



CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Agenda
January 21, 2021
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Swearing In Ceremony for Ward 3 and Ward 4 Aldermen positions
5. Roll Call
6. Adoption of the Agenda
7. Approval of Minutes of the December 14th Joint Study Session, December 17th Study Session and Board of Mayor and Aldermen meeting.
8. Welcome Visitors
9. Proclamation Presentation
10. Public Hearings
 - a. None
11. Communication from Mayor, Aldermen, City Attorney, and City Administrator
12. 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	
13. Consideration of the Following Resolutions:
 - a. **Resolution 21-01:** A resolution approving certain amendments and revisions to the Personnel Manual.
 - b. **Resolution 21-02:** A resolution supporting a notice of intent to file an application applying for an Urban Transportation Planning Grant from the Tennessee Department of Transportation for the development of community and countywide pedestrian-bicycling master plan.

14. Consideration of the Following Ordinances:

- a. **Ordinance 21-01:** An ordinance to amend Article 2, Section 2.020 definitions of the Zoning Ordinance to provide definition of outdoor display, an amendment to Article 3, Section 3.125.3 Outdoor Display description and an amendment to the Commercial Design Standards. *First Reading.*

15. Purchasing:

- a. To approve or reject the purchase and installation of a LaneLight warning system from Rains Electric in the amount of \$34,943.00. The Public Services Director recommends approval.

16. Other Business:

- a. Board Appointment
- b. To approve or reject approval of street acceptance of Harper Way. City Administrator recommends approval.

17. Discussion Items:

- a. None

18. Other Information:

- a. Report on Debt Obligation for the Wastewater Treatment Plant Expansion SRF Loan

19. Adjournment:

CITY OF WHITE HOUSE
Joint Study Session Meeting
Municipal/Regional Planning Commission and Board of Mayor and Aldermen
Minutes
December 14, 2020
5:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 5:30 pm.

2. Roll Call

Mayor Arnold - Present; Ald. Bibb - Present; Ald. Decker - Present; Ald. Hutson – Present via Zoom; Ald. Corbitt - Present; Mr. Scott Wiggins – Present; Mr. Bob Dorris – Present; Ms. Paula Eller – Present; Mr. Richard Berry – Present; Mr. Jerry Summers – Absent; Ms. Martha Wilkinson – Absent; **Quorum – Present.**

3. Adoption of the Agenda

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

4. New Business

- a. Discuss proposed rezoning request for property referenced as Robertson County Tax Map 106, Parcel 184. Property is located at Union Road.

Mayor Arnold opened meeting. Mayor Arnold discussed that he had not received any communications regarding this request. Mayor Arnold stated that the Board of Mayor and Aldermen has the responsibility to communicate, educate, and legislate. Mayor Arnold spoke on that it is difficult to do these things without communication. Mayor Arnold stated that several city staff are at this meeting to help with this process.

City Administrator, Gerald Herman discussed that the company came to the city with a request for an industrial use in an I-1, Light Industrial zoning. Mr. Herman stated that the property use would require a heavy industrial zoning. Mr. Herman stated that the city would prefer that they looked at property located on Industrial Drive that would be more compatible, but the owners preferred the property located at Union Rd. Mr. Herman stated this item was on last month's Commission Agenda, and the Commission had a lot of discussion and questions. Mr. Herman suggested a joint study session with the Board of Mayor and Aldermen to have a question/answer session to find more about the company and process. Mr. Herman stated the Commission recommended approval of the rezoning to the Board of Mayor and Aldermen with the stipulation that a joint study session be scheduled.

Ceagus Clark-City Planner discussed that the city was first approached by a local realtor regarding this project, and then was put in touch with the president of the company. Staff stated that there was not a pre-application with the applicant, but the city did have a digital meeting with owner after the application was received. Staff stated the owner went over what chemicals would be used. Staff stated he informed the company owner that there were some steps that the city was missing. Staff stated that the City Fire Dept. reviewed the chemicals and reported to staff that they were not toxic or flammable, but were skin irritants. Staff stated that the use would be allowed in the I-1, Light Industrial zone and in the City's Comprehensive Plan. Staff stated that the Planning Office still had some concerns with rezoning from I-1 to I-3 in regards to some of the undesirable allowed uses in I-3, such as salvage yards. Staff stated he asked the owners if they would submit a deed

restriction that if the business were to sell, or change use that the zoning would revert back to the I-1, light industrial. Mayor Arnold asked what solvents would be used.

Mayor Arnold stated he would have liked to have more information regarding the company and chemicals that would be used several weeks ago. Mr. Herman stated that staff received a video, but it did not include any description of the plant process, views of the building, or how the chemicals would be stored.

Mr. Randall Sieman-President of JSC Coating Technology was present. Mr. Sieman stated that they have not been clear on the city's approval process. Mr. Sieman stated that he sent a detailed letter to the City Fire Department that goes over the types of chemicals that they would be using and process. Mr. Sieman stated he would have sent this information several weeks ago if he had known the city's process. Mr. Sieman stated that they are not a chemical plant, and they do not produce petroleum-based coats. Mr. Sieman stated that they use vegetable-based resins. Mr. Sieman stated this would be the first plant that they have built in the United States. Mr. Sieman stated the company was originally started by his partner in Australia. Mr. Sieman stated that Australia was not the market for the operation because they don't have access to major markets-like Europe, U.S., and Canada. Mr. Sieman stated that he has been in the paint industry since 1977. Mr. Sieman stated that the company is a green project, and uses vegetable-based resins such as flax seed oil which are not harmful to the environment.

Ms. Paula Eller asked what they would be adding to the solvents. Mr. Sieman stated they would add solvents and dryers. Mr. Sieman stated that they would not be making the paint on site. Mr. Sieman stated that they would be producing a blend of materials that goes into the final coating, and it will be delivered to other coating manufacturers around the world. Mr. Sieman stated the additive would be in a liquid form. John Decker asked if all the materials would be biodegradable. Mr. Sieman stated no, they are not designed to be biodegradable due to the manner in which used to preserve steel. Mr. Sieman stated the chemicals will break down in a matter of time if on the ground. Mr. Sieman explained operation process in detail including: They are proposing a 10,000 sq. ft. building with 1,000 sq. ft. to be used as manufacturing, no more than 4 tanks for this site, would like to make this location their corporate office location. Mr. Sieman stated they would store raw materials and solvents. Mr. Sieman discussed the cleaning process. Mr. Sieman discussed their target market is: Indonesia, USA, and South Korea. Mr. Sieman discussed they wanted to be close to Nashville because it is a good global outreach, and the interstate systems. Mr. Sieman discussed containment pit, and that it would not contaminate ground water. Mr. Sieman discussed pumping process.

City Stormwater Staff stated that they would require documentation from TDEC regarding any by-products in the water. Mr. Sieman stated that they will have 5 to 6 employees. Staff reviewed permits required by TDEC. Staff discussed deed restriction requirement-if property sells or changes use, it would revert back to I-1. Staff asked about wash down period. Mr. Sieman stated they would not need to do-no clean out waste generated. Mr. Sieman discussed pumping process which will use air pump instead of electric pumps. Staff stated that the first reading would be on the agenda at the December 17, 2020 Board of Mayor and Aldermen Meeting.

5. Adjournment

Meeting was adjourned at 6:52 pm.

ATTEST:

Michael Arnold, Mayor

Derek Watson, City Recorder

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CITY OF WHITE HOUSE
Board of Mayor and Aldermen Agenda
Study Session
December 17, 2020
6:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:03 pm.

2. Roll Call

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

3. Adoption of the Agenda

Motion was made by Ald. Bibb, second by Ald. Decker to adopt the agenda. 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.**

4. New Business

a. Review the annual audit financial reports for FYE 2020

Finance Director Jason Barnes introduced Ken Youngstead, Jared King, and Jessica Beshear from KraftCPAs, PLLC and stated they would review the audit findings for the Board.

Mr. Youngstead reviewed the FYE 2020 audited financial statements and independent auditor's report in detail and answered the Board's questions.

City Administrator Gerald Herman thanked KraftCPA for all their hard work and getting the reports done on time. Mayor Arnold congratulated Finance Director Jason Barnes and staff for their hard work on a successful audit with no findings.

5. Adjournment;

Meeting was adjourned at 6:45 pm.

ATTEST:

Michael Arnold, Mayor

Derek Watson, City Recorder

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

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by Community Pastor

Prayer was led by Alderman Bibb.

3. Pledge by Aldermen

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

4. Roll Call

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

5. Adoption of the Agenda

Motion was made by Ald. Decker, second by Ald. Bibb to adopt the agenda. 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.**

6. Approval of Minutes of the November 19th Study Session and Board of Mayor and Aldermen meeting.

Motion was made by Ald. Bibb, second by Ald. Decker to adopt the minutes. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker – aye; Ald. Hutson - aye; Mayor Arnold - aye. **November 19th Study Session and Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Proclamation Presentations

Mayor Arnold presented Ms. Eden Smith with a proclamation for her hard work to obtain her Girl Scout Silver Award by raising awareness about proper flag retirement.

Mayor Arnold presented Mr. Jeremiah Murray with a proclamation for his hard work to obtain his Eagle Scout Award by constructing two eight foot tables to go under a pavilion at the White House Soccer Complex.

Mayor Arnold presented Ms. Hannah Potts with a proclamation for her hard work to obtain her Girl Scout Gold Award by constructing a pavilion for the White House Soccer Complex.

9. Public Hearings

- a. **Ordinance 20-25:** An ordinance to replace in entirety Municipal Code Title 18, Chapter 5, Floodway and Flood Fringe Property Provision to regulate development within the corporate limits of White House Tennessee, to minimize danger to life and property due to flooding, and to maintain eligibility for participation in the National Flood Insurance Program. *Second Reading.*

No one spoke for or against.

- b. **Ordinance 20-26:** An ordinance to amend Article V of the Zoning Ordinance concerning short term rental defined regulations in the following zoning districts: R-40, Large Lot Residential District; R-20, Low Density Residential District; R-15, Medium Density Residential District; R-10, High Density Residential District; C-1R, Central Business Service District-Gateway Infill Residential; C-1R, Business Service District; C-6, Town Center Commercial District. *Second Reading.*

No one spoke for or against.

- c. **Ordinance 20-27:** An ordinance to amend the Zoning Map from R-20 Low Density Residential to NCRPUD, Neighborhood Center Residential Planned Unit Development on Wilkinson Lane. *Second Reading.*

No one spoke for or against.

- d. **Ordinance 20-28:** An ordinance to amend the Zoning Map from R-20 Low Density to R-15 Medium Residential District on Marlin Road. *Second Reading.*

No one spoke for or against.

- e. **Ordinance 20-29:** An ordinance to de-annex certain territories with the corporate boundaries of the City of White House, Tennessee. *Second Reading.*

No one spoke for or against.

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

No one spoke for or against.

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

No one spoke for or against.

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

Mayor Arnold stated that Planning and Codes Building Inspector Tony Covington lost his home from devastating house fire. City Administrator Gerald Herman informed the Board that Mr. Covington and his family are doing well are able to stay with family. Mr. Herman continued that the family lost three pets in the fire. Mr. Herman thanked all of those who donated money and gift cards to help Mr. Covington and his family with food and clothing. Mr. Herman asked to keep the family in thoughts and prayers as they begin the process of rebuilding.

City Administrator Gerald Herman announced that vaccine relief for COVID-19 has made its way to Tennessee. Mr. Herman noted that the State has prioritized recipients. Mr. Herman discussed that the City's first responders will be offered the vaccine in the first tier. Mr. Herman mentioned that police officers and firefighters have already submitted a request that want to receive the vaccine.

City Administrator Gerald Herman discussed the new website has been made available for the public to use. Mr. Herman stated that staff has been receiving positive feedback. Alderman Decker mentioned that the new website for the City looks good and is easy to navigate. Mr. Herman noted that if anyone has anything to add to the website to contact City Recorder Derek Watson.

City Administrator Gerald Herman informed the Board that TDOT has prepared their annual three year work program to submit to the State Legislature for approval. Mr. Herman stated that the MPO has reviewed the list of projects, prioritized, and voted in approval. Mr. Herman noted the City's SR76 widening project from the west side of I65 to the New Hall intersection was not in this three year work program. Mr. Herman mentioned that the project in the MPO ranking did move from priority 40 to 33 this year.

City Administrator mentioned that if anyone ordered a box lunch for the City's annual Christmas luncheon to stop by the concession stand at City Hall on Wednesday, December 23rd between 11:00am and 12:00pm. Mr. Herman stated that there will be socially distanced seating available in the gymnasium.

11. Acknowledge Reports

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

Motion was made by Ald. Bibb, second by Ald. Decker to acknowledge reports and order them filed. 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.**

12. Consideration of the Following Resolutions:

- a. None

13. Consideration of the Following Ordinances:

- a. **Ordinance 20-25:** An ordinance to replace in entirety Municipal Code Title 18, Chapter 5, Floodway and Flood Fringe Property Provision to regulate development within the corporate limits of White House Tennessee, to minimize danger to life and property due to flooding, and to maintain eligibility for participation in the National Flood Insurance Program. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 20-25 was approved on Second Reading.**

- b. **Ordinance 20-26:** An ordinance to amend Article V of the Zoning Ordinance concerning short term rental defined regulations in the following zoning districts: R-40, Large Lot Residential District; R-20, Low Density Residential District; R-15, Medium Density Residential District; R-10, High Density Residential District; C-1R, Central Business Service District-Gateway Infill Residential; C-1R, Business Service District; C-6, Town Center Commercial District. *Second Reading.*

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 - aye. Motion was approved. **Ordinance 20-26 was approved on Second Reading.**

- c. **Ordinance 20-27:** An ordinance to amend the Zoning Map from R-20 Low Density Residential to NCRPUD, Neighborhood Center Residential Planned Unit Development on Wilkinson Lane. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - no; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 20-27 was approved on Second Reading.**

- d. **Ordinance 20-28:** An ordinance to amend the Zoning Map from R-20 Low Density to R-15 Medium Residential District on Marlin Road. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - abstained. Motion was approved. **Ordinance 20-28 was approved on Second Reading.**

- e. **Ordinance 20-29:** An ordinance to de-annex certain territories with the corporate boundaries of the City of White House, Tennessee. *Second Reading.*

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 - aye. Motion was approved. **Ordinance 20-29 was approved on Second Reading.**

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

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 20-30 was approved on Second Reading.**

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

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 20-31 was approved on Second Reading.**

- h. **Ordinance 20-32:** An ordinance to amend the Zoning Map from I-1 Light Industrial District to I-3 Heavy Industrial District on Union Road. *First Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to deny. 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 20-32 was denied on First Reading.**

14. Purchasing:

- a. To approve or reject the purchase of a skid steer off the Sourcewell Contract #032119-JDC from TriGreen Equipment in the amount of \$53,000. The Parks and Recreation Director recommends approval.

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Corbitt - aye; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. **Motion passed.**

- b. To approve or reject authorizing City Administrator Gerald Herman, to enter into an agreement with CSR Engineering to design phase one of a new 18-inch Southern Force Main in the amount of \$74,500. The Public Services Director recommends approval.

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 - aye. **Motion passed.**

- c. To approve or reject the purchase of up to \$170,000 from Rogers Group to pave Love's Lane extension and Harper's Way. The Public Services Director recommends approval.

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 - aye. **Motion passed.**

15. Other Business:

- a. To approve or reject the results of the financial audit completed by KraftCPAs for the year ending June 30, 2020. The Finance Director recommends approval.

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 - aye. **Motion passed.**

- b. 2021-22 Budget Calendar

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 - aye. **Motion passed.**

- c. 2021 BMA Meeting Calendar

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 - aye. **Motion passed.**

16. Discussion Items:

- a. None

17. Other Information:

- a. None

18. Adjournment:

Meeting was adjourned at 7:37 pm.

ATTEST:

Michael Arnold, Mayor

Derek Watson, City Recorder

REPORTS....

**Administrative & Legislative Services Department
December 2020**

Administration

City Administrator Gerald Herman attended the following meetings this month:

- December 01:
 - Soundbite Recording for Anniversary Video
 - COVID-19 Local Communication Update
 - Filming for Virtual Christmas Tree Lighting
- December 02: FSEP Board Meeting
- December 03:
 - Christmas on Main Street Viewing
 - TML District 5 Meeting
 - Project Advantage Utility Infrastructure Estimates
- December 07:
 - Sewer Discussion
 - Staff Plan Reviews
- December 08:
 - White House Community Center Furniture Review
 - COVID-19 Local Communication Update
- December 09:
 - Sumner County COVID Call
 - Byrum Park Site Visit
- December 10:
 - Purchasing Interviews
 - Leisure Services Study Session
- December 14:
 - Governor Lee COVID Call
 - Stormwater Advisory Board Meeting
 - Joint BMA and Planning Commission Study Session
- December 15:
 - White House Community Center Soils Meeting
 - Potential Development Meeting
 - COVID-19 Local Communication Update
- December 16:
 - RTA/GNRC/MPO Meeting
 - Economic Development Team Meeting
- December 17: BMA Study Session
- December 22:
 - Sumner County COVID Call
 - Community Event Center Progress Meeting
 - Statewide Call with Governor Lee
 - COVID-19 Local Communication Update
- December 29: COVID-19 Local Communication Update

Administrative & Legislative Services Department
December 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	\$ 5,659,548	↓17.74
Industrial Development	\$177,000	\$ 156,113	↑38.20
State Street Aid	\$530,000	\$ 427,216	↑30.60
Parks Sales Tax	\$4,005,125	\$ 2,957,762	↑23.84
Solid Waste	\$1,050,026	\$ 604,398	↑7.56
Fire Impact Fees	\$74,500	\$ 67,741	↑40.92
Parks Impact Fees	\$15,000	\$ 11,517	↑26.78
Police Impact Fees	\$65,000	\$ 65,000	↑50.00
Road Impact Fees	\$60,000	\$ 60,000	↑50.00
Police Drug Fund	\$4,500	\$ 329	↓42.66
Debt Services	\$1,137,400	\$ 466,751	↓8.96
Wastewater	\$15,108,083	\$ 2,944,263	↓30.51
Dental Care	\$70,656	\$ 30,502	↓6.82
Stormwater Fund	\$1,063,984	\$ 467,071	↓6.10
Cemetery Fund	\$43,890	\$ 30,436	↑19.37

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

Purchasing

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

Total Purchase Orders

	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017
July	261	269	346	362	327
August	128	106	151	166	175
September	106	98	126	119	120
October	79	97	91	147	91
November	72	78	120	125	135
December	71	58	72	104	83
January		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	717	1199	1,595	1,813	1,750

Purchase Orders by Dollars	Dec. 2020	FY 2021	FY 2020	FY 2019	Total for FY21	Total for FY20	Total for FY19
Purchase Orders \$0-\$9,999	67	660	1132	1529	\$875,286.76	\$1,275,419.16	\$1,349,159.92
Purchase Orders \$10,000-\$24,999	1	21	34	26	\$306,807.14	\$551,938.89	\$381,155.50
Purchase Orders over \$25,000	3	36	33	40	\$3,075,290.04	\$4,035,346.92	\$7,678,174.40
Total	71	717	1199	1595	\$4,257,383.94	\$5,862,704.97	\$9,408,489.82

**Administrative & Legislative Services Department
December 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	10	78	86	43	8,390	386,735	864,091	876,346
November	174	56	40	80	7,587	695,971	812,527	808,551
December	13	156	82	50	17,483	847,724	1,055,111	842,265
January		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	249	901	801	688	62,476	5,263,907	9,053,159	9,860,532

“City of White House, TN” Mobile App

	FY21 New Downloads	FY20 New Downloads	FY19 New Downloads
July	45	19	28
August	44	21	18
September	19	21	15
October	40	12	22
November	29	13	11
December	10	15	10
January		23	17
February		70	13
March		69	11
April		41	10
May		29	11
June		36	25
Total	187	369	191

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

	FY21 # of Request	FY20 # of Request	FY19 # of Request
July	20	36	32
August	27	39	26
September	16	18	18
October	15	40	32
November	20	27	12
December	27	20	27
January		24	22
February		41	30
March		34	24
April		35	32
May		26	27
June		28	29
FY Total	125	356	311

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

**Administrative & Legislative Services Department
December 2020**

White House Farmers Market

The market is closed for the season. Plans to reopen and move forward with the next season will begin in May.

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

Building Maintenance Projects

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

Special Maintenance Projects

- Assist with Chamber/Museum storage unit clean-out
- Finish ceiling tile project at Police Department
- Assist with setting up and tearing down from Holiday Employee Lunch

	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests	2016 – 2017 Work Order Requests	2015 - 2016 Work Order Requests
July	11	10	22	21	27	22
August	27	10	26	24	28	33
September	9	13	19	22	13	31
October	6	7	14	18	12	30
November	16	7	18	34	12	27
December	19	3	8	19	9	17
January		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	88	98	162	266	201	302

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

**Finance Department
December 2020**

Finance Section

During December the Finance Department continued collecting 2020 tax year property taxes, finished the FYE 6/30/2020 audit 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:

December 8: Community Event Center Furniture Review
 December 14: Stormwater Advisory Board
 December 16: Cyber Security Awareness online training
 December 17: Online Payment training
 December 17: Annual Audit Report review study session
 December 17: Monthly BMA meeting
 December 22: Armored car / courier call

Performance Measures

Utility Billing

	December 2020	FY 2021 YTD	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
New Builds (#)	20	134	171	62	102	111
Move Ins (#)	54	370	649	534	553	536
Move Outs (#)	64	377	602	534	576	546
New customer signup via email (#)	26	146	127	104	163	119
New customer signup via email (%)	35%	29%	15%	17%	25%	18%

Business License Activity

	December 2020	FY 2021 YTD*	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Opened	2	29	69	75	72	93
Closed (notified by business)	1	5	10	9	18	1
Closed (uncollectable)	0	0	0	0	199	14

* Corrected from November 2020 (4 open, 1 closed). Originally reported 7 open, 0 closed.

Payroll Activity

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Voided Checks
2 Regulars 1 Longevity	63 checks, 288 direct deposits	0 Retro adjustments	0 Voids

Accounts Payable

	December 2020	FY 2021 Total	FY 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Total # of Invoices Processed	363	1991	4003	3940	4437	4797

**Finance Department
December 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	5,105,275	65%
Cemetery Fund	34,700	10,410	260,537	751%
Debt Services	1,167,400	350,220	440,165	38%
Dental Care Fund	25,200	7,560	241,193	957%
Roads Impact Fees	79,320	23,796	198,507	250%
Parks Impact Fees	69,364	20,809	144,161	208%
Police Impact Fees	55,804	16,741	130,361	234%
Fire Impact Fees	38,000	11,400	88,585	233%
Industrial Development	112,800	33,840	49,479	44%
Parks Sales Tax	695,285	208,586	1,190,274	171%
Police Drug Fund	4,100	1,230	27,515	671%
Solid Waste	936,800	281,040	501,968	54%
State Street Aid	405,200	121,560	30,414	8%
Stormwater Fund	889,000	266,700	898,059	101%
Wastewater	4,350,550	1,305,165	3,751,526	86%

*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	3,967,464	↑ 0.14%
Cemetery Fund	34,700	50,693	↑ 96.09%
Debt Services	1,167,400	633,948	↑ 4.30%
Dental Care	25,200	18,097	↑ 21.81%
Roads Impact Fees	79,320	108,660	↑ 86.99%
Parks Impact Fees	69,364	60,327	↑ 36.97%
Police Impact Fees	55,804	72,148	↑ 79.29%
Fire Impact Fees	38,000	47,584	↑ 75.22%
Industrial Development	112,800	42,141	↓ 12.64%
Parks Sales Tax	695,285	377,687	↑ 4.32%
Police Drug Fund	4,100	3,810	↑ 42.93%
Solid Waste	936,800	487,126	↑ 2.00%
State Street Aid	405,200	210,550	↑ 1.96%
Stormwater Fund	889,000	458,782	↑ 1.61%
Wastewater	4,350,550	2,527,005	↑ 8.08%

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

**Human Resources Department
December 2020**

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

December 03: TML District 5 Meeting

December 10: Purchasing Coordinator/Risk Management Specialist Interviews

December 14: Wastewater Tech I Interviews

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

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

Three-year average as of June 30, 2019: 4.00

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

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

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

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

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

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

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

Current year turnovers that occurred within 90 day probationary period: 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	5	18	11	14
Percentage	4.85%	17.48%	10.68%	14.43%

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

**Human Resources Department
December 2020**

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

	FYE 2021	FYE 2020	FYE 2019	FYE 2018
July	1 (T)	0	0	0
August	0	2 (S)	0	1 (T)
September	0	0	1 (T)	0
October	0	0	0	1 (T)
November	0	1 (S)	0	2 (T)
December	1 (T)	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	2	4	7	7

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

**Police Department
December 2020**

Highlights

Shop with a Cop/Fireman 2020



December 12, 2020 was our annual SHOP WITH A COP/FIREFIGHTER event. This event is the most gratifying event that we hold each year. The White House Police Department would like to thank the WHITE HOUSE ROTARY CLUB for sponsoring this event. We'd also like to extend our gratitude to White House Wal-Mart, who was once again gracious enough to roll out the red carpet for these kids. We were able to provide Christmas to 22 kids.

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in November:** Rotary Club Meeting (Dec. 3, &10), Department Head Staff Meeting (Dec. 7 and 21), Robertson County Chief's Meeting (Dec. 8), Shop with a Cop/Fireman (Dec. 12), Planning Commission Meeting (Dec. 14), Command Staff Meeting (Dec. 17), and Board of Mayor and Alderman Meeting (Dec. 17).

➤ **Police Department Administration Performance Measurements**

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

We received our 90-day extension on our 3-year accreditation cycle, due to Mrs. Johnson being on FMLA for several weeks. The extension was approved by the Professional Standards Committee and is good until March 1, 2021. Accreditation Manager, Susan Johnson, is still gathering proofs to finish up our 2020 assessment. In March, we will be ready for our formal file review and onsite visit. In April, we should be able to get our 3rd Accreditation Award.

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

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	174	0	174
February	8	212.5	0	220.5
March	0	160	0	160
April	0	68	0	68
May	0	248	0	248
June	16	0	0	16
July	0	80	0	80
August	0	344	0	344
September	20	128	16	164
October	32	140	0	172
November	16	8	38	62
December	6	0	0	6
Total	98	1,562.5	54	1,714.5

**Police Department
December 2020**

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	December 2020	FY 2020-21
Three (3) Officers per Shift	25	234
Four (4) Officers per Shift	37	134

- 2. Acquire and place into service two Police Patrol Vehicles.** We have received seven new vehicles from the 2019 and 2020 Budget years. One Administration vehicle is currently in the fleet, but is still needing equipment installed. We have three patrol vehicles at Truckers Lighthouse waiting for equipment to be installed. We have one vehicle at Sun Cool waiting to be striped. One vehicle is at the Police Department waiting to go to Sun Cool and we also have one patrol vehicle waiting to go to Truckers Lighthouse to get equipment installed.
- 3. Conduct two underage alcohol compliance checks during the Fiscal Year 2020-2021.** Fall Compliance checks were cancelled due to Covid 19.
- 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	December 2020	Per 1,000 Pop.	Total 2020	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	10	1	123	2
Crimes Against Property	23	2	282	22
Crimes Against Society	45	4	385	30
Total	78	6	868	69
Arrests	75		867	

**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.**

	December 2020	TOTAL 2020
Traffic Crashes Reported	39	365
Enforce Traffic Laws:		
Written Citations	113	990
Written Warnings	37	637
Verbal Warnings	424	2,808

**Police Department
December 2020**

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
December	39	4 YTD 50	10%	14% YTD 365

Traffic School: Nothing to report at this time.

Staffing:

- Officer Larry Meadors is currently at the Tennessee Law Enforcement Academy. He will graduate in March.
- Officer Seth Goodcourage is in FTO and he will be attending Tennessee Law Enforcement in later March.
- Detective Danny Ward submitted his resignation letter on December 31st. His last day of employment is January 15th.
- We are currently taking letters of interest for the Detective position.
- We are taking applications for Police Officer positions.

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

Sumner County Emergency Response Team:

In the month of December, ERT had two call outs, December 12th and December 13th regarding a search for a murder suspect. The yearly ERT breakfast which normally occurs in December was cancelled due to COVID. On December 30th, ERT was called out for a riot at the Sumner County Jail. Order in the jail was restored and the team was subsequently cancelled prior to team members arrival.

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>December</i>	78%	84%

Communications Section

	December	Total 2020
Calls for Service	1,144	11,767
Alarm Calls	25	371

**Police Department
December 2020**

Request for Reports

	December	FY 2020-21
Requests for Reports	10	98
Amount taken in	\$6.60	\$67.80
Tow Bills	\$175.00	\$175.00
Emailed at no charge	19	140
Storage Fees	0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Nothing to report at this time.

Volunteer Police Explorers: Nothing to report at this time.

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

Crime Prevention/Community Relations Performance Measurements

1. ***Teach D.A.R.E. Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.***
Robertson County School system advised in December they do want D.A.R.E. to be taught in the Spring. The school has now gone virtual and Sgt. Enck has not heard if he will be teaching or no.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Safety Day in conjunction with Discover White House took place October 3rd. We gave away two bikes. **Complete.**
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 Taser class for Portland PD on December 10th.

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

- White House Officers worked the Christmas Parade on December 5, 2020
- Shop with a Cop/Fireman on December 12, 2020

Upcoming Events:

Nothing at this time.

<i>2020 Participation in Joint Community Events</i>		
	<u>October</u>	<u>Year to Date</u>
Community Activities	3	43

**Fire Department
December 2020**



Summary of Month's Activities

Fire Operations

The Department responded to 141 requests for service during the month with 103 responses being medical emergencies. The Department responded to 6 vehicle accidents; 1 accident reported patients being treated for injuries and 5 accidents reported no injuries. Of the 141 responses in month of December there were 20 calls that overlapped another call for service that is 14.18% 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 December from dispatch to on scene time averaged was, five minutes and forty-one seconds (5:41). The average time a fire unit spent on the scene of an emergency call was fourteen minutes and forty-two seconds (14:42).

Department Event

- December 5th – Annual Christmas Parade
- December 8th – Walkthrough of new Tate building
- December 11th – Fill the Truck Event w/ Cash Express
- December 12th – Birthday Parade North Palmers Chapel
- December 23rd – Annual Employee Luncheon

Fire Administration

- December – Numerous Conference and Zoom calls with Robertson and Sumner Concerning COVID-19
- December 2nd – Fire Extinguisher training at Pro Am Pack
- December 9th – Fire Extinguisher training at Pro Am Pack
- December 14th – Monthly Officer meeting

Emergency Calls Breakdown

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

Incident Responses FY to Date

Fires	18
Rescue & Emergency Services	555
Hazardous Conditions (No Fire)	25
Service Calls	45
Good Intent Call	47
False Alarms & False Call	75
Calls for The Month	141
Total Responses FY to Date	767

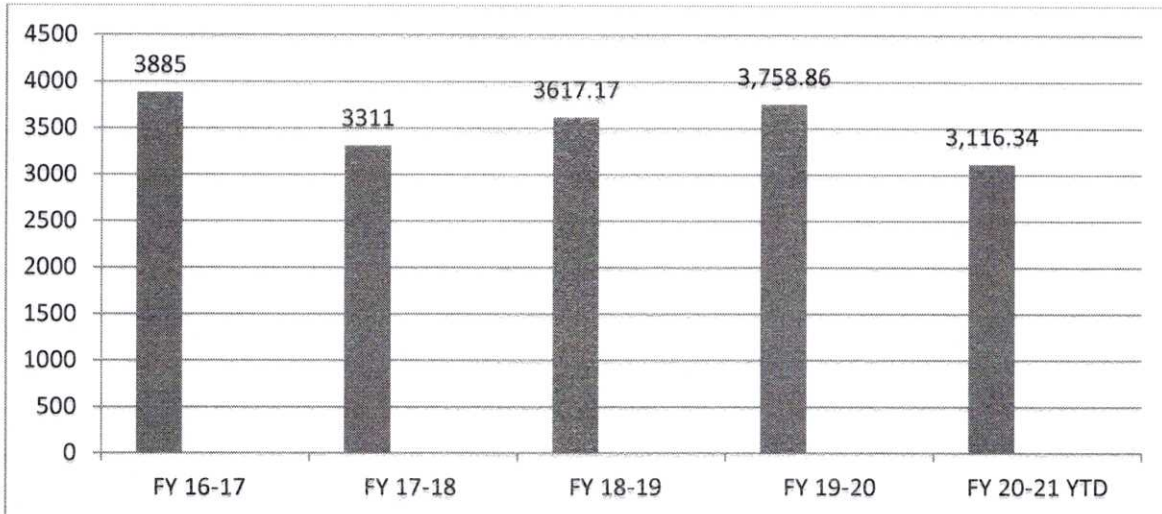
**Fire Department
December 2020**

Response by Station

	Month	FY to Date	%
Station #1 (City park)	90	530	69.1%
Station #2 (Business Park Dr)	48	233	30.37%

Fire Fighter Training

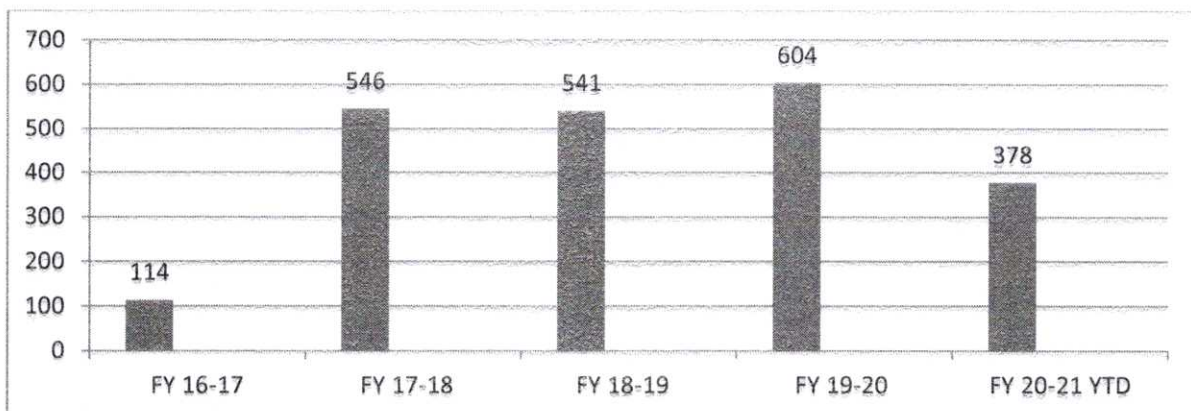
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
Firefighter Training Hours	374.75	3116.34

Fire Inspection

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

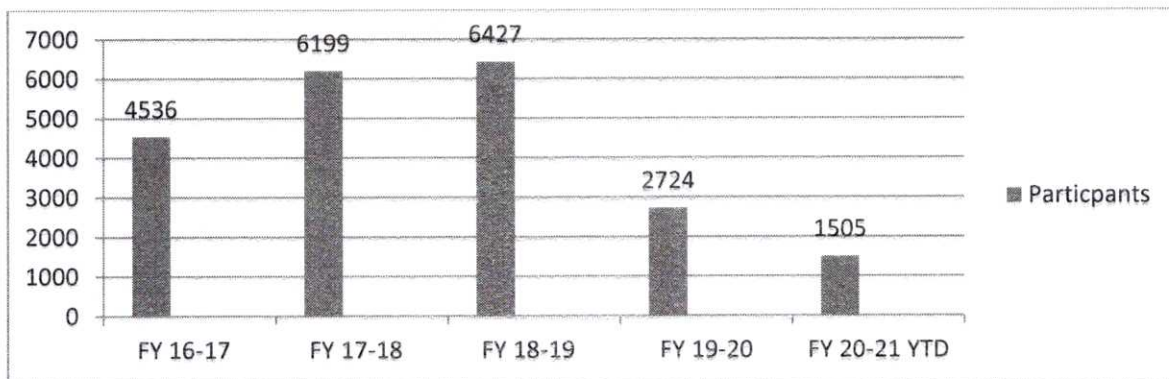


**Fire Department
December 2020**

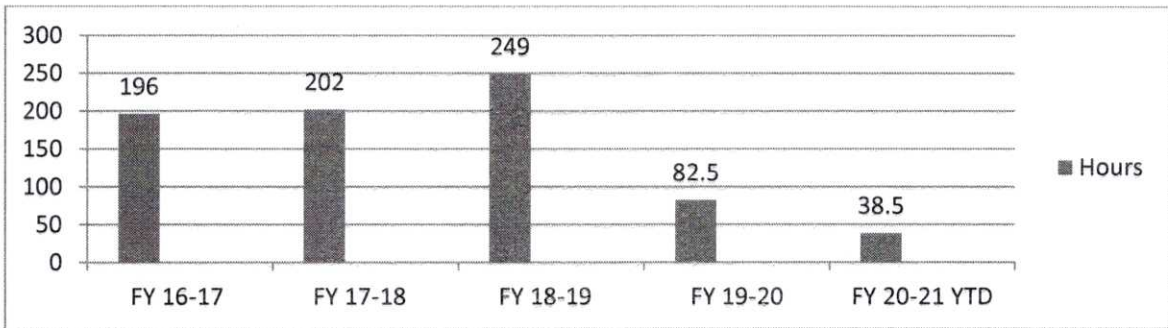
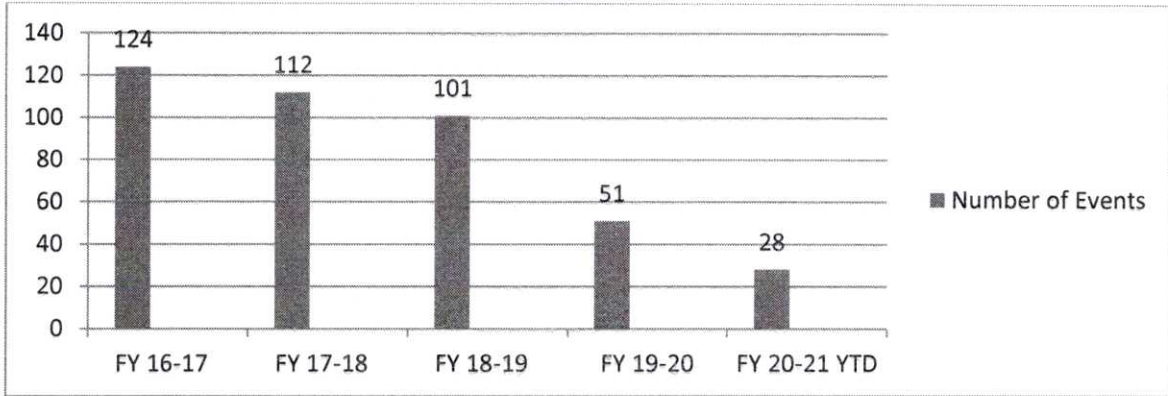
	Month	YTD
December Fire Inspection	74	378
Reinspection	2	67
Code Violation Complaint	0	1
Violations Cleared	3	82
Annual Inspection	24	88
Commercial Burn Pile	2	8
Knox Box	3	9
Fire Alarms	1	6
Measure Fire Hydrant	0	2
Plans Review	1	13
Pre-C/O	0	1
Pre-incident Survey	38	147
Sprinkler Final	0	0
Final/Occupancy	1	11

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
December 2020**



	Month	YTD
Participants	126	1505
Number of Events	7	28
Education Hrs.	6.5	38.5

*Most public education programs have been suspended due to COVID-19

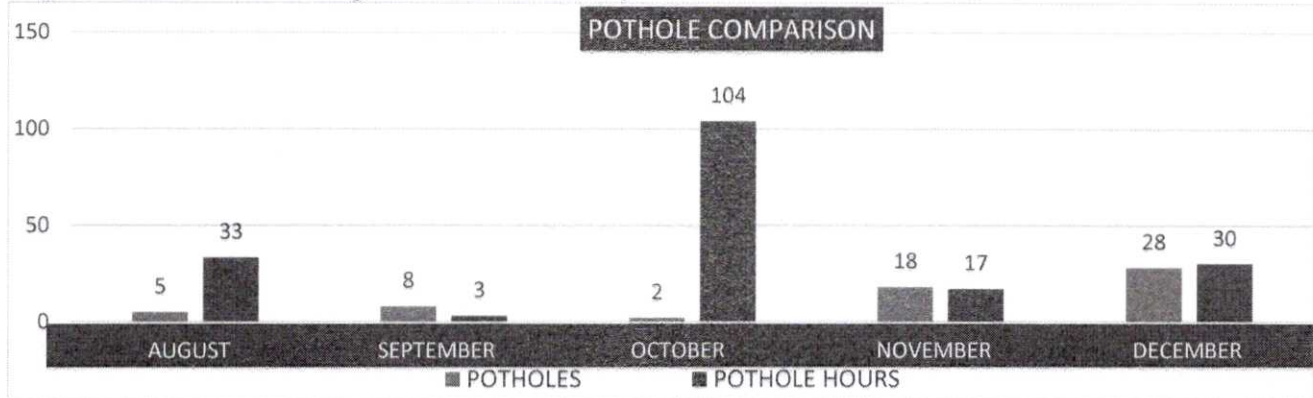
Social Media Statistics

Page Views	923
Page Likes	245
Post Reach	10,452

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

Pothole Comparison

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



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

NOTE: As evident in the month of December, many more potholes have emerged and were in need of repair. The number of potholes in need of repair this month were 30, as these potholes were smaller and did not require much work it's evident that the crew is spending just under 1 hour, on average per pothole. This is a direct reflection of being pro-active or immediately reactive in that many potholes are being repaired in an efficient and timely manner before they become larger and begin to negatively impact motorists.

Pothole Complaint Response Time

December 2020

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

NOTE: According to the Pothole Comparison bar graph, 28 potholes were repaired in the month of December, these potholes were repaired also within the 24 hour time frame, according to ordinance, by the Public Works Crew but not because it was reported to the department. These other potholes were repaired by the Public Works Crew performing “Pothole Patrol”, this means as they navigated throughout our streets they discovered the potholes and made repairs as necessary.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
7709 and 7728 Boyles Road	Thursday August 20, 2020 7:05AM	Monday August 24, 2020 2:30 PM	31 hours 25 minutes
101 Larkspur Court	Tuesday September 7, 2020 2:00PM	Wednesday September 8, 2020 8:30AM	17 hours 30 minutes
Near Bill Moss and Calista Road Intersection	Monday October 5, 2020 7:00 AM (internally logged by Isaiah Manfredi)	Wednesday October 13, 2020 4:30 PM	8 days and 10.5 hour
Citywide pothole response and repair.	Monday November 9, 2020 8:00AM (internally reported by Bobby Tidwell)	Monday November 9, 2020 12:30 PM	3 hours and 30 minutes
Springbrook Blvd. Intersection of Springbrook and SPC	Tuesday December 29, 2020 11:15AM (reported by local resident)	Tuesday December 29, 2020 2:30 PM	3 hours and 15 minutes

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

December 2020 Monthly Work Log

Tuesday 12-01-2020

- Installation of Christmas Lights / Target Solutions / Unloaded and delivered floor mats to gym.

Wednesday 12-02-2020

- Christmas Parade briefing / installed sign posts for parade signs / pothole repair

Thursday 12-03-2020

- Christmas Parade preparation (collected barricades and staged in appropriate locations).

Saturday 12-05-2020

- Traffic control and parade participation.

Monday 12-07-2020

- Collected barricades and cones from parade route / Joseph Ellis CDL Test / topsoil installation on Pleasant Grove Road.

Tuesday 12-08-2020

- Took down parade event signs / uninstalled salt boxes from trucks / retrieved sidearm mower after repairs completed / pre-cut Louise Drive in preparation for road repair

Wednesday 12-09-2020

- Proof-roll and sidewalk inspections at Parks Subdivision and Summerlin / Facility maintenance / pothole repair (Citywide).

Thursday 12-10-2020

- Repaired damaged area of roadway on Union Road. (Cut and removed bad areas and installed pug-milled base stone to create a more solid sub-base for the road.

Monday 12-14-2020

- Repaired a second damaged area of roadway on Union Road. (Cut and removed bad areas and installed pug-milled base stone to create a more solid sub-base for the road.

Tuesday 12-15-2020

- Provided traffic control for Wastewater on Sage Road and Cardinal Intersection / removed old sign box on 31 W near Millersville and began to add topsoil for new paver enclosure.

Wednesday 12-16-2020

- Provided traffic control for Wastewater on Sage Road and Cardinal Intersection / used bucket truck for decorative street lights in Villages of Indian Ridge.

Thursday 12-17-2020

- Cut and removed asphalt and inadequate sub-base on Louise Drive and replaced with pug-milled base stone.

Monday 12-21-2020

- Repaired low spots in pug-milled base stone on Union Road / Picked up LED light heads for Madeline Way and Flasher Load Switches for Hester Drive and SR 76 Intersection and stock.

Tuesday 12-22-2020

- Installed Neighborhood Watch Signs on Christian Drive and Speed Limit Signs on Highland Drive / Fleet maintenance and oil change in unit #200 and unit #1326 / Proof-roll at Parks Subdivision.

Wednesday 12-23-2020

- 5 hours troubleshooting Decorative Street Lights on Madeline Way / 5 hours Holiday

Thursday 12-24-2020

- Holiday

Monday 12-28-2020

- Holiday

Tuesday 12-29-2020

- Facility maintenance / picked up CAT equipment keys / pothole repair / installed 5 signs (Bump ahead signs at Cranor Drive).

Wednesday 12-30-2020

- Facility maintenance / Re-installed side-arm mowing attachment to tractor / picked part for chainsaw

Thursday 12-31-2020

- Holiday

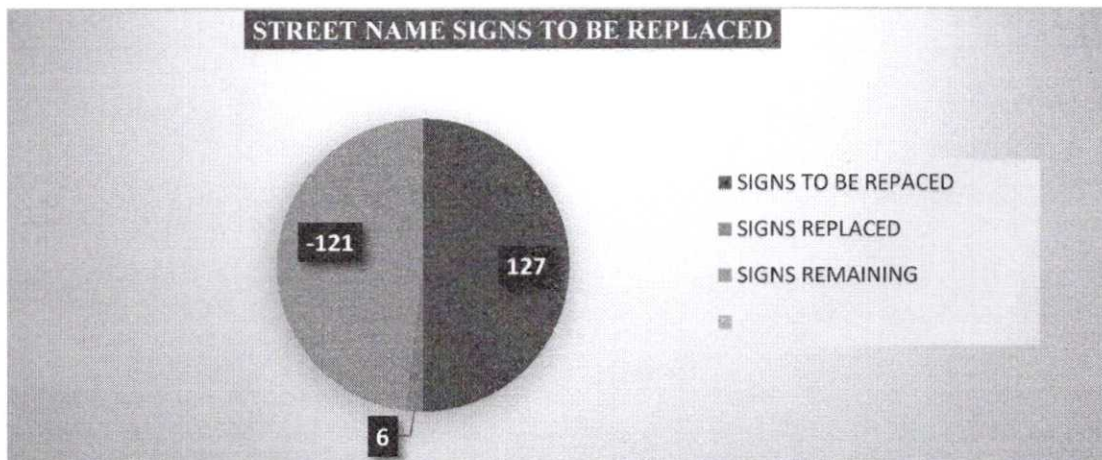
**Public Services Department – Public Works Division
November 2020**

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

NOTE: No retrofits completed as we await arrival of new style heads for Villages of Indian Ridge.

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.



NOTE: Signs that were replaced in the month of December were due to damage and not associated with the application of this particular job task. January will reflect the replacement of these signs.

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Nov	20-Dec	YTD 20/21
Street	8,134	9,364	8,741	10,229	9191.25	850	887	4,883
Facility Maintenance	3494	2187	1,227	1,137	887.25	95	163	427
Fleet Maintenance	1034	514	282	380	422.5	36	43	237
Meeting/Training	502	510	517	400	457	25	15	109
Leave	1,253	576	613	810	823	138	115	589.4
Holiday	795	470	385	555	545	100	140	360
Overtime	508.5	488	414	311	152.75	12	10	162
Administrative	385	698	803	867	1153.25	134	203	879
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	0	0	259.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640		0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	18	28	63
Pothole Hours	0	759	734	1,181	831.5	17	30	226.25
R-O-W Hours	0	2835	2416	4,027	3044.5	302	195	1,180
Sign/Repaired	0	120	91	84	63	2	20	33
Sign Work Hours	0	289	179	234	109	8	11	41.5
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	7	25
Traffic Light Hours	0	0	65	20	158	0	0	44

Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	20-Nov	20-Dec	YTD 20/21
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	339	378.5	2,067
Facility Maintenance	3494	723	446	574	394.5	25	70.5	174
Fleet Maintenance	1034	488	445	331	294.5	19	35	139
Meeting/Training	502	265	130	135	127.5	7	1	33
Leave	1,253	428	700	476	336	50	20	300
Holiday	795	270	230	230	230	40	70	170
Overtime	508.5	119	4	12	39.5	2	6.5	8
Administrative	385	167	1	0	72.5	0	0	27
Sweeping Man Hours	0	1	0	0	0	0	0	0
R-O-W Hours	0	166	30	97	170	47	37	141
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-Nov	20-Dec	YTD 20/21
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	453	372	3,120
Brush Truck Loads	459	551	522	578	584	46	45	289
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	912	944	2,941
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	90	105	666
Litter Pickup Bags	334	507	546	511	456	29	8	200
Litter Pickup Hours	1147	1132	985	957	892	45	16	379

Public Services Department – Stormwater Division
December 2020

Table 1: Stormwater Maintenance

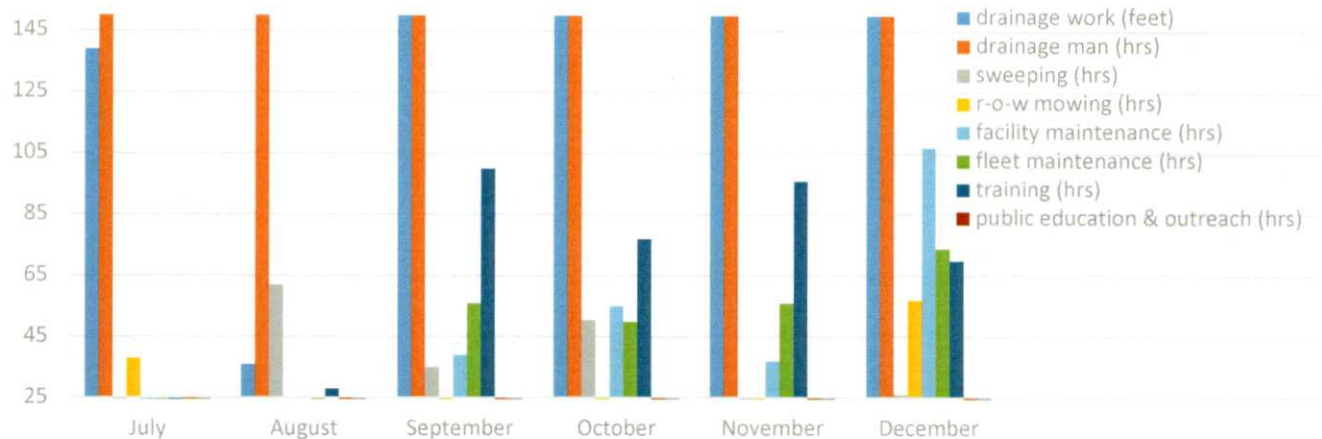


Table 1: Adequate stormwater management can result in a reduction in flooding, property damage, excessive soil erosion, degraded open space, and unacceptable water quality. The goal is to maintain the existing drainage infrastructure and provide sufficient infrastructure capacity to meet the future needs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

Table 2: Compliance and Enforcement

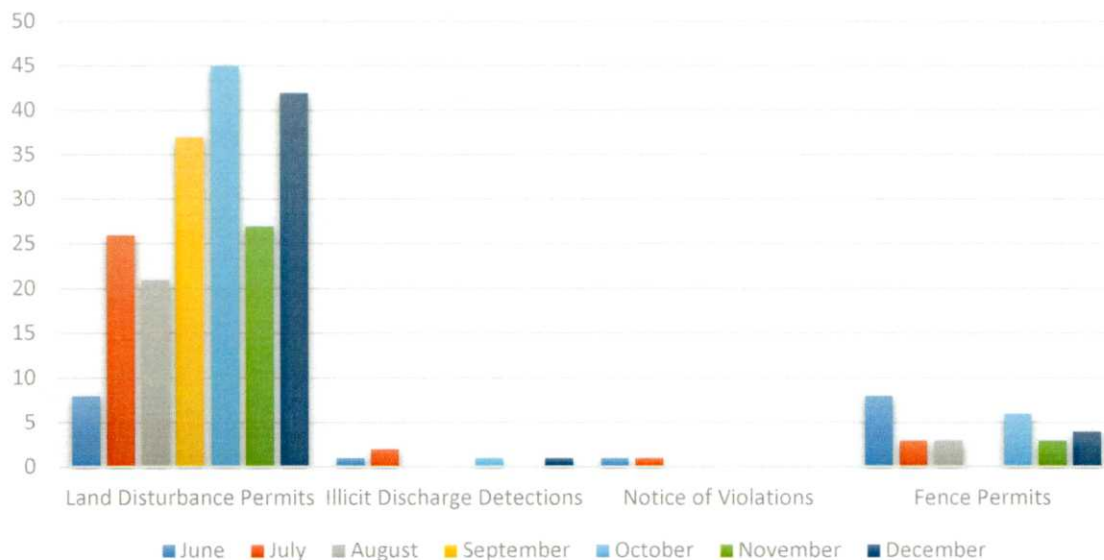


Table 2: Our goal is to ensure compliance with all applicable federal and local water quality regulations related to stormwater runoff, including and in particular, new development construction permits and the detection and elimination of illicit discharges. The City employs a series of enforcement actions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

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

Stormwater Project List

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

Below are the departments top priorities and work summaries:

<i>Address</i>	<i>Scope of Work</i>	<i>Status</i>	<i>Notes</i>
318 Walnut Ct.	Work Order: 113020006 The pipe downstream from the culvert was undersized and restricting the flow rate causing the back flow. A swale was cut in on the left of the property from the driveway culvert to the wet weather conveyance, operating in the designated easement associated with this parcel. Soil was excavated and used to backfill depressions in the homeowner's yard. Site was stabilized with 4 rolls of double net straw matting and 1 bale of straw.	Work Order: 113020006 Complete	
120 Strassle Dr.	Failing Infrastructure (concrete box and a 20' section of the 24" pipe) was replaced and tightly sealed with sections of 6 oz geotextile fabric around the joints to ensure that soil could not enter and undermine the new system. The pipe and structures were bedded with 3/4" stone and backfilled for support with soil to existing grade. The site was stabilized with contractor blend seed and mulched with 5 bales of straw and 1 roll of straw matting.	W/O # 072820006: Complete	
212 Hillwood Dr.	8ft of concrete was installed to extend driveway culvert to convey runoff away from residence along designated pathway.	WO#-113020008 Complete	

STREET SWEEPER

Monthly Time Log

Date	Time (Hrs)	Mileage	Tons	Streets
12/02/20	4	10	7	Highway 31W & Raymond Hirsch
12/03/20	7	23	11	Highway 76 & Parade Route, Industrial Dr.
12/22/20	4	12	9	Northwoods Subdivision, City Hall
Totals:	15	45	27	

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

Stormwater Division

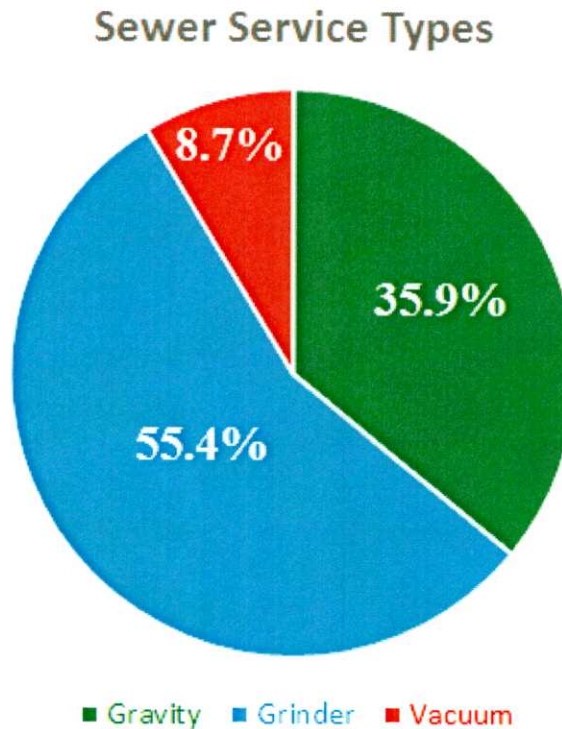
Total Hours Worked	FY 15/16	FY 19/20	31- Oct	30- Nov	31- Dec	YTD 20/21
Stormwater	5,744	7,204	848	819	982	5,846
Work Orders	0	69	15	13	11	79
Overtime	508.5	262	0	0	26	108
Facility Maintenance	3,494	638	55	37	107	267
Fleet Maintenance	1,034	314	50	56	74	272
Administrative	385	1,138	108	96	116	854
Drainage Work (feet)	0	3,988	367	413	545	1,950
Drainage Man Hours	0	1,371	178	192	228	1,700
Debris Removed Load	0	188	9	10	6	152
Sweeping Man Hours	0	309	51	24	26	152
Mowing Hours	0	102	0	0	0	3
R-O-W Hours	0	1,506	12	1	57	108
Shoulder/Curb Hrs	0	0	1	0	0	40

Public Services Department - Wastewater Division
December 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 December 31st, 2020, City personnel count a total of 5,363 sewer system connections. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	1,926
Low-Pressure Grinder Sewer Connections	2,972
Vacuum Connections	465



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

811 Utility Locate Service:

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

<u>Line Marking</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>December 2020</u>	<u>YTD</u>
Tennessee 811	1,691	1,670	1849	2315	2680		220	1,039

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
December 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>		Dec 2020	YTD
North Palmers Chapel	35	22	23	8	3		0	0
Calista Road	24	55	13	4	2		0	1
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		0	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		0	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		0	3

Alarms –

We had no lift station or plant alarms in the month of December.

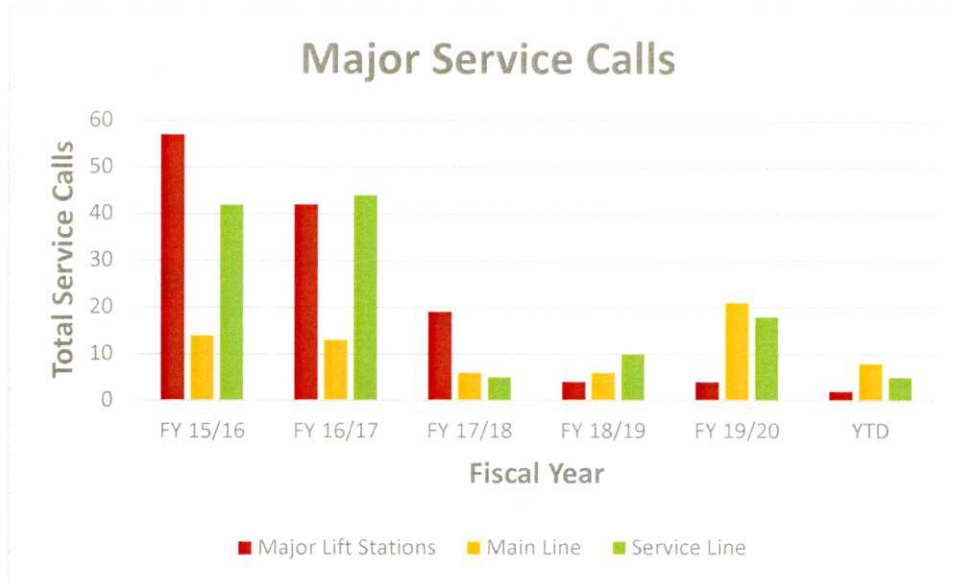
System Repair Goals:

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

The mainline and service line repairs are mitigated in a large part by the 811-line marking program. However, we do encounter residents or contractors that dig without notifying the 811-call center. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

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

<u>Repairs</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		<u>Dec 2020</u>	<u>YTD</u>
Major Lift Stations	57	42	19	4	4		0	2
Main Line	14	13	6	6	21		2	8
Service Line	42	44	5	10	18		2	5



- 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 (initial repairs were evaluated on 12-03-2020 and deemed inadequate). We are waiting on the drive to be repaired. There is an issue with the pressure gauge sending an alarm every time the pumps run. This is not causing any issues with performance, and the gauge is being replaced under warranty. Replacement of the pressure sensor has not taken place at this time. Southern Sales is having difficulties acquiring the part from Gorman Rupp.**
- The Parks** – The “temporary” lift station at the Parks subdivision was also started successfully. This station will allow for about 160 homes to be built while waiting on Gorman & Rupp to deliver the permanent station. **The permanent station is ready for shipment to the site, and awaiting installation of the new 10” force-main before delivery. Caleb Fuqua has agreed to hold the installation of the new station until the 10” force main is operational, due to force-main pressure/flow concerns. According to Mr. Fuqua, this force-main is planned for completion in February-March 2021.**
- 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
December 2020**

5. **Sewer Model Update** – The Sewer Model Update being conducted by Jacobs Engineering remains underway. The model has been completed on the Southern Force-Main, with Jacobs shifting to final data acquisition and testing of the Northern Force-Main and Western Force-Main. Jacobs has also expressed that they are ready to move into the Master Plan Update stage of the project, which can begin concurrently with the Model Updates to the Northern and Western mains. **Completed Model Update for the Southern Force-Main and Copes Crossing lift-station has revealed that they have exceeded their designed capacity, and will need to be upsized (or have existing flow removed) to accommodate further development on the southern and eastern sides of town. Additionally, the Meadowlark and Union lift stations have reached their wet-weather capacities. Crews have identified sources of infiltration and inflow (“I&I”) and are working to resolve, beginning with Meadowlark station. We are working with Jacobs on final data acquisition for the Northern and Western force-mains for the Model Update, and Jacobs has been given the notice to proceed for the Master Plan Update.**

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

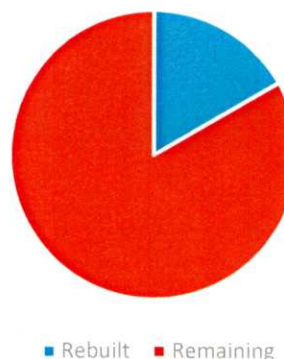
<u>Work Orders</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>		Dec 2020	YTD
Vacuum System Service Request	87	172	143	112	82		2	24
Gravity Service Request	5	12	0	10	13		1	4
Low Pressure Service Request	530	716	621	728	770		73	329
Total Pumps Replaced	313	338	401	361	449		37	215
Total Pumps Rebuilt	n/a	n/a	n/a	n/a	n/a		0	25
Grinder Tank PM Program	n/a	58	63	358	267		18	146
Inspection for New Service	36	23	54	103	226		43	188
Final Inspection for New Service	37	55	56	62	110		22	89
Sanitary Sewer Overflow (SSO)	6	9	1	3	49		2	6
Odor Complaints	16	17	28	43	43		3	23

**Public Services Department - Wastewater Division
December 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.

20.0% of Pumps Rebuilt



Treatment System Activities:

Wastewater Treatment Plant Goals:

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

<u>Parameter</u>	<u>Sept - 20</u>	<u>Oct - 20</u>	<u>Nov - 20</u>	<u>Dec - 20</u>	
Flow – To Creek	0.427 MGD	0.563 MGD	0.645 MGD	0.703 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.102 MGD	0.077 MGD	0.0 MGD	0.00 MGD	
Total Flow Through Plant	0.529 MGD	0.640 MGD	0.645 MDG	0.703 MGD	
Capacity	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MDG	
% of Plant Throughput	37.8%	45.7%	46.1%	50.2%	(0.703 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	1.12 MDG	(1.4 MGD x 80%)
% of Allocated Capacity	47.2%	57.1%	57.6%	58.6%	(0.703 MGD) / (1.12 MGD)
Rainfall	2.60"	4.16"	3.48"	4.69"	

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

- Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility. The City has consulted with vendors to discuss potential chemical treatment options for phosphorous, and have completed jar-testing of potential options. The next step will be determining a feasible injection point for the chemical additive. The retest of C. Dubia (water flea) portion of the Whole Effluent Toxicity (WET) failed. We are currently under a TIE/TRE test as dictated by our NPDES permit. This test is designed to determine what substance, or combination of substances, is interfering with the C. Dubia's ability to reproduce.

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

2. **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 approved resolution to apply for SRF Loan.
 - City triggered to begin 2-week period to address FNSI Public Comments (comment period has expired with no comments submitted).
 - TLDA triggered to approve the Facilities Plan (approval has been issued).
 - City submitted SRF Loan Application packet (11-11-2020).
 - TLDA has approved SRF Loan Application (late December).
 - City submits Performance Standards Summary to TDEC for final approval (early-January).
 - TDEC provides final approval of Performance Standards Summary (anticipated mid-January).
 - City begins 6-week advertisement period for Construction Bids for WWTP (anticipated mid-January).
 - City submits completed Fiscal Sustainability Plan to TDEC (anticipated mid-January).
 - City begins review process for Construction Bids for WWTP (anticipated late-February).
 - City selects winning bid following review process (anticipated early-March).
 - City begins advertisement of winning bid for City Board Meeting agenda (anticipated early-March).
 - City Board of Mayor and Aldermen vote to approve winning bid (anticipated late-March).
 - City submits winning bid to TLDA for approval (anticipated late-March).
 - TLDA approves winning bid (anticipated mid-April).
 - City notifies bid winner, contract executed (anticipated late-April to early-May).
 - City issues Notice To Proceed (anticipated mid-May).
3. **H2S & Ferric Sulfate:** Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. **The feed rate is 19 gallons per day at the Union Road lift station and 25 gallons per day at the Old Tyree lift station.**
We are currently looking at alternative processes for H2S control in this area. With all that has been added to the Copes Crossing lift station, ferric sulfate is no longer working as well for odor control.
4. **Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly.

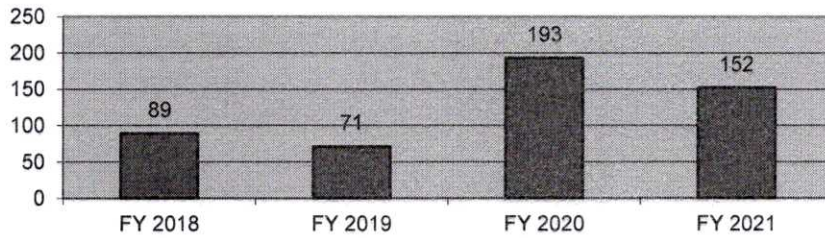
The PAA feed rate is operating at a constant 3.00 parts per million (ppm). The average residual was 0.23 PPM with a max residual of 0.31 PPM. *Last month the feed rate was 3.00 ppm.*

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

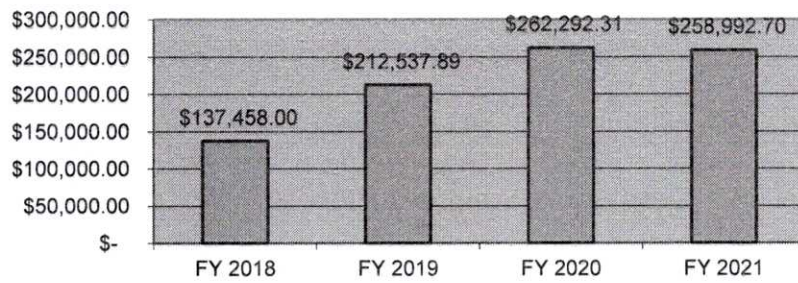
Our E Coli testing for the month was an average of 29.8 CFU’s which is well below the limit. *Last month the average was 33.2.*

**Planning and Codes Department
DECEMBER 2020**

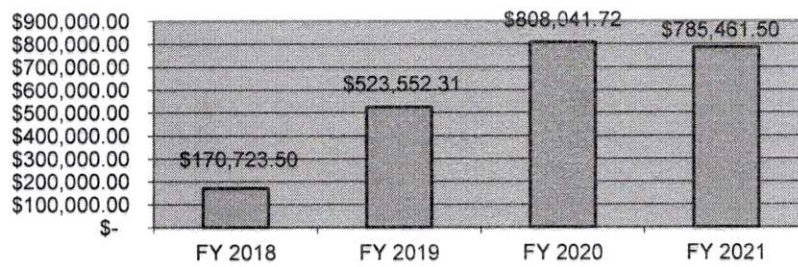
Single Family Permits



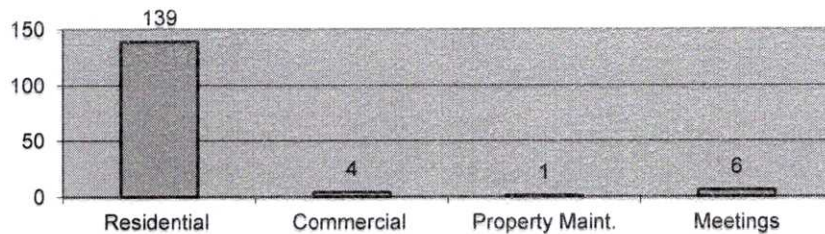
Impact Fees



Permit Fees



Monthly Inspections / Meetings



**Planning and Codes Department
DECEMBER 2020**

	Month	FY2021	FY2020	FY2019	FY2018
MEETING AGENDA ITEMS#					
Planning Commission	6	39	69	66	69
Construction Appeals	0	0	0	0	1
Zoning Appeals	0	4	5	6	7
Tech. Review/Study Session	1	1	2	0	1
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	23	152	193	71	89
Multi-Family Residential	0	0	0	13	5
Other Residential	4	40	91	93	238
New Commercial	0	2	6	3	3
New Industrial	0	2	0	1	0
Other Com/Ind	1	12	23	33	31
Sign	1	6	14	25	24
Occupancy Permits		21	14	25	24
Commercial Certificate of Occupancy-					
Other	1	1	12	3	14
BUILDING INSPECTIONS					
Residential	139	1010	2858	2411	1112
Hours	5	406	699.58	414.98	383.59
Commercial /Industrial	4	56	110	179	165
Hours	2.5	22.93	12.83	179	165
CODE ENFORCEMENT					
Total Cases	1	68	330	179	165
Hours	0.5	27.75	70.24	86.75	75.17
Complaints Received	1	21	116	98	132
MEETINGS					
Administration	4	32	58	68	51
Hours	6	55	38.26	103.67	101
Planning	2	29	76	135	73
Hours	3	37.75	96.58	155.5	86.82
Codes	0	5	28	35	27
Hours	0	3	37.85	40.16	18.67
FEES					
Permit Fees	\$210,706.10	\$ 785,461.50	\$ 808,041.72	\$ 523,552.31	\$170,723.50
Board Review Fees	\$2,150.00	\$ 77,700.00	\$ 11,000.00	\$ 3,750.00	\$4,683.00
City Impact Fee	\$127,613.70	\$ 258,992.70	\$ 262,292.31	\$ 212,537.89	\$137,458.00
Roads	\$59,373.00	\$ 125,746.00	\$ 77,860.90	\$ 98,885.80	\$112,424.58
Parks	\$9,108.00	\$ 56,232.00	\$ 74,646.00	\$ 23,140.00	\$ 10,163.90
Police	\$35,622.90	\$ 78,213.90	\$ 59,096.30	\$ 11,704.30	\$ 8,971.20
Fire	\$23,509.80	\$ 51,577.80	\$ 36,749.61	\$ 23,344.29	\$ 5,963.72
OTHER ITEMS					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 15	\$ 3,790,398.24	\$3,374,092.67	\$1,633,984.00	\$922,141.63	\$573,840.00
Builders Bonds	0.00	\$ -	\$ 18,000.00	\$ 69,366.43	\$45,366.43
Workings Days in Month	15	17	17	16	15

**Parks, Recreation, & Cultural Arts Department
Monthly Report December 2020**

Summary of Month's Activities

December is always one of the slower months with the holidays and everyone starting to do everything indoors but we were still able to accomplish quite a bit this month.

We were able to get back going on the maintenance shop this month. They have started preparing for painting and flooring. They've also started moving equipment and furniture and everything in preparation to move into the building soon and even created a break area already. Additionally, they removed the old office out of the old building, which created more space in there for extra storage of our equipment. The building is really starting to take shape now that we have been able to get back on it. Pictures of the progress are below:



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

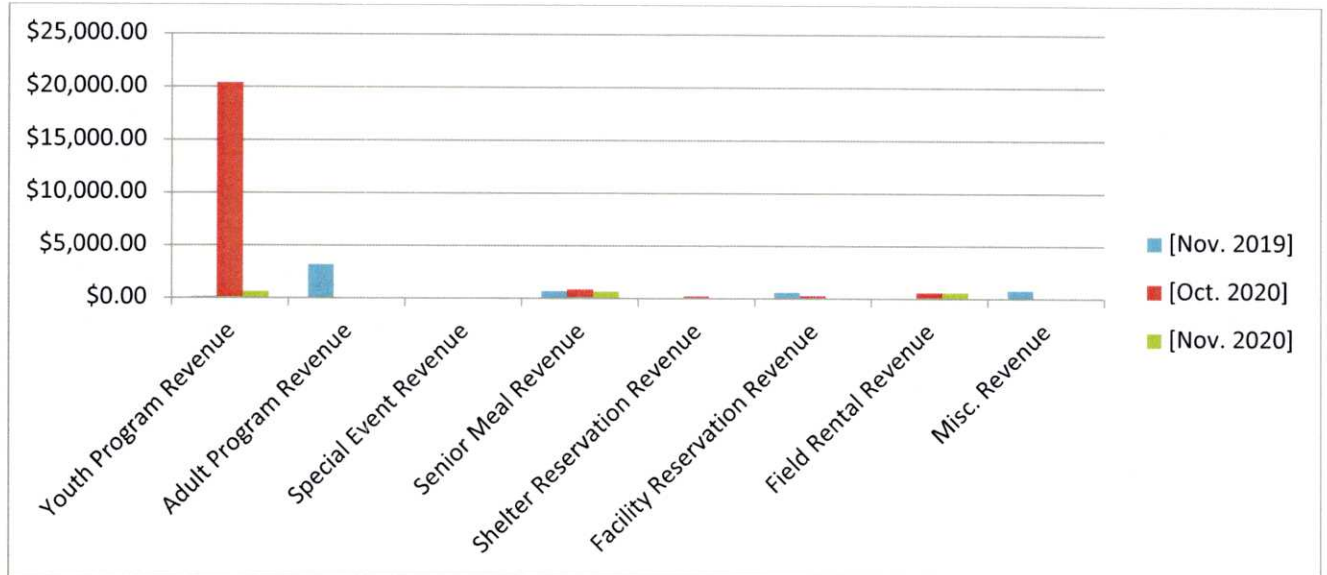
The LPRF Grant application process has been completed. Now we will just await word on that. Again, this is for the second phase of this project which includes installing a large parking lot on the front of the property and extending the parking lot on the backside as well as sidewalks and lighting.

Not much was accomplished at the Dog Park this month. We are still in the process of trying to get a hole dug for the foundation for the shade structure. Once that is done we will begin the installation process and then we will almost be wrapped up with the second phase of the Dog Park project. We still lack some dirt work to be done and to finish up the tubes.

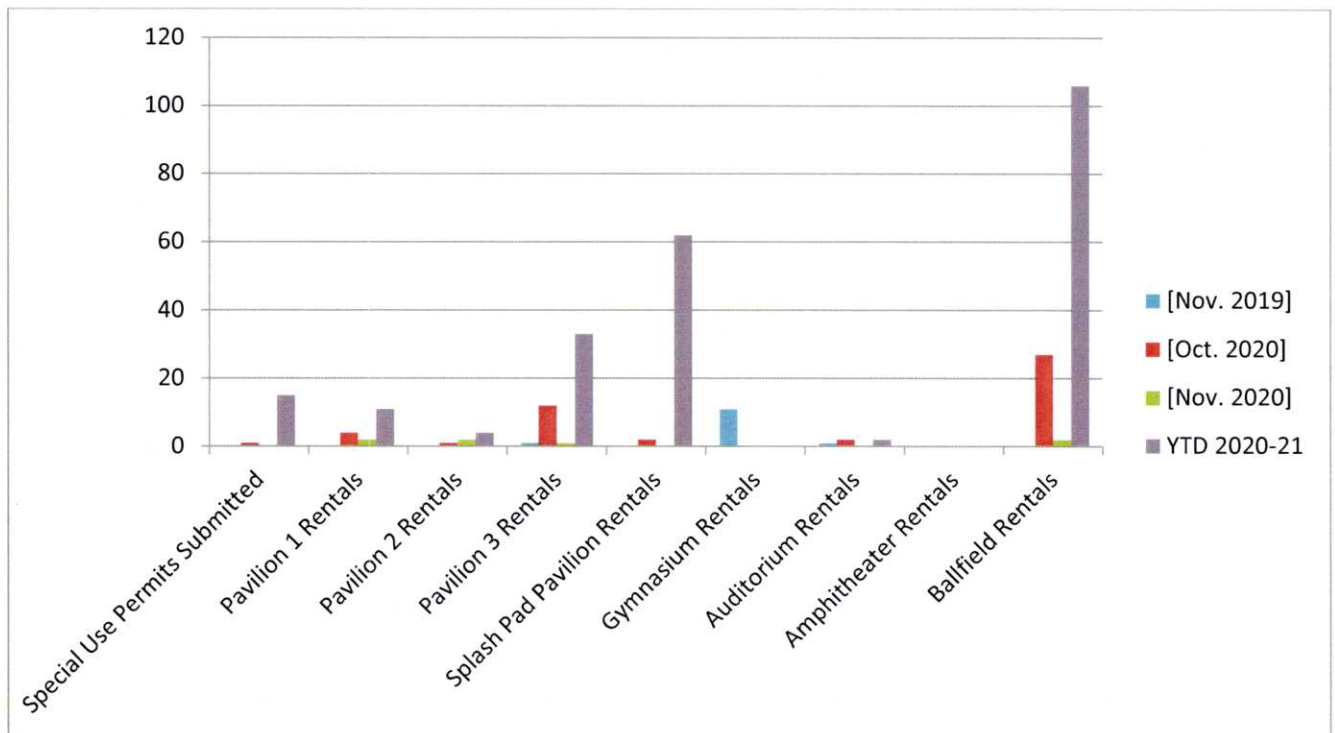
Other CIP projects this year include: paving the Greenway, buying a new Skid Loader (will be ordered next month), and a new Columbarium for the Cemetery (currently on order).

**Parks, Recreation, & Cultural Arts Department
Monthly Report December 2020**

Revenues



Facility Usage



**Parks, Recreation, & Cultural Arts Department
Monthly Report December 2020**

Recreation

Unfortunately, the Assistant Director came in contact with a family member who had the coronavirus and got sick themselves. They were out of the office for two weeks and missed some of our December events.

The White House Christmas Parade happened on December 5th at 1pm. Dr. Kumar was unable to attend as our Grand Marshall. Plaques were given out to Long Hollow Baptist Church for first place, Temple Church for second place, and Northridge Church for third place.



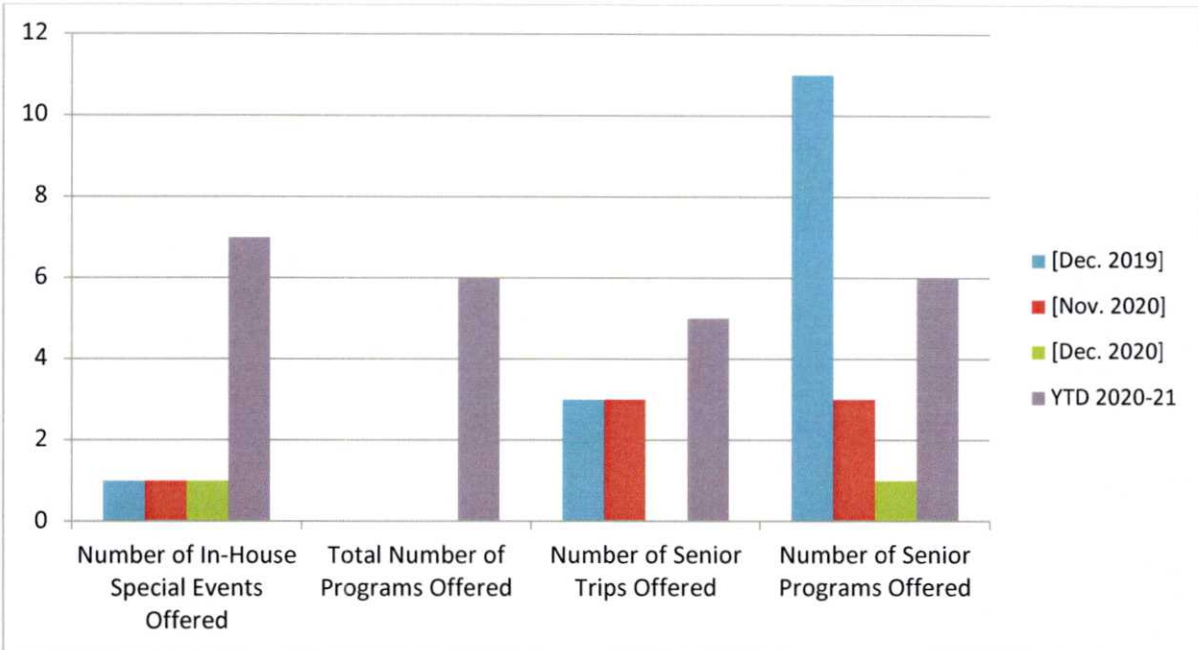
Basketball practiced during the month of December in preparation for games to begin on December 14. The decision was made to postpone basketball until after the new year with Robertson/Sumner County schools choosing to go to remote learning before Winter Break. We will resume the season when it is deemed acceptable to return to sports. All uniforms have been ordered and picked up for the season and equipment has been ordered and awaiting pickup. Background checks for coaches have been completed in our league with no issues to report.

The floor covering for the gym was delivered and put down for our annual Christmas lunch this year. Members of the Park's staff were able to get it unrolled and taped down prior to the meal.

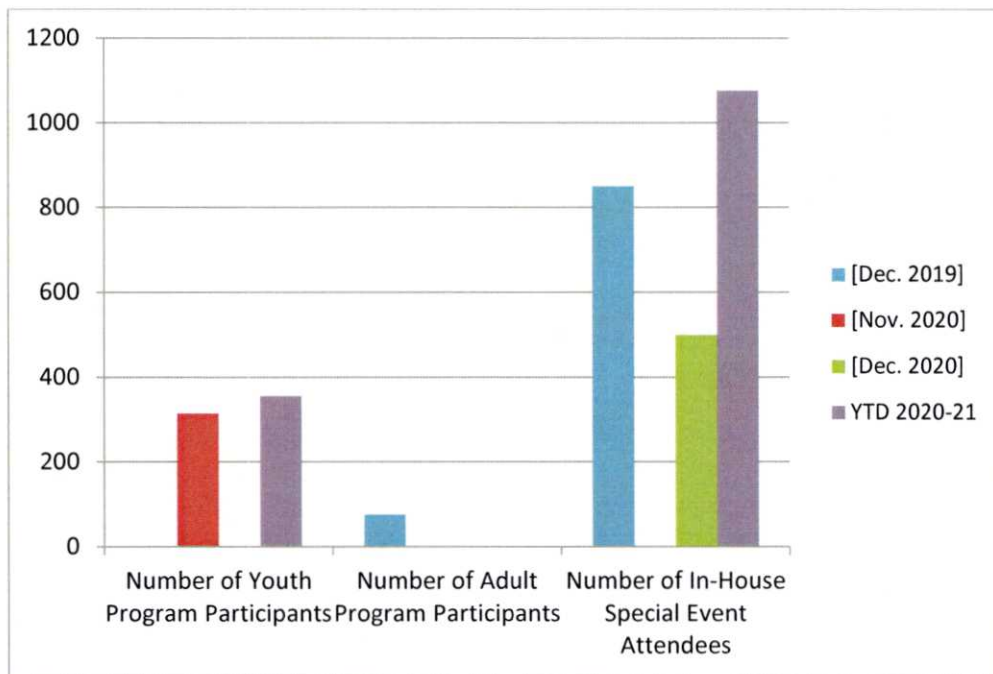
Upcoming sports such as Baseball, Challenger Baseball, Softball, and Girls' Volleyball will be decided once it is safe to resume sports.

**Parks, Recreation, & Cultural Arts Department
Monthly Report December 2020**

Programming Opportunities



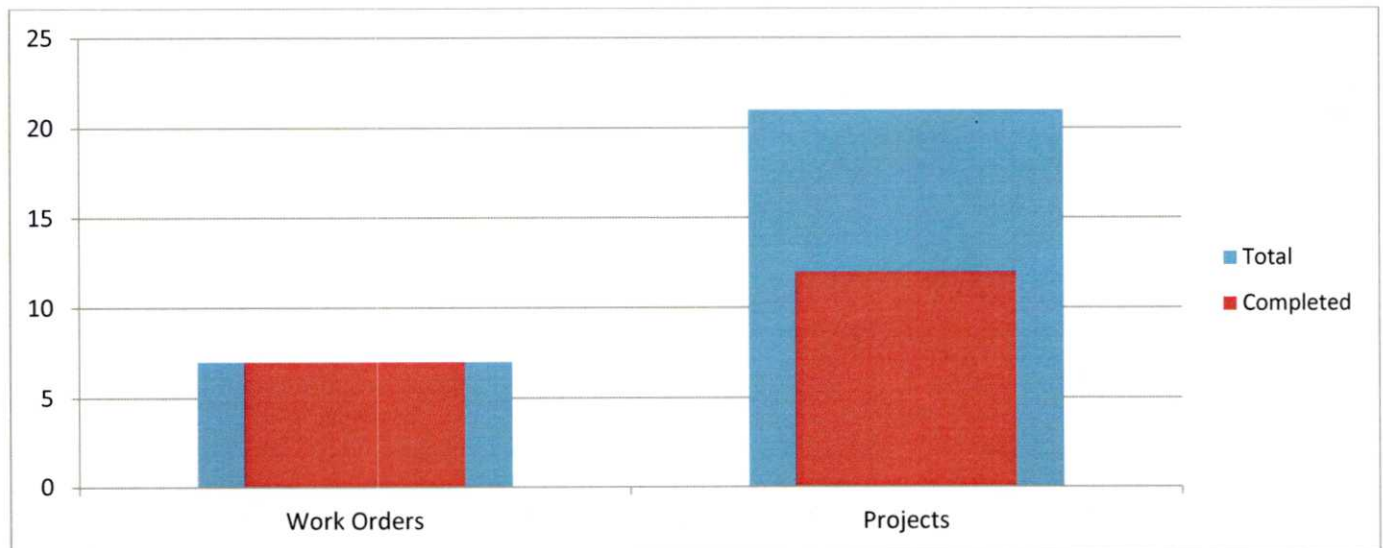
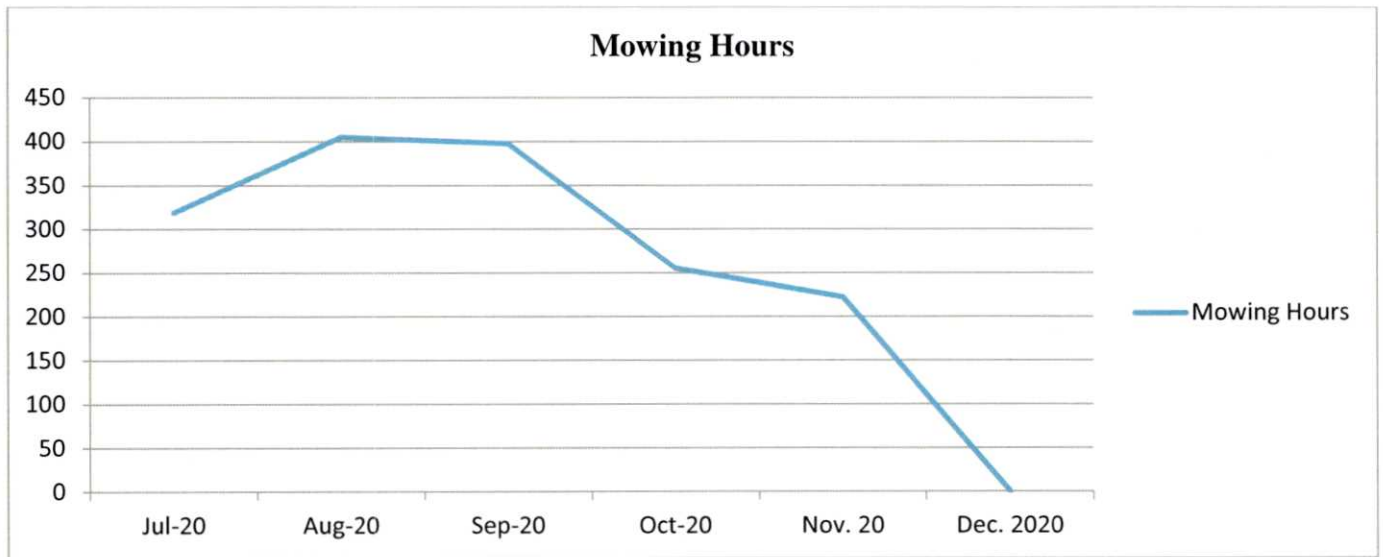
Programming Attendance



Parks, Recreation, & Cultural Arts Department
Monthly Report December 2020

Maintenance

- Began taping and mudding the new shop
- Began moving into the new shop
- Wired up the new water heater
- Did extensive cleaning/purging of the outside area around the shop/prepping for the move
- Tore out the office in the old shop
- Purged the old shop of all the junk that we could find
- Rewired the light switch and the lights in the old shop
- Mended graves
- Dug and poured foundations at the cemetery



**Parks, Recreation, & Cultural Arts Department
Monthly Report December 2020**

Museum

Volunteers

Volunteers helped add some new items to tool and Civil War displays. Also, volunteers participated in the Christmas parade. For the month of December, the Museum volunteers worked for a total of 16 hours.

Exhibits

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

Tours at Museum

A few walk-through tours have been provided.

Christmas Parade

The Museum's float represented essential workers of the past with costumes from fire department, EMT, sheriff and nurse.



Gifted Donations

December 1 – Terry Palmer gifted items for the general store display. 3 empty boxes of cartridges, 1 empty box Williams Shave Soap, 1 obsolete jump suit from Volunteer Ambulance Service 1970-80's.

December 10 – Gretchen Mofield and her sister gifted framed picture of WHHS Marching Band in Washington DC from April 1978 in honor of her brother Ben Albert.



Washington DC, April 1978

**Parks, Recreation, & Cultural Arts Department
Monthly Report December 2020**

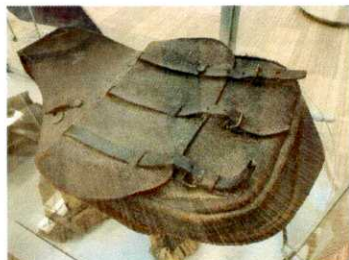
Loaned Items

December 1 – Terry Palmer loaned an antique milking stool.

December 7 – Terry Palmer loaned a butter churn which served three generations of his family.

December 14 – Terry Palmer loaned a M. 1860 Calvary Saber.

December 21- Terry Palmer loaned a Model 1904 Calvary saddlebags.



Model 1904 Calvary Saddlebags

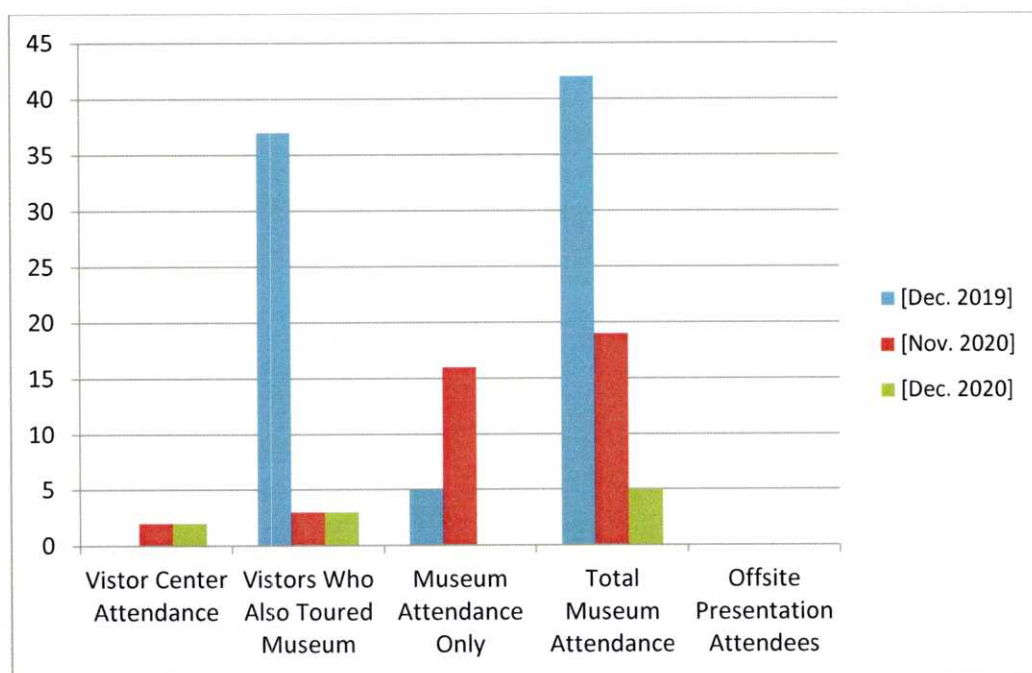
Ongoing Tasks

Continued work on collecting and scanning and sorting of pictures for the 50th Celebration for 2021. Researched and requested quote for display to be used with 50th Celebration pictures.

Visitors' Center and Museum Attendance

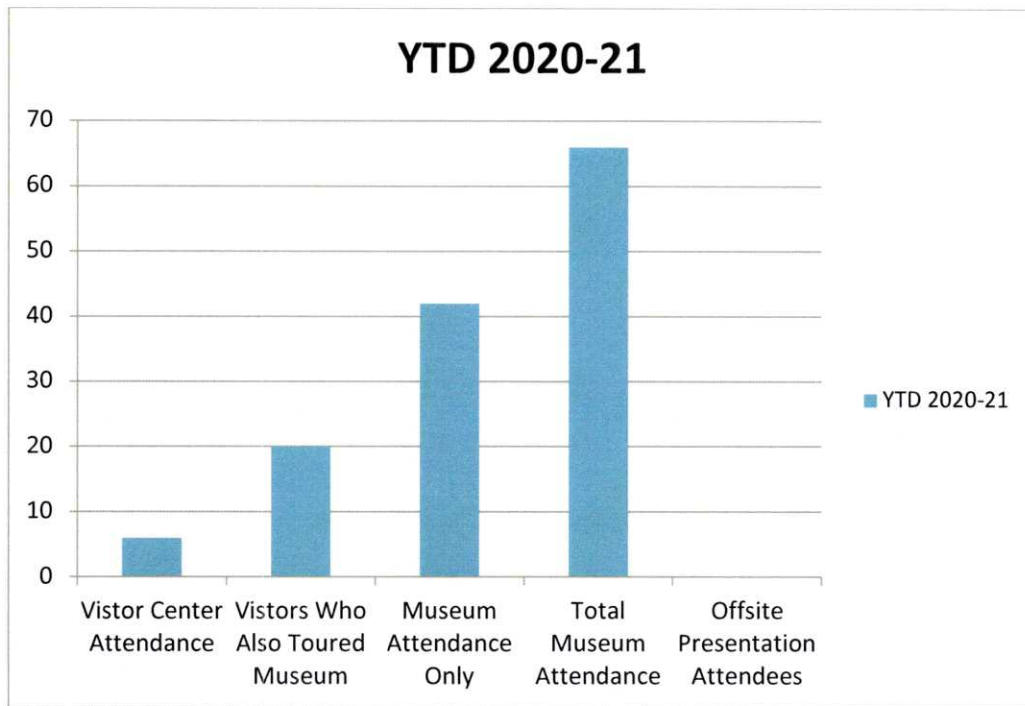
Visitors' Center	Visitors Who Also Toured Museum	Museum	Total Museum Visitors	Off Site Presentations Attendees
2	3	0	5	0

Museum/Visitor Center Usage



**Parks, Recreation, & Cultural Arts Department
Monthly Report December 2020**

Museum/Visitor Center Usage YTD

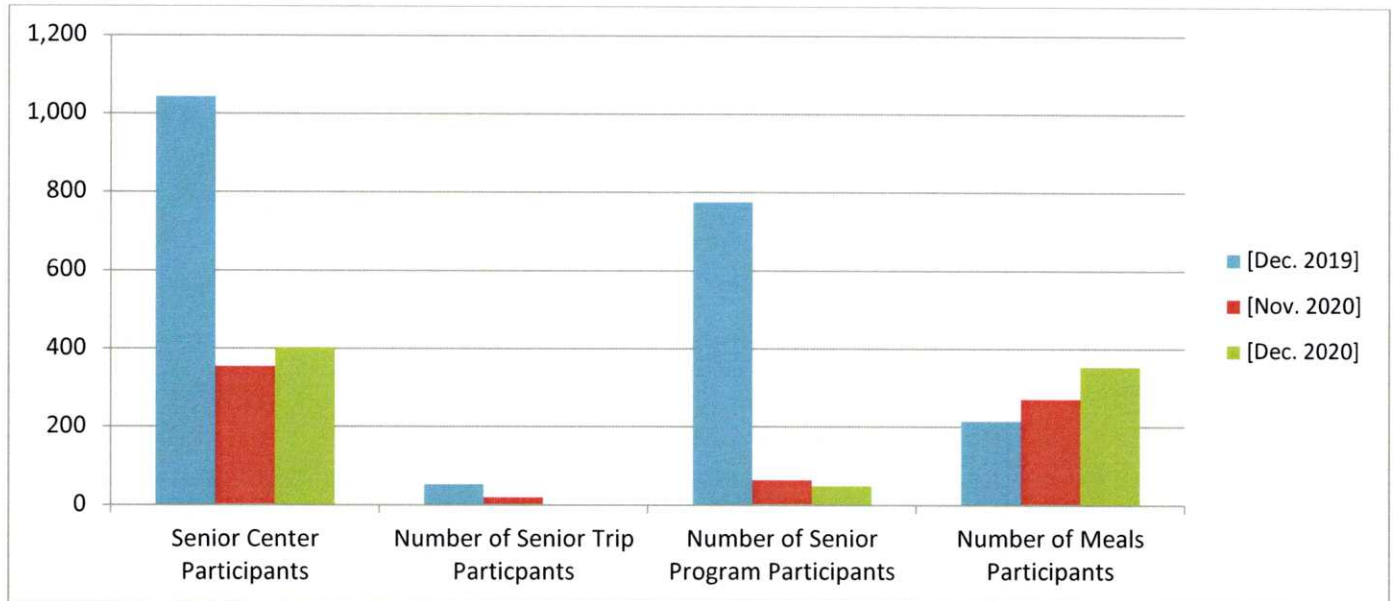


Senior Center

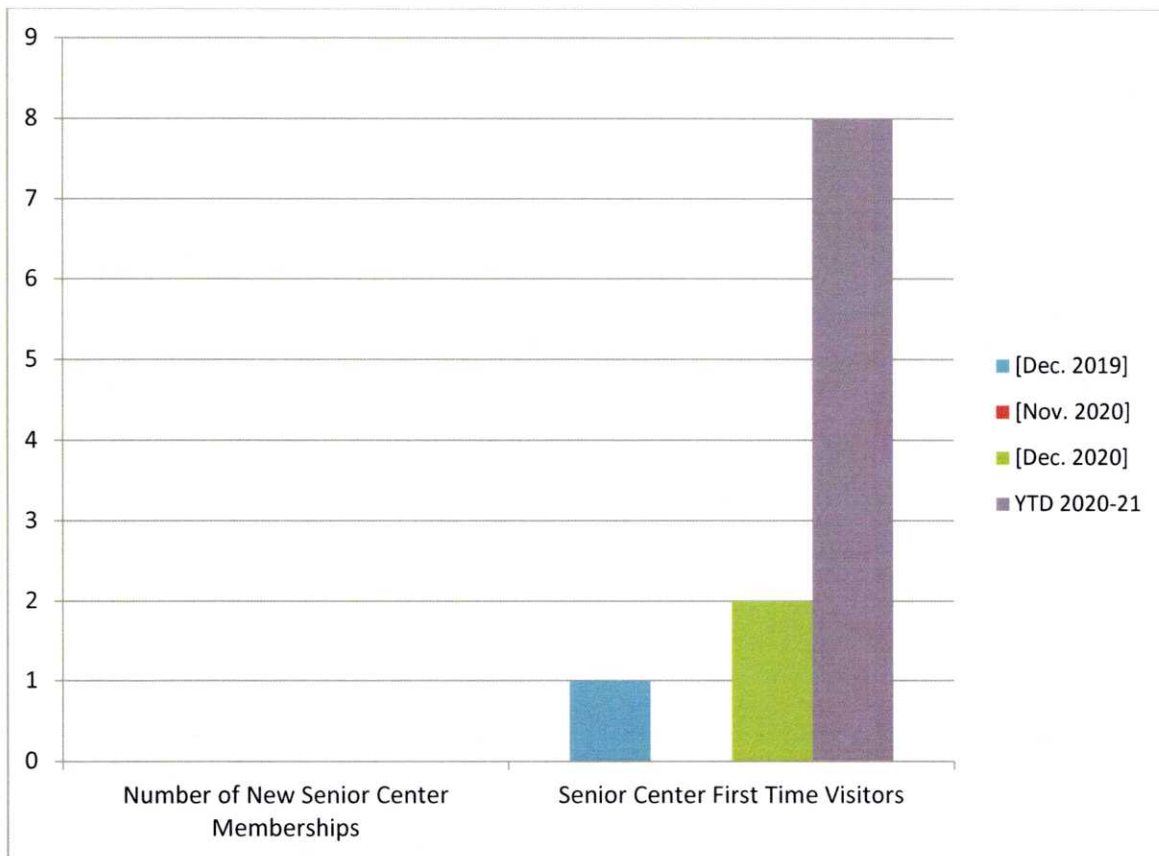
Senior Center Participation - December 2020			
<u>Outings/Events:</u>			
Total	0		
		<u>Sr Meals Wednesdays</u>	
		95	
		84	
		106	
		69	
		354	TOTAL
<u>Programs:</u>			
Sittercise	49		
Walk			
TOTAL	49		
NEW MEMBERS	0		
FIRST TIME ATTENDEE	2	Kim S & Dorothy	
TOTAL Sr Center Participants:	403		

**Parks, Recreation, & Cultural Arts Department
Monthly Report December 2020**

Senior Programming/Attendance



New Senior Memberships/First Time Visitors



**White House Public Library
December 2020**

Summary of Activities

The library director attended a number of different training sessions in December. She attended four different Tennessee Electronic Library related sessions. Some of the topics covered in the TEL trainings included: testing resources, resume building, learning languages, and research and homework resources.

Aside from the TEL training, the director attended the regional library's tech audit session. During this training, the teacher discussed ways librarians can meet different tech related state standards. The director will use some of these tips, specifically adding free editing programs to computers for patron use e.g. photo, video, audio.

The director attended a young adult check-in. At this meeting, the group discussed different things librarians have been doing for teens as well as some summer reading updates. At our library, we have started setting out the teen & tween grab & go kits in two different areas in the library. As a result, the kits are getting picked up even more and we ran out of December kits.

The director received the quote for adding security cameras outside in the patio area. She will go forward with this quote and it should be installed sometime in February. In addition, the director met with the electrician to go over a few more details for lighting in the patio area. The electrician also replaced the plug on the library's sump pump. However, it did not fix the issue and so the city's public works department is going to help get that replaced.

The quote for the new library sign did come in. However, before the director moves forward with this, she is waiting for the quote on the lights to see if both projects can be done this fiscal year.

The friends of the library purchased the library staff a catered meal and t-shirts. This was a nice gift to receive after a trying year.

The library director met with the budget committee on December 15th. The group looked at adding more to the hot spot fund, summer reading performers, small items of equipment, receipt printer software, and funds for a virtual tour. The budget did pass the committee. The director will now bring it to the library board to vote on before taking it to the city.

The library had two different people who were confirmed to have COVID come into the library to fax their COVID test results to their employer. The library director was going to work on a solution to keep positive COVID cases from coming in to use the fax machine. However, the library's fax line is currently down due to the AT&T building damage, which should keep those individuals out of the library.

The library director started working on updating expired library cardholders, which is one of our goals on the long-range plan. The director sent out an email to all those with an email address letting them know their cards were expired. We had a good response of individuals then call and renew their card. We then started calling those patrons who do not have an email on their account. This goal will take time to complete, but we have already made good progress.

Department Highlights

The highlight for the month was that we were able work on several projects such as attending more virtual trainings, starting the card update project, getting quotes and work started, and moving around the grab & go kits so that they are being picked up more.

**White House Public Library
December 2020
Performance Measures**

Official Service Area Populations

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

December Membership

Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	53	236	11,788	85
2017	44	320	6,986	50
2018	62	219	8,262	58
2019	41	211	9,392	67
2020	38	528	7,078	49

The library staff is activity working on updating their expired cardholders since so many people did not come into the building due to COVID. We are renewing cards over the phone so that way people can still use universal class, READS, etc.

Total Material Available: 37,298

Estimated Value of Total Materials: \$932,450

Last Month: \$929,700

Total Materials Available Per Capita: 2.60

Last Month: 2.59

State Minimum Standard: 2.00

Materials Added in December

2016	2017	2018	2019	2020
335	154	119	247	120

Yearly Material Added

2016	2017	2018	2019	2020
3,674	3,602	3,123	3,004	3,025

Physical Items Checked Out in December

2016	2017	2018	2019	2020
3,676	3,512	3,512	4,464	4,133

Cumulative Physical Items Check Out

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	50,042

We are still have a good amount of checkouts even with a limit of 5 items per person and COVID cases rising.

December

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	33	59	47	26	52
Study Rooms	54	69	82	81	16
Lego Table	247	120	83	103	0
Games and Puzzles	41	43	53	87	140
Seeds	20	1	0	1	4
Test Proctoring	0	4	3	8	0
Charging Station	20	10	6	27	6
STEAM Packs	*	*	15	25	0
Cake Pans	*	*	6	8	0
Notary Services	*	*	*	2	8
Library Visits	*	*	3,911	4,252	2,395
Website Usage	*	*	836	1,358	1,920
Reference Questions	14	7	2	6	10

Yearly Totals

2016	2017	2018	2019	2020
299	585	644	137	381
821	828	1,082	253	305
2,094	2,643	1,891	553	459
510	528	743	222	955
82	1,197	586	112	302
9	56	152	27	74
26	86	90	19	47
*	*	148	61	25
*	*	6	1	28
*	*	*	16	88
*	*	52,565	55,728	30,007
*	*	2,517	16,935	17,977
80	115	59	77	60

December

Library Use	2018	2019	2020
Library Volunteers	17	19	7
Volunteer Hours	98	146	99.5

Yearly Totals

18-19	19-20	20-21
82	36	11
809	1,286	506.5

We do not have as much work for our volunteers, so we have only been allowing so many to volunteer at a time.

Computer Users

December	2016	2017	2018	2019	2020
Wireless	691	705	511	423	441
Adult Computers	282	225	328	270	232
Kids	137	88	118	114	0

Yearly Computer Users

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	3,829
4,640	4,413	4,642	1,103	2,138
2,136	2,209	2,088	556	427

**White House Public Library
December 2020
Performance Measures**

Universal Class December Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
0	4	42	52	21

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	53	1,771	800

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	2	83	0	1	2

Monthly

Dec. Kids	Kids Sessions	Kids Attendance
2016	10	98
2017	8	121
2018	12	177
2019	9	445
2020	0	17

Yearly Totals

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
43	1,185

Grab & Go Kits

Kits Offered	Picked Up
6	245
Yearly	
38	1,094

Virtual Programs

Videos	Views
2	35
Yearly	
24	4,182

In December, we offered two virtual story times and six different grab and go kits. Almost all of it kits we put out were picked up.

Monthly

Dec.	Teen Events	Teens Present
2016	1	2
2017	2	16
2018	2	2
2019	3	115
2020	0	0

Yearly

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

Monthly

Dec.	Tween Events	Twens Present
2019	1	107
2020	0	0
Yearly		
2019	10	150
2020	5	18

Combined Programs

Teen/ tweens	Dec	Yearly
In-person Session	0	0
Attendees	11	77
Grab & Go Kits	3	13
Taken	45	152
Virtual videos	2	12
Views	40	1,591

In December, we offered three different grab and go kits for teen/tweens. Forty-five teen/tween kits were put out and all were picked up. More kits for this group will be put out in January. In addition to the kits, staff made tutorial videos showing how to make each kit.

Monthly

Dec Adults	Adult Sessions	Adult Attendance
2016	8	399
2017	9	41
2018	9	284
2019	11	532
2020	1	17

Yearly

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
42	214

Device Advices	Dec	Yearly
2019	*	125
2020	0	51

Interlibrary Loan Services

December	2016	2017	2018	2019	2020
Borrowed	44	27	47	66	28
Loaned	20	23	35	15	10

Yearly Interlibrary Loan Services

2016	2017	2018	2019	2020
668	562	690	690	534
249	305	410	410	151

Dec 2020 R.E.A.D.S.

Adults	Juvenile
1387	79

2020-2021 totals

Adults	Juvenile
9,016	497

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

December 2020

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH \$3,562.53

TOTAL MONIES COLLECTED YTD \$24,779.48**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH \$564.85

TOTAL MONIES COLLECTED YTD \$9,134.74

TOTAL REVENUE FOR MONTH \$4,127.38

TOTAL REVENUE YTD \$33,914.22**DISBURSEMENTS**

LITIGATION TAX \$316.22

DOS/DOH FINES & FEES \$147.25

DOS TITLE & REGISTRATION \$114.00

RESTITUTION/REFUNDS \$0.00

ONLINE CC FEES \$40.03

CARD FEES \$24.00

WORTHLESS CHECKS \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$641.50

TOTAL DISBURSEMENTS YTD \$4,128.43

ADJUSTED REVENUE FOR MONTH \$3,485.88

TOTAL ADJUSTED REVENUE YTD \$29,785.79**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH \$1,961.06

DRUG FUND DONATIONS YTD \$3,706.67

Offenses Convicted & Paid For Month	Count	Paid
Animal Control/Misc	2	\$95.00
Financial Responsibility Law	13	\$542.61
Registration Law	11	\$733.02
Improper Equipment	1	\$10.00
Child Restraint		
Improper Passing		
DL Exhibited	1	\$0.00
Red Light	3	\$240.00
Careless Driving	2	\$132.50
Stop Sign	3	\$310.00
Speeding	13	\$1,328.37
Seat Belt	2	\$40.00
Failure To Yield	1	\$55.00
Exercise Due Care		
Texting/Hands Free Law	1	\$36.00
Total	53	\$3,522.50

RESOLUTIONS....

RESOLUTION 21-01

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

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

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 21st day of January.

Michael Arnold, Mayor

ATTEST;

Derek Watson, City Recorder

5.11. PERFORMANCE APPRAISAL / EVALUATION

Formal employee evaluations will be conducted annually during the month of January for the preceding calendar year. It is expected that each Department Head, Supervisor and/or other Department designee complete and disseminate evaluations accordingly to respective employees/direct reports. Each employee is afforded an opportunity to meet "individually" with his/her evaluator to discuss evaluation ratings. Completed/Signed evaluations are then forwarded to the Department of Human Resources and City Administrator for appropriate review and filing. Performance appraisals should not be construed to confer any right on the part of the employee to continued employment. The City reserves the right to alter the terms and conditions of employment, including the manner in which performance is or is not appraised. The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal via the City of White House Grievance/Disciplinary Appeal Form located in the appendix section of this manual. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.

The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal via the City of White House Grievance/Disciplinary Appeal Form located in the appendix section of this manual. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.

Rating Period The annual rating period for pay-for-performance begins January 1 of each year and ends December 31. The supervisor will formally meet with each employee at the beginning of the rating period. During this meeting, the critical and non-critical elements and associated performance standards will be discussed, established and recorded. The supervisor and employee may meet again during the rating period to discuss progress. At the end of the rating period, the supervisor and employee will again formally meet to discuss accomplishments and deficiencies, with results recorded on the performance appraisal form. Means to correct deficiencies should also be discussed.

Effective Date for Merit. The award of pay for performance will be given as a rate increase in July following the performance appraisal period as the budget allows. All pay for performance increases will become effective at the beginning of the first full pay period of the fiscal year.

5.12. MERIT / PAY-FOR-PERFORMANCE PLAN

Purpose The purpose of a pay-for-performance system is to provide a mechanism that can:

- provide equal pay for equal performance so that, over time, resulting salaries correspond to performance level;
- recognize and reward quality performance by varying pay-for-performance pay adjustments;
- use performance appraisals and other criteria as determined by the City Administrator, as the basis for determining pay-for-performance adjustments;
- accomplish pay-for-performance within constraints of the salary structure and available funding;
- provide training to improve objectivity and fairness in performance evaluations

Coverage The pay-for-performance system covers all full-time employees of the City of White House. Determining coverage for other positions lies with the City Administrator.

Eligibility Employees are eligible for pay-for-performance if the following criteria are met:

- annual most recent performance appraisal meets expectations;
- employee had no disciplinary suspension or disciplinary demotion issued during the evaluation period;
- department training requirements met;
- employed during the previous calendar year
- ~~worked the full 12-month period;~~ hired on or after January 1, 2020;

6.17. TUITION ASSISTANCE PROGRAM

The City of White House may, within budgetary restraints, provide tuition assistance for an employee taking approved courses of instruction in pursuit of an approved degree.

The following criteria must be met to qualify for tuition assistance:

- A. Full-time, regular employee throughout the duration of the course work.
- B. The employee notified his department head in writing prior to March 31st of the intent to incur Tuition Assistance Program expenses the following fiscal year.
- C. At the approval of the City Administration tuition assistance can include Associate, Bachelors or Master's degree coursework and approved post-secondary career-related certifications.
- D. Tuition assistance for each class within the educational program will be restricted, based on its relationship to the job held by the employee and its degree of value to the City of White House. The employee will complete and submit a Tuition Assistance Program Application to his Department Head. The Department Head, Human Resources Director and the City Administrator will meet to determine if the tuition assistance should be authorized in full or in part. A form is necessary for each class taken.
- E. The cost of assistance shall not exceed \$6,000.00 per fiscal year.
- F. The City of White House Tuition Assistance program requires an employee to repay amounts received for tuition assistance in the event the employee voluntarily separates employment from the City of White House.

By signing the Tuition Assistance Program Application, an employee agrees to repay tuition assistance benefits received under this program based on the following schedule, should the employee voluntarily terminate employment with the City of White House:

Time Elapses <i>The amount of time between the date(s) of the Tuition Assistance payment and the employee's termination date.</i>	Percentage of Repayment <i>Applicable to the amount of Tuition Assistance paid during the 24 months prior to the employee's termination date.</i>
6 months or less	100 percent
More than 6 months, but less than 12 months	75 percent
More than 12 months, but less than 18 months	50 percent
More than 18 months, but less than 24 months	25 percent

Under this provision, the City of White House may withhold from an employee's final paycheck (base salary, bonuses, vacation pay, and/or expense reimbursements), to the extent permitted by applicable law, monies up to the amount due to the City of White House for any Tuition Assistance paid within the above timeframes.

- G. The employee must receive a passing grade (pass in a pass-fail system) or a grade of "C" or above (in a graded system) in order to continue to participate in the tuition assistance program. If an employee receives a failing grade (~~pass fail~~ in a pass-fail system) or a grade of "D" or below (in a graded system) in a class and would like to continue participating in the Tuition Assistance Program, he will be required to reimburse the City of White House for monies spent on that class.
- H. No assistance will be approved for textbooks, supplies, incidental fees or late fees.

An employee interested in tuition ~~reimbursement~~ assistance must turn into the Department Head a request for tuitions assistance prior to the course enrollment. The Department Head, the Human Resources Director, and the City Administrator must approve the request prior to enrollment.

Employees will use off-duty time to attend any course of instruction except if the City of White House requires it.

7.2. DRUG FREE WORKPLACE

7.2.1. GENERAL RULES

7.2.1.1. City employees shall not take or be under the influence of any drug unless prescribed by the employee's licensed physician. Employees who are required to take prescribed or over-the-counter medication shall notify the immediate supervisor should the medication produce any adverse effects which might limit the employee's ability to perform their job.

7.2.1.2. City employees are prohibited from the use, possession and sale of drugs, alcohol or any other controlled substance on City property or in City vehicles.

7.2.1.3. All property belonging to the City is subject to inspection at any time without notice, as there is no expectation of privacy.

Property includes, but is not limited to, vehicles, desks, containers, files and storage lockers.

Employees assigned lockers (that are locked by the employee) are also subject to inspection.

7.2.1.4. Employees who have reason to believe another employee is using alcohol or illegal drugs while on duty must report the facts and circumstances immediately to their supervisor or Human Resources. Failure to do so may result in disciplinary action.

7.2.1.5. Failure to comply with the intent or provisions of this general order may be used as grounds for disciplinary action.

7.2.2. EMPLOYEE TESTING

Current City employees will be required to undergo drug and alcohol testing after a work-related accident or incident within eight (8) hours; if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during working hours within eight (8) hours; or if drawn during random selection per the time limits listed below. Only employees holding safety sensitive positions are subject to random alcohol and drug testing. Safety sensitive positions include police officers, firefighters, positions requiring a commercial driver's license, public works equipment operators, wastewater plant operations.

A minimum of 15 minutes and a maximum of two hours will be allowed between notification of an employee's selection for random urine drug testing and/or alcohol testing and the actual presentation for specimen collection.

Random donor selection dates will be unannounced with unpredictable frequency. Some may be tested more than once each year while others may not be tested at all, depending on the random selection.

If an employee is unavailable (i.e., vacation, sick day, out of town, work-related causes, etc.) to produce a specimen on the date random testing occurs, the City may omit that employee from that random testing or await the employee's return to work.

Supervisors are required to detail in writing the specific facts, symptoms, or observations that formed the basis for their determination that reasonable suspicion existed to warrant the testing of an employee on the Supervisor Checklist for Alcohol/Substance Abuse form. This documentation form shall be forwarded to the appropriate Department Head who shall immediately forward the information to Human Resources.

If an employee is required to submit to reasonable suspicion drug and/or alcohol testing, the employee's supervisor, Department Head, or Human Resources shall drive the employee to the testing center if needed. The employee shall not be allowed to return to work until the test results are received by Human Resources. The employee will be required to use any available paid time off until test results are received. The employee shall not be allowed to drive his/her personal vehicle from City property prior to receiving the results.

7.2.3. REFUSAL TO CONSENT

An employee who refuses to consent to a drug and alcohol test after a work-related accident or incident, if drawn during random selection, or when reasonable suspicion of drug or alcohol use has been identified will be terminated.

7.2.4. CONFIRMATION OF TEST RESULTS

An employee or job applicant whose drug test yields a positive result, indicating the presence of drugs or alcohol, shall be given the opportunity to speak with the Medical Review Officer prior to a final determination. Test results are then forwarded to Human Resources for appropriate action.

7.2.5. CONSEQUENCE OF A CONFIRMING POSITIVE TEST RESULT: JOB APPLICANTS

Job applicants will be denied employment with the City if their pre-employment test result has been confirmed positive.

7.2.6. CONSEQUENCES OF A CONFIRMING POSITIVE TEST RESULT: CURRENT EMPLOYEES

Upon confirmation of an employee's positive test result where the employee has been employed less than two years, he/she is subject to termination.

Employees testing positive who have been employed with the City longer than two years will be required to attend an Employee Assistance Program provided through the City's healthcare provider. Failure to complete the recommended program constitutes immediate termination. Employees will also be subject to random follow-up testing for a period of up to two years after completion of the program.

7.2.7. CONFIDENTIALITY OF TEST RESULTS

To the extent allowed under the Tennessee Open Records Law, all information from an employee's or applicant's drug and alcohol test is confidential and only those individuals with a need to know are to be informed of test results.

7.2.8. CLEARINGHOUSE REPORTING REQUIREMENTS

As part of the continuing efforts to promote safe roadways and to ensure only qualified CDL drivers are performing safety-sensitive duties, a database was created that will contain pertinent information containing CDL drivers' drug and alcohol testing violations. Employers will be required to query the data base on an annual basis for current employees and as part of the pre-employment screening process for all covered prospective employees.

The following outlines the responsibilities for the reporting entity and when and what information is required to be reported to the clearinghouse. They are as follows:

- Prospective/Current Employer of CDL Driver must report within 3 business days:
- An alcohol confirmation test with a concentration of 0.04 or higher.
- Refusal to test (alcohol) as specified in 49 CFR 40.261.
- Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
- Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
- Negative return-to-duty test results (drug and alcohol testing, as applicable)
- Completion of follow-up testing.

- Medical Review Officer (MRO) must report within 2 business day;
- Verified positive, adulterated, or substituted drug test result.
- Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.
- Substance Abuse Professional (SAP) must report within one business day: Successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing (identification of driver and date the initial assessment was initiated).

**CITY OF WHITE HOUSE
PERFORMANCE CORRECTION NOTICE**

Employee Name: _____

Date: _____

Supervisor / Mgr: _____

Department: _____

Discipline Level:

☐ Oral Reprimand

☐ Written Reprimand

☐ Demotion

☐ ~~Suspension PAID~~

☐ Suspension UNPAID

Nature of Incident:

(Check all that apply)

☐ Policy / Procedure Violation

☐ Behavior / Conduct Violation

☐ Performance Issue

☐ Attendance Violation

Description of Incident and Supporting Details: *(Include time, place, date, witnesses, etc. - attach additional supporting documentation if necessary)*

Performance Improvement Plan: *(provide measurable improvement goals, special direction, training, etc. as needed)*

Outcomes and Consequences: *(provide timelines, probationary periods, etc. and expectations if recurrence of violation)*

Employee Comments Rebuttal: *(attach additional sheets if necessary)*

Employee Acknowledgement: I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider prior to signing. By signing this document, I commit to follow the standards of performance and conduct outlined in the City of White House Personnel Manual.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Department Head Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

City Administrator Signature: _____

Date: _____

Original: Human Resources

Copy: Employee

**CITY OF WHITE HOUSE
PERFORMANCE APPRAISAL TOOL**

Employee: _____

Department: _____

Job Title: _____

Appraisal Period: _____

Appraisal Type: ~~Six Month~~ ☐ 90-Day ☐ ☐ Annual ☐ Other ☐

Rating Key: Meets Expectations = M/E Does Not Meet Expectations = DNM/E

Job Performance, Knowledge, and Skills:

- | | | |
|---|------------------------------|--------------------------------|
| 1. Understands and applies job related knowledge and skills. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Updates skills through education and training. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Adapts to changes in the job, work methods and surroundings. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Maintains reliable attendance. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Complies with safety and health policies and procedures. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Works is completed in a timely manner. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

Communication and Interpersonal Skills:

- | | | |
|--|------------------------------|--------------------------------|
| 1. Consistently communicates job-related information. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Communicates effectively with co-workers and the public. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Oral and written communication is clear, accurate and complete. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Develops and maintains effective working relationships. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Demonstrates loyalty and professionalism. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Provides effective Customer Service to customers. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

Supervisory Skills (if applicable):

- | | | |
|---|------------------------------|--------------------------------|
| 1. Demonstrates the ability to direct others in accomplishing tasks. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Rewards and recognizes individual and team successes. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Functions effectively under pressure. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Resolves differences and seeks win/win outcomes. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Responds appropriately to criticism and suggestions for improvement. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Promotes employee safety and wellness. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

Overall Appraisal Rating:	M/E <input type="checkbox"/>	DNM/E <input type="checkbox"/>
<i>Employee - 9 M/Es Required Supervisor - 13 M/Es Required</i>		

Comments:

Employee Status:

Yes

No

- | | | |
|---|--------------------------|--------------------------|
| 1. Did the employee's annual performance appraisal meet expectations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Was a disciplinary suspension <u>or disciplinary demotion</u> issued during the evaluation period? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did the employee meet the department training requirements? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did the employee work the full 12 month evaluation period? | <input type="checkbox"/> | <input type="checkbox"/> |

Expected Goals and Objectives for Next Appraisal Period:

Employee Comments:

My signature does not constitute agreement and/or acceptance of this appraisal rating yet serves as formal acknowledgement of receipt of the information presented.

Employee Signature: _____

Date: _____

Appraiser Signature: _____

Date: _____

Department Head Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

City Administrator Signature: _____

Date: _____

Original: Human Resources

Copy: Employee

SUPERVISOR CHECKLIST FOR ALCOHOL/SUBSTANCE ABUSE

Employee Name: _____

Employee Job Title: _____ Safety-Sensitive Duties: Yes No

Date: _____ Time: _____ am/pm Location: _____

Purpose / Description: _____

OBSERVATIONS – Check all that apply

BEHAVIOR

- ☐ stumbling, unsteady gait
- ☐ drowsy, sleepy, lethargic
- ☐ agitated, anxious, restless
- ☐ hostile, belligerent
- ☐ irritable, moody
- ☐ depressed, withdrawn
- ☐ unresponsive, distracted
- ☐ clumsy, uncoordinated
- ☐ tremors, shakes
- ☐ flu-like illness complaints
- ☐ suspicious, paranoid
- ☐ hyperactive, fidgety
- ☐ frequent use of mints, mouthwash, breath sprays, eye drops
- ☐ inappropriate, uninhibited behavior

APPEARANCE

- ☐ flushed complexion
- ☐ sweating
- ☐ cold, clammy, sweaty
- ☐ bloodshot eyes
- ☐ tearing, watery eyes
- ☐ dilated (large) pupils
- ☐ constricted (pinpoint) pupils
- ☐ unfocused, blank stare
- ☐ disheveled clothing
- ☐ unkempt grooming

SPEECH

- ☐ slurred, thick
- ☐ incoherent
- ☐ exaggerated enunciation
- ☐ loud, boisterous
- ☐ rapid, pressured
- ☐ excessively talkative
- ☐ nonsensical, silly
- ☐ cursing, inappropriate speech

BODY ODORS

- ☐ alcohol
- ☐ marijuana

OTHER OBSERVATIONS: _____

The observations, as documented, were made of the employee identified above.

Supervisor Name

Supervisor Signature

Date

Witness Name (if applicable)

Witness Signature

Date

TEST DETERMINATION

- | | | |
|--|--|--|
| <input type="checkbox"/> Reasonable Suspicion Alcohol Test | <input type="checkbox"/> No test conducted | <input type="checkbox"/> Employee refused test |
| <input type="checkbox"/> Reasonable Suspicion Drug Test | <input type="checkbox"/> 8 hours elapsed | <input type="checkbox"/> Other (explain) _____ |
| <input type="checkbox"/> Transported for medical care/evaluation | <input type="checkbox"/> No test required | _____ |

Employee was transported to collection site by: _____

Time Transported: _____ am/pm Collection Site: _____

RESOLUTION 21-02

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE SUPPORTING THE INTENT TO FILE AN APPLICATION APPLYING FOR AN URBAN TRANSPORTATION PLANNING GRANT FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR THE DEVELOPMENT OF COMMUNITY AND COUNTYWIDE PEDESTRIAN-BICYCLING MASTER PLAN

WHEREAS, the development of continuous and well placed multi-modal facilities provides safe transportation options to the public to access necessary community activity centers, reduce reliance on automotive trips, which promotes environmental sustainability by reducing air and water pollution, offers substantial energy savings, improves public health, and supports quality growth principles aimed at conserving land and other natural resources; and

WHEREAS, the Tennessee Department of Transportation promotes and offers grant funding assistance to communities in the state to plan for and develop facilities and programs to promote and interconnected community and promote efficient modes of transportation; and

WHEREAS, the Tennessee Department of Transportation has issued a call for projects for Urban Transportation Planning Grants; and

WHEREAS, the City of White House and Sumner County are members of the Nashville Metropolitan Planning Organization; and

WHEREAS, the City of White House, Planning Department has discussed the need for a Pedestrian-Bicycling Masterplan; and

WHEREAS, The City of White House Comprehensive Plan promotes the development of a comprehensive multimodal transportation system that includes a sidewalks and bikeways and identifies a greenways network to connect established and new neighborhoods to green space, activity centers, and to commercial/retail and recreational areas; and

WHEREAS, the City of White House Comprehensive Plan also promotes implementation of a bicycle/pedestrian master plan that identifies gaps in the existing bikeways and sidewalk systems and includes a list of prioritized projects including new projects and maintenance/repairs; and

WHEREAS, there are significant multimodal facility deficiencies and gaps in the city sidewalk and bikeways network resulting from development that occurred before the adoption of the bikeways and sidewalk plan or adoption of a comprehensive sidewalk construction ordinance; and

WHEREAS, the City of White House Comprehensive Plan Sections 3.2 and 3.3, specifically identifies the proposed multimodal projects and alignments adjacent to and within State maintained rights-of-way as part of the proposed bikeway/pedestrian projects necessary to implement the plan; and

WHEREAS, the Board of Mayor and Alderman has recognized the need to improve multimodal facilities within the City and connections to areas outside of the city that lead to an interconnected community with efficient modes of transportation and has participated by allocating and seeking funds to develop greenways and other multimodal facilities; and

WHEREAS, the Board of Mayor and Alderman hereby intends to apply for the Urban Transportation Planning Grant with other local governments within Sumner County to develop a County wide plan for pedestrian and bicycling facilities from the Tennessee Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WHITE HOUSE, TENNESSEE, that the Board of Mayor and Alderman of the City of White House endorses and supports the City's Intent to file an application for an Urban Transportation Planning Grant from the Tennessee Department of Transportation to develop a master pedestrian and bicycling plan for the City and County.

BE IT FURTHER RESOLVED BY THE CITY OF WHITE HOUSE, TENNESSEE, that this Resolution shall take effect from and after its final passage, the public welfare requiring such.

Adopted this 21st day of January 2021.

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCES....

ORDINANCE 21-01

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING ARTICLE 2, SECTION 2.020 DEFINITIONS OF THE ZONING ORDINANCE, AS INDICATED BELOW, TO PROVIDE DEFINITION OF OUTDOOR DISPLAY, AN AMENDMENT TO ARTICLE 3, SECTION 3.125.3 OUTDOOR DISPLAY DESCRIPTION AND AN AMENDMENT TO THE COMMERCIAL DESIGN STANDARDS

WHEREAS, the Board of Mayor and Aldermen wishes to amend the Zoning Ordinance to provide defined regulation for Short Term Rental in Zoning Districts.

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

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

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

First Reading: January 21, 2021

Second Reading: February 18, 2021

Michael Arnold, Mayor

ATTEST:

Derek Watson, City Recorder

2.020 Definitions

The following words, terms, and phrases are hereby defined as follows and shall be interpreted as such throughout this Zoning Ordinance. Terms not herein defined shall have their standard dictionary definition or such as the context may imply. (For words not defined herein, reference may be made to the 'New Illustrated Book of Development Definitions' published by the APA).

Outdoor Display. Part of a lot used for outdoor display of goods accessory to the principal use.

3.125.4(3) Display Areas

Outdoor display may be allowed as an accessory use for all Retail Uses, Motor Vehicle Rental, Motor Vehicle Service Station/Fuel Center, and Heavy Retail and Rental. It is the intent of this Ordinance to allow the display of merchandise for sale, but not where the display of such items impedes the flow of pedestrian or vehicular traffic, or creates an unsafe condition. The outdoor display of goods shall meet all of the following standards:

- 1. Outdoor display areas shall be depicted upon the Site Plan for a new retail and wholesale buildings.*
- 2. All outdoor display of goods in front of the building or between the building and any side street shall be located immediately adjacent to the storefront and within twenty (20) feet of the building and not in drive aisles, loading zones, fire lanes, or parking lots.*
- 3. All outdoor display beside and behind the building shall not be located within the required side or rear yards and shall not exceed forty percent (40%) of the combined required and non-required yards.*
- 4. Outdoor display areas shall be limited to no more than one-half (1/2) of the length of the store front.*
- 5. In the case of a shopping center, the storefront shall include the entire frontage of the shopping center façade, meaning that the total amount of display for all the in-line tenants combined shall not exceed fifty percent (50%) of the aggregate store front of the total shopping center.*
- 6. At least five (5) feet along the parking lot side of the display shall be maintained free of obstruction to allow for pedestrian and handicap movement, such that handicapped pedestrians and others do not have to enter the parking lot or drive aisle to walk around the display.*
- 7. Any proposed display which does not conform to the above standards may be approved by the Planning Commission in the form of Site Plan and Design Review approval.*
- 8. The outdoor display of cars, trucks, trailers, boats, recreational vehicles, farm equipment, construction equipment, motorcycles, landscape materials, and similar items for sale or rent which are customarily displayed outdoors shall be exempt from the above standards provided they are located out of the street right-of-way and at least twenty (20) feet from the edge of pavement of the adjoining street(s).*

Screening for display areas may be accomplished by natural plants, closed fences, walls or earthen berms or any combination thereof to meet the requirements of this section so long as all the minimum criteria set forth below are met.



CITY OF WHITE HOUSE COMMERCIAL DESIGN STANDARDS DESIGN STANDARDS - SITE PLANNING

Various Commercial Uses In Suburban Areas

Specialty Retail Centers

Specialty Retail Centers are unanchored retail centers that provide specialty goods and/or services that are generally unavailable in the surrounding area. Shoppers at these centers are less inclined to visit only one shop, and tend to spend time browsing through several shops. Specialty Centers typically rely for their appeal on attractive, and often thematic, architecture, landscaping, and ornamentation, as well as the unusual goods and services.

1. Buildings are encouraged to be placed at the minimum front setback. See note 12, Sheet 18.
2. The site should be organized to encourage relaxed pedestrian circulation with substantial amounts of plantings and site furnishings around buildings.
3. Building design, landscape, outdoor furniture and site fixtures shall conform to the same theme. See Exhibit 10.1 and 10.2.
4. A transition from low buildings at the site perimeter to larger and taller structures within the interior of the site is generally encouraged.
5. The outdoor display area shall take place on an improved surface such as the sidewalk or pavement.
6. The perimeter of display area shall be defined with decorative fencing or landscaped buffering as approved by the Planning Commission.

PURCHASING....

Public Services Department

Memo

To: Board of Mayor and Alderman
From: Andy Cieslak, DPS
Date: January 21st, 2021
Re: Request to Purchase & Install – LaneLight Warning System

On this date, January 21st, 2021, I am requesting that the Mayor and Board of Alderman approve an agreement with Rains Electric for the purchase and installation of a LaneLight warning system for the Public Works Division located at Fire Station #1 Crosswalk.

The LaneLight system is a public works division CIP approved project.

The sealed quote from Raines Electric is \$34,943.00. The budgeted amount in the CIP is \$35,000.00.

I've attached the **Raines Electric** 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

actual system needed per lane light



Item	Description	Quantity	Unit Price	Sub-Total
LL-XW-U-20-A SPH-SNOW	LANELIGHT XW 20 UNI DIRECTIONAL LIGHTS W/ COMPLETE INSTALLATION MATERIAL FOR ASPHALT SNOW	1		\$20 878 00
IN-314IR	314 SOLVENT RESISTANT CONNECTOR W/ 3 PORTS	20		\$35 00
PB-ST912-Y	COMPLETE PUSH BUTTON STATION YELLOW W/ STATION FRAME BULL DOG PUSH BUTTON 9 x 12 PEDESTRIAN SIGN	2		\$845 00
IN-DUCT SEAL	1LB DUCT SEAL	1		\$18 00
CA-WB-18-4C	18 AWG 4C ACTIVATION PPB PHOTOBOLLARD SENTINEL / OTHER PED SENSOR 300V CABLE	100 ft		\$272 00
CA-WB-18-3C	18 AWG 3C CONTROL LANELIGHT 300V CABLE	50 ft		\$135 00
CN-MK10-LL	LANELIGHT DRIVER	1		\$1,510 00
CN-MK10-LI-B ASIC	MK10 CONTROLLER FOR RREFB AND BEACONS SYSTEMS WITHOUT RADIO (RF) FOR USE WITH LITHIUM BATTERY	1		\$540 00
LL-SPS-12-40- 85-AL-CAB	ALUM CABINET 12V - 85W SOLAR POWER SUPPLY BATTERY (1) 40AH LITHIUM SOLAR CHARGE CONTROLLER	1		\$2 010 00
SN-LED-W112 -30-FYG	W11-2 PEDESTRIAN XW SIGN LED (8) 30" DG FLUORESCENT YELLOW GREEN	2		\$3 012 00
SN-UFC-24-12	SIGNAL INTERFACE FOR BEACON & SIGNS	2		\$865 00
SN-W167PL-1 218-FYG	W16-7 PL DOWN LEFT ARROW SIGN STATIC, 12" X 18" FLUORESCENT YELLOW GREEN ANTI GRAFFITI W/PREMASK	2		\$82 00
PL-PK4014A	POLE KIT 4" SCHED40 14 FOOT ALUMINIUM PEDESTAL BASE CAP SET OF 4 ANCHOR BOLTS	City already Has		
PL-BANDKIT2	BANDING KIT FOR ROUND POLES - PAIR OF BANDS	City already Has		



Item	Description	Quantity	Unit Price	Sub-Total
SN-FLARED LEG BRACKET	FLARED LEG SS BRACKET (50 PER BOX)	8		\$32.00
SR-TECH SUPP	ON-SITE ATTENDANCE TECHNICAL SUPPORT	Not needed Per L&L City. L&L will be onsite Due to Previous Warranty Items @ another site		

Install	On-site Install of Unit	1		\$5,000.00
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Total

\$34,943.00

OTHER BUSINESS...

January 21, 2021

MEMORANDUM

To: Board of Mayor and Aldermen

From: Derek Watson, City Recorder

Re: Board Appointment

Mr. Denis Godek who served on the Leisure Services and Beer Boards passed away on Wednesday, December 2, 2020 at his home at the age of 78. With Mr. Godek's passing, there are vacancies to be filled on each of the Boards. As of right now, we have someone to fill the Leisure Services vacancy. The Beer Board position is still vacant,

New Appointment

Leisure Services Board

1, Helen Timberlake

City of White House
Board/Committee Application
Return to Attention: City Administrator's Office
105 College Street
White House, TN 37188
615-672-4350 ext. 2111
Admin@WhiteHouseTN.Gov

Please indicate the Board(s) and/or Committee(s) on which you are interested in serving:

Leisure Services Board

Name: Helen Timberlake ☐ Male ☒ Female

Home Phone: _____ Work Phone: _____ Occupation: Realtor

Street Address: _____

Mailing Address: _____

City, State & Zip: White House, TN 37188

Email address, if applicable: _____

Are you a resident of the City of White House? Yes If yes, how long? 2 Years

Are you a registered voter? Yes If yes, please indicate the year of the last City election in which you voted: I have not yet had the pleasure, though I did cast my ballot in the 2020 Presidential Election this year.

Please answer the following questions:

1. Briefly describe why you wish to be considered for this appointment?

I have lived in White House for 2 years and am searching for the best opportunity to become more engaged in the community and to be able to contribute to the prosperity of the city. After moving around due to my husband's job, we are so happy to have found a community like White House to put down roots and I want to be able to give back to this great city and be a part of what makes it great.

2. Describe the qualifications that you possess which would benefit the board and our community.

My background in Hospitality has provided me with extensive experience in planning, problem solving, analytical thinking, and creativity in all manner of environments. I was most recently employed as a Convention Manager at Opryland until the events of 2020 lead me to become a Realtor with White House Realty. I am also currently working part time as a Zipline Guide with AdventureWorks at Fontanel. I believe my prior professional experience, along with current passions for make me an ideal candidate for service to this commission.

3. List present & past city boards, commission, or committees (either in White House or other communities) on which you have served or continue to serve and indicate years of service on each.

This would be my first Board or Commission in which I would serve, though in previous professions I often volunteered for inhouse committees. A recent example was the 'Culture Club' at Opryland which was responsible for planning office activities both celebrating and driving the successes of the department as well as fundraising efforts for local charities

4. List civic organizations within the City of White House and/or Robertson or Sumner County of which you are or have been an active participant:

As a Realtor I am a member of the Robertson County Associations of Realtors and am in the process seeking more opportunities to be more involved in that association. 2020 has created it's own challenges for all of us to become "more involved" and I am trying hard now to find solutions outside the box to do so.

5. List present and future expectations for the City of White House:

I believe the City of White House already does a fantastic job of communicating to it's citizens and keeping thier best interest in mind when planning for changes and development. It is my hope that White House continues to thrive with this philosophy and I hope to be a part of it.

6. The dates of board meetings are listed on the attached committee summary. Will your current employer/occupation allow you the opportunity to attend these meetings on a regular basis?


Yes

7. Please list any other comments or suggestions you'd like to make:

I would like to provide character references:

Mike Honeycutt, Realtor / Colleague,

Brenda Kersey, Supervising Broker,

 1.7.2021
Signature/Date

Please return this form to the City Administrator's Office at 105 College Street, White House, TN 37188.

Thank you for your interest in serving the City of White House.

EXHIBIT "A"
RIGHT-OF-WAY DEDICATION
LOVES LANE EXTENSION
LOCATED IN THE 11TH CIVIL DISTRICT OF
ROBERTSON COUNTY, TENNESSEE
APRIL 21, 2020

Situated in the 11th Civil District of Robertson County, Tennessee, being a strip of land running across the lands of the Brian W. and Lindsey Harper Property (DB 1870 PG 108, R.O.R.C.T.N.)(Map 106 Group B Parcel 175.00), being dedicated for public right-of-way use and being more particularly described as follows:

COMMENCING at an iron pin (found) at the northeast corner of the John W. Patricia A. Marlin property (DB 1582 PG 336, R.O.R.C.T.N.), said iron pin being a common corner to the aforementioned Brian W. and Lindsey Harper property, thence, North 60 degrees 28 minutes 01 seconds East, 213.83 feet to a point, this being the **TRUE POINT OF BEGINNING**;

Thence, North 73 degrees 55 minutes 35 seconds West, 60.00 feet to a point;

Thence, North 16 degrees 04 minutes 38 seconds East, 32.34 feet to a point;

Thence, with a curve to the left, having an arc length of 39.44 feet, a radius of 25.00 feet, a chord bearing of North 29 degrees 07 minutes 06 seconds West, a chord length of 35.48 feet to a point;

Thence, North 74 degrees 18 minutes 51 seconds West, 68.93 feet to a point;

Thence, with a curve to the left, having an arc length of 43.34 feet, a radius of 270.00 feet, a chord bearing of North 78 degrees 54 minutes 46 seconds West, a chord length of 43.30 feet to a point;

Thence, North 83 degrees 30 minutes 42 seconds West, 811.14 feet to a point;

Thence, with a curve to the right, having an arc length of 127.68 feet, a radius of 330.00 feet, a chord bearing of North 72 degrees 25 minutes 38 seconds West, a chord length of 126.89 feet to a point;

Thence, North 61 degrees 20 minutes 34 seconds West, 85.86 feet to a point in the easterly right-of-way of Union Rd;

Thence, along said right-of-way with a curve to the left, having an arc length of 60.25 feet, a radius of 739.43 feet, a chord bearing of North 33 degrees 42 minutes 34 seconds East, a chord length of 60.23 feet to a point;

Thence, leaving the easterly right-of-way of Union Rd., South 61 degrees 20 minutes 34 seconds East, 80.55 feet to a point;

Thence, with a curve to the right, having an arc length of 104.47 feet, a radius of 270.00 feet, a chord bearing of South 72 degrees 25 minutes 38 seconds East, a chord length of 103.82 feet to a point;

Thence, South 83 degrees 30 minutes 42 seconds East, 811.14 feet to a point;

Thence, with a curve to the left, having an arc length of 52.97 feet, a radius of 330.00 feet, a chord bearing of South 78 degrees 54 minutes 46 seconds East, a chord length of 52.92 feet to a point;

Thence, South 74 degrees 18 minutes 51 seconds East, 69.69 feet to a point;

Thence, with a curve to the left, having an arc length of 39.10 feet, a radius of 25.00 feet, a chord bearing of North 60 degrees 52 minutes 54 seconds East, a chord length of 35.23 feet to a point;

Thence, North 16 degrees 04 minutes 38 seconds East, 61.61 feet to a point;

Thence, with a curve to the left, having an arc length of 61.80 feet, a radius of 270.00 feet, a chord bearing of North 09 degrees 31 minutes 13 seconds East, a chord length of 61.66 feet to a point in the southerly right-of-way of Loves Lane;

Thence, along said right-of-way South 84 degrees 50 minutes 06 seconds East, 60.04 feet to a point;

Thence, leaving the southerly right-of-way of Loves Lane with a curve to the right, having an arc length of 73.23 feet, a radius of 330.00 feet, a chord bearing of South 09 degrees 43 minutes 14 seconds West, a chord length of 73.08 feet to a point;

Thence, South 16 degrees 04 minutes 38 seconds West, 203.85 feet to the **POINT OF BEGINNING** containing 85,698.72 square feet or 1.97 acres, more or less, according to an easement survey by Jeffrey A. Leopard, R.L.S. 2415 dated April 21, 2020.

DISCUSSION ITEMS...

OTHER INFORMATION....

January 12, 2021

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Jason Barnes, Finance Director
Re: Filing of Form CT-0253

The Comptroller of the Treasury for the State of Tennessee requires the filing of Public Form CT-0253, Report on Debt Obligation, with both the local governing body and with the Division of Local Government Finance no later than forty-five (45) days following the issuance or execution of a debt obligation by or on behalf of any public entity.

In compliance with the requirement, the attached form has been completed for the State Revolving Fund loan CWSRF 2021-449. The State of Tennessee Local Development Authority approved this loan agreement on December 14, 2020.

A copy of this form has been forwarded to the Division of Local Government Finance. Upon acknowledgement from the City Board of Mayor and Aldermen and filing of this report in City records, the City will be in full compliance with the requirement.

Please feel free to contact me should you have any questions.

Jason Barnes
Finance Director
615-672-4350 x 2103
JBarnes@WhiteHouseTN.gov

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-134)

1. Public Entity:	
Name:	City of White House
Address	105 College Street White House, TN 37188
Debt Issue Name:	CWSRF 2021-449
If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.	
2. Face Amount: \$ 12,448,000.00	
Premium/Discount:	\$
3. Interest Cost: 0.9100 %	
<input type="checkbox"/> Tax-exempt <input type="checkbox"/> Taxable	
<input type="checkbox"/> TIC <input type="checkbox"/> NIC <input type="checkbox"/> Variable: Index _____ plus _____ basis points; or <input type="checkbox"/> Variable: Remarketing Agent _____ <input type="checkbox"/> Other: _____	
4. Debt Obligation:	
<input type="checkbox"/> TRAN <input type="checkbox"/> RAN <input type="checkbox"/> CON <input type="checkbox"/> BAN <input type="checkbox"/> CRAN <input type="checkbox"/> GAN <input type="checkbox"/> Bond <input checked="" type="checkbox"/> Loan Agreement <input type="checkbox"/> Capital Lease	
If any of the notes listed above are issued pursuant to Title 8, Chapter 21, enclose a copy of the executed note with the filing with the Division of Local Government Finance ("DLGF").	
5. Ratings:	
<input checked="" type="checkbox"/> Unrated Moody's _____ Standard & Poor's _____ Fitch _____	
6. Purpose:	
<input type="checkbox"/> General Government _____ % <input type="checkbox"/> Education _____ % <input checked="" type="checkbox"/> Utilities 100.00 % <input type="checkbox"/> Other _____ % <input type="checkbox"/> Refunding/Renewal _____ %	BRIEF DESCRIPTION _____ Wastewater Treatment Plant _____
7. Security:	
<input type="checkbox"/> General Obligation <input checked="" type="checkbox"/> General Obligation + Revenue/Tax <input type="checkbox"/> Revenue <input type="checkbox"/> Tax Increment Financing (TIF) <input type="checkbox"/> Annual Appropriation (Capital Lease Only) <input type="checkbox"/> Other (Describe): _____	
8. Type of Sale:	
<input type="checkbox"/> Competitive Public Sale <input type="checkbox"/> Interfund Loan <input type="checkbox"/> Negotiated Sale <input checked="" type="checkbox"/> Loan Program State Revolving Fund <input type="checkbox"/> Informal Bid	
9. Date:	
Dated Date: 12/14/2020	Issue/Closing Date: 12/14/2020

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-134)

10. Maturity Dates, Amounts and Interest Rates *:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2021	\$570,084.00	0.9100 %	2032	\$630,084.00	0.9100 %
2022	\$575,292.00	0.9100 %	2033	\$635,832.00	0.9100 %
2023	\$580,548.00	0.9100 %	2034	\$641,652.00	0.9100 %
2024	\$585,852.00	0.9100 %	2035	\$647,508.00	0.9100 %
2025	\$591,204.00	0.9100 %	2036	\$653,424.00	0.9100 %
2026	\$596,616.00	0.9100 %	2037	\$659,400.00	0.9100 %
2027	\$602,064.00	0.9100 %	2038	\$665,424.00	0.9100 %
2028	\$607,560.00	0.9100 %	2039	\$671,508.00	0.9100 %
2029	\$613,116.00	0.9100 %	2040	\$677,740.00	0.9100 %
2030	\$618,720.00	0.9100 %		\$	%
2031	\$624,372.00	0.9100 %		\$	%

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

* This section is not applicable to the Initial Report for a Borrowing Program.

11. Cost of Issuance and Professionals:

☒ No costs or professionals

	AMOUNT (Round to nearest \$)	FIRM NAME
Financial Advisor Fees	\$ 0	
Legal Fees	\$ 0	
Bond Counsel	\$ 0	
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
Paying Agent Fees	\$ 0	
Registrar Fees	\$ 0	
Trustee Fees	\$ 0	
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 0	
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 0	
Underwriter's Discount _____ %		
Take Down	\$ 0	
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 0	
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs _____	\$ 0	
TOTAL COSTS	\$ 0	

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-134)

12. Recurring Costs:☐ No Recurring Costs

Remarketing Agent
 Paying Agent / Registrar
 Trustee
 Liquidity / Credit Enhancement
 Escrow Agent
 Sponsorship / Program / Admin
 Other _____

AMOUNT
 (Basis points/\$)

FIRM NAME
 (If different from #11)

8

State Revolving Fund

13. Disclosure Document / Official Statement:☒ None Prepared☐ EMMA link _____ or☐ Copy attached _____**14. Continuing Disclosure Obligations:**

Is there an existing continuing disclosure obligation related to the security for this debt?

☐ Yes☒ No

Is there a continuing disclosure obligation agreement related to this debt?

☐ Yes☒ No

If yes to either question, date that disclosure is due _____

Name and title of person responsible for compliance _____

15. Written Debt Management Policy:

Governing Body's approval date of the current version of the written debt management policy

11/17/2011

Is the debt obligation in compliance with and clearly authorized under the policy?

☒ Yes☐ No**16. Written Derivative Management Policy:**☒ No derivative

Governing Body's approval date of the current version of the written derivative management policy _____

Date of Letter of Compliance for derivative _____

Is the derivative in compliance with and clearly authorized under the policy?

☐ Yes☐ No**17. Submission of Report:**

To the Governing Body:

on 01/04/2021

and presented at public meeting held on

01/21/2021

Copy to Director, Division of Local Govt Finance:

on 01/04/2021

either by:

☐ Mail to:

OR

☒ Email to:

Cordell Hull Building
 425 Rep. John Lewis Parkway N., 4th Floor
 Nashville, TN 37243-3400

LGF@cot.tn.gov

18. Signatures:

AUTHORIZED REPRESENTATIVE

PREPARER

Name Michael Arnold

Jason Barnes

Title Mayor

Finance Director

Firm Mayor

City of White House

Email michaellee@comcast.net

JBarnes@WhiteHouseTN.gov

Date 01/04/2021

01/04/2021