



CITY OF WHITE HOUSE  
*Board of Mayor and Aldermen Meeting*  
Agenda  
June 18, 2020  
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the May 21<sup>st</sup> Board of Mayor and Aldermen meeting
7. Welcome Visitors
  - a. Proclamation
8. Public Hearings
  - a. **Resolution 20-09:** A resolution to annex certain territories and incorporate same within the corporate boundaries of the City of White House, Tennessee. *Second Reading.*
  - b. **Ordinance 20-08:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees and Charges, Section 18-301. *Second Reading.*
  - c. **Ordinance 20-09:** An ordinance amending the Municipal Code Title 17, Chapter 1 Refuse, Section 17-113. *Second Reading.*
  - d. **Ordinance 20-10:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2020 through June 30, 2021. *Second Reading.*
  - e. **Ordinance 20-11:** An ordinance to amend the Zoning Map from Sumner County AG-2 Agricultural to R-20 General Commercial for property 3351 Pleasant Grove Road. *Second Reading*
9. Communication from Mayor, Aldermen, City Attorney, and City Administrator
10. Acknowledge Reports
  - A. General Government
  - B. Finance
  - C. Human Resources
  - D. Police
  - E. Fire
  - F. Public Services
  - G. Planning & Codes
  - H. Parks & Recreation
  - I. Library/Museum
  - J. Municipal Court
11. Consideration of the Following Resolutions:
  - a. **Resolution 20-10:** Whereas, T.C.A. 6-51-102 requires that a plan of service be adopted by the governing body of the City prior to passage of a resolution annexing any area.

- b. **Resolution 20-09:** A resolution to annex certain territories and incorporate same within the corporate boundaries of the City of White House, Tennessee. *Second Reading.*
- c. **Resolution 20-11:** A resolution approving certain amendments and revisions to the Personnel Manual.
- d. **Resolution 20-12:** A resolution approving certain amendments and revisions to the Internal Control Manual.

12. Consideration of the Following Ordinances:

- a. **Ordinance 20-08:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees and Charges, Section 18-301. *Second Reading.*
- b. **Ordinance 20-09:** An ordinance amending the Municipal Code Title 17, Chapter 1 Refuse, Section 17-113. *Second Reading.*
- c. **Ordinance 20-10:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2020 through June 30, 2021. *Second Reading.*
- d. **Ordinance 20-11:** An ordinance to amend the Zoning Map from Robertson County AG-2 Agricultural to R-20 Residential for property 3351 Pleasant Grove Road. *Second Reading.*

13. Purchasing:

- a. To approve or reject authorizing City Administrator Gerald Herman entering into a contract with CSR Engineering for \$94,000.00 for designing of the Town Center Water Line Project. The City Administrator recommends approval.

14. Other Business:

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

15. Discussion Items:

- a. None

16. Other Information:

- c. None

17. Adjournment:

CITY OF WHITE HOUSE  
*Board of Mayor and Aldermen Meeting*  
Minutes  
May 21, 2020  
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by Community Pastor

Prayer was led by Aldermen Bibb.

3. Pledge by Aldermen

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

4. Roll Call

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

5. Adoption of the Agenda

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

6. Approval of Minutes of the April 16<sup>th</sup> Board of Mayor and Aldermen and May 7<sup>th</sup> Study Session meetings

Motion was made by Ald. Decker, second by Ald. Bibb to adopt the minutes. A voice vote was called for with all members voting aye. **April 16<sup>th</sup> Board of Mayor and Aldermen meeting and May 7<sup>th</sup> Study Session meeting minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

- a. **Ordinance 20-07:** An ordinance amending the Zoning Map from I-1 Light Industrial to NCRPUD, Neighborhood Center Residential Planned Unit Development on Sage Road. *Second Reading*

No one spoke for or against.

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

Ald. Corbitt commended Library Director and her staff on their diligent work during the COVID-19 pandemic.

Ald. Hutson praised Assistant Police Chief Jim Ring on his participation in the virtual National Day of Prayer and stated the video has received over 12,000 views.

City Administrator Gerald Herman updated that all utilities have been moved for the SR 76 widening project. Charles DeWeese Construction should have the project complete by late August to early September.

City Administrator Gerald Herman stated that the Tennessee Municipal Bond Fund renegotiated the City's interest rate for the new Community Center loan from 4.07% to 2.71% resulting in a total savings of \$2,108,123 over the life of the loan.

City Administrator Gerald Herman stated that construction on the new parks' maintenance building was continuing and that the project should hopefully be completed by the end of June.

City Administrator Gerald Herman stated that a pre-construction meeting was held for the renovations to the Visitor Center and that the project has a 100-day deadline to finish.

City Administrator Gerald Herman discussed the City's share of appraisal costs with the counties and that Sumner County informed the City of a significant increase in the City's share for next budget year.

City Administrator Gerald Herman stated that due to the COVID-19 pandemic the annual Memorial Day Service would be cancelled. However, the City has recorded a Memorial Day video with the aid of the Chamber of Commerce that would be released to the public on Memorial Day.

10. Acknowledge Reports

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

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

11. Consideration of the Following Resolutions:

- a. **Resolution 20-07:** A resolution authorizing the issuance of Interest Bearing General Obligation Water Line Outlay Notes, Series 2020, in an amount not to exceed \$1,600,000 and providing for the payment of said notes.

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 20-07 was passed.**

- b. **Resolution 20-08:** A resolution authorizing the execution and delivery of a bond and loan agreement modification agreement amending that certain \$10,000,000 Local Government Loan Program Bond, Series 2019 (City of White House Loan), issued by the Public Building Authority of the City of Clarksville, Tennessee, and that certain loan agreement, dated May 1, 2019, entered into by the City in connection with a PBA Loan.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 20-08 was passed.**

- c. **Resolution 20-09:** A resolution to annex certain territories and incorporate same within the corporate boundaries of the City of White House, Tennessee. *First Reading*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 20-09 was passed on First Reading.**

12. Consideration of the Following Ordinances:

- a. **Ordinance 20-07:** An ordinance amending the Zoning Map from I-1 Light Industrial to NCRPUD, Neighborhood Center Residential Planned Unit Development on Sage Road. *Second Reading*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Bibb - aye; Ald. Corbitt - nay; Ald. Decker - aye; Ald. Hutson - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 20-07 was approved on Second Reading.**

- b. **Ordinance 20-08:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees and Charges, Sections 18-301 and 18-302. *First Reading*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 20-08 was passed on First Reading.**

- c. **Ordinance 20-09:** An ordinance amending the Municipal Code Title 17, Chapter 1 Refuse, Section 17-113. *First Reading*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 20-09 was passed on First Reading.**

- d. **Ordinance 20-10:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2020 through June 30, 2021. *First Reading*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 20-10 was passed on First Reading.**

- e. **Ordinance 20-11:** An ordinance to amend the Zoning Map from Robertson County AG-2 Agricultural to R-20 Residential for property 3351 Pleasant Grove Road. *First Reading*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 20-11 was passed on First Reading.**

13. Purchasing:

- a. To approve or reject City Administrator entering into a five-year agreement with Black Lion Technology for IT services. The Human Resources Director recommends approval.

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

- b. To approve or reject City Administrator entering into a five-year agreement with Willis Towers Watson for insurance broker services. The Human Resources Director recommends approval.

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

14. Other Business:

- a. None

15. Discussion Items:

- a. None

16. Other Information:

- a. None

17. Adjournment:

Meeting was adjourned at 8:04 pm.

ATTEST:

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

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

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REPORTS....



**Administrative & Legislative Services Department**  
**May 2020**

**Administration**

City Administrator Gerald Herman attended the following meetings this month:

- May 04: Staff Plan Reviews
- May 05:
  - Stormwater Project Discussion
  - Robertson County COVID-19 Discussion
- May 06: FSEP Board Meeting
- May 07:
  - Insurance Broker RFP Score Review
  - IT Services RFP Score Review
  - Robertson County COVID-19 Discussion
  - BMA Study Session
- May 11:
  - CA Steering Committee Meeting
  - Planning Commission and BMA Study Session
- May 12:
  - Willis Towers Watson Meeting
  - The Farmstead Discussion
  - Robertson County COVID-19 Discussion
- May 13: Utility Billing Discussion
- May 14:
  - Sumner County JECD
  - Meeting with Tim Poston and Sam Lamberth
  - Robertson County COVID-19 Discussion
- May 18:
  - White House FIDP Preconstruction Meeting
  - Town Center Water Line Discussion
- May 19:
  - Tennessee Recreation and Parks Administration Grant Discussion
  - Robertson County COVID-19 Discussion
- May 20:
  - RTA/GNRC/MPO
  - Memorial Day Video Discussion
  - Economic Development Team Meeting
- May 21:
  - Senior Center Discussion
  - White House Visitors Center Preconstruction Meeting
  - Memorial Day Video Discussion
  - Robertson County COVID-19 Discussion
- May 26:
  - Mr. Brinkley Discussion
  - Robertson County COVID-19 Discussion
- May 27: Town Center Water Line Discussion
- May 28: Robertson County COVID-19 Discussion



# Administrative & Legislative Services Department

May 2020

## Performance Measurements

### Finance Update

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2019-2020.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$14,415,105	\$ 9,193,544	↓27.89
Industrial Development	\$277,000	\$ 273,681	↑7.13
State Street Aid	\$461,000	\$ 456,177	↑7.28
Parks Sales Tax	\$731,550	\$ 407,701	↓35.93
Solid Waste	\$1,028,270	\$ 842,094	↓9.77
Fire Impact Fees	\$42,500	\$ 42,500	↑8.33
Parks Impact Fees	\$18,000	\$ 17,999	↑8.32
Police Impact Fees	\$35,000	\$ 33,845	↑5.03
Road Impact Fees	\$80,000	\$ 80,000	↑8.33
Police Drug Fund	\$6,000	\$ 2,309	↓53.17
Debt Services	\$832,000	\$ 782,142	↓2.33
Wastewater	\$12,330,274	\$ 6,398,797	↓39.77
Dental Care	\$90,000	\$ 49,810	↓36.32
Stormwater Fund	\$1,064,511	\$ 622,474	↓33.19
Cemetery Fund	\$37,682	\$ 31,920	↓6.95

\*Expended/Encumbered amounts reflect charges from July 1, 2019 – June 30, 2020.

### Purchasing

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

#### Total Purchase Orders

	FY 2020	FY 2019	FY 2018	FY 2017	FY 2016
July	269	346	362	327	279
August	106	151	166	175	166
September	98	126	119	120	133
October	97	91	147	91	140
November	78	120	125	135	166
December	58	72	104	83	105
January	81	122	177	178	158
February	93	119	113	140	163
March	107	131	142	136	181
April	85	138	185	120	134
May	82	129	121	153	175
June		50	52	92	103
<b>Total</b>	<b>1154</b>	<b>1,595</b>	<b>1,813</b>	<b>1,750</b>	<b>1,903</b>

Purchase Orders by Dollars	May 2020	FY 2020	FY 2019	FY 2018	Total for FY20	Total for FY19	Total for FY18
Purchase Orders \$0-\$9,999	78	1088	1529	1716	\$1,211,535.52	\$1,349,159.92	\$1,541,282.47
Purchase Orders \$10,000-\$24,999	4	33	26	49	\$540,688.89	\$381,155.50	\$706,041.30
Purchase Orders over \$25,000	0	33	40	48	\$4,035,346.92	\$7,678,174.40	\$4,080,335.79
<b>Total</b>	<b>82</b>	<b>1154</b>	<b>1595</b>	<b>1813</b>	<b>\$5,787,571.33</b>	<b>\$9,408,489.82</b>	<b>\$6,327,659.56</b>
<b>Total</b>	<b>82</b>	<b>1154</b>	<b>1595</b>	<b>1813</b>	<b>\$5,787,571.33</b>	<b>\$9,408,489.82</b>	<b>\$6,327,659.56</b>

**Administrative & Legislative Services Department  
May 2020**

**Website Management**

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

	2019-2020 Update Requests	2018-2019 Update Requests	2017-2018 Update Requests	2016-2017 Update Requests	2019-2020 Page Visits	2018-2019 Page Visits	2017-2018 Page Visits	2016-2017 Page Visits
July	152	61	60	62	1,164,517	1,080,668	825,614	739,589
August	126	133	56	117	752,932	835,519	717,462	540,472
September	43	22	90	72	679,248	214,406	739,867	429,211
October	78	86	43	49	386,735	864,091	876,346	534,774
November	56	40	80	67	695,971	812,527	808,551	712,163
December	156	82	50	51	847,724	1,055,111	842,265	654,720
January	67	68	44	65	720,531	934,562	747,155	561,371
February	22	40	41	61	N/A	762,985	631,612	842,138
March	85	61	71	76	N/A	879,671	1,165,275	658,974
April	43	56	77	38	N/A	820,505	959,769	784,204
May	27	29	49	86	5,998	946,897	1,063,568	658,468
June		123	27	64		901,328	483,003	739,264
<b>Total</b>	<b>853</b>	<b>801</b>	<b>688</b>	<b>808</b>	<b>5,253,656</b>	<b>9,053,159</b>	<b>9,860,532</b>	<b>7,855,348</b>

**Social Media Management**

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

**Facebook**

	2019-2020 New Likes	2018-2019 New Likes	2017-2018 New Likes	2016-2017 New Likes	2019-2020 # of Posts	2018-2019 # of Posts	2017-2018 # of Posts	2016-2017 # of Posts
July	83	31	146	96	36	21	38	20
August	47	46	77	30	18	11	39	25
September	71	53	46	39	27	20	31	20
October	44	70	64	52	27	18	29	25
November	25	51	25	32	10	17	25	19
December	18	25	25	32	21	20	11	18
January	30	31	96	58	13	14	11	17
February	51	40	25	79	27	11	15	20
March	112	31	23	16	38	18	10	12
April	73	60	70	48	58	26	17	22
May	62	161	116	252	30	33	23	30
June		103	59	119		30	33	37
<b>Total</b>	<b>610</b>	<b>702</b>	<b>772</b>	<b>853</b>	<b>305</b>	<b>239</b>	<b>282</b>	<b>265</b>



**Administrative & Legislative Services Department  
May 2020**

**Twitter**

	<b>2019 – 2020 Total Followers</b>	<b>2018 – 2019 Total Followers</b>	<b>2017 – 2018 Total Followers</b>	<b>2019 – 2020 # of Tweets</b>	<b>2018 – 2019 # of Tweets</b>	<b>2017 – 2018 # of Tweets</b>
<b>July</b>	862	811	740	19	8	20
<b>August</b>	869	796	760	9	8	22
<b>September</b>	870	798	762	14	10	13
<b>October</b>	868	802	766	15	7	15
<b>November</b>	873	802	775	5	7	13
<b>December</b>	877	805	778	16	8	7
<b>January</b>	880	809	792	9	7	3
<b>February</b>	888	826	794	23	8	12
<b>March</b>	902	830	795	24	16	12
<b>April</b>	907	830	799	14	14	7
<b>May</b>	903	832	801	14	14	13
<b>June</b>		851	808		14	9
<b>Total</b>	N/A	N/A	N/A	<b>162</b>	<b>121</b>	<b>146</b>

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

	<b>FY20 New Downloads</b>	<b>FY19 New Downloads</b>	<b>FY18 New Downloads</b>
<b>July</b>	19	28	23
<b>August</b>	21	18	471
<b>September</b>	21	15	1,792
<b>October</b>	12	22	30
<b>November</b>	13	11	22
<b>December</b>	15	10	16
<b>January</b>	23	17	37
<b>February</b>	70	13	16
<b>March</b>	69	11	20
<b>April</b>	41	10	9
<b>May</b>	29	11	10
<b>June</b>		25	16
<b>Total</b>	<b>333</b>	<b>191</b>	<b>2462</b>

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

	<b>FY20 # of Request</b>	<b>FY19 # of Request</b>	<b>FY18 # of Request</b>
<b>July</b>	36	32	41
<b>August</b>	39	26	33
<b>September</b>	18	18	34
<b>October</b>	40	32	24
<b>November</b>	27	12	22
<b>December</b>	20	27	39
<b>January</b>	24	22	49
<b>February</b>	41	30	55
<b>March</b>	34	24	44
<b>April</b>	35	32	22
<b>May</b>	26	27	31
<b>June</b>		29	24
<b>FY Total</b>	<b>328</b>	<b>311</b>	<b>418</b>

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

**Administrative & Legislative Services Department  
May 2020**

**White House Farmers Market**

Planning has begun for the new market season. The opening date will be Wednesday, May 20<sup>th</sup>.

	2020 New Facebook Likes	2020 Facebook Post	2019 New Facebook Likes	2019 Facebook Post		Application Fees # (amount collected)	Booth Payments (\$)
January	8	1	7	0	January	0	0
February	5	0	2	0	February	0	0
March	N/A	0	8	5	March	0	0
April	23	1	36	5	April	2	150
May	94	11	131	13	May	5	870
June			114	20	June		
July			49	12	July		
August			1	13	August		
September			14	5	September		
October			7	0	October		
November			4	0	November		
December			13	0	December		
Total	125	13	387	73	Total	7	\$1020

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Prepared Library for reopening with CDC guidelines
- Changed lightbulbs and smoke detector around City Hall

	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests	2016 – 2017 Work Order Requests	2015 - 2016 Work Order Requests	2014 - 2015 Work Order Requests
July	10	22	21	27	22	25
August	10	26	24	28	33	10
September	13	19	22	13	31	19
October	7	14	18	12	30	27
November	7	18	34	12	27	15
December	3	8	19	9	17	15
January	16	14	16	23	28	31
February	18	7	21	6	19	23
March	11	7	17	16	25	24
April	2	12	25	14	20	22
May	11	6	26	27	33	13
June		9	23	14	17	25
Total	88	162	266	201	302	249

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

**Human Resources Department  
May 2020**

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

May 04: Police Officer Testing  
 May 05: Police Officer Testing  
 May 06: Police Officer Testing  
 May 07: Police Officer Testing  
 Board of Mayor and Aldermen Budget Study Session  
 May 11: New Hire Orientation for Wastewater Tech I  
 May 12: New Hire Orientation for Firefighter  
 Police Officer Interview  
 May 21: Board of Mayor and Aldermen Meeting

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

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
July	0	0	0	0
August	0	0	0	2
September	1	0	0	1
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0

Three-year average as of June 30, 2019: 3.00

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
January	1	1	1	0
February	3	0	0	1
March	0	0	0	1
April	2	0	0	0
May	1	0	0	0
June		2	0	0
<b>Total</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>5</b>

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

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
July	1	3	0	0
August	0	0	0	0
September	0	0	0	0
October	1	1	0	0
November	1	0	1	0
December	0	0	0	0

Three-year average as of June 30, 2019: 4.67

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
January	1	0	2	1
February	0	0	1	0
March	0	0	0	0
April	0	1	0	0
May		1	0	1
June		0	1	1
<b>Total</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>3</b>

**Human Resources Department**  
**May 2020**

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

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
July	1	0	0	1
August	1	1	3	0
September	2	2	1	0
October	3	0	2	2
November	2	1	2	1
December	1	0	1	1

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
January	2	1	0	0
February	1	0	1	0
March	1	0	1	0
April	0	0	1	0
May	2	5	1	2
June		1	1	0
<b>Total</b>	<b>16</b>	<b>11</b>	<b>14</b>	<b>7</b>
<b>Percentage</b>	<b>15.53%</b>	<b>10.68%</b>	<b>14.43%</b>	<b>7.45%</b>

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

Three-year average as of June 30, 2019: 10.85%

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

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
July	0	0	0	1 (T)
August	2 (S)	0	1 (T)	0
September	0	1 (T)	0	1 (S)
October	0	0	1 (T)	2 (T)
November	1 (S)	0	2 (T)	0
December	0	0	0	1 (S)

	FYE 2020	FYE 2019	FYE 2018	FYE 2017
January	0	1 (T)	0	1 (S)
February	0	0	1 (T)	0
March	0	1 (S)	0	0
April	0	0	0	0
May	0	1 (T)	0	0
June		0	1 (T) 1 (S)	1 (S)
<b>Total</b>	<b>3</b>	<b>7</b>	<b>7</b>	<b>3</b>

Three-year average as of June 30, 2019: 5.67



**Police Department  
May 2020**

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in May:** Department Head Meeting (May 4<sup>th</sup> & 18<sup>th</sup>), Police testing (May 4<sup>th</sup> thru May 7<sup>th</sup>), Board of Mayor and Alderman Study (May 7<sup>th</sup>), Planning Commission Meeting (May 11<sup>th</sup>), Robertson County Chief's Meeting (May 12<sup>th</sup>), Zoom Interview with New Hire (May 12<sup>th</sup>) and Chief's Interview with New Hire (May 21<sup>st</sup>).

➤ **Police Department Administration Performance Measurements**

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

Susan Johnson talked to TLEA Program Manager, Janessa Edwards about our June file review. She said we can hold off until August for our file review since we are not quite ready. Our actual on-site will be in December. Ms. Edwards said the delay is fine because they have been behind with assessments due to Covid19. As long as it is all complete by December, we will be fine. The have not rescheduled the 2020 LEACT conference as of yet.

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

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	174	0	174
February	8	212.5	0	220.5
March	0	160	0	160
April	0	68	0	68
May	0	248	0	248
Grand Total	8	862.5	0	870.5

**Patrol Division Performance Measurements**

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

Number of Officers on Shift	May 2020	FY 2019-2020
Three (3) Officers per Shift	62	525
Four (4) Officers per Shift	0	159

2. ***Acquire and place into service two Police Patrol Vehicles.*** The two new 2020 Ford Police Utility AWD SUV's have been ordered. Also, the replacement of one totaled vehicle was ordered at the same time.
3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2018-2019.*** Fall compliance checks complete. Spring Compliance Checks are cancelled due to COVID-19.



**Police Department  
May 2020**

4. *Maintain or reduce TBI Group A offenses at the three-year average of 73 per 1,000 population during the calendar year of 2019.*

Group A Offenses	May 2020	Per 1,000 Pop.	Total 2020	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons	16	1	52	4
Crimes Against Property	33	3	126	10
Crimes Against Society	26	2	140	11
<b>Total</b>	76	6	319	26
<b>Arrests</b>	60		280	

*\*U.S. Census Estimate 7/1/2018 – 12,506*

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

	May 2020	TOTAL 2020
<b>Traffic Crashes Reported</b>	21	142
<b>Enforce Traffic Laws:</b>		
Written Citations	22	334
Written Warnings	1	164
Verbal Warnings	28	946

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

<b>COLLISION RATIO</b>				
<u>2020</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
May	21	4	19%	17%
		YTD 24		YTD 142

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

**Staffing:**

- Officer White's last day was May 1<sup>st</sup>.
- Officer Lars Carlson and Officer Zackary Parker started at Walter's State Law Enforcement College May 10<sup>th</sup>, 2020. Their graduation date is July 10<sup>th</sup>.
- On May 21<sup>st</sup>, we hired Thomas Brent Loveday as a new Police Officer. He will start Mid-June.
- We still have three openings. Applications are being taken. No testing has been scheduled as of yet.

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

**Sumner County Emergency Response Team:** ERT did have training and two call outs in the month of May.

**Police Department  
May 2020**

**Support Services Performance Measurements**

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

2020 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
May	75%	80%

**Communications Section**

	May	Total 2020
Calls for Service	642	4,82
Alarm Calls	18	157

**Request for Reports**

	May	FY 2019-2020
Requests for Reports	8	180
Amount taken in	\$5.70	\$132.15
Tow Bills	\$0.00	\$0.00
Emailed at no charge	18	345
Storage Fees	\$0.00	\$0.00

***Tennessee Highway Safety Office (THSO):***

Sgt. Brisson attended two Zoom Meetings (May 8<sup>th</sup> & May 27<sup>th</sup>) during the month of May to discuss upcoming events and traffic safety issues.

***Volunteer Police Explorers:*** Nothing to report for May.

***Item(s) sold on Govdeals:*** Nothing sold in May.

**Crime Prevention/Community Relations Performance Measurements**

1. ***Teach D.A.R.E. Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.***  
D.A.R.E. has been cancelled due to COVID-19.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Safety Day in conjunction with Discover White House scheduled for April 18<sup>th</sup>, 2020 has been cancelled due to COVID-19. They are hoping to reschedule for the fall.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***  
Citizen's Police Academy has been cancelled due to COVID-19.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
  - On May 7<sup>th</sup>, several of our staff participated in National Day of Prayer for the City of White House. (Asst. Chief Ring, Sgt. Enck and Ofc. Sisk).
  - On May 28<sup>th</sup>, the White House Police Department gave away 2 bikes to two deserving kids who were recommended by their Counselor at White House Middle School.

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

- Nothing to report at this time.

**Police Department**  
**May 2020**

**Upcoming Events:**

Nothing to report at this time.

<b>2020 Participation in Joint Community Events</b>		
	<b>May</b>	<b>Year to Date</b>
Community Activities	2	13

Fire Department  
May 2020



### Summary of Month's Activities

#### Fire Operations

The Department responded to 96 requests for service during the month with 69 responses being medical emergencies. The Department responded to 5 vehicle accidents; 4 accidents reported patients being treated for injuries and 1 accident reported no injuries. Of the 96 responses in month of May there were 8 calls that overlapped another call for service that is 8.33 % of our responses.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in May from dispatch to on scene time averaged was, six minutes and fifty-six seconds (6:56). The average time a fire unit spent on the scene of an emergency call was twenty-two minutes and twenty-seven seconds (22:27).

#### Department Event

- May 5<sup>th</sup> – Birthday Drive-by Greystone Subdivision
- May 6<sup>th</sup> – Birthday Drive-by Indian Ridge Subdivision
- May 9<sup>th</sup> – Birthday Drive-by Revolution Church
- May 14<sup>th</sup> – Birthday Drive-by Northwood Subdivision & Drive-by for Heritage HS seniors
- May 17<sup>th</sup> – End of year Drive-by Celebration for R.F. Woodall

#### Fire Administration

- May 4<sup>th</sup> – Americana Meeting and Trash truck fire debriefing
- May 6<sup>th</sup> – Departmental Policy review Committee Meeting
- May 7<sup>th</sup> – BMA Budget Study Session
- Numerous Conference Calls concerning COVID-19

#### 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	25
Rescue & Emergency Services	662
Hazardous Conditions (No Fire)	22
Service Calls	58
Good Intent Call	54
False Alarms & False Call	83
Calls for The Month	96
Total Responses FY to Date	913



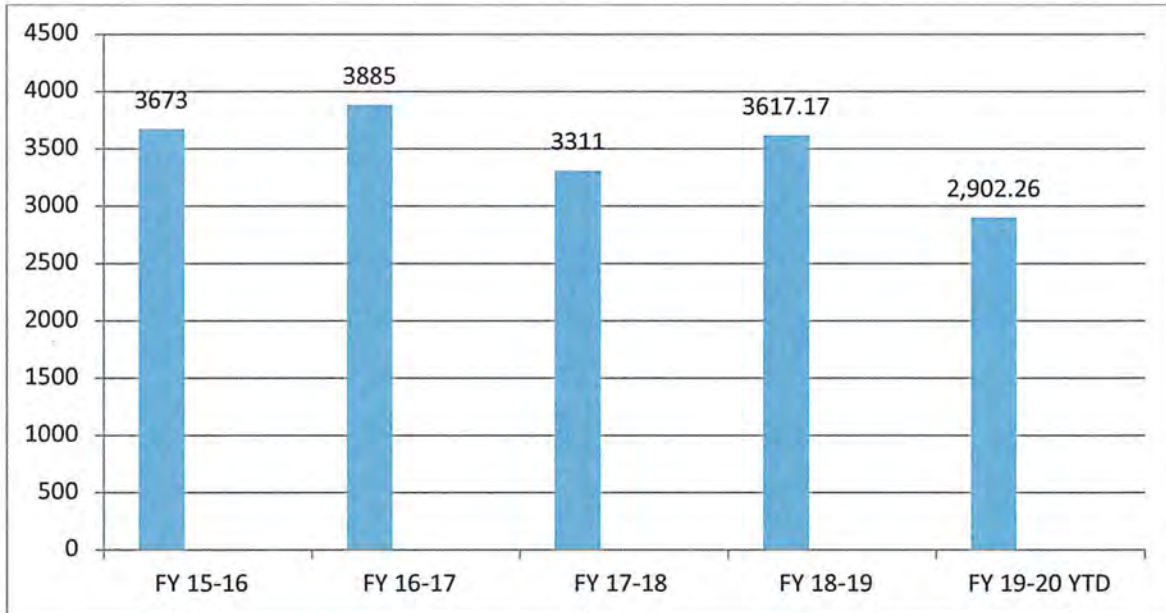
**Fire Department  
May 2020**

**Response by Station**

	Month	FY to Date	%
Station #1 (City park)	73	563	61.66%
Station #2 (Business Park Dr)	23	350	38.34%

**Fire Fighter Training**

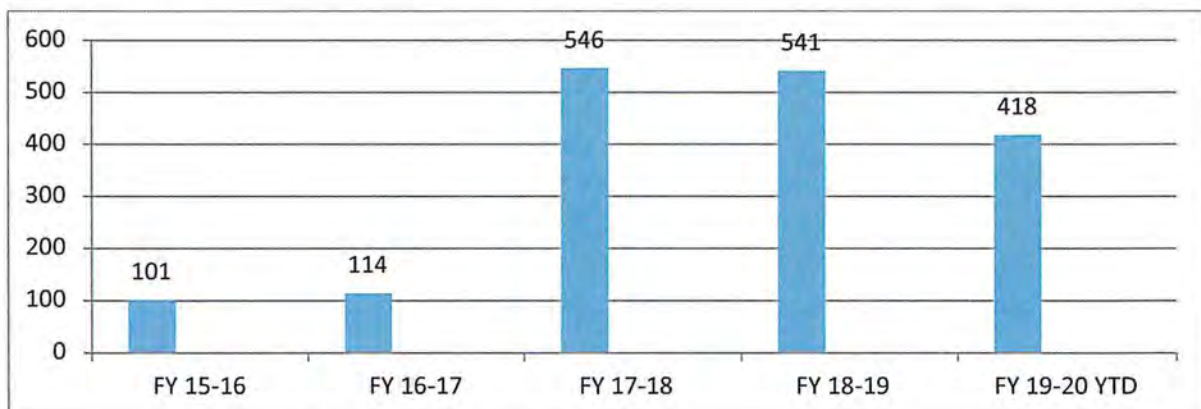
The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	YTD
Firefighter Training Hours	469.95	2902.26

**Fire Inspection**

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

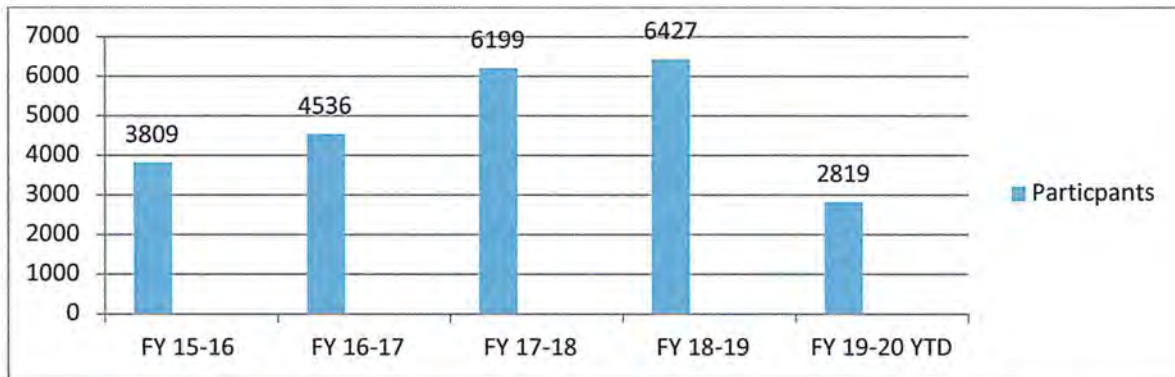


**Fire Department  
May 2020**

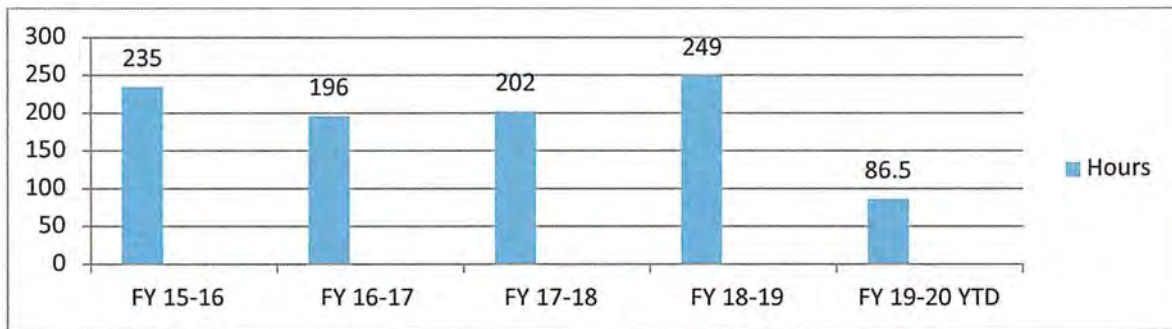
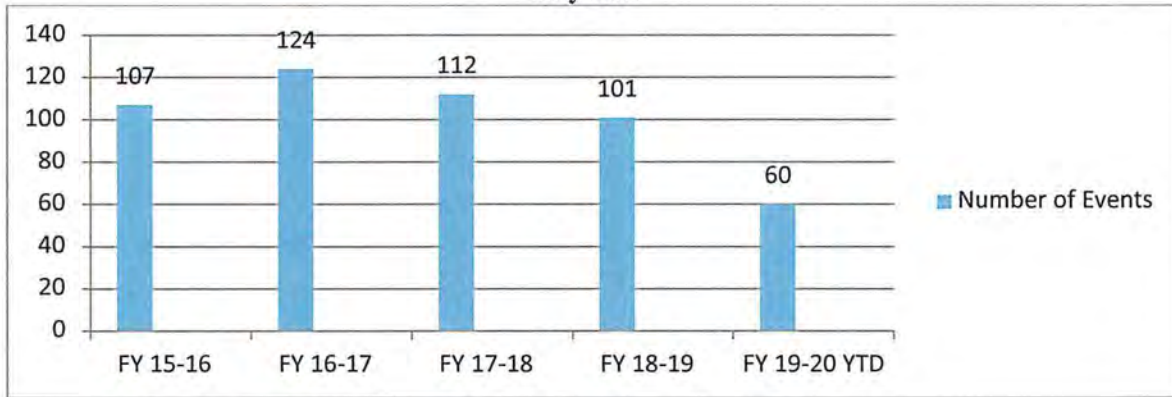
	Month	YTD
May Fire Inspection	21	418
Reinspection	0	49
Code Violation Complaint	0	5
Violations Cleared	0	41
Annual Inspection	5	82
Commercial Burn Pile	0	6
Knox Box	1	15
Fire Alarms	2	13
Measure Fire Hydrant	1	4
Plans Review	1	32
Pre-C/O	1	3
Pre-incident Survey	7	133
Sprinkler Final	0	11
Final C/O	1	21

**Public Fire Education**

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



**Fire Department  
May 2020**



	Month	YTD
Participants	120	2,819
Number of Events	11	60
Education Hrs.	10.5	86.5

**Social Media Statistics**

Page Views	198
Page Likes	41
Post Reach	8,335



**Public Services Department - Public Works Division**  
**May 2020**

Public Works Division/Streets & Roads Division

Total Hours Worked	FY 12/13	FY 13/14	FY 14/15	FY 15/16	20-Apr	20-May	YTD 19/20
Street	3,765	4,485	4,040	8,134	910	789	9,191
Facility Maintenance	124	839	2,049	3,494	69	139	887.25
Fleet Maintenance	445	857	1,157	1,034	39	56	423
Meeting/Training	332	653	572	502	44	32	457
Leave	1,005	1022	807	1,253	44	80	823
Holiday	650	730	850	795	0	50	545
Overtime	70	166	263	509	0	9	153
Administrative	0	496	781	385	150	126	1,153
Drainage Work (feet)	0	0	0	0	0	0	0
Drainage Man Hours	0	0	0	0	0	0	14
Debris Removed Load	0	0	0	0	0	0	0
Sweeping Man Hours	0	0	0	0	0	0	0
Mowing Hours	0	0	0	0	55	64	221
Curb Repair	0	0	0	0	0	0	0
Shoulder LF	0	0	0	0	0	0	640
Shoulder Hours	0	0	0	0	0	3	176
# of Potholes	0	0	0	0	15	24	385
Pothole Hours	0	0	0	0	54	66	831.5
R-O-W Hours	0	0	0	0	368	184	3,045
Sign/Repaired	0	0	0	0	5	6	63
Sign Work Hours	0	0	0	0	4	9	109
Salt Hours	0	0	0	0	0	0	76.5
Salt Tons	0	0	0	0	0	0	18
Decorative Street Light Hours	0	0	0	0	0	0	133.5
Traffic Lights	0	0	0	0	4	0	158

**Public Services Department - Public Works Division**  
**May 2020**

Sanitation Division

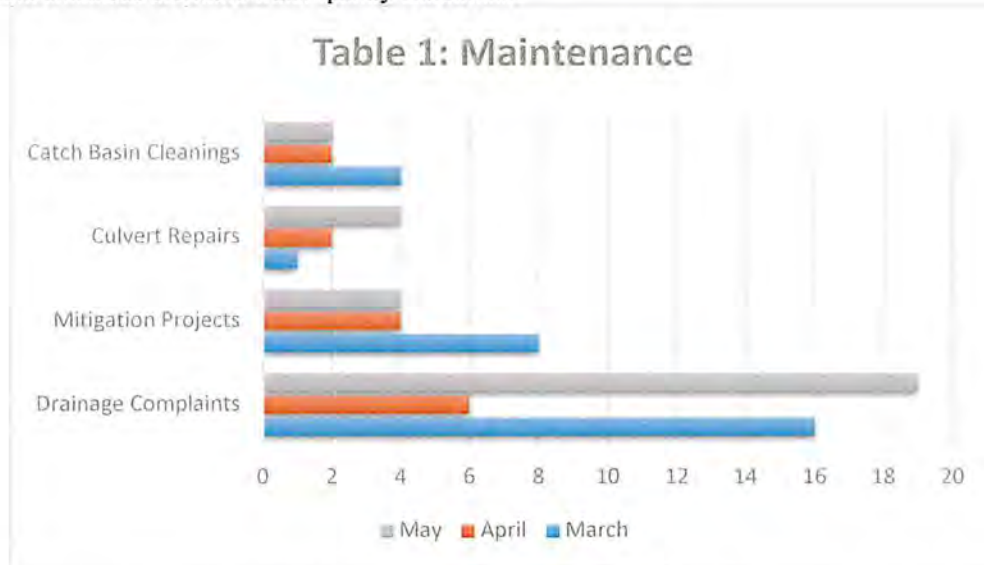
Total Hours Worked	FY 12/13	FY 13/14	FY 14/15	FY 15/16	20-Apr	20-May	YTD 19/20
Sanitation	5,975	3,138	2,914	2,685	346	320	4,201
Facility Maintenance	124	839	2,049	3,494	15	18	395
Fleet Maintenance	445	857	1,157	1,034	2	23	295
Meeting/Training	332	653	572	502	40	10	128
Leave	1,005	1022	807	1,253	0	0	336
Holiday	650	730	850	795	0	20	230
Overtime	70	166	263	508.5	0	0	40
Administrative	0	496	781	385	0	11	73
Sweeping Man Hours	0	0	0	0	0	0	0
R-O-W Hours	0	0	0	0	0.5	1	170
Salt Hours	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0

Sanitation	FY 12/13	FY 13/14	FY 14/15	FY 15/16	20-Apr	20-May	YTD 19/20
Brush Collection Stops	2,787	5,394	5,915	5,944	800	642	5,161
Brush Truck Loads	302	644	503	459	81	66	584
Leaves Pickup Bags	519	4,324	4,016	3,741	570	279	2,934
Brush/Leaves Hours	585	2,119	1,634	1,366	155.5	130	1,226
Litter Pickup Bags	168	535	309	334	52	41	456
Litter Pickup Hours	443	829	1,147	1,318	109	87	892

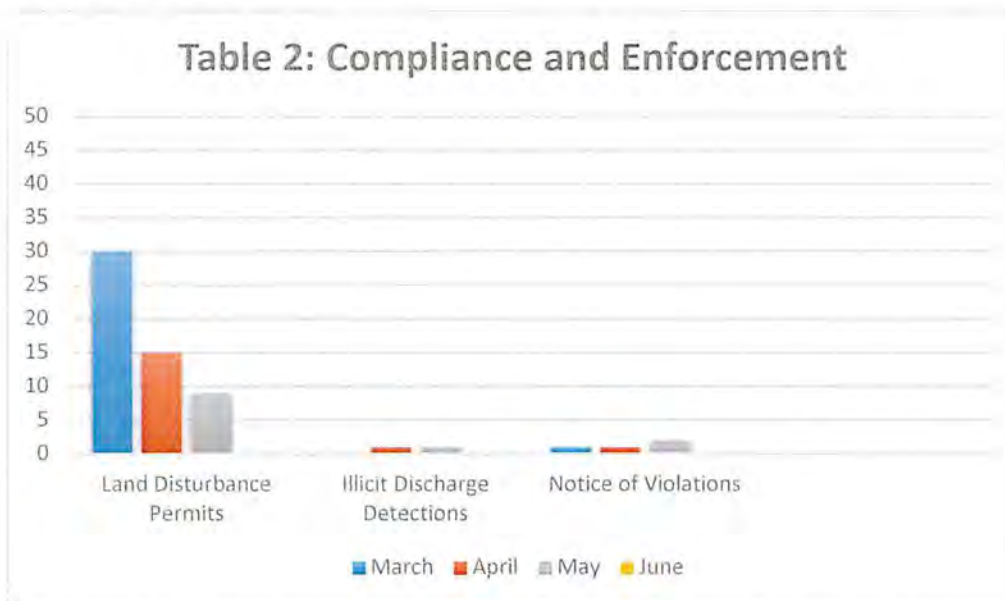


Public Services Department  
Stormwater Division  
May 2020

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



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



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

**Public Services Department  
Stormwater Division  
May 2020**

Monthly Measurable Goals	
Catch Basin Cleanings	10
Culvert Repairs	10
Drainage Complaints	20
Illicit Discharges	5
Stormwater Mitigation Projects (completed)	10
Notice of Violations	7

**Objective:** The City shall maintain water quality standards for stormwater quantity and quality that are consistent with the Ordinance, TDEC and EPA standards for stormwater management systems.

**Goal 1&2:** Meet or exceed routine upgrades, replacements or new installations of structures that handle stormwater inflow, where feasible.

**Goal 3:** Meet or fall below the standard for reported drainage complaints by residents through field screening and surveying areas of concerns to initiate necessary repair.

**Goal 4:** The City shall not allow stormwater discharge to cause or contribute to a violation of water quality standards in Waters of the State by minimizing stormwater borne pollutants in new and existing facilities through implementation of Best Management Practices (BMPs) and public education and outreach.

**Goal 5:** Stormwater management facility improvements shall be implemented based on the following ranked priorities: 1. Eliminating existing system deficiencies and deferred maintenance, particularly those that may affect life safety and property protection; 2. Maintaining the existing system through routine preventive maintenance activities; and 3. Expanding the system to accommodate new stormwater management needs. Meet or exceed the goals for completed work orders.

**Goal 6:** The City shall reduce noncompliance by requiring appropriate methods of controlling soil erosion and sedimentation to help minimize the destruction of soil resources used or disturbed during site development as outlined in NPDES Phase II requirements.

**Public Services Department  
Stormwater Division  
May 2020**

**Monday, May 4<sup>th</sup>**

- Weekly staff meeting
- Ditch maintenance at 122 Sycamore Dr

**Tuesday, May 5<sup>th</sup>**

- Ditch maintenance at Rolling Forest Ct.
- Land Disturbance permit requests completed

**Wednesday, May 6<sup>th</sup>**

- Lowered and upsized driveway culvert to open channel and lower slope for conveyance to property line at 403 Rolling Acres Dr
- Certificate of Occupancy requests completed

**Thursday, May 7<sup>th</sup>**

- Ditch maintenance at 301, 305, and 403 Rolling Acres Dr

**Monday-Thursday, May 11<sup>th</sup>- May 14<sup>th</sup>**

- Staff meeting
- Relocated material from Calista pond to parks and shop
- Excavating at parks and shop with imported fill material
- Distributed fill dirt to local residents for personal application

**Friday, May 15<sup>th</sup>**

- Applied final grade to Calista road (OT approved)

**Saturday, May 16<sup>th</sup>**

- Public Involvement and Participation
  - Community Outreach
    - Tree Giveaway
      - 10AM-2PM

**Monday, May 18<sup>th</sup>**

- Stormwater dept. meeting
- Repaired silt fencing at Calista retention pond
- Inventory Management and Purchasing
  - New tools for service truck
  - Meeting with TK containers for storage

**Tuesday, May 19<sup>th</sup>**

- Admin Day:
  - Updated work orders and scheduling
  - Proposal for fence ordinance
  - Proposal for mill creek mitigation
  - Proposal for covered storage at shop

**Public Services Department  
Stormwater Division  
May 2020**

**Wednesday, May 20<sup>th</sup>**

- Facility & Fleet Maintenance
  - Cleaned out straw bin
  - Organized shed area for concrete forms
- Ditch Maintenance: Stabilized and completed 104 S.C.T Dr.
- Assisted with force main break
  - Delivered rip rap at Christiana Dr (to WW)
- Street Sweeping of HWY76 & Hampton Village

**Thursday, May 21<sup>st</sup>**

- Fleet Maintenance
  - AC service for truck #1329 to Tracy Langston
  - Delivered sweeper truck to Stringfellow
- Installed Salt box

**Monday, May 25<sup>th</sup>**

- Memorial Day (HOLIDAY)

**Tuesday, May 26<sup>th</sup>**

- Stormwater Maintenance
  - Repair/fillings ruts at 759 McCurdy Rd & 211 Longview Dr
  - Checked hot spots (no ID's)
- Land Disturbance permit requests completed
- Certificate of Occupancy requests completed

**Wednesday, May 27<sup>th</sup>**

- Ditch Maintenance
  - Marked utilities and prepared to set pipe at 302 Valley View
- Illicit Discharge Investigation
  - 106 Sapphire Dr

**Thursday, May 28<sup>th</sup>**

- Admin Day:
  - BMA Report
  - Inventory Management (count)
  - Job summaries & work orders
- Improvement Projects:
  - Applied temporary stabilization to Calista pond (14 bales of straw)
  - Prepared Valley View Drive for installation of drainage pipe

**Public Services Department  
Stormwater Division  
May 2020**

Total Hours Worked	FYE 2013	FYE 2014	FYE 2015	FYE 2016	April 2020	May 2020	YTD 2020
Stormwater	0	0	0	5,744	648	670	6,546
Facility Maintenance	124	839	2,049	3,494	66	37	631
Fleet Maintenance	445	857	1,157	1,034	40	32	303
Meeting/Training	332	653	572	502	50	24	277
Leave	1,005	1022	807	1,253	10	52	427
Holiday	650	730	850	795	0	40	315
Overtime	70	166	263	508.5	2	32	256
Administrative	0	496	781	385	161	150	954
Drainage Work (feet)	0	0	0	0	1,915	100	3,695
Drainage Man Hours	0	0	0	0	253	212	1,135
Debris Removed Load	0	0	0	0	13	80	184
Sweeping Man Hours	0	0	0	0	50	30	309
Mowing Hours	0	0	0	0	10	0	86
Curb Repair	0	0	0	0	0	0	0
Shoulder LF	0	0	0	0	0	0	0

Shoulder Hours	0	0	0	0	0	0	0
# of Potholes	0	0	0	0	0	0	0
Pothole Hours	0	0	0	0	0	0	3
R-O-W Hours	0	0	0	0	8	93	1,497



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

**Staffing:** The Wastewater department is authorized **14 full time** employees.

1. (1) Administrative Assistant II
2. (1) Wastewater Manager
3. (1) Treatment Plant/Lift Station Manager;
4. (1) Treatment Plant Operator;
5. (2) Utility Mechanics
6. (1) Inspector
7. (1) Billing Specialist
8. (1) Collection System Supervisor;
9. (4) Collection System Technician I
10. (1) Collection System Technician II

**Collection System Activities**

**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.

<b><u>Line Marking</u></b>	<b><u>FY 15/16</u></b>	<b><u>FY 16/17</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>		<b><u>APR - 20</u></b>	<b><u>MAY - 20</u></b>	<b><u>YTD</u></b>
Tennessee 811	1,691	1,670	1849	2315		248	210	2491

**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.

<b><u>Lift Station Location</u></b>	<b><u>FY 15/16</u></b>	<b><u>FY 16/17</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>		<b><u>Apr - 20</u></b>	<b><u>May - 20</u></b>	<b><u>YTD</u></b>
North Palmers Chapel	35	22	23	8		0	0	3
Calista Road	24	55	13	4		1	0	2
Wilkinson Lane	0	8	4	1		0	0	3
Portland Road	1	1	4	1		0	0	0
Cope's Crossing	4	17	15	7		1	0	8
Union Road	91	8	17	6		0	0	6
Meadowlark Drive	1	11	6	4		0	0	2
Highway 76	0	1	0	1		0	0	1
Cambria Drive	1	0	0	1		0	0	4
Sage Road	0	7	2	0		0	0	1

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

Settler's Ridge	0	0	1	1		0	0	1
Summerlin	0	0	0	2		0	0	5
Heritage High School	0	22	0	2		0	0	1
Treatment Plant	0	1	6	4		0	0	6

**Alarms –**

**System Repair Goal:**

The goal is to minimize failures with the major lift stations and the mainline gravity, low and high pressure force mains and the air vacuum systems. We've been training key personnel over the last two (2) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of our lift stations are either at or near their useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced.

The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Therefore, we have to make repairs, and if the line break was due to negligence, I will send the responsible party a repair bill. In some cases, the breaks are due to weather or age.

<b><u>Repairs</u></b>	<b><u>FY 14/15</u></b>	<b><u>FY 15/16</u></b>	<b><u>FY 16/17</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>		<b><u>Apr - 20</u></b>	<b><u>May - 20</u></b>	<b><u>YTD</u></b>
Major Lift Stations	26	57	42	19	4		1	0	4
Mainline	14	14	13	6	6		3	3	19
Service Line	49	42	44	5	10		2	3	14

- 1. Settler's Ridge** – In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. The plan of action on this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair. There has been no effort by the contractor or developer to address this issue.**
- 2. Concord Springs** – The only remaining issue with the lift station is to have the developer clean the inside of the station and remove mud, trash and other debris prior to final acceptance. Operationally, the station punch list has been completed and the station is working correctly.
- 3. The Parks** – The “temporary” lift station at the Parks subdivision was also started successfully. This station will allow for about 160 homes to be built while waiting on Gorman & Rupp to deliver the permanent station. The updated delivery date on the permanent station is early September.
- 4. HWY 76 Force Main Relocation Project** – This project along with the extra 200' of 6" force main along Industrial Drive has been closed out.

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

<u>Work Orders</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>Apr - 20</u>	<u>May - 20</u>	<u>YTD</u>
Gravity Sewer Connections	0	0	0	0	0		663
Grinder Sewer Connections	0	0	0	0	0		3,050
Vacuum Connections/Pods	0	0	0	0	0		431 / 312
Grinder Tank PM Program	N/A	58	63	358	21	20	221
PD to Centrifugal Converts	3	8	0	0	0	0	0
2000 to Extreme C/O	53	64	43	64	2	3	40
Extreme to Extreme C/O	137	182	298	250	28	24	271
Centrifugal to Centrifugal C/O	2	7	0	0	0	0	0
2000 Conversions	2	0	0	0	0	0	0
Hydromatic/Extreme Converts	44	48	67	47	4	3	56
Total Pumps Replaced	313	338	401	361	34	30	377
Low Pressure Service Request	530	716	621	728	55	58	646
Vacuum System Service Request	87	172	143	112	2	4	76
Gravity Service Request	5	12	0	10	1	0	13
Inspection for New Service	36	23	54	103	5	21	226
Final Inspection for New Service	37	55	56	62	18	27	110
Sanitary Sewer Overflow (SSO)	6	9	1	3	6	3	37
Odor Complaints	16	17	28	43	2	4	37



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

**Wastewater Treatment Plant Goal:**

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

<u>Parameter</u>	<u>Feb - 20</u>	<u>Mar - 20</u>	<u>Apr - 20</u>	<u>May - 20</u>	
Flow - To Creek	0.829 MGD	0.772 MGD	0.618 MGD	0.657 MGD	MGD = Million Gallons/Day
Flow - To Spray Field	0.00 MGD	0.00 MGD	0.00 MDG	0.00 MGD	
Total Flow Through Plant	0.829 MGD	0.772 MGD	0.618 MGD	0.657	
Capacity	1.4 MGD	1.4 MGD	1.4 MGD	1.4 MGD	
% of Plant Throughput	59.2%	55.1%	44.1%	46.9%	(0.657 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	74.0%	64.3%	55.2%	58.7%	(0.657 MGD) / (1.12 MGD)
Rainfall	7.03"	10.27"	5.18"	4.71"	

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

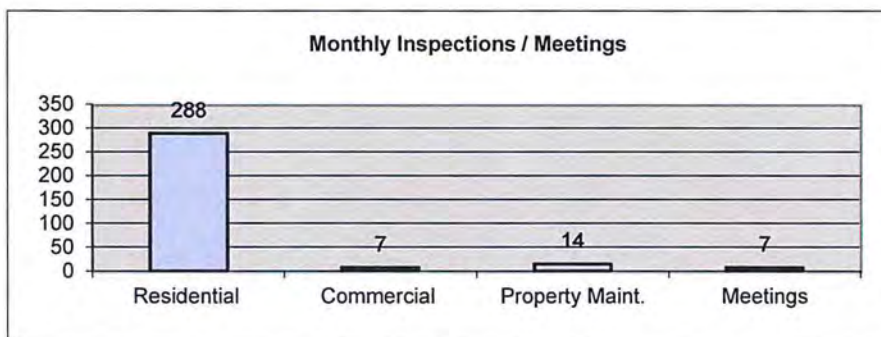
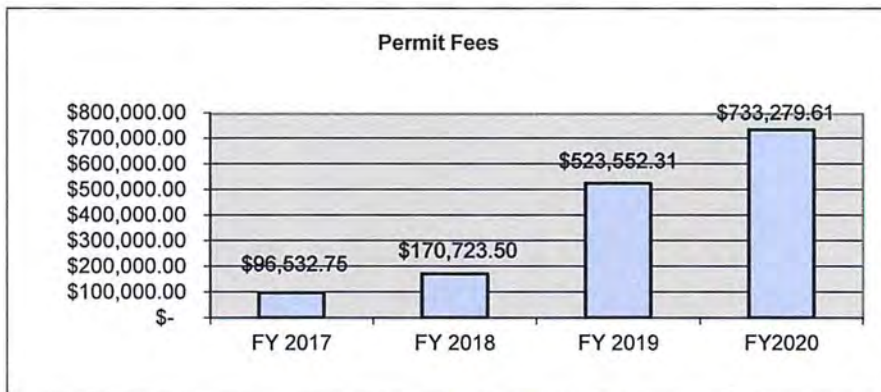
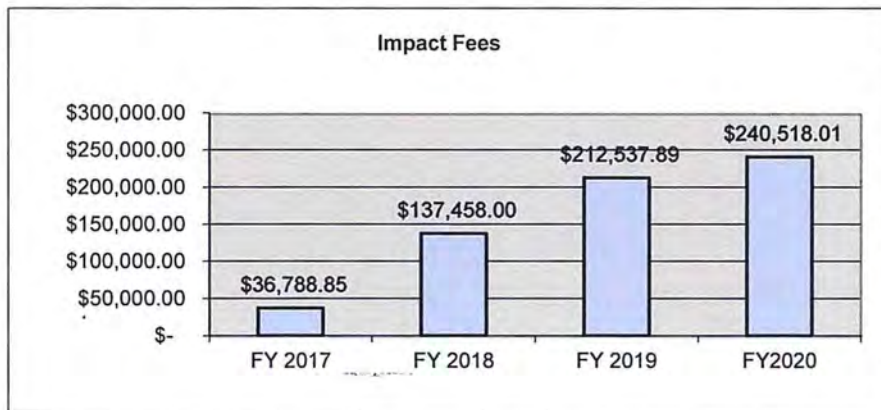
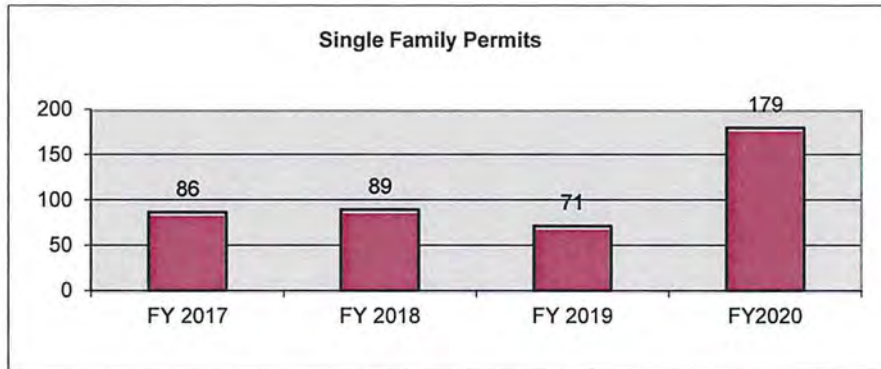
1. **Violations:** One violation is Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational.
2. **H2S & Ferric Sulfate:**  
 Staff continues to monitor the carbonaceous biochemical oxygen demand (**CBOD**) and the total suspended solids (**TSS**) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. **The feed rate is 25 gallons per day at the Union Road lift station and 25 gallons per day at the Old Tyree lift station.**
3. **Peracetic Acid:**  
 TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly.

The PAA feed rate is operating at a constant **3.50** parts per million (ppm). The average residual was **0.19** PPM with a max residual of **0.27** PPM. *Last month the feed rate was 2.50 ppm.*

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

Our E Coli testing for the month was an average of **37.0 CFU's** which is well below the limit. *Last month the average was 40.6.*

Planning and Codes Department  
MAY 2020





**Planning and Codes Department  
MAY 2020**

	Month	FY2020	FY2019	FY2018	FY2017
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	8	59	66	69	56
Construction Appeals	0	0	0	1	0
Zoning Appeals	1	3	6	7	11
Tech. Review/Study Session	1	1	0	1	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	8	187	71	89	86
Multi-Family Residential	0	0	13	5	13
Other Residential	14	72	93	238	244
New Commercial	0	5	3	3	5
New Industrial	0	0	1	0	5
Other Com/Ind	1	23	33	31	22
State Electrical	0	262	875	768	812
Sign	0	12	25	24	14
Occupancy Permits	0	1	29	65	14
Commercial Certificate of Occupancy-					
Other	2	10	3	14	3
<b>BUILDING INSPECTIONS</b>					
Residential	233	2641	2411	1112	1549
Hours	87.42	630.41	414.98	383.59	378.64
Commercial /Industrial	5	97	179	165	191
Hours	4	39.09	179	165	191
<b>CODE ENFORCEMENT</b>					
Total Cases	32	314	179	165	191
Hours	5.66	66.07	86.75	75.17	79.74
Complaints Received	19	102	98	132	117
<b>MEETINGS</b>					
Administration	3	54	68	51	15
Hours	7	30.76	103.67	101	62.43
Planning	3	74	135	73	17
Hours	3	85.58	155.5	86.82	17.33
Codes	0	26	35	27	16
Hours	0	37.1	40.16	18.67	28.25
<b>FEES</b>					
Permit Fees	\$36,014.90	\$ 769,294.51	\$ 523,552.31	\$ 170,723.50	\$96,532.75
Board Review Fees	\$675.00	\$ 10,725.00	\$ 3,750.00	\$ 4,683.00	\$3,599.00
City Impact Fee	\$9,960.00	\$ 250,478.01	\$ 212,537.89	\$ 137,458.00	\$36,788.85
Roads	\$3,048.00	\$ 71,897.50	\$ 98,885.80	\$ 112,424.58	\$13,901.37
Parks	\$3,168.00	\$ 72,270.00	\$ 23,140.00	\$ 10,163.90	\$ 4,459.10
Police	\$2,256.00	\$ 56,394.50	\$ 11,704.30	\$ 8,971.20	\$ 9,241.81
Fire	\$1,488.00	\$ 34,966.71	\$ 23,344.29	\$ 5,963.72	\$ 5,897.47
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	235	51	51
Commercial/Ind. Sq Ft	0	15,216	214,206	27,006	6,500
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 18	\$ 3,332,927,399.00	\$1,633,984.00	\$922,141.63	\$573,840.00	\$573,840.00
Builders Bonds	0.00	\$ 18,000.00	\$ 69,366.43	\$ 45,366.43	\$43,866.43
Workings Days in Month	18	17	16	15	15

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

**Summary of Month's Activities**

This month continued to be slow for us as we had no events or organized activities of any kind until the very end of the month. At the end of this month we were able to allow the baseball and softball program to start back up. According to the Governors orders, as long as they can practice social distancing and they are a non-contact sport, they can start again. So, baseball and softball went back to practice May 30<sup>th</sup> and will play out a shortened season ending in August. Next month it is expected that we may open up a few more things but the Splash Pad and Playgrounds will likely remain closed as they are some of the most difficult areas to sanitize and keep children socially distant.

In the meantime, we still have some projects going on. This is where some of them stand currently;

The Museum/Visitor Center renovation was expected to start on May 26<sup>th</sup> but the weather pushed that back to the first week in June. This is expected to take the full 100 days that they were given to complete the project, so it will likely be done in September.

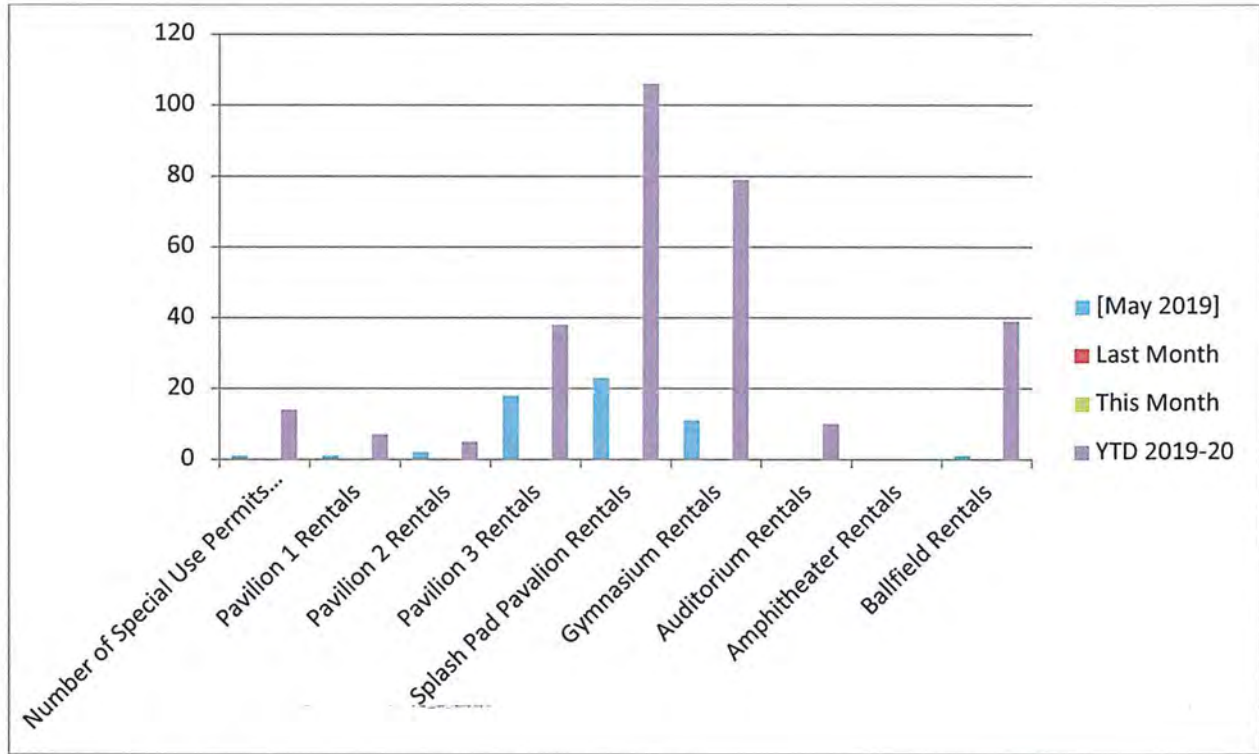
As far as the maintenance building goes, the plumbing and concrete was completed inside the building. There is still some concrete work that has to be done between the new building and old building but that should be done towards the beginning of next month. The oil separator was also installed and the electrical has begun as well. Next month we should have the insulation completed, the framing of the restrooms and office completed, electrical and HVAC completed. We are also hoping to get the paving company for the city to do a parking lot out in front of the building next month as well. When all is said and done we will have done all of this for under \$150,000 which has saved the city roughly \$350,000 if we would have had it done by a company through our bidding process and we ended up with more space and exactly what we wanted so we are quite pleased.

Lastly, installing some of the items we purchased for the dog park this month. Some of this includes: The plumbing was stubbed in for the rinse stations and misting system. We just have to pour the concrete for the pad before we place the rinse station. We started re-doing the tubes that are on both sides of the dog park. Once we are done with that it should look completely different and very nice. We also re-arranged some priorities so that we could be able to purchase on shade structure. That has been ordered but we don't have a delivery date on it yet. Once that is installed we will install one of the benches that we purchased. We haven't installed the new agility items yet as we have been working on the tubes but once those are done and the concrete is installed for the rinse stations, we will transition to that. So, things are really starting to come together for the dog park and hopefully within the next month it will look a lot different.

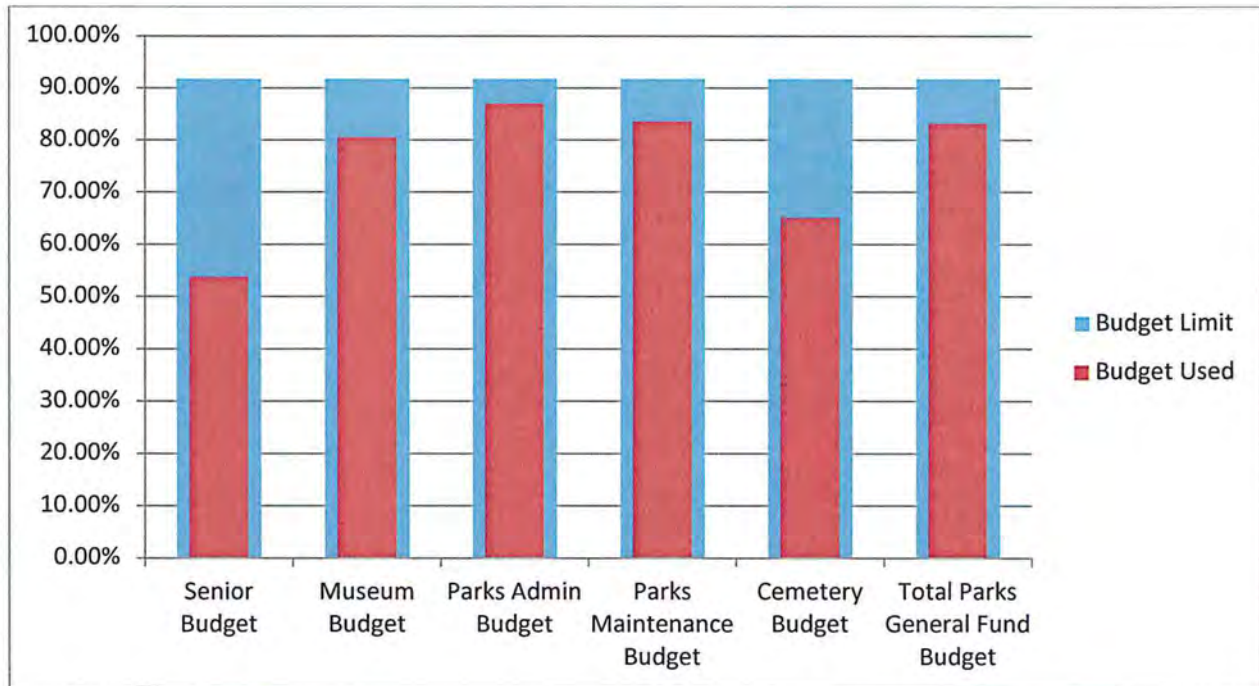


**Parks, Recreation, & Cultural Arts Department  
May 2020**

*Facility Usage*

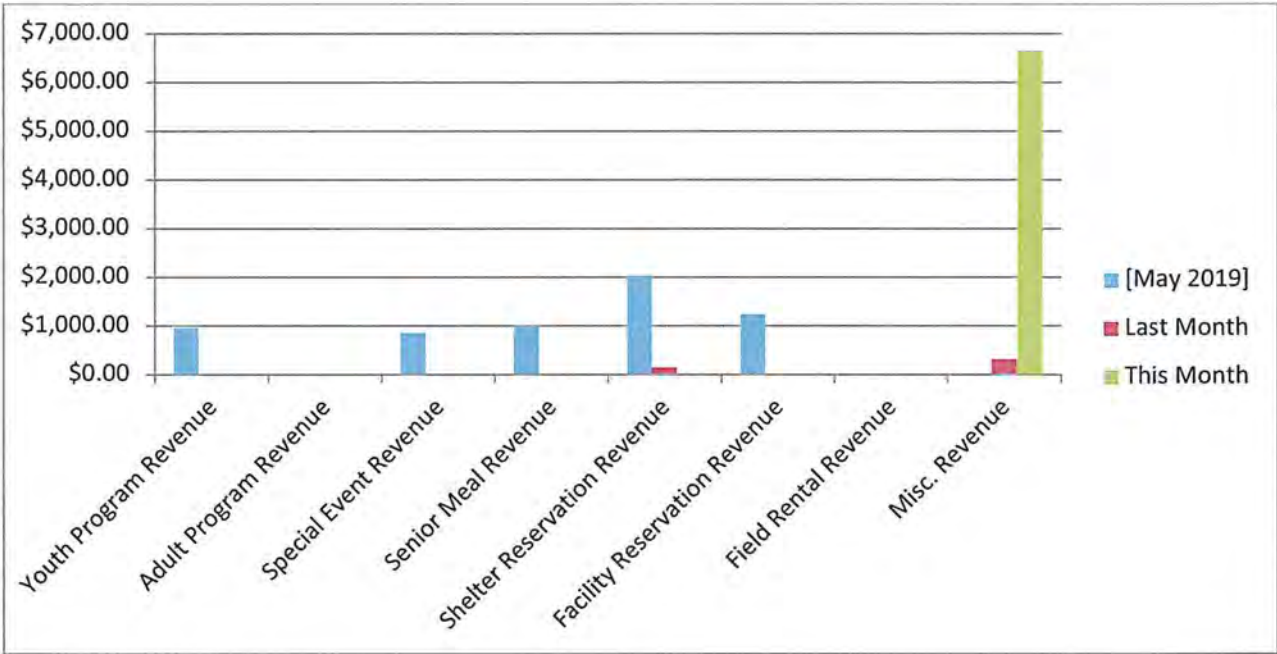


*Over/Under Budget*

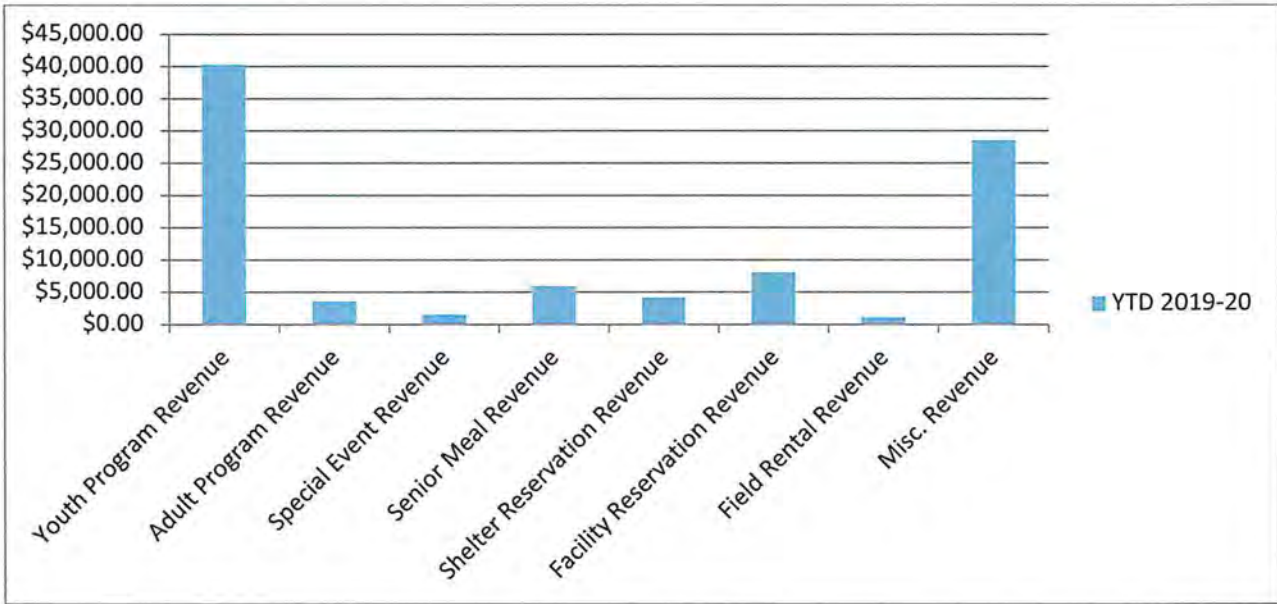


# Parks, Recreation, & Cultural Arts Department May 2020

## Revenues



## Revenues YTD



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

**Recreation**

For the month of May, we were still closed due to the ongoing circumstances. I continued to gather new pictures for the website and get trained on the splash pad operations. I did have a part time staff member test positive for COVID-19 so he has been quarantining at home.



At the end of May, we had one person register for our 4<sup>th</sup> of July-5K-race. We are in the process of gathering supplies and materials needed to host our race this year. T-shirts, medals, waters, and banners are being ordered.

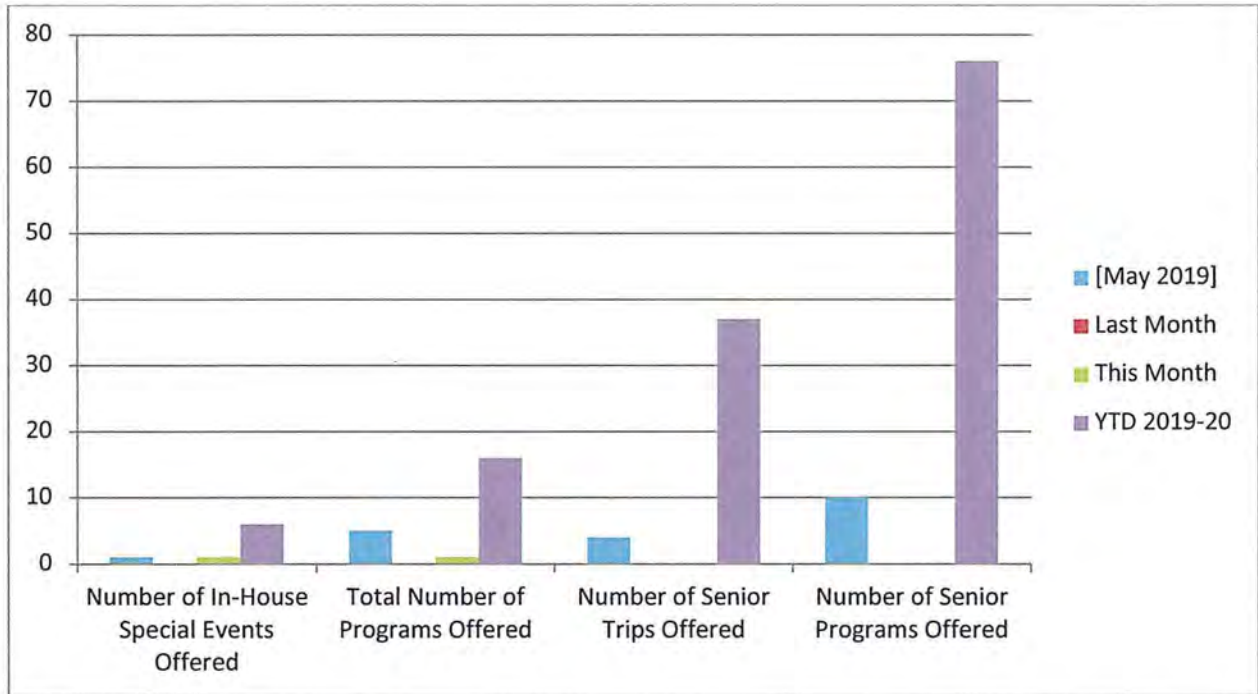


The Farmer's Market has started again with a decent turnout on the first date even with bad weather causing some trouble. We will continue to have this through the end of August. In June we plan to begin baseball activities again and will begin registrations for Girls Volleyball.

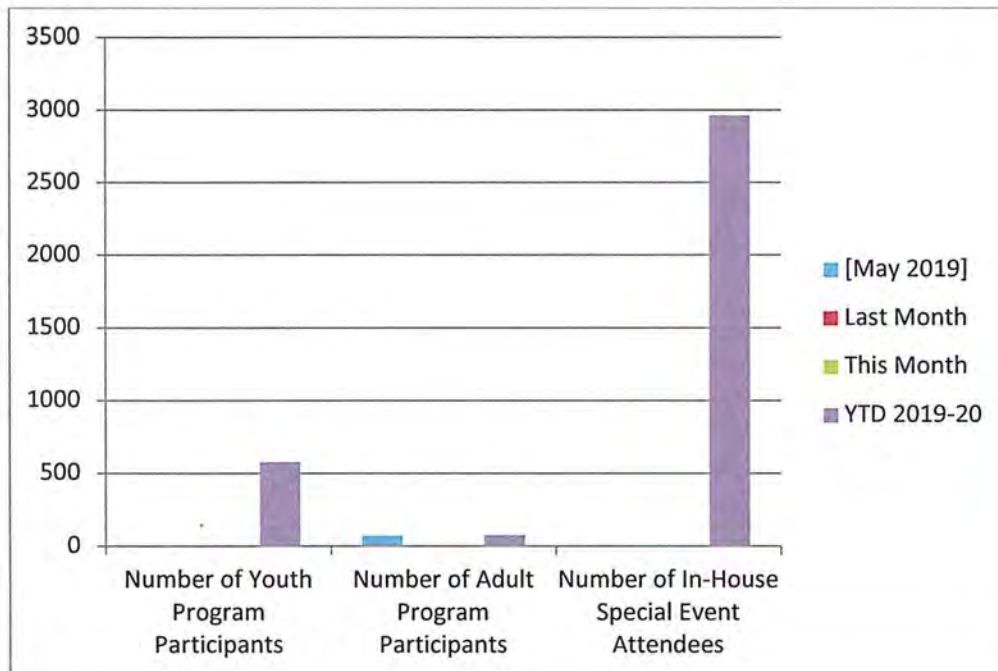


**Parks, Recreation, & Cultural Arts Department  
May 2020**

*Programming Opportunities*



*Programming Attendance*





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

**Park Maintenance**

- Rain was still a major obstacle during the month of May.
- We started the month out by installing approx. 50 “new” irrigation heads, at the soccer complex, on fields one, three, and five.
  - We also took this time to bring all heads up to level with the surface, thereby extending the lifetime of each head.
- We have opened the Splash Pad: making any necessary repairs, as well as installing all of the features that were removed over the winter time.
- Tore out and completely redesigned the landscaping at the main entrance to park.
  - Fresh mulch was added when all was done.
  - Had to move a road sign that was in our way when changing the layout of the flower beds.
- Cut down the trees next to the new shop.
  - Borrowed the bucket truck from Public Works and topped a total of six trees. Then cut each tree into 10ft. lengths.
  - We were able to leave over half of the mature trees.
- Painted more trash cans from North Woods and the main park
  - Painted the cans black and began spraying our park stencil on two sides of each trash can.
- Spread gravel in the new shop
  - Brought in several tri-axle loads of gravel. Spread each load evenly throughout the building in preparation for our concrete pour.
  - We had to make sure all the gravel was “level” throughout the entire building in preparation for the new pad.
- Mowing has been business as usual, other than the extensive rain that we have had to battle through. We have played catchup most of the month due to the heavy amounts of rain fall.

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

**Museum**

**Volunteers**

We have been in contact with some of the museum volunteers in the month of May to check on them as far as their health and safety. On May 28 volunteer, Terry Palmer, presented at a Sons of Confederate Veterans meeting in Lebanon.

**Exhibits**

The “Women in Business in White House” which was supposed to debut March 23 will remain up to undetermined date at this point. Currently working on the completion of the Women’s Suffrage display which will be available through November with a probability of an extension.

**Tours at Museum**

Due to closure the public on March 19 due to CoVid 19, no tours have been provided.

**Social Media**

Four episodes of White House History Wednesday were posted on City’s Facebook page in May.



Episode 6 Tyree Springs Part 2 received 1.9K Views and 16 Shares



Episode 7 Pandemic-Spanish Flu and CoVid 19 received 1.2K Views and 9 Shares

Parks, Recreation, & Cultural Arts Department  
May 2020



Episode 8 Pharmacy received 1.9K Views and 14 Shares



Episode 9 Bank of White House received 612 Views and 2 Shares

White House History Wednesdays has had another successful month, so we plan to continue with these posts through June then reevaluate based on views and shares.

#### Donations to Museum

On May 13, Terry Palmer donated

- Wash Board from White House
- Small Shovel found and used at Cooper's Shop on Tyree Springs Rd.
- Hammerhead found near Cooper's site
- 3 tine fork found near Cooper's site
- Hand agitator for washing clothes
- Tin Bucket with top
- Cast iron kettle
- Cast iron coal scuttle
- WWI Helmet
- Old Trap
- Candleholder used on Christmas tree
- Wooden block and tackle from Neely Webb home site
- Old glass door knobs from demolished house next to Thomas Drugs in Cross Plains

Even though the doors may be closed for now, work is still being done on archiving, organizing, researching, videoing, planning and more so that we have some new displays and display ideas when we are able to open our doors again.

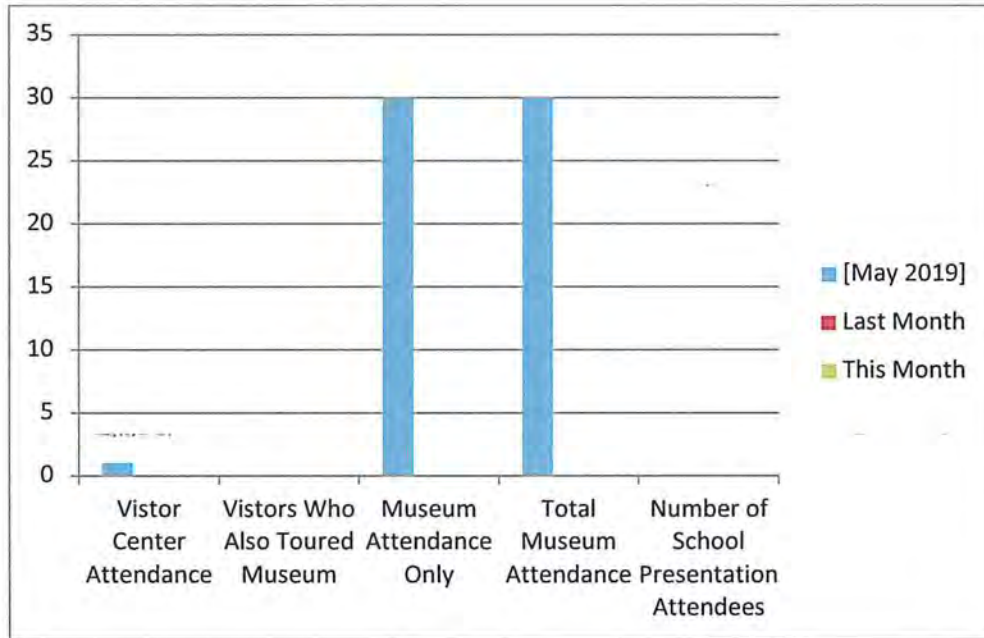
Also, newspaper clippings and date information of all that's occurring at this time in 2020 is being kept.

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

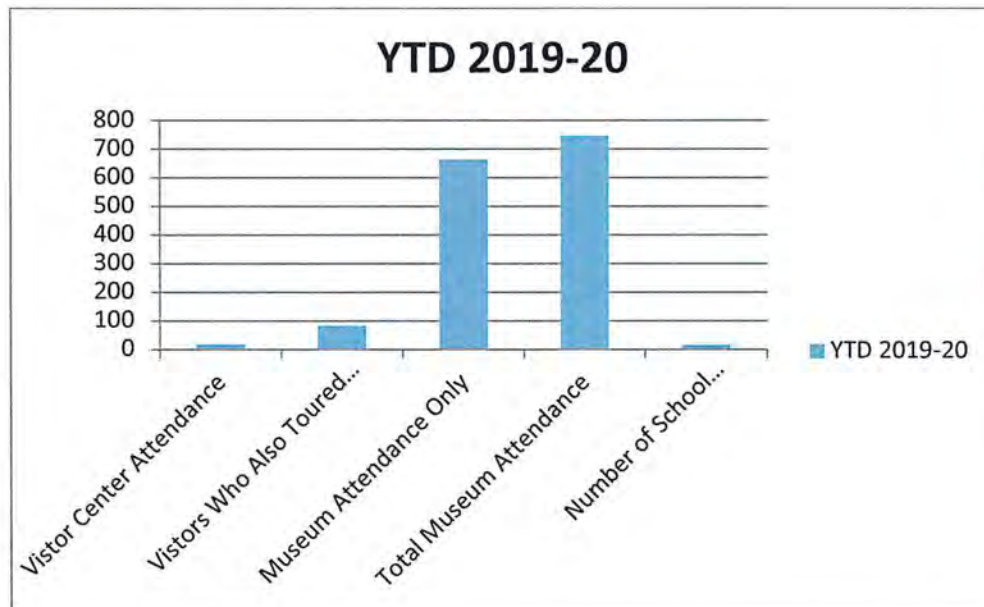
**Visitors' Center and Museum Attendance**

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

*Museum/Visitor Center Usage*



*Museum/Visitor Center Usage YTD*



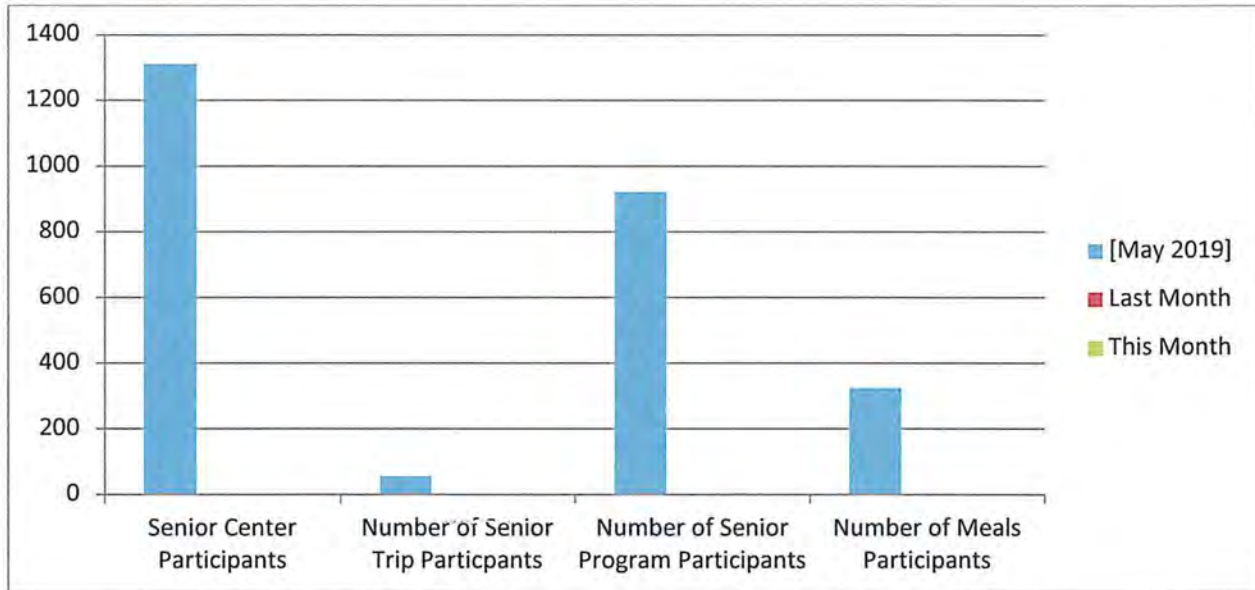


Parks, Recreation, & Cultural Arts Department  
May 2020

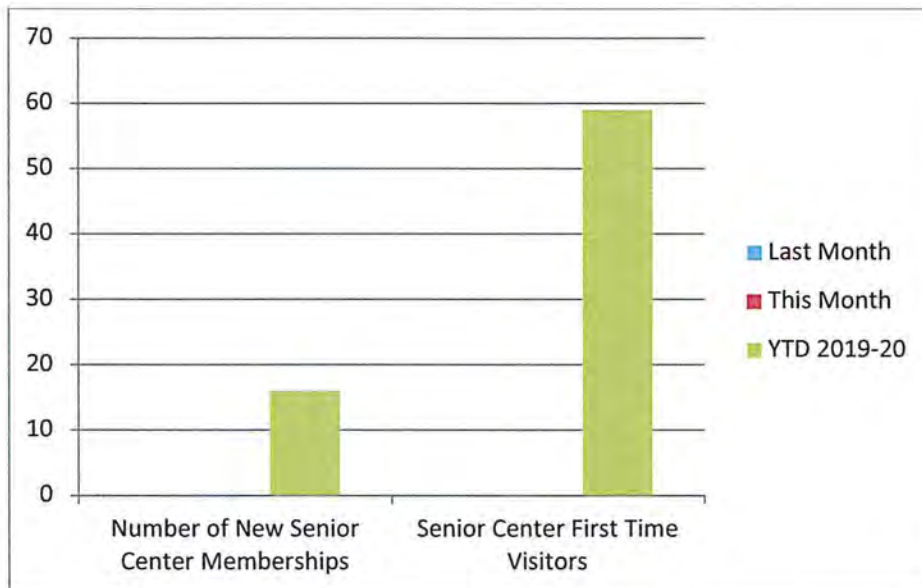
Seniors

The Senior Center continued to be shut down this month. This will probably continue to be the case for most of the summer. We are not sure when the Senior Center will re-open at this point.

*Senior Programming/Participation*



*New Senior Memberships/First –Time Visitors*



**Parks, Recreation, Cultural Arts Department**  
**May 2020**

**Facility Usage**

Number of Special Use Permits Submitted
Pavilion 1 Rentals
Pavilion 2 Rentals
Pavilion 3 Rentals
Splash Pad Pavilion Rentals
Total Number of Pavilion Rentals
Gymnasium Rentals
Cafeteria Rentals
Auditorium Rentals
Amphitheater Rentals
Total Number of Facility Rentals
Ballfield Rentals
Visitor Center Attendance
Visitors Who Also Toured Museum
Museum Attendance Only
Total Museum Attendance

Apr 2019	Apr 2020	May 2020	YTD 19-20
1	0	0	14
1	0	0	7
2	0	0	5
18	0	0	38
23	0	0	106
44	0	0	156
11	0	0	79
3	0	0	0
0	0	0	10
0	0	0	0
14	0	0	89
1	0	0	39
1	0	0	18
0	0	0	83
30	0	0	663
30	0	0	746

**Programming**

Number of Youth Program Participants
Number of Adult Program Participants
Number of In-House Special Events Offered
Number of In-House Special Event Attendees
Total Number of Programs Offered
Number of Senior Center Memberships
Number of New Senior Center Memberships
Senior Center Participants
Senior Center First Time Visitors
Number of Senior Trips Offered
Number of Senior Trip Participants
Number of Senior Programs Offered
Number of Senior Program Participants
Number of Senior Meals Served
Number of Meals Participants
Number of School Presentation Attendees

0	0	0	578
70	0	0	76
1	0	1	6
0	0	0	2964
5	0	1	16
	0	0	1768
12	0	0	16
1311	0	0	9594
4	0	0	59
4	0	0	37
55	0	0	613
10	0	0	76
921	0	0	6798
5	0	0	34
325	0	0	2235
0	0	0	15

**Revenues**

Youth Program Revenue
Adult Program Revenue
Special Event Revenue
Senior Meal Revenue
Shelter Reservation Revenue
Facility Reservation Revenue
Field Rental Revenue
Misc. Revenue

\$962.00	\$0.00	\$0.00	\$40,266.00
\$0.00	\$0.00	\$0.00	\$3,580.00
\$855.00	\$0.00	\$20.00	\$1,519.00
\$980.00	\$0.00	\$0.00	\$5,961.50
\$2,035.00	\$145.00	\$0.00	\$4,185.00
\$1,237.50	\$0.00	\$0.00	\$8,046.88
\$15.00	\$0.00	\$0.00	\$1,108.34
\$0.00	\$312.10	\$6,650.00	\$28,522.85

**Workflow**

Mowing Hours
Work Orders Received
Work Orders Completed
Number of Projects Started
Number of Projects Completed

237	303	338	2315
	0	0	8
	0	0	8
	4	5	38
	6	5	34

**White House Library**  
**May 2019**

**Summary of Activities**

The library remained closed to the public for the month of May. Full time staff continued to work 7am to 5:30pm, Monday through Thursday, performing the services they did for the month of April. The staff weeded a large amount of the collection, purchased and cataloged more seeds and prepared for summer reading and re-opening the building.

To be ready for re-opening, staff made cloth masks that they could use and take home to wash. The director purchased shower curtains to hang around the front desk and in a corner for cleaning returned items. The staff also made a sneeze guard at the middle of the desk with a piece of plastic that sits up enough for staff to hand items to patrons. In addition, staff moved and put away most of the library furniture, moved computers so that they are 6 feet apart, created two self-check stations, put tape on the floor 6 feet apart for checkout lines and entrance lines, and made one door entrance only and one door exit only.

For summer reading, the staff knew they would have to make changes. This year summer reading sign-ups will be online and the ReadSquared app will be used to record minutes read. Kids and teens will receive a prize for each step they reach. The steps are in increments of 150 minutes, and they stop at 900 minutes. If kids or teens read past the 900 minutes, they will have their name entered for a random drawing.

Aside from the reading portion of our program, the library staff stuffed grab and go kits, which are bags with a craft for kids and teens to pick up and make at home. Staff also created digital content to post on the library's page each week, a citywide scavenger hunt and have set times for virtual therapy dog readings for children. The staff hopes that in July, they will be able to hold a few face-to-face programs.

**Department Highlights**

The highlight for the month was how staff had to come up with a completely new type of summer reading program in less than a month. The staff worked hard to get the online reading software organized, and up and running. In addition, they had to quickly come up with grab and go kits, digital programs, and figure out how to do virtual programs. It was a lot of work, and the staff is hoping that patrons will still enjoy the program.



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

**Official Service Area Populations**

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

**May Membership**

**Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	130	397	11,141	81
2017	90	344	12,293	89
2018	151	373	7,484	54
2019	102	528	8,740	62
2020	7	58	6,645	47

Although the library closed to the public on March 19, 2020 due to the COVID-19 Pandemic, we have enabled an on-line registration for cards so that the public can still have access to items.

Total Material Available: 36,783

Estimated Value of Total Materials: \$919,575

Last Month: \$920,925

Total Materials Available Per Capita: 2.57

Last Month: 2.59

State Minimum Standard: 2.00

**Materials Added in May**

2016	2017	2018	2019	2020
111	415	222	127	145

**Yearly Material Added**

2016	2017	2018	2019	2020
3,674	3,602	3,123	824	1,074

**Physical Items Checked Out in May**

2016	2017	2018	2019	2020
6,147	5,817	6,043	5,434	1,141

**Cumulative Physical Items Check Out**

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	21,293

Of the 1,141 checkouts for May, 611 were items checking out and 530 were items being renewed.

**May**

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	18	35	53	36	13
Study Rooms	61	78	95	83	0
Lego Table	149	215	246	195	0
Games and Puzzles	38	43	48	82	8
Seeds	0	42	142	96	5
Test Proctoring	0	8	24	29	7
Charging Station	0	9	7	19	0
STEAM Packs	*	*	*	31	0
Cake Pans	*	*	*	3	0
Notary Services	*	*	*	*	1

**Quarantine Counts**

Lobby Pickups	191
Reference Questions	11
Tax Forms	4
Faxes	2
Copies	5
Mobile Prints	6

**Yearly Totals**

2016	2017	2018	2019	2020
299	585	644	137	120
821	828	1,082	253	178
2,094	2,643	1,891	553	459
510	528	743	222	375
82	1,197	586	112	213
9	56	152	27	26
26	86	90	19	16
*	*	148	61	25
*	*	6	1	4
*	*	*	16	28



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

**May**

Library Use	2016	2017	2018	2019	2020
Library Visits	*	*	5,002	4,255	0
Website Usage	*	*	*	1,148	1,088
Library Volunteers	25	17	11	13	1
Volunteer Hours	146	126	78	82	16

**Yearly Totals**

2016	2017	2018	2019	2020
*	*	52,565	55,728	11,529
*	*	2,517	16,935	7,348
251	214	173	193	27
1,665	1,546	1,337	1,658	311

These numbers are low because we were closed to the public for the entire month of May.

**Universal Class May Counts**

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
0	4	178	392	128

**Cumulative Counts**

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	24	52	661	455
2019	9	16	194	105
2020	7	30	1,100	642

**Computer Users**

May	2016	2017	2018	2019	2020
Wireless	552	596	588	658	41
Adult Computers	415	348	321	384	13
Kids	177	170	141	152	0

**Yearly Computer Users**

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	1646
4,640	4,413	4,642	1,103	973
2,136	2,209	2,088	556	395

**Programs**

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	2	38	2	2	0
2020	1	70	0	1	0

**Monthly**

May Kids	Kids Sessions	Kids Attendance
2016	14	178
2017	16	234
2018	9	233
2019	10	181
2020	0	0

**Yearly Totals**

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
30	677

**May Virtual Programs**

Kids programs	Online views
7	1,352

Since the library was closed in May, we did not have any live programs. The counts above are from pre-recorded programs that were posted on our Facebook and Youtube page.

**Monthly Programs**

May	Teen Events	Teens Present
2016	3	10
2017	2	5
2018	5	10
2019	3	5
2020	0	0

**Yearly**

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

**Monthly**

May	Tween Events	Tweens Present
2019	*	*
2020	0	0
<b>Yearly</b>		
2019	10	150
2020	5	18

**May Virtual**

Teen & Tweens	Online Views
3	577

We did not have any live teen programs during the month of May, but we had three pre-recorded virtual programs.

# White House Public Library

May 2020

## Performance Measures

### Monthly

May Adults	Adult Sessions	Adult Attendance
2016	4	18
2017	12	56
2018	17	61
2019	11	50
2020	0	0

### Yearly

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
30	143

### May Virtual Programs

Online Programs	Views	Phone Programs
2	20	28

The two online programs were trainings that our cataloger did for other catalogers in the region. The phone programs are device advices.

### Interlibrary Loan Services

May	2016	2017	2018	2019	2020
Borrowed	47	58	62	58	0
Loaned	5	10	39	56	0

### Yearly Interlibrary Loan Services

2016	2017	2018	2019	2020
668	562	690	184	185
249	305	410	103	43

### May 2020 R.E.A.D.S. Totals

Adults	Juvenile
1539	94

### 19-20 Yearly Totals

Adult	Juvenile
21,684	1,347

### 18-19 Yearly Totals

Adult	Juvenile
21,899	1,189

### 17-18 Yearly

Adult	Juvenile
15,773	725

The READS statistics come from the state.

**CITY COURT REPORT**

May 2020

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$1,678.72	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$58,717.52</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$696.82	
<b>TOTAL MONIES COLLECTED YTD</b>		<b>\$19,162.56</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$2,375.54</u>	
	<b><u>TOTAL REVENUE YTD</u></b>	<b><u>\$77,880.08</u></b>

**DISBURSEMENTS**

LITIGATION TAX	\$137.43	
DOS/DOH FINES & FEES	\$28.50	
DOS TITLE & REGISTRATION	\$85.50	
RESTITUTION/REFUNDS	\$0.00	
ONLINE CC FEES	\$29.02	
CARD FEES	\$2.20	
WORTHLESS CHECKS	\$0.00	
TOTAL DISBURSEMENTS FOR MONTH	\$282.65	
	<b><u>TOTAL DISBURSEMENTS YTD</u></b>	<b><u>\$9,074.23</u></b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$2,092.89</u>	
	<b><u>TOTAL ADJUSTED REVENUE YTD</u></b>	<b><u>\$68,805.85</u></b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$190.00</u>	
	<b><u>DRUG FUND DONATIONS YTD</u></b>	<b><u>\$5,287.45</u></b>

Offenses Convicted & Paid For Month	Count	Paid
Careless Driving		
Financial Responsibility Law	3	\$195.00
Registration Law	3	\$342.50
Texting/Miscellaneous	1	\$61.00
Improper Turn		
Miscellaneous		
DL Exhibited		
Red Light		
Following Too Closely		
Stop Sign	2	\$235.00
Speeding	8	\$684.70
Seat Belt		
Failure To Yield		
Exercise Due Care	2	\$192.50
Parking Where Prohibited		
Total	19	\$1,710.70

RESOLUTIONS....



## RESOLUTION 20-10

**WHEREAS, T.C.A. 6-51-102 REQUIRES THAT A PLAN OF SERVICE BE ADOPTED BY THE GOVERNING BODY OF THE CITY PRIOR TO PASSAGE OF A RESOLUTION ANNEXING ANY AREA, AND**

**WHEREAS,** the City of White House is contemplating annexation of certain areas as requested by the property owner that are bounded as shown on the map of the annexation areas, dated 2019. The annexed property contains 1.9 acres at 3351 Pleasant Grove Road. City services will be provided to the property as defined in the plan of services with the approval of the plan of service and annexation resolutions, and;

**WHEREAS,** the City of White House Regional Planning Commission on May 11, 2020 recommended approval of the plan of services,

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

Section 1. Pursuant to the provisions of the section 6-51-102, Tennessee Code Annotated, there is hereby adopted for the proposed annexation areas the following PLAN OF SERVICE:

**A. Police**

1. Patrolling, radio response to calls, and other routine police services, using present personnel and equipment, will be provided upon the effective date of annexation.
2. Traffic signals, traffic signs, street markings, and other traffic control devices will be installed as the need therefore is established by appropriate study and traffic standards.

**B. Fire**

Fire protection by the present personnel and equipment of the fire fighting force of the City, within the limitations of available water, will be provided upon the effective date of annexation.

**C. Water**

An adequate water supply for fire protection is required by the City in its subdivision regulations affecting the development of this property. The property contains existing fire hydrants and all new residences constructed within annexed area to be within six hundred (600') of a fire hydrant.

Service provided by the White House Utility District requires payment of associated rates and fees as determined by the White House Utility District.

**D. Wastewater**

The owners or developers of the properties will be required to engineer and extend and connect on-site sewer service and infrastructure connections and improvements and pay the associated costs and rates in accordance with the established policies and regulations of the City of White House. All buildings developed within the annexed property will be required to be connected to the City's municipal sewer system.

**E. Refuse Collection**

With the development of the annexed area, the same regular residential collection service now provided within the City will be extended to the annexed area. The service shall commence upon approval of the annexation resolution for the existing residences and completion of the residential single-family dwellings.

**F. Streets and Roads**

Routine maintenance of the streets and roads is currently provided on Pleasant Grove Road by the City of White House.

G. Inspection Services

Any inspection services now provided by the City (building, plumbing, gas, housing, property maintenance, etc.) will begin in the annexed area on the effective date of the annexation.

H. Planning and Zoning

The planning and zoning jurisdiction of the City will extend to the annexed area on the effective date of the annexation. City planning and zoning will thereafter encompass the annexed area.

I. Street Lighting

Street lighting will be maintained in accordance with the established policies of the City of White House for and any public roadway construction that might be required by the City of White House Planning Commission with the development of the annexed area.

J. Recreation and Parks

**The service shall commence upon approval of the annexation resolution for the existing residences.** With the development of the annexed area, residents in the annexed area may use all existing park and recreational facilities and programs on the effective date of the annexation. The same standards and policies now used in the present City will be followed in expanding the recreational program and facilities of the enlarged city boundaries, when and where needed.

Section 2. This resolution shall be effective from and after its adoption by the Board of Mayor and Aldermen.

**Adopted this day 18<sup>th</sup> day of June 2020.**

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

ATTEST:

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

RESOLUTION 20-10  
"EXHIBIT A"





**RESOLUTION 20-09**

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

**WHEREAS**, a public hearing before this body will be held the **18<sup>th</sup> day of June 2020**, and notice thereof published in the White House Connection on **June 2<sup>nd</sup>, 2020**; and,

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

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

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

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

Property is referenced as Robertson County Tax Map 095, Parcel 100. Request is further made to rezone the annexed property from Robertson County zoning to R-20, Low Density Residential. Property is located at 3351 Pleasant Grove Road as shown with **"EXHIBIT A"**.

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

First Reading:                      May 21, 2020                      PASSED

Second Reading:                  June 18, 2020

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

ATTEST:

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



RESOLUTION 20-09  
"EXHIBIT A"



**RESOLUTION 20-11**

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

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

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 18<sup>th</sup> day of June 2020.

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

ATTEST:

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



## **5.9. APPOINTMENTS, PROMOTIONS, DEMOTIONS AND TRANSFERS**

Pursuant to the City Charter, the City Administrator has the authority to appoint, promote, demote, transfer, suspend, and remove all officers and employees of the City of White House.

All vacancies of Board-approved positions in the City shall be filled by original appointment, re-employment, promotion, interim appointment, transfer or demotion. Whenever a Department Head wishes to fill a vacancy, an Employee Request Form must be completed and submitted to Human Resources for approval by the City Administrator.

**Promotions.** A promotion is an assignment of an employee from one position to another which has a higher maximum rate of pay, grade and responsibility. Vacancies in positions above the lowest rank in any category shall be posted and filled as far as practical by the promotion of the qualified applicant the City feels is in its best interest. Promotions in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of affecting an increase in compensation.

Any employee who has received a verbal reprimand, written reprimand, or suspension in the previous twelve (12) months will be considered ineligible for promotion.

When an employee is promoted from one position to another which has a higher rate of pay, rank and responsibility, the employee's rate of pay shall be increased as determined by the City Administrator.

**Transfers.** When an employee desires to transfer from one department to another, it must be agreeable to both Department Heads involved and approved by the City Administrator. The transfer of an employee from one position to another without significant change in level may be effective:

- When the employee meets the requirements for the new position;
- If it is in the best interest of the City.

An employee who transfers from one department to another will retain and carry forward all benefits accrued as of the date of transfer. Employees accepting a lateral transfer will not receive an increase in compensation.

**Demotions.** A demotion is an assignment of an employee from one position to another which has a lower maximum rate of pay, rank and responsibility. When an employee in one pay grade is demoted to a position in a lower grade, the employee's rate of pay shall be reduced as determined by the City Administrator.

Should an employee be demoted, promoted or transferred, a 90-day probationary period will apply. Written evaluations may be completed by the employee's supervisor at 6-weeks and 12-weeks to document the employee's performance. Satisfactory performance in the new position is required before the probationary period is lifted.

## **6.17. TUITION ASSISTANCE PROGRAM**

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

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

- A. Full-time, regular employee throughout the duration of the course work.
- B. The employee notified his department head in writing prior to March 31<sup>st</sup> of the intent to incur Tuition Assistance Program expenses the following fiscal year.
- C. At the approval of the City Administration tuition assistance can include Associate, Bachelors or Master's degree coursework and approved post-secondary career-related certifications.

- D. Tuition assistance for each class within the educational program will be restricted, based on its relationship to the job held by the employee and its degree of value to the City of White House. The employee will complete and submit a Tuition Assistance Program Application to his Department Head. The Department Head, Human Resources Director and the City Administrator will meet to determine if the tuition assistance should be authorized in full or in part. A form is necessary for each class taken.
- E. The cost of assistance shall not exceed \$6,000.00 per fiscal year.
- F. The City of White House Tuition Assistance program requires an employee to repay amounts received for tuition assistance in the event the employee voluntarily separates employment from the City of White House.

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

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

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

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

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

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

#### **7.4. USE OF CITY VEHICLES AND EQUIPMENT**

The Take Home Vehicle Policy includes, but is not limited to, the provisions below:

- 7.4.5. The following employees are required to commute to and from the workplace in a qualified, non-personal use vehicle as defined by IRS Reg. § 1.274-5T (k., Reg. § 1.132-5(h)
- \*—Scheduled On-Call Detective
  - \*—Police K9 Officer
  - \*—Police Patrol Division Supervisor
  - \*—Detective Sergeant



- ~~Police Chief~~
- Certified Police Officers
- Fire Chief
- Assistant Fire Chief
- Scheduled on-call utility worker
- Wastewater Collections Supervisor
- Emergency Response Team

## **7.2. DRUG FREE WORKPLACE**

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### **7.2.8. CLEARINGHOUSE REPORTING REQUIREMENTS**

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

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

- Prospective/Current Employer of CDL Driver must report within 3 business days:
- An alcohol confirmation test with a concentration of 0.04 or higher.
- Refusal to test (alcohol) as specified in 49 CFR 40.261.
- Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
- Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
- Negative return-to-duty test results (drug and alcohol testing, as applicable)
- Completion of follow-up testing.
- Medical Review Officer (MRO) must report within 2 business day:
- Verified positive, adulterated, or substituted drug test result.
- Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.
- Substance Abuse Professional (SAP) must report within one business day: Successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing (identification of driver and date the initial assessment was initiated).

**CITY OF WHITE HOUSE  
TUITION ASSISTANCE PROGRAM APPLICATION**

*(Complete this portion PRIOR to enrollment in desired class)*

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

If this is a degreed program, name title of degree: \_\_\_\_\_

How will this degree/course further your career with the City of White House? \_\_\_\_\_

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I acknowledge the following:

1. I understand that tuition assistance will be provided only if the course work is considered to be related to and of value to the position I hold with the City of White House.
2. The maximum assistance per employee is \$6,000 per fiscal year.
3. A grade of "C" or better is required on any courses assistance is provided for.
4. An employee utilizing the Tuition Assistance Program will reimburse the City of White House for tuition expenses in the event that he/she does not remain employed with the City of White House for the required designated period after course completion.

I acknowledge that I am aware and understand these conditions and have read the applicable policy found in the City of White House Personnel Manual.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Approval Signatures**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**RESOLUTION 20-12**

**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 June 2020.

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

ATTEST:

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

# City of White House



## Internal Control Manual

Manual Revised ~~March 23~~ June 19, 2020



## *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 and Utility Billing Specialist will collect payments on a daily basis and on high volume days may be assisted by other Finance Office staff.
- Receipts and related software generated reports will be kept from all transactions, either electronic or paper format.
- Billing will be completed and file sent to bill printer before the 5<sup>th</sup> of each month.
- Adjustments will be made on a minimum monthly basis or more as needed.
- 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 new customer-utility application process (as described in this manual) at which point ~~all past due charges must be paid~~ 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. Current bill(s) will also be required to be paid before reconnection if the account remains in the disconnect status after the current bill(s) due date(s).
- Delinquent customers who are disconnected will be turned over to collections when their final bill becomes past due.
- On a monthly basis, at least 10 calendar days before the potential disconnect date letters will be mailed to customers whose accounts will be eligible for the delinquent disconnection process.
- If delinquent accounts remain eligible for the disconnection process 5 calendar days before the disconnection date, the software system will attempt to call the phone number(s) on file for the account

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

- During the correspondence for the disconnection process (and utility application process), the corresponding Finance Office associate will make every attempt to ensure all customer contact information is correct including mailing address and phone number(s).
- Personal checks will not be accepted as payment for any customer who is disconnected for delinquency and paying the charges/deposit associated with reestablishing service. However the City will accept cash, card, or money order.
- Under extraordinary circumstances the Assistant Finance Director, Finance Director, or City Administrator can postpone disconnections.
- If a disconnection has occurred as a result of an administrative error the following people are authorized to request the reconnection: ANY Utility Billing Staff, the Public Services Director, the Finance Director or Assistant, City Administrator, Wastewater Superintendent, or Collections Supervisor.
- All service orders will be completed by either Finance or Public Services department staff and entered in the system.
- **New Utility** applications will be entered into the system and receipted within one business day of receiving payment **and all related documentation.**
- When submitting **an new utility** application, **utility** customers will be required to submit proof of occupancy that the customer will soon be (if not already) the legal occupant of the property. Acceptable proof of occupancy for a renter is a rental/lease agreement. If there is no rental/lease agreement, the customer can complete a "Proof of Occupancy" form that must list the property owner information as well as responsible occupant information and must be signed by the property owner(s) responsible occupant(s) and notarized. Acceptable proof of occupancy for a property owner is current property tax record, deed, or the closing disclosure to purchase the property.
- New accounts where the customer is not the property owner must have a landlord account associated with the account. If the property owner has not yet completed the landlord utility application, it must be submitted prior to establishing new service.
- 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

## RESOLUTION 20-13

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

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

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

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

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

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

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

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

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

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

Adopted this 18<sup>th</sup> day of June 2020.

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Michael Arnold, Mayor

ATTEST:

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Derek Watson, City Recorder

ORDINANCES....



ORDINANCE 20-08

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 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 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>\$19.04</del> <b><u>\$19.62</u></b>	<del>\$41.66</del> <b><u>\$42.91</u></b>
Consumption	<del>\$8.22</del> <b><u>\$8.47</u></b> per 1,000 Gallons	<del>\$8.22</del> <b><u>\$8.47</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>\$19.04</del> <b><u>\$19.62</u></b>	<del>\$41.66</del> <b><u>\$42.91</u></b>
Consumption	<del>\$8.22</del> <b><u>\$8.47</u></b> per 1,000 Gallons	<del>\$8.22</del> <b><u>\$8.47</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 21, 2020

Second Reading: June 18, 2020

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

ATTEST:

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

ORDINANCE 20-09

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 ~~seventeen dollars (\$17)~~ eighteen dollars (\$18) 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 21, 2020

Second Reading: June 18, 2020

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

ATTEST:

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

**ORDINANCE 20-10**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE,  
ADOPTING THE ANNUAL BUDGET (AND TAX RATE) FOR THE FISCAL YEAR BEGINNING  
JULY 1, 2020 THROUGH JUNE 30, 2021.**

- Whereas, *Tennessee Code Annotated* Title 9 Chapter 1 Section 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 governing body estimates anticipated revenues of the municipality from all sources to be as follows for fiscal year 2021:

<b>General Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Local Taxes	\$3,391,372	\$3,649,119	\$3,644,000
Intergovernmental Revenue	5,450,869	5,709,752	4,034,130
Charges for Services	118,069	105,400	102,000
Licenses and Permits	408,120	465,681	456,090
Fines and Forfeitures	81,455	70,725	73,000
Debt Proceeds	60,000	1,163,000	7,372,000
Miscellaneous Revenue	304,466	157,247	84,970
Total Cash Receipts	\$9,814,351	\$11,320,924	\$15,766,190
Beginning Cash Balance	\$4,591,288	\$3,864,950	\$4,881,371
Total Available Funds	\$14,405,639	\$15,185,874	\$20,647,561

<b>Industrial Development Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Intergovernmental Revenue	\$ 123,720	\$ 123,000	\$ 110,000
Miscellaneous Revenue	\$ 1,845	\$ 3,800	\$ 2,800
Total Cash Receipts	\$ 125,565	\$ 126,800	\$ 112,800
Beginning Cash Balance	\$ 170,433	\$ 205,809	\$ 118,009
Total Available Funds	\$ 295,998	\$ 332,609	\$ 230,809

<b>State Street Aid Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Intergovernmental Revenue	\$ 407,378	\$ 423,000	\$ 401,000
Miscellaneous Revenue	\$ 2,833	\$ 5,600	\$ 4,200
Total Cash Receipts	\$ 410,211	\$ 428,600	\$ 405,200
Beginning Cash Balance	\$ 406,153	\$ 347,690	\$ 315,290
Total Available Funds	\$ 816,364	\$ 776,290	\$ 720,490

<b>Park Sales Tax Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Intergovernmental Revenue	\$ 1,016,201	\$ 692,275	\$ 685,185
Miscellaneous Revenue	\$ 6,404	\$ 13,500	\$ 10,100
Debt Proceeds	\$ -	\$ -	\$ 2,750,000
Total Cash Receipts	\$ 1,022,605	\$ 705,775	\$ 3,445,285
Beginning Cash Balance	\$ 798,074	\$ 711,291	\$ 1,057,661
Total Available Funds	\$ 1,820,679	\$ 1,417,066	\$ 4,502,946

<b>Impact Fee Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Impact Fees	\$ 203,523	*	*
Miscellaneous Revenue	\$ 3,170	*	*
Total Cash Receipts	\$ 206,693	*	*
Beginning Cash Balance	\$ 138,902	*	*
Total Available Funds	\$ 345,595	*	*

\*During fiscal year 2020 the Impact Fee Fund was split into four separate funds (Parks / Police / Fire / Roads) Impact Fees Funds. See details for FY 2020 and future years below.

<b>Parks Impact Fees Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Parks Impact Fees	*	\$ 68,666	\$ 68,664
Miscellaneous Revenue	*	\$ 980	\$ 700
Total Cash Receipts	*	\$ 69,646	\$ 69,364
Beginning Cash Balance	*	\$ 37,046	\$ 88,693
Total Available Funds	*	\$ 106,692	\$ 158,057

\*During fiscal year 2020 the Impact Fee Fund was split into four separate funds (Parks / Police / Fire / Roads) Impact Fees Funds. See details for FY 2019 above.

<b>Police Impact Fees Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Police Impact Fees	*	\$ 54,184	\$ 54,804
Miscellaneous Revenue	*	\$ 1,400	\$ 1,000
Total Cash Receipts	*	\$ 55,584	\$ 55,804
Beginning Cash Balance	*	\$ 61,726	\$ 117,310
Total Available Funds	*	\$ 117,310	\$ 173,114

\*During fiscal year 2020 the Impact Fee Fund was split into four separate funds (Parks / Police / Fire / Roads) Impact Fees Funds. See details for FY 2019 above.

<b>Fire Impact Fees Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Fire Impact Fees	*	\$ 37,000	\$ 37,000
Miscellaneous Revenue	*	\$ 1,400	\$ 1,000
Total Cash Receipts	*	\$ 38,400	\$ 38,000
Beginning Cash Balance	*	\$ 67,269	\$ 105,669
Total Available Funds	*	\$ 105,669	\$ 143,669

\*During fiscal year 2020 the Impact Fee Fund was split into four separate funds (Parks / Police / Fire / Roads) Impact Fees Funds. See details for FY 2019 above.

<b>Roads Impact Fees Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Roads Impact Fees	*	\$ 78,126	\$ 78,120
Miscellaneous Revenue	*	\$ 1,700	\$ 1,200
Total Cash Receipts	*	\$ 79,826	\$ 79,320
Beginning Cash Balance	*	\$ 80,651	\$ 80,477
Total Available Funds	*	\$ 160,477	\$ 159,797

\*During fiscal year 2020 the Impact Fee Fund was split into four separate funds (Parks / Police / Fire / Roads) Impact Fees Funds. See details for FY 2019 above.

<b>Drug Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Intergovernmental Revenue	\$ 375	\$ 300	\$ 300
Fines and Forfeitures	\$ 5,405	\$ 5,300	\$ 3,600
Miscellaneous Revenue	\$ 140	\$ 1,836	\$ 200
Total Cash Receipts	\$ 5,920	\$ 7,436	\$ 4,100
Beginning Cash Balance	\$ 13,717	\$ 15,136	\$ 20,072
Total Available Funds	\$ 19,637	\$ 22,572	\$ 24,172

<b>Debt Service Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Intergovernmental Revenue	\$ 889,838	\$ 862,586	\$ 1,162,800
Miscellaneous Revenue	\$ 6,256	\$ 6,100	\$ 4,600
Total Cash Receipts	\$ 896,094	\$ 868,686	\$ 1,167,400
Beginning Cash Balance	\$ 344,735	\$ 341,235	\$ 423,334
Total Available Funds	\$ 1,240,829	\$ 1,209,921	\$ 1,590,734

<b>Hillcrest Cemetery Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Charges for Services	\$ 49,446	\$ 31,500	\$ 31,700
Miscellaneous Revenue	\$ 4,282	\$ 4,000	\$ 3,000
Total Cash Receipts	\$ 53,728	\$ 35,500	\$ 34,700
Beginning Cash Balance	\$ 194,918	\$ 206,603	\$ 211,813
Total Available Funds	\$ 248,646	\$ 242,103	\$ 246,513

<b>Dental Care Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Interfund Revenue	\$ 67,078	\$ 37,000	\$ 21,600
Miscellaneous Revenue	\$ 5,701	\$ 4,900	\$ 3,600
Total Cash Receipts	\$ 72,779	\$ 41,900	\$ 25,200
Beginning Cash Balance	\$ 262,571	\$ 262,362	\$ 241,635
Total Available Funds	\$ 335,350	\$ 304,262	\$ 266,835

<b>Sanitation Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Cash Receipts	\$ 887,709	\$ 895,500	\$ 943,300
Debt Proceeds	\$ -	\$ -	\$ -
Total Cash Inflows	\$ 887,709	\$ 895,500	\$ 943,300
Beginning Cash Balance	\$ 596,367	\$ 558,395	\$ 465,137
Total Available Cash	\$ 1,484,076	\$ 1,453,895	\$ 1,408,437

<b>Wastewater Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Cash Receipts	\$ 3,958,928	\$ 4,331,970	\$ 4,585,550
Debt Proceeds	\$ -	\$ -	\$ 9,355,000
Total Cash Inflows	\$ 3,958,928	\$ 4,331,970	\$ 13,940,550
Beginning Cash Balance	\$ 4,372,595	\$ 3,163,016	\$ 1,634,563
Total Available Cash	\$ 8,331,523	\$ 7,494,986	\$ 15,575,113

<b>Stormwater Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Cash Receipts	\$ 877,141	\$ 898,010	\$ 897,700
Debt Proceeds	\$ -	\$ -	\$ -
Total Cash Inflows	\$ 877,141	\$ 898,010	\$ 897,700
Beginning Cash Balance	\$ 430,982	\$ 536,631	\$ 789,327
Total Available Cash	\$ 1,308,123	\$ 1,434,641	\$ 1,687,027

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

<b>General Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
General Government	\$ 4,058,492	\$ 3,544,984	\$ 9,418,389
Public Safety	\$ 3,990,881	\$ 4,124,466	\$ 5,042,213
Public Works	\$ 598,297	\$ 742,535	\$ 876,555
Library	\$ 447,997	\$ 456,557	\$ 528,672
Parks and Recreation	\$ 1,081,117	\$ 1,108,762	\$ 1,267,941
Planning and Codes	\$ 363,905	\$ 327,199	\$ 414,644
<b>Total Appropriations</b>	<b>\$ 10,540,689</b>	<b>\$ 10,304,503</b>	<b>\$ 17,548,414</b>

<b>Industrial Development Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Industrial Development	\$ 90,189	\$ 214,600	\$ 177,000
<b>Total Appropriations</b>	<b>\$ 90,189</b>	<b>\$ 214,600</b>	<b>\$ 177,000</b>

<b>State Street Aid Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Streets	\$ 468,674	\$ 461,000	\$ 530,000
<b>Total Appropriations</b>	<b>\$ 468,674</b>	<b>\$ 461,000</b>	<b>\$ 530,000</b>

<b>Park Sales Tax Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Parks	\$ 982,888	\$ 230,205	\$ 3,642,800
Debt Service	\$ 126,500	\$ 129,200	\$ 362,325
<b>Total Appropriations</b>	<b>\$ 1,109,388</b>	<b>\$ 359,405</b>	<b>\$ 4,005,125</b>

<b>Impact Fee Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Parks	\$ 12,829	*	*
Police	\$ -	*	*
Fire	\$ -	*	*
Roads	\$ 86,074	*	*
<b>Total Appropriations</b>	<b>\$ 98,903</b>	<b>*</b>	<b>*</b>

\*During fiscal year 2020 the Impact Fee Fund was split into four separate funds (Parks / Police / Fire / Roads) Impact Fees Funds. See details for FY 2020 and future years below.



<b>Parks Impact Fees Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Parks	*	\$ 17,999	\$ 15,000
Total Appropriations	*	\$ 17,999	\$ 15,000

\*During fiscal year 2020 the Impact Fee Fund was split into four separate funds (Parks / Police / Fire / Roads) Impact Fees Funds. See details for FY 2019 above.

<b>Police Impact Fees Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Police	*	\$ -	\$ 65,000
Total Appropriations	*	\$ -	\$ 65,000

\*During fiscal year 2020 the Impact Fee Fund was split into four separate funds (Parks / Police / Fire / Roads) Impact Fees Funds. See details for FY 2019 above.

<b>Fire Impact Fees Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Fire	*	\$ -	\$ 74,500
Total Appropriations	*	\$ -	\$ 74,500

\*During fiscal year 2020 the Impact Fee Fund was split into four separate funds (Parks / Police / Fire / Roads) Impact Fees Funds. See details for FY 2019 above.

<b>Roads Impact Fees Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Roads	*	\$ 80,000	\$ 60,000
Total Appropriations	*	\$ 80,000	\$ 60,000

\*During fiscal year 2020 the Impact Fee Fund was split into four separate funds (Parks / Police / Fire / Roads) Impact Fees Funds. See details for FY 2019 above.

<b>Drug Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Police	\$ 4,501	\$ 2,500	\$ 4,500
Total Appropriations	\$ 4,501	\$ 2,500	\$ 4,500

<b>Debt Service Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Debt Service	\$ 898,170	\$ 785,214	\$ 1,135,600
Miscellaneous	\$ 1,424	\$ 1,373	\$ 1,800
Total Appropriations	\$ 899,594	\$ 786,587	\$ 1,137,400

<b>Hillcrest Cemetery Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Cemetery and Maintenance	\$ 42,043	\$ 30,290	\$ 43,890
Total Appropriations	\$ 42,043	\$ 30,290	\$ 43,890

<b>Dental Care Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Premiums Paid	\$ 11,577	\$ 9,591	\$ 10,656
Dental Claims Paid	\$ 61,411	\$ 53,036	\$ 60,000
Total Appropriations	\$ 72,988	\$ 62,627	\$ 70,656

<b>Sanitation Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Sanitation	\$ 925,681	\$ 988,758	\$ 1,033,561
Debt Service	\$ -	\$ -	\$ -
Total Appropriations	\$ 925,681	\$ 988,758	\$ 1,033,561

<b>Wastewater Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Wastewater	\$ 5,088,720	\$ 5,225,739	\$ 13,099,737
Debt Service	\$ 79,787	\$ 634,684	\$ 742,500
Total Appropriations	\$ 5,168,507	\$ 5,860,423	\$ 13,842,237

<b>Stormwater Fund</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Estimated</b>	<b>FY 2021 Proposed</b>
Stormwater Administration	\$ 771,492	\$ 645,314	\$ 1,022,047
Debt Service	\$ -	\$ -	\$ -
Total Appropriations	\$ 771,492	\$ 645,314	\$ 1,022,047

SECTION 3. At the end of the current fiscal year the governing body estimates balances as follows:

General Fund	\$ 4,881,371
Industrial Development Fund	\$ 118,009
State Street Aid Fund	\$ 315,290
Park Sales Tax Fund	\$ 1,057,661
Parks Impact Fees Fund	\$ 88,693
Police Impact Fees Fund	\$ 117,310
Fire Impact Fees Fund	\$ 105,669
Roads Impact Fees Fund	\$ 80,477
Drug Fund	\$ 20,072
Debt Service Fund	\$ 423,334
Hillcrest Cemetery Fund	\$ 211,813
Dental Care Fund	\$ 241,635
Sanitation Fund	\$ 465,137
Wastewater Fund	\$ 1,634,563
Stormwater Fund	\$ 789,327

SECTION 4. That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Authorized and Unissued	Cumulative Principal Outstanding at June 30, 2020	FY 2021 Debt Principal	FY 2021 Interest Requirements
<b>Bonds</b>				
2012 GO Refunding Bond	\$ -	\$ 785,000	\$ 210,000	\$ 14,104
2013 GO Bond	\$ -	\$ 2,660,000	\$ 75,000	\$ 104,562
2015 GO Refunding Bond	\$ -	\$ 1,915,000	\$ 315,000	\$ 44,776
2019 LG Loan Program Bond*	\$ 8,777,000	\$ 1,223,000	\$ 333,000	\$ 193,811
2020 Byrum Park Land Bond	\$ 2,750,000	\$ -	\$ 151,000	\$ 74,525
2020 Town Ctr Wtr Ln Bond***	\$ 1,600,000	\$ -	\$ 120,000	\$ 36,934
<b>Notes</b>				
SRF CWA 2009-246	\$ -	\$ 353,596	\$ 29,626	\$ 6,020
SRF CWSRF 2010-256	\$ -	\$ 227,936	\$ 17,496	\$ 3,828
SRF CG1 2012-302	\$ -	\$ 2,677,576	\$ 172,452	\$ 25,992
SRF CWSRF 2012-308	\$ -	\$ 308,480	\$ 18,180	\$ 3,000
SRF CG2 2013-326	\$ -	\$ 1,317,859	\$ 76,548	\$ 9,624
SRF CWSRF 2016-364	\$ -	\$ 666,288	\$ 37,428	\$ 7,200
SRF 2020 (tentative)**	\$ -	\$ -	\$ -	\$ 110,000
2017 Land Capital Outlay Note	\$ -	\$ 83,000	\$ 83,000	\$ 2,494

\*2019 Bond will be in draw-down period during FY 2021. The \$1,223,000 represents the cost for issuing the bond and draws made prior to June 30, 2020. This amount is accruing interest expenses. The first principle payment is due in June 2021. The tentative cumulative draws for this bond at June 30, 2021 should total \$6,995,000.

\*\*SRF loan planned to be submitted to TDEC for approval before or during FY 2021 for the Wastewater Treatment Plant Expansion Project. These figures for this loan are tentative and based on cumulative draws of \$9,355,000 during FY 2021 (starting in July 2020) with an interest rate of 2%. The total of this project and loan are projected to be \$15,000,000. It is unknown at this time if the loan will be awarded any principal forgiveness.

\*\*\* This debt issuance is for upcoming proposed offsite water line improvements for the Town Center district. As of May 6, 2020, this debt has not been authorized by the Board of Mayor and Aldermen. However the proceeds of this debt and related project expenses are included in the FY 2021 budget. This project is intended to be partially reimbursed by several outside parties.



SECTION 5. During the coming fiscal year (2021) the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
Community Event Center Design and Build	\$ 5,700,000	\$ 5,700,000
Park Land Purchase	\$ 2,750,000	\$ 2,750,000
Police Patrol Vehicles (6)	\$ 238,750	\$ -
Police Administration Vehicle	\$ 30,000	\$ -
Planning and Codes Vehicle	\$ 33,475	\$ -
Planning and Codes Vehicle Trade with WW	\$ 9,120	\$ -
Fire Administration Vehicles (2)	\$ 85,000	\$ -
City Administration Vehicle	\$ 30,000	\$ -
Utility Body Truck for Public Works	\$ 68,000	\$ -
Mini Track Loader	\$ 30,000	\$ -
Dump Truck	\$ 110,000	\$ -
Widen North Palmers Chapel Road	\$ 190,000	\$ -
College St / North Palmers Chapel WW Conv.	\$ 400,000	\$ -
Airvac Motor Upgrade (North Palmers Chapel)	\$ 150,000	\$ -
Fire Brush Truck	\$ 50,000	\$ -
Library Outdoor Reading Space	\$ 30,000	\$ -
Greenway Crosswalk Lights at Hwy 76	\$ 35,000	\$ -
Police Records Mgmt Storage System (RMS)	\$ 53,000	\$ -
Parks Skid Loader	\$ 40,000	\$ -
Asphalt Cold Planner	\$ 28,000	\$ -
Museum Reno. (Phase 5) - Exterior	\$ 125,000	\$ -
Asphalt Overlay Program	\$ 400,000	\$ -
KCI Traffic Study	\$ 65,000	\$ -
Grid Smart Camera System	\$ 25,000	\$ -
Parks Asphalt Maintenance	\$ 76,000	\$ -
Soccer Complex Renovation Phase I	\$ 800,000	\$ -
WWTP Expansion	\$ 9,355,000	\$ -
Grinder Pump Replacement Program	\$ 400,000	\$ -
SR 76/Pleasant Grove Road Turn Lane	\$ 30,000	\$ -
Stormwater Land Acquisitions / Mitigations	\$ 200,000	\$ -
ADA Transition Plan	\$ 24,999	\$ -
Parks Laser Grading	\$ 9,500	\$ -
Infield Groomer Laser Package Setup	\$ 5,000	\$ -
Park Field #5 Fencing	\$ 9,999	\$ -
Top Dressing Soccer Fields	\$ 6,500	\$ -
Columbarium	\$ 15,000	\$ -
Parks Zero Turn Mower	\$ 12,000	\$ -
Northwoods Park Improvements	\$ 3,000	\$ -
Fire Extraction Tools	\$ 24,000	\$ -
Fire Water Intake Valves	\$ 8,000	\$ -
Stormwater Equipment Building	\$ 10,000	\$ -

- SECTION 6. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 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 Section 6-56-205 of the *Tennessee Code Annotated*.
- SECTION 7. Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.
- SECTION 8. A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, *Tennessee Code Annotated* will be attached.
- SECTION 9. If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with the Section 6-56-210, *Tennessee Code Annotated* provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.
- SECTION 10. There is hereby levied a property tax of **\$1.0362 per \$100 of assessed value** on all real and personal property in both Robertson and Sumner Counties.
- SECTION 11. 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 if the City has debt issued pursuant to Title 9, Chapter 21, TCA or loan agreements with a public building authority issued pursuant to Title 12, Chapter 10, TCA approved by the Comptroller of the Treasury or Comptroller's Designee within 15 days of its adoption. This budget shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or Comptroller's Designee in accordance with Title 9, Chapter 21, TCA (the "Statutes"). If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body 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. If the city does not have such debt outstanding, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller's Designee.
- SECTION 12. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.
- SECTION 13. All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

SECTION 14. This ordinance shall take effect on July 1, 2020, the public welfare requiring it.

Passed First Reading: May 21, 2020

Passed Second and Final Reading: June 18, 2020

\_\_\_\_\_  
Mayor

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

**ORDINANCE 20-11**

**AN ORDINANCE TO AMEND THE ZONING MAP FROM ROBERTSON  
COUNTY AG-2 AGRICULTURAL TO R-20 RESIDENTIAL FOR PROPERTY 3351  
PLEASANT GROVE ROAD**

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

**WHEREAS**, the City's Comprehensive Land Use plan designates the area as the Residential Single-Family Medium Density; and,

**WHEREAS**, The City of White House Regional Planning Commission on May 11, 2020 reviewed and discussed this proposed zoning map amendment voted unanimously to approve recommendation request to the Board of Mayor and Aldermen and,

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

**SECTION 1.** That the City of White House Zoning Map be amended from Sumner County zoning to R-20 Residential for the properties attached as "EXHIBIT A" and described as follows:

TAX MAP 095, PARCEL 100 1.9 ACRES AS SHOWN IN THE RECORDS OF THE ASSESSOR OF  
PROPERTY OF ROBERTSON COUNTY, TENNESSEE.

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

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

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

First Reading: May 21, 2020

Second Reading: June 18, 2020

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

ATTEST:

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



ORDINANCE 20-11  
"EXHIBIT A"



PURCHASING....





**CSR Engineering Inc.**  
1116 Main Street  
Pleasant View, TN 37146  
Phone: (615) 212-2389  
Fax: (615) 246-3815  
[www.csrengineers.com](http://www.csrengineers.com)

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June 4, 2020

Mr. Gerald Herman  
City Administrator  
105 College Street  
White House, TN 37188

REFERENCE: Proposal for 5,000' Water Main Engineering Services

The following is a proposal for the water main improvement project (approximately 5000') design/bidding and related engineering services as required for the increased water capacity requirements in the City's Town Center area. We understand the layout will begin at the nearby White House Utility District water tower, extend east to US31W, and follow the existing ROW to the north and end after crossing SR76 and supplying water to certain parcels within the Town Center zoning district.

### **General Scope of Work**

- Receive coordination requirements as defined in the City's agreement with area developers concerning the design and construction of this water main project
- Provide survey of the property lines and ROW limits, terrain and infrastructure in the vicinity of the proposed water main improvement including the roadway and adjacent visible facilities and marked utilities
- Develop preliminary layouts and estimates to aide in the development of project planning
- Coordinate with the utility district for construction plan reviews and confirmation of necessary property easement acquisitions
- Develop final construction plans and specifications
- Submit to TDEC for public water permit approval
- Develop survey/parcel sketches and written descriptions to aid the easement acquisition process (by others)
- Develop final bid documents for City solicitation and award process

### **Additional Scope of Work**

- Provide construction inspection services during water main installation and serve as project administrative representative for the City (detailed construction inspections of water main performed by WHUD)
- Provide As-built PDF drawings and any required GIS mapping of the installed water improvements to WHUD as part of the closeout process

Gerald Herman  
June 4, 2020  
Page 2

For billing purposes, the project can be broken down into the following phased tasks:


I – Survey, Construction Plans, Permits	\$ 86,000.00
II – Final Bid Documents/Bidding	\$ 4,500.00
III – Construction Administration (as needed)	\$ Hourly
IV – As-builts	\$ 3,500.00
Total	\$ 94,000.00

The fee for these professional services as described by this proposal will be a lump sum fee of \$94,000.00, plus hourly rates as may be required during construction. Bills will be submitted monthly based on the progress made according to the phased tasks described above.

Not included in the scope of work are geotechnical investigation, other utility design, testing, nor specified additional services, unless directed. CSR Engineering, Inc. will provide these proposed services in accordance with Exhibit A, General Terms and Conditions, which is attached and made a part of this Letter Agreement.

We appreciate the opportunity to provide you with this proposal. Please let us know if you should have any questions or comments. If you wish for CSR to proceed according to this proposal, please provide the appropriate PO or authorized notification of approval.

As a representative of CSR Engineering, Inc., I agree to perform or oversee the proposed work as agreed above.

  
\_\_\_\_\_  
Jason L. Reynolds, P.E.  
Project Manager

\_\_\_\_\_  
June 4, 2020  
Date

Accepted by: \_\_\_\_\_  
for the City of White House

\_\_\_\_\_  
Date



**EXHIBIT "A"**  
**CSR ENGINEERING, INC.**  
**GENERAL TERMS AND CONDITIONS**

**1. Relationship between Engineer and Client.**

Engineer shall serve as Client's professional engineering consultant in those phases of the Project to which this Agreement applies. The relationship is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Client.

- 2. Responsibility of the Engineer.** Engineer will strive to perform services under this Agreement in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement or in any report, opinion, document, or otherwise.

Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any agreement between the Client and any other party concerning the Project, the Engineer shall not be responsible for the acts or omissions of the Client, or for the failure of the Client, any contractor or subcontractor, or any other engineer, architect or consultant not under contract to the Engineer to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project.

Engineer shall determine the amounts owing to the construction contractor and recommend in writing payments to the contractor in such amounts. By recommending any payment, the Engineer will not thereby be deemed to have represented that exhaustive, continuous or detailed reviews or examinations have been made to check the quality or quantity of the contractor's work.

- 3. Responsibility of the Client.** Client shall provide all criteria and full information as to his requirements for the Project, including budgetary limitations. Client shall arrange for Engineer to enter upon public and private property and obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project.

Client shall give prompt written notice to the Engineer whenever Client observes or otherwise becomes aware of any development that affects the scope or timing of Engineer's services, or any defect or nonconformance in the work of any construction contractor.

Client shall examine all documents presented by Engineer, obtain advice of an attorney or other consultant as Client deems appropriate for such examinations and provide decisions pertaining thereto within a reasonable time so as not to delay the services of the Engineer.

- 4. Designation of Authorized Representatives.** Each party shall designate one or more persons to act with authority in its behalf with respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the party.

- 5. Ownership of Documents.** Drawings, specifications, reports and any other documents prepared by Engineer in connection with any or all of the services furnished hereunder shall be the property of Engineer. Engineer shall have the right to retain copies of all documents and drawings for its files.

- 6. Reuse of Documents.** All documents, including drawings and specifications furnished by Engineer pursuant to this Agreement, are intended for use on the Project only. Client agrees they should not be used by Client or others on extensions of the Project or on any other project. Any reuse, without written verification or adaption by Engineer, shall be at Client's sole risk, and Client shall indemnify and hold harmless Engineer from all claims, damages, losses and expenses, including attorney's fees arising out of or resulting therefrom.

- 7. Opinions of Cost.** Since the Engineer has no control over the cost of labor, materials, equipment or services furnished by the contractor, or over the contractor's methods of determining prices, or over competitive bidding or market conditions, the Engineer cannot and does not guarantee that proposals, bids or actual construction costs will not vary from his opinions or estimates of construction costs.

8. **Changes.** Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments; and Engineer and Client shall negotiate appropriate adjustments in fee and/or schedule acceptable to both parties to accommodate any changes.
9. **Delays.** If the Engineer's services are delayed by the Client, or for other reasons beyond the Engineer's control, for more than one year, the fee provided for in this Agreement shall be adjusted equitably.
10. **Subcontracts.** Engineer may subcontract portions of the services, but each subcontractor must be approved by Client in writing.
11. **Suspension of Services.** Client may, at any time, by written order to Engineer, require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the services covered by the order. Client, however, shall pay all costs associated with suspension including all costs necessary to maintain continuity and the staff required to resume the services upon expiration of the suspension of work order. Engineer will not be obligated to provide the same personnel employed prior to suspension when the services are resumed in the event the period of any suspension exceeds 30 days. Client will reimburse Engineer for the costs of such suspension and remobilization.
12. **Termination.** This Agreement may be terminated by either party upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by Engineer either before or after the termination date shall be reimbursed by Client.
13. **Notices.** Any notice or designation required to be given by either party hereto shall be in writing and, unless receipt of such notice is expressly required by the terms hereof, it shall be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed and addressed to the party to whom such notice is directed at such

party's place of business or such other address as either party shall hereinafter furnish to the other party by written notice as herein provided.

14. **Indemnification.** In the event of joint or concurrent negligence of Engineer and Client, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligency (including that of third parties) which caused the personal injury or property damage.

Client shall not be liable to the Engineer, and the Engineer shall not be liable to the Client, for any special, incidental or consequential damages, including, but not limited to, loss of use and loss of profit, incurred by either party due to the fault of the other, regardless of the nature of this fault, or whether it was committed by the Client or the Engineer or their employees, agents or subcontractors, by reason of services rendered under this Agreement.

15. **Legal Proceedings.** In the event Engineer's employees are at any time required by Client to provide testimony, answer interrogatories or otherwise provide information ("testimony") in preparation for or at a trial, hearing, proceeding on inquiry ("proceeding") arising out of the services that are the subject of this Agreement, where Engineer is not a party to such proceeding, Client will compensate Engineer for its services and reimburse Engineer for all related direct costs incurred in connection with providing such testimony. This provision shall be of no effect if the parties have agreed in a separate agreement or an amendment to this Agreement to terms which specifically supersede this provision, nor shall this provision apply in the event Client engages Engineer to provide expert testimony or litigation support, which services shall be the subject of a separate agreement or an amendment to this Agreement.

16. **Successors and Assigns.** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.

17. **Insurance.** Within the context of prudent business practices, Engineer shall endeavor to maintain workmen's compensation and unemployment compensation of a form and in an amount as required by state law; comprehensive general liability with limits of at least \$1,000,000/

\$1,000,000; automotive liability with limits of at least \$500,000/ \$500,000; and professional liability insurance with an annual limit of at least \$1,000,000. Client recognizes that insurance market is erratic and Engineer cannot guarantee to maintain the coverages identified above.

18. **Information Provided by the Client.** The Engineer shall indicate to the Client the information needed for rendering of services hereunder. The Client may elect to provide this information (including services by others) to the Engineer. In this case, the Client recognizes that the Engineer cannot assure the sufficiency of such information. Accordingly, the Engineer shall not be liable for any claims for injury or loss arising from errors, omissions or inaccuracies in documents or other information provided by the Client. In addition, the Client agrees to compensate the Engineer for any time spent or expenses incurred in defending such claim or in making revisions to his work as a direct or indirect result of information provided by the Client which is insufficient.

19. **Subsurface Conditions and Utilities.** Client recognizes that a comprehensive sampling and testing program implemented by trained and experienced personnel of Engineer or Engineer's subconsultants with appropriate equipment may fail to detect certain hidden conditions. Client also recognizes that actual environmental, geological and geotechnical conditions that Engineer properly inferred to exist between sampling points may differ significantly from those that actually exist.

Engineer will locate utilities which will affect the project from information provided by the Client and utility companies and from Engineer's surveys. In that these utility locations are based, at least in part, on information from others, Engineer cannot and does not warrant their completeness and accuracy.

20. **Hazardous Materials.** When hazardous materials are known, assumed or suspected to exist at a project site, Engineer is required to take appropriate precautions to protect the health and safety of his personnel, to comply with the applicable laws and regulations and to follow procedures deemed prudent to minimize physical risks to employees and the public. Client hereby warrants that, if he knows or has any reason to assume or suspect that hazardous materials may exist at the project site, he will inform Engineer in writing prior to initiation of services under this Agreement.

Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Client agrees that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. Engineer agrees to notify Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. Client waives any claim against Engineer and agrees to indemnify, defend and hold Engineer harmless from any claim or liability for injury or loss arising from Engineer's encountering unanticipated hazardous materials or suspected hazardous materials. Client also agrees to compensate Engineer for any time spent and expenses incurred by Engineer in defense of any such claim.

21. **Risk Allocation.** The Client recognizes that Engineer's fee includes an allowance for funding a variety of risks which affect the Engineer by virtue of his agreeing to perform services on the Client's behalf. One of these risks stems from the Engineer's potential for human error. In order for the Client to obtain the benefits of a fee which includes a lesser allowance for risk funding, the Client agrees to limit the Engineer's liability to the Client and all construction contractors arising from the Engineer's professional acts, errors or omissions, such that the total aggregate liability of the Engineer to all those named shall not exceed \$50,000 or the Engineer's total fee for the services rendered on this project, whichever is greater.

22. **Anticipated Change Orders.** Client recognizes and expects that a certain amount of imprecision and incompleteness is to be expected in construction contract documents; that contractors are expected to furnish and perform work, materials and equipment that may reasonably be inferred from the contract documents or from the prevailing custom or trade usage as being required to produce the intended result whether or not specifically called for; and that a certain amount of change orders are to be expected. As long as Engineer provides services in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions, client agrees not to make any claim against Engineer for cost of these change orders unless these costs become a significant part of the construction contract amount. In no case will Client make claim against Engineer for costs incurred if the change

order work is a necessary part of the Project for which Client would have incurred cost if work had been included originally in the contract documents unless Client can demonstrate that such costs were higher through issuance of the change order than they would have been if originally included in the contract documents in which case any claim of Client against Engineer will be limited to the cost increase and not the entire cost of the change order.

23. **Payment.** Engineer shall submit monthly statements to Client. Payment in full shall be due upon receipt of the invoice. If payments are delinquent after 30 days from invoice date, the Client agrees to pay interest on the unpaid balance at the rate of one and one-half percent per month. Payment for Engineer's services is not contingent on any factor except Engineer's ability to provide services in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. If Engineer brings any action at law or in equity to enforce or interpret the terms of this Agreement, or if Engineer must either prosecute or defend any action related to the subject matter of the Agreement, and prevails in such action, then Engineer shall be entitled to reasonable attorney's fees, expenses and costs, including expert witness fees, if applicable.
24. **Force Majeure.** Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control, including, but not limited to, acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
25. **Compliance with Laws.** To the extent they apply to its employees or its services, the Engineer shall comply with all applicable United States, state, territorial and commonwealth laws, including ordinances of any political subdivisions or agencies of the United States, any state, territory or commonwealth thereof.
26. **Separate Provisions.** If any provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall be valid and binding.
27. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the principal place of business of the Engineer.
28. **Amendment.** This Agreement shall not be subject to amendment unless another instrument is

executed by duly authorized representatives of each of the parties.

29. **Entire Understanding of Agreement.** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of this Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.



OTHER BUSINESS...

June 9, 2020

## MEMORANDUM

**To:** Board of Mayor and Aldermen

**From:** Derek Watson, City Recorder

**Re:** Board Appointments

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Listed below are the board reappointments for FY19. Mayor Arnold has contacted each individual and they have agreed to serve. Mayor Arnold requests that the Board approve his appointments.

### Reappointments

#### Beer Board

1. Denis Godek – June 2022
2. Dave Paltzik – June 2021

#### Board of Zoning and Appeals

1. Dolly Peay – June 2023

#### Industrial Development Board

1. Kris Freeman – June 2026
2. Mark Reid – June 2026
3. Scott Dunn – June 2026

#### Leisure Services Board

1. Maureen Boling – June 2023

#### Library Board

1. John Corbitt – June 2023
2. Andrew Joseph Armstrong – June 2023
- 3.

#### Planning Commission

1. Bob Dorris – June 2023
2. Paula Eller – June 2023

DISCUSSION ITEMS...

OTHER INFORMATION....