	-----------

Facility Usage

Special Use Permits Submitted	13	15
Pavilion 1 Rentals	3	7
Pavilion 2 Rentals	11	5
Pavilion 3 Rentals	106	38
Splash Pad Pavilion Rentals	177	106
Total Number of Pavilion Rentals	297	156
Gymnasium Rentals	130	79
Cafteria 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

0	8	4	14
3	1	4	5
3	1	0	1
13	9	9	20
24	27	20	60
43	38	33	86
8	0	0	0
0	0	0	0
2	0	0	0
0	0	0	0
10	0	0	0
14	25	37	77
4	0	0	1
4	2	0	11
282	7	6	13
286	9	6	25

Programming

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

0	41	0	41
0	0	0	0
1	0	2	3
17	0	0	47
1	2	1	5
200	0	200	200
5	0	0	0
948	0	163	163
4	0	6	6
5	0	0	0
61	0	0	0
8	0	0	0
669	0	0	0
4	0	2	2
218	0	163	163
0	0	0	0

Revenues

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

\$5,863.00	\$165.00	\$4,440.00	\$6,581.00
\$0.00	\$150.00	\$0.00	\$650.00
\$150.00	\$0.00	\$0.00	\$605.00
\$580.50	\$0.00	\$407.50	\$407.50
\$635.00	\$1,535.00	\$640.00	\$3,250.00
\$1,518.75	\$0.00	\$100.00	\$100.00
\$338.34	\$1,150.00	\$2,190.00	\$3,730.00
\$320.00	\$0.00	\$345.00	\$445.00

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

321	405	N/A	724
0	1	1	4
0	1	1	4
3	2	N/A	9
2	3	N/A	5

White House Library Monthly Report September 2020

Summary of Activities

The library board met in September. They reviewed the director's succession plan and some of the other items they asked her to complete on her performance evaluation.

All of the patio library furniture came in and has been placed in the space. The director also ordered a cushion container to store them in when it rains. She also has a trash can on order and purchased some pots and plants to put in the space.

A number of library programs have been held on the patio now that the new furniture is in. Not only is the furniture working out well for library programs, but staff have noticed a number of people using the space for tutoring and other meetings.

A PO for Nashville Tent and Awning to put up a metal awning on the library patio space has been approved. They should begin gathering material and then start work sometime in October or November.

The library director met with a representative from Schaffhouser and Copper Creek Electrical to get a quote for running electrical plugs along the outside of the wall above the patio bar seating. In addition to getting quotes for the electrical, the director reached out to Gerald printing and B & B signs for a possible outside library sign. She gave them design ideas and will meet with them again in October to see what options they can provide.

The library director attended a regional director's phone conference. At this meeting, the region staff provided updates a number of issues. The data collection coordinator was also on the call taking questions from the attendees on different statistic questions. This meeting was extremely helpful for the library director as there were a number of new statistic requests due to COVID.

The library director had a phone call with her mentor, the director of the Clarksville Public Library. The two discussed different things they are doing to handle changes due to COVID. They also discussed ways to report to the library board and how to meet certain state standards. The White House Library director will use some of the info from this conversation going forward.

The library director watched the Mayor speak at the Chamber Luncheon. During his speech, the Mayor praised the library for being the only library in the red river library that still provided curbside pickups and other services to public while we were closed due to COVID.

The city upgraded their phone system. Since the library is on the city network, they also have new phones. Many of the staff members attended a training webinar on the new phone system. The phones were installed at the end of September. The staff worked on setting them up and are still learning how to use all the functions.

Department Highlights

The highlight for the month is how much progress has been made on the CIP project. The new furniture is working out nicely for programs and is being used by patrons for a number of different things.

White House Public Library
September 2020
Performance Measures

Official Service Area Populations

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

September Membership

Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	101	458	11,612	84
2017	108	265	6,822	49
2018	132	253	8,038	57
2019	173	598	9,187	65
2020	108	481	6,901	48

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

Total Material Available: 36,950

Estimated Value of Total Materials: \$923,750

Last Month: \$915,600

Total Materials Available Per Capita: 2.57

Last Month: 2.54

State Minimum Standard: 2.00

Materials Added in September

2016	2017	2018	2019	2020
365	320	201	410	348

Yearly Material Added

2016	2017	2018	2019	2020
3,674	3,602	3,123	3,004	2,546

Physical Items Checked Out in September

2016	2017	2018	2019	2020
6,237	5,632	6,190	5,099	5,147

Cumulative Physical Items Check Out

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	36,443

The checkouts for September have improved even with there still being some restrictions due to COVID.

September

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	38	38	43	33	31
Study Rooms	81	69	70	90	25
Lego Table	275	277	92	160	0
Games and Puzzles	62	37	64	63	96
Seeds	3	4	11	8	13
Test Proctoring	4	3	6	9	9
Charging Station	0	5	6	1	8
STEAM Packs	*	*	64	20	0
Cake Pans	*	*	*	0	3
Notary Services	*	*	*	*	19
Library Visits	*	*	4,406	4,173	3,106
Website Usage	*	*	586	1,591	1,353
Reference Questions	16	5	3	5	8

Yearly Totals

2016	2017	2018	2019	2020
299	585	644	137	238
821	828	1,082	253	258
2,094	2,643	1,891	553	459
510	528	743	222	576
82	1,197	586	112	280
9	56	152	27	73
26	86	90	19	27
*	*	148	61	25
*	*	6	1	10
*	*	*	16	68
*	*	52,565	55,728	21,763
*	*	2,517	16,935	12,511
80	115	59	77	32

September

Library Use	2018	2019	2020
Library Volunteers	13	13	4
Volunteer Hours	114	132	74

Yearly Totals

18-19	19-20	20-21
82	36	8
809	1,286	248.5

Only a few volunteers have felt safe coming back to volunteer at the library.

Computer Users

September	2016	2017	2018	2019	2020
Wireless	742	931	604	623	352
Adult Computers	419	329	427	354	149
Kids	195	199	192	139	7

Yearly Computer Users

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	2,585
4,640	4,413	4,642	1,103	1,599
2,136	2,209	2,088	556	408

White House Public Library

September 2020

Performance Measures

Universal Class September Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
0	1	2	4	2

Cumulative Counts

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	24	52	661	455
2019	9	16	194	105
2020	10	47	1,687	774

Programs

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	2	38	2	2	0
2020	1	77	0	1	2

Monthly

Sept Kids	Kids Sessions	Kids Attendance
2016	18	235
2017	16	327
2018	13	280
2019	12	244
2020	4	109

Yearly Totals

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
39	1,041

Grab & Go Kits

Kits Offered	Picked Up
9	177
Yearly	
15	269

In September, we offered face-to-face sidewalk story times for the younger kids and then grab and go kits for the older ones. We put out a lot more kits in September because so many of them were being taken.

Monthly

Sept	Teen Events	Teens Present
2016	6	13
2017	4	18
2018	6	9
2019	4	14
2020	0	0

Yearly

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

Monthly

Sept	Tween Events	Tweens Present
2019	2	11
2020	0	0
Yearly		
2019	10	150
2020	5	18

Sept combined Programs

Teen & Tweens	Present
4	34
Yearly	
7	48

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

Monthly

Sept Adults	Adult Sessions	Adult Attendance
2016	9	33
2017	12	54
2018	11	60
2019	14	38
2020	3	15

Yearly

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
37	174

Device Advices	Sept.	Yearly
2019	*	125
2020	6	43

I created a separate box for device advice appointments, I would normally count them with the regular adult programs, but since they are one-on-one appointments, I believe it is best to count them separately.

Interlibrary Loan Services

September	2016	2017	2018	2019	2020
Borrowed	51	37	50	97	58
Loaned	20	24	21	35	7

Yearly Interlibrary Loan Services

2016	2017	2018	2019	2020
668	562	690	690	393
249	305	410	410	95

Sept 2020 R.E.A.D.S.

Adults	Juvenile
1434	68

2020-2021 totals

Adults	Juvenile
4,814	245

19-20 Yearly Totals

Adult	Juvenile
23,138	1,430

18-19 Yearly Totals

Adult	Juvenile
21,899	1,189

17-18 Yearly Totals

Adult	Juvenile
15,773	725

The READS statistics come from the state.

CITY COURT REPORT

September 2020

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH \$3,904.79

TOTAL MONIES COLLECTED YTD \$10,385.05**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH \$1,689.56

TOTAL MONIES COLLECTED YTD \$5,308.57

TOTAL REVENUE FOR MONTH \$5,594.35

TOTAL REVENUE YTD \$15,693.62**DISBURSEMENTS**

LITIGATION TAX \$320.02

DOS/DOH FINES & FEES \$209.00

DOS TITLE & REGISTRATION \$85.50

RESTITUTION/REFUNDS \$0.00

ONLINE CC FEES \$36.84

CARD FEES \$34.20

WORTHLESS CHECKS \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$685.56

TOTAL DISBURSEMENTS YTD \$1,693.28

ADJUSTED REVENUE FOR MONTH \$4,908.79

TOTAL ADJUSTED REVENUE YTD \$14,000.34**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH \$320.62

DRUG FUND DONATIONS YTD \$771.39

Offenses Convicted & Paid For Month	Count	Paid
Careless Driving		
Financial Responsibility Law	14	\$615.00
Registration Law	8	\$560.52
Codes Violations	1	\$55.00
Child Restraint	1	\$136.14
Improper Passing	1	\$55.00
DL Exhibited	1	\$0.00
Red Light	3	\$290.00
Open Container	1	\$128.75
Stop Sign		
Speeding	19	\$1,776.40
Seat Belt	1	\$50.00
Failure To Yield		
Exercise Due Care	2	\$55.00
Vicious Dogs	1	\$136.14
Total	53	\$3,857.95

RESOLUTIONS....

RESOLUTION 20-23

A RESOLUTION APPROVING AND SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE TENNESSEE DEPARTMENT OF ENVIRONMENT & CONSERVATION.

WHEREAS, the Tennessee Department of Environment & Conservation has responsibility for the administration of the Local Parks and Recreation Fund (LPRF) Grant which is designed to assist communities in their efforts to develop and improve Park and Recreation Facilities.

WHEREAS, the City of White House, acting by and through its Board of Mayor and Aldermen proposes to apply for 2016 funds for the purpose of performing eligible Park and Recreation Improvements that will benefit the majority of the residents of the City of White House; and

WHEREAS, The City of White House will provide local financial support in conjunction with the LPRF funds to complete the project; and

WHEREAS, the City of White House, as a recipient is required to designate and appoint a Financial Officer to perform certain duties in the administration of said grant.

WHEREAS, the City of White House, as a recipient acknowledges a Notice of Limitation of Use (NLU) is required for the property if funded.

WHEREAS, the City of White House, as a recipient acknowledges a two-year contract for completion of project is required if funded.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE as follows:

SECTION 1. Mayor Michael Arnold is hereby authorized to execute and submit an application with appropriate assurances to the State of Tennessee, Department of Environment & Conservation, requesting Fiscal Year 2021 LPRF funds for the construction of parking lot and field expansions at soccer complex.

SECTION 2. The City of White House will be responsible for the local cash/match toward the project to be provided in full by the general fund account.

SECTION 3. Mayor Michael Arnold is hereby designated and appointed as Financial Officer and to perform on behalf of the City of White House, Tennessee, those acts and assume such duties as are consistent with said position.

SECTION 4. The City Recorder is hereby directed to file in her office a duplicate or copy of the agreement after it has been executed by the parties or their duly authorized representatives.

SECTION 5. This Resolution takes effect immediately upon its passage and approval, the public welfare requiring it.

PASSED by the Board of Mayor and Aldermen of the City of White House, Tennessee this 15th day of October, 2020.

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

Public Services Department

Memo

To: Board of Mayor and Alderman
From: Andy Cieslak, DPS
Date: October 15th, 2020
Re: Request to Authorize – SRF Loan Application

On this date, October 15th, 2020, I am requesting that the Mayor and Board of Alderman approve a request to authorize the City to formally apply for a State Revolving Fund (SRF) Loan in the amount of \$12,448,000. These funds are necessary to construct the proposed Wastewater Treatment Plant (WWTP) expansion project.

The proposed loan amount of \$12,448,000 would have an amortization period of 20 years at a 0.91% interest rate. The State has completed their review of the City's finances, and released the formal Findings of No Significant Impact (FNSI) document. The next step in the process is the approval of the attached resolution, followed by a submission of the SRF Loan Application.

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

Andy Cieslak
Director of Public Services

RESOLUTION 20-24

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 (Sumner/Robertson 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 (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 Twelve million four hundred forty-eight thousand dollars (\$12,448,000) 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 twelve million four hundred forty-eight thousand dollars (\$12,448,000) for the purpose of funding all or a portion of the total estimated cost of the Project fifteen million four hundred thousand dollars (\$15,400,000), by Michael 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 15th day of October, 2020.

Michael Arnold, Mayor

WITNESS:

Derek Watson, City Recorder

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

Project Number

\$12,448,000

Loan Amount

\$0

Amount of Principal Forgiveness

20

Term of Loan in Years

0.91% As of July 27, 2020
Bond Buyer Index Rate and Date

(Tier 4) $0.91 \times 100\% = 0.91\%$
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

725 Industrial Drive,
Address

White House, TN 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").

**REVOLVING FUND LOAN AGREEMENT
FOR TAX REVENUE ENTITIES
CITY OF WHITE HOUSE
SRF 2021-449**

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 on _____, 2020, 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 \$15,400,000 which is expected to be funded as follows:

(1) Project Loan	\$12,448,000
(2) Principal Forgiveness	\$0
(3) Local Funds	\$2,952,000
(4) Other Funds	\$0
TOTAL	\$15,400,000

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 \$12,448,000 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
725 Industrial Drive
White House, TN 37188
ATTN: Michael 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 Arnold, Mayor	Signature: _____		
Date:	_____	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	Signature: _____
Date:	_____	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.

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

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: CS4700019

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);

CITY OF WHITE HOUSE
SRF 2021-449
SPECIAL LOAN CONDITIONS

The following project schedule is established:

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

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.

CITY OF WHITE HOUSE
SRF 2021-449
GENERAL CERTIFICATE

The undersigned, Michael 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 **October 15th, 2020**, 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 **October 15th, 2020**, 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 _____, 2020

S-E-A-L

Michael Arnold, Mayor

ATTEST:

Name:

Title:

Derek Watson, City Recorder

(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
Loan Number: SRF 2021-449
Project: WWTP Upgrade/Expansion- Advanced Treatment

Dear Madam/Sir:

I am the City Attorney for City of White House, Tennessee and I have reviewed the Revolving Fund Loan Agreement for the above referenced project (the "Agreement") in the amount of \$12,448,000

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
Loan Number: SRF 2021-449
Project: WWTP Upgrade/Expansion- Advanced Treatment

Dear Madam/Sir:

We are the consulting engineers for the City of White House, Tennessee. Pursuant to Paragraph 9 of the Revolving Fund Loan Agreement in the amount of twelve million four hundred forty-eight thousand dollars (\$12,448,000) 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
FOR TAX REVENUE ENTITIES
WHITE HOUSE
SRF 2021-449**

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 \$1,580,810.

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

* 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 \$407,393.

(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	N/A			
TLDA/Public Health	N/A			
TLDA/Transportation	N/A			

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 \$407,393.

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	0.91%	\$12,448,000	\$0	\$680,991

The anticipated total maximum annual pledge of state-shared taxes pursuant to loan request(s) is \$680,991.

4. Unobligated SSTs

The amount set forth in section (1) less the total amounts set forth in sections 2 and 3 is \$492,426.

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 _____ day of _____, 2020.

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

LOCAL GOVERNMENT

BY:

Michael Arnold, Mayor

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

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 Arnold, Mayor

Date

RESOLUTION 20-25

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING PARTICIPATION
IN THE PUBLIC ENTITY PARTNERS' PROPERTY CONSERVATION
MATCHING GRANT PROGRAM**

WHEREAS, the citizens of the City of White House have entrusted this administration with the care and custody of city-owned property; and

WHEREAS, all efforts shall be made to protect city-owned property from various perils that may arise for the City of White House employees; and

WHEREAS, Public Entity Partners seeks to encourage members with property coverage to develop and implement a property conservation program by offering the ***Property Conservation Matching Grant Program***; and

WHEREAS, the City of White House now seeks to participate in this important 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 submit application for a *Property Conservation Matching Grant Program* through Public Entity Partners.

Section 2. That the City of White House is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Adopted this 15th day of October 2020.

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCES....

ORDINANCE 20-21

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING ARTICLE V OF THE ZONING ORDINANCE CONCERNING C-1R CENTRAL BUSINESS SERVICE DISTRICT-GATEWAY INFILL RESIDENTIAL.

WHEREAS, the Board of Mayor and Aldermen wishes to amend the Zoning Ordinance to provide a clear definition of the permissible land unit of measure for the C-1R zoning designation.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the Zoning Ordinance Articles V are amended as indicated below.

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

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

First Reading: September 17, 2020 PASSED

Second Reading: October 15, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

5.53.1.1 C-1R Central Business Service District-Gateway Infill Residential

A. District Description

This district is designed to provide for a wide range of retail, office, amusement, service uses, in addition to residential uses in a mixed-use setting. In addition, this district provides for governmental uses, and community facilities and utilities necessary to serve the district or which are required for the general community welfare. The regulations are structured to permit maximum freedom of pedestrian movement and design flexibility need for in-fill type developments on smaller properties to incorporate residential uses on properties and within buildings of commercial permitted uses. Relative high density and intensity of use is permitted in this district. The intention is for the C1R zoning districts to be in the gateway areas of the City's Town Center area including Hwy 31W from Raymond Hirsch Parkway to Calista Road and SR 76 from the City park to the town center area at the intersection of Hwy 31W/SR 76/College Street.

B. Uses Permitted

In the C-1, Central Business Service District, the following uses and their accessory uses are permitted.

1. General retail sales and services.
2. Professional, finance, insurance, real estate, personal, business, and repair services.
3. Hotels, motels and boarding houses.
4. Commercial amusement establishments.
5. Churches and other places of assembly.
6. Governmental buildings and community centers.
7. Utility facilities (without storage yards) necessary for the provision of public services.
8. Communication business services.
9. Educational services.
10. Signs and billboards as regulated in Article IV, Section 4.070.
11. Food services.
12. Wholesale sales.
13. Medical services.
14. Convenience sales and service.
15. Laundry and dry-cleaning services.
16. Essential municipal services.
17. Vehicular craft, and related equipment sales, rental and delivery.
- 18. Residential mixed use shall be a maximum of (3) acres.**
19. Residential mixed use including upper story residential, single or two family detached, attached, semi-attached, and multi-family units not exceeding thirteen (13) units per acre.
- 20.** Residential single family detached, attached, multi-family not exceeding thirteen (13) units per acre.

ORDINANCE 20-22

**AN ORDINANCE TO AMEND THE ZONING MAP FROM R-20 LOW DENSITY
RESIDENTIAL TO R--15, MEDIUM DENSITY RESIDENTIAL ON NORTH
PALMERS CHAPEL RD**

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

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

WHEREAS, The City of White House Regional Planning Commission on Monday August 10, 2020 reviewed and approved the rezoning request; and,

**NOW, THEREFORE, BE IT ORDNANIED BY THE BOARD OF MAYOR AND ALDERMEN OF THE
CITY OF WHITE HOUSE, TENNESSEE THAT THE FOLLOWING APPLY:**

SECTION 1. That the City of White House Zoning Map be amended from R-20 Low Density Residential to R-15, Medium Density Residential for the property included in "EXHIBIT A" and described as follows:

2 ACRES ARE REFERENCED AS PART OF SUMNER COUNTY TAX MAP 077, PARCEL 2.00. PROPERTY IS LOCATED AT SOUTH PALMERS CHAPEL RD.

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

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

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

First Reading: September 17, 2020 PASSED

Second Reading: October 15, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 20-22
"EXHIBIT A"



ORDINANCE 20-23

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 1, CHAPTER 1 BOARD OF MAYOR AND ALDERMEN, SECTIONS 1-104 AND 1-108.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the Order of Business;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 1, Chapter 1 Board of Mayor and Aldermen, Sections 1-104 AND 1-108 be amended from the Municipal Code as follows:

TITLE 1: GENERAL ADMINISTRATION
CHAPTER 3: BOARD OF MAYOR AND ALDERMEN
SECTIONS: 1-104 and 1-108
**Amends are made in bold, italics, and underlined text.*

Section 1-104. Order of Business. At each meeting of the board of mayor and aldermen, the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:

- (1) Call to order by the mayor.
- (2) Prayer.
- (3) **Pledge of Allegiance**
- (4) Roll Call by the recorder
- (5) Adoption of agenda
- (6) Approval of minutes of the previous meeting(s).
- (7) Welcome visitors.
- (8) Public hearings or delegations.
- (9) Communications from the mayor, **aldermen, city attorney, and city administrator.**
- (10) Acknowledge reports and/or appointments made by the mayor.
- (11) ~~New business.~~ **Consideration of Resolutions**
- (12) **Consideration of Ordinances**
- (13) **Purchasing**
- (14) **Other business**
- (15) **Discussion items**
- (16) **Other information**
- (17) Adjournment.

Section 1-108. Community meetings. (1) The board of mayor and aldermen shall periodically ~~by resolution~~ establish a time for community meetings to **allow time to** hear from the public on their views of the **city** government and its activities.

(2) ~~The community meetings shall be properly advertised at least (10) days in advance and shall be held in the auditorium located in the city municipal building or other community venues deemed appropriate by the board of mayor and aldermen.~~

(3) ~~2~~ Citizens wishing to speak at the ~~public forum~~ **meeting** must sign in prior to the commencement of the community meeting, stating their name, address, and subject to which they would like to speak.

(4) ~~3~~ Every citizen of the city shall be entitled to speak for (3) three minutes concerning any item in city government. ~~Citizens making presentations or reports requiring more than (3) minutes shall obtain approval in advance from the city administrator and in no event shall any speech, comments, or report be allowed to exceed seven (7) minutes unless the board votes to allow additional time.~~ **After citizen speaks or time runs out, citizen shall step away from the podium to allow for the next speaker. Board member may or may not respond to a speaker for further clarification.** Citizens are not allowed to debate board members. While it is the intent of this section that every citizen be allowed and given the opportunity to speak on matters of concern to them, if they have questions about certain issues, they are to be put in written form and submitted to the mayor or such other person having charge of the public meeting.

(5) ~~4~~ All public meetings shall be orderly and conducted with proper decorum.

First Reading: September 17, 2020

PASSED

Second Reading: October 15, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 20-24

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

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

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

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

NOW, THEREFORE, BE IT ORDANIED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE THAT THE FOLLOWING APPLY:

SECTION 1. That the City of White House Zoning Map be amended from Robertson County C-2, General Commercial to I-1, Light Industrial for the properties attached as "EXHIBIT A" and described as follows:

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

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

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

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

First Reading: October 15, 2020

Second Reading: November 19, 2020

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 20-24
"EXHIBIT A"



PURCHASING....

Public Services Department

Memo

To: Board of Mayor and Alderman
From: Andy Cieslak, DPS
Date: October 15th, 2020
Re: Request to Purchase – Public Works Truck

On this date, October 15th, 2020, I am requesting that the Mayor and Board of Alderman approve the purchase of a new Silverado 2500HD work truck for the Public Works Division.

The work truck is a public works division CIP approved project and is a necessary component for the public works department.

This truck will be purchased using the National Auto Fleet Group contract #120716. **The updated quote from Sourcewell is \$54,846.00. The budgeted amount in the CIP is \$68,000.00.**

I've attached the National Auto Fleet Group quote for your review and consideration.

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

Andy Cieslak
Director of Public Services



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

8/13/2020
9/18/2020 Re-Configured

Quote ID: **14083 R2**

Order Cut Off Date: **TBA**

Mr Isaiah Manfredi
City of White House
725 Industrial Drive
White House, Tennessee, 37188

Dear Isaiah Manfredi,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2021 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck, Knapheide Service Body & Equipment Plus Liftgate) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$51,028.00	\$39,873.18	21.860 %	\$11,154.82
Knapheide Service Body & Equipment Plus Liftgate		\$14,973.00		
Tax (0.0000 %)		\$0.00		
Tire fee		\$0.00		
Total		\$54,846.18		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF**. Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,


Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572





The Knapheide Manufacturing Company
1848 Westphalia Strasse | PO Box 7140
Quincy, IL 62305-7140
www.knapheide.com

QUOTATION

Quote Number: L2901-20

Account Manager: Josh Lawless
jlawless@knapheide.com
(217) 592-5364

Quote Prepared By: Lukas Hinton
lhinton@knapheide.com
(217) 592-5437

Customer Information:

Customer: National Auto Fleet Group
Customer Number: 21792

End Customer: White House City Of TN
Contact: Ben Rodriguez
Email: fleet@nationalautofleetgroup.com

Quote Information:

Quote Date: 09/18/2020

Quote Expiration: 02/13/2021

Quoted Qty: 1

Quote Terms: NET 30 DAYS
(Subject to Credit Approval)

Vehicle Information:

Year: 2021
Axle: Single Rear Wheel
Engine: A 6.6L-

Make: CHEVROLET
CA: 56 Inches
Fuel Type: Other

Model: CK20953
Wheel Base: 162.4 Inches
Transmission: Automatic

Cab: Extended
GVWR: 10,000
2/4 WD: 4 Wheel Drive

Delivery Information:

Total Price Includes F.O.B.: White House, TN

Drop Ship Code: BAC 300353
Ship Via: Pool Divry

Installer: Knapheide Trk Eq-louisvil
4725 New Middle Road
Jeffersonville, IN

Base Quote Information:

Qty	Item Description	Notes/Specifications
1	696 Service Body	Includes: -Automotive Style Rivetless Rotary Latches -Standard Shelving Package -KnapLine Galva-Grip Bumper with Pintle Hook Recess -LED Surface Mount Lights with Rear Strobe Lights Activated -Automotive Door Seal -Premium "Siammable" Tailgate with Center Release -K-Coat Protection with Knapheide's Exclusive 12-Stage Electro-Coating Prime Paint System -Body Fully Undercoated -Exterior Painted Single Stage White OVERALL LENGTH: ----- 97-1/4" OVERALL WIDTH: ----- 78" FLOOR WIDTH: ----- 49" SIDE COMPARTMENT HEIGHT: ---- 40" SIDE COMPARTMENT DEPTH: ---- 14-1/2" FLOOR HEIGHT: ----- 24" STREETSIDE COMPARTMENTATION: 1V = 31-1/4" in length x 40" high H = 44-3/4" in length x 18-1/2" high 2V = 21-1/4" in length x 40" high CURBSIDE COMPARTMENTATION: 1V = 31-1/4" in length x 40" high H = 44-3/4" in length x 18-1/2" high 2V = 21-1/4" in length x 40" high STANDARD SHELIVING: Includes (2) adjustable divider shelves each front vertical compartment, (1) bolt-in divider shelf curbside horizontal compartment, (1) adjustable divider shelf each rear vertical compartment, and (28) shelf dividers. WARRANTY: Standard Knapheide Limited Warranty
1	Class V Receiver Hitch	with 2.5" Receiver Tube *Rated at 12,000lb Maximum Trailer Weight and 2,400lb Maximum Tongue Weight **Do not exceed the towing capacity specified by the chassis manufacturer if it is less than the above stated capacity**
1	7 Way Trailer Plug - Flat	
1	PDI	
1	Delivery To White House	, TN One Unit Delivery

(CONTINUED)

Total	\$8,057
Freight	\$700
Total Sell Price	\$8,757

The following options may be added:

<u>Opt#</u>	<u>Qty</u>	<u>Item Description</u>	<u>Notes/Specifications</u>	<u>Price</u>
1	1	Install OEM Backup Camera	**Chassis must be ordered with factory option for camera**	\$210
2	1	1600lb Lift Gate	Tommy Gate G2-54-1642 TP38	\$6,006

Quoted price subject to the following:

1. Quoted price reflects the latest price in U.S. Dollars.
2. Quoted price is intended to be good until quote expiration date, but is subject to change.
3. Quoted price is F.O.B. Quincy Factory or F.O.B. Installation Point, as appropriate.
4. Prices applies to quantity quoted only, any change in quantity may result in price change.
5. Quotes are based on chassis make and model as originally provided by Customer and are subject to change based on variations of chassis design/specification submitted with Customer PO.
6. Prices are exclusive of all taxes and Customers shall pay any applicable sales, use, goods and services, consumption, excise or other tax and duties or tariffs that may be assessed.

Cancellation Policy:

All Cancellation requests will be reviewed and are subject to approval. All requests must be made in writing. Each order will be reviewed according to its status at time of request. Cancellation requests may be denied depending on the status of the order. If an order is canceled, charges will be assessed at time of cancellation. Knapheide is committed to mitigating cancellation charges as much as possible.

Warranty:

Standard Knapheide Limited Warranty applies to all product manufactured by Knapheide. Products sold by Knapheide but not manufactured by Knapheide are covered exclusively by the product manufacturer's warranty in effect at the time of delivery, if any.

Knapheide thanks you for the opportunity to quote.

2021 Fleet/Non-Retail Chevrolet Silverado 2500HD 4WD Double Cab 162" Work Truck

WINDOW STICKER

2021 Chevrolet Silverado 2500HD 4WD Double Cab 162" Work Truck		
CODE	MODEL	MSRP
CK20953	2021 Chevrolet Silverado 2500HD 4WD Double Cab 162" Work Truck	\$40,100.00
	OPTIONS	
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00
L5P	ENGINE, DURAMAX 6.6L TURBO-DIESEL V8, B20-Diesel compatible, (445 hp [332 kW] @ 2800 rpm, 910 lb-ft of torque [1220 Nm] @ 1600 rpm)	\$9,890.00
MGM	TRANSMISSION, ALLISON 10-SPEED AUTOMATIC	INC
GU6	REAR AXLE, 3.42 RATIO	INC
1WT	WORK TRUCK PREFERRED EQUIPMENT GROUP, includes standard equipment	\$0.00
PYN	WHEELS, 17" (43.2 CM) PAINTED STEEL, SILVER, (STD)	\$0.00
QXT	TIRES, LT265/70R17E ALL-TERRAIN, BLACKWALL	\$200.00
GAZ	SUMMIT WHITE	\$0.00
—	STANDARD PAINT	\$0.00
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH, with upper covered armrest storage (STD)	\$0.00
H2G	JET BLACK, VINYL SEAT TRIM	\$0.00
IOR	AUDIO SYSTEM, CHEVROLET INFOTAINMENT 3 SYSTEM, 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, wired Apple CarPlay and Android Auto capable. (STD)	\$0.00
K05	ENGINE BLOCK HEATER	INC
—	BATTERY, HEAVY-DUTY DUAL 730 COLD-CRANKING AMPS/70 AMP-HR, maintenance-free with rundown protection and retained accessory power	INC
KW5	ALTERNATOR, 220 AMPS	INC
JL1	TRAILER BRAKE CONTROLLER, INTEGRATED	\$275.00
—	CAPPED FUEL FILL	INC
K40	EXHAUST BRAKE	INC
9J4	BUMPER, REAR, DELETE	INC
BHP	WINTER GRILLE COVER	INC
9D7	GOVERNOR, ELECTRONIC SPEED SENSOR SET TO 75 MPH, Provides electronic software to limit maximum road speed to 75-MPH. Cruise control limited to 70 MPH.	\$50.00
9L3	SPARE TIRE DELETE	INC
SFW	BACK-UP ALARM CALIBRATION, This calibration will allow installation of an aftermarket back-up alarm by disabling rear perimeter lighting	INC
5N5	REAR CAMERA KIT, Kit includes camera, fixed position bracket & 19 ft cable with attachment clips. Rear camera radio calibration provided from the factory. See Upfitter Integration Bulletin for installation instructions at www.gmupfitter.com	\$73.00

ZW9	PICKUP BED, DELETE, includes capped fuel fill, (SFW) Back-up alarm calibration, (9J4) rear bumper delete, (9L3) spare tire delete and spare tire carrier delete.	(\$1,155.00)
JFO	GVWR, 11,200 LBS. (5080 KG)	INC

Please note selected options override standard equipment

SUBTOTAL	\$49,433.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,595.00
TOTAL PRICE	\$51,028.00

Est City: MPG
Est Highway: MPG
Est Highway Cruising Range: 0.00 mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Public Services Department

Memo

To: Board of Mayor and Alderman
From: Andy Cieslak, DPS
Date: October 15th, 2020
Re: Request to Authorize – Eight (8) Septic-to-Sewer Conversions

On this date, October 15th, 2020, I am requesting that the Mayor and Board of Alderman approve a request to authorize Grinder Pump installations for the addresses on the attached spreadsheet. This project will use wastewater enterprise funds to complete these connections to the City's sewer system, as has been the case for previous septic-to-sewer conversion projects.

Upon further review of the remaining previously-approved septic-to-sewer conversion projects, the Public Services department has identified eight (8) additional addresses within the City that remain on septic tanks, but are not included on the originally-approved septic-to-sewer list.

The BMA has previously amended the Wastewater Ordinance to allow for sewer installation projects on a preapproved, limited basis. We have also included a spreadsheet that details projected resource requirements associated with the new projects on a per installation basis.

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

Andy Cieslak
Director of Public Services

Refuse Collection Only Accounts

Address	TELEPHONE #	Account Number	Property Owner	Type of Service Needed	Footage Needed
2121 Hwy 31W	615-672-9569	0075-002380-01	James Castro	LPG	550
2980 Union Road	615-681-6995	0240-001990-01	Marty Colvin	LPG	300
2966 Union Road	629-200-9389	0240-002010-01	Kameron Harter (landlord Kevin Nash)	LPG	200
2951 Union Road	n/a	0200-001090-01	Tenn-ssippi Properties LLC	LPG	330
2889 Union Road	615-294-0997	0200-001020-01	Donnie Jones (White House Driving Range)	LPG	300
934A Tyree Springs Rd	615-957-1196	0170-000047-01	Holly Kizer	LPG	1700
934B Tyree Springs Rd	615-533-4896	0170-000045-02	Charles Florek	LPG	120
936 Tyree Springs Rd	615-533-4896	0170-000070-01	Charles Florek	LPG	100

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....



Tennessee Department of Environment and Conservation
Division of Water Resources
William R. Snodgrass Tennessee Tower,
312 Rosa L. Parks Avenue, 11th Floor, Nashville, Tennessee 37243
1-888-891-8332 (TDEC)

Phase II Small Municipal Separate Storm Sewer System (MS4) Annual Report

1. MS4 Information

Name of MS4: City of White House		MS4 Permit Number: TNS088293
Contact Person: Ajuuah Jackson		Email Address: ajackson@whitehousetn.gov
Telephone: (615) 672-3654		MS4 Program Web Address: https://www.cityofwhitehouse.com/378-2/
Mailing Address: 725 Industrial Drive		
City: White House	State: TN	ZIP code: 37188

What is the current population of your MS4? 12,506 (2018)

What is the reporting period for this annual report? July 1 2019 to June 30 2020

2. Discharges to Waterbodies with Unavailable Parameters or Exceptional Tennessee Waters (Section 3.1)

- A. Does your MS4 discharge into waters with unavailable parameters (previously referred to as impaired) for pathogens, nutrients, siltation or other parameters related to stormwater runoff from urbanized areas as listed on TN's most current 303(d) list and/or according to the on-line state GIS mapping tool (tdeconline.tn.gov/dwr/)? If yes, attach a list. ☒ Yes ☐ No
- B. Are there established and approved TMDLs (<http://www.tn.gov/environment/article/wr-ws-tennessees-total-maximum-daily-load-tmdl-program>) with waste load allocations for MS4 discharges in your jurisdiction? If yes, attach a list. ☐ Yes ☒ No
- C. Does your MS4 discharge to any Exceptional Tennessee Waters (ETWs - http://environment-online.tn.gov:8080/pls/enf_reports/f?p=9034:34304:4880790061142)? If yes, attach a list. ☐ Yes ☒ No
- D. Are you implementing specific Best Management Practices (BMPs) to control pollutant discharges to waterbodies with unavailable parameters or ETWs? If yes, describe the specific practices: _____. ☐ Yes ☒ No

3. Public Education/Outreach and Involvement/Participation (Sections 4.2.1 and 4.2.2)

- A. Have you developed a Public Information and Education plan (PIE)? ☒ Yes ☐ No
- B. Is your public education program targeting specific pollutants and sources, such as Hot Spots? If yes, describe the specific pollutants and/or sources targeted by your public education program: The City conducts field screenings at commercial, industrial and residential developments to decrease potential for stormwater contamination and pollutants into the watershed. HotSpots include outfalls and FOG infrastructure. ☒ Yes ☐ No
- C. Do you have a webpage dedicated to your stormwater program? If yes, provide a link/URL: The maintains a webpage to highlight aspects of the management program and to encourage public involvement and participation by reporting illicit discharges and drainage complaints. <<http://www.cityofwhitehouse.com/378-2/>> ☒ Yes ☐ No

Phase II Small Municipal Separate Storm Sewer System (MS4) Annual Report

- D. Summarize how you advertise and publicize your public education, outreach, involvement and participation opportunities: The City participates in an annual Tree Giveaway through our partnership with Tennessee Environmental Council. This event is public and engages the youth and local residents in an educational experience about the benefits of flora and sustainability. Our department also serves as a vendor for Discover White House to promote awareness on pollutants that adversely impact our watershed. To further increase awareness and involvement, the City participates in parades, school events and provides incentives for good recycling habits.
- E. Summarize the public education, outreach, involvement and participation activities you completed during this reporting period: The general public is more informed and involved with our efforts. The City has cultivated a rapport with the community. Our efforts have resulted in a decrease in stream turbidity and number of illicit discharges detected.
- F. Summarize any specific successful outcome(s) (e.g., citizen involvement, pollutant reduction, water quality improvement, etc.) fully or partially attributable to your public education and participation program during this reporting period: The City has performed several drainage improvement projects and hydrologic studies to mitigate flooding issues. Citizen complaints have reduced by 25%. No floatables have been detected during stream monitoring inspections.

4. Illicit Discharge Detection and Elimination (Section 4.2.3)

- A. Have you developed and do you continue to update a storm sewer system map that shows the location of system outfalls where the municipal storm sewer system discharges into waters of the state or conveyances owned or operated by another MS4? ☒ Yes ☐ No
- B. If yes, does the map include inputs into the storm sewer collection system, such as the inlets, catch basins, drop structures or other defined contributing points to the sewerhed of that outfall, and general direction of stormwater flow? ☒ Yes ☐ No
- C. How many outfalls have you identified in your storm sewer system? 491 additional outfalls
- D. Do you have an ordinance, or other regulatory mechanism, that prohibits non-stormwater discharges into your storm sewer system? ☒ Yes ☐ No
- E. Have you implemented a plan to detect, identify and eliminate non-stormwater discharges, including illegal disposal, throughout the storm sewer system? If yes, provide a summary: Discharge points and hot spots are inspected biweekly to ensure their compliance, proper operation and maintenance. ☒ Yes ☐ No
- F. How many illicit discharge related complaints were received this reporting period? 2
- G. How many illicit discharge investigations were performed this reporting period? 8
- H. Of those investigations performed, how many resulted in valid illicit discharges that were addressed and/or eliminated? 3

5. Construction Site Stormwater Runoff Pollutant Control (Section 4.2.4)

- A. Do you have an ordinance or other regulatory mechanism requiring:
- Construction site operators to implement appropriate erosion prevention and sediment control BMPs consistent with those described in the TDEC EPSC Handbook? ☒ Yes ☐ No
- Construction site operators to control wastes such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste? ☒ Yes ☐ No

Phase II Small Municipal Separate Storm Sewer System (MS4) Annual Report

Design storm and special conditions for unavailable parameters waters or Exceptional Tennessee Waters consistent with those of the current Tennessee Construction General Permit (TNR100000)? ☒ Yes ☐ No

B. Do you have specific procedures for construction site plan (including erosion prevention and sediment BMPs) review and approval? ☒ Yes ☐ No

C. Do you have sanctions to enforce compliance? ☒ Yes ☐ No

D. Do you hold pre-construction meetings with operators of priority construction activities and inspect priority construction sites at least monthly? ☒ Yes ☐ No

E. How many construction sites disturbing at least one acre or greater were active in your jurisdiction this reporting period? 19

F. How many active priority and non-priority construction sites were inspected this reporting period? 19

G. How many construction related complaints were received this reporting period? 10

6. Permanent Stormwater Management at New Development and Redevelopment Projects (Section 4.2.5)

A. Do you have a regulatory mechanism (e.g. ordinance) requiring permanent stormwater pollutant removal for development and redevelopment projects? If no, have you submitted an Implementation Plan to the Division? ☒ Yes ☐ No
☐ Yes ☐ No

B. Do you have an ordinance or other regulatory mechanism requiring:
Site plan review and approval of new and re-development projects? ☒ Yes ☐ No

A process to ensure stormwater control measures (SCMs) are properly installed and maintained? ☒ Yes ☐ No

Permanent water quality riparian buffers? If yes, specify requirements: A thirty foot (30') natural riparian buffer zone or sixty (60") if impaired adjacent to all jurisdictional water features at the construction site shall be preserved, to the maximum extent practicable, during construction activities at the site. Permanent conditions are in accordance to the most current edition of TDEC Handbook. ☒ Yes ☐ No

C. What is the threshold for development and redevelopment project plans plan review (e.g., all projects, projects disturbing greater than one acre, etc.)? 5,000 SF is the threshold. However, review is required for all new construction, as well as additions and most alterations and repairs to existing structures including interior/exterior improvements.

D. How many development and redevelopment project plans were reviewed for this reporting period? 12

E. How many development and redevelopment project plans were approved? 12

F. How many permanent stormwater related complaints were received this reporting period? 0

G. How many enforcement actions were taken to address improper installation or maintenance? 5

H. Do you have a system to inventory and track the status of all public and private SCMs installed on development and redevelopment projects? ☒ Yes ☐ No

I. Does your program include an off-site stormwater mitigation or payment into public stormwater fund? If yes, specify. The City has instituted a stormwater utility fund. The funds exclusively support the continual upkeep of the system to protect and preserve our community. This fee is used to improve infrastructure, reduce pollution, and monitor water quality. ☒ Yes ☐ No

Phase II Small Municipal Separate Storm Sewer System (MS4) Annual Report

7. Stormwater Management for Municipal Operations (Section 4.2.6)

- A. As applicable, have stormwater related operation and maintenance plans that include information related to maintenance activities, schedules and the proper disposal of waste from structural and non-structural stormwater controls been developed and implemented at the following municipal operations:

Streets, roads, highways?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Municipal parking lots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Maintenance and storage yards?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Fleet or maintenance shops with outdoor storage areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Salt and storage locations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Snow disposal areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Waste disposal, storage, and transfer stations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

- B. Do you have a training program for employees responsible for municipal operations at facilities within the jurisdiction that handle, generate and/or store materials which constitute a potential pollutant of concern for MS4s? ☒ Yes ☐ No

If yes, are new applicable employees trained within six months, and existing applicable employees trained and/or retrained within the permit term? ☒ Yes ☐ No

8. Reviewing and Updating Stormwater Management Programs (Section 4.4)

- A. Describe any revisions to your program implemented during this reporting period including but not limited to:

Modifications or replacement of an ineffective activity/control measure. N/A

Changes to the program as required by the division to satisfy permit requirements. N/A

Information (e.g. additional acreage, outfalls, BMPs) on newly annexed areas and any resulting updates to your program. Vueworks and ESRI databases are continuously being updated as serve as a real-time tracking facilities management system.

- B. In preparation for this annual report, have you performed an overall assessment of your stormwater management program effectiveness? If yes, summarize the assessment results, and any modifications and improvements scheduled to be implemented in the next reporting period. The effectiveness of the program is assessed quartely at Stormwater Advisory Board Meetings. Department heads have defined clear and measurable objectives for stormwater chartered over the next 10 years.

☒ Yes ☐ No

Phase II Small Municipal Separate Storm Sewer System (MS4) Annual Report

9. Enforcement Response Plan (Section 4.5)

- A. Have you implemented an enforcement response plan that includes progressive enforcement actions to address non-compliance, and allows the maximum penalties specified in TCA 68-221-1106? If no, explain. _____ ☒ Yes ☐ No
- B. As applicable, identify which of the following types of enforcement actions (or their equivalent) were used during this reporting period; indicate the number of actions, the minimum measure (e.g., construction, illicit discharge, permanent stormwater management), and note those for which you do not have authority:

Action	Construction	Permanent Stormwater	Illicit Discharge	In Your ERP?	
Verbal warnings	#6	# _____	# _____	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Written notices	#5	# _____	#2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Citations with administrative penalties	#2	# _____	# _____	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Stop work orders	# _____	# _____	# _____	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Withholding of plan approvals or other authorizations	# _____	# _____	# _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Measures	# _____	# _____	# _____	Describe: _____	

- C. Do you track instances of non-compliance and related enforcement documentation? ☒ Yes ☐ No
- D. What were the most common types of non-compliance instances documented during this reporting period?
EPSC deficiencies during active construction are the most recurring types of non-compliance.

10. Monitoring, Recordkeeping and reporting (Section 5)

- A. Summarize any analytical monitoring activities (e.g., planning, collection, evaluation of results) performed during this reporting period. Permit required monitoring report have been submitted to TDEC for individual ARAP Permit NRS 17.243 in April and quartetly monitorings are performed.
- B. Summarize any non-analytical monitoring activities (e.g., planning, collection, evaluation of results) performed during this reporting period. The City has partnered with enviornmental solution entities to employ High Definition Stream Surveys and techniques for data collection and evaluation of City waterways.
- C. If applicable, are monitoring records for activities performed during this reporting period submitted with this report. ☒ Yes ☐ No

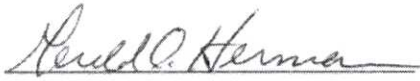
11. Certification

Phase II Small Municipal Separate Storm Sewer System (MS4) Annual Report

This report must be signed by a ranking elected official or by a duly authorized representative of that person. See signatory requirements in sub-part 6.7.2 of the permit.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Gerald O. Herman
City Administrator
Printed Name and Title


Signature

09/24/2020
Date

Annual reports must be submitted by September 30 of each calendar year (Section 5.4) to the appropriate Environmental Field Office (EFO), identified in the table below:

EFO	Street Address	City	Zip Code	Telephone
Chattanooga	1301 Riverfront Pkwy, Suite 206	Chattanooga	37402	(423) 634-5745
Columbia	1421 Hampshire Pike	Columbia	38401	(931) 380-3371
Cookeville	1221 South Willow Ave.	Cookeville	38506	(931) 520-6688
Jackson	1625 Hollywood Drive	Jackson	38305	(731) 512-1300
Johnson City	2305 Silverdale Road	Johnson City	37601	(423) 854-5400
Knoxville	3711 Middlebrook Pike	Knoxville	37921	(865) 594-6035
Memphis	8383 Wolf Lake Drive	Bartlett	38133	(901) 371-3000
Nashville	711 R S Gass Boulevard	Nashville	37216	(615) 687-7000