

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Meeting  
Agenda  
May 18, 2023  
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Roll Call
5. Adoption of the Agenda
6. Approval of the Minutes from the April 20<sup>th</sup> Board of Mayor and Aldermen meeting and May 1<sup>st</sup> Study Session
7. Welcome Visitors
8. Public Comment
9. Public Hearings
  - a. **Ordinance 23-07:** An ordinance amending the Municipal Codes Title 18, Chapter 3 **Sewer Rates, Fees, and Charges**, Section 18-301.
10. Communication from Mayor, Aldermen, City Attorney, and City Administrator
11. Acknowledge Reports
  - A. General Government
  - B. Finance
  - C. Human Resources
  - D. Police
  - E. Fire
  - F. Public Services
  - G. Planning & Codes
  - H. Parks & Recreation
  - I. Library
  - J. Municipal Court
12. Consideration of the Following Resolutions:
  - a. **Resolution 23-03:** A resolution approving certain amendments and revisions to the Internal Control Manual.
13. Consideration of the Following Ordinances:
  - a. **Ordinance 23-07:** An ordinance amending the Municipal Codes Title 18, Chapter 3 **Sewer Rates, Fees, and Charges**, Section 18-301. *Second Reading.*
  - b. **Ordinance 23-08:** An ordinance adopting the annual budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024. *First Reading.*
  - c. **Ordinance 23-09:** An ordinance to de-annex certain territory within the corporate boundaries of the City of White House located at North Palmers Chapel Road. *First Reading.*
  - d. **Ordinance 23-10:** An ordinance amending the Municipal Code Title 18, Chapter 3, **Sewer Rates, Fees, and Charges**, Section 18-301 and 18-302. *First Reading.*
  - e. **Ordinance 23-11:** An ordinance amending the Municipal Code Title 17, Chapter 1, **Refuse**, Section 17-113. *First Reading.*

14. Purchasing:

- a. To approve or reject the bid from Rogers Group in the amount of \$434,710 and allow City Administrator Gerald Herman to enter into an agreement for the White House Heritage High School road extension project. The City Administrator recommends approval.
- b. To approve or reject the bid from Twin States Utilities in the amount of \$2,173,762 and allow City Administrator Gerald Herman to enter into an agreement for the Southern Force Main Phase 3 project. The Public Services Director recommends approval.
- c. To approve or reject authorizing the City Administrator Gerald Herman to enter into a one-year Interlocal E911 agreement between E911 Emergency Communication District of Robertson County, Robertson County, the City of Springfield, the City of White House, and other cities within Robertson County in the amount of \$255,204.01 for furnishing dispatching services for the purpose of emergency dispatch at the E911 facility. The Police Chief recommends approval.

15. Other Business:

16. Discussion Items:

17. Other Information:

- a. Current Road Projects List

18. Adjournment:

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Meeting  
Agenda  
April 20, 2023  
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 Pastor Dillon Davis with Stone Chapel Church.

3. Pledge by Aldermen

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

4. Roll Call

Mayor Corbitt – Present; Ald. Hutson – Present; Ald. Matthews - Present; Ald. Silver – Present; Ald. Spicer– Present; **Quorum – Present.**

5. Adoption of the Agenda

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

6. Approval of the Minutes from the March 16<sup>th</sup> Board of Mayor and Aldermen meeting and March 27<sup>th</sup> Study Session

Motion was made by Ald. Spicer, second by Ald. Silver to approve the minutes. A voice vote was called for with all members voting aye. **The March 16<sup>th</sup> Board of Mayor and Aldermen meeting and March 27<sup>th</sup> Study Session minutes were approved.**

7. Welcome Visitors

Mayor Corbitt welcomed all visitors.

8. Public Comment

Ms. Sierra Cantero of White House spoke about why she became an owner of the Asi Hibachi food truck and how restrictions on food trucks impact her business.

Ms. Jessica Bowman of White House spoke about why she became an owner of the Pink Truck food truck and how restrictions on food trucks impact her business.

Mr. David Maldonado of White House spoke about why he became an owner of the Rojo's Locos Tacos food truck and how restrictions on food trucks impact his business.

9. Public Hearings

- a. **Ordinance 23-04:** An ordinance to amend the Municipal Code Title 9, Chapter 6 Mobile Food Vendors Section 9-706.

No one spoke for or against.

- b. **Ordinance 23-05:** An ordinance to amend the Zoning Ordinance Article VIII, Section 8.050 Impact Fees.

No one spoke for or against.

- c. **Ordinance 23-06:** An ordinance amending the fiscal budget for the period ending June 30, 2023.

No one spoke for or against.

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

City Administrator Gerald Herman mentioned that the brush pickup is behind schedule due to the large quantities from the March windstorm. Mr. Herman noted that all the brush will eventually be picked up. Mr. Herman continued that Public Services staff have worked overtime and deployed an older back up truck to get back on schedule. Mr. Herman stated that in years past the City has reached out to neighboring communities for assistance, but the entire Middle Tennessee area was hit hard.

City Administrator Gerald Herman informed the Board that the ribbon cutting for the new tennis courts was delayed due to damage from the March windstorm. Mr. Herman continued that work to repair the damage will soon be in progress. Mr. Herman discussed that all six courts should be available for play by the end of May. Mr. Herman noted that staff are working on setting up a day to have the ribbon cutting and ceremonial dedication for late May or early June.

City Administrator Gerald Herman stated that all utilities for the current gymnasium have been moved and operational. Mr. Herman informed the Board that the north side parking lot is expected to be finished within the next week or two. Mr. Herman continued that dirt should start being moved on the south side of the gym soon after to prepare the foundation for the new recreation center.

City Administrator Gerald Herman discussed that him and Finance Director Jason Barnes are in the last phase of budget preparation to present to the Board of Mayor and Aldermen on May 1<sup>st</sup> at the budget study session. Mr. Herman noted that rising inflation, the need for additional personnel, and increasing debt payment schedules impacted the ability to fund all nine departments wants and needs. Mr. Herman stated that a comprehensive balanced budget in all fifteen funds that the City is responsible for.

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

12. Consideration of the Following Resolutions:

- a. None

13. Consideration of the Following Ordinances:

- a. **Ordinance 23-04:** An ordinance to amend the Municipal Code Title 9, Chapter 6 Mobile Food Vendors Section 9-706. *Second Reading.*

Motion was made by Ald. Spicer, second by Ald. Matthews to discuss. After discussion, a motion was made by Ald. Hutson, second by Ald. Spicer to approve. A roll call vote was requested by Mayor Corbitt: Ald. Hutson – aye; Ald. Matthews – nay; Ald. Silver – aye; Ald. Spicer – aye; Mayor Corbitt - aye. Motion was approved. **Ordinance 23-04 was approved on Second Reading.**

- b. **Ordinance 23-05:** An ordinance to amend the Zoning Ordinance Article VIII, Section 8.050 Impact Fees. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Silver to approve. A roll call vote was requested by Mayor Corbitt: Ald. Hutson – aye; Ald. Matthews – aye; Ald. Silver – aye; Ald. Spicer – aye; Mayor Corbitt - aye. Motion was approved. **Ordinance 23-05 was approved on Second Reading.**

- c. **Ordinance 23-06:** An ordinance amending the fiscal budget for the period ending June 30, 2023. *Second Reading.*

Motion was made by Ald. Silver, second by Ald. Spicer to approve. A roll call vote was requested by Mayor Corbitt: Ald. Hutson – aye; Ald. Matthews – aye; Ald. Silver – aye; Ald. Spicer – aye; Mayor Corbitt - aye. Motion was approved. **Ordinance 23-06 was approved on Second Reading.**

- d. **Ordinance 23-07:** An ordinance amending the Municipal Codes Title 18, Chapter 3 Sewer Rates, Fees, and Charges, Section 18-301. *First Reading.*

Motion was made by Ald. Spicer, second by Ald. Hutson to discuss. After discussion, motion was made by Ald. Spicer, second by Ald. Matthews to approve. A voice vote was called for with all members voting aye. **Ordinance 23-06 was approved on First Reading.**

14. Purchasing:

- a. To approve or reject the bid from GFL Environmental and allow City Administrator Gerald Herman to enter into an agreement for solid waste and recycling collection services. The Public Services recommends approval.

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

15. Other Business:

16. Discussion Items:

17. Other Information:

18. Adjournment:

Meeting was adjourned at 7:21 pm.

ATTEST:

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John Corbitt, Mayor

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Derek Watson, City Recorder

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Minutes  
*Study Session*  
May 1, 2023  
6:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:04 pm.

2. Roll Call

Mayor Corbitt – Present; Ald. Hutson – Present; Ald. Matthews - Present; Ald. Silver – Present; Ald. Spicer– Present; **Quorum – Present.**

3. Adoption of the Agenda

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

4. New Business

a. Review the FY 2023-2024 proposed budget

City Administrator Gerald Herman presented the Board of Mayor and Aldermen the proposed budgets for FYE 2024. The Board reviewed each budget, line by line, and asked questions as needed.

Following the Board of Mayor and Aldermen Budget Retreat in March each requested capital project was ranked based on the CIP Matrix score, department head priority, and Board member priorities. City Administrator Gerald Herman advised that the City is in great financial standing and most capital projects for FYE 2024 will be budgeted. Mayor Corbitt requested the Pleasant Grove Intersection Improvements be added as a funded CIP project in the amount of \$1.2 million. City Administrator Gerald Herman mentioned that the City could get a capital note from a local bank to fund the project. The Board of Mayor and Aldermen agreed to move forward with the proposed CIP project to be funded during the FYE 2024 budget.

City Administrator Gerald Herman stated that the wastewater charge will increase by three percent (3%) as recommended in previous years to allow the fund balance to stay at the recommended percentage. City Administrator Gerald Herman noted that there will be five-dollar (\$5) rate increase for trash and recycling services to cover costs from previous years' deficits and the newly priced contract starting July 1<sup>st</sup>.

The FYE 2021 budget will be presented before the Board for its first reading on Thursday, May 18, 2023.

5. Other Business

Prior to adjournment of the Study Session meeting, Alderman Hutson announced his resignation effective as soon as the meeting adjourned. The Board thanked Mr. Hutson for his years of service to the White House community.

6. Adjournment

Meeting was adjourned at 7:34pm

ATTEST:

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John Corbitt Mayor

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Derek Watson, City Recorder

DRAFT

# REPORTS....

**Administrative & Legislative Services Department**  
**April 2023**

**Administration**

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

- April 3:
  - Department Head Staff Meeting
  - Sage Road Sidewalks Meeting
  - White House Bid Discussion
  - Staff Plan Reviews
- April 4:
  - Mayor Update Meeting
  - Twin Springs Sidewalk Meeting
  - Beer Board Meeting
- April 6:
  - White House Recreation Center Meeting
  - Woodgrain Water Tower Meeting
- April 10:
  - Planning Commission
- April 11:
  - Cemetery Board Meeting
  - Robertson County Economic Development Board
- April 12:
  - TCMA Conference
- April 13:
  - TCMA Conference
- April 14:
  - TCMA Conference
- April 17:
  - Department Head Staff Meeting
  - Americana Celebration Planning Meeting
- April 18:
  - Mayor Update Meeting
  - State of Robertson County Luncheon
  - Board of Zoning Appeals
- April 19:
  - RTA Board Meeting
  - GNRC Transportation Policy Board
  - Economic Development Meeting
- April 20:
  - Budget 2023-2024 Meeting
  - Board of Mayor and Alderman Meeting
- April 25:
  - General Fund Budget Meeting 2024
  - Power Hour at El Ranchero
- April 26:
  - Budget 2023-24 Meeting
  - Monthly Progress Meeting

**Administrative & Legislative Services Department  
April 2023**

**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 2022-2023.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/ Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$26,329,432	\$19,867,493	↓7.88
Industrial Development	\$86,000	\$57,237	↓16.78
State Street Aid	\$495,000	\$470,467	↑11.7
Parks Sales Tax	\$2,595,500	\$1,519,162	↓24.8
Solid Waste	\$1,356,081	\$1,001,532	↓9.48
Parks Impact Fees	\$405,744	\$405,744	↑16.66
Police Impact Fees	\$25,098	\$25,098	↑16.66
Fire Impact Fees	\$116,554	\$16,554	↓69.13
Road Impact Fees	\$33,909	\$33,909	↑16.66
Police Drug Fund	\$4,500	\$2,000	↓38.89
Debt Services	\$1,281,600	\$192,286	↓68.33
Wastewater	\$20,265,581	\$17,037,397	↑0.73
Dental Care	\$87,500	\$61,781	↓12.73
Stormwater Fund	\$1,972,599	\$1,581,377	↓3.17
Cemetery Fund	\$90,565	\$64,324	↓12.31

\*Expended/Encumbered amounts reflect charges from July 1, 2022 – June 30, 2023.

**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**

	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>
July	313	325	261	269	346	362
August	166	132	128	106	151	166
September	104	98	106	98	126	119
October	98	98	79	97	91	147
November	104	103	72	78	120	125
December	84	73	71	58	72	104
January	116	117	123	81	122	177
February	111	105	75	93	119	113
March	145	145	106	107	131	142
April	103	105	154	85	138	185
May		153	133	82	129	121
June		52	47	45	50	52
<b>Total</b>	<b>1,344</b>	<b>1,506</b>	<b>1,355</b>	<b>1,199</b>	<b>1,595</b>	<b>1,813</b>

<b>Purchase Orders by Dollars</b>	<b>Mar 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>Total for FY23</b>	<b>Total for FY22</b>	<b>Total for FY21</b>
Purchase Orders \$0-\$9,999	101	1,280	1,442	1281	\$1,485,155.56	\$1,640,827.83	\$1,482,989.65
Purchase Orders \$10,000-\$24,999	2	28	24	29	\$359,365.64	\$404,406.65	\$417,161.17
Purchase Orders over \$25,000	0	36	40	45	\$39,093,456.65	\$11,687,700.37	\$11,050,535.17
<b>Total</b>	<b>103</b>	<b>1,344</b>	<b>1,506</b>	<b>1355</b>	<b>\$40,937,977.85</b>	<b>\$13,732,934.80</b>	<b>\$12,367,741.04</b>

**Administrative & Legislative Services Department  
April 2023**

**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.

	<b>2022- 2023 Update Requests</b>	<b>2021- 2022 Update Requests</b>	<b>2020- 2021 Update Requests</b>	<b>2019- 2020 Update Requests</b>	<b>2018- 2019 Update Requests</b>	<b>2022- 2023 Page Visits</b>	<b>2021- 2022 Page Visits</b>	<b>2020- 2021 Page Visits</b>	<b>2019- 2020 Page Visits</b>	<b>2018- 2019 Page Visits</b>
<b>July</b>	52	54	15	152	61	31,946	32,401	11,536	1,164,517	1,080,668
<b>Aug.</b>	63	66	20	126	133	31,340	25,635	9,145	752,932	835,519
<b>Sept.</b>	65	48	17	43	22	27,594	24,833	8,335	679,248	214,406
<b>Oct.</b>	47	52	10	78	86	29,829	23,816	8,390	386,735	864,091
<b>Nov.</b>	54	63	174	56	40	30,449	23,022	7,587	695,971	812,527
<b>Dec.</b>	32	39	13	156	82	27,768	22,904	17,483	847,724	1,055,111
<b>Jan.</b>	53	56	108	67	68	31,686	26,942	17,123	720,531	934,562
<b>Feb.</b>	47	52	135	22	40	28,043	23,253	19,796	N/A	762,985
<b>March</b>	62	57	39	85	61	30,614	30,026	22,930	N/A	879,671
<b>April</b>	72	68	101	43	56	31,817	31,127	20,881	N/A	820,505
<b>May</b>		54	38	27	29		31,335	23,514	5,998	946,897
<b>June</b>		674	214	48	123		34,600	30,909	10,251	901,328
<b>Total</b>	<b>547</b>	<b>609</b>	<b>884</b>	<b>901</b>	<b>801</b>	<b>301,086</b>	<b>329,885</b>	<b>197,629</b>	<b>5,263,907</b>	<b>9,053,159</b>

**“City of White House, TN” Mobile App**

	<b>FY 23 New Downloads</b>	<b>FY22 New Downlo ads</b>	<b>FY21 New Downloads</b>	<b>FY20 New Downloads</b>
<b>July</b>	8	8	45	19
<b>Aug.</b>	13	9	44	21
<b>Sept.</b>	9	13	19	21
<b>Oct.</b>	11	6	40	12
<b>Nov.</b>	11	6	29	13
<b>Dec.</b>	10	10	10	15
<b>Jan.</b>	18	18	11	23
<b>Feb.</b>	10	9	20	70
<b>March</b>	9	14	11	69
<b>April</b>	11	11	7	41
<b>May</b>		10	11	29
<b>June</b>		10	11	36
<b>Total</b>	<b>110</b>	<b>124</b>	<b>258</b>	<b>369</b>

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

	<b>FY23 # of Request</b>	<b>FY22 # of Request</b>	<b>FY21 # of Request</b>	<b>FY20 # of Request</b>
<b>July</b>	50	38	20	36
<b>Aug.</b>	43	54	27	39
<b>Sept.</b>	40	46	16	18
<b>Oct.</b>	45	64	15	40
<b>Nov.</b>	53	19	20	27
<b>Dec.</b>	70	42	27	20
<b>Jan.</b>	61	41	18	24
<b>Feb.</b>	20	41	72	41
<b>March</b>	41	38	36	34
<b>April</b>	68	26	26	35
<b>May</b>		39	48	26
<b>June</b>		47	58	28
<b>FY Total</b>	<b>491</b>	<b>495</b>	<b>383</b>	<b>356</b>

**Administrative & Legislative Services Department  
April 2023**

**White House Farmers Market**

	<b>Application Fees # (amount collected)</b>	<b>Booth Payments (\$)</b>
<b>January</b>	2 (\$30)	\$300
<b>February</b>	5(\$75)	\$360
<b>March</b>	5(\$75)	\$600
<b>April</b>	4(\$60)	\$600
<b>May</b>	0	0
<b>June</b>	0	0
<b>July</b>	0	0
<b>August</b>	0	0
<b>September</b>	0	0
<b>October</b>	0	0
<b>November</b>	0	0
<b>December</b>	0	0
<b>Total</b>	<b>12</b>	<b>\$1,860</b>

**Building Maintenance Projects**

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

Major projects this month include:

	<b>2022-2023 Work Order Requests</b>	<b>2021-2022 Work Order Requests</b>	<b>2020-2021 Work Order Requests</b>	<b>2019 – 2020 Work Order Requests</b>	<b>2018 – 2019 Work Order Requests</b>	<b>2017 – 2018 Work Order Requests</b>	<b>2016 – 2017 Work Order Requests</b>
<b>July</b>	14	19	11	10	22	21	27
<b>August</b>	23	8	27	10	26	24	28
<b>September</b>	21	12	9	13	19	22	13
<b>October</b>	13	10	6	7	14	18	12
<b>November</b>	12	23	16	7	18	34	12
<b>December</b>	8	17	19	3	8	19	9
<b>January</b>	11	6	11	16	14	16	23
<b>February</b>	10	8	16	18	7	21	6
<b>March</b>	16	14	12	11	7	17	16
<b>April</b>	6	13	17	2	12	25	14
<b>May</b>		20	25	11	6	26	27
<b>June</b>		14	31	10	9	23	14
<b>Total</b>	<b>134</b>	<b>164</b>	<b>200</b>	<b>98</b>	<b>162</b>	<b>266</b>	<b>201</b>

**Finance Department  
April 2023**

**Finance Section**

During April the Finance Office continued training / planning for new utility customer application process changes and continued working on fiscal year 2024 budgeting tasks. The total property taxes billed for tax year 2022 is \$5.4 million. As of the end of April, approximately \$5.18 million (95.9%) was collected. Members of the Finance Office also participated in the following events during the month:

April 11: Cemetery Board meeting

April 18: Fire Budget meeting

April 20: FY 2024 Budget meeting

April 20: Monthly BMA meeting

April 25: Safety committee meeting

April 25: FY 2024 Budget meeting

April 25: Finance staff meeting

April 26: FY 2024 Budget meetings

April 27: FY 2023 Pre-Audit meeting with KraftCPAs

**Performance Measures**

**Utility Billing**

	<b>April 2023</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>New Builds (#)</b>	44	221	284	357	171	62
<b>Move Ins (#)</b>	70	759	977	737	649	534
<b>Move Outs (#)</b>	71	686	898	743	602	534
<b>Electronic new customer signups (#)</b>	45	381	410	300	127	104
<b>Electronic new customer signups (%)</b>	39%	39%	33%	27%	15%	17%

**Business License Activity**

	<b>April 2023</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>Opened</b>	4	82	92	76	69	75
<b>Closed (notified by business)</b>	1	7	7	6	10	9

**Accounts Payable**

	<b>April 2023</b>	<b>FY 2023 Total</b>	<b>FY 2022 Total</b>	<b>FY 2021 Total</b>	<b>FY 2020 Total</b>	<b>FY 2019 Total</b>
<b>Total # of Invoices Processed</b>	388	3517	4254	4079	4003	3940

**Property Tax Relief Applications**

	<b>April 2023</b>	<b>FY 2023 Total</b>	<b>FY 2023 Est.</b>	<b>FY 2022 Total</b>
<b>New Parcels (#)</b>	1	27	30	29
<b>Existing Parcels (#)</b>	1	101	109	99
<b>State Relief Credits (\$)</b>	172	23,860	22,472	20,844
<b>City Relief Credits (\$)</b>	172	16,536	16,018	10,155
<b>Combined Relief Credits (\$)</b>	344	40,396	38,490	30,999

**Finance Department  
April 2023**

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

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>General Fund Cash Reserves Goal (\$)</b>	<b>Current Month Fund Cash Balance (\$)</b>	<b>G.F. Cash Reserves Goal Performance</b>
General Fund	11,933,868	3,580,160	7,010,101	59%
Cemetery Fund	69,355	20,807	269,150	388%
Debt Services	1,112,015	333,605	1,667,561	150%
Dental Care Fund	38,650	11,595	170,199	440%
Roads Impact Fees	59,190	17,757	479,185	810%
Parks Impact Fees	61,429	18,429	208,711	340%
Police Impact Fees	43,930	13,179	540,729	1231%
Fire Impact Fees	28,875	8,663	357,766	1239%
Industrial Development	120,145	36,044	187,505	156%
Parks Sales Tax	1,207,310	362,193	430,632	36%
Police Drug Fund	5,050	1,515	56,888	1126%
Solid Waste	1,146,400	343,920	668,016	58%
State Street Aid	467,832	140,350	592,761	127%
Stormwater Fund	1,036,000	310,800	1,559,531	151%
Wastewater	5,011,600	1,503,480	9,254,512	185%

*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 2022-2023.

<b>Operating Fund</b>	<b>Budgeted Operating Revenues (\$)</b>	<b>YTD Realized* (\$)</b>	<b>% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)</b>
General Fund	11,933,868	10,605,617	↑ 5.54%
Cemetery Fund	69,355	41,527	↓ 23.46%
Debt Services	1,112,015	999,011	↑ 6.50%
Dental Care	38,650	36,584	↑ 11.32%
Roads Impact Fees	59,190	264,503	↑ 363.54%
Parks Impact Fees	61,429	222,665	↑ 279.14%
Police Impact Fees	43,930	211,574	↑ 398.28%
Fire Impact Fees	28,875	139,726	↑ 400.57%
Industrial Development	120,145	161,983	↑ 51.49%
Parks Sales Tax	992,310	867,863	↑ 4.13%
Police Drug Fund	5,050	22,082	↑ 353.93%
Solid Waste	1,146,400	987,553	↑ 2.81%
State Street Aid	467,832	386,370	↓ 0.75%
Stormwater Fund	1,036,000	889,506	↑ 2.53%
Wastewater	5,011,600	6,332,726	↑ 43.03%

\*Realized amounts reflect revenues realized from July 1, 2022—April 30, 2023

**Human Resources Department  
April 2023**

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

April 03: Wastewater Tech I New Hire Orientation  
 April 05: Fitness 1440 Ribbon Cutting  
 April 06: White House Small Engine Ribbon Cutting  
 April 10: Wastewater Tech I New Hire Orientation  
 Public Works Maintenance Worker Interviews  
 April 11: Chamber of Commerce Board Meeting  
 April 12: Tennessee City Managers Association Spring Conference  
 April 13: Tennessee City Managers Association Spring Conference  
 April 14: Tennessee City Managers Association Spring Conference  
 April 24: Public Works Maintenance Worker New Hire Orientation  
 April 27: Health & Safety Fair

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

	<b>FYE 2023</b>	<b>FYE 2022</b>	<b>FYE 2021</b>	<b>FYE 2020</b>
July	0	0	0	0
August	1	0	0	0
September	1	0	1	1
October	2	1	0	0
November	1	0	1	0
December	0	0	0	0

Three-year average:

8.5

	<b>FYE 2023</b>	<b>FYE 2022</b>	<b>FYE 2021</b>	<b>FYE 2020</b>
January	1	0	1	1
February	0	1	0	3
March	0	0	2	0
April	0	0	1	2
May		1	0	1
June		1	3	0
<b>Total</b>	<b>6</b>	<b>4</b>	<b>9</b>	<b>8</b>

**Human Resources Department**  
**April 2023**

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April 03: Wastewater Tech I New Hire Orientation  
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	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	0	0
August	1	0	0	0
September	1	0	1	1
October	2	1	0	0
November	1	0	1	0
December	0	0	0	0

Three-year average:

8.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January	1	0	1	1
February	0	1	0	3
March	0	0	2	0
April	0	0	1	2
May		1	0	1
June		1	3	0
<b>Total</b>	<b>6</b>	<b>4</b>	<b>9</b>	<b>8</b>

**Police Department  
April 2023**

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in April:** Department Head Staff Meeting (Dec. 3 & 17), White House Rotary Club Meeting (April 6, 13, 20), White House Planning Commission (April 10), Meeting to discuss Robert F. Woodall Traffic (April 11), Robertson County Chief's Meeting (April 12), Command Staff Meeting (April 20), Board of Mayor & Alderman Meeting (April 20) and 2023 Tal Plumlee White House Farm Bureau Golf Tournament (April 27).

➤ **Police Department Administration Performance Measurements**

***Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2023.***

Susan Johnson, Accreditation Manager, is in the 4<sup>th</sup> edition of our TLEA program into PowerDMS which includes 164 standards.

She is working on finishing up 2021, 2022 and starting on 2023 proofs.

Goal is to achieve re-accreditation from the Tennessee Law Enforcement Accreditation program December 2023.

Susan Johnson will be attending a LEACT meeting at TBI this Friday, May 12<sup>th</sup>. Asst Chief Jeff Abeln will speak on behalf of TACP and the Professional Standards Committee.

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

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	168	0	168
February	0	610	0	610
March	0	652	24	676
April	0	280	0	280
Total	0	1,710	24	1,734

**Patrol Division Performance Measurements**

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 676 shifts during the Fiscal Year 2022-2023. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	April 2023	FY 2022-23
Three (3) Officers per Shift	56	527
Four (4) Officers per Shift	4	25

\*Two Officer Minimum staffing was put in place due to staff shortage. In the month of March, we had 12 shifts with Two (2) Officers per shift.

2. ***Acquire and place into service two Police Patrol Vehicles.*** Two new vehicles were approved at the August Board of Mayor & Alderman Meeting. The vehicles have been ordered from Lonnie Cobb Ford.
3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2022-2023.***  
Fall Compliance Checks – 100% Passed.

**Police Department  
April 2023**

4. *Maintain or reduce TBI Group A offenses at the three-year average of 60 per 1,000 population during the calendar year of 2023.*

\*\*\*Tyler Technologies did an update last week on the Software. Now our reporting software is not showing any data. April's stats are not available at the present time.

Group A Offenses	April 2023	Per 1,000 Pop.	Total 2023	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons			32	2
Crimes Against Property			72	6
Crimes Against Society			51	4
<b><i>Total</i></b>			155	12
<b>Arrests</b>			72	

\*U.S. Census Estimate 4/1/2020 – 12,982

5. *Maintain a traffic collision rate at or below the three-year average of 405 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2023.*

	April 2023	TOTAL 2023
<b>Traffic Crashes Reported</b>	51	158
<b>Enforce Traffic Laws:</b>		
Written Citations	37	99
Written Warnings	98	192
Verbal Warnings	227	590

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 2023.*

COLLISION RATIO				
<u>2023</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
April	51	7 YTD 25	14%	16% YTD 158

**Traffic School:** There was no Traffic School in the month of April.

**Staffing:**

- Ofc. Katie Sizemore, Ofc. Kris Sykes, Ofc. Dillon Loafman and Ofc. Nicholas Lepore have been released from FTO and are on the road.
- Ofc. Terry Brown (TJ) started the Tennessee Law Enforcement Academy April 2<sup>nd</sup>.
- Ofc. Christopher Sampson and Ofc. Blake McClusky are on FTO. They have been approved for the Tennessee Law Enforcement Academy that will start July 9<sup>th</sup>.
- We currently have 1 position open and are continuing to accept applications.

**Sumner County Emergency Response Team:**

- The Bearcat for ERT has been approved by the county.
- ERT had try outs on April 19<sup>th</sup> and training April 20<sup>th</sup> & 21<sup>st</sup>.

Police Department  
April 2023

**Support Services Performance Measurements**

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2023.*

We are unable to provide the above stats at the present time. Tyler Technologies will be providing this capability to our new software in the future.

2023 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
April		

**Communications Section**

	April	Total 2023
Calls for Service	1,126	3,718
Alarm Calls	46	175

**Request for Reports**

	April	FY 2022-23
Requests for Reports	22	340
Amount taken in	\$15.30	\$254.95
Tow Bills	\$0.00	\$615.00
Emailed at no charge	25	441
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 one public elementary school by the end of each school year.* D.A.R.E Graduation is scheduled for May 11<sup>th</sup> at 10:00 am at White House Middle School.
2. *Plan and coordinate Public Safety Awareness Day as an annual event.* Discover White House Expo & Safety Day is normally in October.
3. *Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*  
Citizen's Police Academy has been cancelled. We are planning to have several new programs for the public.
4. *Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.*
  - April 3rd – Sgt. Enck instructed SPEARE at East Robertson High School to 30 girls.
  - April 19<sup>th</sup> – Sgt. Enck presented a helmet for Wheels in Motion at Community Christian School.
  - April 20<sup>th</sup> – Sgt. Enck instructed Active Shooter training at Farmers Bank (Hwy 31 W).
  - April 20<sup>th</sup> – Sgt. Enck presented a helmet for Wheels in Motion at Heritage Elementary.
  - April 22<sup>nd</sup> – Sgt. Enck and Ofc. Sizemore worked DEA Drug Take Back at Kroger's. They collected 99 pounds of old prescription drugs.

**Police Department**  
**April 2023**

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

- April 27<sup>th</sup> – City of White House Health & Safety Fair.

**Upcoming Events:**

- May 5<sup>th</sup> – SPEARE at White House Heritage High School.
- May 16<sup>th</sup> – White House Police Department Annual Awards Ceremony.
- June 23<sup>rd</sup> - #NoFilter.
- July 1<sup>st</sup> - White House Americana.

2023 Participation in Joint Community Events		
	<u>April</u>	<u>Year to Date</u>
Community Activities	6	20

**Fire Department  
April 2023**



**Summary of Month's Activities**

**Fire Operations**

The Department responded to 155 requests for service during the month with 113 responses being medical emergencies. The Department also responded to 7 vehicle accidents 1 of which had injuries, and 7 had no injuries. On April 18<sup>th</sup> the department responded to I-65 in Orlinda to assist with a fatal wreck, and on April 23<sup>rd</sup> the department responded to a house fire on Larkspur Dr. Of the 155 responses in the month of April there were 29 calls that overlapped another call for service that is 18.71% of our responses for the month. That brings the overlapping call volume for FY22-23 to 263 or 16.25% of the call volume.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in April from dispatch to on scene time averaged was, five minutes and thirty-nine seconds (5:39). The average time a fire unit spent on the scene of an emergency call was twenty-two minutes and thirty-eight seconds (22:38).

**Department Event**

- April 7<sup>th</sup> – Breathing apparatus fit testing
- April 11<sup>th</sup> – Monthly Officer meeting
- April 18<sup>th</sup> – State of Rob. Co. luncheon
- April 20<sup>th</sup> – Fire Drill at Woodgrain
- April 22<sup>th</sup> – Hendersonville FD recruit testing at drill tower

**Fire Administration**

- April 11<sup>th</sup> – Robertson Co. radio system meeting
- April 11<sup>th</sup> – Court meeting concerning Days Inn
- April 17<sup>th</sup> – Americana Celebration meeting
- April 23<sup>rd</sup> & 27<sup>th</sup> Fire investigation of Larkspur Dr. structure fire

**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	33
Rescue & Emergency Services	1097
Hazardous Conditions (No Fire)	51
Service Calls	99
Good Intent Call	117
False Alarms & False Call	160
Calls for The Month	155
Total Responses FY to Date	1574

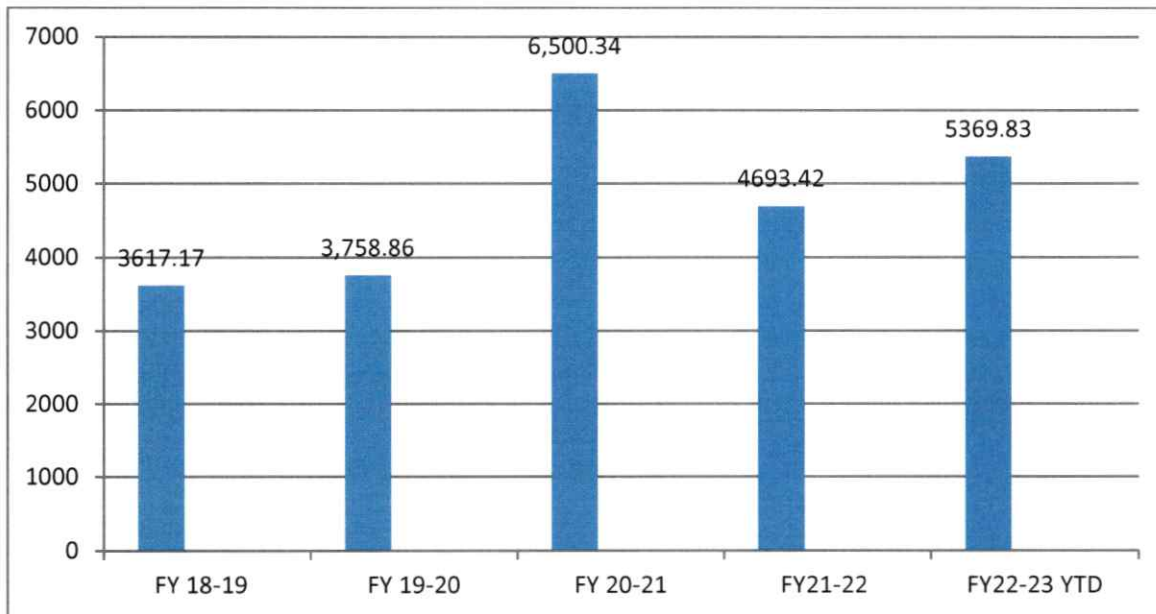
**Fire Department  
April 2023**

**Response by Station**

	Month	FY to Date	%
<b>Station #1 (City Park)</b>	<b>108</b>	<b>1025</b>	<b>65.12%</b>
<b>Station #2 (Business Park Dr)</b>	<b>47</b>	<b>549</b>	<b>34.87%</b>

**Fire Fighter Training**

The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4560 hours of training per year is based on twenty career firefighters.



	Month	FYTD
<b>Firefighter Training Hours</b>	386.83	<b>5369.83</b>

**Training breakdown for ISO and NFPA\***

	Fire Officer	Company	Facilities	NFPA	Non-ISO
<b>Month</b>	<b>29.5</b>	<b>169.5</b>	<b>46</b>	<b>66</b>	<b>3</b>
<b>Total for FY</b>	<b>508.05</b>	<b>2205</b>	<b>556</b>	<b>643.36</b>	<b>1394.59</b>

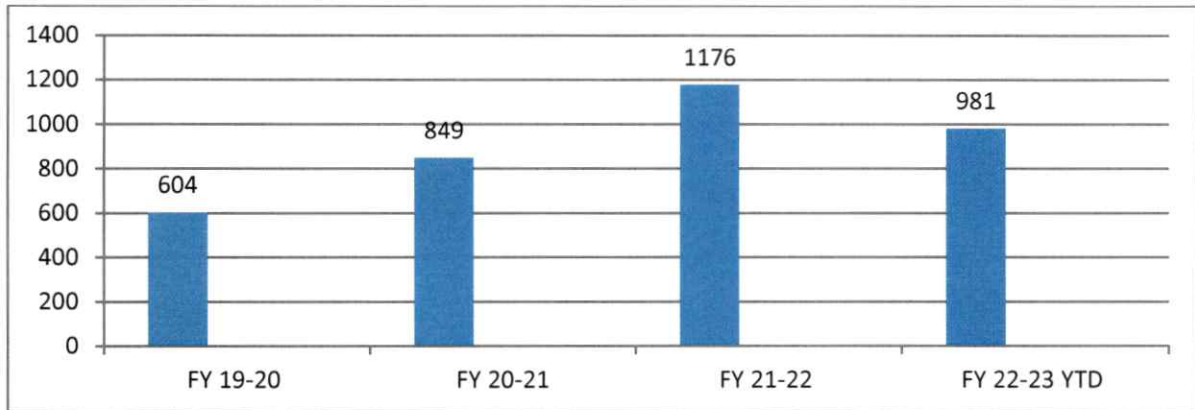
\*National Fire Protection Association – The fire service industry standard.

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

**Fire Department  
April 2023**

**Fire Inspection**

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

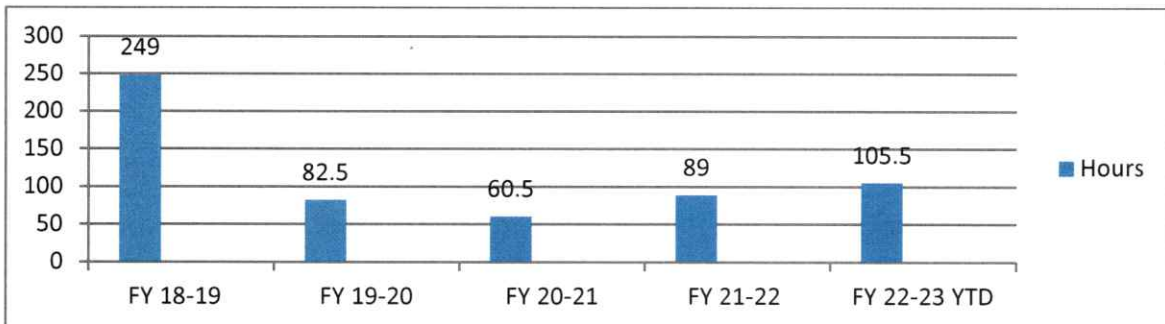
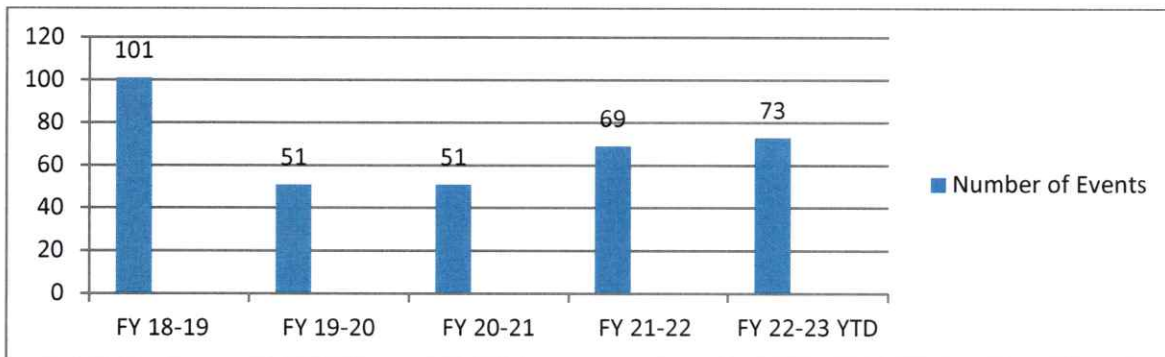
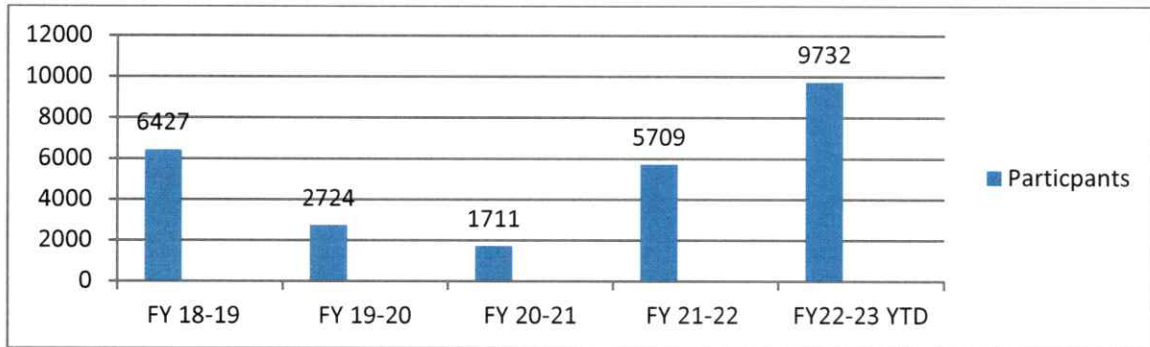


	Month	FYTD
April Fire Inspection	118	981
Reinspection	8	91
Code Violation Complaint	4	12
Violations Cleared	6	67
Annual Inspection	20	103
Commercial Burn Pile	Discontinued	9
Knox Box	2	27
Fire Alarms	2	31
Measure Fire Hydrant	0	1
Plans Review	9	57
Pre-C/O	1	15
Pre-incident Survey	21	221
Sprinkler Final	0	19
Final/Occupancy	2	21

# **Fire Department** **April 2023**

## **Public Fire Education**

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



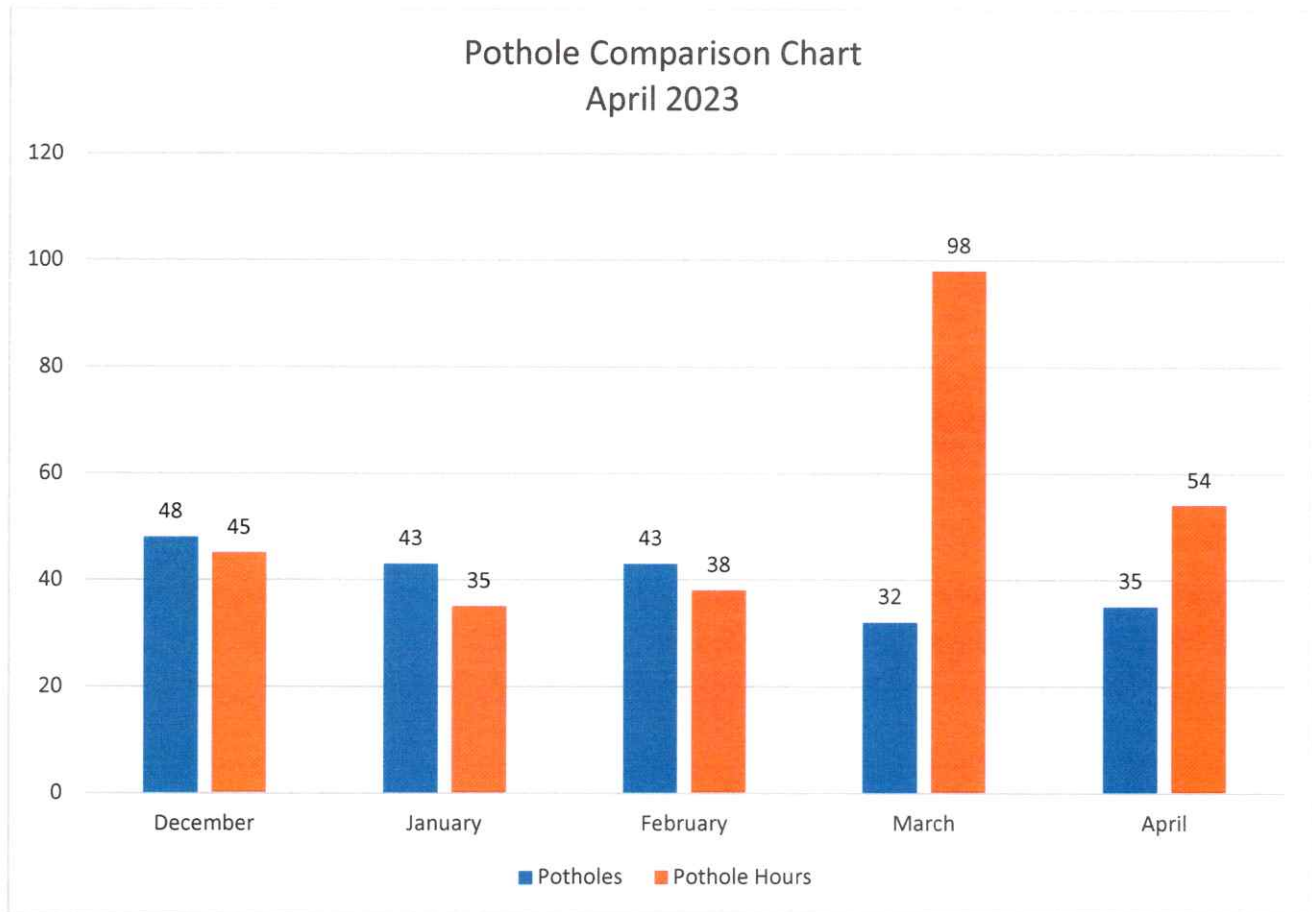
	Month	FYTD
Participants	162	9732
Number of Events	3	73
Education Hrs.	3	105.5

## **Social Media Statistics for the Month**

Post Reach	1503
Post Engagement	495
New Page Followers	20

**Public Services Department – Public Works Division  
April 2023**

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

**Public Services Department – Public Works Division  
April 2023**

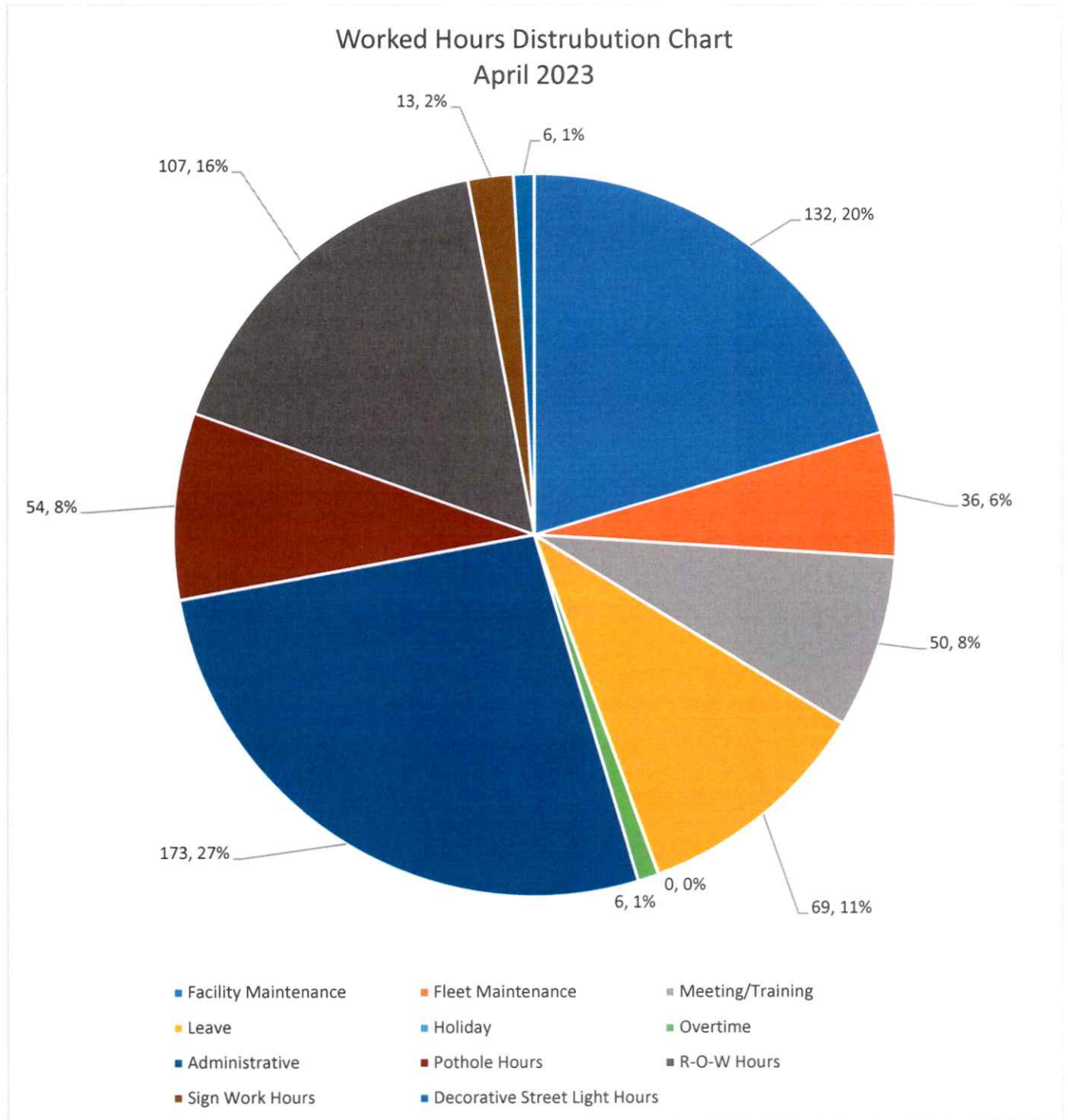
**Pothole Complaint Response Time**

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

<b>STREET ADDRESS OF COMPLAINT</b>	<b>DATE COMPLAINT LOGGED</b>	<b>DATE COMPLAINT RESOLVED</b>	<b>ELAPSED TIME BEFORE REPAIR MADE</b>
South Aztec	March 22	April 10	18 days
Covington Bend	March 22	April 11	18 days
Patana	March 21	April 11	17 days
Meadowbrook	March 21	April 11	17 days
Larkspur	March 21	April 11	17 days
Donal Terrace	April 4	April 11	7 days
Peachtree	April 4	April 11	7 days
Cherry Lane	April 4	April 11	7 days
Orchard Park Drive	April 3	April 11	8 days
Shady Lane	April 6	April 11	5 days
Calista Road	April 6	April 11	5 days
Cheyenne Drive	April 3	April 11	8 days
Barksdale Drive	April 3	April 11	8 days
Wilkinson Lane	April 17	April 20	3 days
Pleasant Grove Road	April 17	April 20	3 days
Marlin Road	March 21	April 20	29 days
Ben Albert Road	April 17	April 20	3 days

Public Services Department – Public Works Division  
April 2023

Total Hours Worked in The Public Works Department were 686 Hours. The chart below show what percentage of time was spent on each job task.



**Public Services Department – Public Works Division  
April 2023**

**Monthly Work Log**

Monday 4-3-2023

- Installed No Parking Sign on Blossom Court / Fixed Right on Red Arrow at the NB Ramps / Repaired Yield Sign on SB Exit Ramps / Brought back Chevron Signs from Tyree Springs so that it could be returned / Started cutting trees between I-65 SB Lanes and 65 NB Lanes.

Tuesday 4-4-2023

- PW Crew Member operated second brush truck to assist with brush route that was behind schedule / Hot Mix Asphalt Certification Course

Wednesday 4-5-2023

- Hot Mix Asphalt Certification Course

Thursday 4-6-2023

- Hot Mix Asphalt Certification Course / Evaluated potholes to be repaired on Pleasant Grove Road / Evaluated a different option to repair the sign at the NB Off Ramp.

Monday 4-10-2023

- Repaired potholes on Pleasant Grove Road and Ben Albert Road as well as Marlin Road, Patana and Meadowbrook / Evaluated Road at 215 S. Aztec due to stormwater eroding this area / Leveled dirt between sidewalk and curb at 502 Highland Drive so that water would drain off of the sidewalk / Sidewalk inspection conducted and failed because it was not ready at Lot #51 in The Reserve at Palmers Crossing.

Tuesday 4-11-2023

- PW Crew Member Operated extra brush truck due to large volume of brush caused by storms in early March / Had meeting to discuss how parking lot needed cut for the installation of electrical conduit for compactor / Repaired potholes on South Aztec, Covington Bend, Patana, Meadowbrook, Larkspur, Donal Terrace, Peachtree Drive, Cherry Lane, Orchard Park Drive, Shady Lane, Calista Road, Cheyenne, Barksdale, Wilkinson Lane / Repaired Speed Limit sign on Tyree Springs Road because it was leaning.

Wednesday 4-12-2023

- Repaired old brush truck / Repaired Ped Button at 31W Greenway Crossing near Animal Hospital

Thursday 4-13-2023

- Finished repairing hydraulic hoses on back up brush truck / Picked up brush on Brooklawn Drive / Mowed around the Wastewater Ponds at the Wastewater Treatment Facility.

Monday 4-17-2023

- Repaired Yellow Light at Tyree Springs and Raymond Hirsch Parkway Intersection / Pulled and installed new wire for 31W Greenway Crossing / Re-installed and installed epoxy on Lane Loop at Tyree Springs and Raymond Hirsch Parkway Intersection

Tuesday 4-18-2023

- PW Crew Member operated back up brush truck in an effort to catch up the brush route due to the fact there is a large volume of brush because of the storms in early March / Repaired potholes on Winchester Drive and Hickory Trail / Shipped back GS2 Processor / Installed Crusher Run in electrical ditch at the shop for compactor.

Wednesday 4-19-2023

- PW Crew Member operated back up brush truck in an effort to catch up the brush route due to the fact there is a large volume of brush because of the storms in early March

Thursday 4-20-2022

- PW Crew Member operated back up brush truck in an effort to catch up the brush route due to the fact there is a large volume of brush because of the storms in early March

Monday 4-24-2023

- PW Crew Member operated back up brush truck in an effort to catch up the brush route due to the fact there is a large volume of brush because of the storms in early March / Installed asphalt in electrical ditch for compactor / Deployed Message Boards on Sage Road for road closure / Installed new Gridsmart Camera at Wilkinson Lane and 76.

Tuesday 4-25-2023

- Installed asphalt in open cut ditch on Greenway after new drainage pipe was installed by Stormwater Crew / Installed new Gridsmart Camera and Junction Box at 65SB Ramps and delivered a load of Rip Rap for drainage ditch at Greenway / Safety Committee Meeting / Temporary Stop Sign Installation on Madeline Way because the permanent Stop Sign was damaged / Finished asphalt in open cut in the electrical conduit ditch

Wednesday 4-26-2023

- Repaired large potholes on Union Road and 31W intersection and finished repairing open cut at shop for the electrical conduit ditch / Repaired Potholes on Peachtree Street and Cherry Lane / Repaired Red Light at Westbound Red Light on SR-76 at Hester Drive / Assembled new 100 gallon weed sprayer.

Thursday 4-27-2023

- Picked up cutting edge for snow plow blade from Stringfellow / Picked up metal pump sprayer A & M Sales / Attended Health and Safety Fair / Met with William for Gridsmart at 65 SB and SR-76 / Picked up Yoshino Cherry Trees for island in front of Speedway.

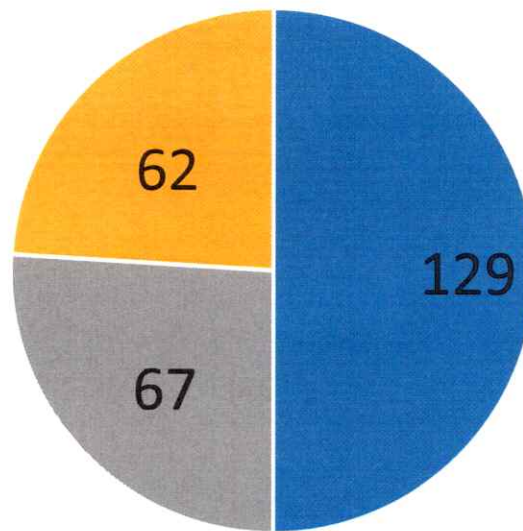
**Public Services Department – Public Works Division**  
**April 2023**

**Street Name Sign MUTCD Compliance List**

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

**NOTE: No Signs were installed in the month of April. Only signs in need of repair were replaced in the month of April.**

**Sign Replacement Graph**



■ Total Signs To Be Replaced ■ Signs Replaced ■ Signs Left To Replace

Public Services Department – Public Works Division  
April 2023

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	23-Feb	23-Apr	YTD 22/23
Street	8,134	9,364	8,741	10,229	9191.25	819	686	6,461
Facility Maintenance	3494	2187	1,227	1,137	887.25	84	132	789
Fleet Maintenance	1034	514	282	380	422.5	31	36	445
Meeting/Training	502	510	517	400	457	42	50	253
Leave	1,253	576	613	810	823	162	69	633
Holiday	795	470	385	555	545	0	0	305
Overtime	508.5	488	414	311	152.75	22	6	273
Administrative	385	698	803	867	1153.25	80	173	1,432
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	22	0	85
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	176.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	32	35	289
Pothole Hours	0	759	734	1,181	831.5	98	54	338
R-O-W Hours	0	2835	2416	4,027	3044.5	231	107	1,521
Sign/Repaired	0	120	91	84	63	10	0	60
Sign Work Hours	0	289	179	234	109	69	13	144
Salt Hours	0	10	143	24	76.5	0	0	78.5
Salt Tons	0	12	20	23	18	0	0	18
Decorative Street Light Hours	0	57	46	125	133.5	0	6	159
Traffic Light Hours	0	0	65	20	158	0	0	15

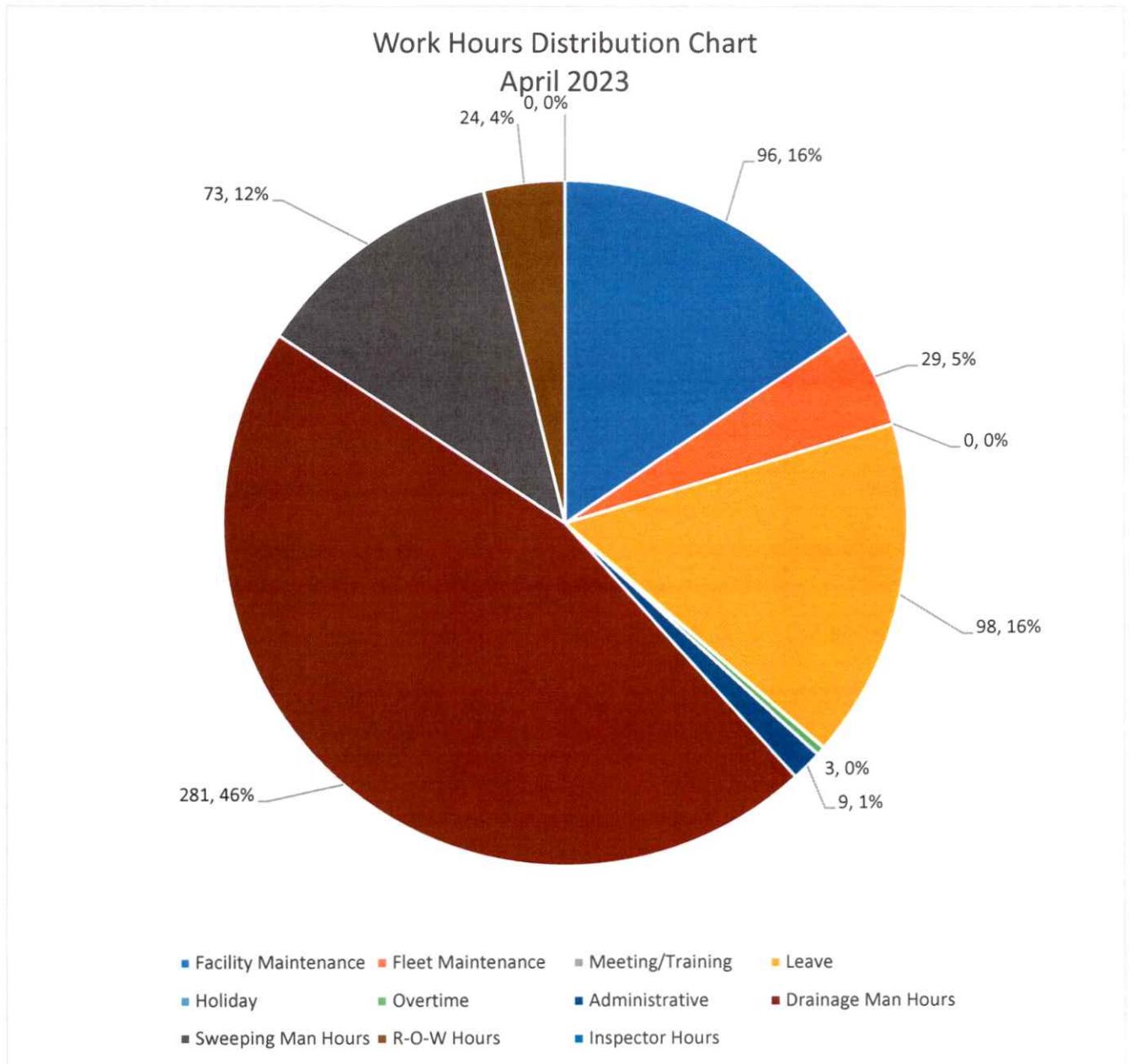
Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Feb	23-Apr	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	332	330	3,046
Facility Maintenance	3494	723	446	574	394.5	14	19	334
Fleet Maintenance	1034	488	445	331	294.5	4	3	115
Meeting/Training	502	265	130	135	127.5	5	14	117
Leave	1,253	428	700	476	336	34	20	395
Holiday	795	270	230	230	230	0	0	190
Overtime	508.5	119	4	12	39.5	12	10	26
Administrative	385	167	1	0	72.5	1	2	19
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW					0	0	36
R-O-W Hours	0	166	30	97	170	15	5	114
Salt Hours	0	0	0	0	0	0	0	79
Salt Tons	0	0	0	0	0	0	0	15

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Feb	23-Apr	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	543	648	4,347
Brush Truck Loads	459	551	522	578	584	88	84	436
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	352	487	3,283
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	150	191	986
Litter Pickup Bags	334	507	546	511	456	79	66	422
Litter Pickup Hours	1147	1132	985	957	892	109	122	772

Public Services Department – Stormwater Division  
April 2023

Total Hours Worked in The Stormwater Division were 642.5 Hours. The chart below show what percentage of time was spent on each job task.



Public Services Department – Stormwater Division  
April 2023

Monthly Work Log

Monday 04/03/2023

- 104 Larkspur Court. Mr. Jimmy Ray came in looking to speak with someone regarding the clogged culvert in his backyard. He said nothing's getting through it and it's rutting out the yard. After inspection we cleaned the front yard due to fencing in the way to access the back yard. Mr. Ray stated he would repair the back yard because he didn't want to remove his fence.



Public Services Department – Stormwater Division  
April 2023

Tuesday 04/04/2023

- WO040423007 402 Sunnybrook. Homeowner called in stating that AJ was going to have her ditch fixed from the last time. After inspection the ditch was at the wrong grade, we reshaped to allow the water to flow.



Wednesday 04/05/2023

- Inspection of Pleasant Grove Road, checking drainage system, Fleet maintenance.

Thursday 04/06/2023

- 504 Hunterwood Drive, Ms. Wing reports that there is a drainage ditch in her back yard, and when there is a rain event, it doesn't drain properly and it's starting to affect her fence. After inspection Ms. Wing will need to remove and repair her fence before we can repair the drainage.

Public Services Department – Stormwater Division  
April 2023

Monday 04/10/2023

- WO041923001 Street Sweeping



Tuesday 04/11/2023

- WO041123004 725 Industrial Drive, Needed to cut parking lot for installation of electrical for the new trash compactor.

Wednesday 04/12/2023

- WO041123004 Continue



**Public Services Department – Stormwater Division**  
**April 2023**

Thursday 04/13/2023

- WO0413004 725 Industrial Dr, Mowing



Monday 04/17/2023

- WO041723001 505 Cedarbrook, Homeowner requested that we reshape ditch to stop the water from flowing into his back yard.



Public Services Department – Stormwater Division  
April 2023

Tuesday 04/18/2023

- WO031623006 Resident spoke with Mr. Andy earlier in the week and was hoping someone would come and check out his drainage ditch. He stays that it retains water and the water just stands and gets stagnant. After inspection we reshaped to drainage to allow it to flow properly.



Wednesday 04/19/2023

- Street Sweeping and Mowing

Public Services Department – Stormwater Division  
April 2023

Thursday 04/20/2023

- WO042623005 404 Wilkerson Lane, Due to wastewater crushing the homeowner's pipe we're going to have to replace 2 of them.



Monday 04/24/2023

- Street Sweeping and Mowing

Tuesday 04/25/2023

- WO040623003 Mr. Wilkinson reports that his property backs up to the greenway, and every time there is a rain event, his yard gets flooded. After inspection the problem is on the greenway and Stormwater, Parks and Street and Road worked together to correct this problem.

Public Services Department – Stormwater Division  
April 2023

04/26/2023

- Wo040623003 Continue



04/27/2023 Street Sweeping and Mowing

**Public Services Department – Stormwater Division  
April 2023**

**April 2023 Inspectors Notes**

Monday 4/3/2023

- Updating work orders.

Tuesday 4/4/2023

- TDOT Hot Mix Class (All Day)

Wednesday 4/5/2023

- TDOT Hot Mix Class (All Day)

Thursday 4/6/2023

- TDOT Hot Mix Class (Half Day)

Monday 4/10/2023

- Vacation

Tuesday 4/11/2023

- Form inspections at the Reserve, Copes. Proof Roll at Legacy.

Wednesday 4/12/2023

- Form Inspections at Reserve, Copes. Work on LTMAPs.

Thursday 4/13/2023

- Inspections at Summerlin, Sage Farms, Springbrook, Highland Park. Tidal Final discussion.

Monday 4/17/2023

- Moved Equipment for the Maintenance Team. Entered LDP, and reviewed CCTV for Sage. Proof Roll at Legacy Farms.

Tuesday 4/18/2023

- LTMAP discussion with ADMIN. Open Trench Inspection at Highland Park. Proof Roll at Legacy Farms. Open Trench Inspection at Hobbs.

Wednesday 4/19/2023

- Form Inspections at Reserve. Entered LDPS. Sage Farms CCTV Review with Contractor onsite. Springbrook Open Trench.

Thursday 4/20/2023

- Proof Roll at Legacy Farms. Willow Grove Form Inspections.

Monday 4/24/2023

- Moved Equipment to Fire Hall for Maintenance Team. Proof Roll Legacy Farms. Willow Grove Form Inspections.

Tuesday 4/25/2023

- Proof Roll at The Parks. Checked infrastructure at The Parks. EPSC Inspection at The Parks.

**Public Services Department – Stormwater Division**  
**April 2023**

Wednesday 4/26/2023

- ADA Class (4 Hours) EPSC and Open Trench inspections at Springbrook.

Thursday 4/27/2023

- ADA Class (4 hours) Health and Safety Fair. EPSC at Fields at Oakwood and Calista Farms. Open trench at Hobbs and Highland Park.

**Inspections:**

<b>Inspections:</b>	<b>Quantity:</b>
<b>Proof Roll</b>	<b>6</b>
<b>Open Trench</b>	<b>12</b>
<b>Fence Permits</b>	<b>16</b>
<b>Land Disturbance</b>	<b>21</b>
<b>Final Storm</b>	<b>8</b>
<b>Final Road</b>	<b>5</b>
<b>Public Works</b>	<b>47</b>
<b>EP&amp;SC Active Construction Sites</b>	<b>8</b>
<b>Total Inspections</b>	<b>123</b>

**Inspectors Hours:**

Hours Worked: 150.25

PTO: 10

OT: .25

Totals: 160.25

Public Services Department – Stormwater Division  
April 2023

Public Works Stormwater Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	23-Mar	23-Apr	YTD 22/23
Stormwater	8,134	9,364	8,741	10,229	9191.25	755	643	7,925
Facility Maintenance	3494	2187	1,227	1,137	887.25	101	96	815
Fleet Maintenance	1034	514	282	380	422.5	106	29	642
Meeting/Training	502	510	517	400	457	71	0	418
Leave	1,253	576	613	810	823	73	98	1132.25
Holiday	795	470	385	555	545	0	0	435
Overtime	508.5	488	414	311	152.75	34	3	219
Administrative	385	698	803	867	1153.25	18	9	227
Drainage Work (feet)	0	906	2749	10	0	495	915	8,976
Drainage Man Hours	0	1470	1045	170	14	259	281	3020
Debris Removed Load	0	100	35	44	0	1	20	132
Sweeping Man Hours	0	18	13	0	0	7	73	153
Mowing Hours	0	22	175	219	221	0	10	118.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	20
Shoulder Hours	0	155	160	49	176	0	0	12
# of Potholes	0	250	473	346	385	0	0	69
Pothole Hours	0	759	734	1,181	831.5	0	24	81
R-O-W Hours	0	2835	2416	4,027	3044.5	89	24	544
Sign/Repaired	0	120	91	84	63	1	0	7
Sign Work Hours	0	289	179	234	109	8	0	12
Salt Hours	0	10	143	24	76.5	0	0	56
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	0	11
Traffic Light Hours	0	0	65	20	158	0	0	0
Inspector Hours						0	160	786

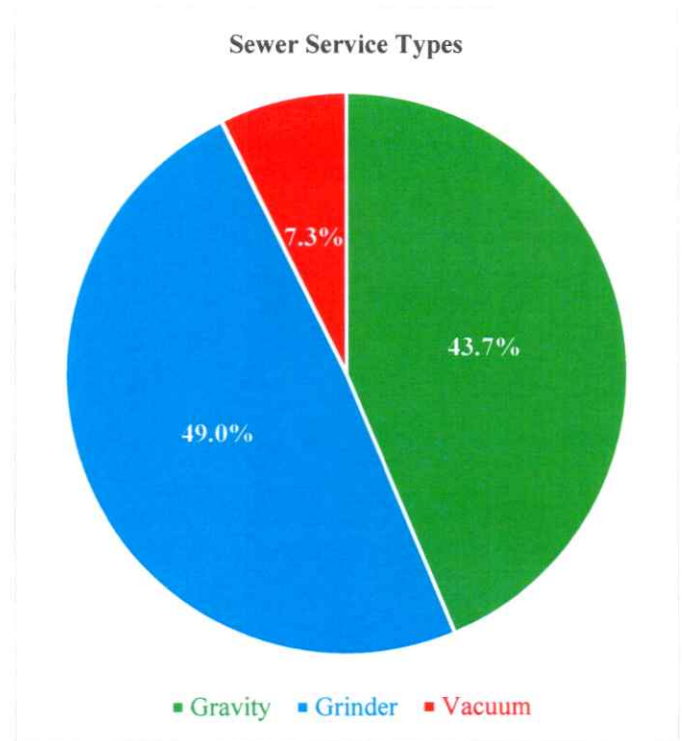
**Public Services Department - Wastewater Division  
April 2023**

**Collections System Activities:**

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, vacuum services, and various types of lift-stations. As of **April 30<sup>th</sup>, 2023**, City personnel count a total of **6,087** sewer system connections, with **44 new** applications for service in **April 2023**. Totalized counts of each type of connection are provided below:

<b>Gravity Sewer Connections</b>	<b>2,660</b>
<b>Low-Pressure Grinder Sewer Connections</b>	<b>2,982</b>
<b>Vacuum Sewer Connections</b>	<b>445</b>

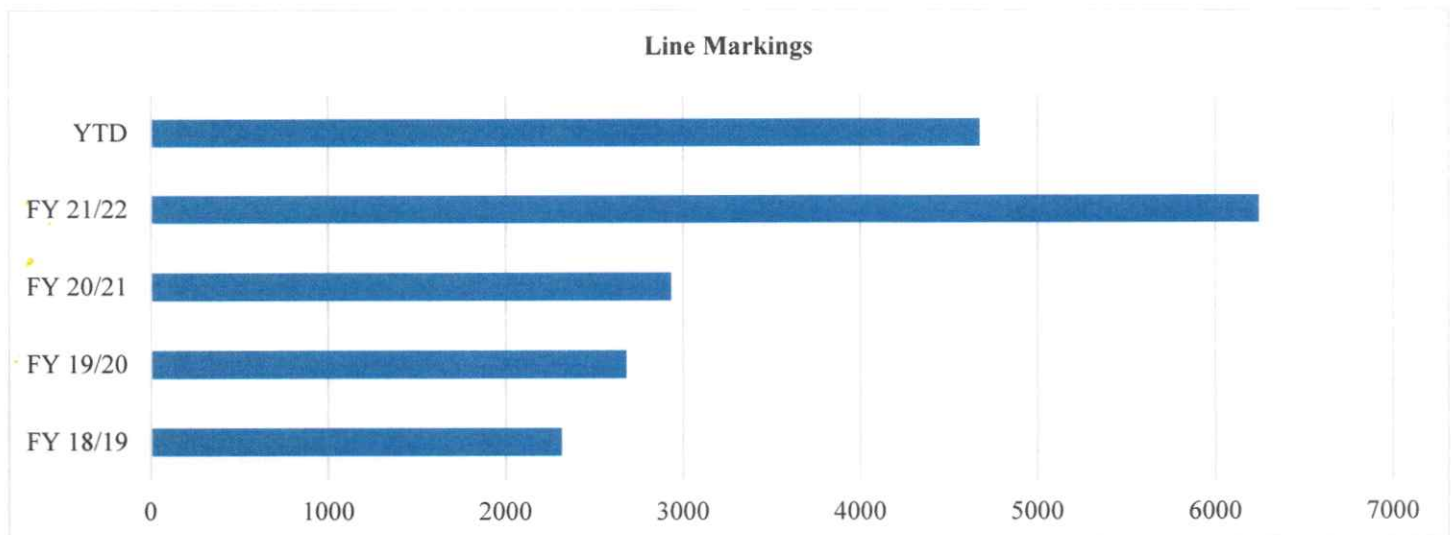
The City counts **187** commercial grinder stations, **2,795** residential grinder stations, and **28** major lift stations integrated into our system.



**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. **Wastewater personnel received 213% more line-marking in the 2021/2022 fiscal year than in the 2020/2021 fiscal year, largely due to new construction and utility boring activities.**

<b>Line Markings</b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>		<b><u>April 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
Tennessee 811	2315	2680	2933	6245		385	4674



**Public Services Department - Wastewater Division**  
**April 2023**

<u>Lift Station Location</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Apr 2023</u>	<u>FY 22/23 YTD</u>
Union Road	6	6	9	0		0	1
Summerlin	2	5	22	0		0	0
Settlers' Ridge	1	1	1	1		0	0
Willow Grove	n/a	n/a	n/a	n/a		0	0
Cope's Crossing	7	8	6	9		0	3
Cambria	1	4	3	4		0	0
Belmont Lodge Apartments	n/a	n/a	n/a	0		0	1
Kensington Green	n/a	1	0	0		0	0
Meadowlark Townhomes	n/a	n/a	n/a	0		0	0
Meadowlark	4	2	1	1		0	2
Sage (aka Hester)	0	1	0	0		0	1
Loves Truck Stop	n/a	0	0	3		0	1
Highway 76 (aka Springfield)	1	1	0	0		0	0
Portland	1	0	1	0		0	1
North Palmers Chapel Vacuum Station	8	3	1	7		1	2
Villas at Honey Run	n/a	n/a	n/a	1		1	3
31W Apartments	n/a	n/a	n/a	0		0	0
Calista Apartments	n/a	n/a	n/a	0		0	0
Calista Vacuum Station	4	2	1	9		1	4
Concord Springs	n/a	0	0	2		0	0
Fields at Oakwood	n/a	n/a	2	2		0	0
Los Jalapenos	n/a	n/a	n/a	0		1	1
Mt. Vernon Apartments	n/a	n/a	n/a	0		0	0
Grove at Kendall	n/a	n/a	n/a	0		0	0
Wilkinson Lane	1	3	1	3		1	2
Heritage High School	2	1	0	0		0	0
Legacy Farms	n/a	n/a	n/a	0		0	0
The Parks #1	n/a	0	0	0		0	0
Treatment Plant	4	6	3	0		0	0

**Public Services Department - Wastewater Division  
April 2023**

**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.

**Major Alarms:**

**North Palmers Chapel vacuum station:** Vacuum pump #3 experienced trip-out issues due to a faulty contactor. The contactor was replaced and the pump returned to normal operation.

**Calista vacuum station:** A second rebuilt Busch R5 pump was placed in operation to serve as vacuum pump #2 for this station until the Mink vacuum pump can be repaired. The station is currently operating normally, and actually maintaining vacuum more consistently with the R5 pumps than with the Minks, as the R5 pumps have noticeably more horsepower.

**Villas at Honey Run:** The VFD on pump #2 failed shortly after the expiration of the warranty period. The VFD has been replaced, and the station has returned to normal operation.

**Los Jalapenos:** A wiring issue in the transformer for this duplex grinder station was causing contactors to repeatedly trip out. This issue has been repaired, and one of the two pumps has been restored to normal operation. The second pump is jammed and has been turned off temporarily, and we are currently awaiting repairs to be completed to our crane truck in order to pull the pump and unjam it.

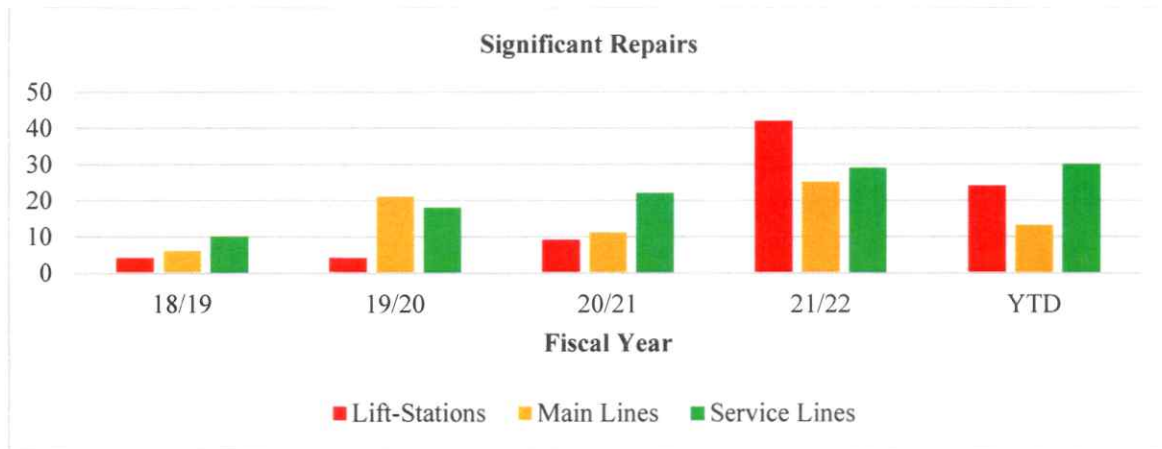
**Wilkinson Lane:** Station discharge pipe repairs are complete, and the station has been returned to normal operation.

**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 four (4) 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.

<b><u>Repairs</u></b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>	<b><u>FY 21/22</u></b>	<b><u>Apr 2023</u></b>	<b><u>FY 22/23 YTD</u></b>
Major Stations	4	4	9	42	5	24
Main Line	6	21	11	25	2	13
Service Line	10	18	22	29	9	30

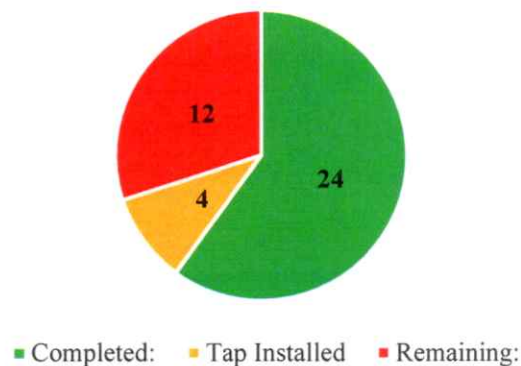
**Public Services Department - Wastewater Division  
April 2023**



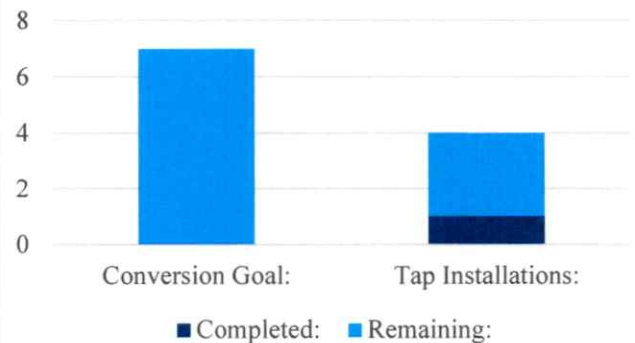
**Ongoing Projects:**

- 1. New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. The first phase of the project has been bid out to Twin States, and consists of installing approximately 4,500 ft of 20" DR11 HDPE pipe, including a 490 ft bore under I-65, and running pipe from Hester Dr to the intersection of DeeCee CT and SCT Dr. **Phase-1 and Phase-2 pipe installation is complete, and both phases have passed testing and are pending final site cleanup. Phase-3 bids were opened on May 1<sup>st</sup>, and the bid packages are currently under review. Phase-3 will run from the intersection of DeeCee and SCT Dr to the Wastewater Treatment Plant located at the end of Industrial Dr.**
- 2. Calista Vacuum Station:** All three of the new Mink vacuum pumps installed in 2019 have failed prematurely, with metal shavings discovered in the oil pan of pumps #2 and #3, and a splined coupler failure in both pump #1 and pump #2. We are sending pumps #2 and #3 back to the manufacturer to discover the cause of the failure, and for a quote on repairs. The replacement cost for a new pump is approximately \$30,000. **One of the older model Busch pumps previously removed from the station has been retrofitted as a replacement until the Mink pump can either be repaired or replaced. A second Busch pump has been rebuilt by the manufacturer and installed, and the station is currently operating normally.**
- 3. Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Seven (7) conversion projects are planned for the 2022/2023 fiscal year. **A total of 24 projects have now been completed on the list of 40.**

**Total Planned Septic-to-Sewer Conversions:**

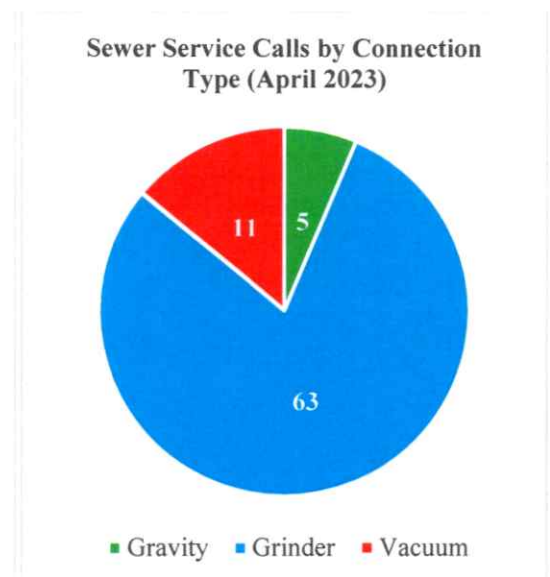
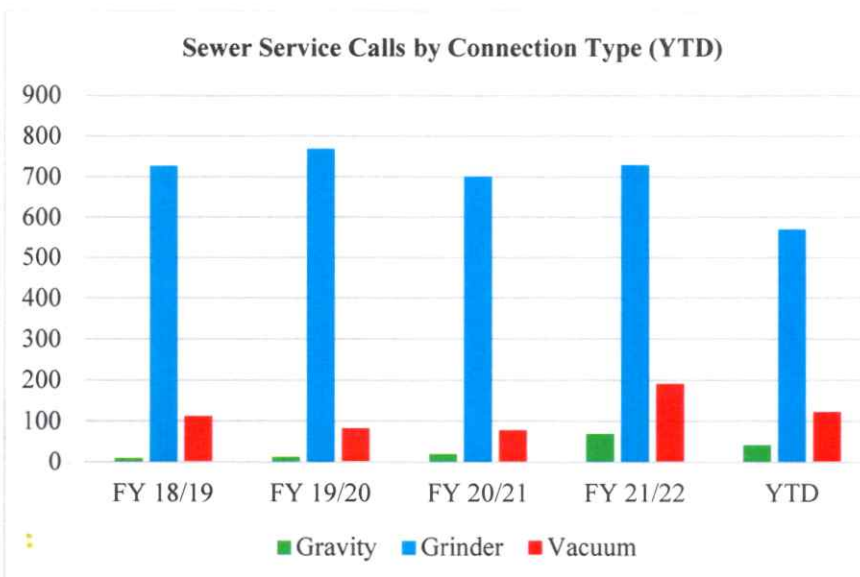


**Septic-to-Sewer Conversion Goals  
(FY-2022/2023)**



**Public Services Department - Wastewater Division  
April 2023**

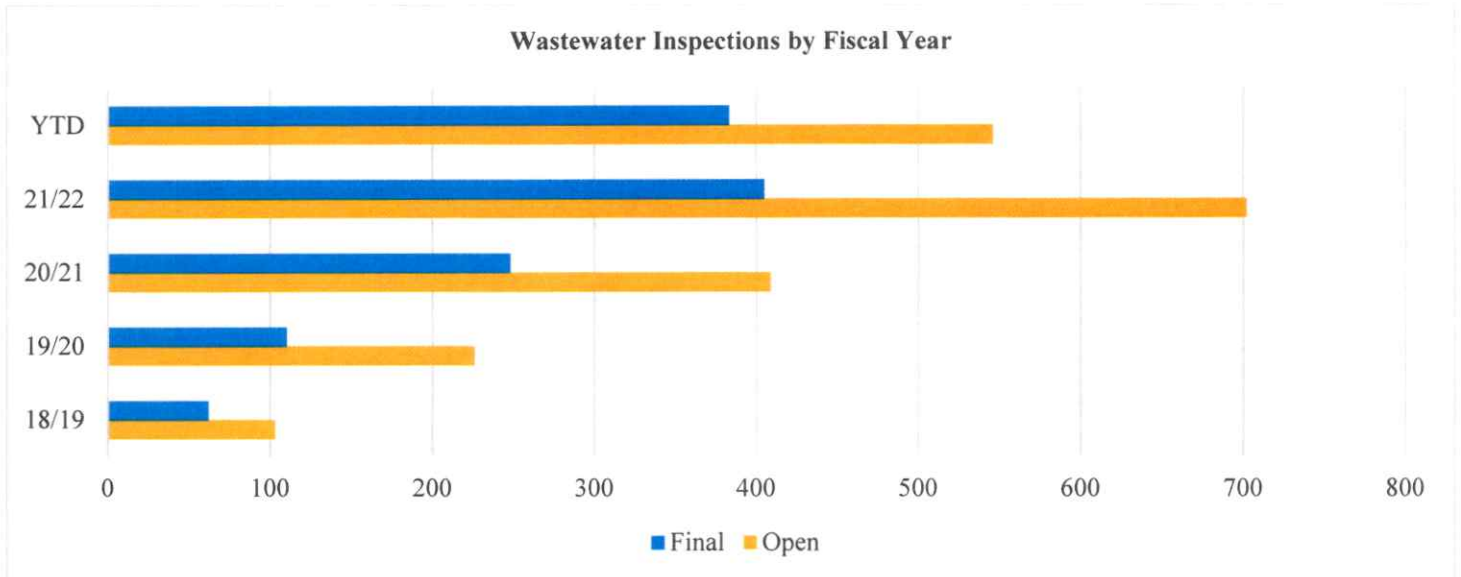
<u>Work Orders</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Apr 2023</u>	<u>FY 22/23 YTD</u>
<b>Vacuum System Service Request</b>	112	82	78	191		<b>11</b>	<b>122</b>
<b>Gravity Service Request</b>	10	13	20	69		<b>5</b>	<b>42</b>
<b>Low Pressure Service Request</b>	728	770	702	730		<b>63</b>	<b>571</b>
<b>Total Pumps Replaced</b>	361	449	492	472		<b>28</b>	<b>370</b>
<b>Total Pumps Rebuilt</b>	n/a	n/a	135	114		<b>0</b>	<b>30</b>
<b>Total Warranty Pumps Returned</b>	n/a	n/a	n/a	129		<b>8</b>	<b>110</b>
<b>Grinder Tank PM Program</b>	358	267	219	117		<b>7</b>	<b>101</b>
<b>Open Trench Inspections</b>	103	226	409	702		<b>56</b>	<b>546</b>
<b>Final Inspection for New Service</b>	62	110	248	405		<b>20</b>	<b>383</b>
<b>Grease Trap Inspections</b>	n/a	n/a	n/a	n/a		<b>25</b>	<b>114</b>
<b>Sanitary Sewer Overflow (SSO)</b>	3	49	19	28		<b>2</b>	<b>12</b>
<b>Odor Complaints</b>	43	43	35	22		<b>2</b>	<b>21</b>



Public Services Department - Wastewater Division  
April 2023

**New Constructions and Inspections:**

Wastewater inspectors perform open-trench inspections for all sewer infrastructure installed within our Collections System, as well as final inspections on all new construction buildings. New constructions throughout the City, both commercial and residential, have drastically increased the frequency of both inspection activities. We have seen an approximate doubling in the number of inspections every year for the last 5 years.

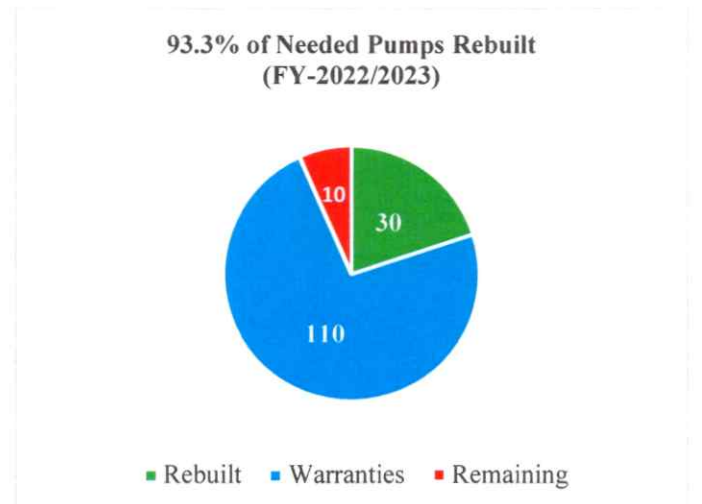


**Pump Rebuilds:**

The capital outlay budget was designed for a total purchase of 350 new E-One grinder pumps for the 2021/2022 Fiscal Year. However, 472 grinder pumps were needed to meet all the service call requests for the year, and supply-chain issues led to long delays in receiving new pumps that were on order. To supplement the amount of pumps on-hand, the department rebuilt 114 pumps throughout the year, in addition to 129 warranty-return pumps received. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period. The capital outlay budget for the 2022/2023 fiscal year was again designed for the purchase of approximately 350 new pumps, with an anticipated need for approximately 500 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps).

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

There was an abnormally high number of warranty-returns in the 2021/2022 fiscal year caused by a known manufacturing defect in the 2018/2019 E-One models that the manufacturer has since corrected.



**Public Services Department - Wastewater Division**  
**April 2023**

**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.

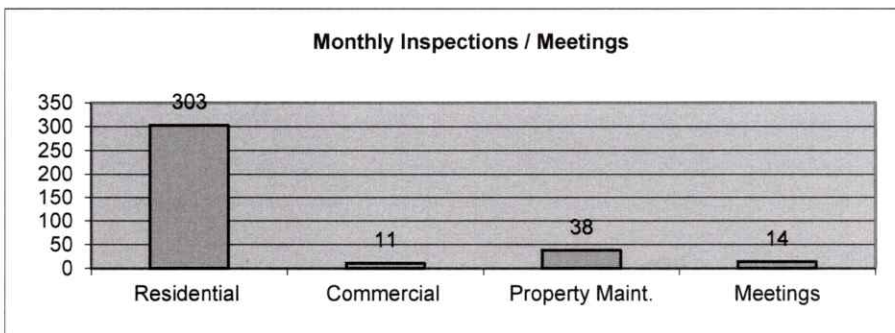
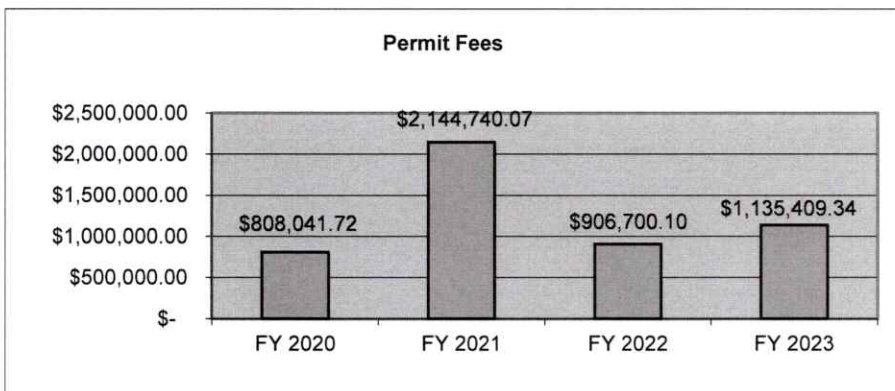
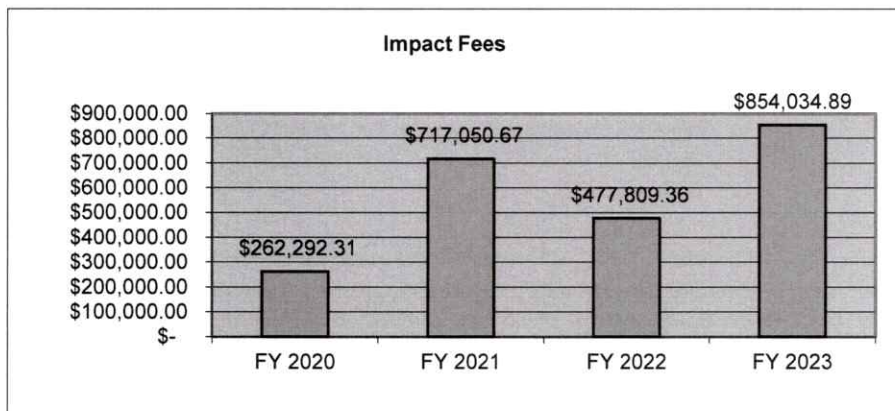
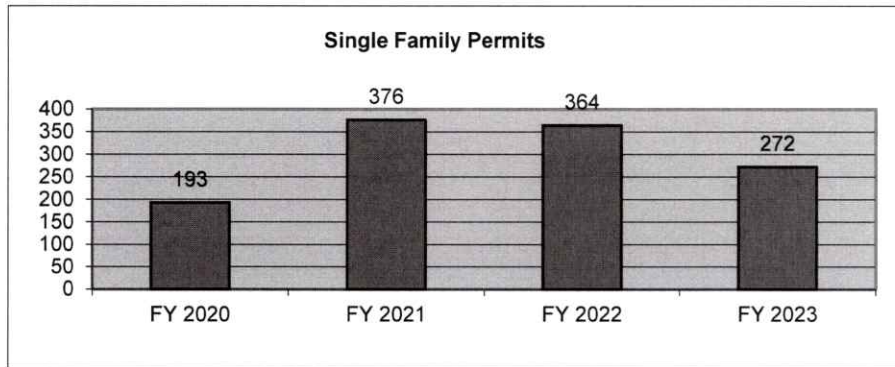
<u>Parameter</u>	<u>Jan - 23</u>	<u>Feb - 23</u>	<u>Mar - 23</u>	<u>Apr - 23</u>	
Flow – To Creek	0.718 MGD	0.701 MGD	0.711 MGD	0.725 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
Total Flow Through Plant	0.718 MGD	0.701 MGD	0.711 MGD	0.725 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	51.3%	50.1%	50.8%	51.8%	(0.725 MGD) / (1.400 MGD)
Actual Capacity	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.400 MGD x 80%)
% of Allocated Capacity	64.1%	62.6%	63.5%	64.7%	(0.725 MGD) / (1.120 MGD)
Rainfall	6.37"	3.36"	4.99"	3.31"	

	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>April 2023</u>	<u>FY 22/23</u> <u>YTD</u>
Effluent Violations	7	12	7	32		1	19

- 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.
- TDEC Order and Assessment:** On July 15<sup>th</sup>, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within "significant compliance" of the facility's permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29<sup>th</sup>, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the "significant compliance" period to begin one (1) year after completion of construction, to allow for the influence of the old facility's treatment effectiveness on annual rolling averages to be completely phased out. **The City received written confirmation of this arrangement from TDEC on August 7<sup>th</sup>, 2020.**
- Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly. The PAA feed rate is operating at a constant **2.25** parts per million (ppm). The average residual was **0.17** PPM with a max residual of **0.33** PPM. ***Last month the feed rate was 2.20 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 **27.3 CFU's** which is well below the limit. ***Last month the average was 34.0 CFU.***

Planning and Codes Department  
April 2023



**Planning and Codes Department**  
**April 2023**

	Month	FY2023	FY2022	FY2021	FY2020
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	12	85	67	74	69
Construction Appeals	0	0	0	0	0
Zoning Appeals	1	5	5	4	5
Tech. Review/Study Session	0	0	5	2	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	53	272	340	376	193
Multi-Family Residential	0	226	0	22	13
Other Residential	10	78	89	83	91
New Commercial	0	7	7	6	6
New Industrial	0	0	0	2	0
Other Com/Ind	11	42	25	23	33
Sign	2	18	11	17	14
Occupancy Permits	14	327	319	400	212
Other	3	23	11	12	3
<b>BUILDING INSPECTIONS</b>					
Residential	292	3880	5452	2621	2858
Hours	83.5	1748	1367	533	699
Commercial /Industrial	11	106	139	92	110
Hours	5.5	62.5	48	18	12.83
<b>CODE ENFORCEMENT</b>					
Total Cases	38	144	35	98	179
Hours	19	86.5	35.75	70.24	86.75
Complaints Received	30	131	55	41	116
<b>MEETINGS</b>					
Administration	4	71	117	72	58
Hours	2	81.5	127	70	38
Planning	8	100	127	53	76
Hours	4	100.5	96	50	70
Codes	2	8	8	11	28
Hours	1	11	10	9	37
<b>FEES</b>					
Permit Fees	\$112,390.00	\$ 1,135,409.34	\$ 906,700.10	#####	\$808,041.72
Board Review Fees	\$0.00	\$ 14,925.00	\$ 14,100.00	\$ 84,775.00	\$11,000.00
City Impact Fee	<b>\$65,985.00</b>	<b>\$ 854,034.89</b>	<b>\$ 477,809.36</b>	<b>\$ 717,050.67</b>	<b>\$262,292.31</b>
Roads	\$20,193.00	\$ 246,774.51	\$ 664,873.68	\$ 301,769.60	\$77,860.90
Parks	\$20,988.00	\$ 204,006.00	\$ 114,114.00	\$ 150,326.00	\$ 74,646.00
Police	\$14,946.00	\$ 177,657.73	\$ 125,535.54	\$ 191,431.41	\$ 59,096.30
Fire	\$9,858.00	\$ 128,808.00	\$ 76,498.26	\$ 79,900.66	\$ 36,749.61
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	216	428	22	0	96
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 34	\$ 13,639,223.95	\$25.00	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	16		17	16	15

**Parks, Recreation, & Cultural Arts Department**  
**April 2023**

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

- Continued submitting items to TDEC
- Put up required signage at all locations where grant funds were used
- Bid package has been put together and we plan to go out for bid in July
- Pre-bid set for July 27<sup>th</sup>
- Bid opening: August 7<sup>th</sup> at 2pm

*Tennis Courts*

- Expect materials for repairs to be received by the end of May
- Plan to get demolition and clean-up of damaged materials by end of month
- Hoping for end of May/early June for completion

*Rec Center*

- The parking lot continues to progress but hit a bit of a snag after binder was installed.
- They were able to get dirt work going a little bit but still waiting for parking lot to finish before it can really kick into gear

*Splash Pad Maintenance Building*

- Re-design completed
- Waiting until next progress meeting to hear about a start date

*Playground Restoration*

- Complete



*Cemetery Software*

- Errors were fixed and software is now live to the public
- We will make an announcement sometime next month and put in Word on WH

*Greenway Bridge Restoration*

- No progress this month
- Will likely get done late next month or early June

**Parks, Recreation, & Cultural Arts Department**  
**April 2023**

*Cemetery Fencing*

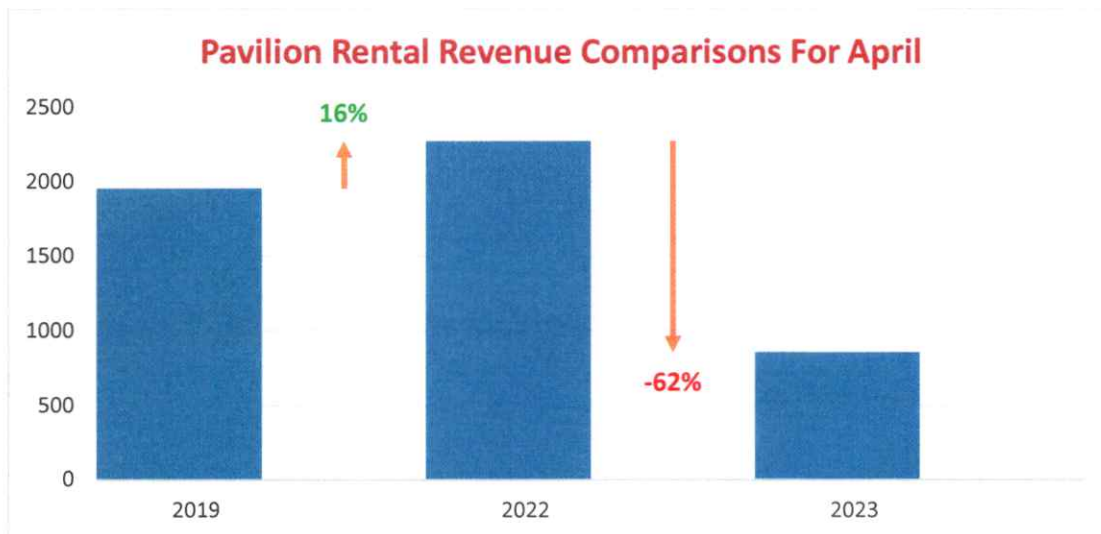
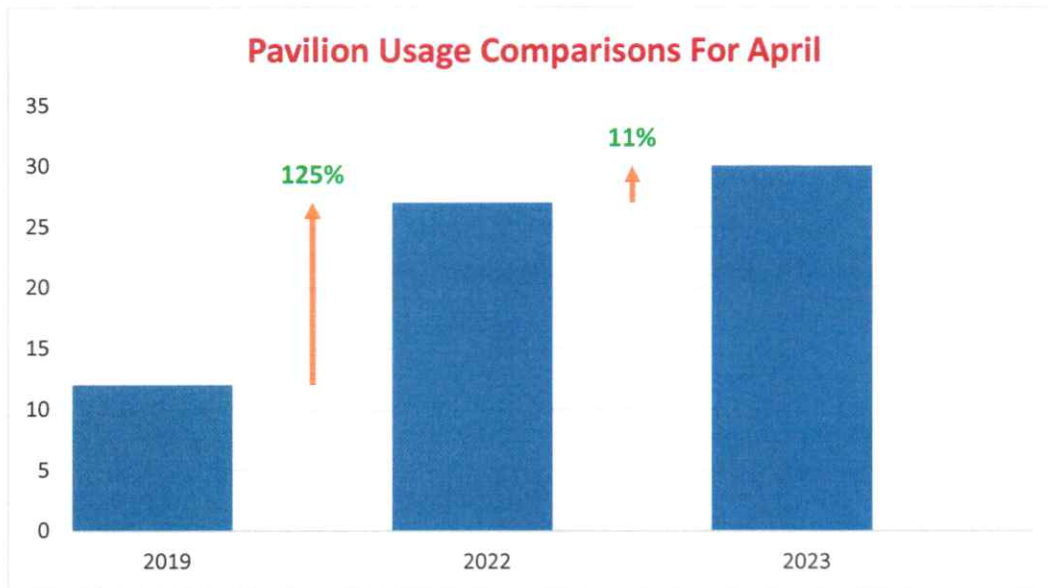
- First section of fence should be installed early next month
- They are having trouble with the change order materials but hopefully it will be a quick turn-around and they can get it done before the end of next month or early June

*Dog Park Parking Lot Paving/Striping*

- Decided to carry this project over to another budget year to allow more time for design

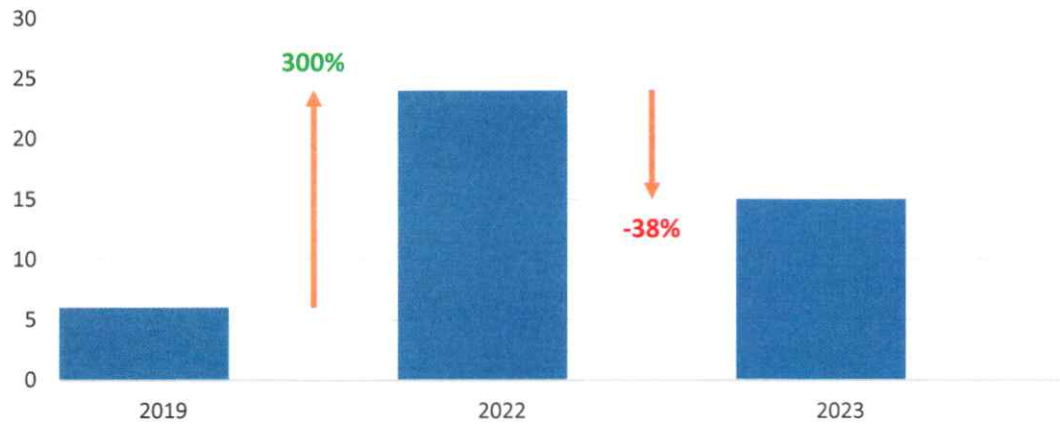
*Laser Grading & Top-Dressing Fields*

- Laser Grading is complete
- Top dressing of soccer fields will not happen until June

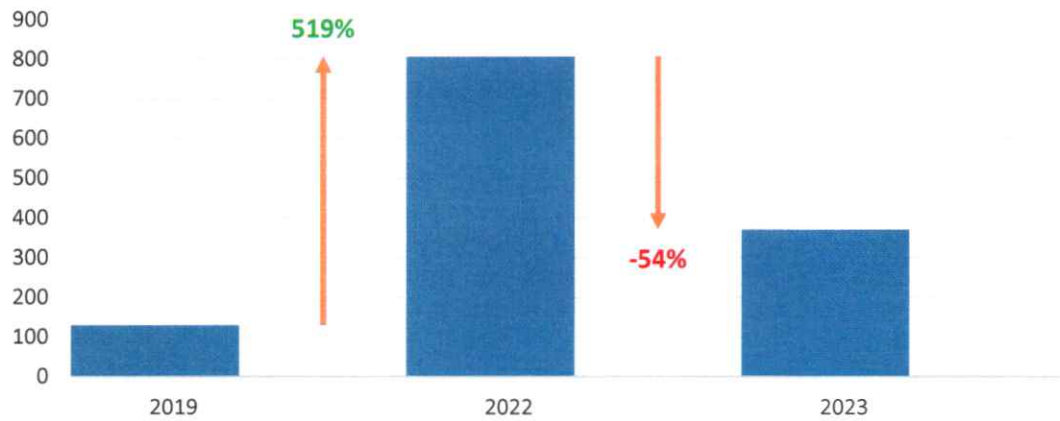


Parks, Recreation, & Cultural Arts Department  
April 2023

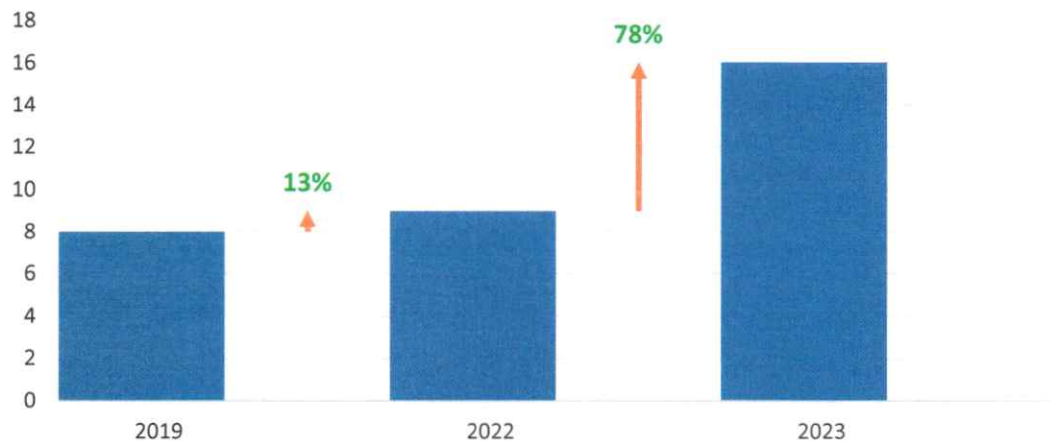
Ballfield Rentals Comparisons For April



Ballfield Rental Revenue Comparisons for March

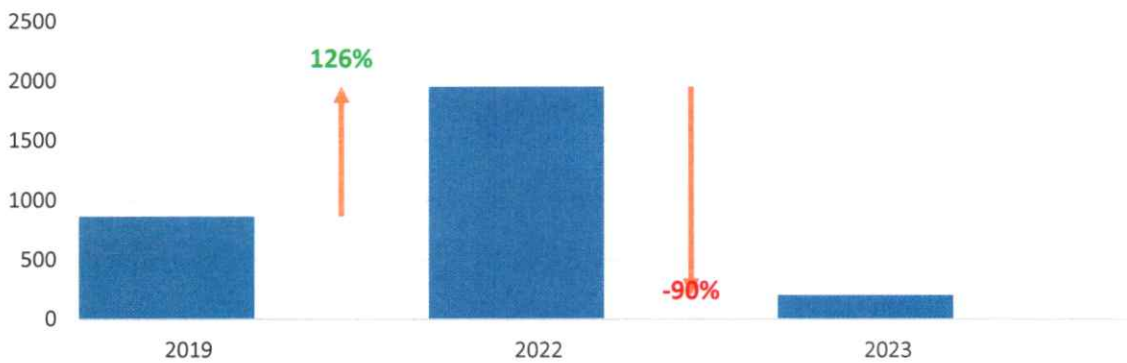


Facility Usage Comparisons For April

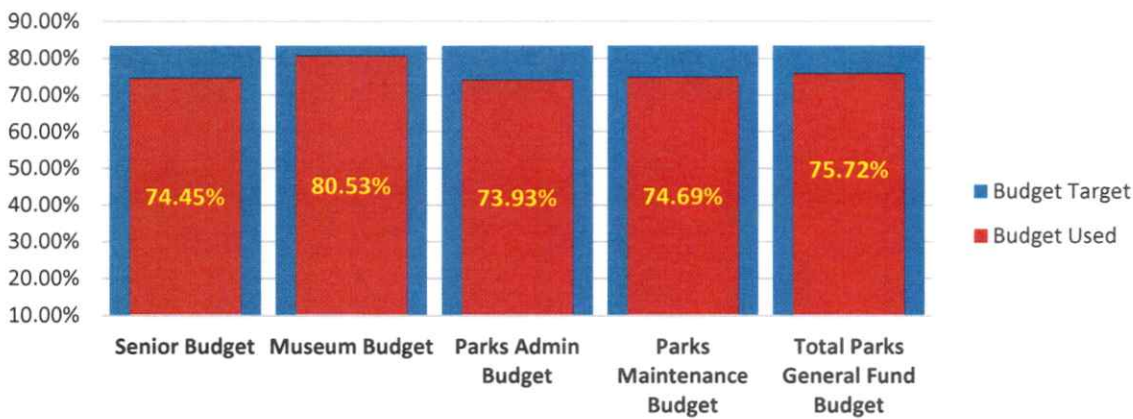


Parks, Recreation, & Cultural Arts Department  
April 2023

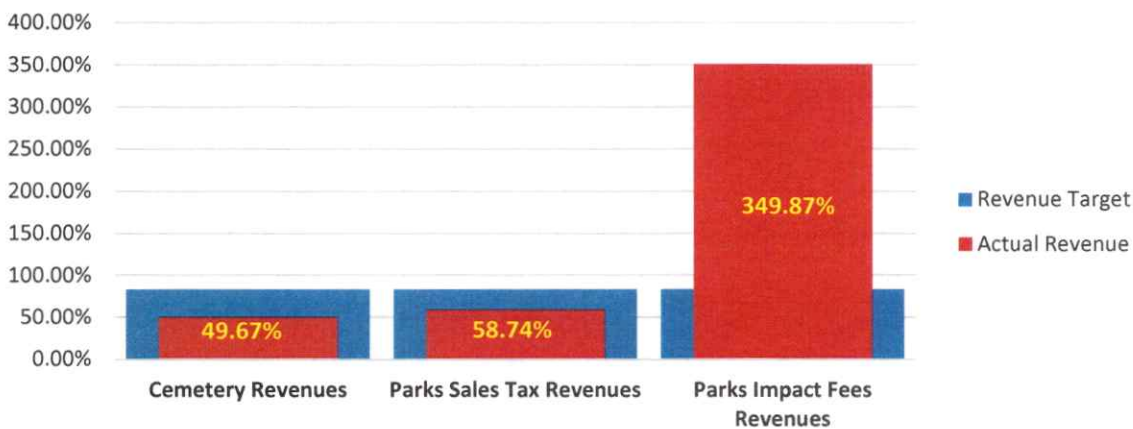
Facility Rental Revenue Comparisons For April



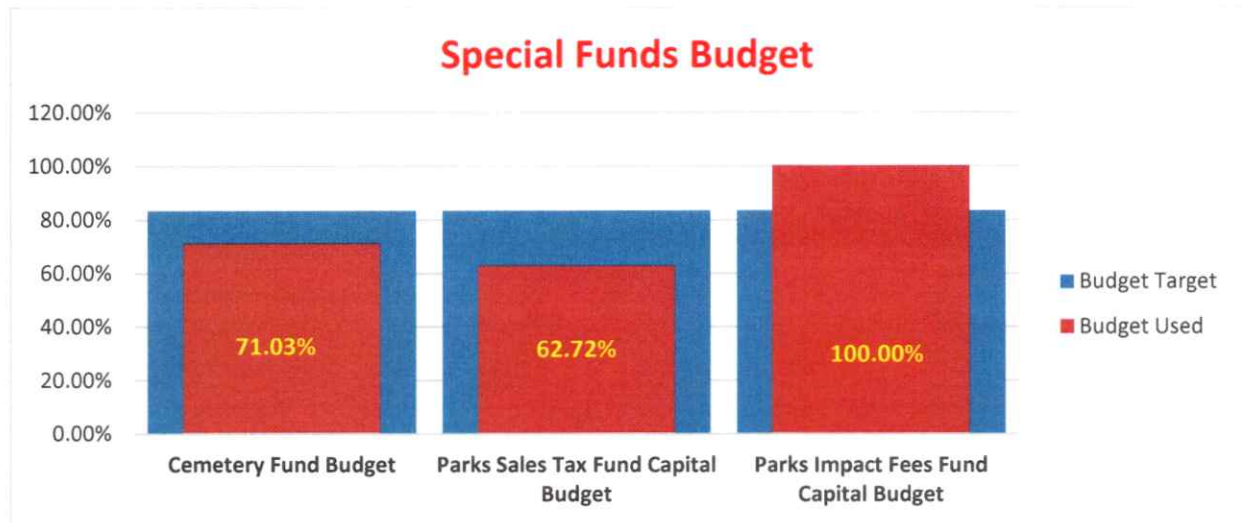
General Fund Budgets



Special Funds Revenues



Parks, Recreation, & Cultural Arts Department  
April 2023



**April 2023 Monthly Report**  
**Recreation- Assistant Director**

**Special Events**

The Great Egg Hunt- 03/27-04/09

- 10 Eggs Hidden
  - 80 households participated
  - 240 Total Submissions
  - Broussard Family Won The basket
- Gift basket- \$60 of Gift cards



**Adult Athletics**

Men's Basketball: 9 Teams total

Adult Softball: 4 Teams total

**Youth Athletics**

Girls' Volleyball: 14 Teams Total

- Picture Day 04/15

Challenger Baseball: 8 Players Total

- First Game 04/22 (rained out)



**Other**

Open gyms: Averaged totals per a day

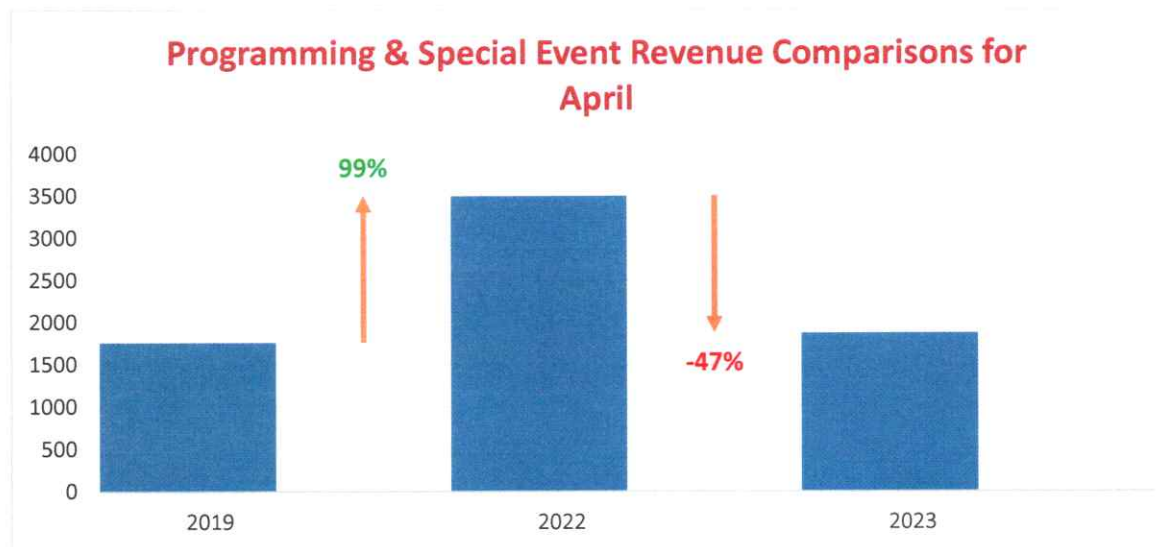
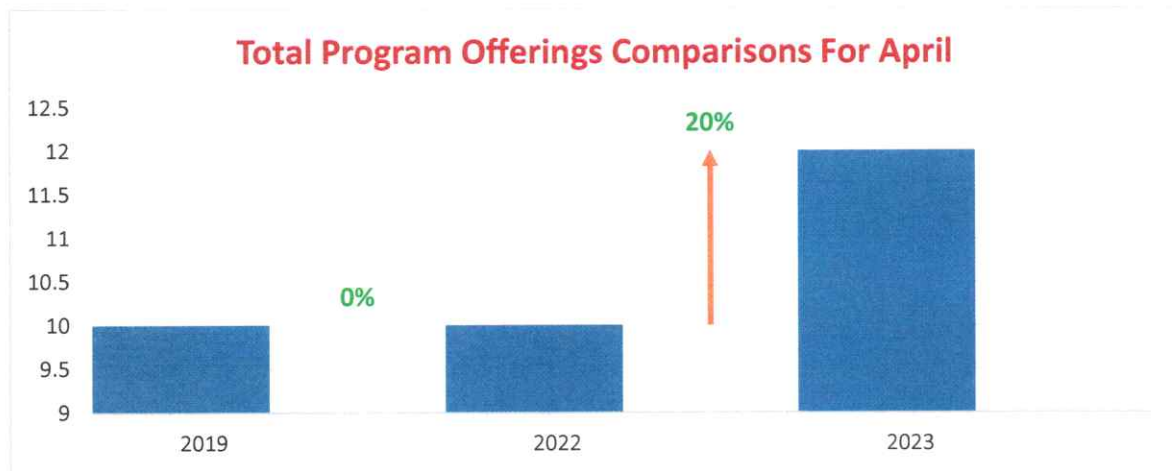
- Pickle Ball Open Gym
  - Tuesdays- 7
  - Thursdays- 12
- Open Gym Basketball - 12

**Facebook**

- 528 Followers
- Total posts for April: 25
- Best Performing Post: Facility Announcements
  - 2k Reach



Parks, Recreation, & Cultural Arts Department  
April 2023



**Maintenance**

- We fixed spots on the Greenway that have washed out next to the asphalt. We added gravel and poured concrete to help with any further damage.



**Parks, Recreation, & Cultural Arts Department**  
**April 2023**

- We borrowed a walk behind grinder from Public Works and smoothed out some high spots in the asphalt that were tripping hazards at the park and along Greenway.



- We have all of the trees cut up that fell from the big windstorm we had. We still have a large stockpile of brush to haul off that we have at the park.



- Mowing is in full swing now and we are mowing every day. We are mowing the sports fields twice a week.
- We have been spot-spraying roundup around fences, curbs, beds to help us out with weed eating.
- We fixed a damaged section of the sidewalk at the soccer complex. We cut out the busted area and poured a new concrete pad.



- We have been fixing some irrigation leaks we found when the water was turned back on this spring.

**Parks, Recreation, & Cultural Arts Department**  
**April 2023**

**Museum**

**Volunteers**

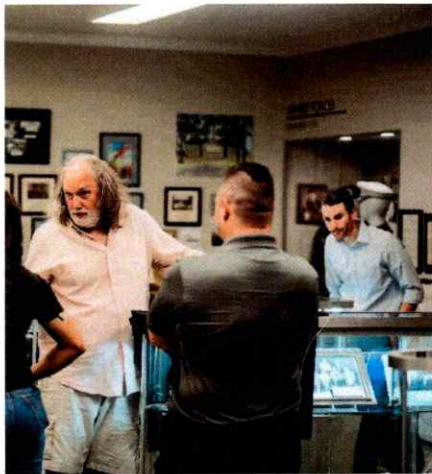
The museum volunteers and I have been working on a new exhibit for the summer. We have been getting it set up for viewing beginning June. The museum volunteers have provided 13 volunteer hours to the museum.

**Exhibits**

Expect a new exhibit to be completed in June, 2023.

**Tours at Museum**

Tours were given to walk ins.



The chamber had Mugs and Mugshots set up in the museum which allowed the individuals waiting for their turn to look through the museum.

**Events and Meetings Assisted with and/or Attended**



April 4 – Heritage Days at Mansker – Was able to view their set up for this event and speak with some of the demonstrators for their information to be part of The Gathering.

April 5 - Ribbon Cutting at 1440 Fitness

April 6 – Ribbon Cutting at White House Small Engine

**Parks, Recreation, & Cultural Arts Department**  
**April 2023**

**Events and Meetings Assisted with and/or Attended (Cont.)**



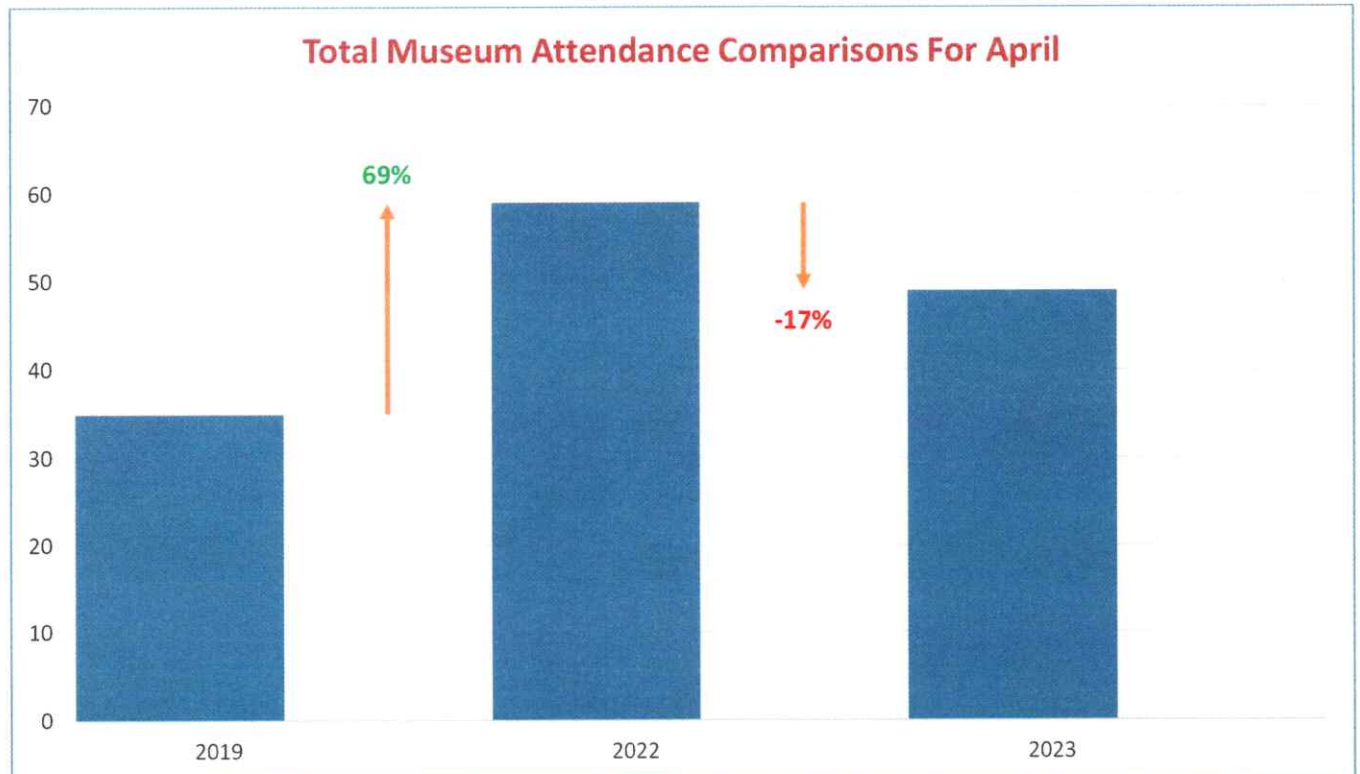
April 20 – Meeting with Sarah and Brenda “the sewing ladies” about period clothing for myself and volunteers

April 20 – Meeting with Jane Langford about White House High School’s 100<sup>th</sup> graduation class next school year.

April 24 – Meeting with new museum volunteer, Sally Givens Rogers

**Visitors’ Center and Museum Attendance**

Visitors’ Center Only	Visitors’ Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
2	37	12	49	

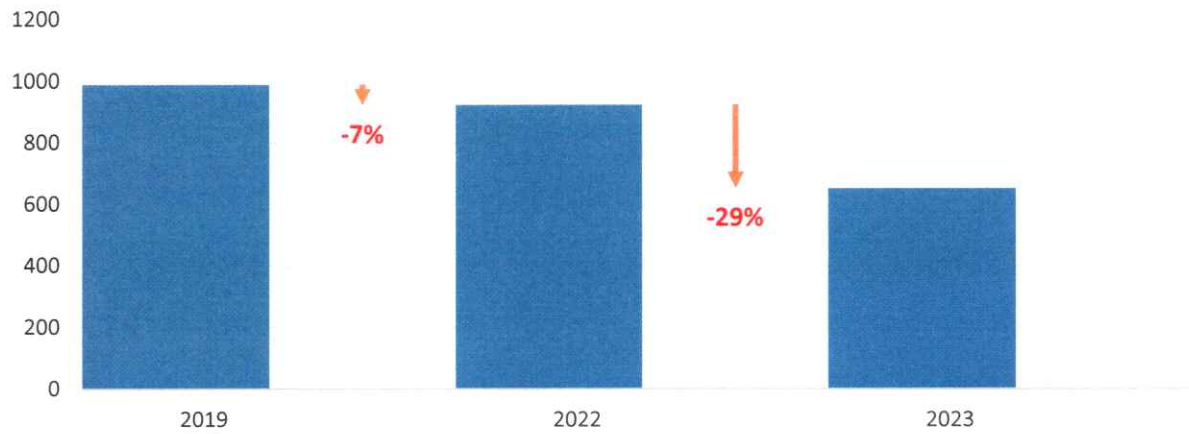


**Parks, Recreation, & Cultural Arts Department**  
**April 2023**

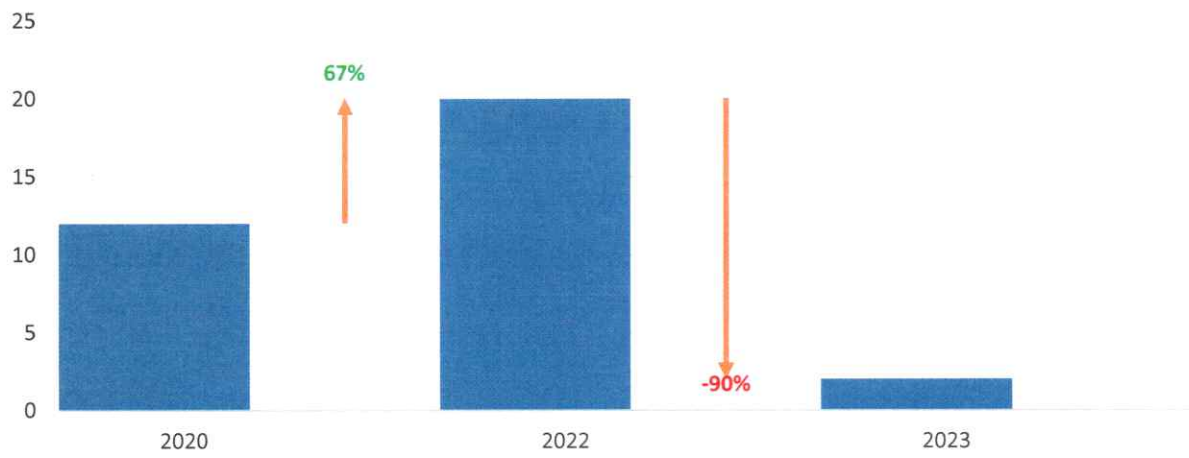
<b>Senior Center Participation - April 2023</b>			
<b><u>Outings:</u></b>			
National Weather	18		
Bowling	11		
Riverview Restaurant-Ashland City	23		
<b>Total</b>	<b>52</b>		
<b><u>Events:</u></b>			
Easter Egg Hunt	5		
<b>Total</b>	<b>5</b>		
		<b><u>Sr Meals Wednesdays</u></b>	
		138	
		143	
		149	
		135	
		<b>565</b>	<b>TOTAL</b>
<b><u>Programs:</u></b>			
Fittercise-Strength, Yoga	257		
Walk	84		
Bingo	39		
Birthday Potluck	25		
Garden Club	26		
Bunco	17		
Crafts	5		
Farmers Rummy	12		
Bible Study	4		
Cards, Games, Pool, Puzzles	129		
Pickle Ball	48		
<b>TOTAL</b>	<b>646</b>		
<b>MEMBERS</b>	<b>316</b>	Updated members	as of 4/30
<b>1st time visitors</b>			2
<b>New Members</b>			5
<b>TOTAL Sr Center Participants:</b>	<b>1396</b>	<b>Total</b>	<b>1248</b>

**Parks, Recreation, & Cultural Arts Department**  
**April 2023**

**Senior Programming Attendance Comparisons For April**



**Senior Center First Time Visitors Comparisons for March**



Parks, Recreation, Cultural Arts Department  
April 2023

	FYE 2020	FYE 2021	FYE 2022	April 2019	Apr-22	April 2023	YTD 22-23
<b>Facility Usage</b>							
Special Use Permits Submitted	15	39	20	1	3	2	19
Pavilion 1 Usage	7	21	16	2	3	4	11
Pavilion 2 Usage	5	13	16	2	3	1	7
Pavilion 3 Usage	38	74	94	8	16	17	88
Splash Pad Pavilion Usage	106	99	165	0	5	8	130
Total Number of Pavilions Usage	156	207	291	12	27	30	236
Gymnasium Rentals	79	23	83	8	9	3	71
Amphitheater Usage	0	1	9	0	0	0	7
Community Room						13	47
Total Number of Facility Rentals	89	30	92	8	9	16	125
Ballfield Rentals	45	146	134	6	24	15	132
Vistor Center Attendance	21	20	29	2	2	2	27
Vistors Who Also Toured Museum	84	70	303	3	39	37	172
Museum Attendance Only	668	115	1116	32	20	12	976
Total Museum Attendance	752	185	1419	35	59	49	1148
<b>Programming</b>							
Number of Youth Program Participants	578	417	615	6	0	0	800
Number of Adult Program Participants	76	100	260	0	0	0	195
Number of In-House Special Events Offered	7	9	7	0	0	1	9
Number of In-House Special Event Attendees	2964	1077	2223	0	0	8	2158
Number of Rec Programs Offered	18	19	21	1	0	0	17
Number of Senior Center Memberships	1768	2000	2454		205	316	2539
Number of New Senior Center Memberships	16	0	5	12	0	5	25
Senior Center Participants	9594	4412	11605	1,408	1,294	1,248	13971
Senior Center First Time Visitors	59	36	95	12	20	2	99
Number of Senior Trips Offered	37	9	28	5	4	3	39
Number of Senior Trip Participants	613	81	235	71	34	52	510
Number of Senior Programs Offered	76	34	101	9	10	12	117
Number of Senior Program Participants	6798	1061	7304	988	922	651	8891
Number of Senior Meals Served	34	36	47	4	4	4	40
Number of Meals Participants	2235	3277	3965	349	338	565	4590
Offsite Presentation Attendees	15	0	145		0	0	435
Total Number of Programs Offered	94	53	124	10	10	12	134
<b>Revenues</b>							
Youth Programs	\$41,183.00	\$44,261.00	\$57,366.00	\$447.00	\$77.00	\$0.00	\$ 68,765.00
Adult Programs	\$ 3,580.00	\$ 6,230.00	\$ 7,925.00	\$0.00	\$1,675.00	\$0.00	\$ 11,580.00
Special Events	\$ 2,009.00	\$ 3,495.00	\$ 3,080.00	\$400.00	\$600.00	\$0.00	\$ 780.00
Senior Meals	\$ 5,961.50	\$ 8,222.50	\$11,442.00	\$911.00	\$1,142.00	\$1,869.00	\$ 15,211.00
Shelter Reservations	\$ 4,780.00	\$ 9,112.50	\$12,995.00	\$1,955.00	\$2,270.00	\$855.00	\$ 6,070.00
Facility Reservations	\$ 8,046.88	\$ 2,956.25	\$19,181.75	\$862.50	\$1,950.00	\$203.00	\$ 13,462.00
Field Rentals	\$ 1,203.34	\$ 5,820.50	\$ 3,913.00	\$130.00	\$805.00	\$370.00	\$ 4,721.00
Affiliate League/Tournament Fee Revenue	\$16,017.20	\$ -	\$13,666.50	\$0.00	\$0.00	\$0.00	\$ 22,995.50
Misc	\$15,394.74	\$ 9,686.39	\$25,818.31	\$5,301.10	\$171.36	\$796.02	\$ 6,263.20
<b>Maintenance</b>							
Mowing Hours	2,601	2,195	1660.25	75	129	162	1054.5
Work Orders Received	8	9	15		1	1	20
Work Orders Completed	8	9	14		1	1	19
Number of Projects Started	40	39	31	1	4		8
Number of Projects Completed	35	32	29	1	3		8
Number of ballfield rainouts	NA	NA	156		61	55	227
Bags of Field Dry Used	NA	NA	100		8	20	26

## **White House Library April 2023**

### **Summary of Activities**

The library director and library supervisor attended Library Legislative Day on April 4<sup>th</sup>. The two met with the House Representatives and Senators from Sumner and Robertson County. The two presented information about things happening at the White House Public library along with concerns about different upcoming legislative bills.

The library director and library supervisor attended the Tennessee Library Association Conference in Memphis TN on April 12-13. The two attended presentations on different public library related topics. In addition, the library director toured one of the new Memphis branch libraries, spoke with a branch manager about going fine free and found a new mentor.

Deana at the city did another training with staff on how to use Canva as well as gave helpful tips with Instagram and Facebook posts. The library staff is trying to improve their marketing of its programs and hopes to see good results from these changes.

The library director attended an Americana meeting on April 17<sup>th</sup> to hear about the progress being made with that city event.

The library director attended the Chamber Luncheon to hear the State of Robertson County address on April 18<sup>th</sup>. The presenters at this address included: Robertson County Mayor Billy Vogle, Director of School Dr. Chris Causey, and the Economic Development Director, Vonda Gates. After the luncheon, the library director met with the Stokes Brown library director and Regional Library director to discuss censorship issues happening around the state.

The library opened late to the public on April 19<sup>th</sup> in order to switch the YA and Juvenile collections. The staff weeded both collections before the move. With the help of volunteers, the staff was able to complete the project that morning and only had to go back and make minor shifting adjustments. The move has received positive feedback from the public and the staff who agree the collections work better in their new location.

The library director attended a virtual partnership fair that the state library and archives hosted. During this fair, attendees got to hear from different government organizations that libraries could potentially partner with in the future.

The marketing committee met on April 25<sup>th</sup>. The group discussed the progress of the Fandom Fair so far as well as some issues such as placement location of everything, tent logistics, and the teen escape room.

### **Department Highlights**

The biggest highlight of the month was the shift in the collection. It was a big task that all the staff and volunteers worked hard to complete and it has had a positive turnout.

**White House Public Library  
April 2023 Performance Measures**

**Official Service Area Populations**

2019	2020	2021	2022
14,202	14,363	14,455	14,820

**Membership**

April	2019	2020	2021	2022	2023
New Members	76	16	63	100	91
Updated Members	253	106	106	519	167
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,539
% of population with membership	59	66	49	48	51

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library is also sending out notices when a patron's card is expired to help reduce the number of inactive cards.

**Total Material Available:** 38,386

**Estimated Value of Total Materials:** \$959,650

**Total Materials Available Per Capita:** 2.60

**Last Month:** \$992,750

**Last Month:** 2.68

**State Minimum Standard:** 2.00

**Materials Added in April**

2019	2020	2021	2022	2023
472	336	136	304	179

**Yearly Material Added**

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	812

**Physical Items Checked Out in April**

2019	2020	2021	2022	2023
4,852	3,340	3,650	6,444	6,588

**Cumulative Physical Items Check Out**

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	26,961

**Miscellaneous item checkouts**

April	2019	2020	2021	2022	2023
Technology Devices	43	26	65	54	53
Study Rooms	100	0	0	54	65
Games and Puzzles	73	37	37	158	81
Seeds	46	30	30	194	132
STEAM Packs	26	0	0	21	14
Cake Pans	4	0	0	6	1
Outdoor Items	*	*	*	*	3
Honor Books	*	*	*	*	16

**Yearly Totals**

2019	2020	2021	2022	2023
137	381	725	743	243
253	305	395	746	248
222	955	1,263	2,060	586
112	302	878	883	534
61	25	160	234	78
1	28	21	69	10
*	*	*	17	12
*	*	*	19	63

**Library Services Usage**

April	2019	2020	2021	2022	2023
Test Proctoring	11	1	30	8	2
Charging Station	30	0	2	2	2
Notary Services	*	4	7	14	2
Library Visits	4,551	0	2,724	3,648	3,945
Website Usage	1,084	1,101	2,113	2,244	3,704
Reference Questions	9	16	5	2	4

**Yearly Totals**

2019	2020	2021	2022	2023
27	74	108	61	9
19	47	45	21	8
16	88	144	135	31
55,728	30,007	38,913	48,253	15,693
16,935	17,977	27,907	33,678	16,019
77	60	73	31	15

**Computer Users**

April	2019	2020	2021	2022	2023
Wireless	658	140	331	272	329
Adult Users	384	8	165	191	205
Kids Users	152	0	80	227	167

**Yearly Computer Users**

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	1,631
1,103	2,138	2,235	2,608	816
556	427	957	2,987	698

**Library Volunteers**

April	2019	2020	2021	2022	2023
Library Volunteers	13	0	8	8	13
Volunteer Hours	115	0	114	130	74.5

**Yearly Totals**

18-19	19-20	20-21	21-22	22-23
82	36	20	48	31
809	1,286	1,204	1,492.5	920

**White House Public Library  
April 2023 Performance Measures**

**Universal Class Counts**

April	
Sign ups	3
Courses started	1
Lessons viewed	3
Class Submissions	4

**Yearly Totals**

2019	2020	2021	2022	2023
9	10	13	18	11
16	53	39	2	4
194	1,771	1,008	876	169
105	800	515	465	233

**Programs**

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	1	1	2	1
total Sign-ups	60	83	84	113	143

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	0
500 Mark	2	0	2	5	5
Completion	1	2	4	7	3

**Face-to-face Kids Programs**

April	2019	2020	2021	2022	2023
Programs	18	0	6	12	13
Attendees	341	0	41	301	292
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	51
Attendees	4,201	1,185	2,167	3,646	1,325

**Grab & Go Kits**

April	2020	2021	2022	2023
Kits	0	6	0	0
Taken	0	162	0	0
Yearly	2020	2021	2022	2023
Kits	38	44	7	0
Taken	1094	1,699	334	0

We did not have story time the week we opened late in order to move the Juvenile and YA collections. Thus, our numbers for April are a bit smaller.

**Teen/tween Face-to-Face Programs**

April	2020	2021	2022	2023
Programs	0	4	8	11
Attendees	0	13	43	46
Yearly	2020	2021	2022	2023
Programs	11	43	98	42
Attendees	77	370	437	131

**Grab & Go**

April	2020	2021	2022	2023
Kits	0	3	0	0
Taken	0	36	0	0
Yearly	2020	2021	2022	2023
Kits	13	24	7	0
Taken	152	409	151	0

Since the library has only done combined teen/tween classes for the last year, the director will only record those numbers until the program grows and needs to be divided by age.

**Face-to-face Adult Programs**

April	2019	2020	2021	2022	2023
Programs	17	0	5	6	7
Attendees	76	0	15	44	42
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	30
Attendees	1,343	214	351	377	147

**Device Advice**

April	2019	2020	2021	2022	2023
Sessions	*	42	3	8	7
Yearly	125	51	81	131	37
Passive					
April	*	*	0	0	0
Yearly	*	*	0	20	0

**Interlibrary Loan Services**

April	2019	2020	2021	2022	2023
Borrowed	60	0	50	81	42
Loaned	35	0	18	14	6

**Yearly Interlibrary Loan Services**

2019	2020	2021	2022	2023
690	534	673	872	212
410	151	226	317	79

April	R.E.A.D.S
Adults	2,106
Juvenile	154

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	20,217
Juvenile	1,430	1,189	1,032	2,013	1,410

The READS statistics come from the state.

City Court Report  
April 2023

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH \$1,828.50

**TOTAL MONIES COLLECTED YTD**

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH \$2,065.29

**\$32,117.50**

**TOTAL MONIES COLLECTED YTD**

TOTAL REVENUE FOR MONTH

\$3,893.79

**\$19,859.99**

**TOTAL REVENUE YTD**

**DISBURSEMENTS**

LITIGATION TAX \$168.17

**\$51,977.49**

DOS/DOH FINES & FEES \$99.75

DOS TITLE & REGISTRATION \$114.00

RESTITUTION/REFUNDS \$0.00

ON-LINE CC FEES \$0.00

CREDIT CARD FEES \$0.00

WORTHLESS CHECKS \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$381.92

**TOTAL DISBURSEMENTS YTD**

ADJUSTED REVENUE FOR MONTH

\$3,511.87

**\$6,293.70**

**TOTAL ADJUSTED REVENUE YTD**

**\$45,683.79**

**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH \$237.50

**DRUG FUND DONATIONS YTD**

**\$5,889.98**

Offenses Convicted & Paid For Month	Count	Paid
Careless Driving		
Financial Responsibility Law	6	\$360.00
Registration Law	8	\$620.00
Improper Equipment		
Texting/Hands Free Law	1	\$61.00
Codes Violation	2	\$0.00
DL Exhibited		
Red Light	1	\$55.00
Animal Control	2	\$187.50
Stop Sign		
Speeding	3	\$287.50
Seat Belt-Child Restraint	1	\$30.00
Improper Passing	1	\$117.50
Exercise Due Care	2	\$110.00
Following Too Close		
Total	27	\$1,828.50

# RESOLUTIONS....

May 9, 2023

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Jason Barnes, Finance Director  
**Re:** Internal Control Manual (V7) May 2023 revisions

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The following is a summary of the revisions to the Internal Control Manual that we are requesting during the 5/18/2023 BMA meeting:

- The term “Cashier” replaces the term “Clerk”. This change is necessary because a cashier is anyone that receipts transactions for the City and can be a Clerk, but the duties of a Cashier aren’t exclusive to Clerks.
- “Tax Clerk” replaced with additional “Customer Service Representative”. This change occurred as part of our efforts to support cross-training. The duties of the Customer Service Representatives include the previous duties of a Tax Clerk as well as assisting utility and court customers.
- “Court Clerk” responsibilities changed. The duties of Accounts Payable (AP) are now a primary responsibility of the Accounting Specialist. To further assist in our cross-training efforts, the responsibilities of the “Court Clerk” now include Court, Utility customers and the previous responsibilities of the Tax Clerk. (Similar to Customer Service Representative responsibilities.)
- Backup Finance cashiers designated. The Assistant Finance Director is no longer designated as a backup Cashier due to the potential for conflict while performing reconciliation responsibilities. The Utility Billing Specialist or Accounting Specialist can serve as back up cashier for the Finance Office.
- Utility Billing Specialist can count cash drawers at close of business day. The Utility Billing Specialist, Accounting Specialist, Assistant Finance Director, and Finance Director are authorized to count cash drawers as part of the end of day closing procedures for each cashier (except themselves).
- Utility Billing Specialist can perform daily deposits. The Utility Billing Specialist along with the Accounting Specialist and Assistant Finance Director are authorized to create the daily deposits for any cashier (except themselves).
- Armored courier service delivers the daily deposit to the bank. The City is contracted with an armored courier service to pick up and deliver deposits to the bank.
- Weekly bank reconciliations. The Assistant Finance Director or Accounting Specialist will reconcile all bank transaction every week
- Utility Billing Specialist granted access to the vault. The Utility Billing Specialist in addition to the Accounting Specialist, Assistant Finance Director, and Finance Director can access the vault.
- Cash drawer counts in public view. Previous versions of this manual prohibited counting cash drawers in public view because the old building was less secure than the current building. We feel this stipulation is no longer necessary with our improved security features and allows the cashier to witness the count without leaving their workstation.
- Revenue codes no longer needed for cashiers. With our current system, cashiers can no longer manually enter revenue codes (Budget/GL codes) when receipting. Instead, the Assistant Finance Director or Finance Director create “Product Codes” in the system that are associated with revenue codes, but are referenced by common descriptive text.
- “Disputed payments” treated as “returned” payments. Disputed charges are subject to the same penalties as returned payments as instructed in the municipal code.
- Electronic Citations. The City is now using Electronic Citations and Court Objectives, Policies, and Procedures need to be revised accordingly.
- Court cost and fines payment plan. This change is necessary to conform to the State of TN guidance regarding a more formal payment plan process.
- Property tax billing. The Finance Director or Assistant Finance Director will upload the property tax bill data as soon as it is in the correct format for both counties and send the data to the third-party bill printer.
- Delinquent utility accounts. Customer accounts with a past due balance exceeding \$500 will be eligible for disconnection and collections on the next cutoff day (rather than 30 days passed the due date).

- Application fees and deposits can be billed (failure to pay these will result in delinquent disconnection process). This change will allow utility customers some time to pay their application fees and deposits (if applicable) and will allow us to send the initial bill to customers 1 month sooner than before (two-month delay previously). Also, this will allow customers (including disconnected customers) to pay online and no longer require customers to come into the office for these processes.
- Payroll function moved from Finance to HR. The Payroll function that was previously a responsibility of the Accounting Specialist in the Finance Office is now the responsibility of the Benefits Specialist in the HR Office.

If you have any questions, please contact me.

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

**RESOLUTION 23-03**

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

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 18<sup>th</sup> day of May 2023.

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

\_\_\_\_\_  
Derek Watson, City Recorder

# City of White House



## Internal Control Manual

Manual Revised ~~June 18, 2021~~ May 19, 2023

**RESOLUTION 16-07**

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE,  
TENNESSEE, ADOPTING THE INTERNAL CONTROL MANUAL.**

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

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

**WHEREAS**, the Board of Mayor and Aldermen has determined that it is in the best interest of the City of White House to adopt the revised State of Tennessee Office of the Comptroller December 2015 Internal Control and Compliance Manual; and has established its own internal control manual reference below;

**NOW, THEREFORE**, the Board of Mayor and Aldermen of the City of White House do hereby resolve the following:

**Section 1.** The City of White House adopts the revised Internal Control manual as well as its own internal control manual {attached to this resolution} dated June 30, 2016.

**Section 2.** The revised Internal Control policy dated June 30, 2016 repeals and replaces any and all previously adopted Internal Control policies.

**Section 3.** This Resolution takes effect on June 30, 2016, the public welfare requiring it.

Adopted this 16<sup>th</sup> day of June 2016.

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

ATTEST:

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

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## **I.) INTRODUCTION**

The City of White House has the responsibility to its taxpayers, ratepayers and constituents to be good stewards of public monies and property. In our efforts to serve the public as city officials or employees, the City established this Internal Control Manual using widely recognized best practices and state and federal directives.

State of Tennessee statutes require the Comptroller's Office, Department of Audit to prescribe uniform accounting systems for entities that handle public funds. Those statutes require public officials to adopt and use the system designated by the Comptroller's Office. The Tennessee Legislature amended TCA Section 9-2-102 in 2015 to require local governments to establish and maintain internal controls in accordance with guidance issued by the U.S. Government Accountability Office (GAO). The guidance is titled Standards for Internal Control in the Federal Government (Green Book). The Green Book follows the format developed by the Committee of Sponsoring Organizations (COSO) which has been the gold standard of internal control for all entities except the federal government for several years.

The internal control system consists of three objectives and 5 main components. Within the 5 components there are 17 principles that apply to certain components. The state considers the 5 elements mandatory and the 17 principles are optional. The City of White House has chosen to only address the minimum requirements of the state in this manual however the 17 principles from the Green Book are presented below for informational purposes and to help explain the 5 components.

### **THREE (3) OBJECTIVES OF INTERNAL CONTROLS:**

1. Reporting – reliability
2. Operations – effective and efficient
3. Compliance – compliant with applicable laws, regulations, contracts and grant agreements

### **FIVE (5) MAIN COMPONENTS OF INTERNAL CONTROLS THAT ARE REQUIRED TO BE ADDRESSED:**

1. Control Environment
2. Risk Assessment
3. Control Activities
4. Information and Communication
5. Monitoring

The purpose of this manual is to ensure that the objectives of reporting and compliance are established. (The operational objective will be addressed at a later time.) The policies to achieve the objectives are derived from various financial best practices, state and federal laws, and regulations and policies may be developed to suit specific needs of city functions and resources. Detailed procedures are then developed and documented as a means for cities to comply with its established policies.

## OV2.09 THE GREEN BOOK

*Figure 3: The Five Components and 17 Principles of Internal Control:*

### **CONTROL ENVIRONMENT:**

1. The oversight body and management should demonstrate a commitment to integrity and ethical values.
2. The oversight body should oversee the entity's internal control system.
3. Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.
4. Management should demonstrate a commitment to recruit, develop, and retain competent individuals.
5. Management should evaluate performance and hold individuals accountable for their internal control responsibilities.

### **RISK ASSESSMENT:**

6. Management should define objectives clearly to enable the identification of risks and define risk tolerances.
7. Management should identify, analyze, and respond to risks related to achieving the defined objectives.
8. Management should consider the potential for fraud when identifying, analyzing, and responding to risks.
9. Management should identify, analyze, and respond to significant changes that could impact the internal control system.

### **CONTROL ACTIVITIES:**

10. Management should design control activities to achieve objectives and respond to risks.
11. Management should design the entity's information system and related control activities to achieve objectives and respond to risks.
12. Management should implement control activities through policies.

### **INFORMATION AND COMMUNICATION:**

13. Management should use quality information to achieve the entity's objectives.
14. Management should internally communicate the necessary quality information to achieve the entity's objectives.
15. Management should externally communicate the necessary quality information to achieve the entity's objectives.

### **MONITORING:**

16. Management should establish and operate monitoring activities to monitor the internal control system and evaluate the results.
17. Management should remediate identified internal control deficiencies on a timely basis.

Source: GAO. GAO-14-704G

## **II.) CONSIDERATIONS IN DEVELOPMENT OF INTERNAL CONTROLS**

Internal control is defined as a process effected by an entity's oversight body, management, and other personnel that provides reasonable assurance the city's objectives will be achieved. Before developing its Internal Control System (ICS), the city as a whole and each department should determine its mission, strategic goals and objectives, and then formulate a plan to achieve those objectives. The internal controls are policies and procedures put in place to help achieve those goals and objectives. By describing how a city/department expects to meet its various goals and objectives by using compensating controls to minimize risk, the entire city becomes more aware of expectations. Each department's internal control plan will be unique; however it must be based on policies included in this guide which incorporates or references to other comprehensive state, federal or standard setting agency policies that have been adopted. (Exhibits of excerpts from the Comptroller's Audit Manual listing TCA codes and Attorney General Opinions related to local governments are at the end of this manual).

Consistent monitoring of all components will ensure that the ICS (which must be reviewed and updated at least annually) is updated whenever changing conditions justify.

Since a city's/department's policies and procedures are the control activities for its internal control plans, it is important that they be reviewed in conjunction with the plans and referenced where appropriate. Everyone in the city has a responsibility to ensure that internal controls operate effectively.

As directed by T.C.A. 9-18-102 (a) and in accordance with the guidance issued by Tennessee Comptroller's Office, the city has adopted this internal control manual. It is critical to note that the development and operation of the internal control system involves everyone in the organization. As such, management must ensure that the manual is shared with all of its employees. The manual is a work in process and will be assessed periodically.

The following sections document the 5 components of internal control and significant financial and compliance areas that are deemed high risk.

### **THE GREEN BOOK STATES DOCUMENTATION IS MANAGEMENT'S RESPONSIBILITY:**

**3.09** Management develops and maintains documentation of its internal control system.

**3.10** Effective documentation assists in management's design of internal control by establishing and communicating the who, what, when, where, and why of internal control execution to personnel. Documentation also provides a means to retain organizational knowledge and mitigate the risk of having that knowledge limited to a few personnel, as well as a means to communicate that knowledge as needed to external parties, such as external auditors.

### **III.) FIVE COMPONENTS OF INTERNAL CONTROL**

#### **Control Environment**

##### Overview

The control environment is the foundation for all other components of internal control, providing discipline and structure. Moreover, management establishes the tone at the top regarding the importance of internal control and expected standards of conduct, and reinforces expectations at various levels. Control environment factors include the integrity, ethical values and competence of the city's personnel; the way management assigns authority and responsibility, and organizes and develops its personnel; and the attention and direction provided by the governing body.

##### Objectives

- a) The governing body and management should conduct business with integrity and ethical behavior.
- b) Provide direction and oversight for city's internal control system.
- c) Hire qualified and competent management.
- d) Establish structure, authority and responsibility and hold individuals accountable for internal control responsibilities

##### Policies

1. A conflict of interest form is completed annually by all members of the Board of Mayor and Aldermen, City Administrator, City Recorder, Purchasing Coordinator/Risk Management Specialist, and all department heads.
2. A professional code of conduct has been adopted by the governing board and management and is reviewed annually with all employees.
3. The governing body through management has adopted a personnel manual.
4. Management has developed job descriptions with minimum job requirements.
5. The governing body also uses the budget process as a means of oversight with department heads.
6. Organizational charts are reviewed for needed changes in regards to authority and responsibility.

##### Procedures

- The Finance Director is responsible for preparing the annual conflict of interest forms for distribution.
- The forms are distributed the first working day of March and must be returned before the first working day in April.
- The Finance Director/CMFO reviews the forms when they are returned.
- If there are any conflicts documented or any conflicts suspected but not documented the cases should be discussed with the City Administrator.
- The City Administrator will schedule a meeting with the individual in question to discuss the conflict and a resolution will be made.
- The City Administrator will question the individual to determine if a suspected conflict exists that the employee was not aware was a problem and a resolution will be made.
- The Finance Director/CMFO & City Administrator review the annual audit for internal controls findings. A corrective action plan is to be developed and submitted
- The city holds annual required training where human resource topics are covered. The code of conduct and the personnel manual are always part of the training.
- Training records are reviewed to ensure all employees have successfully completed training.

- Detailed job descriptions with minimum job requirements are on file in the Human Resources Department. The minimum job requirements are based on like positions in similar governments and will meet state or federal requirements if applicable.
- Hiring procedures are detailed in the manual and prohibit hiring anyone who does not meet the minimum job requirements.
- The first budget retreat is at the end of January or beginning of February. All department heads plus the City Recorder and City Administrator are present to discuss the current year's goals and objectives, next year's capital projects and employee position request, as well as prioritize and score next year's capital projects collectively as a group.
- In February, 6-year capital improvement program (CIP) schedules are submitted to the City Recorder and the Finance Director distributes budget worksheets to all department heads and the City Administrator. The projected expenditures for the current year are due back to the Finance Director in March. After the current year projections are submitted, the Finance Director reviews the budget for potential over budget lines that might occur before the end of the fiscal year and advises the department head for that specific line item.
- At the end of February and beginning of March, the City Administrator meets individually with department heads to discuss nonstandard operating requests that do not qualify as a capital project.
- The second budget retreat is two days in March. The first day of this retreat includes everyone from the last retreat plus the Board of Mayor and Aldermen (BMA). During the first day, the results and topics of the first retreat are reviewed and presented to the BMA with more specific details. The second day of this retreat only requires the BMA, City Recorder, City Administrator, & Finance Director. During the second day, the BMA reviews the capital project presentations and prioritizes projects.
- At the end of March the Finance Director redistributes the budget worksheets to all department heads and the City Administrator's office. The proposed expenditures for the next year are due back to the Finance Director in April. At this time the Human Resources Director is also responsible for preparing all departments' personnel proposed expenditures.
- The Finance Director estimates revenues using past years' collection history and current growth indicators along with any current information relevant to the revenue streams. The Finance Director will also estimate all the appropriations not otherwise assigned to a department head.
- The BMA study session is at the beginning of May. The budget will be finalized at this meeting and the capital plan will be included in it. The Finance Director will prepare the budget ordinance for its first reading at the May board meeting and the second reading to be heard at the June meeting.
- The required public notice will be placed in the local newspaper no less than 10 days prior to second (final) reading.
- City organizational charts were developed based on the city structure required in the city charter.
- The charts are reviewed periodically as positions are added or changed to determine if the reporting structure, authority, and responsibility documented in the chart is still accurate.
- All positions have detailed job descriptions which identifies the immediate supervisor and explains the responsibilities of the position as required by the personnel manual.

## **Organizational Chart**

Refer to organizational chart as defined in Personnel Manual

## **Risk Assessment**

### Overview

City officials and management assess risk of operations continually. The city has chosen to transfer the most common types of risk through the purchase of the following types of insurance:

- Property and Casualty
- Liability
- Errors and Omissions
- Worker Compensation

There are risks we cannot anticipate or know about and as it relates to financial and compliance issues we have assessed the following areas and identified certain risks that we feel need to be addressed by the development of internal control policies and procedures. Internal controls will not eliminate all risk but will help reduce risk to gain reasonable assurance that reporting and compliance objectives are being met.

### Objectives

- a) Collections are complete, timely, and accurate.
- b) Disbursements are for a valid city purpose and properly recorded.
- c) Assets are properly safeguarded.
- d) City is in compliance with contractual, local, state and federal laws and regulations.

### Risk

#### Objective "a"

1. Collections could be lost or misappropriated.
2. Collections could be recorded improperly.
3. Collections may not be deposited in the bank and recorded timely.

#### Objective "b"

4. Disbursements could be unauthorized.
5. Disbursements could be for personal items.
6. Disbursements could be made for items never received.

#### Objective "c"

7. Bank balances may be inaccurate due to failure to reconcile bank accounts.
8. Capital assets or inventory items could be missing.
9. Inventory is not available when needed.

#### Objective "d"

10. Grant funds could be spent for unallowable items.
11. Grant rules may not be followed which could result in having to return federal funds.
12. Federal reporting requirements were not met.

The significant areas of risk are identified above and policies and procedures will be documented in the next section to explain how the city plans to put internal controls in place to help reduce some of the risks associated with these area of operations.

## Control Activities

### Overview

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

### General Collections/ACHs

#### Objectives

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

#### Policies

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

23. Credit/Debit cards shall be accepted as payments with certain stipulations.

#### Procedures

- The City Finance Office has 3 ~~primary clerks-cashiers~~ (AP/1 Court Clerk, ~~Accounting Clerk~~ and 2 Customer Service Representatives ~~& Tax Clerk~~). The AP/Court Clerk collects court payments. The ~~Accounting Clerk~~/Customer Service Representatives collect utility payments. ~~The Tax Clerk collects~~ property tax payments, as well as other miscellaneous payments to the city. Each of these ~~clerks~~ ~~primary cashiers~~ or ~~another member of the Finance Office~~ the Utility Billing Specialist or Accounting Specialist can receipt payments for ~~the each~~ other on a temporary “as-needed” basis determined by workload demand as long as the person helping the ~~clerk~~ ~~primary cashier~~ is using their own cash drawer.
- Cash drawers are assigned to each ~~clerk~~ ~~primary cashier~~ as well as the Utility Billing Specialist and ~~Assistant Finance Director~~ Accounting Specialist.
- ~~Clerks-Cashiers~~ immediately stamp all checks “For Deposit Only” and issue ~~pre-numbered~~ ~~system-numbered~~ receipts for all collections. The receipt will contain the following: date, amount of payment, payer’s name, receipt purpose, payment method and cashier identifier. A copy of the receipt is offered to every in-person customer, and retained in the software system. If requested, receipts will be provided for mailed payments.
- Cash is not to be left unattended at any point.
- The cashiering software keeps receipts and related software generated reports daily for all Finance Office collections.
- The ~~Clerks-cashiers~~ have revenue codes for collections and enters those codes in the accounting software; if there are changes to those codes the Accounting Specialist, Assistant Finance Director, or Finance Director will notify the ~~Clerks-cashiers~~.
- Each ~~clerk-cashier~~ will count down their cash drawer at the beginning of the day, before ~~opening their window~~ ~~receipting any payments~~.
- The ~~Utility Billing Specialist~~, Accounting Specialist, Assistant Finance Director, or Finance Director will count down all Finance Office cash drawers used that day at the end of the business day.
- In the event a cash drawer is out of balance, the daily deposit will be made accurately and the cash drawer will remain out of balance for 1 business day in an attempt to find a resolution for the discrepancy. If the discrepancy still exists after this time, the Assistant Finance Director or Finance Director will request any overages to be deposited to the “Other Revenues” account or any shortages \$50 or less to be reimbursed to the drawer from petty cash (if short more than \$50 a check request must be completed and Accounts Payable will issue a check during the next weekly check run and the check will be cashed during the next bank deposit trip and the cash returned to the short cash drawer.
- If a cash drawer remains out of balance by more than \$10 for 1 business day after the drawer was initially discovered to be out of balance, the employee who is assigned the cash drawer will be subject to disciplinary procedures as described in the personnel manual.
- Daily cash reports and bank deposit records are given to the ~~Utility Billing Specialist~~, Accounting Specialist, or Assistant Finance Director.
- ~~A police officer is notified and escorts the Tax Clerk to the bank to make the deposit.~~
- ~~A contracted armored courier service delivers the daily deposit to the bank.~~

- The Assistant Finance Director or Accounting Specialist will reconcile the daily cash reports ~~and deposit slips, and online banking transaction details~~ on a weekly basis, ~~and reconcile deposits slips and bank statements on a monthly basis.~~ Dates will be compared to deposit records for timeliness. Miscellaneous receipts will be reviewed for accurate amounts, coding, and other required information.
- The Finance Director will periodically perform surprise cash counts to ensure there are no personal checks being held in the cash drawers and to ensure the drawers are in balance.
- The ~~Clerks-cashiers~~ will count the drawers and prepare the daily cash reports every day there is a collection. The cash reports and collections will be given to the Utility Billing Specialist, Accounting Specialist, or Assistant Finance Director to ensure timely deposits.
- The Utility Billing Specialist, Accounting Specialist, or Assistant Finance Director will make deposit slips daily to ensure timely deposits of collections.
- ~~Clerks-Cashiers~~ shall submit daily collections intact.
- ~~Clerks-Cashiers~~ will keep all collections secured in the cash drawer or vault until the drawer is closed for the day.
- When receipting, all transactions should be completed as soon as it can be entered into system.
- To determine if receipts are being turned in daily and intact, the Utility Billing Specialist, Accounting Specialist, or Assistant Finance Director will reconcile copied pages of all non-electronic receipt books to the daily deposits.
- Each ~~clerk-cashier~~ is issued a separate cash drawer to which they have the key. The drawers are to be secured when unattended.
- The vault should be unlocked each morning, it may be left unlocked but should remain closed during the day. Once all cash drawers are counted ~~down~~ they should be placed in the vault and locked for the night and the weekend. Only the Finance Director, Assistant Finance Director, ~~Tax Clerk~~Utility Billing Specialist, and Accounting Specialist should have access to the vault combination, which should be changed as there are changes in these four positions.
- Cash drawers are retrieved from the vault every morning and given to the ~~Clerks-cashiers~~ to be used for the day from secure desk locations.
- The vault should not be unlocked while only 1 Finance Office employee is in the office.
- ~~No cash drawer counts shall be open to public view.~~
- All computer passwords will be changed periodically and access to collection, adjustment, voiding and other administrative functions will be restricted and checked regularly.
- ~~The HR Director, Assistant Finance Director, and Finance Director are the only employees authorized to make computer software access control changes.~~
- ~~All revenue codes used by the city are kept with each cashier. The Assistant Finance Director or Finance Director will notify the cashiers if an account code is changed or added.~~
- When preparing the bank deposit, the Utility Billing Specialist or Accounting Specialist posts the deposits to the general ledger and gives the daily cash collection reports and miscellaneous receipts to the Assistant Finance Director.
- The Finance Director will notify the office staff when computer updates are scheduled. Staff is to report any problems to the Finance Director immediately.
- All customer payments that are returned or disputed are subject to a returned payment fee as described in the municipal code.

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

## City Court

### Objectives

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

### Policies

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

### Procedures

- ~~The Clerks can allow up to 30 days continuation to defendants after the defendant's case has been adjudicated~~After a defendant's case has been adjudicated, the defendant may complete a payment plan worksheet for court costs and fines.
- After the worksheet is complete, the cashier will ask the defendant to return to the courtroom on the same day as the original court docket for a payment plan hearing before the judge. During this hearing the Judge will review and decide to accept/revise/reject the defendant's proposed payment plan.
- The Court Clerk ~~or Accounting Clerk/Customer Service Representative~~ will ~~enter-import~~ electronic citations when received from police department ~~police administration~~ electronic citation system
- The Court Clerk ~~or Accounting Clerk/Customer Service Representative~~ will make sure all electronic citations are ~~entered-imported~~ into system and sorted by court time prior to the beginning of the first session on the court date
- The Court Clerk ~~or Accounting Clerk/Customer Service Representative~~ will call the police administration office to confirm electronic citation information if there is a misunderstanding when ~~entering-importing~~ an electronic citation into the system
- The Court Clerk will scan and file citations by number once they are disposed in a place where they can be easily retrieved

## Property Tax Collections

### Objectives

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

### Policies

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

### Procedures

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

## *Utility Billings and Collections*

### Objectives

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

### Policies

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

### Procedures

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

- If delinquent accounts remain eligible for the disconnection process 5 calendar days before the disconnection date, the software system will attempt to call the phone number(s) on file for the account to notify the customer of the potential disconnection. If the phone call attempt is unsuccessful, the disconnection process will still continue as scheduled.
- During the correspondence for the disconnection process (and utility application process), the corresponding Finance Office associate will make every attempt to ensure all customer contact information is correct including mailing address and phone number(s).
- Personal checks will not be accepted as payment for any customer who is disconnected for delinquency and paying the charges/deposit associated with reestablishing service. However, However, the City will accept cash, card, or money order.
- Under extraordinary circumstances the Assistant Finance Director, Finance Director, or City Administrator can postpone disconnections.
- If a disconnection has occurred as a result of an administrative error the following people are authorized to request the reconnection: ANY Utility Billing Staff, the Public Services Director, the Finance Director or Assistant, City Administrator, Wastewater Superintendent, or Collections Supervisor.
- All service orders will be completed by either Finance or Public Services department staff and entered in the system.
- Utility applications will be entered into the system and receipted within one business day of receiving payment and all related documentation.
- When submitting a utility application, customers will be required to submit proof of occupancy that the customer will soon be (if not already) the legal occupant of the property. Acceptable proof of occupancy for a renter is a rental/lease agreement. If there is no rental/lease agreement, the customer can complete a "Proof of Occupancy" form that must list the property owner information as well as responsible occupant information and must be signed by the property owner(s) responsible occupant(s) and notarized. Acceptable proof of occupancy for a property owner is current property tax record, deed, or the closing disclosure to purchase the property.
- New applicants (including prior & existing users at different locations) may be billed for all application fees and deposits (if applicable) on the initial monthly bill prior to their first bill that includes base rates and consumption charges.
- Failure to apply for service or pay the initial application fee & deposit will result in the service address being included during the delinquent disconnection process
- New accounts where the customer is not the property owner must have a landlord account associated with the account. If the property owner has not yet completed the landlord utility application, it must be submitted prior to establishing new service.
- In situations where an active utility account is in the name of a recently deceased person(s) and no other living persons' names are listed as responsible for the account, the City will waive all application fees and deposits for the application process and transfer the existing balance to the new responsible party after the new party completes a utility application and submits proof of occupancy in accordance with that procedure.
- Landlord accounts serve as the primary responsible billed party while the property is vacant (including between occupants.)

- Requested account closing will be entered and completed as requested.
- Account adjustments will be reviewed and made upon approval when requests are turned in by customer, or a billing error has occurred.
- Pool fill adjustment requests must be submitted within 120 days of the pool fill and can only be submitted once per calendar year.
- To qualify for a water leak adjustment to a sewer bill, the leak must exceed the average usage (gallons of water) by 100% or greater. One leak adjustment is allowed per calendar year. A leak adjustment period cannot exceed 3 consecutive billing cycles (if the leak period does exceed the eligible leak adjustment period, only the highest 3 consecutive bill periods will be adjusted). Approved leak adjustments will adjust the eligible billing cycles to match the average of the most recent 12 billing cycles' usage (including the leak period). Any leak that is suspected to have entered the sewer system will not qualify for a leak adjustment. Documentation of the leak repair as well as a completed leak adjustment form must be submitted to determine if a leak qualifies for an adjustment. Documentation of the leak repair can be a receipt of the supplies purchased to perform the repair and/or a written statement/invoice describing the repair from the repairperson.
- Billing errors shall be corrected for no less than the actual period that the customer should have been responsible for the service, but not to exceed 12 billing cycles prior to the date the error is discovered.
- Balance transfers are different from billing errors and are not subject to the limitations of billing errors. Balance transfers will be made on customer accounts that are discovered to be at least one of the same responsible parties on an account from a previous account that does not have a \$0.00 ending balance.
- The Utility Billing Specialist reconciles the accounts receivable system totals as compared to the accounts receivable general ledger totals on a monthly basis.

## General Disbursements/Drafts

### Objectives

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

### Policies

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

### Procedures

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

## ***Payroll Disbursements and Payroll Liabilities***

### **Objectives**

- a) New employee information is completely and accurately acquired
- b) Payroll is accurately processed in a timely manner
- c) Minimize the risks of payroll disbursements
- d) Provide accurate annual income tax information in a timely manner

### **Policies**

1. New employee documentation shall include Personnel Action Form, W-4, and I-9
2. Withhold all applicable statutory tax deductions, all voluntary deductions, and all garnishments.
3. Tyler Technologies Incode 10 and Employee Self Service (ESS) time entry and leave request data is used to process payroll
4. Employees' payroll is processed every two weeks
5. Elected officials' payroll is processed once per month.
6. Direct Deposit is required
7. All checks/stubs are available for employees and elected officials
8. Salary/wage advances are not permissible
9. Annual income tax information provided

### **Procedures**

- When a new employee is hired the Human Resources department shall complete a Personal Action Form and obtain a completed copy of the employee's W-4 and I-9
- The Human Resources department will enter the new employee's information into the HR/Payroll software system
- Payroll is processed every two weeks
- These weeks consist of 7-day periods starting on Sunday and ending on Saturday
- Elected officials are paid a fixed amount once per month.
- Employees must electronically submit their time worked and leave requests to their supervisor as soon as possible prior to or following the end of a bi-weekly pay period
- Department Heads (and Supervisors, where applicable) review and approve electronic timesheets and electronic leave requests and this data is retrieved electronically by the ~~Accounting~~ Benefits Specialist while processing payroll
- ~~Accounting Specialist~~ Assistant Finance Director prepares the payroll ACH transaction from details provided by HR and the Finance Director, ~~Assistant Finance Director~~ Accounting Specialist, or Utility Billing Specialist approves via the bank's online portal
- The bank calls the Accounting Specialist to verify the ACH transaction
- All employees and elected officials are required to receive direct deposit
- All printed checks/stubs are distributed by the Human Resources department
- Payroll history dating back to April 2018, including tax documents and check stubs are available for every current employee through the ESS portal (which is accessible from most internet browsers).
- Payroll history prior to April 2018 is available upon request within the retention policy period.
- Current pay data is available on the ESS portal once the payroll process is completed.
- No salary/wage advances will be allowed
- Annual income tax data is available on the ESS portal before February 1<sup>st</sup> every year.
- ~~Accounting~~ Benefits Specialist electronically reports and remits the 941 federal taxes via EFTPS within 3 days of completion of each payroll.
- ~~Accounting~~ Benefits Specialist files the Employer's Quarterly Federal Tax Return Form 941 report within 30 days of the completion of each quarter.

### **Safeguarding Assets**

#### **Objectives**

- a) Ensure city assets are properly valued and protected.
- b) Ensure Cash, Accounts Receivable and other asset accounts are reconciled.
- c) Ensure investments are safe and in accordance with adopted investment policy.
- d) Ensure city assets are protected against loss, misappropriation or theft.
- e) Ensure inventory items are available when needed for use.

#### **Policies**

1. All bank account statements (checking, savings, investments, etc.) are reconciled to the municipal general ledger accounts within 15 days of receipt of any statement.
2. Accounts receivable subsidiary ledgers are reconciled to original billings and amounts collected.
3. All bank accounts are appropriately collateralized.
4. Bank accounts are under the name "City of White House."
5. Disbursements to outside entities requires two signatures/electronic approvals.
6. Investments require two approvals.
7. Inventory records contain enough information to readily identify corresponding capital assets. Capital assets are tagged or otherwise identified during a physical inventory that is performed annually.
8. Proper safeguards are in place to prevent theft or loss of assets.

#### **Procedures**

- Assistant Finance Director reconciles bank statements to general ledger accounts within 15 days of receipt of any statement
- On a monthly basis, accounts receivable subsidiary ledgers are reconciled to original billings and amounts collected.
- Any bank account balance that exceeds the FDIC coverage limit will be covered at 105% of the balance as per state statute. Any bank account balance maintained in a bank participating in the State Collateral Pool will be made to verify annually the accounts held are classified on the records of the bank as "Public."
- All bank accounts are held in financial institutions under the name "City of White House."
- All disbursements from any bank account to an outside entity requires two signatures/electronic approvals.
- All investments require two signatures.
- The Assistant Finance Director sends out a list of capital assets annually to each department to verify the accuracy of the list and make any necessary corrections.
- Capital asset records include: cost, vendor, date acquired, type of capital asset. Also includes model and serial/VIN number, when applicable.
- All inventory rooms have limited access

## **Compliance**

### **Objectives**

- a) Ensure that state law regarding the issuance of debt is followed.
- b) Ensure that state and federal grant regulations are understood and followed.

### **Policies**

1. The city had adopted a debt management policy in accordance with state requirements.
2. The Finance Director is well versed on the state requirements for issuing debt.
3. The Finance Director and City Administrator must review and approve all grants of which departments wish to participate.
4. Upon approval, the Finance Director must review the grant information.

### **Procedures**

- The city debt management policy must be followed to ensure that all debt is issued in accordance with all guidelines and laws
- The Finance Director is required to be a Certified Municipal Finance Officer (CMFO) and maintain this certification by following mandated requirements including continuing professional education training on an annual basis.
- The Finance Director will seek advice from an experienced financial advisor or consultant when issuing debt.
- All grants with matching requirements must be approved by the City Administrator and Finance Director prior to submission of application. Every department must notify the Finance Director & City Administrator when an application for grant funding is submitted.
- Once awarded, the Finance Director is to be notified of the project budget and detailed expenditure requirements of the grantor agency.
- The Finance Director must review the grant contact information, grant or contract numbers and whether the grant is state or federal funds.

## **Information and Communication**

### Overview

Management has the responsibility to adequately communicate and provide information to both internal and external parties. It is important that employees know the objectives, policies and procedures management has established and what the expectations are for internal controls. External stakeholders also seek information regarding objectives and reliable financial information.

### Objectives

- a) Necessary quality information for achieving the entity's objectives is available and used.
- b) Necessary quality information for achieving the entity's objectives is internally communicated by management.
- c) Necessary quality information for achieving the entity's objectives is externally communicated by management.

### Policies

1. Information maintained in a format should be communicated in that same format. For example, if the general ledger is maintained on computer, the monthly budget to actual reports should be provided through a computer generated report from that software package.
2. Reliable and accurate quality information from municipal internal sources must be communicated to the people who need it in a timely and useful format.
3. Because the credibility of the municipality, its governing body, and its public officials is at stake whenever information is released to outside parties, management should be confident the information being released is accurate and the release is in compliance with policies and procedures.

### Procedures

- Review and document the information requirements to achieve key objectives and address the risks of the government.
- Review and document changes that occur in the local government's objectives and the related changes in information requirements.
- Identify and evaluate the reliability and timeliness of relevant data from both internal and external sources.
- Review and evaluate whether data has been processed into quality information that allows management to make informed decisions and evaluate whether the local government is achieving its objectives
- Management clearly defines the lines of communication through policy manuals and organizational charts.
- Management has communicated the types of information required to achieve objectives and address risks.
- All internal control documents and related reports will be available to all staff in an appropriate method based on confidentiality and relevance to job responsibilities.
- The appropriate information delivery system has been determined (e.g. email, written memo, staff meetings, etc.) for changes and updates.
- Reports containing personally identifiable information or other protected or confidential information will be made available through communication methods that restrict internal and external access.
- Annual staff training meetings and new employee orientation, with relevant handouts and manuals, will be used to reinforce memo, email, intranet, and restricted communications.

- Management should develop policies and procedures for communicating with external parties.
- Management should develop policies and procedures for evaluating the reliability of information provided to and received from external parties.
- Management should develop policies and procedures for ensuring that only authorized individuals provide information to external parties.
- Management should develop policies and procedures for ensuring that restricted information is only provided to authorized external parties.
- Management should develop policies and procedures for the redacting of information when requested under the open records statutes.

## **Monitoring**

### Overview

The internal control system changes as technology, staff, objectives and policies change. Management is charged with continually monitoring the internal control system to determine if it is operating as it was designed to do and to insure the controls are being followed.

### Objectives

- a) To practice activities that monitor the internal control system and evaluate the results.
- b) To address deficiencies noted in the internal control system in a timely manner.

### Policies

1. To ensure that internal controls do not deteriorate and continue to work as designed over time, an annual risk assessment will be conducted by municipal management.
2. To establish more efficient and effective operations over time.
3. To ensure accurate and reliable financial information is used in decision-making.

### Procedures

- Evaluate and document the current state of the internal control system and document the differences between the criteria of the design and the current condition of internal control, for purposes of establishing a baseline.
- Determine whether to change the design of internal control or implement corrective actions to improve the operating effectiveness of internal control for differences that exist.
- Monitor internal control through built in monitoring activities and periodic separate evaluations and document the results.
- Evaluate differences to determine if 1) changes in internal control have occurred but have not been documented, 2) internal control has not been properly implemented, or 3) internal control design changes are needed.
- A member of management will review cash drawers and deposits randomly to ensure policies are being followed, such as no cashing of personal checks, no borrowing from cash drawer and the makeup of cash vs checks is being documented.
- All accounts with financial institutions (checking, savings, investment, etc.) will be reconciled to the general ledger within 15 days of receipt of any statement from the financial institution.
- The above reconciliation will include a listing of outstanding checks and will be reviewed by management.
- Reconciling items on the above reconciliation will not be carried for more than 60 days past the date of the initial reconciliation.
- Reports comparing actual to budget amounts for revenues and expenditures (expenses) will be generated monthly and reviewed by those in a position of authority over financial operations. Those in a position of authority include, but are not limited to, Department Heads, Accounting Specialist, Assistant Finance Director, Finance Director, & City Administrator.

# ORDINANCES....

May 9, 2023

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Jason Barnes, Finance Director  
**Re:** Sewer rates, fees, and charges ordinance change

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The following recommended ordinance changes would allow the City to streamline the new utility customer application process and make some delinquent cutoffs easier to calculate the balance due to be reconnected as well as limit some of the uncollectible utility accounts receivable exposure. Currently we are receiving 39% of our new utility customer applications electronically. However, the way our current process works, the application fees and deposits must be paid in office before we can open the new account. So, the new customer still must come to the office or mail the new customer initial payment. Also, we currently bill approximately 2 months behind the actual consumption period (which is 1 month behind the WHUD water bill). These recommended changes will allow new customers to pay the application fees and deposits on their first bill (which will be received approximately 1 month after the new utility customer application process and 1 month before the first consumption bill.) We are also recommending to remove the "30 day" wording from the \$500 past due balance cutoff criteria so that our staff that communicates with customers can view the correct balances in the software faster when corresponding with customers. This change would also help the City prevent customers from accumulating excessive delinquent balances. Customers would still have up to 6 weeks to make payments to get their balance below \$500 before being disconnected. The Finance Director recommends the following ordinance change to municipal code 18-301:

(4)Delinquent payments. Utility usage charges, application fees, and deposits shall be paid by the due date. The city may discontinue utility service to any utility user who fails or refuses to pay the utility charges, application fees, and deposits. The city may discontinue utility services for (i) ~~wastewater user~~ accounts with no payment activity for ninety (90) days and a past due balance or (ii) ~~utility user~~ accounts with total combined utility charges (wastewater, stormwater, sanitation) in excess of five hundred dollars (\$500.00) if such combined utility charges are ~~thirty (30) days past due~~ or (iii) accounts with past due application fees or deposits. The City of White House shall be entitled to recover costs incurred in collecting delinquent ~~wastewater usage~~ utility charges. Utility service can only be re-established through the application process for such utility service and payment of related charges, fees, and deposits.

If you have any questions please contact me.

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

ORDINANCE 23-07

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 3 SEWER RATES, FEES AND CHARGES SECTION 18-301.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the sewer rates, fees, and charges;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 3 SEWER RATES, FEES AND CHARGES be amended from the Municipal Code as follows:

TITLE 18: MUNICIPAL PERSONNEL  
CHAPTER 3: SEWER RATES, FEES AND CHARGES  
SECTION: 18-301

*\*Amendments are made in bold, italics, and underlined text.*

**18-301. Rates.** (4) Delinquent payments. Utility usage charges, **application fees, and deposits** shall be paid by the due date. The city may discontinue utility service to any utility user who fails or refuses to pay the utility **charges, application fees, and deposits**. The city may discontinue utility services for (i) ~~wastewater user~~ accounts with no payment activity for ninety (90) days and a past due balance or (ii) ~~utility user~~ accounts with total combined utility charges (wastewater, stormwater, sanitation) in excess of five hundred dollars (\$500.00) if such combined utility charges are ~~thirty (30) days past due~~ **or (iii) accounts with past due application fees or deposits**. The City of White House shall be entitled to recover costs incurred in collecting delinquent ~~wastewater usage~~ **utility** charges. Utility service can only be re-established through the application process for such utility service **and payment of related charges, fees, and deposits**.

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: April 20, 2023 PASSED

Second Reading: May 18, 2023

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

\_\_\_\_\_  
Derek Watson, City Recorder

**ORDINANCE 23-08**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE,  
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING  
JULY 1, 2023 AND ENDING JUNE 30, 2024.**

- Whereas, Tenn, Code Ann. § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- Whereas, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- Whereas, the Board of Mayor and Aldermen has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE AS FOLLOWS:

SECTION 1: That the Board of Mayor and Aldermen projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2024, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

<b>General Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Local Taxes	\$ 5,119,399	\$ 5,418,552	\$ 5,724,000
Intergovernmental Revenue	5,404,495	5,786,271	5,612,415
Charges for Services	146,583	177,107	162,150
Licenses and Permits	644,654	745,034	567,500
Fines and Forfeitures	86,960	52,515	42,000
Other	138,270	276,199	1,463,000
<b>Other Financing Sources</b>			
Debt Proceeds	8,966,000	3,956,000	16,670,000
Sale of Capital Assets	6,002	2,877	-
Transfers In - from other funds (PILOT)	147,422	174,100	115,000
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 20,659,785</b>	<b>\$ 16,588,655</b>	<b>\$ 30,356,065</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
General Government	\$ 10,716,377	\$ 3,256,825	\$ 6,024,536
Public Safety	4,591,271	5,457,282	6,666,635
Public Works	656,688	720,455	1,047,107
Library	526,335	584,275	686,885
Parks and Recreation	1,306,197	4,067,084	19,162,936
Planning and Codes	417,119	512,055	633,802
<b>Total Appropriations</b>	<b>\$ 18,213,987</b>	<b>\$ 14,597,976</b>	<b>\$ 34,221,901</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>2,445,798</b>	<b>1,990,679</b>	<b>(3,865,836)</b>
<b>Beginning Fund Balance July 1</b>	<b>2,667,477</b>	<b>5,113,275</b>	<b>7,103,954</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 5,113,275</b>	<b>\$ 7,103,954</b>	<b>\$ 3,238,118</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>28.1%</b>	<b>48.7%</b>	<b>9.5%</b>

<b>Economic Development Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Intergovernmental Revenue	\$ 138,798	\$ 157,310	\$ 140,000
Miscellaneous Revenue	188	4,500	1,900
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 138,986</b>	<b>\$ 161,810</b>	<b>\$ 141,900</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Economic Development	\$ 73,435	\$ 62,272	\$ 136,600
<b>Total Appropriations</b>	<b>\$ 73,435</b>	<b>\$ 62,272</b>	<b>\$ 136,600</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>65,551</b>	<b>99,538</b>	<b>5,300</b>
<b>Beginning Fund Balance July 1</b>	<b>76,206</b>	<b>141,757</b>	<b>241,295</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 141,757</b>	<b>\$ 241,295</b>	<b>\$ 246,595</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>193.0%</b>	<b>387.5%</b>	<b>180.5%</b>

<b>State Street Aid Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Intergovernmental Revenue	\$ 450,394	\$ 451,000	\$ 453,000
Miscellaneous Revenue	976	11,200	3,800
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 451,370</b>	<b>\$ 462,200</b>	<b>\$ 456,800</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Streets	\$ 382,774	\$ 476,400	\$ 505,000
<b>Total Appropriations</b>	<b>\$ 382,774</b>	<b>\$ 476,400</b>	<b>\$ 505,000</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>68,596</b>	<b>(14,200)</b>	<b>(48,200)</b>
<b>Beginning Fund Balance July 1</b>	<b>241,296</b>	<b>309,892</b>	<b>295,692</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 309,892</b>	<b>\$ 295,692</b>	<b>\$ 247,492</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>81.0%</b>	<b>62.1%</b>	<b>49.0%</b>

<b>Parks Sales Tax Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Intergovernmental Revenue	\$ 950,324	\$ 1,026,000	\$ 1,713,000
Miscellaneous Revenue	1,591	223,000	5,500
Debt Proceeds	-	-	-
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 951,915</b>	<b>\$ 1,249,000</b>	<b>\$ 1,718,500</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Parks	\$ 955,484	\$ 1,605,000	\$ 1,300,000
Debt Service	369,836	225,233	226,000
<b>Total Appropriations</b>	<b>\$ 1,325,320</b>	<b>\$ 1,830,233</b>	<b>\$ 1,526,000</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>(373,405)</b>	<b>(581,233)</b>	<b>192,500</b>
<b>Beginning Fund Balance July 1</b>	<b>1,335,966</b>	<b>962,561</b>	<b>381,328</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 962,561</b>	<b>\$ 381,328</b>	<b>\$ 573,828</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>72.6%</b>	<b>20.8%</b>	<b>37.6%</b>

<b>Parks Impact Fees Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Parks Impact Fees	\$ 133,879	\$ 246,600	\$ 437,184
Miscellaneous Revenue	768	9,400	3,300
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 134,647</b>	<b>\$ 256,000</b>	<b>\$ 440,484</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Parks	\$ 16,000	\$ 405,744	\$ 55,000
<b>Total Appropriations</b>	<b>\$ 16,000</b>	<b>\$ 405,744</b>	<b>\$ 55,000</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>118,647</b>	<b>(149,744)</b>	<b>385,484</b>
<b>Beginning Fund Balance July 1</b>	<b>273,144</b>	<b>391,791</b>	<b>242,047</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 391,791</b>	<b>\$ 242,047</b>	<b>\$ 627,531</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>2448.7%</b>	<b>59.7%</b>	<b>1141.0%</b>

<b>Police Impact Fees Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Police Impact Fees	\$ 125,535	\$ 284,300	\$ 311,000
Miscellaneous Revenue	751	12,000	4,200
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 126,286</b>	<b>\$ 296,300</b>	<b>\$ 315,200</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Police	\$ 40,470	\$ 25,098	\$ 110,000
<b>Total Appropriations</b>	<b>\$ 40,470</b>	<b>\$ 25,098</b>	<b>\$ 110,000</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>85,816</b>	<b>271,202</b>	<b>205,200</b>
<b>Beginning Fund Balance July 1</b>	<b>268,438</b>	<b>354,254</b>	<b>625,456</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 354,254</b>	<b>\$ 625,456</b>	<b>\$ 830,656</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>875.3%</b>	<b>2492.1%</b>	<b>755.1%</b>

<b>Fire Impact Fees Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Fire Impact Fees	\$ 76,499	\$ 187,360	\$ 205,300
Miscellaneous Revenue	461	8,000	2,900
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 76,960</b>	<b>\$ 195,360</b>	<b>\$ 208,200</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Fire	\$ 22,070	\$ 16,554	\$ 274,000
<b>Total Appropriations</b>	<b>\$ 22,070</b>	<b>\$ 16,554</b>	<b>\$ 274,000</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>54,890</b>	<b>178,806</b>	<b>(65,800)</b>
<b>Beginning Fund Balance July 1</b>	<b>179,704</b>	<b>234,594</b>	<b>413,400</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 234,594</b>	<b>\$ 413,400</b>	<b>\$ 347,600</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>1063.0%</b>	<b>2497.3%</b>	<b>126.9%</b>

<b>Roads Impact Fees Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Roads Impact Fees	\$ 159,794	\$ 393,700	\$ 420,600
Miscellaneous Revenue	655	9,100	1,200
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 160,449</b>	<b>\$ 402,800</b>	<b>\$ 421,800</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Roads	\$ 259,890	\$ 33,909	\$ 500,000
<b>Total Appropriations</b>	<b>\$ 259,890</b>	<b>\$ 33,909</b>	<b>\$ 500,000</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>(99,441)</b>	<b>368,891</b>	<b>(78,200)</b>
<b>Beginning Fund Balance July 1</b>	<b>348,032</b>	<b>248,591</b>	<b>617,482</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 248,591</b>	<b>\$ 617,482</b>	<b>\$ 539,282</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>95.7%</b>	<b>1821.0%</b>	<b>107.9%</b>

<b>Police Drug Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Intergovernmental Revenue	\$ 75	\$ -	\$ -
Fines and Forfeitures	7,663	6,700	4,800
Miscellaneous Revenue	76	16,100	450
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 7,814</b>	<b>\$ 22,800</b>	<b>\$ 5,250</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Police	\$ 2,000	\$ 4,500	\$ 25,000
<b>Total Appropriations</b>	<b>\$ 2,000</b>	<b>\$ 4,500</b>	<b>\$ 25,000</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>5,814</b>	<b>18,300</b>	<b>(19,750)</b>
<b>Beginning Fund Balance July 1</b>	<b>30,993</b>	<b>36,807</b>	<b>55,107</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 36,807</b>	<b>\$ 55,107</b>	<b>\$ 35,357</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>1840.4%</b>	<b>1224.6%</b>	<b>141.4%</b>

<b>Debt Service Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Intergovernmental Revenue	\$ 1,381,299	\$ 1,148,000	\$ 2,521,000
Miscellaneous Revenue	2,132	31,700	9,300
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 1,383,431</b>	<b>\$ 1,179,700</b>	<b>\$ 2,530,300</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Miscellaneous	\$ 3,043	\$ 3,299	\$ 2,200
Debt Service	1,108,533	1,272,769	2,510,000
<b>Total Appropriations</b>	<b>\$ 1,111,576</b>	<b>\$ 1,276,068</b>	<b>\$ 2,512,200</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>271,855</b>	<b>(96,368)</b>	<b>18,100</b>
<b>Beginning Fund Balance July 1</b>	<b>778,631</b>	<b>1,050,486</b>	<b>954,118</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 1,050,486</b>	<b>\$ 954,118</b>	<b>\$ 972,218</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>94.5%</b>	<b>74.8%</b>	<b>38.7%</b>

<b>Cemetery Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Charges for Services	\$ 74,918	\$ 42,750	\$ 52,350
Miscellaneous Revenue	591	7,575	3,100
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 75,509</b>	<b>\$ 50,325</b>	<b>\$ 55,450</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Cemetery and Maintenance	\$ 74,838	\$ 70,587	\$ 42,690
<b>Total Appropriations</b>	<b>\$ 74,838</b>	<b>\$ 70,587</b>	<b>\$ 42,690</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>671</b>	<b>(20,262)</b>	<b>12,760</b>
<b>Beginning Fund Balance July 1</b>	<b>256,103</b>	<b>256,774</b>	<b>236,512</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 256,774</b>	<b>\$ 236,512</b>	<b>\$ 249,272</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>343.1%</b>	<b>335.1%</b>	<b>583.9%</b>

<b>Dental Care Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Revenues</b>			
Interfund Revenue	\$ 38,808	\$ 37,600	\$ 75,000
Miscellaneous Revenue	421	5,200	3,300
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 39,229</b>	<b>\$ 42,800</b>	<b>\$ 78,300</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Premiums Paid	\$ 9,055	\$ 9,560	\$ 10,000
Dental Claims Paid	62,712	75,000	90,000
<b>Total Appropriations</b>	<b>\$ 71,767</b>	<b>\$ 84,560</b>	<b>\$ 100,000</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>(32,538)</b>	<b>(41,760)</b>	<b>(21,700)</b>
<b>Beginning Fund Balance July 1</b>	<b>228,011</b>	<b>195,473</b>	<b>153,713</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 195,473</b>	<b>\$ 153,713</b>	<b>\$ 132,013</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>272.4%</b>	<b>181.8%</b>	<b>132.0%</b>

<b>Sanitation Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Operating Revenues</b>			
Charges for Services	\$ 1,113,052	\$ 1,181,500	\$ 1,571,500
Licenses and Permits	-	-	-
Other Operating Revenues	6,705	6,646	6,000
<b>Total Operating Revenues</b>	<b>\$ 1,119,757</b>	<b>\$ 1,188,146</b>	<b>\$ 1,577,500</b>
<b>Operating Expenses</b>			
Sanitation	\$ 976,268	\$ 1,069,290	\$ 1,581,727
Depreciation	18,312	20,000	22,000
<b>Total Operating Expenses</b>	<b>\$ 994,580</b>	<b>\$ 1,089,290</b>	<b>\$ 1,603,727</b>
<b>Operating Income (Loss)</b>	<b>\$ 125,177</b>	<b>\$ 98,856</b>	<b>\$ (26,227)</b>
<b>Nonoperating Revenues (Expenses)</b>			
Revenue: Interest	\$ 1,105	\$ 16,000	\$ 7,500
Other Income	-	-	-
Expense: Debt Service - Interest Expense	-	-	-
Other Expense	-	-	-
<b>Total Nonoperating Revenues (Expenses)</b>	<b>\$ 1,105</b>	<b>\$ 16,000</b>	<b>\$ 7,500</b>
<b>Income (Loss) Before Capital Contributions and Transfers</b>	<b>\$ 126,282</b>	<b>\$ 114,856</b>	<b>\$ (18,727)</b>
<b>Capital Contributions and Transfers</b>			
Capital Contributions - Grants	\$ -	\$ -	\$ -
Transfers Out - to Other Funds (PILOT)	-	-	-
<b>Total Capital Contributions and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Change in Net Position</b>	<b>\$ 126,282</b>	<b>\$ 114,856</b>	<b>\$ (18,727)</b>
<b>Beginning Net Position July 1</b>	<b>\$ 669,461</b>	<b>\$ 795,743</b>	<b>\$ 910,599</b>
<b>Ending Net Position June 30</b>	<b>\$ 795,743</b>	<b>\$ 910,599</b>	<b>\$ 891,872</b>

<b>Wastewater Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Operating Revenues</b>			
Charges for Services	\$ 4,559,510	\$ 4,924,000	\$ 5,315,000
Licenses and Permits	1,539,819	2,306,265	978,000
Other Operating Revenues	10,901	871	-
<b>Total Operating Revenues</b>	<b>\$ 6,110,230</b>	<b>\$ 7,231,136</b>	<b>\$ 6,293,000</b>
<b>Operating Expenses</b>			
Sewer	\$ 1,876,794	\$ 2,583,751	\$ 3,577,425
Depreciation	1,481,722	1,618,000	2,037,000
<b>Total Operating Expenses</b>	<b>\$ 3,358,516</b>	<b>\$ 4,201,751</b>	<b>\$ 5,614,425</b>
<b>Operating Income (Loss)</b>	<b>\$ 2,751,714</b>	<b>\$ 3,029,385</b>	<b>\$ 678,575</b>
<b>Nonoperating Revenues (Expenses)</b>			
Revenue: Interest	\$ 10,066	\$ 200,000	\$ 72,500
Other Income	-	-	-
Expense: Debt Service - Interest Expense	(75,482)	(162,000)	(241,800)
Other Expense	(5,639)	-	-
<b>Total Nonoperating Revenues (Expenses)</b>	<b>\$ (71,055)</b>	<b>\$ 38,000</b>	<b>\$ (169,300)</b>
<b>Income (Loss) Before Capital Contributions and Transfers</b>	<b>\$ 2,680,659</b>	<b>\$ 3,067,385</b>	<b>\$ 509,275</b>
<b>Capital Contributions and Transfers</b>			
Capital Contributions - Grants	\$ 1,346,537	\$ 1,874,932	\$ 1,373,000
Transfers Out - to Other Funds (PILOT)	(147,421)	(174,100)	(115,000)
<b>Total Capital Contributions and Transfers</b>	<b>\$ 1,199,116</b>	<b>\$ 1,700,832</b>	<b>\$ 1,258,000</b>
<b>Change in Net Position</b>	<b>\$ 3,879,775</b>	<b>\$ 4,768,217</b>	<b>\$ 1,767,275</b>
<b>Beginning Net Position July 1</b>	<b>\$ 23,888,468</b>	<b>\$ 27,768,243</b>	<b>\$ 32,536,460</b>
<b>Ending Net Position June 30</b>	<b>\$ 27,768,243</b>	<b>\$ 32,536,460</b>	<b>\$ 34,303,735</b>

<b>Stormwater Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Proposed</b>
<b>Operating Revenues</b>			
Charges for Services	\$ 1,013,982	\$ 1,048,000	\$ 1,098,000
Licenses and Permits	3,500	8,000	1,500
Other Operating Revenues	8,153	4,607	1,250
<b>Total Operating Revenues</b>	<b>\$ 1,025,635</b>	<b>\$ 1,060,607</b>	<b>\$ 1,100,750</b>
<b>Operating Expenses</b>			
Stormwater	\$ 499,990	\$ 565,190	\$ 862,625
Depreciation	77,765	91,000	108,000
<b>Total Operating Expenses</b>	<b>\$ 577,755</b>	<b>\$ 656,190</b>	<b>\$ 970,625</b>
<b>Operating Income (Loss)</b>	<b>\$ 447,880</b>	<b>\$ 404,417</b>	<b>\$ 130,125</b>
<b>Nonoperating Revenues (Expenses)</b>			
Revenue: Interest	\$ 2,675	\$ 36,500	\$ 12,000
Other Income	-	-	-
Expense: Debt Service - Interest Expense	-	-	-
Other Expense	-	-	-
<b>Total Nonoperating Revenues (Expenses)</b>	<b>\$ 2,675</b>	<b>\$ 36,500</b>	<b>\$ 12,000</b>
<b>Income (Loss) Before Capital Contributions and Transfers</b>	<b>\$ 450,555</b>	<b>\$ 440,917</b>	<b>\$ 142,125</b>
<b>Capital Contributions and Transfers</b>			
Capital Contributions - Grants	\$ -	\$ -	\$ -
Transfers Out - to Other Funds (PILOT)	-	-	-
<b>Total Capital Contributions and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Change in Net Position</b>	<b>\$ 450,555</b>	<b>\$ 440,917</b>	<b>\$ 142,125</b>
<b>Beginning Net Position July 1</b>	<b>\$ 1,942,918</b>	<b>\$ 2,393,473</b>	<b>\$ 2,834,390</b>
<b>Ending Net Position June 30</b>	<b>\$ 2,393,473</b>	<b>\$ 2,834,390</b>	<b>\$ 2,976,515</b>

SECTION 2: At the end of the fiscal year 2023 the Board of Mayor and Aldermen estimates fund balances or deficits as follows:

<b>Fund</b>	<b>Estimated Fund Balance/Net Position at 6/30/2023</b>
General Fund	\$ 7,103,954
Economic Development Fund	241,295
State Street Aid Fund	295,692
Parks Sales Tax Fund	381,328
Parks Impact Fees Fund	242,047
Police Impact Fees Fund	625,456
Fire Impact Fees Fund	413,400
Roads Impact Fees Fund	617,482
Police Drug Fund	55,107
Debt Service Fund	954,118
Cemetery Fund	236,512
Dental Care Fund	153,713
Sanitation Fund	910,599
Wastewater Fund	32,536,460
Stormwater Fund	2,834,390

SECTION 3: That the Board of Mayor and Aldermen herein certifies that the condition of its sinking funds, if applicable, are compliant pursuant to its bond covenants, and recognizes that the municipality has outstanding bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Authorized and Unissued	Principal Outstanding at June 30, 2023	FY 2024 Principal Payment	FY 2024 Interest Payment
<b>Bonds</b>				
2012 GO Refunding Bond	\$ -	\$ 140,000	\$ 140,000	\$ 2,800
2020 GO Refunding (2013 Bond)	\$ -	\$ 2,650,000	\$ 105,000	\$ 63,775
2015 GO Refunding Bond	\$ -	\$ 1,100,000	\$ 230,000	\$ 24,825
2020 LG Loan Program Bond*	\$ -	\$ 9,706,000	\$ 456,000	\$ 266,915
2020 Byrum Park Land Bond	\$ -	\$ 2,285,000	\$ 164,000	\$ 61,924
2022 Municipal Rec. Ctr. Bond*	\$ 21,631,000	\$ 2,369,000	\$ 867,000	\$ 258,186
<b>Notes</b>				
SRF CWA 2009-246	\$ -	\$ 263,123	\$ 31,240	\$ 4,406
SRF CWSRF 2010-256	\$ -	\$ 174,512	\$ 18,432	\$ 2,892
SRF CG1 2012-302	\$ -	\$ 2,154,988	\$ 177,708	\$ 20,736
SRF CWSRF 2012-308	\$ -	\$ 253,400	\$ 18,732	\$ 2,448
SRF CG2 2013-326	\$ -	\$ 1,086,475	\$ 78,288	\$ 7,884
SRF CWSRF 2016-364	\$ -	\$ 552,768	\$ 38,688	\$ 5,940
SRF CWSRF 2021-449	\$ -	\$ 12,163,606	\$ 572,688	\$ 108,300
SRF CWSRF 2021-449-01**	\$ 735,248	\$ 7,264,752	\$ 359,964	\$ 85,404
2020 Town Center Water Line	\$ -	\$ 1,162,000	\$ 154,000	\$ 29,631

\*2022 Municipal Recreation Center Bond is currently in the approval process. This bond has a 2-year draw down period to reduce unnecessary interest cost. The first principal payment is due June 2024 and interest costs during FY 2024 will be dependent on the draw schedule and the progress of the project.

\*\*CWSRF 2020-449-01 is for the WWTP Expansion project and is currently in the draw-down period and expected to be fully drawn during FY 2024. This amount is accruing interest expenses.

\*\*\*The General Fund and Debt Service Fund include estimates for a \$1,200,000 capital outlay note for a proposed Pleasant Grove Road / SR76 intersection improvement project. However these estimates are extremely fluid due the project being added to the budget during the study session for this budget. This debt issuance has not been approved or authorized and is estimated to be 9% interest over 36 months with semiannual interest payments due and annual principal payments.

SECTION 4: During the coming fiscal year (2024) the Board of Mayor and Aldermen has pending and planned capital projects with proposed funding as follows:

Pending Capital Projects	Pending Capital Projects - Total Expense	Pending Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Pending Capital Projects Expense Financed by Debt Proceeds
Pedest. Safety Imp. 31W/SR258	1,142,500	1,100,000	-
Sage Road Widening	\$ 764,183	\$ 750,000	\$ -
Calista Road Imp.	106,350	75,000	-
Pole Mounted Decoration	64,960	10,000	-
Fire Inspector Vehicle	55,000	55,000	-
ADA Transition	79,225	24,999	-
Library Storage Shelving	16,000	16,000	-
Sand & Dirt for Laser Grading	39,594	14,000	-
Municipal Recreation Center	6,632,600	-	17,367,400
Soccer Complex Reno. Phase 2	1,368,709	1,300,000	-
New 18" SFM Ph. 3 & 4	3,974,008	2,900,000	-
WWTP Expansion	\$ 15,337,101	\$ -	\$ 4,500,000
Box Culverts Projects	1,365,880	700,000	-

<b>Proposed Future Capital Projects</b>	<b>Proposed Future Capital Projects - Total Expense</b>	<b>Proposed Future Capital Projects Expense Financed by Estimated Revenues and/or Reserves</b>	<b>Proposed Future Capital Projects Expense Financed by Debt Proceeds</b>
Plst. Grv. Rd/SR76 inters. imprv.	1,200,000		1,200,000
Outdoor Christmas Tree	50,000	50,000	-
Library Coffee Shop Appliances	8,000	8,000	-
Security Cameras in City Hall	6,500	6,500	-
4 Police Patrol Vehicles	220,000	220,000	-
2 Mobile Pole Cameras	66,000	66,000	-
Rescue Pumper (Fire)	100,000	100,000	-
Large Diameter Fire Hose	10,000	10,000	-
Fire Station 1 Improvements	21,000	21,000	-
Fire Station 2 Improvements	21,000	21,000	-
Fire Training Tower Improv.	23,000	23,000	-
Fire Station Vehicle Exhaust Sys.	100,000	100,000	-
Dump Truck (w/Plow & Salt Box)	160,000	160,000	-
Walk Behind Concrete Saw	7,000	7,000	-
Rock Breaker (Skd Steer attach.)	7,500	7,500	-
Concrete Mix. (Skd Steer attach.)	6,500	6,500	-
Library Office Furniture	8,000	8,000	-
Museum Upstairs HVAC Repl.	8,250	8,250	-
Municipal Park Sign Renov.	5,000	5,000	-
Parks Master Plan	60,000	60,000	-
2 Zero Turn Mowers (Parks)	25,000	25,000	-
Property Mtc. Insp. Vehicle	35,000	35,000	-
Site Dev. Regs. / Design Std. Upd.	75,000	75,000	-
Visitor Center Stage Coach	50,000	50,000	-
Americana Electrical @ Soccer	22,000	22,000	-
Asphalt Overlay Program	465,000	465,000	-
Parks Mtc. Bldg. Lean-To	20,000	20,000	-
Parks Truck	35,000	35,000	-
Land Acquisition - Fire Station 3	250,000	250,000	-
Rescue Air Bag Set	12,000	12,000	-
Extrication combi-tool	12,000	12,000	-
DTF Dual Purp. K-9 & Eqpm.	20,500	20,500	-
Litter Truck	50,000	50,000	-
Vac-Trailer	175,000	175,000	-
Repave Meadowlark Road	200,000	200,000	-
Grinder Pump Repl. Program	550,000	550,000	-
WWTP Internal Lift Station Repl	205,000	205,000	-

SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (Tenn. Code Ann. § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tenn. Code Ann. § 6-56-205.

- SECTION 6: Money may be transferred from one appropriation to another in the same fund by the City Administrator and Finance Director, subject to such limitations and procedures as set by the Board of Mayor and Aldermen pursuant to Tenn. Code Ann. § 6-56-209. Any resulting transfers shall be reported to the Board of Mayor and Aldermen at its next regular meeting and entered into the minutes.
- SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance.
- SECTION 8: There is hereby levied a property tax not to exceed the certified tax rate as determined by the State Board of Equalization on all real and personal property in both Robertson and Sumner Counties.
- SECTION 9: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Board of Mayor and Aldermen shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee.
- SECTION 10: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.
- SECTION 11: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.
- SECTION 12. This ordinance shall take effect on July 1, 2023, the public welfare requiring it.

Passed First Reading: May 18, 2023

Passed Second and Final Reading: June 15, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Attest: City Recorder

**ORDINANCE 23-09**

**AN ORDINANCE TO DE-ANNEX CERTAIN TERRITORY WITHIN THE CORPORATE BOUNDARIES  
OF THE CITY OF WHITE HOUSE, TENNESSEE LOCATED AT NORTH PALMERS CHAPEL ROAD**

**WHEREAS**, Per Tennessee Code Annotated Section 6-51-201 provisions, cities may contract or de-annex property when the contraction or de-annexation is determined to be in the best interest of the affected territory; and,

**WHEREAS**, Maintaining the territory within the municipal corporate boundaries is no longer deemed necessary and would not affect the continuity of the city limits boundary; and,

**WHEREAS**, The White House Planning Commission at the April 10, 2023 meeting reviewed and discussed this contraction of the city limits boundaries and voted to recommend its passage to the Board of Commissioners; and

**NOW, THEREFORE**, be it ordained and it is hereby ordained by the board of mayor and aldermen of the City of White House, Tennessee, that the territory described below be contracted (de-annexed) and removed from the corporate boundaries of the city of white house:

**SECTION 1.** The contracted (de-annexed) territory contains property along North Palmers Chapel Road which is currently split by the city limits boundary across the front of the property, which is portions of parcels 99, 100.05, and 100.04 referenced in this ordinance per EXHIBIT A.

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

First Reading: May 18, 2023

Second Reading: June 15, 2023

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

\_\_\_\_\_  
Derek Watson, City Recorder

EXHIBIT A



## ORDINANCE 23-10

### AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 3 SEWER RATES, FEES, AND CHARGES, SECTION 18-301 AND 18-302.

**WHEREAS**, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Sewer Rates, Fees and Charges;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 3 SEWER RATES, FEES, AND CHARGES, Sections 18-301 AND 18-302 be amended from the Municipal Code as follows:

TITLE 18: WATER AND SEWERS  
CHAPTER 3: SEWER RATES, FEES, AND CHARGES  
SECTIONS: 18-301  
*\*Amends are made in bold, italics, and underlined text.*

#### Section 18-301. Rates.

- (2) Wastewater rates. Wastewater service shall be charged at rates established by the City of White House. Users will be charged a fixed amount based on the number of water meters installed unless one (1) water meter is used to service multiple units. In such cases, each unit will be charged at least the fixed rate for each individual unit service. The monthly wastewater rate schedule shall be as follows:

#### City of White House Wastewater Rate Schedule Exhibit A

	Residential Per Unit	Non-Residential Per Unit
Fixed Rate	<del>\$20.82</del> <b><u>\$21.44</u></b>	<del>\$45.53</del> <b><u>\$46.90</u></b>
Consumption	<del>\$8.98</del> <b><u>\$9.25</u></b> per 1,000 Gallons	<del>\$8.98</del> <b><u>\$9.25</u></b> per 1,000 Gallons

#### City of White House Wastewater Rate Schedule Single Metered with Multiple Units Exhibit B

	Residential Per Unit	Non-Residential Per Unit
Fixed Rate	<del>\$20.82</del> <b><u>\$21.44</u></b>	<del>\$45.53</del> <b><u>\$46.90</u></b>
Consumption	<del>\$8.98</del> <b><u>\$9.25</u></b> per 1,000 Gallons	<del>\$8.98</del> <b><u>\$9.25</u></b> per 1,000 Gallons

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: May 18, 2023

Second Reading: June 15, 2023

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

\_\_\_\_\_  
Derek Watson, City Recorder

**ORDINANCE 23-11**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 17, CHAPTER 1 REFUSE, SECTION 17-113.**

**WHEREAS**, the Board of Mayor and Aldermen desire to update the Municipal Code regarding refuse collection fees;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the White House Municipal Code Title 17, Chapter 1 Refuse, Section 17-113 be revised from the Municipal Code as follows:

**ARTICLE XVII: REFUSE AND TRASH DISPOSAL**

**CHAPTER 1: REFUSE**

**SECTION: 17-113. Fee schedule.**

17-113. Fee schedule. (1) Refuse collection fee. Each customer who owns or rents property within the corporate limits shall pay a refuse collection fee of ~~nineteen dollars (\$19)~~ **twenty-four dollars (\$24)** per month per container for curbside pickup. Any commercial business with more than two (2) containers must contract refuse pickup with a private hauler.

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: May 18, 2023

Second Reading: June 15, 2023

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

\_\_\_\_\_  
Derek Watson, City Recorder

PURCHASING....



**CSR Engineering Inc.**  
2010 Hwy. 49E  
Pleasant View, TN 37146  
Phone: (615) 212-2389  
Fax: (615) 246-3815  
[www.csengineers.com](http://www.csengineers.com)

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May 2, 2023

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

Re: WHHHS Driveway Project Bid Certification

Dear Mr. Herman,

To the best of my knowledge, the attached Bid Tab is a true and exact tabulation of bids received. CSR has reviewed the bids for responsiveness and responsibility. After discussion with City Staff, we are in support of awarding to the lowest responsive and responsible bidder, Rogers Group Inc., in the amount of \$434,710.00.

Sincerely,

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

Jason Reynolds, P.E.  
CSR Engineering

Attachment: Bid Tab Summary (All Bidders)  
WHHHS Driveway Bid Forms (Rogers Group Inc.)



**CITY OF WHITE HOUSE**

Bid No. 23-1090E

WHHHS Driveway Connection Project

Bid Opening: May 1st, 2023 @ 2:00 pm

DESCRIPTION				
<b>Company Name</b>	Rogers Group, Inc.	Sessions Paving Company		
<b>Address</b>	2124 Nashville Pike, Gallatin, TN 37066	P.O. Box 90266, Nashville, TN 37209		
<b>License Number</b>	1774	6962		
<b>License Expiration</b>	3/31/2024	1/31/2024		
<b>License Classification and Limit</b>	Unlimited BC; HRA; MU; MU-A.2; MU-A.3	Unlimited, BC; CE-A; CE-B; HC-D; HRA; MU		
IF ALL ITEMS LISTED ABOVE ARE INCLUDED - OPEN BID				
<b>SIGNED BID BOND</b>				
<b>SIGNED BID</b>				
<b>BASE BID TOTAL</b>	\$434,710.00	\$568,022.00		

## BID FORM

Place: City of White House, Tennessee

Date: May 1, 2023

BID for the City of White House, Tennessee.

TO THE PURCHASING COORDINATOR  
CITY OF WHITE HOUSE, TENNESSEE

I/WE \_\_\_\_\_ Rogers Group, Inc.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
2124 Nashville Pike, Gallatin, Tennessee 37066

\_\_\_\_\_  
Address of Bidder

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

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

**TIME FOR COMPLETION AND LIQUIDATED DAMAGES:** Bidder hereby agrees that if they are awarded the contract for this work, they will commence work within 7 days from the date of a Notice to Proceed/Start Work Order from the Owner and to substantially complete the work within sixty (60) days and full completion within seventy (75) calendar days (see TDOT Standard Specifications for details of time requirements). As time is of the essence, bidder also agrees to pay **\$800.00/day** as liquidated damages for each consecutive calendar day thereafter and shall include completion of all punch list items.

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

No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	CONSTRUCTION STAKES LINES AND GRADES	LS	1	25,940.00	25,940.00
2	CLEARING AND GRUBBING	LS	1	3,505.00	3,505.00
3	REMOVAL OF ASPHALT AND CONCRETE	LS	1	4,363.00	4,363.00
4	UNCLASSIFIED EXCAVATION	CY	3680	14.00	51,520.00
5	UNDERCUTTING	CY	120	123.00	14,760.00
6	MINERAL AGGREGATE TYPE A BASE GRADING D	TON	1500	38.00	57,000.00
7	ASPHALT CONCRETE MIX (PG64-22) GRADING B-M2	TON	509	107.00	54,463.00
8	BITUMINOUS MATERIAL FOR PRIME COAT (PC)	GAL	1080	3.60	3,888.00
9	BITUMINOUS MATERIAL FOR TACK COAT (TC)	GAL	225	5.00	1,125.00
10	ACS MIX (PG64-22) GRADING D	TON	255	135.00	34,425.00
11	15" SLOTTED DRAIN drain PIPE CULVERT	LF	36	525.00	18,900.00
12	15" CONCRETE ENDWALL	EA	2	2,175.00	4,350.00
13	PROTECTION OF EXISTING UTILITIES (CONCRETE CAP)	LS	1	2,000.00	2,000.00
14	EXTRUDED MOUNTABLE CURB	LF	2132	12.00	25,584.00
15	PLACING AND SPREADING TOPSOIL	CY	780	23.00	17,940.00
16	BIORETENTION MEDIA	LS	1	36,850.00	36,850.00
17	BIORETENTION PLANTING	LS	1	15,000.00	15,000.00
18	WATER (SEEDING AND SODDING)	LS	1	3,000.00	3,000.00
19	SEEDING WITH MULCH	LS	1	2,800.00	2,800.00
20	EROSION PREVENTION AND SEDIMENT CONTROL	LS	1	21,220.00	21,220.00
21	PAVEMENT MARKING (4" LINE)	LF	1940	0.60	1,164.00
22	PAVEMENT MARKING (STOP BAR)	LF	28	6.00	168.00
23	SIGNS (R1-1)	LS	1	395.00	395.00
24	MOBILIZATION	LS	1	25,700.00	25,700.00
25	TRAFFIC CONTROL	LS	1	8,650.00	8,650.00

and for the Project Total of

Four Hundred Thirty-Four Thousand, Seven Hundred Ten Dollars  
and Zero Cents

(\$ 434,710.00 )

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

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

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

The undersigned Bidder does hereby declare and stipulate that this bid is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that it is made in pursuance of and subject to all the terms and conditions of the Bid Documents and Specifications, and the Plans pertaining to the work to be done.

Respectfully submitted:

  
\_\_\_\_\_  
Prime Contractor Signature

Name: Nick Dibartolo

Company: Rogers Group, Inc.

Title: Vice President

Business Address: 2124 Nashville Pike

Gallatin, Tennessee 37066

Contractor's License No: 1774

License Expiration Date: March 31, 2024

Telephone Number: (615) 207-9488

Email Contact: tyler.norris@rogersgroupinc.com

Rogers Group, Inc. acknowledges receipt of Addendum #1 dated April 25, 2023



## City of White House, Tennessee

105 College Street • White House, TN 37188

[www.WhiteHouseTN.gov](http://www.WhiteHouseTN.gov)

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

*"Valuing our Heritage while Protecting our Future"*

### Solicitation Document B Affidavits

#### Iran Divestment Act

Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not on the list created pursuant to 12-12-106.

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

While inclusion on this list would make a person ineligible to contract with the state of Tennessee, if a person ceases its engagement in investment activities in Iran, it may be removed from the list.

If you feel as though you have been erroneously included on this list, please contact the Central Procurement Office at [CPO.Website@tn.gov](mailto:CPO.Website@tn.gov).

#### Non-Collusion Affidavit

Neither the said supplier nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including the affiant, has in any way colluded conspired, connived or agreed, directly or indirectly, with any other responder, supplier, or person to submit a collusive or sham proposal in connection with the contract or agreement for which the attached offer has been submitted or to refrain from making a proposal in connection with such contract or agreement, or collusion or communication or conference with any other supplier, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of White House or any person interested in the proposed contract or agreement.

The proposal of service outlined in the proposal is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees or parties including this affiant.

#### Non-Boycott of Israel Affidavit

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et. Seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

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

Nick Dibartolo

Date: May 1, 2023

Title Vice President

The City of White House is working towards the daily pursuit of excellence in management and delivery of services; while balancing the preservation of our small town atmosphere by nurturing orderly, proactive growth.



## City of White House, Tennessee

105 College Street • White House, TN 37188  
www.WhiteHouseTN.gov  
Phone (615) 672-4350 • Fax (615) 672-2939  
"Valuing our Heritage while Protecting our Future"

STATE OF TENNESSEE/CITY OF WHITE HOUSE  
COUNTY OF SUMNER/ROBERTSON

### DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

Rogers Group, Inc.

Company Name

2124 Nashville Pike, Gallatin, Tennessee 37066

Address

2. That the bidding entity has submitted a bid to the City of White House for;

BID# 23-1090E

Requisition Number

White House Heritage High School  
Driveway Connection Project

Project

3. That the bidding entity employs no less than five (5) employees;

4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.

5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

  
\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN TO before me this 1<sup>st</sup> day of May 2023

  
\_\_\_\_\_  
Notary Public

My commission expires: 12/2026



The City of White House is working towards the daily pursuit of excellence in management and delivery of services; while balancing the preservation of our small town atmosphere by nurturing orderly, proactive growth.



STATE OF TENNESSEE  
DEPARTMENT OF  
COMMERCE AND INSURANCE



ROGERS GROUP, INC.

388057

ID NUMBER 1774  
LIC STATUS: ACTIVE  
EXPIRATION DATE March 31, 2024

**BOARD FOR LICENSING CONTRACTORS  
CONTRACTOR**

THIS IS TO CERTIFY THAT ALL REQUIREMENTS  
OF THE STATE OF TENNESSEE HAVE BEEN MET

ROGERS GROUP, INC.  
421 Great Circle Road  
P.O. BOX 25250  
NASHVILLE, TN 37202-5250

# State of Tennessee

388057

**BOARD FOR LICENSING CONTRACTORS  
CONTRACTOR  
ROGERS GROUP, INC.**

*This is to certify that all requirements of the State of Tennessee have been met.*

ID NUMBER: 1774  
LIC STATUS: ACTIVE  
EXPIRATION DATE: March 31, 2024  
UNLIMITED; BC; HRA; MU; MU-A.2; MU-A.3



IN-1313  
DEPARTMENT OF  
COMMERCE AND INSURANCE

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BOARD FOR LICENSING CONTRACTORS

AREAS OF CERTIFICATION/MONEY LIMITS

UNLIMITED; BC; HRA; MU; MU-A.2; MU-A.3

**CERTIFICATE OF CORPORATE RESOLUTION**

I, Andrew N. Effinger, do hereby certify that I am the Assistant General Counsel & Assistant Secretary of Rogers Group, Inc., a corporation organized and existing under and by virtue of the laws of the State of Indiana (hereinafter referred to as the "Corporation");

I further certify that:

(1) On July 22, 2022, Nickolas A. DiBartolo was elected as Vice President, Strategic Market Area Manager, Southern Tennessee, and continues to serve in that capacity;

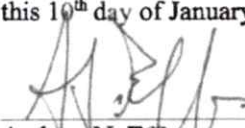
(2) Article 7.03 of the Corporation's Bylaws reads as follows:

All written contracts and agreements into which the Corporation enters in the ordinary course of business operations shall be executed by any Officer or by any other employee of the Corporation designated by the President to execute such contracts and agreements.

(3) Pursuant to the aforesated Article 7.03, the President has authorized Mr. DiBartolo to sign and enter into agreements for and on behalf of the Corporation in the ordinary course of business.

I further certify that the foregoing resolution is a full, true and complete copy as the same appears of record in the Minute Record Book of said corporation of which I am the legal custodian; that the same has not been altered, amended or repealed and is now in full force and effect.

In witness whereof, I have hereunto set my hand this 10<sup>th</sup> day of January, 2023.

  
\_\_\_\_\_  
Andrew N. Effinger  
Assistant General Counsel & Assistant Secretary

STATE OF TENNESSEE                    }  
  }  
COUNTY OF DAVIDSON                }           ss.

Before me, Melanie Waltz, a Notary Public in and for said County and State, personally appeared Andrew N. Effinger, with whom I am personally acquainted or proven to me on the basis of satisfactory evidence, who executed the foregoing instrument in his capacity as Assistant General Counsel & Assistant Secretary of Rogers Group, Inc., an Indiana corporation, and that he is authorized to execute said instrument on behalf of Rogers Group, Inc., in his capacity as said Assistant General Counsel & Assistant Secretary, and that he did so of his own free will and without coercion or duress from any other party.

Sworn to and subscribed before me on this 10<sup>th</sup> day of January, 2023.

  
\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: 4/25/25





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

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May 5, 2023

Gerald Herman & Andy Cieslak  
City of White House  
105 College Street  
White House, TN 37188

Re: Southern Force Main (DeeCee to Plant) Project Bid Certification

Gentlemen,

To the best of my knowledge, the attached Bid Tab is a true and exact tabulation of bids received. CSR has reviewed the bids for responsiveness and responsibility. After discussion with City Staff, we are in support of awarding to the lowest responsive and responsible bidder, Twin States Utilities, in the amount of \$2,173,762.00 for the base bid. Also, city staff elected to incorporate the add alternate bid items and increase the total contract (base + add alternates) to \$2,309,517.00.

Sincerely,

A handwritten signature in black ink, appearing to read "JL Reynolds", written in a cursive style.

Jason Reynolds, P.E.  
CSR Engineering

Attachment: Bid Tab Summary (All Bidders)  
SFM Ph3 Bid Items (All Bidders)



**CITY OF WHITE HOUSE**  
Bid No. 23-1101WW  
Southern Force Main Ph. 3  
Bid Opening: May 1st, 2023 @ 11 am

DESCRIPTION				
<b>Company Name</b>	Civil Constructors	Twin States Utilities & Excavation, Inc.	Infinity Pipeline Inc.	
<b>Address</b>	P.O. Box 685, Franklin TN 37065	9440 Old Glasgow Rd, Mt. Hermon, KY 42157	P.O. Box 928, Bowling Green, KY 42102	
<b>License Number</b>	34765	62981	3123	
<b>License Expiration</b>	11/30/2023	11/30/2023		
<b>License Classification and Limit</b>	Unlimited, BC-24;BC-29;CE- C;CMC-A;HC;HRA;MU-A	Unlimited, MU-A;MU-C		
IF ALL ITEMS LISTED ABOVE ARE INCLUDED - OPEN BID				
<b>SIGNED BID BOND</b>				
<b>SIGNED BID</b>				
<b>BASE BID TOTAL</b>	<b>\$2,889,653.40</b>	<b>\$2,173,762.00</b>	<b>\$1,863,311.06</b>	
<b>ALTERNATE #29</b>	<b>\$168,697.35</b>	<b>\$181,395.00</b>	<b>\$171,115.95</b>	
<b>ALTERNATE #30</b>	<b>\$310,694.30</b>	<b>\$235,046.00</b>	<b>\$162,022.00</b>	

# ARTICLE 5 - BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following unit price(s):

A.

## UNIT PRICE BID (Base Bid)

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	CONSTRUCTION STAKES, LINES, AND GRADES	LS	1	10,000.00	\$ 10,000.00
2	18" SDR 21 PVC C905 FORCE MAIN	LF	4736	246.00	\$ 1,165,056.00
3	12" SDR 21 PVC C900 FORCE MAIN	LF	40	170.00	\$ 6,800.00
4	6" SDR 21 PVC C900 FORCE MAIN	LF	40	110.00	\$ 4,400.00
5	3" SDR 21 PVC CI 200	LF	40	100.00	\$ 4,000.00
6	COMBINATION AIR VALVE	EA	3	11,500.00	\$ 34,500.00
7	18" GATE VALVE	EA	5	20,000.00	\$ 100,000.00
8	18" INSERT-A-VALVE	EA	1	85,000.00	\$ 85,000.00
9	18"x12" REDUCER WITH FOSTER ADAPTERS	EA	1	4,000.00	\$ 4,000.00
10	18" MJ TEE	EA	2	7,000.00	\$ 14,000.00
11	18" WYE	EA	1	11,300.00	\$ 11,300.00
12	12" GATE VALVE	EA	1	4,500.00	\$ 4,500.00
13	12" INSERT-A-VALVE	EA	2	17,000.00	\$ 34,000.00
14	12"x6" TEE	EA	1	2,400.00	\$ 2,400.00
15	6" INSERT-A-VALVE	EA	2	11,000.00	\$ 22,000.00
16	6" TEE	EA	1	2,400.00	\$ 2,400.00
17	3"x12" TAPPING SLEEVE AND VALVE	EA	1	5,000.00	\$ 5,000.00
18	CONCRETE FLOW METER VAULT	EA	1	12,000.00	\$ 12,000.00
19	KROHNE "OPTIFLUX 2000" FLOW METER	EA	1	74,000.00	\$ 74,000.00
20	SERVICE RELOCATIONS	EA	4	11,000.00	\$ 44,000.00
21	ABANDONMENT OF EXISTING MAINS	LS	1	17,300.00	\$ 17,300.00
22	CONNECTION PER DETAILS AT BEGIN AND END OF FORCE MAIN	LS	1	26,900.00	\$ 26,900.00
23	TYPICAL PAVEMENT REPAIR-PATCH (per detail & notes)	SY	2282	123.00	\$ 280,606.00
24	BACKFILL (STONE)	TON	3613	40.00	\$ 144,520.00
25	PAVEMENT MARKING	LS	1	10,000.00	\$ 10,000.00
26	TRAFFIC CONTROL	LS	1	25,000.00	\$ 25,000.00
27	MOBILIZATION	LS	1	20,000.00	\$ 20,000.00
28	EROSION CONTROL	LS	1	10,000.00	\$ 10,000.00
Total of All Unit Price Bid Items					\$ 2,173,762.00

And written in total as: Two million, one hundred and Seventy-three

thousand, Seven hundred and Sixty-two dollars and Zero Cents Dollars.

**UNIT PRICE BID (Add Alternate Bid)**

29	FULL WIDTH ROADWAY OVERLAY (no infrared required in patch repair if overlay is installed)	SY	12093	15.00	\$ 181,395.00
30	TYPICAL PAVEMENT REPAIR-PATCH (per detail & notes - without infrared requirement) - replaces bid item 23 when paired with item 29	SY	2282	103.00	\$ 235,046.00

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 6 – TIME OF COMPLETION**

Bidder agrees that the Work for Southern Force Main will be substantially complete within 150 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions. The bidder agrees ALL Work for the project will be fully complete within 180 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 180 calendar days after date when the Contract Times commence to run.

6.01 Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 7 – ATTACHMENTS TO THIS BID**

7.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. List of Proposed Subcontractors;
- C. List of Proposed Suppliers;
- D. List of Project References;
- E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;
- F. Contractor's License No.: 62901 [or] Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of Bids;
- G. Required Bidder Qualification Statement with supporting data; and
- H. City Required Bid Form
  - 1. Drug-Free Workplace Affidavit
  - 2. Non-Discrimination Policy
  - 3. Statement of Compliance-Illegal Immigrants
  - 4. Iran Divestment

**ARTICLE 8 – DEFINED TERMS**

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

BIDDER: [Indicate correct name of bidding entity]

Twin States Utilities & Excavation, Inc.

By:

[Signature]

Joe Finley

[Printed name]

Joe Finley

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature]

Stephanie Finley

[Printed name]

Stephanie Finley

Title:

Corporate Secretary

Submittal Date:

5-1-23

Address for receiving notices from the owner:

9440 Old Glasgow Rd.

Mount Vernon, KY 42157

Telephone Number:

270-427-5300

Fax Number:

270-427-5400

Contact Name and e-mail

address:

Joe Finley

jfinley@twinstatesinc.com

Bidder's License No.:

62981

(where applicable)

# ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following unit price(s):

A.

## UNIT PRICE BID (Base Bid)

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	CONSTRUCTION STAKES, LINES, AND GRADES	LS	1	4500	
2	18" SDR 21 PVC C905 FORCE MAIN	LF	4736	146	
3	12" SDR 21 PVC C900 FORCE MAIN	LF	40	245	
4	6" SDR 21 PVC C900 FORCE MAIN	LF	40	185	
5	3" SDR 21 PVC CI 200	LF	40	110	
6	COMBINATION AIR VALVE	EA	3	5,700	
7	18" GATE VALVE	EA	5	32,500	
8	18" INSERT-A-VALVE	EA	1	95,000	
9	18"x12" REDUCER WITH FOSTER ADAPTERS	EA	1	4,200	
10	18" MJ TEE	EA	2	9,000	
11	18" WYE	EA	1	7,600	
12	12" GATE VALVE	EA	1	16,000	
13	12" INSERT-A-VALVE	EA	2	48,000	
14	12"x6" TEE	EA	1	2,700	
15	6" INSERT-A-VALVE	EA	2	26,800	
16	6" TEE	EA	1	1,025	
17	3"x12" TAPPING SLEEVE AND VALVE	EA	1	6,100	
18	CONCRETE FLOW METER VAULT	EA	1	55,800	
19	KROHNE "OPTIFLUX 2000" FLOW METER	EA	1	15,000	
20	SERVICE RELOCATIONS	EA	4	6,000	
21	ABANDONMENT OF EXISTING MAINS	LS	1	21,400	
22	CONNECTION PER DETAILS AT BEGIN AND END OF FORCE MAIN	LS	1	17,500	
23	TYPICAL PAVEMENT REPAIR-PATCH (per detail & notes)	SY	2282	156	
24	BACKFILL (STONE)	TON	3613	32.20	
25	PAVEMENT MARKING	LS	1	11,000	
26	TRAFFIC CONTROL	LS	1	32,000	
27	MOBILIZATION	LS	1	5,900	
28	EROSION CONTROL	LS	1	11,000	
Total of All Unit Price Bid Items				\$	<del>4500</del> 1,863,311.6

And written in total as: One million Eight hundred Sixty three thousand

Three hundred and Eleven Dollars and Six cents Dollars.

**UNIT PRICE BID (Add Alternate Bid)**

29	FULL WIDTH ROADWAY OVERLAY (no infrared required in patch repair if overlay is installed)	SY	12093	<del>\$14.15</del>	<del>\$171,115.95</del>
30	TYPICAL PAVEMENT REPAIR-PATCH (per detail & notes - without infrared requirement) - replaces bid item 23 when paired with item 29	SY	2282	<del>\$72</del>	<del>\$162,022</del>

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 6 – TIME OF COMPLETION**

Bidder agrees that the Work for Southern Force Main will be substantially complete within 150 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions. The bidder agrees ALL Work for the project will be fully complete within 180 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 180 calendar days after date when the Contract Times commence to run.

6.01 Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 7 – ATTACHMENTS TO THIS BID**

7.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. List of Proposed Subcontractors;
- C. List of Proposed Suppliers;
- D. List of Project References;
- E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;
- F. Contractor's License No.: 3123 [or] Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of Bids;
- G. Required Bidder Qualification Statement with supporting data; and
- H. City Required Bid Form
  - 1. Drug-Free Workplace Affidavit
  - 2. Non-Discrimination Policy
  - 3. Statement of Compliance-Illegal Immigrants
  - 4. Iran Divestment

**ARTICLE 8 – DEFINED TERMS**

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

INFINITY PIPELINE, INC.

By:

*[Signature]*



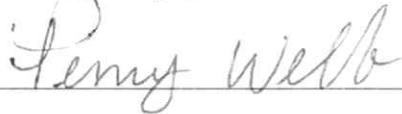
*[Printed name]*

DARRON WHEAT

*(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest:

*[Signature]*



*[Printed name]*

PENNY WEBB

Title:

CONTROLLER

Submittal Date:

5/1/2023

Address for receiving notices from the owner:

PO Box 928, Bowling Green, KY 42102

Telephone Number:

270-796-7209

Fax Number:

bid@infinitypipeinc.com

Contact Name and e-mail  
address:

Bidder's License No.:

3123

*(where applicable)*

# ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following unit price(s):

A.

## UNIT PRICE BID (Base Bid)

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	CONSTRUCTION STAKES, LINES, AND GRADES	LS	1	3,180. <sup>00</sup>	3,180. <sup>00</sup>
2	18" SDR 21 PVC C905 FORCE MAIN	LF	4736	225. <sup>65</sup>	1,068,678. <sup>40</sup>
3	12" SDR 21 PVC C900 FORCE MAIN	LF	40	232. <sup>50</sup>	9,300. <sup>00</sup>
4	6" SDR 21 PVC C900 FORCE MAIN	LF	40	145. <sup>00</sup>	5,800. <sup>00</sup>
5	3" SDR 21 PVC CI 200	LF	40	55. <sup>00</sup>	2,200. <sup>00</sup>
6	COMBINATION AIR VALVE	EA	3	4,270. <sup>00</sup>	12,810. <sup>00</sup>
7	18" GATE VALVE	EA	5	25,000. <sup>00</sup>	125,000. <sup>00</sup>
8	18" INSERT-A-VALVE	EA	1	87,420. <sup>00</sup>	87,420. <sup>00</sup>
9	18"x12" REDUCER WITH FOSTER ADAPTERS	EA	1	3,040. <sup>00</sup>	3,040. <sup>00</sup>
10	18" MJ TEE	EA	2	3,960. <sup>00</sup>	7,920. <sup>00</sup>
11	18" WYE	EA	1	13,580. <sup>00</sup>	13,580. <sup>00</sup>
12	12" GATE VALVE	EA	1	4,790. <sup>00</sup>	4,790. <sup>00</sup>
13	12" INSERT-A-VALVE	EA	2	19,670. <sup>00</sup>	39,340. <sup>00</sup>
14	12"x6" TEE	EA	1	2,430. <sup>00</sup>	2,430. <sup>00</sup>
15	6" INSERT-A-VALVE	EA	2	10,910. <sup>00</sup>	21,820. <sup>00</sup>
16	6" TEE	EA	1	1,470. <sup>00</sup>	1,470. <sup>00</sup>
17	3"x12" TAPPING SLEEVE AND VALVE	EA	1	4,920. <sup>00</sup>	4,920. <sup>00</sup>
18	CONCRETE FLOW METER VAULT	EA	1	23,750. <sup>00</sup>	23,750. <sup>00</sup>
19	KROHNE "OPTIFLUX 2000" FLOW METER	EA	1	25,500. <sup>00</sup>	25,500. <sup>00</sup>
20	SERVICE RELOCATIONS	EA	4	2,051. <sup>00</sup>	8,204. <sup>00</sup>
21	ABANDONMENT OF EXISTING MAINS	LS	1	14,340. <sup>00</sup>	14,340. <sup>00</sup>
22	CONNECTION PER DETAILS AT BEGIN AND END OF FORCE MAIN	LS	1	48,990. <sup>00</sup>	48,990. <sup>00</sup>
23	TYPICAL PAVEMENT REPAIR-PATCH (per detail & notes)	SY	2282	411. <sup>00</sup>	937,902. <sup>00</sup>
24	BACKFILL (STONE)	TON	3613	71. <sup>00</sup>	256,523. <sup>00</sup>
25	PAVEMENT MARKING	LS	1	62,190. <sup>00</sup>	62,190. <sup>00</sup>
26	TRAFFIC CONTROL	LS	1	63,570. <sup>00</sup>	63,570. <sup>00</sup>
27	MOBILIZATION	LS	1	6,360. <sup>00</sup>	6,360. <sup>00</sup>
28	EROSION CONTROL	LS	1	25,130. <sup>00</sup>	25,130. <sup>00</sup>
Total of All Unit Price Bid Items				\$ 2,889,663. <sup>40</sup>	

And written in total as: Two million - eight hundred eighty-nine thousand  
six hundred fifty-three dollars + 40/100 ————— Dollars.

**UNIT PRICE BID (Add Alternate Bid)**

29	FULL WIDTH ROADWAY OVERLAY (no infrared required in patch repair if overlay is installed)	SY	12093	13.95	168,697.35
30	TYPICAL PAVEMENT REPAIR-PATCH (per detail & notes - without infrared requirement) - replaces bid item 23 when paired with item 29	SY	2282	136.15	310,694.30

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 6 – TIME OF COMPLETION**

Bidder agrees that the Work for Southern Force Main will be substantially complete within 150 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions. The bidder agrees ALL Work for the project will be fully complete within 180 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 180 calendar days after date when the Contract Times commence to run.

6.01 Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 7 – ATTACHMENTS TO THIS BID**

7.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. List of Proposed Subcontractors;
- C. List of Proposed Suppliers;
- D. List of Project References;
- E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;
- F. Contractor's License No.: 34765 [or] Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of Bids;
- G. Required Bidder Qualification Statement with supporting data; and
- H. City Required Bid Form
  - 1. Drug-Free Workplace Affidavit
  - 2. Non-Discrimination Policy
  - 3. Statement of Compliance-Illegal Immigrants
  - 4. Iran Divestment

**ARTICLE 8 – DEFINED TERMS**

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

**ARTICLE 9 – BID SUBMITTAL**

BIDDER: *[Indicate correct name of bidding entity]*

Civil Constructors, LLC



By:

*[Signature]*

*[Signature]*

*[Printed name]* Joe L. Rodgers, President

*(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest:

*[Signature]*

*[Signature]*

*[Printed name]*

Glenn Rickard

Title:

CFO

Submittal Date:

May 1, 2023

Address for receiving notices from the owner:

425 Downs Boulevard

Franklin, Tennessee 37064

Telephone Number: (615) 236-9000

Fax Number: (615) 236-9001

Contact Name and e-mail  
address:

Joe L. Rodgers

j.rodgers@civilconstructors.com

Bidder's License No.: 34765

*(where applicable)*

LAW OFFICES  
**RICHERT DILLIHA**  
PLLC

Clyde W. Richert III  
Gary L. Dilliha  
Jarod C. Richert

516 South Main Street  
Springfield, TN 37172  
Telephone 615.384.8774  
Facsimile 615.384.6708  
[www.richertdillihalaw.com](http://www.richertdillihalaw.com)

April 25, 2023

VIA US MAIL

Mr. Wayne Evans  
City of Adams, Mayor  
PO Box 67  
Adams, TN 3710

Mr. Lanny Adcock  
City of Greenbrier, Mayor  
PO Box 466, 202 W. College Street  
Greenbrier, TN 37073

Ms. Becca Werner  
City of Coopertown, Mayor  
2525 Burgess Gower Road  
Springfield, TN 37172

Ms. Tabitha Swearingen  
City of Orlinda, Mayor  
PO Box 95, 1203 E. Church  
Orlinda, TN 37142

Mr. Barry Faulkner  
City of Cross Plains, Mayor  
7622 Hwy 25 East  
Cross Plains, TN 37049

Mr. Timothy Shaw  
City of Ridgetop, Mayor  
1730 Hwy 41S  
Ridgetop, TN 37152

Billy Vogle  
Robertson County Mayor  
108 Courthouse  
Springfield, TN 37172

Ryan Martin  
Springfield City Manager  
405 N. Main Street  
Springfield, TN 37172

Gerald Herman  
White House City Manager  
105 College Street  
White House, TN 37188

Ms. Rachel Payne  
E-911  
115 Pinnacle Drive  
Springfield, TN 37172

Re: **E-911 Emergency District dispatching fees**

RE: **E-911 Agreement**

Dear Mayor and/or City Manager:

Please see enclosed a copy of the proposed new E-911 dispatch agreement for new upcoming fiscal year beginning July 1<sup>st</sup>, 2023. If you find all agreeable, please present this to your governing body at its June meeting such that it can be signed by each participant before July 1<sup>st</sup>. I expect this copy will be approved by the Robertson County Commission in its May meeting.

This Agreement follows the agreed CTAS- MTAS formula as calculated by the E-911 office and as attached to the agreement.

Please advise with any questions or concerns.

Sincerely,



Clyde W. Richert III

CWRIII: cl

Attachments

CC: Rachael Payne, E911 Director

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AUTHORIZE THE COUNTY MAYOR TO EXECUTE A  
RENEWAL E-911 INTERLOCAL DISPATCH AGREEMENT

WHEREAS, Robertson County, Tennessee ("the County"), the City of Springfield, Tennessee ("Springfield"), the City of White House ("White House"), the City of Adams, a political subdivision of the State of Tennessee (hereinafter referred to as "**Adams**"), the City of Ridgetop, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**Ridgetop**"), the City of Cross Plains, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**Cross Plains**"), the City of Orlinda, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**Orlinda**"), the Town of Coopertown, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**Coopertown**"), and the City of Greenbrier, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**Greenbrier**"), have previously entered into an Interlocal Agreement providing for the payment to the Robertson County E-911 Emergency Communications District ("the District") for emergency responder dispatch in the County; and

WHEREAS, these parties desire to renew that contract, a copy of such renewal contract attached as Exhibit "1", with a listing of the amount each user entity will pay for the upcoming fiscal year 2023-24 listed on the Exhibit to the contract.

NOW, THEREFORE, BE IT RESOLVED by the Robertson County Commission, meeting in regular session this the \_\_\_\_\_ day of \_\_\_\_\_, 2023, that the County Mayor is hereby authorized to execute said proposed renewal Interlocal Agreement on behalf of the County.

BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage, the public welfare requiring it.

Passed this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
COUNTY COMMISSIONER

\_\_\_\_\_  
WILLIAM A. VOGLE, County Mayor

ATTEST:

\_\_\_\_\_  
ANGIE H. GROVES, County Clerk

**INTERLOCAL AGREEMENT BETWEEN THE E911 EMERGENCY  
COMMUNICATION DISTRICT OF ROBERTSON COUNTY, TENNESSEE, AND  
ROBERTSON COUNTY, TENNESSEE, THE CITY OF SPRINGFIELD, TENNESSEE,  
THE CITY OF WHITE HOUSE, TENNESSEE, THE CITY OF ADAMS, TENNESSEE,  
THE CITY OF RIDGETOP, TENNESSEE, THE CITY OF CROSS PLAINS,  
TENNESSEE, THE CITY OF ORLINDA, TENNESSEE, THE TOWN OF  
COOPERTOWN, TENNESSEE, AND THE CITY OF GREENBRIER, TENNESSEE.**

This Joint Agreement made and entered into between the E911 Emergency Communications District of Robertson County, Tennessee, a corporate body politic organized pursuant to the provisions of Tennessee Code Ann. 7-86-105 (hereinafter referred to as "**The District**"); Robertson County, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**The County**"); The City of Springfield, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**Springfield**"); The City of White House, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**White House**"), the City of Adams, a political subdivision of the State of Tennessee (hereinafter referred to as "**Adams**"), the City of Ridgetop, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**Ridgetop**"), the City of Cross Plains, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**Cross Plains**"), the City of Orlinda, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**Orlinda**"), the Town of Coopertown, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**Coopertown**"), and the City of Greenbrier, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "**Greenbrier**"),

WHEREAS, dispatch operations of police, fire and emergency personnel in Robertson County have been studied and discussed for the last several years, and

WHEREAS, currently, the District provides such dispatch services by Interlocal Agreement (the Agreement"), utilizing the District facilities and equipment located at 115 Pinnacle Drive, Springfield, Tennessee; and

WHEREAS, the County, Springfield, White House, Adams, Ridgetop, Cross Plains, Orlinda, Coopertown, and Greenbrier, have currently contracted with the District for Dispatch services and the "Agreement" is subject to annual renewal; and

WHEREAS, the most recent Contract between these parties has been effective for a period beginning on July 1, 2022 and ending June 30, 2023; and

WHEREAS, these parties wish to renew the current dispatch agreement upon the terms as provided for herein.

NOW, THEREFORE, the parties agree as follows:

1. The term of this Renewal Agreement is for a one (1) year period, beginning July 1, 2023 and ending June 30, 2024. The terms of future renewals based upon joint agreement of the parties will be on a 12 month fiscal year basis, beginning July 1st of each year.

2. During this term of this Agreement, and any renewal, the District agrees to provide for the dispatching of the respective governmental entity fire services, law enforcement services, emergency medical and other emergency services as provided within the jurisdictions of the participating governmental entities, twenty-four (24) hours a day, seven (7) days a week.

3. Cost allocation as set forth herein shall be based on the CTAS- MTAS, formula, referred to herein as the "formula payment". As compensation for the emergency dispatch services provided for the term of this Agreement, each above named governmental entity will pay by formula the updated designated amounts to the District as set forth in the attached Exhibit "1".

4. The parties therefore agree that upon joint renewal of this Agreement for the succeeding fiscal years, the parties will use "the same formula" to determine the amount payable by each participant. The budget costs for each upcoming prospective fiscal year shall be established by the District and presented to each entity by April 15th of each year, using the dispatch information available for the 12 months preceding April 1st of that year, to allow each entity to establish that amount in their upcoming fiscal year budget which would take effect July 1<sup>st</sup>, and to renew this Agreement by action of their respective governing body each year.

5. The dispatch services referenced above shall be provided by the District using its own employees who are subject to being hired, disciplined and terminated by the District and who are compensated as employees of the District out of its annual budget for the fiscal year 2023- 2024 and for each fiscal year thereafter for any annual renewal of this Agreement.

6. Neither the District or any of the contracting entities will withdraw from this Agreement during any contract year without first giving prior 6 months written notice to all other contracting parties.

7. The parties further agree that the purpose of this Interlocal Agreement is to comply with E911 Revenue Standard Number 21 adopted by the Tennessee Emergency Communication Board pursuant to the authority granted by TN. Code Ann. 7-86-306(9) and to comply with the provisions of Tenn. Code. Ann. 12-9-101, et seq., regarding Interlocal Agreements between local governmental units.

These amounts are payable monthly, beginning July 1, 2023, by each entity to the District during the term of this Agreement. Each monthly installment will be billed to the respective entity on the first day of each month with payment due no later than the tenth day.

IN WITNESS WHEREOF, each party has caused this Interlocal Agreement to be executed by an authorized person on the date indicated by his or her name.

**ROBERTSON COUNTY, TENNESSEE:**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
WILLIAM A. VOGLE, County Mayor

**THE EMERGENCY COMMUNICATIONS  
DISTRICT OF ROBERTSON COUNTY:**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
BRUCE DEAN, Chairman

**CITY OF SPRINGFIELD, TENNESSEE:**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
ANN SCHNEIDER, Mayor

**CITY OF WHITE HOUSE, TENNESSEE:**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
FARRIS BIBB, Mayor

**CITY OF ADAMS, TENNESSEE:**

Date: \_\_\_\_\_

BY: \_\_\_\_\_  
WAYNE EVANS, Mayor

**CITY OF RIDGETOP, TENNESSEE:**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
TIMOTHY SHAW, Mayor

**CITY OF CROSS PLAINS, TENNESSEE:**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
BARRY FAULKNER, Mayor

**CITY OF ORLINDA, TENNESSEE:**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
ALFRED BRICKLES, Mayor

**TOWN OF COOPERTOWN, TENNESSEE:**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
BECCA WERNER, Mayor

**CITY OF GREENBRIER, TENNESSEE:**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
LANNY ADCOCK, Mayor

## 2022 CFS Totals (Used for Budget Year 2023-2024)

### MTAS/CTAS Formula

Department	Total Calls	% of calls	Population	% Population	Total Budget
Adams Fire	170	0.16%	624	0.79%	8,540.92
Coopertown PD	2832	2.71%	4480	5.64%	75,227.72
Cross Plains Fire	433	0.42%			
Cross Plains PD	1075	1.03%			
Cross Plains TOTAL	1508	1.45%	1789	2.25%	33,295.33
Greenbrier Fire	737	0.71%			
Greenbrier PD	5516	5.29%			
Greenbrier TOTAL	6253	5.99%	6898	8.68%	132,163.99
Orlinda Fire	272	0.26%	947	1.19%	13,082.80
Ridgetop Fire	323	0.31%	2155	2.71%	27,216.92
Springfield Gas	379	0.36%			
Springfield Fire	3264	3.13%			
Springfield PD	19198	18.40%			
Springfield TOTAL	22841	21.89%	18782	23.65%	410,048.05
White House PD	10659	10.22%			
White House Fire	1859	1.78%			
White House TOTAL	12518	12.00%	12982	16.34%	255,204.01
RC Animal Control	501	0.48%			
RC EMA	511	0.49%			
RC EMS	11865	11.37%			
North Robertson Fire	522	0.50%			
White House Community	449	0.43%			
Pleasant View Fire	1147	1.10%			
RC Sheriff	40837	39.14%			
RC Fire Calls Outside City Limits	1776	1.70%			
Robertson County TOTAL	57608	55.22%	30771	38.74%	846,020.27
TOTAL	104325	100.00%	79428	100.00%	1,800,800.00

# OTHER BUSINESS...

# DISCUSSION ITEMS...

# OTHER INFORMATION....

**City of White House  
Transportation Projects**

<b>Transportation Improvement</b>	<b>Type of Work</b>	<b>Funded</b>	<b>City</b>	<b>State/Federal</b>	<b>Developer</b>
Sage/McCurdy/31W Intersection	Construction	Yes	100%		
N. Palmers Chapel Rd. Widening - From Tyree to Greenway Bridge	Construction	No	100%		
WHHHS Road Extension to Pinson Lane	Construction	Yes	100%		
Sage Road Widening - Madeline to Cardinal	Construction	Yes	100%		
Sage Road Widening - Cardinal to US31W	Design	Yes	100%		
Raymond Hirsch/US31W Safety Improvements	Design	Yes	20%	80%	
Calista Road Widening - Wilkinson to Bill Moss	Design	Yes	\$75,000		\$500,000
Calista Road Widening - Indian Ridge to Wilkinson	Concept	No	100%		
Calista Road Widening - Bill Moss to City Limits	Concept	No	100%		
Tyree Springs/S. Palmers Intersection Improvements	Design	Yes			100%
Tyree Springs/Meadows Rd. Intersection Improvements	Design	Yes			100%
Tyree Springs/Cambria Intersection Improvements	Construction	Yes			100%
Marlin Rd./US31W Intersection Improvements	Design	Yes	100%		
Union Rd./SR 76 Intersection Improvements	Concept	No	Turn Lanes		Traffic Signal
Pleasant Grove Rd./SR 76 Intersection Improvements	Concept	Yes	100%		
Lone Oak/SR 76 Intesection Improvements	Concept	No	100%		
Sage Road Extension to Union Road	Design	Yes			100%
SR 76 Widening - I65 to New Hall Rd.	Concept	No		100% Improve Act	
Hester Drive Extension	R.O.W.	Yes	\$ 153,500	\$ 2,430,000	
Raymond Hirsch/SR 76 Intersection Improvements	Construction	Yes			100%
Ramond Hirsch at Water Tower - New Traffic Controlled Intersection	Construction	Yes			100%
Bill Moss Road Widening from Calista to I-65	Design	Yes			100%