

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
June 21, 2012
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer / Pledge
3. Roll Call
4. Adoption of the Agenda
5. Approval of Minutes of the May 17, 2012 meeting.
6. Welcome Visitors
7. Public Hearings
 - a. **Ordinance 12-04:** An ordinance amending the Municipal Code, Title 8, Chapter 2, Beer. *Second Reading.*
 - b. **Ordinance 12-05:** An ordinance amending the White House, Tennessee, Zoning Ordinance Article VII, permit issuance regarding a reduction in the impact fee assessment rate. *Second Reading.*
 - c. **Ordinance 12-06:** An ordinance amending the commercial design standards, lighting and utility standards regarding parking lot pole lighting. *Second Reading.*
 - d. **Ordinance 12-07:** An ordinance amending the fiscal budget for the period ending June 30, 2012. *Second Reading.*
 - e. **Ordinance 12-08:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2012 through June 30, 2013. *Second Reading.*
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports
 - A. General Government
 - B. Police
 - C. Fire
 - D. Public Works
 - E. Wastewater
 - F. Planning and Codes
 - G. Parks
 - H. Library
 - I. Court Clerk
 - J. Monthly Financial Summary
10. Consideration of the Following Resolutions:
 - a. **Resolution 12-07** - A resolution authorizing appropriations for financial aid of non-profit organizations.
 - b. **Resolution 12-08** - A resolution approving certain amendments and revisions to the Personnel Manual.
 - c. **Resolution 12-09** - A resolution amending the Purchasing Procedures Manual adopted in Resolution 07-11 to include a new section entitled "Competitive Sealed Proposals."

11. Consideration of the Following Ordinances:

- a. **Ordinance 12-04:** An ordinance amending the Municipal Code, Title 8, Chapter 2, Beer. *Second Reading.*
- b. **Ordinance 12-05:** An ordinance amending the White House, Tennessee, Zoning Ordinance Article VII, permit issuance regarding a reduction in the impact fee assessment rate. *Second Reading.*
- c. **Ordinance 12-06:** An ordinance amending the commercial design standards, lighting and utility standards regarding parking lot pole lighting. *Second Reading.*
- d. **Ordinance 12-07:** An ordinance amending the fiscal budget for the period ending June 30, 2012. *Second Reading.*
- e. **Ordinance 12-08:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2012 through June 30, 2013. *Second Reading.*

12. Finance

- a. To approve or reject Siemens Industry, Inc.'s bid for the chemicals in the Wastewater odor control program. The Public Works Director recommends approval.
- b. To approve or reject authorizing City staff to proceed with requesting a competitive sealed proposal for the privatization of solid waste services. The Public Works Director recommends approval.

13. Other Business

- a. Board Appointments

14. Discussion Items

- a. None

15. Other Information

- a. None

16. Adjournment

CITY OF WHITE HOUSE
Board of Mayor and Alderman Meeting Minutes
May 17, 2012
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order by Mayor Arnold at 7:00 pm

2. Prayer / Pledge

Prayer and Pledge to the American Flag was led by Ald. Bibb.

3. Roll Call

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

4. Adoption of the Agenda

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

5. Approval of Minutes of the April 19, 2012 meeting.

Motion was made by Ald. Hutson, second by Ald. Bibb to approve the minutes. A voice vote was called for with all members voting aye. **April 19, 2012 minutes were approved.**

6. Welcome Visitors

Mayor Arnold welcomed all visitors.

7. Public Hearings

- a. None

8. Communication from Mayor, Aldermen, and City Administrator

- a. Ald. Paltzik announced that the Chamber of Commerce Carnival dates of May 22nd to May 25th.
- b. Ald. Decker commented on the Secretary of State's excellent speech at the Chamber of Commerce luncheon.
- c. Ald. Hutson agreed with Ald. Decker regarding the speech and announced mentioned how successful the luncheon was.
- d. Ald. Bibb announced that the Memorial Day service for all White House veterans would be on May 28th.
- e. Ald. Paltzik complimented City Administrator Gerald Herman and Captain Jeff Mingledorff on the Annual Police Awards Ceremony.
- f. Ald. Decker agreed with Ald. Paltzik regarding the Annual Police Awards Ceremony.
- g. City Administrator Gerald Herman announced that he and Planning and Codes Director Addam McCormick would be attending the ICSC ReCon in Las Vegas from May 20th to May 23rd.
- h. City Administrator Gerald Herman announced that the fire and security alarm system for City Hall was completed.
- i. City Administrator Gerald Herman announced that the renovations of the finance and administration offices in City Hall were completed.
- j. City Administrator Gerald Herman stated that Wastewater billing and receipting functions was scheduled to be moved to City Hall on June 7th.

- k. City Administrator Gerald Herman announced that the former Engineering office will be remodeled into a conference room.
- l. City Administrator Gerald Herman stated that he and Human Resources Director Cheryl Lewis-Smith were reviewing the Personnel Manual for revisions. He also stated that these revisions are scheduled to come before the Board for approval at the June meeting.
- m. City Administrator Gerald Herman that City Recorder Amanda Priest has begun work on the new website. He requested that if any of the Board members has any ideas they should contact Amanda directly.
- n. City Administrator Gerald Herman announced that the Copes Crossing project is nearing completion.
- o. City Administrator Gerald Herman announced that the Veteran's Memorial project is also nearing completion.
- p. City Administrator Gerald Herman discussed the recent promotions at the Police Department and the current vacant positions within the City.
- q. City Administrator Gerald Herman discussed the Librarian applicant search.
- r. City Administrator Gerald Herman provided an update regarding the funding for the Tyree Springs / S. Palmers Chapel and SR 76 Sidewalk projects.
- s. City Administrator Gerald Herman discussed the recent announcement at the MPO meeting. The City of White House has now been included in the Nashville-Davidson Urbanized Area.
- t. City Administrator Gerald Herman discussed Resolution 90-21 and the implications for the City Hall's parking situation.

9. Acknowledge Reports

- | | | |
|-----------------------|-----------------------|------------------------------|
| A. General Government | E. Wastewater | H. Library |
| B. Police | F. Planning and Codes | I. Court Clerk |
| C. Fire | G. Parks | J. Monthly Financial Summary |
| D. Public Works | | |

Motion was made by Ald. Paltzik, second by Ald. Bibb to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Reports were acknowledged and ordered to be filed.**

10. Consideration of the Following Resolutions:

- a. None

11. Consideration of the Following Ordinances:

- a. **Ordinance 12-04:** An ordinance amending the Municipal Code, Title 8, Chapter 2, Beer. *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 12-04 was approved on first reading.**

- b. **Ordinance 12-05:** An ordinance amending the White House, Tennessee, Zoning Ordinance Article VII, permit issuance regarding a reduction in the impact fee assessment rate. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Ordinance 12-05 was approved on first reading.**

- c. **Ordinance 12-06:** An ordinance amending the commercial design standards, lighting and utility standards regarding parking lot pole lighting. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 12-06 was approved on first reading.**

- d. **Ordinance 12-07:** An ordinance amending the fiscal budget for the period ending June 30, 2012. *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 12-07 was approved on first reading.**

- e. **Ordinance 12-08:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2012 through June 30, 2013. *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 12-08 was approved on first reading.**

12. Finance

- a. To approve or reject Crosslin & Associates contract to audit accounts. The Finance Director recommends approval.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Crosslin & Associates contract was approved.**

13. Discussion Items

- a. None

14. Other Information

- a. None

15. Adjournment

- a. Meet was adjourned at 7:19 pm

REPORTS....

**General Government Department
May 2012**

Administration

City Administrator Gerald Herman attended the following meetings for Administration this month:

- April 30 to May 3: Tennessee Basic Economic Development Course in Nashville, TN
- May 3: Leisure Services Board Meeting
- May 7: Board of Mayor and Aldermen and Planning Commission Economic Development Incentives Joint Study Session
- May 8: Board of Mayor and Aldermen Budget Study Session
- May 10: Annual Police Awards Ceremony
- May 14: Planning Commission Meeting
- May 15
 - Robertson County 911 Board Meeting
 - Chamber of Commerce Luncheon
 - Rural Development Three Star meeting
 - Robertson County Comprehensive Growth Plan Advisory Committee
 - Board of Zoning Appeals meeting
- May 16: Metro Planning Organization meeting
- May 17: Rotary Club luncheon
- May 20 to May 23: ICSC ReCon in Las Vegas, NV
- May 23: Library Board Study Session
- May 30: Library meeting to discuss future library

Website Management			
	May	FY 11 - 12	FY 10 - 11
Internal Requests for Website Updates	42	183	138
Visits	8,369	88,975	92,795

Our city website had 8,369 visits during the month of May increasing by 343 visits from last month. Below are the top 10 places that have visited our website along with the number of visits per city.

City	Visits	City	Visits
Nashville, TN	2,098	Franklin, KY	197
Oak Ridge, TN	1,125	Atlanta, GA	152
Hendersonville, TN	257	Knoxville, TN	144
Gallatin, TN	251	Brentwood, TN	102
White House, TN	220	Madison, TN	71

Did you know 30% of this month's visitors accessed the City's website directly and 47% of visitors accessed the website through the Google search engine? In addition, the percentage of returning visitors was 46% and 54% of visitors were new to the website. Our website was accessed by visitors in 50 different countries from around the world.

Facebook Management			
	May	FY 11 - 12	FY 10 - 11
New Likes ¹	11	227	683
Number of Posts ²	3	67	44
Post Views ³	N/A	38,945	51,164

1. The number of new people who have liked the Facebook page.
2. The number of News Feed stories added to the Facebook page to update citizens on upcoming events and/or news items.
3. This information is no longer gathered by Facebook. The number of times people (Fans and non-Fans) have viewed a News Feed story.

**Finance Department
May 2012**

Finance Section

Delinquent property taxes have continued to trickle in, and the delinquency rate has dropped to 4% since last month. This puts us 1% of where we were last year at this point, and 2% ahead of where we were two years ago.

The Finance Director spent the beginning of the month balancing budget files, and preparing for the budget study. Nearer the end of the month, the state mandated budget publication was prepared and sent to the Browser for publication. Significant time was also spent during the month reviewing applications, testing, and interviewing applicants for the Utility Accounting Clerk position. We have successfully filled this position with Lisa Smalling, who began on June 4. Lisa comes to us from Sumner County Board of Education, where she was a bookkeeper for Madison Creek Elementary.

The Finance Director participated in the H.B. Williams Elementary Career Fair and was the guest speaker at the Rotary Club in May, where the budget process was discussed.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$17,783.42	\$4,034,092.66
Sanitation	\$59,818.48	\$520,122.22
Wastewater	\$251,462.65*	\$820,557.99

- All Fund Balances are bank balances reported as of June 6, 2012.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$60,699.57.

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular	3 paper checks 184 direct deposits	0 Retroactive Adjustments	0 Voids

Accounts Payable

	May	FY	Last May	Last FY
Total Invoices Processed	422	3,588	362	3,499

Call and Counter Logs

	Finance	Admin	Planning /Codes	HR	Parks	Police	Public Works	Waste Water	Gen City Info	Gen Non-City Info	County Info	Total
Calls	215	4	45	7	47	2	14	14	7	20	13	388
Customers	81	0	5	7	5	0	0	4	7	7	22	138

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	4	4	37	100	67	3	215
Customers	0	3	19	59	0	0	81

**Finance Department
May 2012**

Purchase Orders

Codes	9	\$1,211.99	Court	2	\$288.62
Fire	14	\$6,739.29	Library	11	\$3,431.63
Police	14	\$2,323.97	Waste Water	30	\$26,009.44
Human Resources	0	\$0.00	Public Works	11	\$4,311.21
Engineering	3	\$3,683.72	Sanitation	11	\$9,729.30
Administration	5	\$791.13	Parks	25	\$7,619.90
Finance	8	\$1,611.19	Bldg. Maintenance	12	\$12,815.18
			Cemetery	0	\$0.00
Total	155	\$80,566.57	Void	3	

	Number of PO's	Value of PO's
Purchase Orders \$0 - \$999	136	\$33,429.24
Purchase Orders \$1000 - \$9999	19	\$47,137.33
Purchase Orders Over \$10,000	0	\$0.00
Total	155	\$80,566.57

Emergency Purchase Orders

Number	Vendor	Items	Amount	Nature of Emergency	Department
17413E	Wascon	Labor	\$425.15	Repair to electricity for aerators. 3 damaged due to heavy flows.	Wastewater
17415E	Allgood	Labor	\$250.00	Pumped wet well at Lowe's Millworks.	Wastewater
17417E	Dean Oil	Fuel	\$3,390.00	Generator fuel for pump stations very low.	Wastewater
17302E	Terex	DOT Inspection	\$1,020.00	Knuckle boom had not received required annual inspection since 2009.	Public Works
17299E	Hyatt Heavy Duty Towing	Towing	\$295.00	Truck #323 quit working.	Sanitation
17306E	Rod's Tire	Mower tire	\$150.00	Tire flat.	Public Works
17481E	Thompson Machinery	Labor and relay	\$637.13	Backhoe quit working.	Public Works

Business License Activity

Opened	5
Closed	1

Delinquency Rate: 65%

Cumulative Information

Class	Total Licenses	Delinquencies
1	50	37
2	151	134
3	302	180
4	209	110
Total	712	461

Finance Department
May 2012

Municipal Court – Citations disposed either through court or payment

Municipal Court - Citations Disposed Either Through Court or Payment

Description	Total Charges	Description	Total Charges
Child Restraint 4-15 (1 st Offense)	2	Open Container Law	4
Child Restraint-under 4	0	Parking Violation	2
Anti-Noise Regulations	0	Vehicle Registration Law	15
Improper Backing	3	Seat Belt Violation – 18 and Older	39
Failure to Yield Right of Way	73	Speeding	102
Financial Responsibility Law	2	Careless Driving	2
Following Too Closely	9	Disobedience to Traffic Control Device	6
Motor Vehicle Requirements	2	Enter Access Roadway	0
Improper Passing	14	Graduated Drivers License	1
Drivers Exercise Due Care	0	Turn to Avoid Signal	0
Codes Violations/Animal Control	7	Texting While Driving	0
Drivers License Law	5	Move Over Law	0
Stop Signs	2	Total	288

Municipal Court – Case Disposition

Municipal Court - Case Disposition

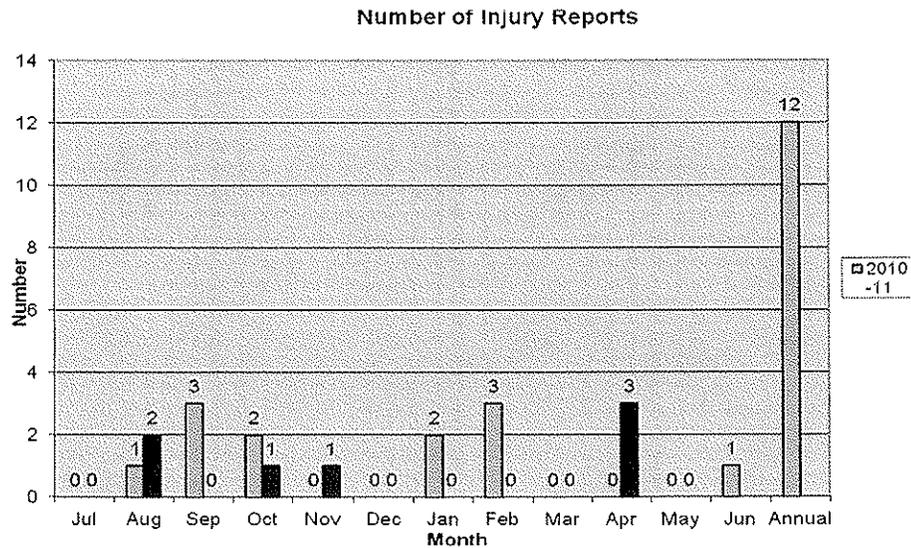
Disposition	Total
Ticket Paid in Full – Prior to Court	101
Guilty as Charged	15
Dismissal	15
Dismissed upon presentation of insurance	53
Not Guilty	1
Dismissed to Traffic School	16
Dismissed with Costs and Fines	58
Dismissed with Costs	22
Dismissed with Fines	7
Case Transferred to County	0
Dismissed with Public Service	0
Total	288

**Human Resources Department
May 2012**

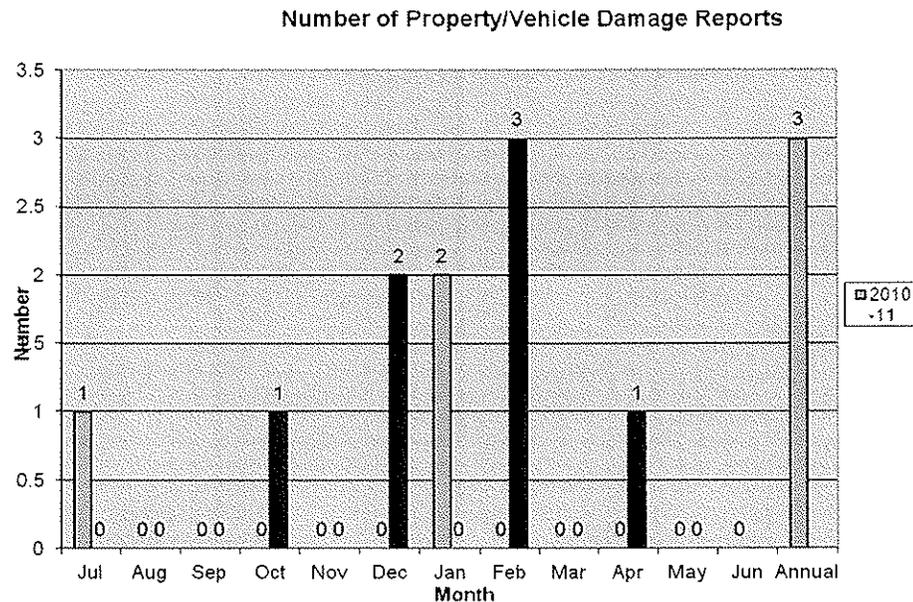
Summary of Department Activities

- Completed Police Chief Hiring Process
- Waste Water Tech II Recruitment
- Public Works Supervisor Recruitment
- Library Director Recruitment
- Civic Center Attendant (Part-Time) Recruitment
- Hired Utility Accounting Clerk
- Exit Interviews (2) Waste Water Inspector & Public Works Supervisor
- Prepared Revision Recommendations for Personnel Manual
- Developed Formal Staff Reduction Policy
- Hired Police Officer (Current Reserve Officer)
- Attended COWH Safety Committee Meeting, 5/30/12
- Attended Police Department Awards Ceremony, 5/10/12
- Attended COWH Chamber Luncheon, 5/15/12
- Attended H.B. Williams Elementary School Career Fair, 5/16/12

Injury Reports: (0) reports, May 2012, compared to the May, 2011 report (0)

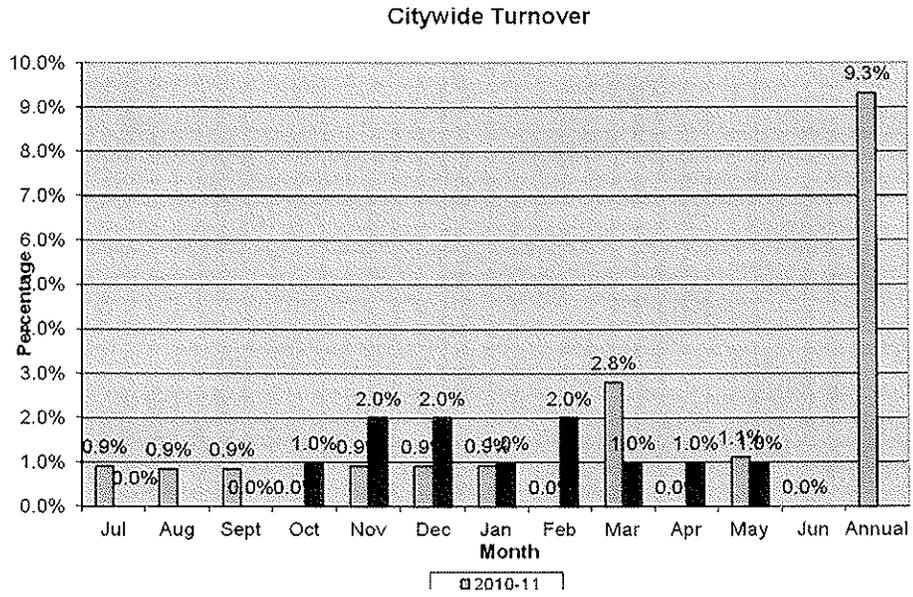


Property/Vehicle Damage Reports: (0) reports, May, 2012 compared to (0) reports, May, 2011



Human Resources Department
May 2012

City Wide Turnover: (1.0%) terminations May, 2012 compared to (1.1%) terms May, 2011



**Police Department
May 2012**

Highlights

- Detective Sergeant Patrick Brady was promoted to Chief of Police effective May 13th. He was sworn into office on May 10th at the White House Police Department's Annual Awards Ceremony.
- Sergeant Dan Hunter was transferred to Detective Sergeant of the Crime Investigations Department effective May 13th.
- Officer Joel Brisson was promoted to Sergeant effective May 13th.
- The WHPD held their Annual Awards Ceremony on May 10th. The following awards were presented:
 - *Officer of the Year* – Officer Joel W. Brisson
 - *Civilian Employee of the Year* – Secretary Elizabeth A. Scannell
 - *Reserve Officer of the Year* – Officer Jason D. Kennedy
 - *Explorer of the Year* – Marie Nuzzo
 - *Police Star (Fifteen Year)* – Det. Sgt. Patrick M. Brady and Officer J. Darryl Manlove
 - *Police Star (Five Year)* – Sgt. C. Curtis Carney, Officer Joel W. Brisson, and Officer David D. Segerson
 - *Exceptional Duty* – Capt. Jeffrey A. Mingledorff, Sgt. Eric M. Enck, Officer Patrick Bagwell, Officer Joel W. Brisson, Officer Jason S. Ghee, Officer David D. Segerson, Officer Jason R. Shapton, Officer Danny E. Ward
 - *Most Criminal Arrests* – Officer Jason R. Shapton
 - *Most Citations* – Officer Joel W. Brisson
 - *Most DUI Arrest* – Officer Jason R. Shapton
 - *Citizen Commendation* – Matt Hatfield, Jim and Nila Bruce, Brent Page, and Will Crouser
- The Police Department hired a new officer, Kia Vanatta, on May 18th. Officer Vanatta came to the WHPD from our Reserve Program. She started the Tennessee Law Enforcement Training Academy on May 28th. Officer Vanatta will be attending the Academy for 10 weeks.
- The White House Police Department Facility received the Chamber of Commerce "Beautification Award" for May 2012. This award is given out monthly to a White House resident and/or business in the community recognizing their achievement for keeping White House beautiful.

Meetings/Civic Organizations

- *Chief Brady attended the following meetings in May:* Robertson County Chiefs/911 User Group (May 9th), Robertson County 911 Board Meeting (May 15th), Board of Mayor & Alderman (May 17th), Accreditation Meeting in Springfield (May 23rd with Susan Johnson), Memorial Day Event at City Hall (May 28th with Capt. Mingledorff, Capt. Ring, Sgt. Enck and Officer Parks), and TACP –Tennessee Association of Chief's of Police (May 30th, 31st and June 1st).
- *Captain Mingledorff attended the following meetings in May:* Rotary Club (May 3rd and 24th), Chamber of Commerce (May 15th) and Memorial Day Event (May 28th).
- *Captain Ring attended the following meetings in May:* Tennessee Law Enforcement Training Officer's Association Conference (May 16th -18th) and Memorial Day Event (May 28th).

Police Department Administration Performance Measurements

1. *Achieve accreditation from the Tennessee Law Enforcement Accreditation program by June 3, 2013.* The accreditation process has 152 professional standards that need to be met. Policy and procedures need to be written and proofs shown for each standard prior to approval by an assessor. We have written policies and procedures to comply with 43 of these standards. We are in the process of gathering proofs for 21 of these standards and writing additional policies. Twenty-two files have been approved by an assessor.
2. *Our department training goal is that each police employee receives 40 hours of in-service training each year.* The White House Police Department has 22 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 880 hours of training per calendar year.

Month	Admin	Patrol	Support Services	Total
May	12.5	152	24	188.5
Total	12.5	272	88	372.5

**Police Department
May 2012**

Patrol Division Performance Measurements

1. *Maintain or reduce the number of patrol shifts staffed by only two officers at the two year average of 354 shifts during the Fiscal Year 2011-2012. (There are 730 Patrol Shifts each year.)*

Number of Officers on Shift	May 2012	FY 2011 - 2012
Two (2) Officers per Shift	45	278
Three (3) Officers per Shift	17	392

2. *Acquire and place into service two Police Patrol Vehicles by October 5, 2011. Two 2011 Ford Crown Victoria Police Pursuit Vehicles were purchased from TT of F. Ford of Murfreesboro. The vehicles have been decaled and equipped with accessories. They were put into service the middle of September. Complete.*
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2011-2012. Fall Compliance Checks were completed on December 30th. Two Businesses failed compliances: Kroger and Nervous Charlie's. Spring Compliance Checks were held on May 24th. One business failed: Bob and Rhonda's. Complete.*
4. *Maintain or reduce TBI Group A offenses at the three-year average of 82 per 1,000 population during the calendar year of 2011.*

Group A Offenses	May 2012	Per 1,000 Pop.	Total 2012	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	16	2	78	8
Crimes Against Property	35	3	167	16
Crimes Against Society	18	2	87	8
Total	69	7	332	32
Arrests	43		224	

*U.S. Census Estimate 2010 – 10,255

5. *Maintain a traffic collision rate at or below the three-year average of 280 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2011.*

	May 2012	Total 2012
Traffic Crashes Reported:	20	140
Enforce Traffic Laws:		
Written Citations	286	1,491
Written Warnings	80	535
Verbal Warnings	227	1,356

6. *Maintain an injury to collision ratio of not more than the three-year average of 17% by selective traffic enforcement and education during the calendar year 2011.*

COLLISION RATIO				
	Collisions	Injuries	Monthly	YTD
May	20	4	20%	16%

Traffic School

- Sgt. Dan Hunter instructed a DDC-4 Traffic School Class on May 17th. There were 16 students that attended.

**Police Department
May 2012**

Staffing

- The Police Department held a written and physical testing for new Police Officers/Reservist on March 31st at the White House Police Department. Captain Ring is currently doing background checks on qualified applicants.
- Officer Erin Ellis is on light duty status. She currently is assisting in CID (Crime Investigations Department).
- K-9: Officer Jason Ghee and Nike attended their monthly training. Officer Ghee and K-9, Nike, represented the WHPD at the annual H.B. Williams Career Day.
- **Sumner County Emergency Response Team:**
 - ERT team held their monthly training.
 - Tryouts for Gallatin, Sumner County, DTF and Sumner County EMS were held by ERT in May.
- **Volunteer Reserve Officers:** The Reserve Officers had firearms qualification on May 23rd.

Support Services Performance Measurements

Maintain or exceed a Group A crime clearance rate at the three-year average of 60% during calendar year 2012.

2012 Clearance Rate		
Month	Group A Offenses	YTD
May	78%	78%

Communications Section

	May 2012	Total 2012
Calls for Service	1,304	6,570
Alarm Calls	51	174

Request for Reports

	May 2012	FY 2011-12
Requests for Reports	16	201
Amount taken in	\$16.45	\$139.95
Tow Bills	\$0.00	\$1,065.00
Emailed at no charge	17	313
Storage Fees	\$0.00	\$600.00

Governor's Highway Safety Office (GHSO): Nothing to report at this time.

Staffing

- **Volunteer Police Explorers:** The Explorers assisted with traffic control at the White House Chamber of Commerce Summerfest Carnival on May 22-26

Item(s) sold on Govdeals: Nothing sold in the month of 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.* Graduation was held on Thursday, May 10th at 1:00 pm. For 155 fifth grade students at White House Middle School. Complete. The Program will resume in September 2012 at White House Heritage Elementary School and Christian Community School.
2. *Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.* Planning for the 13th annual event has begun. This year's event is being scheduled for Monday, September 3, 2012 (Labor Day).

**Police Department
May 2012**

3. *Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.* The 12th annual class began on Tuesday, February 21, 2012. Twenty-five citizens were enrolled and attended the classes. Classes met for ten weeks once a week for three hours. Graduation was held on Tuesday, April 24th. Complete. Accepting applications for the next class which will commence February 2013.
4. *Participate in a joint community event monthly in order to promote the department's crime prevention efforts and community relations programs.*
- a. *Wheels In Motion:* WH Rotary Club and Captain Mingledorff presented a total of 22 bikes and 22 helmets to students in three elementary schools (White House Heritage Elementary, H.B. Williams Elementary and Community Christian School) during the 2011-2012 school year. Program will resume September 2012.
- b. *Captain StreetSmart:* Classes have ended for the 2011- 2012 school year. Captain Mingledorff will commence teaching summer classes in July. During the year, a total of 460 students received classes on the importance of wearing their seatbelts in vehicles and wearing a helmet when riding their bikes. Safety information for the same number of parents was also sent home with the students. School classes resume September 2012.

5. **Special Events:**

- a. White House Heritage Elementary Junior Beta Club Event -- May 3rd.
- b. H.B. Williams Career Day -- Wednesday, May 16th.
- c. White House Chamber of Commerce Summerfest - May 22nd - 26th

2012 Participation in Joint Community Events		
	May	YTD
Community Activities	4	30

**Fire Department
May 2012**

Summary of Month's Activities

Fire Operations

The department responded to 88 requests for service during the month. Sixty-two (62) responses were medical emergencies. The department responded to 4 vehicle accidents with reported injuries, and two patients were transported to medical facilities.

- May 1 - Fire crews were dispatched to a residence involving a chemical spill that resulted from a homeowner mixing pool chemicals inside the home.
- May 4 - Multiple fire units were dispatched to I-65 to a reported vehicle accident with injuries involving several vehicles. Two of the vehicles were semi-trucks. One had rear-ended another and the cab of that truck was destroyed. All persons involved refused medical treatment. There was a fuel spill that had to be contained.
- May 13 - At 5:28 am fire crews were dispatched to a vehicle fire at a residence. When units arrived on scene the vehicle was 30% involved in fire. The fire was contained to the vehicle with no fire damage reported to the home.
- May 22 - Fire crews were dispatched to a spill at Hwy 76 and I-65. Upon arrival it appeared there had been an accident earlier in the area leaving oil on the roadway. Vehicles were driving through the spill creating a dangerous situation. TDOT was contacted to provide sand to remediate the hazard.
- May 26 - Fire crews were dispatched to the Industrial Drive area to a reported grass fire involving hay rolls. Approximately one acre burned including two rolls of hay. The fire apparently was started by hay equipment operating in the area.

Fire Administration

- May 2 to 4 - Chief Palmer attended the Tennessee Fire Chiefs meeting in Gatlinburg for training. The topics included were "Narrow Banding is a Reality We Must Deal With" and "Social Media and Emergency Services"
- May 7 - Chief Palmer attended a Sumner County Committee meeting addressing the funding of the Volunteer Fire Departments.
- May 10 - Fire Marshal Sisk attended an ISO training class in Franklin TN. that was provided by MTAS.
- May 15 - Chief Palmer attended the Robertson County monthly 911 meeting and members of the State 911 board presented the NG-911 re-addressing project that included state wide 911 mapping.
- May 21 - Fire Marshal Sisk met with Chief Brady and Captain Ring to discuss the TOSHA inspection that was conducted in March 2012.
- May 22 - Fire Marshal Sisk conducted a meeting with current volunteer firefighters to discuss upcoming changes with the program.
- May 30 - Chief Palmer attended the monthly safety committee meeting.
- During the month of May Fire Marshal Sisk attended 3 National Weather Service online briefings.

Update on the Department's Goals and Objectives

- Update the Department's SOG document and reformat sections to be more tasks/response specific by June 30, 2012 *In progress.*
- Organize a table top disaster drill to train staff and exercise the city emergency operations plan by December 1, 2011.

Departmental Highlight

On May 16 Fire Department personnel participated in the annual Career Day at H.B. Williams Elementary School. Fire department equipment was on display for the children to view. The firefighters discussed firefighting as a career, the fire equipment we use, and fire prevention. There were over 300 children who participated in the event.

**Fire Department
May 2012**

Monthly Performance Indicators

Incident Responses

Structure Fires	0	Vehicle Accidents (General Cleanup)	2
Cooking / Electrical Fires	0	Vehicle Accidents (With Injuries)	4
Vehicle Fires	1	Rescue	0
Grass, Brush, & Trash Fires	3	False Alarms / Calls	4
Hazmat	2	Assist Other Governmental Agency	1
Other Calls	9	Total Responses for the Month	88
Emergency Medical Responses	62	Total Responses YTD	838

Fire Fighter Training

Total Training Man Hours for the Month	324.25
Total Training Man Hours YTD	4,674.49

Fire Inspection

	This Month	YTD
Fire Inspections	12	86
Fire Investigations	1	7
Plat / Plan Reviews	1	16
Fire Preplans	50	275

Public Fire Education

	This Month	YTD
Participants	412	3,767
Education Hours	20.5	153.5
Number of Occurrences	10	85

**Public Works
May 2012**

Staffing

The public works department is authorized 11 full time employees. Currently we are down a Sanitation Driver.

Interdepartmental Training

- Sick Leave (Personnel Manual 6.4)
- Vehicle Keys
- Seat Belt

The Veteran's Memorial Improvements

The Public Works department reviewed the approach road to see if we could improve the drainage and erosion problems that have plagued the Memorial parking area since its dedication 2 years ago. Public works along with sanitation, parks, codes and waste-water crews, while working in between other necessary work orders, removed approximately 8 trees, displaced some 100 cubic yards of dirt and debris, established over 200' of controlled storm water diversion via a swaled ditch-line from the asphalt to the receiving creek, and installed a new drop inlet and 30' of 15" ABS pipe for runoff control. The Codes and Parks Department installed a new base for area lighting, which was installed 6/5/2012. This effort has not only been successful before the end of Budget Year, but public works was also able to get the Rogers Group to donate their labor towards grading and paving of the access road and parking area and to charge "cost" for the rock and asphalt; thus greatly reducing the overall cost of this project.

We have to install rip-rap at the edge of asphalt and swaled area, apply road gravel on the south road edge and put top soil and seed at the area around the electrical box at the west side parking area.

If anyone would like to enjoy the new improvements, we would invite you to visit the Veterans Memorial located at the east end of Brinkley Lane. Also much thanks to Steve and Toby of Rogers Group along with the Public Works Department, Codes Department, and the Parks Department for their outstanding efforts in making this happen.

Other projects that PW has been working on are as follows:

1. **Indian Ridge Drainage Basin** – the PW department regarded the east to west and north to south spillways to allow for positive drainage. In addition, we added rip-rap to the three (3) culverts to help slow down the large volume of storm-water that flows through the structures, as well as to assist with down-stream erosion. The entire flow area was matted and the adjacent embankments were seeded with a straw covering to promote new grass growth in the basin. After viewing a couple of rain events it has been determined that we need to add more rip-rap at the culverts due to the high velocity coming out of the culverts. We also need to add rip-rap in a portion of the waterway due to excessive erosion.
2. **Indian Point Drainage Area** – we had an ongoing problem with the drainage area between Indian Point Drive and Belle Rive. This drainage ditch runs between five (5) houses. Due to one of the houses installing fencing over the ditch line, the storm-water has been diverted to the houses along the north ditch line causing severe property flooding. As a result of this diversion, wastewater has had to raise a wet-well and replace grinder pumps on occasion. We removed the headwall and installed approximately 80' of 18" ABS pipe from the Indian Point side to avoid a large ditch alongside two of the houses. After re-establishing the ditch-line, we applied top soil and matted and seeded the banks and covered with straw.
3. **Shady Lane @ Oak Place Drainage Area** - this corner area had silted up to the point the ditch was holding water. We re-graded the ditch-line from the north drive south to the Oak Place intersection. After removing the spoils, we applied topsoil then matted the ditch-line and seeded the banks and covered in straw.

**Public Works
May 2012**

Utilization of Man Hours

	Available Hours	Total Hours
Streets & Roads	540	1,179
Sanitation	950	131
Facility Maintenance - PW Staff	N/A	0
Fleet Maintenance - PW Staff	N/A	0
Training	N/A	0
Vacation	N/A	50
Workman's Comp	N/A	30

The above table represents the number of man hours vs. the total number of hours worked for the month of May by department. The Sanitation Department had some help from the Streets & Roads, crew due to two of our sanitation trucks being down. It also represents the number of vacation days and workman's comp days used. There is no longer a vehicle maintenance mechanic; routine maintenance has been performed by the Public Works staff on vehicles as needed.

Recycling

Single Stream	48,380 Pounds
Scrap Metal	0 Pounds
Yard Waste	39,500 Pounds
Recycled Oil	100 Gallons

Convenience Center

There was one (1) citizen that utilized our Convenience Center for the month of May. Total operating cost for the month of May to be determined.

City of White House Clean-Up Days

For the month of May there were a total of 68 citizens who took advantage of the free drop off service provided by the City of White House. Citizens seem to appreciate being able to bring items in at their convenience opposed to 2 designated weeks in the spring and fall.

Year to Date Total (Calendar Year 2012): 295

Sanitation Monthly Performance Indicators

Number of Customers Billed	Net Total Billed	Total Billed YTD	Revenue Received	Revenue Received YTD
3,671	\$57,750.00	\$627,195.00	\$58,500.54	\$631,747.51

Mobile Emissions Testing for Sumner County

The Public Works Facility will continue to be a site for Sumner County mobile emissions testing. Dates have been established through December of 2012; schedule will be published in the next issue of The Word on White House. For the month of May we had a total of 50 citizens utilized the mobile emissions testing station located at the Public Works Facility. See the chart below and notice the usage since May 2011.

May 2012	43
May 2011	65

**Public Works
May 2012**

May 2012 Truck Poundage and Fuel Costs

	May 2012	YTD
Tons per day	17.43	18.24
Pounds for 1 months	662,160	6,546,260
Tonnage for 1 months	331.08	3,273.13
Fuel used Truck #319	\$0.00	\$2,840.56
Fuel used Truck #320	\$1,638.11	\$15,371.19
Fuel used Truck #321	\$0.00	\$3,911.41
Fuel used Truck #323	\$1,992.11	\$12,686.02
Fuel used Truck # 324	\$902.82	\$4,819.58
Total Fuel	\$1,638.11	\$39,859.66

Fuel increased \$816.30 from the month of April

Services Provided	Total	YTD
Brush Pick Up (stops)	108	2,135
Brush Truck Load	14	351
Emergency Call Outs	0	2
Damaged Carts Replaced	13	61
New Carts for New Home Construction	8	73
Additional Cart Request	1	14
Curbs Repaired	0	0
Shoulders Repaired	1	4
Drainage Requests	4	54
Drainage Work (feet)	405	7,024
Potholes Repaired	0	115
Salt Usage (tons)	0	0
Signs Installed	7	139
Handicapped Pick Up	81	804
Move In Special Pick Up	0	17
Move Out Special Pick Up	1	4
Dead Animal Removals	1	9
Citizens requesting a pick up due to forgetting to place cart at curb after route has been completed.	1	38

**Public Works (Wastewater)
May 2012**

Collection System Activities:

The wastewater staff continues to work on the "Green Project" which is a program designed to remove older, less efficient, grinder pumps with a newly designed product. This project will replace approximately 400 pumps in the South Palmers and Sage Road areas. The new pump allows for quick removal for repairs and a high energy efficiency rating, thus costing the customer less to operate. In addition, this project will allow a large portion of the wastewater flow to be diverted from the North force main to the South force main. The completion deadline for this project is April 2013.

The "Copes Crossing" sewer project is almost completed and ready for a final inspection. The only issue holding up the final is the installation of the flow meter at the Copes lift station. The meter was returned to the factory earlier due to a malfunction. The meter should be re-installed by June 11.

Wastewater Treatment:

A. FLOW.....	0.670 mgd
B. CAPACITY.....	1.40 mgd
C. % of CAPACITY.....	48%
D. RAINFALL.....	8.64"

No violations. Staff is drawing the down lagoon 1 and 2 as low as we can to get more storage. Staff is monitoring 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 South Palmers and Union Road stations. Repairs have been made to the aerator disk due to a broken bearing. The Ultra-Violet (UV) system still continues to have problems due to increased algae levels. As the algae levels rise, the UV tube wipers cannot function properly, so the effective bacteria kill diminishes. The UV system is in need of about \$65,000.00 worth of repairs. Since the system is approaching 10-years old, a decision must be made whether to do one of the following:

1. Make the necessary repairs (a new updated system life is 15 – 20 years);
2. Install a new system at a cost of approximately \$200,000.00;
3. Change disinfection methods and go to a chlorine type system.

Staff is reviewing the continued use of the UV process versus changing over to a sodium hypochlorite disinfection process. We've discussed this possible changeover with TDEC and they do not have any objections.

**Public Works (Wastewater)
May 2012**

Monthly Performance Indicators and Year to Date Totals

Service Provided	Month	Total YTD	Amount Billed	Revenue Received	Revenue Totals 2011 - 2012
New Service Connections (Capacity Fees)	1	2	\$ 2,200.00	\$ 2,200.00	\$ 12,800.00
Customers Billed	3927	N/A	\$286,397.81	\$274,803.61	\$2,910,439.33
Applications or Transfers for Service	40	167	n/a	\$3,200.00	\$27,745.00
Late Penalties	1022	10529	\$5,485.10	N/A	N/A
Adjustments	108	N/A	N/A		
Administrative Fees	34	297	\$1700.00	\$1700.00	\$12,875.00
Service Availability Requests	0	0	\$0.00	Included in Admin Fees	Included in Admin Fees
New Service Inspections (Conect Fees)	2	4	\$ 300.00	\$300.00	\$1200.00
Field Inspection Fees	0	0	\$0.00	Included in Admin Fees	Included in Admin Fees
Non-Payment Cut-Offs	40	224	\$5,485.12	Included in Admin Fees	Included in Admin Fees
Commitments for Service		0	\$0.00	\$0.00	0.00
Metal Recycling		1	2,770.00	2,770.00	2,770.00
Bulk Disposal	4	4	\$600.00	\$600.00	\$600.00
Farm Leasing Crop		1		19,060.63	19,060.63

*Revenue from Previous Month Service

Monthly Totals: \$ \$

Month YTD

Work Orders	Month	YTD
Monthly Service Requests Totals	147	1158
Mainline Repairs	0	1
Service Line Repairs	2	47
E/One to E/One	12	243
E/One Conversion	12	147
Green Project	4	143
L.P. Service Requests	63	554
Vacuum Service Requests	8	93
Major Lift Station Repairs	1	4

Responses to SCADA Alarms

	<u>Month</u>	<u>YTD</u>
North Palmers	298	1255
Calista	200	952
Wilkinson	10	399
Portland Road	1	13
Cope Crossing	11	96
Union Road	1	1
Meadowlark	10	20
Hwy 76	2	18
Cambria	8	20
Treatment Plant	90	404
Total Responses	467	3178
TN One-Call	114	862

**Planning & Codes Department
May 2012**

Summary of Department Activities

Staff attended the Sumner County Joint Economic Development Coordinating Committee to discuss new economic development policies and developments in the county and all cities in the county. Staff attended a State of TN Economic Development meeting to discuss the success and issues and the future of the State's Three Star program. Staff attended the Global Retail Real Estate Convention in Las Vegas promoting the City to retail, restaurant, and service business and regional commercial developers. Staff saw an increase in property maintenance issues especially with the high grass issues.

Department Highlight

Ward Boundary Maps:

The City recently approved the new ward boundary election maps and the maps were delivered to the County Election offices in January. Staff has been in contact with the county representatives regarding the revised boundaries to the maps. The new format of the maps and a boundary address range list has improved the amendment process. The lack of these two items before caused issues with the initial ward boundary maps.

Project Updates

SR 76 Sidewalks:

Staff has been in contact with the project engineer representative from Neel-Schaffer to get the utility plans finalized. Staff is working to obtain two easements required with the project. The estimated total cost of both easements is \$10,000. Staff has been in contact with the project engineer and the goal is to have the final construction plans ready for TDOT approval and bidding this fall for a spring 2013 construction.

Calista Road Project:

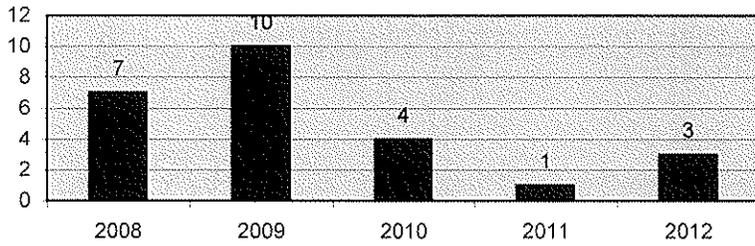
The ditch work project has been completed. Sod was installed in the ditch and due to periods of dry weather and heavy rain events several sections of the sod has died or been damaged. The contractor has been contacted about replacement of the damaged areas. Staff has received complaints from residents regarding the result of the ditches being cleaned out and the increase of storm water at culverts and pipe outlets since the pipes and culverts are actually working instead of the yard drainage along the edge or across the street. Residents also have expressed concern with future maintenance of the ditches due to the depth and type of ditch improvements completed.

South Palmers Chapel Road:

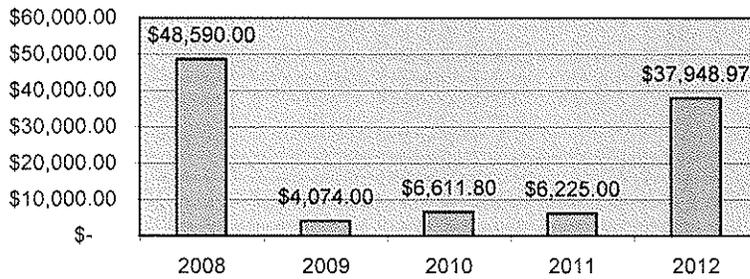
All the property owner agreements have been completed. The two small barns along South Palmers were demolished. Since a section of the barns were on-private property the new property owner gave permission to allow the barns to be demolished.

**Planning and Codes Department
May 2012**

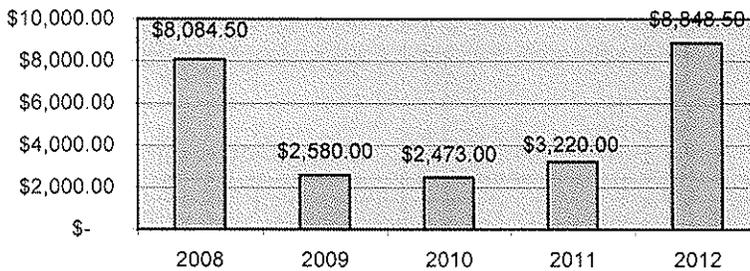
Single Family Permits



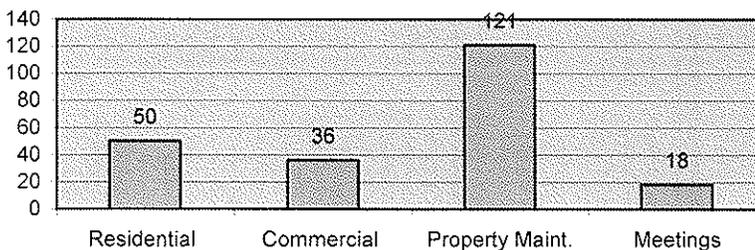
Impact Fees



Permit Fees



Inspections / Meetings



	Month	FY 11-12
MEETING AGENDA ITEMS#		
Planning Commission	10	43
Construction Appeals	0	0
Zoning Appeals	1	7
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	2	13
Multi-Family Residential	0	0
Other Residential	19	103
New Commercial	1	2
New Industrial	0	1
Other Com/Ind	0	21
State Electrical	37	272
Sign	1	10
Occupancy Permits	23	110
Other	0	2
BUILDING INSPECTIONS		
Residential	50	286
Hours	12.75	89.5
Commercial /Industrial	36	226
Hours	13.17	103.09
CODE ENFORCEMENT		
Total Cases	121	888
Hours	13.42	113.49
Complaints Received	22	118
MEETINGS		
Administration	2	75
Hours	4.5	114.5
Planning	11	112
Hours	13	112
Codes	5	47
Hours	7.33	63
FEES		
Permit Fees	\$ 8,848.50	\$ 23,509.00
Board Review Fees	\$275.00	\$ 2,300.00
City Impact Fee	\$37,948.97	\$ 58,534.11
Roads	\$9,242.26	\$ 14,684.26
Parks	\$792.00	\$ 5,148.00
Police	\$16,812.05	\$ 23,310.50
Fire	\$11,102.66	\$ 15,391.35
PLANNING COMMISSION APPROVAL		
Subdivision Lots	0	6
Commercial/Industrial (Sq ft)	3,251	6,674
Multi-Family Units	N/A	0
Other	N/A	0
OTHER ITEMS		
Subdivision Bonds: 23	\$	974,300.00
Builders Bonds	\$	47,753.43
Workings Days in Month		18

Parks, Recreation, and Cultural Arts Department
May 2012

Summary of Month's Activities

The Summer County budget committee approved our request for assistance regarding the Senior Nutrition Program on May 31st. This will be considered by the County Commission next. If approved, it will be for \$9,500.

Recreation

We are hosting the "Movie in the City" again this summer!! Long Hollow Church is sponsoring 3 movies and the first one, We Bought a Zoo will be on Friday, June 22nd. This is a free event that families will love! Bring a blanket to place on the grass and enjoy a night together. It will be shown on the athletic field next to City Hall.

Adult Open Gym continued this month. It has been decided to continue it indefinitely. The gym is open on Friday nights for anyone over the age of 18 to come in and play basketball for \$3 per night.

Zumba classes are still ongoing. A new Thursday night class was added because the Wednesday class has been doing well. The classes are held on Tuesday mornings and on Wednesday and Thursday evenings. Zumba Gold for older, active adults is on Monday mornings.

Co-Ed Church Volleyball began March 27th. The regular season ended April 26th. The regular season Champion was Temple Baptist A. The regular season runner-up was Temple Baptist B. The tournament started May 1st and ended on May 3rd with Temple Baptist A winning the tournament and Temple Baptist B as the runner-up.

The Men's Open Softball season began April 9th. We have 9 teams competing in the league which means each team gets one bye week during the season. Games are played on Mondays and Fridays on Field 6. Games are currently ongoing and are scheduled through the beginning of June with the end of the year tournament being held the second week of June.

Little League Challenger Baseball continued this month. The season concluded on June 2nd. The end-of-the-year party was held immediately following the final game. Trophies and pictures were handed out, pizza and desserts were served and the kids got to play some basketball afterwards. Please help us to spread the word about our special needs programs.

Registration for Gymnastics and Tumbling classes ended May 28th. We currently have 19 participants. Classes are being held June 4th – July 23rd. It is an 8 week program held every Monday at the Civic Center. The classes will be put on by Charles Harding again. Ages 3-5 is 10:00 – 10:45am and Ages 6 & up is 10:45 – 11:30am.

The 12th Annual Independence 5K will be held June 30th at 8:00a.m. Early bird registration ends June 14th, and is \$20 for an individual, \$15 for individual under 10 years old, and \$65 for Family (up to 4 members). After June 14th the fee is \$25 for individual, \$20 for individual under 10 years old, and \$75 for Family. We currently have 7 sponsors for this event totaling \$1,400!

Big League Baseball and May Madness registration ended this month. Neither program ended up making. New strategies are being developed to improve the chances of both programs making next year. These strategies include: making May Madness into March Madness, and including a Showcase or big time tournament during the Big League Baseball season to create more interest.

Challenger Basketball started taking applications on May 14th for any child with a physical or mental disability. Saturday games begin in July. Registration is through June 7th and is \$25 for residents and \$37 for non residents.

Basketball Camp will be June 25-28th. Registration is \$50, \$40 for additional child. It will be put on by Brian Wise and Tyler Welch. It is for boys and girls, 2nd – 5th grades. Registration ends June 21st.

Girls Volleyball registration continued this month. Registration is \$35 for city residents and \$47 for non residents. Registration ends June 28th. There will be a 9-10 year old league and 11-12 year old league. Practice begins in July with games starting in August.

Parks, Recreation, and Cultural Arts Department
May 2012

Fall Baseball and Softball were announced this month. Registration will take place June 14- July 19th. Fall Baseball will be the same format as last year with the exception of 4-year old tee-ball being a standalone league. Registration fee for Fall Baseball is \$75 for city residents and \$87 for non residents. Fall softball will have a different format this year. We are only taking team sign ups this year. Registration fee is \$550/ team. Recreation teams will be the only teams allowed to play in the league. No travel teams are allowed. We will be taking sign-ups for 6U, 8U, 10U, & 12U.

Sand Volleyball registration ends June 21st. We are taking team and individual sign-ups. Registration fee is \$15 for city residents, \$27 for non residents and \$125 for a team.

Adult Fall Softball will offer a Co-Ed league on Mondays and Saturdays, and a Men's League on Tuesdays and Thursdays. More information will be available soon.

Senior Basketball will be split up into two divisions. There will be a 40-55 year old league and a 55 & up league. Registration for this will start in July.

Parks Maintenance

Employees have been working hard on athletic fields performing maintenance on them. Herbicide applications have been made at the Park and greenway trailheads. Fertilizer applications have been made to both football fields. Pruning of overgrowth was performed along the greenway spur trail. Flowers were planted at Hillcrest Cemetery and the Municipal Park.

Update on Department Goals and Objectives

Pavilion 4 at the Municipal Park was worked on this month to give it a fresh look. The eaves and fascias were wrapped with white aluminum and portions of the pavilion were repainted. The support posts of the pavilion were cleaned and stripped with a pressure washer down to bare wood. It looks much better and the hope is that more people will rent it now.

Department Highlight

Great news! We have been awarded a \$90,000 RTP grant from the state of Tennessee for Municipal Park Trail Renovations. This project includes restoration of the existing recreational trail with an asphaltic overlay, widening of the trail, new trail connections to Indian Ridge subdivision and pavilion 4 (future dog park), trail signage, and drainage improvements. This is an 80/20 grant, meaning that the city match portion is 20%. Linda Brooks, Charlotte Soporowski, and Ashley Smith attended the mandatory grant workshop for the RTP grant administration process on May 31st.

Department Cost Savings Report

To date, we have received \$1,400 in sponsorship funding for the annual Independence Day 5K race which will be held this year on Saturday, June 30th.

**Parks, Recreation, Cultural Arts Department
May 2012**

	Prior Years				
	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11

	Current Year		
	Apr-12	May-12	YTD FY 2011-12

	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11
Maintenance					
Mowing Hours	1,020	1,044	1,853	1,469	1,486
Pounds of Grass Seed Sown	4,350	3,670	5,130	1,895	3,140
Pounds of Fertilizer Applied	16,795	6,150	9,200	4,590	8,150
Number of Trees/Shrubs Planted	69	57	259	11	20

	178	1,164	2,126
	100	2,275	4,525
	0	2,540	4,394
	15	39	78

	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11
Recreation					
Number of Youth Program Participants	326	377	353	336	354
Number of Adult Program Participants	291	857	2,309	1,343	2,353
Number of Theatre Production Attendees	271	102	0	0	0
Number of Special Event Attendees	3,453	2,865	2,989	2,505	3,484
Total Number of Special Events Offered	6	8	11	17	19
Total Number of Programs Offered	13	23	46	38	68
Youth Program Revenue	\$31,045.38	\$22,095.25	\$25,414.98	\$27,728.00	\$29,068.00
Adult Program Revenue	\$14,713.00	\$15,246.25	\$19,337.35	\$9,368.25	\$14,899.65
Theatre Production Revenue	\$1,195.00	\$485.00	\$0.00	\$0.00	\$0.00
Special Event Revenue	\$7,557.50	\$6,476.00	\$4,993.25	\$4,530.00	\$8,010.00

	0	406	812
	302	2,306	4,452
	0	0	0
	0	3,725	7,450
	1	15	29
	5	69	126
	\$95.00	\$24,968.00	\$48,746.00
	\$1,302.65	\$18,168.15	\$35,867.50
	\$0.00	\$0.00	\$0.00
	\$40.00	\$5,635.00	\$9,690.00

	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11
Administration					
Number of Shelter Reservations	115	112	139	153	116
Hours of Shelter Reservations					
Shelter Reservation Revenue	\$3,612.50	\$3,732.00	\$4,183.00	\$4,083.00	\$3,415.00
Number of Facilities Reservations	257	305	256	105	63
Hours of Facility Reservations					
Facility Reservation Revenue	\$19,601.34	\$28,514.05	\$20,813.71	\$6,345.82	\$6,475.63
Misc. Revenue	\$36,238.58	\$39,729.53	\$115,858.99	\$52,032.78	\$60,991.46

	12	18	94
	\$456.00	\$459.50	\$2,971.50
	18	16	125
	\$2,385.50	\$2,156.00	\$14,630.50
	\$159.51	\$3,037.52	\$55,954.24

	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11
Senior Center					
Senior Center Participants	2,619	3,993	2,326	2,399	2,860
Number of Trip Participants	274	366	293	316	473
Number of Meals Participants	3,433	3,430	3,555	3,848	2,912
Number of Program Participants			1,407	587	632
Number of Trips Offered	45	43	31	31	42
Number of Meals Served	50	48	48	50	46
Number of Programs Offered	4	5	45	54	50

	300	286	3,105
	31	33	348
	270	362	3,066
	408	433	4,143
	3	3	29
	4	5	45
	8	9	84

White House Inn Library and Museum
May 2012

Summary of May Activities

Janet Parchman presented basic computer classes on the first four Thursdays in May. She worked with participants as a group and individually, teaching mouse skills, keyboard shortcuts, email, and internet searching.

The Library Board met on May 10th to discuss the possibility of an interlibrary loan program with White House High School, library security, options for a new facility in the future, and the process for hiring a new library director. The Library Board approved a proposal from the Museum Board to place a sign pointing to the museum in a more prominent location.

Rebecca attended Career Day at H.B. Williams Elementary School on May 16th. Rebecca explained the education and training necessary to become a librarian. She answered questions from students about her daily activities and duties as a librarian. Each student received a bookmark and was encouraged to visit the library and participate in Summer Reading.

Using \$500 in state funding, Sherry Tackett was able to purchase 50 hardcover picture books for the professional storytime collection. The books purchased will replace old and worn copies of books that Sherry currently uses with children in storytime. The new titles will also add more variety to the professional collection. Sherry presented 6 storytimes with a total attendance of 195.

The library welcomed two new teen volunteers. The volunteers help shelve books, keep library collections in proper order, and assist library staff members with projects.

Janet Parchman met with 10 members of the Adult Book Club on May 31st to discuss *Montana 1948: A Novel* by Larry Watson.

Departmental Highlight

Janet Parchman upgraded the patron computers with 2GB memory cards. The computers are working faster and running software that they were unable to run previously. The additional memory should help the computers function more efficiently until they can be replaced next year.

Department Cost Saving Report

The library used funds from the 50/50 matching LSTA Technology Grant to purchase a desktop computer, an external hard drive, and a laptop for staff use.

**White House Inn Library and Museum
May 2012**

<u>Official Service Area Population:</u>	13,257	<u>Services Provided by Contracting with State</u>
<u>Memberships:</u>	10,240	<u>Interlibrary Loan Service</u>
		Items Borrowed: 23
		Items Loaned: 18
<u>Percent of the Population with Membership:</u>	77	
<u>Total Materials Available:</u>	25,391	<u>R.E.A.D.S. 1st Qtr. Statistics</u>
<u>Est. Value of Total Materials:</u>	\$634,775	eBooks Downloaded: 305
<u>Last Month:</u>	\$632,850	Audiobooks Downloaded: 506
		<u>R.E.A.D.S. 2nd Qtr. Statistics</u>
<u>Total Materials Available Per Capita:</u>	1.91	eBooks Downloaded: 466
<u>Last Month:</u>	1.90	Audiobooks Downloaded: 477
		<u>R.E.A.D.S. 3rd Qtr. Statistics</u>
<u>State Minimum Standard:</u>	2.00	eBooks Downloaded:
		Audiobooks Downloaded:
<u>Materials Added</u>		<u>R.E.A.D.S. 4th Qtr. Statistics</u>
Adult Fiction:	50	eBooks Downloaded:
Adult Non-Fiction:	2	Audiobooks Downloaded:
Child/Juvenile/Young Adult Fiction:	8	
Juvenile/Young Adult Non-Fiction:	3	
Audiobooks:	4	
Movies:	0	
Music CDs:	0	
Total:	67	
<u>Library Circulation</u>		
Total # of Check-outs:	4,935	
Last Month:	3,662	
Items per Patron:	2.4	
<u>New Memberships</u>		
Adult:	35	
Senior Adult:	1	
Child:	3	
Student:	8	
Young Adult:	2	
Total:	49	
<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
Toddler	3	109
Preschool	3	86
Teen	0	0
Adult	5	24
Total	11	219
<u>Wireless Internet Users:</u>	102	
<u>Computer Internet Users:</u>	633	
<u>Volunteers:</u>	6	
<u>Total Hours:</u>	138	

**CITY COURT REPORT
MAY 2012**

CITATIONS:

TOTAL MONIES COLLECTED FOR THE MONTH \$15,641.50

TOTAL MONIES COLLECTED YTD \$145,361.40

STATE FINES:

TOTAL MONIES COLLECTED FOR MONTH \$2,684.12

TOTAL MONIES COLLECTED YTD \$22,417.87

TOTAL REVENUE FOR MONTH \$18,325.62

TOTAL REVENUE YTD \$167,779.27

DISBURSEMENTS

LITIGATION TAX \$1,087.50

DOS/DOH FINES & FEES \$1,068.75

RESTITUTION/REFUNDS \$0.00

WORTHLESS CHECKS \$0.00

TBI FINES & FEES \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$2,156.25

TOTAL DISBURSEMENTS YTD \$18,200.90

ADJUSTED REVENUE FOR MONTH \$16,169.37

TOTAL ADJUSTED REVENUE YTD \$149,578.37

DONATION TO DRUG FUND FOR MONTH \$1,513.16

TRANSFER TO DRUG FUND \$0.00

\$0.00

DONATIONS YEAR TO DATE \$6,671.55

CITY COURT CLERK



Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.66

DRAFT

110 GENERAL FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,760,069.00	1,693,288.49	96.2	146,672.42	14,359.65	9.8
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	60,000.00	67,034.00	111.7	5,000.00	0.00	0.0
31211	PROPERTY TAX DELINQUENT 1ST YEAR	53,000.00	64,499.05	121.7	4,416.67	14,035.00	317.8
31212	PROPERTY TAX DELINQUENT 2ND YEAR	15,000.00	26,576.00	177.2	1,250.00	1,154.00	92.3
31213	PROPERTY TAX DELINQUENT 3RD YEAR	7,000.00	16,681.00	238.3	583.33	0.00	0.0
31214	PROPERTY TAX DELINQUENT 4TH YEAR	6,000.00	16,571.00	276.2	500.00	0.00	0.0
31215	PROPERTY TAX DELINQUENT 5TH YEAR	8,000.00	16,690.00	208.6	666.67	0.00	0.0
31216	PROPERTY TAX DELINQUENT 6TH YEAR	10,000.00	866.00	8.7	833.33	0.00	0.0
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	7,000.00	3,928.00	56.1	583.33	0.00	0.0
31300	INT, PENALTY, AND COURT COST ON PROP TAX	31,000.00	64,912.97	209.4	2,583.33	4,190.29	162.2
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	88,757.00	76,118.30	85.8	7,396.42	0.00	0.0
31610	LOCAL SALES TAX - CO. TRUSTEE	2,016,000.00	1,883,430.93	93.4	168,000.00	199,624.77	118.8
31709	BEER AND LIQUOR LOCAL PRIV TAX	4,500.00	3,450.00	76.7	375.00	0.00	0.0
31710	WHOLESALE BEER TAX	217,000.00	230,990.26	106.4	18,083.33	20,910.10	115.6
31800	BUSINESS TAXES	104,000.00	80,195.53	77.1	8,666.67	1,186.58	13.7
31911	NATURAL GAS FRANCHISE TAX	126,000.00	118,855.50	94.3	10,500.00	0.00	0.0
31912	CABLE TV FRANCHISE TAX	92,000.00	106,069.88	115.3	7,666.67	26,944.40	351.4
31960	SPECIAL ASSESSMENT - LIENS	800.00	4,086.55	510.8	66.67	1,520.00	2279.9
31980	MIXED DRINK TAXES	6,000.00	9,042.04	150.7	500.00	976.31	195.3
32090	PEDDLER PERMIT	50.00	0.00	0.0	4.17	0.00	0.0
32200	BEER AND LIQUOR LICENSE APPLICATION FEE	800.00	800.00	100.0	66.67	0.00	0.0
32610	BUILDING PERMITS	20,000.00	23,325.50	116.6	1,666.67	8,974.00	538.4
32690	OTHER PERMITS	50.00	50.00	100.0	4.17	0.00	0.0
32710	SIGN PERMITS	1,350.00	800.00	59.3	112.50	100.00	88.9
33100	FEDERAL GRANTS	693,490.00	59,587.40	8.6	57,790.83	0.00	0.0
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	636,246.00	114,731.08	18.0	53,020.50	0.00	0.0
33143	ARRA GRANT #2 - CALISTA ROAD PROJECT	0.00	144,505.96	0.0	0.00	0.00	0.0
33191	FEMA REIMBURSEMENT	51,232.00	0.00	0.0	4,269.33	0.00	0.0
33320	TVA PAYMENTS IN LIEU OF TAXES	113,523.00	88,861.44	78.3	9,460.25	0.00	0.0
33400	STATE GRANTS	659,311.00	557.04	0.1	54,942.58	296.36	0.5
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	22,450.00	20,400.00	90.9	1,870.83	9,000.00	481.1
33450	LOCAL GRANT-ROB.CO. SRO	35,855.00	35,855.00	100.0	2,987.92	0.00	0.0
33460	STATE GRANT-LIBRARY TECHNOLOGY	0.00	575.00	0.0	0.00	0.00	0.0
33510	STATE SALES TAX	662,986.00	632,253.53	95.4	55,248.83	62,105.91	112.4
33520	STATE INCOME TAX	37,064.00	11,347.93	30.6	3,088.67	46.06	1.5
33530	STATE BEER TAX	5,230.00	5,033.98	96.3	435.83	0.00	0.0
33533	STATE GASOLINE INSPECTION FEE	21,023.00	19,311.64	91.9	1,751.92	1,754.25	100.1
33593	CORPORATE EXCISE TAX	11,546.00	15,253.14	132.1	962.17	0.00	0.0
33710	COUNTY GRANT - SENIOR NUTRITION	8,500.00	9,500.00	111.8	708.33	0.00	0.0
34120	FEES AND COMMISSIONS	3,800.00	2,590.00	68.2	316.67	275.00	86.8
34740	PARKS AND REC LEAGUE FEES	48,000.00	55,890.05	116.4	4,000.00	1,778.10	44.5
34741	FIELD MAINTENANCE FEES	7,375.00	7,758.77	105.2	614.58	193.77	31.5
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	7,000.00	7,750.61	110.7	583.33	578.84	99.2
34793	COMMUNITY CENTER FEES	12,000.00	17,367.00	144.7	1,000.00	2,490.50	249.1
34900	OTHER CHARGES FOR SERVICES	10,000.00	8,607.00	86.1	833.33	991.50	119.0
35110	CITY COURT FINES AND COSTS	149,000.00	151,794.62	101.9	12,416.67	18,140.37	146.1

Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.66

110 GENERAL FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
35130	IMPOUNDMENT CHARGES	350.00	1,150.00	328.6	29.17	100.00	342.8
35000	OTHER REVENUES	27,000.00	14,844.35	55.0	2,250.00	134.27	6.0
36100	INTEREST EARNINGS	7,000.00	3,561.62	50.9	583.33	0.00	0.0
36210	RENT	15,500.00	20,013.27	129.1	1,291.67	737.92	57.1
36330	SALE OF EQUIPMENT	0.00	14,269.22	0.0	0.00	465.27	0.0
36350	INSURANCE RECOVERIES	0.00	26,764.62	0.0	0.00	0.00	0.0
36420	STADIUM RECEIPTS	7,200.00	4,976.00	69.1	600.00	0.00	0.0
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	10.09	0.0	0.00	2.04	0.0
36450	PARKS CONCESSIONS	6,700.00	8,902.62	132.9	558.33	2,843.75	509.3
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	6,384.37	0.0	0.00	1,440.00	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	130,000.00	0.00	0.0	10,833.33	0.00	0.0
Total REVENUES		8,023,757.00	6,018,668.35	75.0	668,646.42	397,080.47	59.4
EXPENDITURES							
41000	GENERAL GOVERNMENT	315,607.00	277,011.86	87.8	26,300.58	16,474.01	62.6
41210	CITY COURT	79,727.00	70,266.68	88.1	6,643.90	5,658.48	85.2
41500	FINANCIAL ADMINISTRATION	364,798.00	307,531.32	84.3	30,399.84	11,173.24	36.8
41650	HUMAN RESOURCES	117,130.00	99,789.99	85.2	9,760.83	8,177.31	83.8
41670	ENGINEERING	1,178,911.00	528,200.72	44.8	98,242.57	10,105.00	10.3
41700	PLANNING AND ZONING	261,507.00	229,132.22	87.6	21,792.25	19,044.55	87.4
41800	GENERAL GOVERNMENT BUILDINGS	138,412.00	106,253.04	76.8	11,534.34	15,448.31	133.9
41921	SPECIAL EVENTS	4,000.00	1,693.72	42.3	333.33	0.00	0.0
42100	POLICE PATROL	920,462.00	785,634.63	85.4	76,705.16	52,708.00	68.7
42120	POLICE SUPPORT SERVICES	264,298.00	232,986.11	88.2	22,024.83	19,463.42	88.4
42150	POLICE ADMINISTRATION	201,263.00	159,563.19	79.3	16,771.92	4,753.36	28.3
42151	COMMUNICATIONS SERVICES	170,000.00	150,190.74	88.3	14,166.67	0.00	0.0
42200	FIRE PROTECTION AND CONTROL	1,691,308.00	1,012,780.87	59.9	140,942.35	73,525.45	52.2
42210	FIRE ADMINISTRATION AND INSPECTION	237,456.00	202,672.36	85.4	19,788.00	16,080.86	81.3
43000	PUBLIC WORKS	79,265.00	52,908.28	66.7	6,605.42	2,623.24	39.7
43100	HIGHWAYS AND STREETS	197,293.00	157,622.70	79.9	16,441.07	9,929.74	60.4
44310	SENIOR CITIZEN ACTIVITIES	34,665.00	25,039.94	72.2	2,888.74	2,772.39	96.0
44700	PARKS	255,274.00	217,656.32	85.3	21,272.79	13,450.65	63.2
44740	PARK MAINTENANCE	498,723.00	392,133.77	78.6	41,560.25	19,688.04	47.4
44800	LIBRARIES	182,707.00	155,604.46	85.2	15,225.56	11,301.46	74.2
44880	CHILDREN'S LIBRARY SERVICES	39,863.00	34,871.68	87.5	3,321.92	2,709.52	81.6
51000	MISC EXP	325,000.00	167,414.56	51.5	27,083.33	0.00	0.0
58802	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	725,000.00	406,329.38	56.0	50,416.67	0.00	0.0
58803	ARRA GRANT #2 - CALISTA ROAD PROJECT	0.00	1,716.92	0.0	0.00	1,716.92	0.0
Total EXPENDITURES		8,282,669.00	5,775,005.46	69.7	690,222.32	316,804.05	45.9
Total GENERAL FUND		258,912.00	243,662.89	94.1	21,575.90	80,276.42	372.1

Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.66

120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
33800	LOCAL REVENUE ALLOCATIONS	43,000.00	25,470.24	59.2	3,583.33	0.00	0.0
36100	INTEREST EARNINGS	175.00	62.12	35.5	14.58	0.00	0.0
	Total REVENUES	43,175.00	25,532.36	59.1	3,597.91	0.00	0.0
EXPENDITURES							
48000	ECONOMIC OPPORTUNITY	54,500.00	47,530.41	87.2	4,541.67	5,299.20	116.7
	Total EXPENDITURES	54,500.00	47,530.41	87.2	4,541.67	5,299.20	116.7
	Total INDUSTRIAL DEVELOPMENT FUND	11,325.00	21,998.05	194.2	943.76	5,299.20	561.5

Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.66

121 STATE STREET AID FUND

Account	Description	Year-To-Date		MAY		Percent Of Budget	Actual Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual		
REVENUES							
33551	STATE GASOLINE AND MOTOR FUEL TAX	273,296.00	221,001.15	22,774.67	0.00	80.9	0.0
36100	INTEREST EARNINGS	200.00	21.01	16.67	0.00	10.5	0.0
	Total REVENUES	273,496.00	221,022.16	22,791.34	0.00	80.8	0.0
EXPENDITURES							
43100	HIGHWAYS AND STREETS	258,900.00	239,129.66	21,575.01	3,322.99	92.4	15.4
	Total EXPENDITURES	258,900.00	239,129.66	21,575.01	3,322.99	92.4	15.4
	Total STATE STREET AID FUND	14,596.00	18,107.50	1,216.33	3,322.99	124.1	273.2

Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.66

122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		MAY		Percent Of Budget	Actual	Estimate Avg/Mth	Percent Of Avg
		Budget Estimate	Actual	Budget	Estimate Avg/Mth				
REVENUES									
36100	INTEREST EARNINGS	1,200.00	291.25-	24.3	100.00		0.00		0.0
36425	PARKS SALES TAX RECEIPTS	79,000.00	61,507.65-	77.9	6,583.33		0.00		0.0
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	20,000.00	20,520.00-	102.6	1,666.67		0.00		0.0
	Total REVENUES	100,200.00	82,318.90-	82.2	8,350.00		0.00		0.0
EXPENDITURES									
49000	DEBT SERVICE	176,674.00-	75,995.04	43.0	14,722.84-		0.00		0.0
	Total EXPENDITURES	176,674.00-	75,995.04	43.0	14,722.84-		0.00		0.0
	Total PARKS SALES TAX FUND	76,474.00-	6,323.86-	8.3	6,372.84-		0.00		0.0

Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.65

123 SOLID WASTE FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
34400	SANITATION - USER FEES	669,000.00	629,055.00	94.0	55,750.00	57,495.00	103.1
36100	INTEREST EARNINGS	1,200.00	408.06	34.0	100.00	0.00	0.0
36330	SALE OF EQUIPMENT	0.00	53,937.57	0.0	0.00	0.00	0.0
36350	INSURANCE RECOVERIES	0.00	10,864.13	0.0	0.00	10,864.13	0.0
37794	SALE OF MATERIALS	5,200.00	3,076.80	59.2	433.33	30.00	6.9
	Total REVENUES	675,400.00	697,341.66	103.2	56,283.33	68,389.13	121.5
EXPENDITURES							
43200	SANITATION	717,993.00	597,964.61	83.3	59,832.76	36,033.22	60.2
49000	DEBT SERVICE	104,850.00	4,979.43	4.7	8,737.51	34.63	0.4
	Total EXPENDITURES	822,843.00	602,944.04	73.3	68,570.27	36,067.85	52.6
	Total SOLID WASTE FUND	147,443.00	94,397.62	64.0	12,286.94	32,321.28	263.1

Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.66

124 IMPACT FEES

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
33400	STATE GRANTS	298,000.00	0.00	0.0	24,833.33	0.00	0.0
36100	INTEREST EARNINGS	1,700.00	298.40	17.6	141.67	0.00	0.0
36421	ROADS IMPACT FEES	20,000.00	14,685.26	73.4	1,666.67	9,242.26	554.5
36422	PARKS IMPACT FEES	16,000.00	7,734.45	48.3	1,333.33	792.00	59.4
36423	POLICE IMPACT FEES	13,000.00	22,430.24	172.5	1,083.33	16,812.05	1551.9
36424	FIRE IMPACT FEES	9,000.00	13,684.16	152.0	750.00	11,102.66	1480.4
Total REVENUES		357,700.00	58,832.51	16.4	29,808.33	37,948.97	127.3
EXPENDITURES							
51010	ROADS IMPACT FEES	388,100.00	4,317.80	1.1	32,341.67	1,850.00	5.7
51020	PARKS IMPACT FEES	100.00	0.00	0.0	8.33	0.00	0.0
51030	POLICE IMPACT FEES	73,306.00	5,450.63	7.4	6,108.83	37,732.63	617.7
51040	FIRE IMPACT FEES	40,595.00	1,555.10	3.8	3,382.91	0.00	0.0
Total EXPENDITURES		502,101.00	422.27	0.1	41,841.74	35,882.63	85.8
Total IMPACT FEES		144,401.00	58,410.24	40.5	12,033.41	73,831.60	613.6

Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.66

140 POLICE DRUG FUND

Account	Description	-----Year-To-Date-----		Percent Of Budget	-----MAY-----		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
31610	LOCAL SALES TAX - CO. TRUSTEE	1,200.00	1,650.00-	137.5	100.00	0.00	0.0
35130	IMPOUNDMENT CHARGES	400.00	450.00-	112.5	33.33	100.00-	300.0
35140	DRUG RELATED FINES	15,500.00	10,058.39-	64.9	1,291.67	2,400.00-	185.8
36000	OTHER REVENUES	0.00	1,000.00	0.0	0.00	0.00	0.0
36100	INTEREST EARNINGS	100.00	80.86-	80.9	8.33	0.00	0.0
Total REVENUES		17,200.00	11,239.25-	65.3	1,433.33	2,500.00-	174.4
EXPENDITURES							
42129	DRUG INVESTIGATION AND CONTROL	9,450.00-	8,398.12	88.9	787.50-	0.00	0.0
Total EXPENDITURES		9,450.00-	8,398.12	88.9	787.50-	0.00	0.0
Total POLICE DRUG FUND		7,750.00	2,841.13-	36.7	645.83	2,500.00-	387.1

Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.66

200 DEBT SERVICE FUND (GENERAL)

Account	Description	Year-To-Date		MAY		Percent Of Budget	Actual	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual			
REVENUES								
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	550,000.00	530,188.05-	96.4	45,833.33	0.00	0.00	0.0
36100	INTEREST EARNINGS	800.00	58.48-	7.3	66.67	0.00	0.00	0.0
	Total REVENUES	550,800.00	530,246.53-	96.3	45,900.00	0.00	0.00	0.0
EXPENDITURES								
49000	DEBT SERVICE	572,596.00-	170,225.36	29.7	47,716.34-	38,321.26	38,321.26	80.3
	Total EXPENDITURES	572,596.00-	170,225.36	29.7	47,716.34-	38,321.26	38,321.26	80.3
	Total DEBT SERVICE FUND (GENERAL)	21,796.00-	360,021.17-	1651.8	1,816.34-	38,321.26	38,321.26	2109.8

Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.66

412 SEWER FUND

Account	Description	Year-To-Date		MAY		Percent Of Budget	Actual	Estimate Avg/Mth	Percent Of Avg
		Budget Estimate	Actual	Budget	Estimate				
REVENUES									
33142	ARRA ASSISTANCE - SEWER REHAB PROJECT	193,800.00	0.00	0.0	16,150.00	0.0	0.00	0.0	0.0
33191	FEMA REIMBURSEMENT	25,131.00	0.00	0.0	2,094.25	0.00	0.00	0.0	0.0
34900	BULK DISPOSAL FEE	600.00	1,200.00	200.0	50.00	0.00	0.00	0.0	0.0
36000	OTHER REVENUES	7,500.00	18,625.74	248.3	625.00	0.00	0.00	0.0	0.0
36100	INTEREST EARNINGS	4,000.00	1,932.05	48.3	333.33	0.00	0.00	0.0	0.0
36330	SALE OF EQUIPMENT	3,500.00	7,441.62	212.6	291.67	0.00	0.00	0.0	0.0
36920	SALE OF BONDS	6,775,200.00	309,226.00	4.6	564,600.00	165,012.00	0.00	29.2	29.2
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	30,000.00	37,420.00	124.7	2,500.00	3,925.00	0.00	157.0	157.0
37220	ADMINISTRATIVE FEES	10,000.00	12,555.25	125.6	833.33	1,850.00	0.00	222.0	222.0
37230	SEWER USER FEES	2,543,000.00	2,308,564.06	90.8	211,916.67	198,427.74	0.00	93.6	93.6
37298	CAPACITY FEES	48,000.00	22,400.00	46.7	4,000.00	3,100.00	0.00	77.5	77.5
37995	CONNECTION FEES	4,800.00	2,100.00	43.8	400.00	450.00	0.00	112.5	112.5
Total REVENUES		9,645,531.00	2,721,464.72	28.2	803,794.25	372,764.74	0.00	46.4	46.4
EXPENDITURES									
49000	DEBT SERVICE	762,506.00	563,973.43	74.0	63,542.18	5,056.26	0.00	8.0	8.0
52117	ADMINISTRATION AND GENERAL EXPENSES	839,421.00	472,759.02	56.3	69,951.76	28,886.60	0.00	41.3	41.3
52210	COLLECTION	7,051,823.00	899,307.57	12.8	587,651.91	45,373.54	0.00	7.7	7.7
52213	SEWER TREATMENT AND DISPOSAL	516,236.00	213,397.38	41.3	43,019.68	9,054.90	0.00	21.0	21.0
52223	DEPRECIATION	586,796.00	515,583.30	87.9	48,899.67	0.00	0.00	0.0	0.0
58801	ARRA ASSISTANCE - COPES CROSSING PROJECT	0.00	319,816.65	0.0	0.00	0.00	0.00	0.0	0.0
58804	ARRA ASSISTANCE - SEWER REHAB PROJECT	969,000.00	518,913.03	53.6	80,750.00	0.00	0.00	0.0	0.0
Total EXPENDITURES		10,725,782.00	3,503,750.38	32.7	893,815.20	88,371.30	0.00	9.9	9.9
Total SEWER FUND		1,080,251.00	782,285.66	72.4	90,020.95	284,393.44	0.00	315.9	315.9

Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.66

416 HEALTHCARE FUND

Account	Description	-----Year-To-Date-----		-----MAY-----		Percent Of Avg
		Budget Estimate	Actual Of Budget	Estimate Avg/Mth	Actual	
REVENUES						
36000	OTHER REVENUES	0.00	2,654.53-	0.00	0.00	0.0
36100	INTEREST EARNINGS	500.00	254.42-	41.67	0.00	0.0
36350	INSURANCE RECOVERIES	0.00	422,746.17-	0.00	1,034.99-	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	1,014,082.00	746,272.23-	84,506.83	3,022.73-	3.6
	Total REVENUES	1,014,582.00	1,171,927.35-	84,548.50	4,057.72-	4.8
EXPENDITURES						
51520	INSURANCE EMPLOYERS SHARE	1,009,869.00-	1,000,333.88	84,155.75-	3,645.36	4.3
	Total EXPENDITURES	1,009,869.00-	1,000,333.88	84,155.75-	3,645.36	4.3
	Total HEALTHCARE FUND	4,713.00	171,593.47-	392.75	412.36-	105.0

433 HILLCREST CITY CEMETERY

Summary Financial Statement
MAY 31, 2012

Fiscal Year Time Lapse: 91.66

Account	Description	Year-To-Date		MAY		Percent Of Budget	Actual Of Avg	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual			
REVENUES								
34110	GENERAL SERVICES	2,028.00	2,808.00	138.5	169.00	216.00	127.8	
34321	CEMETERY BURIAL CHARGES	300.00	300.00	100.0	25.00	300.00	1200.0	
34323	GRAVE - OPENING AND CLOSING FEES	15,450.00	12,450.00	80.6	1,287.50	3,400.00	264.1	
36100	INTEREST EARNINGS	380.00	217.50	57.2	31.67	0.00	0.0	
36340	SALE OF CEMETERY LOTS	12,000.00	18,750.00	156.3	1,000.00	2,250.00	225.0	
	Total REVENUES	30,158.00	34,525.50	114.5	2,513.17	6,166.00	245.3	
EXPENDITURES								
43400	CEMETERIES	20,043.00	13,289.94	66.3	1,670.25	58.80	3.5	
	Total EXPENDITURES	20,043.00	13,289.94	66.3	1,670.25	58.80	3.5	
	Total HILLCREST CITY CEMETERY	10,115.00	21,235.56	209.9	842.92	6,107.20	724.5	

G/L Month: 05 MAY
Beginning Fund: 110 Beginning Function: ZZZZZ
Ending Fund: 433 Ending Function: ZZZZZ

* End of Report: CITY OF WHITE HOUSE *

RESOLUTIONS....

June 6, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Amanda Priest, City Recorder
Re: Appropriations for Financial Aid of Non-Profit Organizations

This resolution presents the charitable contributions for your approval as they have been included in the FY 2012 - 2013 budget. Should you have any questions, please feel free to contact me.

RESOLUTION 12-07

**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; and the Tennessee Small Business Development Center.

Section 2. A total amount of \$500 shall be appropriated by the municipality for use by the Tennessee Small Business Development Center. A total amount of \$1,500, appropriated by the municipality for use by the Mid-Cumberland HRA, shall be spent for transportation and meals on wheels. A total amount of \$24,000 shall be appropriated by the municipality for use by the White House Area Chamber of Commerce which shall be applied towards their operating expenditures.

Section 3. The Mid-Cumberland HRA, the White House Area Chamber of Commerce, and the Tennessee Small Business Development Center 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 21st day of June 2011.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

June 7, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Cheryl Lewis-Smith, Human Resources Director
Re: Personnel Manual Revision

This memo serves as formal notification requesting review and approval of recommended changes to the City of White House Personnel Manual. Based upon the fact that the city has acquired both a new City Administrator and Human Resources Director it is advantageous to review all city policies and procedures for the on-going success of both city/business operations and human relations continuity.

COWH Personnel Manual Revision Capstone

A thorough review of our existing personnel manual was completed by the Department of Human Resources and the City Administrator resulting in the following recommendations:

Additions/Insertions

- Staff Reduction Policy (Sec. 5)
- Formal Grievance/Disciplinary Process (Sec. 8)
- Meal Breaks (Sec. 5)
- Appendix –Forms (Sec. 11)

Language Modifications/Clarifications

- Conduct of Employees (previously “Miscellaneous Policies” Sec. 7)
- Disciplinary Procedures (previously “Separations & Disciplinary Actions” Sec. 8)
- Verbiage Change- “Probationary Period” versus “Trial Period” (throughout)
- Appointments, Promotions, Demotions and Transfers (Sec. 5.9)
- Effective Date & Determination for Merit/Pay-for-Performance Plan (Sec. 5.13)
- Verbiage added in vacation leave waiting period for non-exempt employees (Sec. 6.3)
- Verbiage added in sick leave eligibility & waiting period for non-exempt (Sec. 6.4)

Deletions/Extractions with Justifications

- *Residency Requirements - Department Heads (previously sec. 5.7)* - Enhances recruitment/retention efforts; Lifestyle/Family obligations; No direct necessity, relevance or impact to position unless in an on-call response situation requiring a designated response time; New advances and trends in work place structure; Economy restraints & limitations
- *\$35.00 Premium for Call Back Pay (previously sec. 4.8)* - Concept not applicable across all city departments; Budgetary savings: overtime pay is applicable
- *Immediate Family Definition (previously sec. 2)* - Definition is clearly defined in specific policies
- *Salary Increases or Bonuses for Degrees or Certification (previously sec. 4.11)* - Not cost effective; Defined salary increase steps based on experience and education.

RESOLUTION 12-08

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

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

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 21st day of June 2012.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

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SECTION 1 - PERSONNEL POLICIES

1.1. PURPOSE AND OBJECTIVES

The purpose of these policies is to establish a high degree of understanding and cooperation among the City of White House employees, which comes from the application of good procedures in personnel administration, and to provide uniform policies for all employees, with all the benefits such program ensures without regard to race, color, religion, national origin, ancestry, gender, age, political affiliation, or disability.

The City of White House is an at-will employer. This means that an employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws. This Personnel Manual should not be construed as a contract or guarantee of continued employment.

The fundamental objectives of good personnel administration to be achieved by these policies are to:

1. promote and increase efficiency and cooperation among employees of the City of White House;
2. provide fair and equal employment opportunity to all qualified citizens on the basis of demonstrated merit and fitness, as ascertained through fair and practical methods of selection;
3. develop a program of recruitment, advancement and retention; which will make the City attractive as an employer and encourage each employee to render their best service;
4. establish and maintain a uniform plan of evaluation and compensation; and
5. establish and promote high morale among the employees by providing good working relationships, uniform personnel policies, and opportunities for advancement

1.2. PERSONNEL POLICY STATEMENT

It is the policy of the City of White House to apply and foster a sound program of personnel management. The policies of the municipal government are established to:

1.2.1. Employment and Placement

- a. fill all positions, in accordance with job qualifications and requirements without discrimination as to race, color, religion, national origin, ancestry, gender, political affiliation, age or disability;
- b. establish programs for the promotion, transfer, demotion, dismissal, and reassignment of personnel

1.2.2. Position Classification and Pay Administration

- a. establish and maintain job descriptions for every position, with the descriptions maintained on file with the Human Resources Department;
- b. review position descriptions periodically and systematically to ensure currency and accuracy;
- c. establish appropriate position standards and to group positions in classes with similar standards;
- d. conduct area wage and salary surveys periodically, in order to provide competitive wage and salary scales as the budget allows

1.2.3. Employee Relations and Services

- a. develop a system of job performance standards and evaluation and inform each employee periodically and systematically of their performance status;
- b. establish rules and standards governing employee conduct;
- c. administer a uniform leave program;
- d. provide an employee complaint process;
- e. develop a handbook to inform employees of their responsibilities, rights, and privileges;
- f. provide and maintain a safe and healthful work environment

1.2.4. Employee Development and Training

- a. establish training standards and requirements for all positions;
- b. motivate and stimulate employees to achieve their highest potential

1.2.5. Records

- a. establish and maintain comprehensive and uniform personnel records;
- b. maintain confidentiality and privacy of employees to the extent allowed by the law

1.3. COVERAGE

These rules and regulations will cover all employees in the City service unless specifically excluded by this document, the City charter and/or the ordinances of the City without regard to race, color, religion, national origin, ancestry, gender, age, political affiliation, or disability.

All excluded offices and positions of the City are as follows:

- all elected officials;
- City Administrator;
- members of appointed boards and commissions;
- consultants, advisers, and legal counsel rendering temporary professional service;
- City Attorney;
- independent contractors;
- persons employed by the City for not more than three months during a fiscal year;
- City Judge

1.4. ADMINISTRATION

These rules will be administered by the City Administrator under the direction of the Board of Mayor and Aldermen and in conformity with the ordinance establishing a personnel system.

Any modifications to these rules must be approved through resolution by the Board of Mayor and Aldermen upon recommendation from the City Administrator. Exceptions to anything contained in this handbook may only be granted by the Board of Mayor and Aldermen.

The City of White House is an at-will employer. This means that an employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing

employment laws. This Personnel Manual should not be construed as a contract or guarantee of continued employment.

SECTION 2 – DEFINITIONS

For the purposes of this manual, the following words and phrases shall have the meanings respectively ascribed to them by this chapter:

Actual Service – The time engaged in performance of the duties of a position or positions, including absences with pay and authorized leave without pay.

Applicant – An individual who has completed and submitted an application for employment with the City.

Appointing Authority – The City Administrator shall be responsible for the appointment of qualified applicants to full-time, part-time, temporary, or emergency positions in the City. The City Administrator shall be the appointing authority for all Department Head and certain other positions as specified in the Municipal Code and Charter for the City.

Appointment – The offer to and acceptance by a person of a position.

Break-in-Service – Any separation from the service of City of White House, whether by resignation, layoff, dismissal, disability, retirement or unauthorized absences without leave of three days or more. Authorized leaves and authorized leaves of absence without pay shall not be considered as constituting a "break-in-service."

Class – A group of positions that are sufficiently alike in general duties and responsibilities to warrant the use of the same title, specifications and pay range.

COBRA – The Consolidated Omnibus Budget Reconciliation Act that requires employers to offer extended health care benefits in the event of a qualifying event.

Compensation – The standard rates of pay that have been established for the prospective classes of work, as set forth in the compensation plan.

Compensation or Pay Plan – The official schedule of pay approved by the governing body assigning one or more rates of pay to each class title.

Demotion – Assignment of an employee from one class to another which has a lower maximum rate of pay and/or rank.

Department – The primary organizational unit under the immediate charge of a Department Head who reports directly to the City Administrator.

Disability Leave – Paid leave that may be granted to an eligible employee who is unable to pursue the duties of his/her position because of physical or mental impairment.

Examination – The process of testing, evaluating, or investigating the fitness and qualifications of applicants and employees.

Exempt Employee – Employees not covered in the overtime provisions of the Fair Labor Standards Act (FLSA).

FLSA – Fair Labor Standards Act.

Guests of the City – Persons with which the City is conducting business, citizens involved in public safety ride-alongs per departmental policies, persons who the City Department is responsible for transport in a public safety setting, etc.

Job Description – Statement of the tasks, duties, and responsibilities of a job to be performed.

Key Employee – An employee whose salary is among the top 10 percent of salaries paid to employees of the City and works within 75 miles of his or her worksite.

Lay-Off/Staff Reduction – The involuntary non-disciplinary separation of an employee from a position for reasons of shortage of funds or work, the elimination of a position, or for related reasons which are outside the employee's control and which do not reflect upon service of the employee.

Leave – An authorized absence during regularly scheduled work hours that has been approved by proper authority. Leave may be authorized with or without pay as provided for by these rules.

Nepotism – Favoritism shown to relatives by reason of relationship rather than merit.

Non-exempt Employee – Employees covered by the overtime provisions of the Fair Labor Standards Act (FLSA).

Occupational Accident or Injury Leave – An excused absence from duty because of an injury of or illness sustained in the course of employment and determined to be compensable under the provisions of the Workers' Compensation Law.

Overtime – Authorized time worked by an eligible employee in excess of 40 hours per week to be compensated at one and one half times the employee's straight time rate of pay. Public safety employees are allowed to work additional hours before overtime pay is required.

Pay Range – The range of pay rates, from minimum to maximum, established for a pay grade or class.

Pay Rate – A specific dollar amount, expressed as either an annual rate, monthly rate or hourly rate.

Payroll Date - Actual date a check is issued to an employee.

Position – A group of duties and responsibilities assigned to one employee. A position can be vacant or occupied.

Probationary Period – The designated period of time after an applicant is appointed or an employee is promoted in which the employee is required to demonstrate fitness for the position by actual performance.

Promotion – Assignment of an employee from one class to another which has a higher rate of pay and/or rank.

Qualifications – The minimum educational, experience and personal requirements which must be fulfilled by a person prior to an appointment or promotion.

Reclassification – The process of reviewing the duties and responsibilities of an existing position or positions in order to revise the job description to which the position or positions are assigned; or moving a job description from one pay grade to another pay grade.

Full-time Employee – An individual who works the equivalent of forty hours or more per week.

Part-time Employee – An employee appointed to fill a vacancy or a newly created position who works less than a forty hour week. Only employees who work more than thirty hours per week are eligible for benefits.

Reprimand – A type of disciplinary action, oral or written, denoting a violation of personnel or departmental regulations which becomes part of the employee's personnel record.

Resignation – The voluntary separation of employment from the City initiated by the employee.

Separation – The removal of an individual from a position either through resignation, termination, layoff, staff reduction, disability, retirement or death.

Suspension – An enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.

Termination – A type of disciplinary action resulting in the involuntary separation of employment from the City.

Transfer – The assignment of an employee from one position to another position. Transfers can take place within a department, between departments, between positions of the same pay grade, between positions of the same class or between positions of different classes or equal rank and pay.

Workday – The scheduled number of hours an employee is required to work per day.

SECTION 3 - CLASSIFICATION PLAN

3.1. PURPOSE

The classification plan provides a complete inventory of all positions in the City's service and an accurate description and specifications for each employment class. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities and has the same meaning throughout the City.

3.2. COMPOSITION OF THE CLASSIFICATION PLAN

The classification plan may consist of:

- a. a grouping of classes of positions that are approximately equal in difficulty and responsibility that call for the same general qualifications and that can be equitably compensated within the same range of pay under similar working conditions;
- b. class titles descriptive of the work of the class;
- c. written specifications for each class of positions; and
- d. physical standards for performance of the duties of the position

3.3. USE OF CLASSIFICATION PLAN

The classification plan may be used:

- a. as a guide in recruiting and examining candidates for employment;
- b. in determining lines of promotion and developing employee training programs;
- c. in determining salaries to be paid for various types of work;
- d. in determining personal service items in departmental budgets;
- e. in providing uniform job terminology understandable by all local government officers and employees and by the general public

3.4. ALLOCATION OF POSITIONS

Before a new position is established, Department Heads shall submit in writing 1) a job description describing in detail the duties of such a position and 2) justification of the need for an additional position. The City Administrator shall then approve or deny such recommendation. If the City Administrator agrees that the new position is necessary, then the recommendation is put before the Board of Mayor and Aldermen for approval or denial.

3.5. REQUEST FOR RECLASSIFICATION

Positions may be reclassified by the City Administrator based on a written request from the Department Head outlining justification for the change.

SECTION 4 - PAY PLAN AND COMPENSATION

4.1. PURPOSE OF THE PAY PLAN

The pay plan is intended to provide fair compensation for all classes of positions in consideration of ranges of pay for other positions, general rates of pay for similar employment in private establishments and other public agencies in the area, cost of living data, the financial condition of the City, and other factors as the budget allows.

4.2. COMPOSITION OF THE PAY PLAN

The pay plan for the City of White House shall consist of minimum and maximum rates of pay for each existing pay grade.

4.3. MAINTENANCE OF THE PAY PLAN

The City Administrator will from time to time make comparative studies of all factors affecting the level of salary ranges and may recommend to the Board of Mayor and Aldermen approval of appropriate changes in the salary ranges as the budget allows.

4.4. USE OF SALARY RANGES

Salary ranges are intended to furnish administrative flexibility in recognizing individual differences among positions and in providing incentives to employees.

The minimum rate established for a position is the normal hiring rate except, in those cases where unusual circumstances (such as inability to fill the position at the hiring rate or exceptional qualifications of an applicant) appear to warrant employment of an individual at a higher rate in the pay range. Any Department Head desiring to appoint an applicant to start at a salary above the minimum must submit a written justification to the City Administrator for approval. Such appointments shall be made only in exceptional cases as decided by the City Administrator.

4.5. PAY FOR PART-TIME WORK

When an employment decision is for a part-time position, the employee will only be paid for the actual hours worked.

4.6. MINIMUM WAGE

In accordance with FLSA, no employee whether full-time, part-time, or within his/her probationary period, shall be paid less than the Federal minimum wage unless they are expressly exempt from the minimum wage requirement by FLSA regulations. Employees paid on an hourly rate basis are paid for all time actually worked.

4.7. OVERTIME PAY

Overtime work will be compensated in accordance with the provisions of the FLSA at a rate of one-and-one half the non-exempt employee's regular rate after the employee has completed 40 hours actually worked in a workweek. Vacation, sick leave and holidays are not included in the computations for hours worked. Department Heads must authorize any employee overtime work in advance.

Firefighter Overtime: Per the FLSA regulations regarding overtime for Section 207(k) employees, firefighter overtime is calculated on any hours above 212 in the 28-consecutive-day work period.

Police Officer Overtime: Police officer overtime is calculated on any hours worked above 86 hours in a 14-day work period.

4.8. DIRECT DEPOSIT

All employees hired on or after January 19, 2006 are required to have their payroll checks deposited via direct deposit into the financial institution of their choice. Current employees hired prior to January 19, 2006 may choose and are encouraged, but not required, to participate in the City's payroll direct deposit program.

4.9. PAYCHECKS

All employees of the City of White House will be paid on a bi-weekly basis.

If an employee is absent on payday and wishes to have someone, such as a relative, obtain his/her check, the employee may send his/her identification and a signed note authorizing the City to give the check to the bearer.

Final Paycheck The final paycheck will be made available on an employee's regular payday.

Lost Paychecks Employees are responsible for their paychecks after they have been issued. Checks lost or otherwise missing should be reported immediately to the payroll department so that a stop-order payment will be initiated. The Finance Director will determine if and when a new check should be issued to replace a lost or missing check.

Unclaimed Paychecks Paychecks not claimed by employees must be returned by the supervisor to the payroll offices.

SECTION 5 - EMPLOYMENT

5.1. APPLICATIONS

The City of White House will make every effort to attract qualified applicants for all positions. Applications are only accepted for current position vacancies.

All applications for employment are received at City Hall in the Human Resources Department and reviewed by the Human Resources Director to ensure that minimum employment qualifications are met. The City of White House exercises a policy of fairness for every person who applies for work, and strives for the proper placement of individuals in various departments based on their experience, qualifications, and the needs of the City.

Potential applicants may request an application from the Human Resources Department either in person, via email, or via the telephone, whereby an application will be sent to the applicant. Applicants will file their application directly with the Human Resources Department.

Applicants may be removed from consideration if:

- The applicant declines an appointment when offered.
- The applicant cannot be located by the postal authorities. It will be deemed impossible to locate an applicant when a communication is mailed to the last known address and returned unclaimed.
- The applicant fails to pass a post offer pre-employment drug test or any other required job-related employment test.
- The applicant is found to have been convicted of a felony which precludes employment for the position for which they applied.

- The applicant has made false statements of material fact on the application.
- The application was not filed within the period specified in the vacancy announcement or was not completed correctly or thoroughly.
- The applicant does not possess the minimum qualifications as indicated by the vacancy announcement.

5.2. RECRUITMENT BY EXAMINATION

All appointments in the City shall be made according to merit and fitness and may be subject to competitive examination. All such examinations shall fairly and impartially test those matters relevant to the capacity and fitness of the applicant's ability to be able to perform the essential functions of the position.

5.3. TYPES OF EXAMINATIONS

The examinations held to establish eligibility and fitness for any position may consist of one or more of the following elements as determined by the City Administrator and/or Department Head. The City will make reasonable accommodations in the examination process to disabled applicants requesting such accommodations.

5.3.1. **Written Test.** This test, when required, will include a written demonstration designed to show the applicant's familiarity with the knowledge involved in the class of positions to which he/she is seeking employment.

5.3.2. **Oral Test.** This test, when required, will include a personal interview where the ability to interact with others, to meet the public, and/or other personal qualifications are to be evaluated. An oral interview may also be used in examinations where a written test is unnecessary or impractical.

5.3.3. **Performance Test.** This test, when required, will determine the ability and manual skills of applicants to perform the work involved.

5.3.4. **Physical Test.** When required, this consists of tests of strength, agility, and physical fitness of job applicants. This test may be used to exclude from further consideration applicants who do not meet the minimum required standards.

5.3.5. **Mental Test.** When required, the mental test will include any test to determine mental alertness, general capacity of the applicant to adjust his/her thinking to new problems or to ascertain special character traits and attitudes.

5.3.6. **Pre-employment Drug Test.** Pre-employment drug testing will be conducted on all positions. Positive results on the drug test can result in an applicant being denied employment.

5.4. NOTIFICATION AND INSPECTION OF EXAMINATION RESULTS

Each person who takes an examination shall be notified of his/her standing on the eligibility list (if one is maintained) or of his/her passing or failing.

5.5. PHYSICAL EXAMINATIONS

Pre-employment. Every prospective employee for the Police and Fire Departments shall be given a physical examination by a licensed physician designated by the municipal government after a conditional offer of employment has been extended, to determine if the employee meets necessary physical fitness standards.

Employees in other departments may also be required to receive a physical after the conditional offer of employment based on the job description. A copy of the specific job description must be signed by the physician and returned to Human Resources. The cost of this physical examination shall be borne by the City.

The conditional offer of employment will be rescinded for applicants who are unable to meet the necessary physical fitness standards of the job description.

Post-Hire. All employees of the City may, during the period of their employment, be required by their Department Head and with the approval of the City Administrator, to undergo periodic medical examinations to determine their physical and mental fitness to perform the work of the position in which they are employed or appointed to. This periodic medical examination shall be at no expense to the employee. Determination of physical or mental fitness will be by a physician designated by the City.

An employee determined to be physically or mentally unfit to continue in the position in which he/she is employed may be demoted in accordance with these rules or separated from the City.

5.6. NEPOTISM

No person shall be employed by the City who is related as a member of the immediate family, including in-laws, of any publicly elected official of the City government or current employee, if appointment is within the same department.

5.7. MINIMUM AGE

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

5.8. TYPES OF EMPLOYEES

5.8.1. Full-Time Employee. A full-time employee is an employee appointed to a Board-approved position and who is subject to all conditions of employment and receiving benefits. A full-time employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws.

5.8.2. Part-Time Employee. Part-time employees work less than 40 hours per week on a regular basis. Employees working at least 30 hours a week are eligible for City leave benefits on a prorated basis according to the actual hours worked. Employees who work at least 30 hours a week are also eligible for additional benefits through the City. A part-time-employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws.

5.8.3. Temporary Employee and/or Part-Time Employee. A temporary employee is an employee who works full-time but not exceeding three months per term of employment. Temporary employees receive no benefits except insurance coverage under Workers' Compensation. Temporary and part-time employees may be terminated at any time during the course of their employment without recourse.

5.8.4. Seasonal Employee. A seasonal employee is one who performs the duties of a position for a period of less than six months in successive years of employment. Seasonal employees receive no benefits except insurance coverage under Workers' Compensation and may be terminated without recourse.

5.8.5. Volunteer Firefighters. Volunteer firefighters are appointed by the Fire Chief when necessary. Volunteers are reimbursed based on the "Membership Points & Incentive Program" and receive no other compensation or benefits except coverage under the liability coverage of the City and Workers' Compensation.

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.

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.

5.10. PROBATIONARY PERIOD

The probationary period is an integral part of the examination process, and may be utilized for the following:

- closely observing the employee's work;
- securing the most effective adjustment of a new, promoted, demoted or transferred employee to his/her position;
- rejecting any employee whose performance does not meet work standards

The probationary period for all full- and part-time employees shall be 90-days. Department Heads may request an extension of any employee's probationary period with the prior approval of the City Administrator. In no event may a probationary period be extended beyond 6 months. Firefighter and Police Officer probationary periods are determined by the department's SOP.

At any time during the probationary period, the Department Head may notify the City Administrator in writing of an employee's unsatisfactory performance and recommend whether or not employment should

continue. The City of White House is an at-will employer, and an employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws.

5.11. PERFORMANCE APPRAISAL / EVALUATION

Each employee may be given a performance evaluation at the midpoint and completion of his/her respective probationary period by the immediate supervisor. Annually, each employee's performance may be formally reviewed by his/her immediate supervisor, once the employee has served in his/her position for a minimum of one (1) year at time of evaluation. The written evaluation will be discussed with the employee. By this means, it is intended that each employee will have adequate opportunity to correct any weaknesses that may hinder satisfactory job performance. Each written evaluation, once signed by the employee will be forwarded to Human Resources for inclusion in the employee's personnel file. Performance appraisals should not be construed to confer any right on the part of the employee to continued employment. The City reserves the right to alter the terms and conditions of employment, including the manner in which performance is or is not appraised. The **overall rating** will be one of the following five levels:

Rating	Definition of Rating	Guidelines
Outstanding	Exceptional, extraordinary, well above standard. Employee achieves all major objectives, most by a wide margin. Performance is consistently characterized by exceptionally high-quality work. Contributions to the City are repeatedly far above the requirements of the position.	Use when performance is exceptional. Far exceeds requirements.
Above Standard	Performance exceeds position requirements. Consistently meets all major objectives, producing high-quality work. Makes valuable contributions to the organization and contributes more than required share. Takes initiative beyond job responsibilities. Requires minimal supervision.	Use when performance consistently exceeds standards. Exceeds requirements.
Solid Performer	Satisfactory and competent performance. Meets all performance requirements and produces quality work. Performance on some objectives exceeds requirements; may be deficient in a few, but overall performance is solid. Requires moderate supervision.	Use when all standards for successful performance are met. Meets all requirements.
Improvement Needed	In general, meets performance requirements and accomplishes objectives. Understands basic job responsibilities. Needs some growth and development. May be new in job. Requires supervision.	Use when performance standards are generally not met. Meets minimum requirements.
Unsatisfactory	Performance is clearly below the level of acceptability. Unable to perform essential functions. Deficiencies may be correctable. Requires frequent counsel, guidance, and close supervision.	Use when performance has been deteriorating. Fails to meet requirements.

The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal via the City of White House

Grievance/Disciplinary Appeal Form located in the appendix section of this manual. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.

Rating Period The annual rating period for pay-for-performance begins July 1 of each year and ends June 30 of the following year. The supervisor will formally meet with each employee at the beginning of the rating period. During this meeting, the critical and non-critical elements and associated performance standards will be discussed, established and recorded. The supervisor and employee may meet again during the rating period to discuss progress. At the end of the rating period, the supervisor and employee will again formally meet to discuss accomplishments and deficiencies, with results recorded on the performance appraisal form. Means to correct deficiencies should also be discussed.

Assessment The supervisor or Department Head and employee will review the job description together, and determine if the job description properly describes the duties and responsibilities of the position. Job descriptions will be amended or revised as necessary. The supervisor will also review and assess employee performance on each job element. Non-Department Heads will be assessed on (1) Basic Performance Standards, (2) Additional Performance Standards, and, if in a supervisory role, (3) Supervisor's Performance Standards. Department Heads will have a separate appraisal form, and may be assessed on goals and objectives and performance attributes. The tentative rating assigned to each section of the appraisal and the overall performance rating will be discussed with the employee.

Effective Date for Merit. The award of pay for performance will be given as a bonus in December following the performance appraisal period as the budget allows.

5.12. MERIT / PAY-FOR-PERFORMANCE PLAN

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

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

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

5.13. OUTSIDE EMPLOYMENT

With the approval of one's Department Head, outside employment is permissible, provided that there is no conflict of interest or impairment of work performance for the City of White House. Before outside employment begins, employees must present a written request to the Department Head describing the work to be performed.

Required overtime of any employee of the City takes priority over an employee's "outside employment." Anyone who knowingly misses work or refuses mandatory overtime at his/her primary job to work a second job shall be terminated. Approval of a second job may be withdrawn for any of the above reasons.

5.14. WORKDAY / WORKWEEK

Pursuant to the Fair Labor Standards Act, a workweek is a regular recurring period of 168 hours consisting of seven consecutive 24-hour periods. Except as is provided in special contracts of employment, the number of days that shall constitute a workweek for regular employment shall be four in total. Schedules will vary in departments as necessary for the smooth operation of the City, i.e. the Parks and Recreation

Department, the Library Department, and the Fire Department and Police Departments. A standard workweek is scheduled between 7:00 AM on Sunday through 7:00 AM on the Sunday following.

5.15. ATTENDANCE

Punctual and regular attendance is necessary for the efficient operation of the City. Employees unavoidably late or absent from work due to illness or other cause must notify their supervisor (or the supervisor's designee if unable to reach the supervisor) within 30 minutes of their regularly scheduled starting time. Employees should provide the reason for the absence and, if possible an anticipated return to work date. Failure to timely notify one's supervisor of absences may result in disciplinary action or dismissal.

15.15.1. BREAKS AND MEALS

Coffee and snack breaks are compensable rest periods and cannot be excluded from hours worked as meal periods. "A bona fide meal time, when employees are completely relieved from duty, is not work time." 29 C.F.R. § 785.19(a). "Short periods, such as coffee breaks or snacks, are not considered meal time. If an employee works during the meal, the time is compensable. Whether or not an employee's meal period can be excluded from compensable working time depends on the employee 'freedom meal test'." 29 C.F.R. § 785.19(a). Unless all of the following three conditions are met, meal periods must be counted as hours worked:

1. The meal period generally must be at least 30 minutes, although a shorter period may qualify under special conditions.
2. The employee must be completely relieved of all duties. (If an employee must sit at a desk and incidentally answer the telephone this would be compensable time)
3. The employee must be free to leave his/her duty station. There are no requirements, however, that an employee be allowed to leave the premises or work site.

5.7. GRIEVANCE PROCEDURES

A grievance is defined as an expression of dissatisfaction; disagreement or dispute arising between a current employee and his/her supervisor and/or employer with some aspect of his/her employment, application or interpretation of regulations and policies, or some management decision affecting him/her. A grievance may be something real, alleged, or a misunderstanding concerning only administrative orders involving the employee's health, safety, physical facilities, equipment or materials used. Such misunderstandings, points of view, and opinions will be considered a complaint, except in cases where they relate to personnel actions arising out of pay, suspension, and dismissal.

It is the City's desire to address grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be occasional situations that will be resolved only after a formal appeal and review.

Employee(s) who have a grievance should first discuss it with their immediate supervisor, a higher-level supervisor, and/or the Department Head within five business days following the incident or immediately upon returning to work from a separation. Every employee may present a grievance under the provisions of the grievance procedure free from fear of retaliation of any kind concerning employment.

STEPS OF THE GRIEVANCE PROCEDURE ARE AS FOLLOWS:

Step 1. The employee files an oral or written grievance with the immediate supervisor within five business days of the incident or immediately upon returning to work after a separation. A formal Grievance/Disciplinary Appeal Form is located in the appendix of this manual. An employee should give the supervisor copies of any witness statements or other supporting documents. It is the responsibility of the immediate supervisor to promptly consider the grievance and take action. The

supervisor shall inform the employee of his/her decision in writing within three business days. The supervisor shall provide a copy of his/her decision to the Department Head. Any supervisor in the chain of command shall attach a copy of his/her recommendation regarding the unresolved grievance if it proceeds to a higher level. No supervisor may hold a grievance longer than three business days without forwarding it to the next supervisory level.

Step 2. If the issue cannot be resolved between the employee and his/her supervisor, the employee may proceed to the second step. Before proceeding, an employee must reduce the request to writing and request that the Department Head review the written grievance and supervisor's response. If an employee wishes a meeting with the Department Head, one will be arranged. If a meeting is held the employee may bring a representative with them to the meeting. Upon hearing the grievance, the Department Head must provide a written response to the employee and the immediate supervisor within three business days of the meeting.

Step 3. If the issue still cannot be resolved by the Department Head, the employee may request in writing a meeting with the City Administrator. An employee may bring a representative with them to the meeting. The City Administrator shall have ten business days to schedule the meeting after which, the City Administrator shall provide a written response to the employee with copies to the Department Head and immediate supervisor. Every attempt will be made to resolve the employee's grievance. The City Administrator's decision shall be final and binding on all parties involved.

5.17. TYPES OF SEPARATIONS

5.17.1. RESIGNATION

In the event an employee decides to leave the City's employ, whenever possible, a two (2) week written notice shall be given to his/her supervisor. In such a case, employees must return any/or all City equipment assigned.

An unauthorized absence from work for a period of three consecutive working days will be considered a voluntary resignation. Failure to provide a two (2) week written notice will render employee ineligible for rehire.

5.17.2. LAY-OFF/STAFF REDUCTION

The City Administrator or Department Head (upon approval from the City Administrator) may lay-off an employee in the City's service when he/she deems it necessary by reason of shortage of funds, the elimination of a position, or for related reasons that are outside the employer's control and that do not reflect discredit upon the service of the employee.

5.17.3. TERMINATION

An employee may be terminated for a number of reasons which may include, but not be limited to, misconduct, insubordination, failure to pass a drug test and the inability to satisfactorily perform the job. The City Administrator's decision shall be final and binding on all parties involved.

5.17.4. DISABILITY

An employee may be separated for disability when he/she cannot perform the essential functions of the job because of physical or mental impairment that cannot be accommodated without undue hardship or that poses a direct threat to the health and safety of others. Action may be initiated by the employee or the City, but in all cases it must be supported by medical evidence acceptable to the City Administrator. The City may require an examination by a licensed physician of its choice at the City's expense.

5.17.5. RETIREMENT

Whenever an employee meets the conditions set forth in the retirement system's regulations, he/she may elect to retire, and receive all benefits earned under the appropriate retirement system.

5.17.6. DEATH

All compensation due in accordance with T.C.A., Section 30-2-103, Designation of beneficiary -- Wages and debts owed deceased employee, shall be paid except for such sums as by law must be paid to the surviving spouse.

5.18. STAFF REDUCTION POLICY

Purpose:

1. To establish a formal process in determining the appropriate course of action, in the event and/or need for staff reduction measures for the City of White House.
2. To implement a fair, consistent, yet practical and systematic policy that meets the needs of the city in an effort to execute the fiduciary responsibilities and business needs in accordance to the discretionary authority of city administration.
3. To provide direct support to employees impacted by staff reduction recourse. Support areas to include: review for alternative placement within the city, assistance with financial and benefits planning, external placement assistance.

Covered Employees:

All city employees/positions to include; exempt (Salaried), non-exempt (Hourly), full and part-time, seasonal, temporary classifications and/ or assignments

I. Determining the Need for Staff Reduction

The decision to initiate staff reduction conversation and/or measures is a proactive stance to ensure the ongoing perpetuity of day to day business operations. By studying and assessing the viability, success and the overall performance of the city through prudent business acumen and actuarial foresight, city administration is better able to determine the critical and vital impact to the city's fiduciary standing. If determined that staff reduction measures are needed, implementation of the process will be handled exclusively through the language in said policy to ensure fairness and consistency throughout the entire process.

Department Heads are required to provide written justification to the City Administrator indicating the business necessity for staff reduction. Written justification must clearly outline the reason(s) for such action to include, but not limited to; budget, lack of work, reorganization, or reduction of staff positions beyond the city's control. The decision and/or recommendation to remove said positions or individuals will be handled in accordance to change in policy and ordinance protocol as defined in the City of White House Personnel Manual. Authority to execute staff reduction measures is deemed and/or vested by administrative privilege of the City Administrator and the Board of Mayor and Aldermen.

II. Staff Reduction Types

A. Short Term Temporary

1. Defined as a temporary period of time as designated by city administration
2. Layoff recall provisions may apply
3. Not to exceed ninety (90) Days

B. Permanent

1. Indefinite layoff period with no defined recall provision(s)

III. Criteria Standards

A. Business Need

City Administration reserves the right to make decisions and recommendations in an effort to sustain necessary business operation standards in the best interest of the City of White House and its constituents.

B. Length of Service

Tenure and service time will be considered when implementing staff reduction measures, however, guaranteed placement is neither imposed nor implied through service length ranking.

C. Performance

Staff Reduction measures may necessitate the need to utilize job performance reviews for placement decisions.

IV. Notification Process

Employees are notified via written communication upon administrative approval to implement staff reduction actions. **All staff reduction communication to include; notifications, correspondence, press/media releases and other related Inquiries will be handled exclusively through the City of White House Department of Human Resources.**

V. Procedural Protocols

A. Timeline(s)

Employee(s) will receive thirty (30) day written notification

B. Compensation & Benefits

1. The City of White House will not provide severance payment(s) and/ or compensatory time off as a result of staff reduction measures. Impacted employees are expected to work through the entire thirty (30) day notification period, unless pre-approved sick, vacation or other designated type leave time has been scheduled and/or granted.

2. Employee benefits will cease on the last day of the month of the impended staff reduction termination date. COBRA benefits will be offered accordingly. All COBRA regulations apply without exceptions.
3. Accrued vacation time will be paid after disbursement of the employee's final payroll check. Final payroll and vacation checks will be direct deposited.

C. Internal & External Resource Assistance

1. Employees are entitled to apply for State Unemployment Insurance Benefits accordingly.
2. City of White House Department of Human Resources will assist with internal job placement as applicable. Employees are able and encouraged to apply for current posted positions for which they qualify.

VI. Reinstatement

1. Displaced employees are eligible for future re-hire consideration, unless failing to work through the thirty (30) day notification period as designated; or for other unfavorable, inappropriate or unprofessional behavior that could result in formal corrective counseling action (up to and to include immediate termination of employment).
2. If an employee returns to work within ninety (90) days of their termination date, they will be reinstated with no change to their benefit accrual dates and amounts. Salary will be issued in accordance to current wage standards set by City of White House Administration and in accordance to FLSA Wage & Hour governing provisions.

6.1. HOLIDAYS

All offices of the City of White House, except emergency and necessary operations, will be closed and employees excused on the holidays listed below. New non-exempt employees are not eligible for paid holidays while serving their 90-day probationary period.

New Year's Day	January 1st
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Good Friday	Thursday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
Thanksgiving Day	4th Wednesday in November
Day After Thanksgiving	4th Thursday in November
Christmas Eve	December 24th
Christmas Day	December 25th

The City of White House follows the Sumner County holiday schedule.

6.2. HOLIDAY PAY

Employees must work their last regularly scheduled shift before a holiday and their first regularly scheduled shift after a holiday in order to receive compensation for the holiday. If an employee does not work their regularly scheduled shift before and after the holiday, pay for the holiday(s) may be forfeited.

Pre-approved vacation or pre-approved sick leave does not constitute forfeiture of holiday pay. Employees scheduled but who do not work the holiday shall forfeit holiday pay.

Full-Time Employees. Full-time employees working 10 hour shifts who are required to work on a holiday shall receive straight time pay for the actual hours worked. Ten (10) hours of holiday pay will also be recorded at the employee's straight time rate of pay.

Full-time employees working 8 hour shifts who are required to work on a holiday shall receive straight time pay for the actual hours worked. Eight (8) hours of holiday pay will also be recorded at the employee's straight time rate of pay.

Fire Personnel. Fire Department personnel required to work a 24-hour shift on a holiday shall receive holiday pay at a rate of a straight ten (10) hour time period.

Police Personnel. Police officers who work a 12-hour shift on a holiday shall receive holiday pay at a rate of a straight ten (10) hour time period.

Part-Time Employees. Part-time employees working at least 30 hours per week who are required to work on a holiday shall receive straight time pay for actual hours worked and shall receive holiday pay at a straight time rate of pay for actual hours worked. All holiday pay will be paid on day of City Hall observance.

6.3. ANNUAL VACATION WITH PAY

Vacation time will accrue based on the employee's years of service. The maximum number of vacation hours an employee may accrue is 200, with the exception of members of the Fire Department working a 24 hour shift whose vacation will carry a maximum accrual of 264 hours and members of the Police Department working a 12 hour shift whose vacation will carry a maximum accrual of 210 hours.

Eligibility. Temporary and seasonal employees are not eligible for leave.

Initial Accrual and Waiting Period. During the first twelve months of employment, an employee accrues 3.07 hours of vacation per pay period for a total of eighty hours; however, vacation leave for non-exempt employees may only be taken after the satisfactory completion of 90-days employment.

Vacation time will be calculated according to the following schedule for all personnel working 8, 10 and 12 hour shifts:

Years of Service	Pay Period
Less than 1 year	3.07 hours
Completion of 1 year through completion of 5 years	3.69 hours
Beginning of 6th year through completion of 10 years	4.62 hours
Beginning of 11th year through completion of 15 years	5.54 hours
Beginning of 16th year	6.46 hours

Vacation time will be calculated according to the following schedule for fire personnel working a 24 hour shift:

Years of Service	Pay Period
Completion of 1 year through completion of 5 years	5.54 hours
Beginning of 6th year through completion of 10 years	6.92 hours
Beginning of 11th year through completion of 15 years	8.31 hours
Beginning of 16th year	9.69 hours

For leave purposes, the service an individual has to his/her credit includes all time spent as an-employee of the City.

Scheduling. Vacations should be scheduled in advance for the mutual convenience of the employee and the City so proper adjustments can be made in work schedules. Department Heads preparing vacation schedules may give a choice of dates based on seniority of the personnel in his/her department, and no employee may begin his/her vacation leave until his/her request has been approved by the Department Head.

Leave request forms should not be forwarded to the payroll office until approved by the Supervisor.

Termination of Employment. An employee who voluntarily separates from the employment of the City shall only be paid for his/her unused vacation leave if the employee gives at least two weeks' written notification and works the entire notification period. For notification of less than two weeks, the vacation payout shall be forfeited. Vacation leave payout will be at the employee's straight time rate of pay. Payment of the unused accrued vacation will only be made after the return of any issued City property. The termination date shall be the last date worked.

Legal Holidays. Legal holidays falling within a vacation period are not to be counted as vacation days. Payment in lieu of vacation is prohibited. When an employee is on "leave without pay" for 15 calendar days or more during any calendar month, no vacation leave accumulates. Employees may not borrow against future annual vacation nor transfer earned leave to or from another employee.

Military. Service in the Tennessee National Guard, State Militia, Military Reserves, or any U.S. Military branch may be charged as annual vacation at the option of the employee when called to active duty. Employees electing to coincide vacation time with military leave shall receive full pay for the amount of specified vacation leave.

Workers Compensation. Employees on Workers' Compensation will continue to accrue vacation during the period of absence.

6.4. SICK LEAVE

Eligibility and Waiting Period. Sick leave may only be taken by non-exempt employees after the satisfactory completion of 90 days employment and only for the illness or injury of the employee, spouse, child or any other FMLA qualifying event. Sick leave benefits will commence on the first day of such absence and shall continue for as long as sick leave credit remains.

Sick leave hours deducted from an employee's sick leave accumulation shall be for the number of regular work hours absent and shall not include holidays and scheduled off days. Employees claiming sick leave while on annual leave must support their claim by a doctor's statement if requested by a Department Head or the City Administrator. When an employee is on "leave without pay" for 15 calendar days or more during any calendar month no sick leave accumulates.

Accrual. Each full-time employee will accrue sick leave at the rate of 3.69 hours per pay period to a maximum of 1040 hours. Part-time employees will accrue benefits on a prorated basis according to the actual hours worked. Members of the Fire Department working a 24 hour shift will accrue sick leave at the rate of 5.54 per pay period to a maximum of 1400.

Maximum Accrual. Employees currently with an accrual balance more than the 1040 hour maximum will not accrue additional hours until the accrued balance falls below the 1040 hour maximum.

Sick Leave Notice. The employee is required to notify his/her supervisor as soon as practical, but no later than the start of the workday. The employee should make every effort to reach the supervisor directly to explain the reason for absence.

Health Care Statement. To prevent abuse of the sick leave privilege, any absence may require a doctor's certificate. Absences in excess of three days shall require a doctor's certification to return to work.

Fire Personnel. Members of the Fire Department working a 24 hour shift will be charged 24 hours of sick leave for each missed shift due to illness. Fire department employees who work a regular eight or ten hour shift shall be charged sick leave for the number of hours absent each day up to a maximum of eight or ten hours.

Police Personnel. Members of the Police Department working twelve hour shifts shall be charged twelve hours sick leave for each twelve hour shift absent from work due to illness. Police Department employees who work a regular eight or ten hour shift shall be charged sick leave for each hour absent from work due to illness up to a maximum of eight or ten hours.

Workers' Compensation. Employees on Workers' Compensation will continue to accrue sick leave during his/her period of absence.

Retirement Credit. An employee who takes regular retirement may be paid for one-half of unused accrued sick leave allowance to a maximum of 520 hours at the employee's regular straight time rate of pay in effect as of the date of retirement.

Exhaustion of Leave. Once an employee exhausts sick leave, vacation leave will be substituted for the remaining absences or until the vacation leave is exhausted. If the illness is FMLA qualifying, once all accrued leave is exhausted, further absences shall be designated as leave without pay.

Department Head or Supervisor Requirements. Department Heads and/or supervisors are required to report to Human Resources any employee sick leave absences of three calendar days to ensure that the City complies with federal regulations regarding the Family and Medical Leave Act. Notification to Human Resources must occur on the fourth day after three consecutive days of absences.

6.5. LEAVE WITHOUT PAY

Leave without pay is defined as time off from regular work which may be granted without pay at the recommendation of the employee's Department Head. Leave without pay may only be authorized by the City Administrator.

Leave without pay may only be granted after an employee exhausts all applicable accrued leave for a period not to exceed ninety days for good and sufficient reasons which are considered uncontrollable. Such leave shall require prior Department Head recommendation and approval of the City Administrator. An employee on leave without pay for 15 calendar days or more during a calendar month shall not accrue sick or vacation leave while on leave status.

6.6. BEREAVEMENT LEAVE

It is the policy of the City to provide all full-time and part-time employees working at least 30 hours per week time off without loss of pay due to the death of an immediate family member as defined below. An employee who is absent during his/her regularly scheduled workweek due to the death of an immediate family member shall receive payment for reasonable and customary days absent, such days of payment not to exceed three regularly scheduled work days.

Immediate family shall be deemed to include an employee's:

- Spouse
- Children
- Parents
- Siblings
- Grandparents
- Grandchildren
- Current parents-in-law
- Children-in-law
- Siblings-in-law

In addition to the three regularly scheduled work days, additional leave may be granted at the discretion of the City Administrator in the instance of death of one of the immediate family members listed above.

Employees will be granted this leave without deduction from their vacation or sick leave balances.

6.7. MILITARY LEAVE

Any employee who is a member of the United States Army Reserve, Navy Reserve, Air Force Reserve, Marine Reserve or any of the Armed Forces of the United States, will be granted military leave for any field training or active duty required (excluding extended active duty). Such leave will be granted upon presentation of the employee's official order to his/her Department Head. Compensation for such leave will be paid pursuant to T.C.A., Section 8-33-109.

Full-Time Employees. All full-time employees will be allowed up to 20 eight hour days per calendar year. Employees working shifts greater than eight hours per day will be allowed up to a total of 160 hours military leave.

Part-Time Employees. Part-time employees working at least 30 hours per week will be allowed military leave of up to 20 days at the average of their daily hours worked, not to exceed 8 hours per day.

The employee may choose to supplement military leave with vacation or comp time, if available, up to the amount of regularly scheduled pay.

Employees with less than two years of service with the City entering an extended active duty will be given two weeks pay when placed on active military leave.

Employees with at least two years of service with the City who are called to active military duty will be compensated by the City at a rate that supplements the difference in pay between their City salary and the military pay, until such a time that the military pay exceeds their City salary, but not for a period to exceed one year from the date the leave begins.

Benefits. These same employees who are covered under the City's health insurance policy will be allowed to continue the City's health insurance for the duration of active duty. It is the responsibility of the employee to pay their portion of the health insurance premium while on active military duty.

Employees eligible for re-employment will be covered under the Uniformed Services Employment and Re-Employment Rights Act (USERRA).

Reinstatement. The process for reinstatement of employees returning from military leave begins when the employee requests reemployment. Said request must be submitted:

- on the first work day back for employees deployed 30 days or less;
- within 14 days of the end of service for employees deployed up to 180 days; and
- within 90 days of the end of service for employees deployed 181 days or longer

Extensions are available if employee can show that it was impossible or unreasonable, through no fault of the employee, to report or reapply.

The returning employee will be re-employed in the position he/she would have attained had they not been absent for military service, with the same seniority, status, and pay.

6.8. JURY DUTY LEAVE

Employees providing proper documentation as being selected for jury duty shall be excused from their assigned duties for the actual duration of the jury duty. In the event of release from jury duty during the employee's normal working hours, he/she shall be expected to return to his/her department. An employee

shall receive full pay from the City during jury duty. Any monies received from jury duty may be kept by the employee.

6.9. FAMILY AND MEDICAL LEAVE

Eligibility. The Family and Medical leave policy is applicable to both male and female employees who have worked at least 12 months for the City and who have worked at least 1,250 hours during the preceding 12-month period. Such employees are eligible for a maximum of 12 to 26 weeks of leave under the act. Special rules apply for husbands and wives employed by the same employer and for highly compensated employees. People who are not covered include elected officials, volunteers, independent contractors, and legal advisors.

Employees may be eligible for Family and Medical Leave for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition;
- medical leave when the employee is unable to work because of a serious health condition;
- to care for an immediate family member (spouse, son, daughter or parent) injured while on active duty if that injury renders the service member unfit for military duty; and/or
- to handle a “qualifying exigency” relating from an employee’s spouse or child being called to active duty.

Paid / Unpaid Leave. Family and medical leave runs concurrently with paid time off (i.e. sick and vacation). Payment during FMLA will be in accordance with current leave policies. If the employee does not have the time available or he/she exhausts paid time while out on family and medical leave, the remainder of the approved leave will be unpaid. When an employee is on "leave without pay" for 15 calendar days or more during any calendar month no benefits accrue. The combination of sick leave, annual leave, and unpaid leave may not exceed the total allowable leave under the FMLA.

Guidelines. An eligible employee may take up to 12 weeks of family and medical leave in a 12-month period for the birth of a child or the placement of an adopted or foster care child. Leave may also be taken to care for one’s self, a child, spouse, or parent who has a serious health condition. The right to take leave applies equally to male and female employees who are eligible. Eligible employees may take up to 12 weeks of unpaid leave to deal with family issues resulting from a spouse, son, daughter or parent being called to active duty (including being notified of an impending call to active duty).

Eligible family members of military personnel defined as the spouse, son, daughter, parent or next of kin of a covered service member may take a maximum of 26 weeks leave under FMLA to care for a wounded member of the armed forces. This includes family members of the National Guard or Reserves who are undergoing medical treatment, recuperation, therapy or other medical treatment for a “serious injury or illness”.

Serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment.
2. A period of incapacity of more than three consecutive calendar days that also involves treatment two or more times by a health care provider or treatment which results in a regimen of continuing treatment under the supervision of the health care provider.
3. Any period of incapacity due to pregnancy or for prenatal care.
4. A chronic condition that requires periodic treatments, continues over an extended period of time, and may cause episodic rather than a continuous period of incapacity.

5. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, requiring continuing supervision of a health care provider.
6. Multiple treatments either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatments, such as cancer, severe arthritis or kidney disease.

Serious Injury or Illness for an Injured Service Member is defined as a covered service member's injury or illness incurred in the line of duty on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating. This could include medical treatment, recuperation, therapy, outpatient care and other treatments for a serious injury or illness.

Spouse / Same Employer. If spouses are employed by the same employer and eligible to take leave for the birth or adoption of a child, their aggregate leave under FMLA is limited to 12 weeks. For example, if the father takes four weeks leave to care for a child, the mother would be entitled to eight weeks leave, for a total of 12 weeks. If, however, the spouse experiences her own serious health condition as a result of the pregnancy, both employees are entitled to the full 12 weeks.

Right to Return to Work. On return from family and medical leave, an employee is entitled to be returned to the same position that he/she held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee is entitled to such reinstatement even if the employee has been replaced or his/her position has been restructured to accommodate the employee's absence.

If the employee is unable to perform the essential functions of the position because of a physical or mental condition, including the continuation of a serious health condition, the employee has no right to restoration to another position under the FMLA. The City, however, may be required by the Americans with Disabilities Act (ADA) to offer the employee an accommodation.

Notification and Scheduling. An eligible employee must provide the City at least 30 days advance notice of the need for leave for birth, adoption, or planned medical treatment when it is foreseeable. This 30-day advance notice is not required in cases of medical emergency or other unforeseen events, such as premature birth or sudden changes in a patient's condition that require altering scheduled medical treatment.

Parents who are awaiting the adoption of a child and are given little notice of the availability of the child may also be exempt from this 30-day notice.

It is the City's responsibility to designate leave in writing as FMLA leave and to notify the employee. Employees may not retroactively claim that leave was for FMLA. Failure to provide notification will result in the leave not being designated as FMLA. The City will, if necessary, provide the FMLA leave notice in alternate formats.

Certification. The City reserves the right to verify an employee's request for family/medical leave. Failure to provide certification from a health care provider in a timely manner may result in delay or denial of FMLA. Medical certifications will be treated as confidential and privileged information under HIPAA and the State's Open Records laws as appropriate.

If the City has a reason to question the original certification, the City may, at the City's expense, require a second opinion from a different health care provider chosen by the employer. The health care provider may not be employed by the City on a regular basis. If a resolution of the conflict cannot be obtained by a second opinion, a third opinion may be obtained from another provider and that opinion will be final and binding. Payment for the second opinion shall be borne by the employee. Payment for the third shall be divided between the employee and the City.

An employee may be required to report periodically to the City the status and the intention of the employee to return to work. Before return is granted, employees are required to furnish the City with a medical certification from the employee's health care provider stating that the employee is able to resume work.

Reduced and Intermittent Leave. Family and medical leave may be taken intermittently or on a reduced schedule when medically necessary as certified by the health care provider. The schedule must be mutually agreed upon by the employee and the employer. Employees on intermittent or reduced leave schedules may be temporarily transferred by the City to an equivalent alternate position that may better accommodate the intermittent or reduced leave schedule. Intermittent or reduced leave may be spread over a period of time longer than 12 weeks, but it will not exceed the equivalent of 12 workweeks total leave in a 12-month period.

Restoration. Employees who are granted leave under the FMLA policy will be reinstated to an equivalent or the same position held prior to the commencement of their leave. Certain highly compensated key employees, who are salaried and among the 10 percent highest paid workers, may be denied restoration.

Restoration may be denied if:

1. the employer shows that such denial is necessary to prevent substantial and grievous economic injury to the employer's operations;
2. the employer notifies the employee that it intends to deny restoration on such basis at the time the employer determines that such injury would occur; and
3. in any case in that the leave has commenced, the employee elects not to return to work within a reasonable period of time after receiving such notice

Employees voluntarily accepting a light duty assignment in lieu of continuing FMLA leave maintain their right to restoration to the original or an equivalent job until the twelve (12) weeks of FMLA leave has passed.

If an employee fails to provide a requested fitness-for-duty certification to return to work, the City may delay restoration until the employee submits the certification.

The 12-Month FMLA Period. The City follows a 12-months measured forward method. This means that the leave is measured from the date an employee's first FMLA leave begins.

Denial of FMLA Leave. If an employee fails to give timely, advance notice when the need for FMLA leave is foreseeable, the City may delay the taking of FMLA leave until 30 days after the date the employee provides notice to the employer of the need for FMLA leave.

If an employee fails to provide, in a timely manner, a requested medical certification to substantiate the need for FMLA leave, the City may delay continuation of FMLA leave until an employee submits the certificate. If the employee never produces the certification, the leave is not designated as FMLA.

Employee Benefits While on FMLA. During periods of FMLA, the City will continue to provide health insurance benefits at the employee rate. If premiums are current, the City will maintain health insurance benefits during periods of unpaid leave without interruption. Any payment for premiums or other payroll deductible insurance policies must be paid by the employee or the benefits may be terminated. The City is obligated to reinstate benefits upon an employee's return to work.

The City has the right to recover from the employee all health insurance premiums paid during the unpaid leave period if the employee fails to return to work after leave. Employees who fail to return to work because they are unable to perform the functions of their job because of their own serious health condition or because of the continued necessity of caring for a seriously ill family member may be exempt from this recapture provision at the City's discretion.

FMLA leave under this policy does not constitute a qualifying event that entitles an employee to Consolidated Omnibus Budget Reconstruction Act (COBRA) benefit; however, the qualifying event triggering COBRA coverage may occur when it becomes clearly known that an employee will not be returning to work. At that point, the employee ceases to be entitled to leave under this policy and may be offered COBRA.

Workers' Compensation While on FMLA. Workers' Compensation injury/illness meets the criteria for a serious health condition, therefore, the workers' compensation absence and the FMLA leave entitlement will run concurrently.

6.10. HEALTH BENEFITS

Employees and those City officials specified in the Municipal Code are covered under the medical insurance carrier selected by the City. A dental plan is also provided for all qualified employees and their dependents.

Eligibility. Eligibility of the medical and dental insurance is per each plan document. Eligible employees must enroll for coverage within 30 days of employment or probationary period or a qualifying event. See benefit chart in appendix for information on additional benefits. Employees not covered under the City's medical plan must show proof of medical insurance if covered elsewhere.

Qualifying Events. Employees are responsible to notify the City if they experience any significant life event such as birth, marriage, divorce, legal separation, adoption, legal placement of a child, change of address, reduction in employee's regularly scheduled work hours, or a dependent change in status (i.e., school status). Some events will allow an employee to make changes to benefits including adding or dropping dependents or terminating or adding coverage. Employees should notify the City within 30 days of experiencing a qualifying event.

6.11. RETIREMENT BENEFITS

After six months of service, eligible employees of the City of White House will be enrolled in the Tennessee Consolidated Retirement System. Employees are required to contribute a percentage of their wages as determined by the Tennessee Consolidated Retirement System.

Police Officers and Fire Fighters reaching the age of 66 shall be required to retire from City service.

6.12. 457 DEFERRED COMPENSATION PLAN

The City has established a 457 Deferred Compensation Plan. Employees who wish to save additional money toward retirement may contribute a portion of their earnings to a tax deferred account. Participation in the 457 plan is strictly voluntary and is 100% employee contribution. For more information, please contact Human Resources.

6.13. WORKERS' COMPENSATION

All injuries and illnesses arising out of and in the course of one's employment shall be governed by the Tennessee Workers' Compensation Law and be designated as FMLA.

If the injury is such that it is a lost time injury, the employee shall receive full pay from the City at his/her base rate for the first 7 calendar days of workers' compensation leave. According to the workers' compensation regulations, after the 8th day of leave, employees on leave shall receive two-thirds (2/3) of their regular base pay from the workers' compensation carrier. Pay from workers' compensation will be supplemented by the City with the employee's accrued sick and vacation leave until such leave is exhausted. Vacation and sick leave will continue to accrue while receiving paid leave from the City.

Employees shall immediately report any injury incurred in the course of their employment, however minor, to their supervisor and take such first aid or medical treatment as may be necessary. Any employee determined to have been able, but who fails, to make such a report shall be subject to disciplinary action. The appropriate form for initial reporting of an injury is the 'First Report of Work Injury and Illness'. This form is available from your supervisor, Human Resources or on the Employee Intranet.

In all cases of workers' compensation leave, the responsibility of determining the nature and duration of an injury or illness shall rest with the licensed, practicing medical doctor(s) designated by the workers' compensation carrier.

Before an employee is returned to duty, the employee must provide Human Resources documentation of his/her release by the treating physician to return to work. If the employee is not released to full-duty, every effort will be made to accommodate his/her restrictions. If the City cannot accommodate the restrictions, the employee will be on unpaid status from the City until FMLA benefits are exhausted.

The City has a transitional return to work policy that allows placement of an injured employee in a modified position or in an alternative temporary assignment during the period of recovery if work is available. Work may be assigned as needs of the City arise. A description of the work to be performed will be reviewed by the employee's panel physician for approval prior to assignment. Refusal of an employee to perform work that is approved by the physician and offered by the City may be considered voluntary resignation from employment. A letter of agreement between the employee and the City will be provided in the event that the alternate temporary assignment is offered.

SECTION 7 – CONDUCT OF EMPLOYEES

7.1. CODE OF CONDUCT

It is the policy of the City of White House that employees use appropriate conduct during the course of their official duties. These rules of conduct are established to give general guideline to employees as to what is acceptable behavior and what is prohibited behavior. Violation of any of these rules shall be sufficient cause for counseling, reprimand, suspensions, and/or dismissal of any City employment. Employees may hold their positions during good behavior and efficient service, but may be removed for the following reasons: Incompetence, Inefficiency, Dishonesty, Drunkenness, Immoral Conduct, Insubordination, Discourteous Treatment of the Public, Neglect of Duty, or any other failure of good behavior, or any other acts of Misfeasance, Malfeasance, or Nonfeasance in Office.

RULES OF CONDUCT

Rule 1 – VIOLATION OF RULES

Employees of the City of White House shall not commit any act or omit any acts which constitute a violation of any of the rules, regulations, directives, or orders of this policy whether stated in this rule or elsewhere.

Rule 2 – UNBECOMING CONDUCT

Employee shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the City. Unbecoming conduct shall include that which brings the City disrepute or reflects discredit upon the individual as an employee of the City, or that which impairs the operation or efficiency of the City or individual.

Rule 3 – IMMORAL CONDUCT

Employees shall maintain a level of moral conduct in their personal and business affairs.

Employees shall not participate in any incident involving moral turpitude, which impairs their ability to perform or causes the City to be brought into disrepute.

Rule 4 – CONFORMANCE TO LAWS

Employees shall obey all laws of the United States and of any state and local jurisdictions in which the

employees are present. A conviction of a violation of any law shall be prima facie evidence of violation of this section.

Rule 5 – REPORTING FOR DUTY

Employees shall report for duty at the time and place required by assignment or orders and shall be properly equipped and be cognizant of all information required for the proper performance of duty. Employees, for all duty assignments, shall wear the approved uniform of the day. Judicial subpoenas shall constitute an order to report for duty under this section.

Rule 6 – WITNESS FEES

Witness fees paid to employees for attendance or testifying before any court, hearing, or conference, where the information or knowledge testified to have been acquired through his official duties shall be immediately credited to the General Fund of the City of White House.

Rule 7 – NEGLECT OF DUTY

Employees shall not commit any acts expressly forbidden or omit any acts that are specifically required by the laws of this state, the ordinances of this city, these Rules of Conduct or any other orders, policies, procedures or directives of the City. Employees shall not engage in any activity or personal business, which could cause them to neglect or be inattentive to duty.

Rule 8 – FICTITIOUS ILLNESS OR INJURY REPORTS

Employees shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the City as to the condition of their health.

Rule 9 – EMPLOYMENT; SICK – INJURED – LIMITED DUTY

No employee shall engage in off-duty or extra-duty employment of any kind while on sick, sick family member, injured on duty, or leave of absence status, except by specific written permission from the City Administrator.

Rule 10 – SLEEPING ON DUTY.

Employees shall remain awake while on duty. If unable to do so, they shall so report to their supervisor, who shall determine the proper course of action.

Rule 11 – UNSATISFACTORY PERFORMANCE

Employees shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Employees shall perform their duties in a manner, which will maintain the highest standards of efficiency in carrying out the functions and objectives of the department.

Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the rank, grade, or position; the failure to take appropriate action; or absence without leave.

In addition to other indicators of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives or orders.

Rule 12 – INSUBORDINATION

Employees shall promptly obey any lawful orders of a superior employee. This will include orders relayed from a superior employee by an employee of the same or lesser rank.

Rule 13 – CONFLICTING OR ILLEGAL ORDERS.

Employees who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, or directive shall respectfully inform the superior employee issuing the order of the conflict. If the superior employee issuing the order does not alter or retract the conflicting order, the last given order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior employee. Employees shall

obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.

Employees shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of the order, employees shall request the issuing employee to clarify the order or to confer with higher authority.

Rule 14 – GRATUITIES.

Employees shall not accept, directly or indirectly, any money gift, gratuity, or other consideration or favor of any kind from anyone other than the municipality:

1. For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing in the regular course of his duties; or
2. That might reasonably be interpreted as an attempt to influence his action, or reward him for past action, in executing municipal business.

Rule 15 – ABUSE OF POSITION

Employees shall not use their official position, official identification card, or badges for:

1. Making or attempting to make private purchases, for cash or otherwise, in the name of the municipality.
2. To secure any privilege or exemption for himself or others that is not authorized by the charter, general law, or ordinance or policy of the municipality.
3. Avoiding consequences of illegal acts.

Employees shall not lend to another person their identification card or badges or permit them to be photographed or reproduced without the approval of the City Administrator.

Rule 16 – ENDORSEMENTS AND REFERRALS

Employees shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service.

Rule 17 – IDENTIFICATION

Employees shall furnish their name to any person requesting that information when they are on duty or while holding themselves out as having an official capacity.

Rule 18 – CITIZEN COMPLAINTS

Employees shall courteously and promptly direct complaints against employees to a supervisor for handling. Supervisors taking a complaint may attempt to resolve the complaint but shall never attempt to dissuade anyone from lodging a complaint against any employee.

Rule 19 – COURTESY

Employees shall be courteous to the public. Employees shall be tactful in the performance of their duties; shall control their tempers and exercise the utmost patience and discretion; and shall not engage in argumentative discussions, even in the face of extreme provocation. In the performance of their duties, members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning race, sex, religion, politics, national origin, life style, or similar personal characteristics.

Rule 20 – PUBLIC STATEMENTS AND APPEARANCES

Employees shall not publicly criticize or ridicule the City, its policies, or the other members by speech, writing, or other expression where such speech, writing, or other expression is defamatory, obscene, and unlawful, undermines the effectiveness of the City, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.

Employees shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information or any other matters of the City while holding them out as representing the City in such matters without prior approval by a Department Head.

Rule 21 – PERSONAL APPEARANCE

Employees while on duty shall maintain a neat, well-groomed appearance and shall not wear eccentric hair styles or clothing.

Rule 22 – POLITICAL ACTIVITY.

- A. Employees shall be permitted to:
 - 1. Register and vote in any election.
 - 2. Express opinions as individuals privately and publicly on political issues and candidates.
 - 3. Attend political conventions, rallies, fund raising functions, and similar political functions.
 - 4. Actively engage in any nonpartisan political functions.
 - 5. Sign political petitions as individuals.
 - 6. Make financial contributions to political organizations.
 - 7. Serve as election judges or clerks or in a similar position to perform nonpartisan duty as prescribed by state or local laws.
 - 8. Hold membership in a political party and participate in its functions to the extent consistent with the law and consistent with this section.
 - 9. Otherwise participate fully in public affairs except as provided by law to the extent that such endeavors do not impair the neutral and efficient performance of official duties or create real or apparent conflicts of interest.
- B. Employees are prohibited from:
 - 1. Becoming a candidate for, or campaign for, an elected City or White House office.
 - 2. Using their official capacity to influence or interfere with or affect the results of an election.
 - 3. Assuming active roles in the management, organization or financial activities of partisan political clubs.
 - 4. Serving as officers of partisan political parties or clubs.
 - 5. Becoming candidates for or campaigning for a partisan elective public office.
 - 6. Soliciting votes in support of or in opposition to any partisan candidate.
 - 7. Serving as delegates to a political party convention.
 - 8. Endorsing or opposing a partisan candidate for public office in a political advertisement broadcast or campaign literature.
 - 9. Initiating or circulating a partisan nominating petition.
 - 10. Organizing, selling tickets to, or actively participating in a fundraising function for a partisan political party or candidate.
 - 11. Addressing a political gathering in support of or in opposition to a partisan candidate.
 - 12. Otherwise engaging in prohibited partisan activities on the federal, state, county, or municipal level.

Rule 23 – PERSONNEL RECORD STORAGE AND CHANGES

Personnel records for each employee are kept on file and maintained in the Human Resources Department. It is the responsibility of each employee to update personal information by notifying the Human Resources Department of any changes. Employee changes (i.e. address, telephone number, pay rate, title, etc.) shall be submitted to the Human Resources Department. The City shall not be held liable when incorrect withholding, wrong beneficiaries, or loss of employee benefits results from the failure of any employee to keep personnel records current.

Rule 24 – REPORTS

Employees shall submit all required reports on time and in accordance with established procedures. Reports submitted by employees shall be truthful and complete and no employee shall knowingly enter or

cause to be entered any inaccurate, false, or improper information, or alter, remove, or destroy any report once filed for the purpose of obstructing justice, misleading supervisors, or altering the natural order of information.

Rule 25 – ISSUANCE / RETURN OF CITY OWNED EQUIPMENT

Each employee may be issued or provided with authorized equipment required for duty. Only authorized equipment shall be used, worn, or carried while on duty. Any employee separated from employment shall return all equipment issued.

Rule 26 – USE OF CITY OWNED PROPERTY/CELL PHONES

The personal use of City-owned property is discouraged. City-owned property includes, but is not limited to, use of copiers, fax machines, telephones, computers, business cards, work badges, uniforms, and logo attire.

Employees issued a City-owned cellular phone due to the nature of their position shall be able to receive and initiate personal calls. However, should personal minutes or data usage exceed the number of minutes allowed by the City's cellular phone plan, the employee is responsible for reimbursement to the City for the overage of charges.

Employees shall utilize City owned property only for its intended purpose in accordance with established procedures and shall not abuse, damage, alter, tamper with, repair unless authorized, lose, or allow unauthorized persons to use City-owned property. All city-owned property issued to employees shall be maintained in a proper order. Intentionally defacing or damaging City property is not permitted.

Employees using personal equipment, such as cameras, tape recorders, tape measures, etc., do so at their own risk and no liability shall extend to the city for the loss or damage of such equipment.

Rule 27 – CARRYING FIREARMS

Employees shall only be allowed to carry firearms in accordance with Federal, State, and local laws and ordinances.

Rule 28 – TRUTHFULNESS

Upon the order of the City Administrator, Department Head, or a supervisor, employees shall fully and truthfully answer all questions specifically directed and narrowly relating to the performance of official duties or fitness for duty which may be asked of them.

Rule 29 – BULLETIN BOARDS

The City maintains bulletin boards at numerous locations on which important information connected with an employee's work is posted. Cooperation is needed in protecting the posted material. All material to be placed on the bulletin boards must be approved by the appropriate supervisor before it is posted.

No employee shall mark, alter, or otherwise deface any notice or information, which has been posted for viewing within City buildings or on City property.

Rule 30 – SOLICITATION

Charitable solicitations by employees shall be limited to before/after working hours or during an employee's lunch break.

Rule 31 – PARKING

Parking is provided for employees. Employees should lock their vehicles when left parked. The City does not assume responsibility for loss or damage at any time to employee's vehicles or their contents.

Rule 32 – LOCKERS

Employees provided lockers in the work place are expected to provide their own lock and to keep the locker locked when away. Liability for loss or damage to content of lockers cannot be assumed by the City. Employees may be requested to open their assigned locker for periodic housekeeping, inspections or

other occasions when it is appropriate and/or necessary. Those who use the locker rooms are expected to assist in keeping them clean and orderly. Any suspicious activity around lockers, as well as break-ins and theft, should be reported to a supervisor.

Rule 33 – LOST AND FOUND ARTICLES

Persons reporting lost or found articles of clothing or sporting equipment in the City parks should be directed to the secretary in the Parks Department. Persons reporting lost or found property of any other kind or any other place in the City should be directed to the Police Department.

Rule 34 – FLOWERS

Departments or employees desiring to send flowers for an employee's or their family members' death or illness may do so at the expense of the employees within the department or the employee.

Rule 35 – CODE OF ETHICS

Employees shall not conspire or knowingly engage in any activity which deprives any person of their civil rights, due process, equal opportunity for employment, advancement, job opportunities, or any constitutional or statutory guaranteed right. No employee shall disseminate confidential or protected related information to any unauthorized person for any purpose.

Employees are responsible to follow the ethic code, many of which are listed as rules in this section, as defined in White House Municipal Code, Title 4, Chapter 6, Code of Ethics.

7.2. DRUG FREE WORKPLACE

7.2.1. GENERAL RULES

- 7.2.1.1. City employees shall not take or be under the influence of any drug unless prescribed by the employee's licensed physician. Employees who are required to take prescribed or over-the-counter medication shall notify the immediate supervisor should the medication produce any adverse effects which might limit the employee's ability to perform their job.
- 7.2.1.2. City employees are prohibited from the use, possession and sale of drugs, alcohol or any other controlled substance on City property or in City vehicles.
- 7.2.1.3. All property belonging to the City is subject to inspection at any time without notice, as there is no expectation of privacy.

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

Employees assigned lockers (that are locked by the employee) are also subject to inspection.
- 7.2.1.4. Employees who have reason to believe another employee is using alcohol or illegal drugs while on duty must report the facts and circumstances immediately to their supervisor or Human Resources. Failure to do so may result in disciplinary action.
- 7.2.1.5. Failure to comply with the intent or provisions of this general order may be used as grounds for disciplinary action.

7.2.2. EMPLOYEE TESTING

Current City employees will be required to undergo drug and alcohol testing after a work-related accident or incident; if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during working hours; or if drawn during random selection. Only employees holding safety sensitive

positions are subject to random alcohol and drug testing. Safety sensitive positions include police officers, firefighters, positions requiring a commercial driver's license, public works equipment operators, wastewater plant operations.

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

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

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

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

7.2.3. REFUSAL TO CONSENT

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

7.2.4. CONFIRMATION OF TEST RESULTS

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

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

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

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

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

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

7.2.7. CONFIDENTIALITY OF TEST RESULTS

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

7.3. TRAVEL POLICY

7.3.1. GENERAL RULES

The City Administrator or his/her designee shall be responsible for the enforcement of the following travel regulations.

- 7.3.1.1. In the interpretation and application of this policy, the term “traveler” or “authorized traveler” means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this policy. “Authorized traveler” shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on City business, unless the person(s) otherwise qualifies as an authorized traveler under this policy.
- 7.3.1.2. Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the City. Reimbursable expenses shall include expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined by the City Administrator. Under certain conditions, entertainment expenses may be eligible for reimbursement.
- 7.3.1.3. Authorized travelers can request either a travel advance for the projected cost of authorized travel, and/or advance billing directly to the City for registration fees, air fares, meals, lodging, conferences, and similar expenses. Travel advance requests are not considered documentation of travel expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the City. It will be the responsibility of the City Administrator to initiate action to recover any undocumented travel advances.
- 7.3.1.4. Travel advances are available only for special travel and only after completion and approval of the travel authorization form.
- 7.3.1.5. The **Statement of Expense Claims Form** (see appendix) will be used to document all expense claims.
- 7.3.1.6. To qualify for reimbursement, travel expenses must be:
 - Directly related to the conduct of the City business for which travel was authorized, and
 - Actual, reasonable, and necessary under the circumstances. The City Administrator may make exceptions for unusual circumstances. Expenses considered excessive will not be allowed.
- 7.3.1.7. Claims of \$5 or more for travel expense reimbursement must be supported by the *original* paid receipt for lodging, vehicle rental, phone call, public carrier travel, conference fee, and other reimbursable costs.
- 7.3.1.8. Any person attempting to defraud the City or misuse City travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.
- 7.3.1.9. Mileage and motel expenses incurred within the City are not ordinarily considered eligible expenses for reimbursement.

7.3.2. TRAVEL REIMBURSEMENT RATE SCHEDULE

Authorized travelers shall be reimbursed according to the State of Tennessee travel regulation rates. The City's travel reimbursement rates will automatically change when the rates are adjusted. The City may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs.

7.3.3. TRAVEL REQUESTS

To ensure reimbursement for official travel, an approved travel authorization form is required. See Authorization for Travel Form in appendix. Lack of pre-approval does not prohibit reimbursement, but it does assure reimbursement within the limits of the City travel policy. All costs associated with the travel should be reasonably estimated and *shown* on the Authorization for Travel Form. An approved authorization form is needed before advanced expenses are paid or travel advances are authorized. A copy of the conference program, if applicable, should be attached to the authorization form. If the program is not available prior to the travel, you must attach it to your Statement of Expense Claims Form.

7.3.4. TRAVEL DOCUMENTATION

It is the responsibility of the authorized traveler to:

- 7.3.4.1. prepare and accurately describe the travel;
- 7.3.4.2. certify the accuracy of the reimbursement request;
- 7.3.4.3. note on the reimbursement form all direct payments and travel advances made by the City; and
- 7.3.4.4. file the expense form with the necessary supporting documents and original receipts. The expense form should be filed with the finance department within 10 days of return or at the end of the month, whichever is more practical

7.3.5. TRANSPORTATION

All potential costs should be considered when selecting the modes of transportation. For example, airline travel may be cheaper than automobile when time away from work and increased meal and lodging costs are considered. When time is important, or when the trip is so long that other modes of transportation are not cost-beneficial, air travel is encouraged. If the traveler goes outside the state by means other than air, the reimbursement will be limited to air fare at tourist or economy class, ordinary expenses during the meeting dates, and one day's meals and motel before and after the meeting. The traveler will be required to take annual leave for any additional time taken beyond the day before and the day after the meeting dates.

Exceptions: When the traveler extends the trip with personal time to take advantage of discount fares, the reimbursement will be limited to the lesser of the:

- 7.3.5.1. actual expenses incurred; or
- 7.3.5.2. the amount that would have been incurred for the business portion only. The calculations for the business portion of the trip must be made using the least expensive rates available. All expenses and savings associated with extending the trip must be submitted with the expense reimbursement form

7.3.5.2.1. AIR

When possible, the traveler should make full use of discounts for advance airline reservations and advance registration. The traveler should request conference,

government, or weekend rates, whichever is cheaper, when making lodging or rental car reservations. The City will pay for tourist or economy class air travel. The traveler should get the cheapest reasonable fare and take advantage of discount fares. Airline travel can be paid by direct billing to the City. Mileage credits for frequent flyer programs accrue to the individual traveler. However, the City will not reimburse for additional expenses—such as circuitous routing, extended stays, layovers to schedule a particular carrier, upgrading from economy to first class—for travelers to accumulate additional mileage or for other personal reasons. The City will not reimburse travel by private aircraft unless authorized in advance by the City Administrator.

7.3.5.2.2. RAIL OR BUS

The City will pay for actual cost of ticket.

7.3.5.2.3. VEHICLES

Automobile transportation may be used when a common carrier cannot be scheduled, when it is more economical, when a common carrier is not practical, or when expenses can be reduced by two or more City employees traveling together.

Personal Vehicle. Employees should use City vehicles when possible. Use of a private vehicle must be approved in advance by the supervisor. The City will pay a mileage rate not to exceed the rate allowed by the state schedule. The miles for reimbursement shall be paid from origin to destination and back by the most direct route. Necessary vicinity travel related to official City business will be reimbursed. If an indirect route is taken, MapQuest mileage will be used to determine the mileage to be reimbursed. If a privately owned automobile is used by two or more travelers on the same trip, only the traveler who owns or has custody of the automobile will be reimbursed for mileage. It is the responsibility of the traveler to provide adequate insurance to hold harmless the City for any liability from the use of the private vehicle. In no event will mileage reimbursement, plus vicinity travel and associated automobile costs, exceed the lowest reasonable available air fare and associated air fare travel costs. Travelers will not be reimbursed for automotive repair or breakdowns when using their personal vehicle.

City Vehicle. The City may require the employee to drive a City vehicle. If a City vehicle is provided, the traveler is responsible for seeing that the vehicle is used properly and only for acceptable business. The employee will be reimbursed for expenses directly related to the actual and normal use of the City vehicle when proper documentation is provided. Out-of-town repair cost to the City vehicle in excess of \$100 must be cleared with the proper City official before the repair is authorized.

Rental Cars. Use of a rental car is not permitted unless it is less expensive or otherwise more practical than public transportation. Approval of car rental is generally required in advance by the City Administrator. Always request the government or weekend rate, whichever is cheaper. Anyone who uses a rental car for out of-state travel must obtain liability coverage from the vendor.

- Fines for traffic or parking violations will not be reimbursed by the City.
- Reasonable tolls will be allowed when the most direct travel route requires them.

7.3.5.2.4. TAXI, LIMOUSINE, AND OTHER TRANSPORTATION FARES

When an individual travels by common carrier, reasonable fares will be allowed for necessary ground transportation. Bus or limousine service to and from airports should be used when available and practical. The City will reimburse mileage for travel to and from

the local airport and parking fees, provided such costs do not exceed normal taxi/limousine fares to and from the airport. Receipts are required. For travel between lodging quarters and meetings, conferences, or meals, reasonable taxi fares will be allowed. Remember, *original* receipts are required for claims of \$5 or more. Transportation to and from shopping, entertainment, or other personal trips is the choice of the traveler and not reimbursable. Reimbursement claims for taxis, limousines, or other ground transportation must be listed separately on the expense form, claiming the destination and amount of each fare.

7.3.6. LODGING

The amount allocated for lodging shall not ordinarily exceed the maximum per diem rates authorized by the state rate schedule.

- 7.3.6.1 Tennessee’s reimbursement rate varies according to location and does not include appropriate taxes. State rates for travel reimbursement can be found in the state regulations online at <http://www.state.tn.us/finance/act/policy8.pdf>.
- 7.3.6.2. Original lodging receipts must be submitted with the expense form. *Photocopies are not acceptable.*
- 7.3.6.3. If a traveler exceeds the maximum lodging per diem, excess costs are the responsibility of the traveler.
- 7.3.6.4. If the best rate is secured, and it still exceeds the maximum lodging per diem, the supervisor may authorize a higher reimbursement amount. Even if it costs more, travelers may be allowed to stay at the officially designated hotel of the meeting; however, more moderately priced accommodations must be requested whenever possible. It will be the traveler’s responsibility to provide documentation of the “officially designated meeting site” room rates, if these rates are higher than the normal reimbursable amounts.
- 7.3.6.5. If two or more City employees travel together and share a room, the lodging reimbursement rate will be the maximum of two single rooms. If an employee shares a room with a non-employee, the actual cost will be allowed up to the maximum reimbursable amount. The receipt for the entire amount must be submitted with the expense form.

7.3.7. MEALS AND INCIDENTALS

Receipts are not required for meals and incidentals. The authorized traveler may be reimbursed the daily amount based on the rate schedule and the authorized length of stay. The per diem meal amounts are expected to cover meals, tips, porters, and incidental expenses. The authorized traveler will not be reimbursed more than this. Whether meals may be claimed depends on when the traveler leaves and returns to the official station. The traveler’s official station is home or work, whichever produces the least cost to the City. When partial day travel is involved, the current per diem allowance is determined as follows:

MEAL	IF DEPARTURE BEFORE	IF DEPARTURE AFTER
Breakfast	7:00 a.m.	8:00 a.m.
Lunch*	11:00 a.m.	1:30 p.m.
Dinner**	5:00 p.m.	6:30 p.m.

Departure time is determined by using the start time for the class or event less the estimated travel time from www.mapquest.com

**Generally, lunch will not be reimbursed unless overnight travel is involved. Lunch may be reimbursed if departure is before 11 a.m. and the employee is eligible to be reimbursed for dinner.*

*** When overnight travel is involved, dinner reimbursement is made regardless of departure time*

Regardless of which reimbursement rate the City uses, the amounts include tip, gratuity, etc. The hour and date of departure and return must be shown on the expense form.

The excess cost of an official banquet may be allowed provided proper documentation or explanation is submitted with the expense form. If a meal is included as part of a conference or seminar registration, or is included with the air fare, then the allowance for that meal should be subtracted from the total allowance for the day. For example, if a dinner is included as part of the conference fee, the maximum meal allowance for the day should be reduced by the allowed dinner amount.

7.3.8. MISCELLANEOUS EXPENSES

- 7.3.8.1. Registration fees for approved conferences, conventions, seminars, meetings, and other educational programs will be allowed and will generally include the cost of official banquets, meals, lodging, and registration fees. Registration fees should be specified on the original travel request form and can include a request for preregistration fee payment.
- 7.3.8.2. The traveler may be reimbursed for personal phone calls while on official travel, but the amount will be limited to \$5 per day.
- 7.3.8.3. A \$4 allowance will be reimbursable for hotel/motel check-in and baggage handling expenses.
- 7.3.8.4. Laundry, valet service, tips, and gratuities are considered personal expenses and are not reimbursable.
- 7.3.8.5. For travel outside the United States, all expenses claimed must be converted to U.S. dollars. The conversion rate and computation should be shown on each receipt.

7.3.9. ENTERTAINMENT

The City may pay for certain entertainment expenses provided that the

- entertainment is appropriate in the conduct of City business;
- entertainment is approved by the City Administrator;
- group or individuals involved are identified;
- documentation is attached to the expense form to support the entertainment expense claims

To request reimbursement for authorized entertainment expenses, be sure to include with the expense form.

Required receipts. All requests must be supported by original receipts from the vendor (restaurant, caterer, ticket office, etc.) Reasonable tips and gratuities included on the receipt by the vendor are reimbursable.

A disclosure and explanation statement, explaining the purpose of the entertainment and identifying the group and the number of people entertained (or individual names listed if not a recognized group). If the City Administrator is the person filing the claim, then it must be approved by the governing board before the finance officer authorizes payment.

7.3.10. TRAVEL RECONCILIATION

7.3.10.1. Within 10 days of return from travel, or by the end of the month, the traveler is expected to complete and file the Statement of Expense Claims Form. It must be certified by the traveler that the amount due is true and accurate. Original lodging, if the City provided a travel advance or made advanced payment, the traveler should include that information on the expense form. In the case of advances, the form should have a reconciliation summary, reflecting total claimed expenses with advances and City pre-payments indicated. The balance due the traveler or the refund due the City should be clearly shown below the total claim on the form or in a cover memo attached to the front of the form.

7.3.10.2. If the traveler received a travel advance and spent less than the advance, the traveler should attach a check made payable to the City for that difference.

7.3.10.3. The City Administrator will address special circumstances and issues not covered in this policy on a case-by-case basis.

7.3.11. TRAVEL VIOLATIONS

Violation of the travel rules can result in disciplinary action for employees. Travel fraud can result in criminal prosecution of officials and/or employees.

7.4. USE OF CITY VEHICLES AND EQUIPMENT

Employees who are required to be assigned a City-owned vehicle shall use that vehicle in the execution of their official duties for the City. The vehicle shall be used daily in commuting to and from their place of employment.

City vehicles and equipment are considered City property, therefore, only approved City employees are allowed use of the vehicles and equipment. As City property, smoking is not allowed in any City owned vehicle. Riders who are not employees of the City, or guests of the City (as defined in Section 2 - Definitions) while conducting City business are expressly not allowed. Violations of the City Vehicle Use policy may result in disciplinary action up to, and including, termination of the employment.

In some cases, take home use of a City owned vehicle is a fringe benefit and is considered taxable income. The required daily charge for use of a take home vehicle as issued by the Internal Revenue Service shall be reported annually by the City on employees' W-2 forms.

The City of White House employees that drive a City-owned vehicle will at all times operate them in a safe manner, adhering to all local, state, and federal traffic laws. Employees are expected to extend common driving courtesies to fellow motorists at all times. Employees must possess a valid driver's license with the proper endorsements in order to be eligible to operate a City-owned vehicle.

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

- 7.4.1.** City-owned vehicles are not assigned, nor shall they be used for the convenience of the employee with regard to personal transportation needs or other non-business activities. Vehicles shall be driven only for City business and not for personal business.
- 7.4.2.** The maximum driving mileage radius for take home vehicles is a twenty (20) miles one way.
- 7.4.3.** Reserved for Future Use
- 7.4.4.** The City Administrator shall, at least annually, review the assignment of City vehicles to specific employees as well as the necessity for specific employees to take vehicles home overnight.

- 7.4.5.1 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)
- Animal Control Officer
 - Police K9 Officer
 - Police Patrol Division Supervisor
 - Detective Sergeant
 - Police Chief
 - Fire Chief
 - Fire Marshall
 - Scheduled on-call utility worker
 - Wastewater Collections Supervisor
 - Emergency Response Team
 - Wastewater Superintendent
- 7.4.5.2 As a general rule, the following are the only employees authorized assignment of a take home vehicle:
- City Administrator
 - Public Works Director
 - Parks Director
 - Wastewater Director
 - City Engineer
- 7.4.6. All accidents, whether at fault or not at fault of the employee, shall be reported to the employee's Department Head as soon as possible. Employees shall be accountable for the safety and care of the vehicles assigned to them. Employees are solely responsible for the following:
- All traffic laws while operating any City vehicle or equipment;
 - Any violation of such laws which result in speeding, parking or other moving violations; and
 - Tickets and/or citations shall be paid by the employee
- 7.4.7. No employee will operate a city vehicle while under the influence of alcohol, illegal substances, or medications (prescription or over the counter) which could affect the employee's ability to operate the vehicle safely.
- 7.4.8. Any employee who is assigned a take home vehicle is subject to all IRS, local, state and federal laws. All employees assigned take home city vehicles, who are not exempt from IRS filing regulations, must be informed of the IRS options available to them, choose an option, and give notification to the Finance Department to ensure IRS compliance. The employee is solely responsible and will be held accountable as to the use, safety and operation of the vehicle.
- 7.4.9. Employees on vacation leave (or other circumstances) for more than 2 consecutive working days will park their city vehicle at their designated facility.
- 7.4.10. **Care and Maintenance.** All city vehicles shall be kept clean and in orderly condition. Maintenance of city vehicles requires the cooperation of the employee using such vehicle. Employees shall notify their Department Head of all mechanical or other unsafe problems. The employee operating the vehicle is responsible for regularly checking the oil level, anti-freeze/coolant level, battery water level, fuel and tires. Employees assigned a take home vehicle shall additionally be responsible for keeping the vehicle clean and neat in appearance. Vehicle maintenance personnel may periodically request all city-owned vehicles and equipment to be brought to the maintenance shop for preventive maintenance scheduling. Preventive maintenance will be scheduled with the Department Head. The cost for maintaining city vehicles will be charged back to the department requesting maintenance.

Disciplinary action. Violation of this policy is considered a misuse of city property. Anyone misusing or abusing city vehicles shall be subject to appropriate disciplinary action, up to and including termination.

7.5. SEXUAL HARASSMENT

7.5.1. PURPOSE

The City may be held liable for the actions of all employees with regard to sexual harassment and will not tolerate sexual harassment of its employees. The City will take immediate, positive steps to stop such harassment when it occurs. The City is responsible for acts of sexual harassment in the workplace when the City (or its agents or supervisory employees) knows or should have known of the conduct, unless it can be shown that the City took immediate and appropriate corrective action. The City may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the City (or its agents or supervisory employees) knows or should have known of the conduct and failed to take immediate and appropriate corrective action.

This policy applies to all officers and employees of the City of White House, including but not limited to, full- and part-time employees, elected officials, regular and temporary employees, and employees working under contract for the City.

7.5.2. DEFINITIONS

The following actions are absolutely prohibited by the City when they affect employment decisions, create a hostile job environment, cause distractions, or unreasonably interfere with work performance. They are:

- sexual harassment or unwelcome sexual advances;
- requests for sexual favors;
- verbal or physical conduct of a sexual nature in the form of pinching, grabbing, patting, or propositioning;
- explicit or implied job threats or promises in return for submission to sexual favors;
- sex-oriented comments on appearance;
- sex-oriented stories;
- displaying sexually explicit or pornographic material, no matter how the material is displayed; and/or
- sexual assault on the job by supervisors, fellow employees, or, on occasion, non-employees

Sexual harassment includes conduct directed by men toward women, conduct directed by men toward men, conduct directed by women toward men, and conduct directed by women toward women.

7.5.3. MAKING SEXUAL HARASSMENT COMPLAINTS

Prevention is the best tool for the elimination of sexual harassment. An employee who feels subjected to sexual harassment should immediately contact one of the persons below with whom the employee feels the most comfortable. Complaints may be made orally or in writing to:

- the employee's immediate supervisor;
- the employee's Department Head;
- the City's Human Resources Director;
- the City Administrator

Employees have the right to circumvent the employee chain of command in selecting which person to whom to make a complaint of sexual harassment. Regardless of which of the above persons the employee

makes a complaint of sexual harassment, the employee should be prepared to provide the following information:

- his/her name, department and position title;
- the name of the person or persons committing the sexual harassment, including their title(s), if known;
- the specific nature of the sexual harassment, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against the employee as a result of the harassment, or any other threats made against the employee as a result of the harassment;
- witnesses to the harassment;
- whether the employee has previously reported the harassment and, if so, when and to whom

7.5.4. REPORTING AND INVESTIGATING SEXUAL HARASSMENT COMPLAINTS

The Human Resources Director is the person designated by the City to be the investigator of complaints of sexual harassment against employees.

When an allegation of sexual harassment is made by any employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the Human Resources Director.

The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of sexual harassment, witnesses interviewed during the investigation, the person against whom the complaint of sexual harassment was made, and any other person contacted by the investigator in connection with the investigation. The notes shall be made at the time the verbal interview is in progress.

Upon conclusion of the investigation, the investigator shall prepare a report of the findings and present it to the City Administrator. The report shall include the written statement of the person complaining of sexual harassment, the written statement of witnesses, the written statement of the person against whom the complaint of sexual harassment was made, and all the investigator's notes connected to the investigation.

7.5.5. ACTION ON COMPLAINTS OF SEXUAL HARASSMENT

If it is determined that the complaint of harassment is founded, immediate and appropriate disciplinary action against the employee guilty of sexual harassment will be taken by the City Administrator, consistent with this authority under the municipal charter, ordinances or rules governing the authority to discipline employees.

The disciplinary action shall be consistent with the nature and severity of the offense. The disciplinary action may include demotion, suspension, warning, reprimand, or termination. A determination of the level of disciplinary action shall be made on a case-by-case basis.

A written record of disciplinary actions taken shall be kept, including verbal reprimands. In all events, an employee named in a sexual harassment investigation shall be warned not to retaliate in any way against the person making the complaint of sexual harassment, witnesses or any other person connected with the investigation of the complaint of sexual harassment.

In cases where the sexual harassment is committed by a non-employee against a City employee in the workplace, the Human Resources Director shall take whatever lawful action against the non-employee is necessary to bring the sexual harassment to an immediate end.

7.5.6. OBLIGATION OF EMPLOYEE

Employees are not only encouraged to report instances of sexual harassment, they are **obligated** to report them. Employees are also obligated to cooperate in every investigation of harassment.

Disciplinary action may also be taken against any employee who fails to report instances of sexual harassment, or who fails or refuses to cooperate in the investigation of a complaint of sexual harassment, or who files a complaint of sexual harassment in bad faith.

7.6. COMPUTER USE AND MONITORING

It is every employee's duty to use the City's computer resources and communication devices responsibly, professionally, ethically and lawfully. These policies are not intended to, and do not grant users any contractual rights. The term "computer resources" refers to the City's computers, electronic equipment, and its entire computer network.

The computer resources are the property of the City and should be used for legitimate business purposes. While personal use of City computer resources including Internet and electronic mail is not forbidden, it is discouraged. Personal use shall be minimal and shall not interfere with the performance of job duties and responsibilities. Users are permitted access to the computer resources to assist them in performing their jobs. Use of the computer resources is a privilege that may be restricted or revoked at any time. All information contained in the computer resources and all documents generated there from are for the exclusive use of the City in connection with the conduct of its business and are the sole property of the City. Periodically, the City shall make a random check of all computers in order to ascertain any abuse.

7.6.1. General Computer Policies

- Only those persons currently employed (or given special permission) are permitted to use any computer resources owned, leased or in control of the City of White House.
- Use of the City of White House's computer resources or internet connections for gambling, obtaining or distributing pornographic materials and all other illegal activity is strictly forbidden. The City actively monitors incoming and outgoing internet traffic for this type of usage.
- Programs and/or downloads related to specialized icons, wallpaper, screensavers, instant messaging, chat rooms, and online gaming is strictly prohibited.
- Only information system personnel or agents contracted by them may install software or hardware on any City computer system. Information systems personnel may, at their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.
- Unless departmental arrangements have been made, always obtain permission from a co-worker before using his/her computer. Please be considerate, if you must use someone else's computer, do not change their colors or other settings.
- Do not log into your colleague's account(s). However, staff may authorize other staff members to use shared files and/or directories in cooperative projects.
- Where copyright laws apply, the City forbids unlawful copying of any software or manuals.

7.6.2. Internet Usage

- Access to the internet is for the exchange of information and research consistent with the vision, mission, goals and activities of the City of White House.
- Employees are expected to use the internet solely for job related research and City business communications during work hours.
- Employees shall not use the internet for inappropriate or unlawful purposes, including but not limited to, placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communications and obtaining, viewing or downloading information that is unlawful, obscene, indecent, vulgar, pornographic or otherwise objectionable.
- Internet access records and records of downloaded files are not private and may be occasionally monitored as the City Administrator or Department Head deems necessary.
- Department Heads shall be responsible to ensure proper employee use of the internet.
- Inappropriate or unlawful use of the internet may result in the loss of access for the user and, depending on the seriousness of the infraction, can result in disciplinary action as deemed necessary.

7.6.3. E-Mail Usage

- Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others outside the City and subject to state archivist rules for retention / destruction.
- All electronic mail originating from or received by City computer systems is City property, and is not considered private information.
- Electronic mail may be monitored by the Department Head and/or the City Administrator as they deem necessary.

7.7. WORKPLACE VIOLENCE AND HARASSMENT

The City maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the City. The City recognizes that each employee is entitled to a safe and secure work environment that is free from intimidation, threats, or violent acts, and will not tolerate verbal or physical conduct by an employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

No employee or non-employee shall be allowed to harass any other employee or non-employee by exhibiting behavior including, but not limited to, the following:

- **Verbal harassment.** Verbal threats toward persons or property; the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slurs; offensive flirtations or propositions; verbal intimidation; exaggerated criticism or name-calling; spreading untrue or malicious gossip about others.
- **Physical Harassment.** Any physical assault, such as hitting, pushing, kicking, holding, impeding or blocking the movement of another person.

- **Visual Harassment.** Displaying derogatory or offensive posters, cartoons, publications or drawings.

Charges of violence and harassment may be reported to any supervisory employee of the City, including, but not limited to, the Human Resources Director, the City Administrator, and the Mayor. The Director of Human Resources is the party designated to investigate any claims of workplace violence.

Upon completion of an investigation, a written report will be presented to the City Administrator. If it is determined that the information is correct, immediate and appropriate disciplinary action will be taken against the employee guilty of workplace violence or harassment. The disciplinary action may include mandatory management referral to the Employee Assistance Program (EAP), demotion, suspension, warning, reprimand or termination. A determination of the level of action shall be made on a case-by-case basis. It is in direct violation of this policy to engage in any act of workplace violence or harassment.

Employees who have knowledge of an act of workplace violence or of another employee's intent to commit an act of violence against a co-worker, supervisor or citizen have an obligation to report such information to their supervisor. Failure to report or refusal to cooperate in an investigation regarding workplace violence or harassment may result in disciplinary action. Any employee who acts in good faith by reporting real or implied violent behavior or harassment will not be subject to any form of retaliation or harassment. Any action of this type resulting from a report of violent behavior must be reported to Human Resources for investigation.

Should an employee become a victim of an incident of workplace violence or harassment, Human Resources may offer contact through the Employee Assistance Program (EAP) to assist in coping with any effects of the incident.

The City must be informed of individuals who have been ordered legally to stay away from any City employee or City location. Any employee who applies for or obtains a protective or restraining order shall provide in confidence to Human Resources the appropriate information and/or documentation.

7.8. SOCIAL MEDIA

City of White House departments may utilize social media and social network sites in support of City goals and objectives. To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, City departments may consider participating in social media formats to reach a broader audience. The City of White House encourages the use of social media to further the goals of the City and the missions of its departments where appropriate.

The City Administrator and Department Heads will approve which social media outlets may be suitable for use by the City and its departments.

The City of White House's website will remain the City's primary and predominant Internet presence.

All official City presences on social media sites or services are considered an extension of the City's information networks and are governed by the City of White House Information Systems Policy and Procedures.

The City Administrator and Department Heads will review department requests to use social media sites. In addition, the City Administrator and Department Heads may assist in the selecting of appropriate social media outlets, as well as defining a strategy for engagement using social media.

Departments that use social media are responsible for complying with applicable federal, state, and county laws, regulations, and policies, as well as all applicable City policies. This includes adherence to established laws and policies regarding copyright, records retention, the Freedom of Information Act (FOIA), the First Amendment, and privacy laws.

Wherever possible, links should direct users back to the City's official website for more information, forms, documents, or online services necessary to conduct business with the City of White House.

Employees representing the City government via social media outlets must conduct themselves at all times as representatives of the City. Employees that fail to conduct themselves in an appropriate manner shall be subject to the disciplinary action outlined in the City of White House Personnel Manual and the City of White House Information Systems Policy and Procedures. Violation may also result in the removal of department pages from social media outlets.

Departmental staff members are responsible for the content and upkeep of any social media pages or sites that a department might create. One contact will be designated by the department and approved by the City Administrator.

SECTION 8 – DISCIPLINARY PROCEDURES

8.1. DISCIPLINARY SYSTEM

POLICY

Discipline is the responsibility of each employee. A well-disciplined work force is one that voluntarily and ungrudgingly conforms to all rules and orders.

The City of White House employs a structured progressive disciplinary system to be followed in all cases of violation of City rules, directives, orders, city ordinances, state or federal statutes.

The disciplinary policy of the City, as stated, is to assure the prompt and thorough investigation of complaints to clear the innocent as well as establish the guilt of wrongdoers, and to facilitate fair, suitable and consistent discipline.

PROCEDURE

Administration of Discipline

Discipline will be administered in a progressive fashion: i.e., from minimal to maximum. The seriousness of the incident, the circumstances surrounding the incident, the employee's past disciplinary record, the employee's work record, the overall impact the incident caused to the department, and the prognosis for future similar incidents will all be taken into consideration in the administration of discipline.

- A. Counseling – Counseling may be used by a supervisor for minor misconduct, procedural mistakes, inappropriate judgment, or other minor violations may be handled by counseling. Counseling will be documented on the Counseling Form and submitted to Human Resources.
- B. Notice of Charges
 1. If the employee's misconduct has previously been addressed by counseling or the misconduct is of a serious nature, a *Notice of Charges* will be issued.
 2. The *Notice of Charges* will contain the following: *Charges* – what rules, directives, or orders have been violated; and *Specifications* – a description of the conduct that constituted the violation. The issuing employee and the employee receiving the notice shall both sign and date the notice. The Notice of Charges form is to be forwarded to the Department Head. The Department Head shall schedule a disciplinary hearing to make a final determination.
 3. The Department Head will conduct the hearing and determine a disposition.

4. The Department Head will complete the City of White House "Performance Correction Notice" and forward to Human Resources for processing and filing.
5. The following criteria for punitive actions in the interest of discipline may be used:

C. Verbal Reprimand:

1. If the employee misconduct is serious or a pattern of minor, repeated, or multiple acts of misconduct or mistakes, the employee will be reprimanded. A verbal reprimand is reduced to writing and is used to formally document conduct that does not comply with accepted standards.
2. Written Reprimand – If the employee's misconduct has previously been addressed by disciplinary action or the charges are of a serious nature, the Department Head may issue a written reprimand. The circumstances dictate the level of discipline and a written reprimand does not have to be preceded by a verbal reprimand.
3. Suspension /Demotion
 - a. If the misconduct is very serious or is part of a continuing pattern of behavior involving repeated serious misconduct, the employee will be recommended for suspension. The Department Head will make a recommendation for suspension to the City Administrator.
 - b. If the employee is a supervisor, and the offense is such that it significantly impedes the employee's ability to continue functioning at his current rank, the Department Head may recommend to the City Administrator that the employee be demoted to a lower rank. A demotion may be in addition to other disciplinary action administered.
 - c. The City Administrator will administer suspensions and demotions.
4. Recommendation for Dismissal
 - a. If the employee's misconduct is so serious that continued employment is no longer appropriate or is part of a continuing pattern of behavior involving repeated serious or very serious misconduct, the employee will be reprimanded and recommended for termination of employment (dismissal).
 - b. The Department Head will make a recommendation for dismissal to the City Administrator. The City Administrator will take all administrative action regarding the dismissal of an employee.
 - c. An employee disciplined as a result of disciplinary action will not be eligible for rehire.

- D. An employee, who is the subject of a Disciplinary Hearing or Internal Affairs Investigation, will be provided all provisions of the *Rights of Employees* and procedural safeguards provided by applicable statutory and case law. Employees taking part in a Chief's Hearing will be subject to the provisions of *Garrity V. New Jersey*, 282US493; commonly known as the Garrity Warning.

8.1. DEPARTMENT HEAD AND SUPERVISORY STAFF RESPONSIBILITIES

Supervisory Authority and Responsibilities

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

1. If the misconduct is minor the supervisor will counsel the employee and, if appropriate, recommend training or other action that will assist the employee in better understanding his duties.
2. If the employee's misconduct has previously been addressed by counseling or the misconduct is of a serious nature, a *Notice of Charges* will be issued as defined in 8.1 Disciplinary System.

Department Head Authority and Responsibilities

The Department Head will conduct a Disciplinary Hearing:

1. As due process for a *Notice of Charges*.
2. As due process prior to making a final disposition of all Internal Affairs *Sustained* investigations or other investigation of an employee.
 - A. Hearing Evidence Rules – A Disciplinary Hearing is not a judicial trial but rather a search for the truth and an opportunity for an employee to be heard (due process). Standard Rules of Evidence such as the Exclusionary and Discovery Rules are not applicable, and the Department Head may consider any evidence or statement he feels is pertinent or reasonable.
 - B. Hearing Notice – The Department Head will give written notice to the employee that a hearing will take place.
 - C. Employee Rights – An employee, will be required read and sign the *Rights of Employees* and *Garrity Warning* forms.
 - D. Hearing Proceedings – Since the hearing is conducted prior to a final disposition of disciplinary action it is closed to the media and public. Attendance will be limited to those persons pertinent to the case and provided for by the *Rights of Employees*.
 1. The hearings may be recorded.
 2. The hearing will begin with the Department Head reading the charge, reprimand, allegation of misconduct, or other statement identifying the purpose for the hearing.
 3. The employee will then be allowed to present a written statement that's read into the record, give an oral statement, or both.
 4. Discussion may take place.
 5. The hearing will end and the Department Head will make a final determination and administer disciplinary action if applicable within 5 work days following the close of the hearing. Sustained Charges will be documented on the *Performance of Correction Notice* and forwarded to the Human Resources Department for processing.

8.2. MAINTENANCE OF RECORDS

The Human Resources Department is responsible for maintaining a folder for each employee. All records of disciplinary action are to be forwarded within three business days following the action taken. These records include original written counseling, notice of charges, signed Employee Rights and Garrity forms, and Performance Correction Notice. If after a Disciplinary Hearing the charges are not sustained the Department Head should send a memo indicating such with the records in line of a Performance Correction Notice.

Copies of records may be kept at the department level and copies may be given to the employee upon request.

8.3. APPEAL PROCEDURE

Employees have the right to appeal the final determination and discipline resulting from a disciplinary action of a supervisor or department head. Grievance/Disciplinary Appeal Form can be located in the appendix of this manual. If the employee is appealing the disciplinary action of a supervisor the following action should be taken:

An employee must reduce the request to writing and request that the Department Head review the discipline administered. If an employee wishes a meeting with the Department Head, one will be arranged. If a meeting is held the employee may bring a representative with them to the meeting. Upon hearing the appeal, the Department Head must provide a written response to the employee and the immediate supervisor within three business days of the meeting. A copy is to be sent to the Human Resources Department to file in the employees folder.

If the employee is appealing the disciplinary action of a Department Head the following action should be taken:

The employee may request in writing a meeting with the City Administrator. An employee may bring a representative with them to the meeting. The City Administrator shall have ten business days to schedule the meeting after which, the City Administrator shall provide a written response to the employee with copies to the Department Head and immediate supervisor. The City Administrator's decision shall be final and binding on all parties involved.

SECTION 9 - AMENDMENT OF PERSONNEL RULES

9.1. AMENDMENTS

Amendments or revisions of these rules may be recommended for adoption by the Board of Mayor and Aldermen by the City Administrator. Such amendments or revisions of these rules shall become effective after approval by resolution of the Board of Mayor and Aldermen.

9.2. SPECIAL NOTE

These personnel policies are believed to be written within the framework of the Charter of the City of White House but in case of conflict, the Charter takes precedence.

SECTION 10 – PERSONNEL MANUAL REVISION LOG

Rev #	Date	Section Revised	Description of Revision(s)
1	01.16.09	All	Change in format from page enumeration to section enumeration.
2	01.16.09	10	Addition of Revision Log
3	01.16.09	6.13	Addition of Light Duty language to Worker Compensation Policy
4	01.16.09	7.3.2	Addition of language clarifying Safety Specific Personnel and guidelines to Drug Free Workplace policy
5	01.16.09	7.9.7	Addition of language clarifying departure times to Meals and Incidentals section of Travel Policy
7	01.16.09	7.17	Addition of clarifying language to Workplace Violence Policy
8	01.16.09	5.11	Addition of language clarifying annual eligibility of employees for performance evaluations.
9	01.16.09	Appendix	Elimination of appendix, as all attached appendices are now available on the Employee Intranet as individual docs
10	02.19.09	6.1	Align Holiday Schedule with 4 day work week
11	02.19.09	6.2	Aligns Holiday Pay with 10 hour work days
12	08.20.09	6.2	Clarification of policy for part-time workers
13	08.20.09	6.3	Clarifying language for accrual benchmarks
14	08.20.09	6.6	Clarification of policy
15	08.20.09	6.7	Policy clarification and definition of a 'day' for purposes of leave administration
16	08.20.09	Definitions	Inclusion of approved in-laws within bereavement policy
17	08.20.09	7.9.7	Clarification of policy to align with per-diem and overnight travel
18	08.20.09	7.10	Alignment of City Vehicle use with IRS code taxable fringe guidelines
19	01.25.11	All	Changes to all sections of the handbook
20	05.15.12	All	Complete revision

SECTION II – APPENDIX - PERSONNEL FORMS

CITY OF WHITE HOUSE

Employee Name: _____

Date: _____ Time: _____

Interview Location: _____

Interviewer(s): _____

YOUR RIGHTS

1. Prior to an internal interview concerning allegations of violations of administrative matters relating to the official business of the City of White House, the employee shall be advised as follows:
 - a. The employee is required to answer all questions fully and truthfully.
 - b. Refusal to comply with an order is a violation of department rules, which will subject the employee to disciplinary action.
 - c. Any required self-incriminating information disclosed will not be used against the employee in subsequent criminal proceedings.
 - d. The form that is known as the *GARRITY WARNING* will be used for this purpose.
2. An employee shall have the right to be represented, at his expense, by an attorney or supervisor who may, at the request of the employee, be present at all times during the interview, provided such representation does not result in suspension or delay of the interview for an unreasonable period of time. The employee representative is limited to acting as an observer of the interview, except that where the interview focuses on or leads to, evidence of potential criminal activity by the employee. An employee's representative may advise and confer with the employee during the interview.
3. Interviews will be conducted by a supervisor employed by the City, of equal rank or above the employee being interviewed, by a member of the City Law Department or by an agent representing an outside law enforcement agency.
4. Interviews will be conducted at a reasonable hour, preferably at a time that the employee is on duty, and shall take place at the office of the interviewer or another location of mutual convenience.
5. There will be no more than three persons conducting the interview and they will be responsible for all questions directed to the employee.
6. Interview sessions shall be for reasonable periods and shall allow for such personal necessities and rest periods as are reasonably necessary.
7. Employees under investigation shall not be subjected to offensive language nor threatened with transfer, dismissal or disciplinary action during an interview. No promise or reward shall be made by an interviewer as an inducement to answer any question.
8. Interviews will be limited in scope to activities, circumstances, events, conduct or acts, which pertain to the complaint made.
9. No public statement will be made prior to a final decision being rendered.
10. No employee shall be compelled to speak or testify before, or be questioned by, any non-governmental agency, or group not directly involved in the investigation.

11. No employee shall be required or requested to disclose any item of his property, income, assets, source of income, debts or personal or domestic expenditures, including those of any member of his family or household, unless such information is reasonably necessary in investigating a possible conflict of interest with respect to the performance of his official duties or unless such disclosure is required by law or reasonably related to the matter under investigation.

I, _____, by my signature below, affirm that I have been advised of MY RIGHTS and have had any questions I had explained to me.

Employee Signature

ID#

Date

Witnessing Employee

ID#

Date

CITY OF WHITE HOUSE
NOTICE OF CHARGES

Employee's Name: _____

Rank: _____

Date Violation Occurred: _____

TYPE OF VIOLATION: _____

Description of Violation: _____

(attach additional sheets if necessary)

Previous Disciplinary Actions/Dates:

This notice of charges is issued to you and will be forwarded to the Department Head. The Department Head will notify you of the date, time and location of the hearing. You may have a representative with you and submit written remarks at the hearing.

Signature of Person Issuing Notice of Charges	Date	Title
---	------	-------

I hereby acknowledge that a copy of the above Notice of Charges has been given to me this day.

Employee Signature	Date
--------------------	------

Original: Department Head

CITY OF WHITE HOUSE
EMPLOYEE REQUEST

Reason:	<input type="checkbox"/> Replacement	<input type="checkbox"/> Overhire		
Classification:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Seasonal
Budgeted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Current Job Description:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, revision necessary prior to advertising.	
Advertise:	<input type="checkbox"/> Internal	<input type="checkbox"/> External	<input type="checkbox"/> Both	

Date Needed: _____

Department: _____

Job Title: _____

Pay Grade: _____

Budget Distribution Number: _____

Employee Reports To: _____

Please explain reason for vacancy: _____

Position Filled By: _____

Date: _____

(For HR use only)

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____

City Administrator: _____

Date: _____

AUTHORIZATION FOR TRAVEL

CITY OF White House

I hereby request authority for travel on official city business to the destination on the dates and for the purpose indicated below.

DATE	CITY & STATE	HOTEL ADDRESS	PURPOSE OF TRIP

Accompanied By _____

APPLICANT _____ Department Account _____

Signature _____

Total Estimated Cost of Travel \$ _____

SPECIAL FUNDING REQUESTS (Select items requested.)

- Registration Prepayment
- Prepaid Airline Tickets
- Travel Advance of \$ _____

APPROVAL (Please note: Approval of travel requests by the signatory below indicates that adequate funding is provided in appropriations to cover the estimated costs of this travel.)

Signature _____
Department Head

Signature _____
Chief Administrative Officer

**City of White House
Grievance / Disciplinary Appeal Form**

Employee Information		
Employee's Name:	Job Title:	Department and Work Unit:
	Daytime Phone:	Mailing Address:
Complaint Information		
Date of Occurrence:	Have you discussed this issue with your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor's Name:
	Date(s) of discussion:	Supervisor's Phone:
Issue of Complaint:		
List specific problem(s)/issue(s).		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
For clarification of the issues of your complaint, please provide statements regarding the unfavorable employment decision/condition which is the subject of this complaint. (Describe what happened, when and where, how your employment has been affected, and indicate names of others involved. Attach any supporting documentation.)		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
Relief Requested: Indicate the action(s) that would resolve your complaint.		
<hr/> <hr/> <hr/>		

My signature indicates that the information contained on this form and attachments to this form are true and factual to the best of my knowledge.

Employee: _____ Date: _____

Supervisor: _____ Date Received: _____

City of White House
Performance Correction Notice

Employee Name _____	Date _____
Supervisor / Mgr _____	Dept _____
Discipline Level <input checked="" type="checkbox"/> Oral Reprimand <input type="checkbox"/> Written Reprimand <input type="checkbox"/> Suspension PAID <input type="checkbox"/> Suspension UNPAID	
Incident Description _____	
Nature of Incident <input type="checkbox"/> Policy / Procedure Violation <input type="checkbox"/> Performance Issue <input type="checkbox"/> Behavior / Conduct Violation <input type="checkbox"/> Attendance Violation	
<i>Check all that apply</i>	

Description of incident and supporting details (include time, place, date, witnesses , etc. - attach supporting documentation if needed)

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

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

Employee Comments / Rebuttal (Attach additional sheets if needed)

Employee Acknowledgement

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

Employee Signature _____	Date _____
Supervisor Signature _____	Date _____
Dept. Head Signature _____	Date _____
Human Resources Signature _____	Date _____
City Administrator Signature _____	Date _____

Distribution Copies: _____ HR _____ Employee

City of White House
Personnel Action

Action	<input checked="" type="checkbox"/> New Hire	<input type="checkbox"/> Separation	<input type="checkbox"/> Demotion	<input type="checkbox"/> Promotion	<input type="checkbox"/> Other
---------------	--	-------------------------------------	-----------------------------------	------------------------------------	--------------------------------

Details if "other" _____

Employee Name: _____ Effective Date: _____

Employee SSN: _____ Fund _____ Dept / Pay Dist # _____

Job Title _____ Supervisor _____

Current Grade _____ New Grade _____ Current Rate _____ New Rate _____

Employee Information

Home Address Address Line #1: _____
Address Line #2: _____

Home Phone _____ Cell Phone _____

Emergency Contact Information

Emergency Contact _____ Phone #1 _____
Phone #2 _____

Leave

Leave Effective Date _____ Leave End Date _____

Leave Type (Check all that apply)

FMLA Sick Leave Bereavement Military Jury Duty

Administrative Suspension Leave Leave With Pay Leave Without Pay

Separation

Separation Effective Date _____ Reason _____

Recommended for re-hire? Recommended NOT Recommended

Details of status change

Employee Signature _____	Date _____
Supervisor Signature _____	Date _____
Dept. Head Signature _____	Date _____
Human Resources _____	Date _____
City Administrator _____	Date _____

June 7, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Charlotte Soporowski, Finance Director

Re: Resolution Approving Updated Purchasing Procedures Manual

The following resolution is recommended for approval by staff. The resolution will update the Purchasing Procedures Manual to include a new section entitled Competitive Sealed Proposals. This process was approved by Tennessee Code Annotated in recent years and was not available as an option when we previously approved our manual. In short, the change will allow the City to solicit competitive sealed proposals at the direction of the board, when other factors exceed price in importance, and when there is more than one possible solution to a purchasing issue.

Upon approval of this resolution, UT-MTAS Finance Consultant, Ralph Cross, will be scheduled to come to White House and perform a training session for all of our department heads, and others in their departments who have requisitioning responsibility. The training will be geared specifically to the City of White House, and will be based on the Purchasing Procedures Manual including this current update. The revised manual will become effective immediately upon approval.

Please feel free to contact me if you have any questions. Thanks.

RESOLUTION NO. 12-09

A RESOLUTION TO AMEND THE PURCHASING PROCEDURES MANUAL OF THE CITY OF WHITE HOUSE PREVIOUSLY ADOPTED IN RESOLUTION 07-11 TO INCLUDE A NEW SECTION ENTITLED COMPETITIVE SEALED PROPOSALS.

WHEREAS, it has been determined that an amendment to the Purchasing Procedures Manual of the City is necessary to include a new section entitled Competitive Sealed Proposals in accordance to the Tennessee Code Annotated Title 12, Chapter 3, Part 10, and

WHEREAS, the aforementioned amendment is as follows for consideration.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF WHITE HOUSE, TENNESSEE, THAT THE PURCHASING PROCEDURES MANUAL IS AMENDED BY ADDING A NEW SECTION ENTITLED COMPETITIVE SEALED PROPOSALS:

Competitive Sealed Proposals.

(a) The city may use competitive sealed proposals to purchase goods and services rather than competitive sealed bids when the board of mayor and alderman (the "Board"), acting under the restrictions and requirements of T.C.A. Tit. 12, Ch. 3, Pt. 10, as same may hereinafter be amended, and the procurement code adopted by this division, determines that the use of competitive sealed bidding is either not practicable or not advantageous to the city. The board must make the aforesaid determination with regard to each use of competitive sealed proposals rather than competitive sealed bids, except that in actual emergencies caused by unforeseen circumstances such as natural or human-made disasters, delays by contractors, delays in transportation, or unanticipated volume of work, purchases through competitive sealed proposals may be made without specific authorizing action of the board. A record of any emergency purchase shall be made by the person authorizing the emergency purchase, specifying the amount paid the items and services purchased, from whom the purchase was made, and the nature of the emergency. A report of the emergency purchase purchased through competitive sealed proposals containing all relevant information shall be made as soon as possible by the person authorizing the purchase to the board.

(b) *Procurement code.* The following shall constitute the procurement code of the city:

(1) *Conditions for use.*

(i) Competitive sealed proposals may be used only when qualifications, experience, or competence are more important than price in making the purchase; and

(ii) When there is more than one solution to a purchasing issue and the competitive sealed proposals will assist in choosing the best solution; or

(iii) When there is no readily identifiable solution to a purchasing issue and the competitive sealed proposals will assist in identifying one or more solutions.

(2) *Public notice.* Adequate public notice of the request for competitive sealed proposals shall be given in the same manner provided by applicable law for competitive sealed bids.

(3) *Request/evaluation factors.* The request for competitive sealed proposals shall state the relative importance of price and other evaluation factors. Among other things, the request shall include the desired specifications (which may be expressed in the context of the result sought to be obtained); the qualifications of each proposer; warranties, time frame for performance, the contract; and, if applicable, the bond or other security that the successful proposer will be required to furnish.

(4) *Opening of proposals.* Competitive sealed proposals shall be opened in a manner that avoids disclosure of contents to competing proposers during the negotiation. The proposals shall be open for public inspection after, but not before, the intent to award the contract to a particular proposer is announced.

(5) *Discussions with responsive proposers and revisions to proposals.* The request for competitive sealed proposals shall provide that after receipt by the city of a proposal discussions may be conducted for clarification to assure full understanding of, and responsiveness to, the solicitation requirements with responsible proposers who submit proposals determined by the purchasing agent to be reasonably susceptible of being selected. These proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and for revision of proposals, both as to the particular goods or services to be furnished and the price thereof. In order to permit the city to obtain the best offers of proposers, revisions may be permitted after submission and before the intent to award to a particular proposer is announced. In conducting discussions, the purchasing agent and other municipal personnel may make no disclosure to any proposer of any information derived from proposals submitted by competing proposers. Nothing contained herein shall preclude the city from conducting conferences or otherwise communicating with all parties who may be interested in responding to a proposal prior to the time that proposals are to be received.

(6) *Best and final offers.* If discussions are conducted, the purchasing agent shall issue a written request for best and final offers. The request shall set forth the date, time, and place for submission of best and final offers. Best and final offers shall be requested only once, unless the purchasing agent makes a written determination that it is advantageous to the city to conduct further discussion or change the city's requirements. The request for best and final offers shall inform proposers that, if they do not submit a notice of withdrawal or a best and final offer, their immediate previous offer will be construed as their best and final offer. Nothing contained herein shall preclude the board from rejecting all proposals and thereafter requesting new proposals.

(7) *Award.* The award shall be made to the responsible proposer whose proposal the board determines is the most advantageous to the city, taking into consideration price and the evaluation factors set out in the request for competitive sealed proposals. No other factor may be used in the evaluation. The purchasing agent shall place in the contract file a statement containing the basis on which the award was made.

(8) *Protest.* In the event that any proposer to a request for competitive sealed proposers is aggrieved by the decision of the city, such aggrieved proposer may protest the intended award to another proposer if the protest is filed within seven days after the intended award is announced. The protest must be filed with the board in care of the city administrator of the city and shall be promptly decided by the board.

(9) *No conflict with other laws.* Nothing contained herein is intended to change the authority of the city with respect to contracting for professional services in accordance with applicable laws of the State of Tennessee.

THIS RESOLUTION IS EFFECTIVE TEN DAYS AFTER FINAL PASSAGE, THE WELFARE OF THE CITIZENS OF WHITE HOUSE, TENNESSEE REQUIRING IT.

Mayor

Passed first reading: _____
(date)

City Recorder

Passed second reading: _____
(date)

Approved as to form and legality

City Attorney

ORDINANCES....

June 6, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Beer Board
Re: Addition to Municipal Code, Title 8, Chapter 2, Beer

The addition of section 8-216 will address the procedure regarding the termination of business, or change in ownership, relocation of business or change in business name. Currently the Municipal Codes does not address these potential situations. The Beer Board reviewed the ordinance on April 3, 2012 and recommend it for approval.

ORDINANCE 12-04

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE MUNICIPAL CODE, TITLE 8, CHAPTER 2, BEER.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code amending the Municipal Code, Title 8, Chapter 2, Beer; and

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the following addition be made to Title 8, Chapter 2, Beer is amended as follows:

8-216 - Termination of business, or change in ownership, relocation of business or change in business name. A permit holder must return his/her permit to the board within fifteen days of termination of the business, change in ownership, relocation of the business or change of the business name; provided that, regardless of the failure to return a permit, a permit shall expire upon termination of the business, change in ownership, relocation of the business or change of the business's name. A change in ownership shall occur when a majority of the ownership interests in the business are transferred to a new owner. In the event of a change in ownership, relocation of the business or change of the business name, the permit holder may apply for a new permit.

BE IT FURTHER ORDAINED, that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

First Reading: May 17, 2012

Second Reading: June 21, 2012

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

June 6, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Addam McCormick, Planning and Codes Director
Re: Ordinance 12-05 - Zoning Ordinance Amendment Impact Fees

The White House Regional Planning Commission at the Monday May 14, 2012 Meeting recommended to amend the Zoning Ordinance, Section 8.050 Impact Fees regarding reducing the assessment rate from 100% to 10% for a two year period. The proposed ordinance amendment is only changing the assessment rate and does not include changing the format of the impact fee ordinance.

ORDINANCE 12-05

AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE ZONING ORDINANCE
ARTICLE VIII, PERMIT ISSUANCE REGARDING A REDUCTION IN THE IMPACT FEE
ASSESTMENT RATE,

WHEREAS, the City of White House, Tennessee assess and collects impact fees for all new developments within the city limits of White House, Tennessee and due to declining economic conditions and the reduction of building permit issued for new developments, desires to promote development and increase the number of building permits issued by reducing the impact fee assessment from one hundred percent (100%) to ten percent (10%) for a two year period beginning the effective date of this ordinance,

Whereas, the White House Municipal Planning Commission at the May 14, 2012 Meeting will review and provide a recommendation to the Board of Mayor and Aldermen to amend the Zoning Ordinance of the City of White House, Tennessee, be amended as hereinafter described; and

Whereas, the Board of Mayor and Aldermen have reviewed such recommendation and have conducted a public hearing thereon.

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

Article **VIII Permit Issuance**
Section: **8.050 Impact Fees**
Item# E **Calculation of Impact Fees Based on Fee Schedule**
Action: **Ordinance Amendment (*Amendment listed below in italics.*)**

E. Calculation of Impact Fees Based on Fee Schedule

Unless an applicant requests an administrative determination or individual assessment as set forth in the following subsections, the impact fees shall be calculated for the proposed development based on the **permit allowing the use, according to the** applicable use schedule. *Impact fees shall be calculated and assessed at ten (10%) of the impact fee set forth in the road, police, fire, and parks impact fee schedules.*

BE IT FURTHER ORDAINED 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 17, 2012

Second Reading: June 21, 2012

Mike Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

June 6, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Addam McCormick, Planning & Codes Director
Re: Commercial Design Standards Amendment

The White House Municipal/Regional Planning Commission at the March 12, 2012 meeting recommend approval of an amendment to the Commercial Design Standards, Lighting and Utilities Section regarding the height of parking lot pole lights. The amendment includes an increased height from 20 feet to 25 feet for small commercial and industrial parking lots. The amendment also includes a section to permit larger poles to ensure a consistent parking lot light design typically seen with commercial planned development. The amendment request started with a site development issue at the new Zaxby's Development on Hwy 76.

ORDINANCE 12-06

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE COMMERCIAL DESIGN STANDARDS, LIGHTING AND UTILITIES STANDARDS REGARDING PARKING LOT POLE LIGHTING

WHEREAS, upon a request for an increased parking lot pole light for a new commercial development, the amendment is to increase the height of parking lot light poles to reduce development costs and to permit consistent lighting standards for a planned commercial development,

NOW, THEREFORE, BE IT ORAINED by the Board of Mayor and Aldermen that the following amendment is indicated below:

Commercial Design Standards:

-Lighting and Utilities

-Outdoor Lighting Standards, Item#4

Existing Design Standards Section:

4. Light fixtures, including base shall not exceed the following heights based on size of parking lots:
1-100 Parking Spaces: 20 ft maximum height
101-500 Parking Spaces: 25 ft. maximum height
501 (+) Parking Spaces: 30 ft. maximum height

Heights over 20 ft shall be consistent with building height. Shoebox style lighting fixtures shall not be used for poles of sixteen (16) feet or less in height. Light fixtures and light pole cut sheets shall be provided on the lighting plans.

Amended Design Standards Section:

(Proposed Amendments:)

~~Crossed out - deletion of existing section~~

Bold Italics- amendment

4. Light fixtures, including base shall not exceed *twenty-five (25 ft) feet for parking lots with less than 500 spaces and thirty (30 ft) feet for parking lots with more than 500 spaces. Lighting fixtures within a planned development shall be consistent in design and height.*

~~1-100 Parking Spaces: 20 ft maximum height~~

~~101-500 Parking Spaces: 25 ft maximum height~~

~~501 (+) Parking Spaces: 30 ft maximum height~~

~~Heights over 20 ft shall be consistent with building height. Shoebox style lighting fixtures shall not be used for poles of sixteen (16) feet or less in height. Light fixtures and light pole cut sheets shall be provided on the lighting plans.~~

BE IT FURTHER ORDANIED that this amendment was approved by the Planning Commission at the March 12, 2012 Meeting.

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 12, 2012

Second Reading: June 17, 2012

Mike Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

June 7, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Charlotte Soporowski, Finance Director
Re: Budget Amendment

The following budget amendment is recommended for approval. Some of the items are included due to carry over from previous year activity, FEMA flood repairs, and insurance claim projects. Others are related to adjustments to the Healthcare Fund as a result of actual claims. Several items have been added since the 1st reading, and all are due to the fact that their individual lines exceeded the original budget by more than \$10,000. The City Administrator has the authority to move amounts up to \$10,000, but the board must approve any amounts over this. Should you have any questions related to this budget amendment, please let me know. Thanks.

ORDINANCE 12-07

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2012.

WHEREAS, it has become necessary to amend the current year's annual budget

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the Fiscal Budget ending June 30, 2011 is hereby amended as part of the attached exhibit.

This ordinance shall become effective upon final reading the public welfare requiring it.

First Reading: May 17, 2012

Second Reading: June 21, 2012

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

City of White House
Budget Amendment I
June 21, 2012

			Current Budget	Proposed Budget	Amendment
110 44740 900	General Fund - Park Maintenance	Capital Outlay	89,144	112,579	23,435
110 36350	General Fund	Insurance Recoveries	0	3,983	(3,983)
110 27100	General Fund	Fund Balance			(19,452)
1. <i>To amend current 2011-2012 budget to recognize additional expense and deduction of fund balance related to Parks capital projects. The gate project is a carry over from the previous fiscal year at \$7,090, the Greenway FEMA repairs exceeded budget by \$8,474, and a mower was replaced at a cost of \$7,921.00, with a \$3,983.00 reimbursement from insurance.</i>					
122 49000 900	Park Sales Tax Fund	Capital Outlay	41,690	58,689	16,999
110 27100	Park Sales Tax Fund	Fund Balance			(16,999)
2. <i>To amend current 2011-2012 budget to recognize additional expense related to carryover from the previous year on the Stadium Lighting project.</i>					
140 42129 320	Drug Fund	Operating Supplies	4000	4,500	500
140 42129 251	Drug Fund	Medical, Dental, Veterinary	1,000	500	(500)
3. <i>To amend current 2011-2012 budget to recognize additional expense in the operating supplies line resulting from tire purchase when DARE car tires were slashed.</i>					
412 58801 900	Wastewater Fund-ARRA Assistance/Copes	Capital Outlay	0	319,817	319,817
412 36920	Wastewater Fund	Sale of Bonds (SRF)	6,775,200	6,455,383	(319,817)
4. <i>To amend current 2011-2012 budget to recognize additional revenue and expense related to the Copes Crossing project that extended beyond last year's projections.</i>					
416 51520 826	Healthcare Fund	Medical Claims Paid	789,042	1,159,119	370,077
416 51520 200	Healthcare Fund	Administrative Fee Expense	220,827	159,141	(61,686)
416 36350	Healthcare Fund	Insurance Recoveries	0	308,391	(308,391)
5. <i>To amend current 2011-2012 budget to recognize additional expense and revenue related to stop loss claims on the insurance plan.</i>					
110 41670 260	General Fund - Engineering	Repair and Maintenance	0	10,575	10,575
110 41670 231	General Fund - Engineering	Publication of Formal Notices	1,000	0	(1,000)
110 41670 343	General Fund - Engineering	Traffic Signal Supplies	12,000	2,425	(9,575)
6. <i>To amend current 2011-2012 budget to recognize additional expense related to work on FEMA project on Sage Road and Maiden Lane, while reducing other expenses within the Engineering Department.</i>					
110 42100 331	General Fund - Police Patrol	Gas, Oil, Diesel Fuel, Grease	30,000	47,000	17,000
110 42100 110	General Fund - Police Patrol	Salaries	558,747	541,747	(17,000)
7. <i>To amend current 2011-2012 budget to recognize additional expense related to fuel for police patrol, and recognizing a savings in the salary line which is due to attrition.</i>					
110 42151 110	General Fund - Police Communications	Salaries	0	14,902	14,902
110 42150 110	General Fund - Police Administration	Salaries	84,179	77,277	(6,902)
110 42150 110	General Fund - Police Administration	Contractual Services	23,500	15,500	(8,000)
8. <i>To amend current 2011-2012 budget to recognize additional expense related to dispatch not moving to Robertson County by the planned date, and recognizing savings related to salaries and contractual services in the administration department.</i>					
110 58803 900	General Fund - ARRA Grant - Calista Rd.	Capital Outlay	0	35,717	35,717
110 33143	General Fund	ARRA - Calista Rd. Grant	0	35,717	(35,717)
9. <i>To amend current 2011-2012 budget to recognize additional expense and revenue from the Calista Road project that carried over from the previous year.</i>					

123 43200 261	Sanitation Fund	Repair and Maint. Vehicles	20,000	37,000	17,000
123 43200 295	Sanitation Fund	Landfill Services	100,000	87,000	(13,000)
123 43200 320	Sanitation Fund	Operating Supplies	20,000	16,000	(4,000)
10. <i>To amend current 2011-2012 budget to recognize additional expense on repair and maintenance of vehicles, and offsetting savings in landfill services, and operating supplies.</i>					
124 51030 200	Impact Fees - Police	Contractual Services	0	187	187
124 51030 610	Impact Fees - Police	Bonds	8,742	21,280	12,538
124 27100	Impact Fees - Police	Fund Balance			(12,725)
11. <i>To amend current 2011-2012 budget to recognize additional expense related to payment of bonds. More funds were available during the year than originally anticipated, so this payment was made from Impact Fees rather than Debt Service Fund.</i>					
412 52210 330	Wastewater Fund - Collection	Repair and Maint. Supplies	250,500	272,500	22,000
412 52210 320	Wastewater Fund - Collection	Operating Supplies	42,000	30,000	(12,000)
412 52210 334	Wastewater Fund - Collection	Tires	7,000	2,000	(5,000)
412 52210 341	Wastewater Fund - Collection	Consumable Tools	3,200	200	(3,000)
412 52210 390	Wastewater Fund - Collection	Other Supply Items	2,500	500	(2,000)
12. <i>To amend current 2011-2012 budget to recognize additional expense related to the purchase of repair and maintenance supplies, and recognizing savings in other supply lines.</i>					

June 6, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Charlotte Soporowski, Finance Director
Re: Ordinance Adopting Annual Budget and Tax Rates

The detail for this Ordinance was presented at the budget study session on May 8th.

The final budget document that you will be receiving after the second reading of this ordinance includes updates on the detail files that we covered at the study session. The final document will also include the detail Capital Improvement Program sheets, the six year Capital Improvement Program document, as well as other personnel schedules. As we discussed, this budget does not reflect a property tax increase. If you have any questions about this ordinance or the budget details please feel free to call me.

ORDINANCE 12-08

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE,
ADOPTING THE ANNUAL BUDGET (AND TAX RATE) FOR THE FISCAL YEAR BEGINNING
JULY 1, 2011 THROUGH JUNE 30, 2013.**

- 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 governing body 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 governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY 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:

General Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Local Taxes	\$2,471,375	\$2,509,294	\$2,415,784
Intergovernmental Revenue	4,596,074	3,561,341	5,158,321
Charges for Services	93,110	125,476	127,960
Licenses and Permits	233,683	21,700	21,850
Fines and Forfeitures	125,286	152,617	151,900
Bonds Issued	0	0	0
Interfund Charges	88,757	91,342	91,342
Miscellaneous Revenue	150,520	65,419	158,600
Total Revenue	\$7,758,805	\$6,527,189	\$8,125,757
Fund Balance	\$3,540,673	\$5,079,639	5,067,621
Total Available Funds	\$11,299,478	\$11,606,828	\$13,193,378

Debt Service Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Local Taxes	\$ 220,558	\$ 545,002	\$ 660,000
Miscellaneous Revenue	\$ 749	\$ 255	\$ 600
Total Revenue	\$ 221,307	\$ 545,257	\$ 660,600
Fund Balance	\$ 348,174	\$ 58,754	\$ 27,132
Total Available Funds	\$ 569,481	\$ 604,011	\$ 687,732

State Street Aid Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Intergovernmental Revenue	\$ 269,538	\$ 266,297	\$ 273,296
Miscellaneous Revenue	\$ 100	\$ 81	\$ 120
Total Revenue	\$ 269,638	\$ 266,378	\$ 273,416
Fund Balance	\$ 21,744	\$ 60,757	\$ 68,235
Total Available Funds	\$ 291,382	\$ 327,135	\$ 341,651

Drug Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Court Fines and Costs	\$ 17,774	\$ 9,434	\$ 15,900
Miscellaneous	\$ 2,936	\$ 1,434	\$ 1,300
Total Revenue	\$ 20,710	\$ 10,868	\$ 17,200
Fund Balance	\$ 32,963	\$ 46,092	\$ 47,510
Total Available Funds	\$ 53,673	\$ 56,960	\$ 64,710
Hillcrest Cemetery Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Charges for Services	\$ 34,675	\$ 30,030	\$ 32,125
Miscellaneous	\$ 323	\$ 310	\$ 340
Total Revenue	\$ 34,998	\$ 30,340	\$ 32,465
Fund Balance	\$ 134,762	\$ 153,182	\$ 164,478
Total Available Funds	\$ 169,760	\$ 183,522	\$ 196,943
Healthcare Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Revenue from Other Funds	\$ 1,005,281	\$ 749,718	\$ 161,509
Miscellaneous	\$ 627	\$ 504,576	\$ 300
Total Revenue	\$ 1,005,908	\$ 1,254,294	\$ 161,809
Fund Balance	\$ 200,858	\$ 151,855	\$ 87,879
Total Available Funds	\$ 1,206,766	\$ 1,406,149	\$ 249,688
Impact Fee Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Impact Fees	\$ 55,605	\$ 35,072	\$ 49,000
Miscellaneous	\$ 1,075	\$ 442	\$ 1,000
Total Revenue	\$ 56,680	\$ 35,514	\$ 50,000
Fund Balance	\$ 506,304	\$ 342,270	\$ 203,132
Total Available Funds	\$ 562,984	\$ 377,784	\$ 253,132
Industrial Development Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Intergovernmental Revenue	\$ 39,928	\$ 43,088	\$ 43,000
Miscellaneous	\$ 158	\$ 125	\$ 150
Total Revenue	\$ 40,086	\$ 43,213	\$ 43,150
Fund Balance	\$ 62,187	\$ 55,398	\$ 44,111
Total Available Funds	\$ 102,273	\$ 98,611	\$ 87,261
Park Sales Tax Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Local Taxes	\$ 75,331	\$ 79,000	\$ 79,000
Miscellaneous	\$ 96,795	\$ 21,021	\$ 20,900
Total Revenue	\$ 172,126	\$ 100,021	\$ 99,900
Fund Balance	\$ 448,908	\$ 292,539	\$ 199,268
Total Available Funds	\$ 621,034	\$ 392,560	\$ 299,168
Sanitation Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Charges for Services	\$ 682,369	\$ 728,231	\$ 688,000
Total Revenue	\$ 682,369	\$ 728,231	\$ 688,000
Fund Balance	\$ 430,447	\$ 515,953	\$ 576,572
Total Available Funds	\$ 1,112,816	\$ 1,244,184	\$ 1,264,572
Wastewater Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Charges for Services	\$ 2,625,952	\$ 2,599,826	\$ 2,589,800
Bonds Issued	\$ 704,159	\$ 698,014	\$ 6,329,119
Miscellaneous	\$ 22,086	\$ 36,828	\$ 18,200
Total Revenue	\$ 3,352,197	\$ 3,334,668	\$ 8,937,119
Fund Balance	\$ 1,304,569	\$ 1,467,969	\$ 1,395,724
Total Available Funds	\$ 4,656,766	\$ 4,802,637	\$ 10,332,843

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

General Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
General Government	\$ 1,167,033	\$ 1,230,596	\$ 1,332,355
City Court	\$ 73,450	\$ 77,110	\$ 77,733
Public Safety	\$ 2,417,860	\$ 2,653,031	\$ 2,841,969
Public Works	\$ 197,731	\$ 255,451	\$ 360,657
Library and Museum	\$ 187,073	\$ 196,051	\$ 209,850
Parks and Recreation	\$ 629,623	\$ 668,296	\$ 712,398
Planning and Zoning	\$ 237,029	\$ 258,961	\$ 268,161
Capital Outlay	\$ 1,310,040	\$ 1,199,707	\$ 3,092,117
Total Appropriations	\$ 6,219,839	\$ 6,539,203	\$ 8,895,240

State Street Aid Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Streets	\$ 134,680	\$ 133,000	\$ 131,500
Capital Outlay	\$ 95,945	\$ 125,000	\$ 125,000
Total Appropriations	\$ 230,625	\$ 258,000	\$ 256,500

Drug Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Police	\$ 7,581	\$ 9,450	\$ 6,800
Capital Outlay	\$ -	\$ -	\$ 20,000
Total Appropriations	\$ 7,581	\$ 9,450	\$ 26,800

Debt Service Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Debt Service	\$ 509,692	\$ 575,716	\$ 676,552
Miscellaneous	\$ 1,035	\$ 1,163	\$ 1,170
Total Appropriations	\$ 510,727	\$ 576,879	\$ 677,722

Hillcrest Cemetery Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Cemetery and Maintenance	\$ 16,578	\$ 19,044	\$ 22,606
Capital Outlay	\$ -	\$ -	\$ 20,000
Total Appropriations	\$ 16,578	\$ 19,044	\$ 42,606

Healthcare Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Premiums Paid	\$ 214,519	\$ 159,151	\$ 7,718
Medical Claims Paid	\$ 840,392	\$ 1,159,119	\$ 173,476
Total Appropriations	\$ 1,054,911	\$ 1,318,270	\$ 181,194

Impact Fee Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Roads	\$ -	\$ 135	\$ 30,150
Parks	\$ -	\$ -	\$ -
Fire	\$ -	\$ 79	\$ 100
Police	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ 2,230	\$ -
Debt Service	\$ 220,714	\$ 172,209	\$ 47,545
Total Appropriations	\$ 220,714	\$ 174,653	\$ 77,795

Industrial Development Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Industrial Development	\$ 46,875	\$ 54,500	\$ 54,500
Total Appropriations	\$ 46,875	\$ 54,500	\$ 54,500

Park Sales Tax Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Parks	\$ 627	\$ 720	\$ 1,000
Capital Outlay	\$ 117,000	\$ 58,689	\$ 10,000
Debt Service	\$ 210,868	\$ 133,884	\$ 131,884
Total Appropriations	\$ 328,495	\$ 193,293	\$ 142,884

Sanitation Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Sanitation	\$ 596,863	\$ 562,735	\$ 635,161
Capital Outlay	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ 104,877	\$ 101,980
Total Appropriations	\$ 596,863	\$ 667,612	\$ 737,141

Wastewater Fund	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed
Wastewater	\$ 1,398,499	\$ 1,878,609	\$ 1,916,016
Capital Outlay	\$ 1,096,271	\$ 765,751	\$ 6,333,988
Debt Service	\$ 694,027	\$ 762,553	\$ 372,791
Total Appropriations	\$ 3,188,797	\$ 3,406,913	\$ 8,622,795

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

General Fund	\$ 5,067,621
State Street Aid Fund	\$ 68,235
Drug Fund	\$ 47,510
Debt Service Fund	\$ 27,132
Hillcrest Cemetery Fund	\$ 164,478
Healthcare Fund	\$ 87,879
Impact Fee Fund	\$ 203,132
Industrial Development Fund	\$ 44,111
Park Sales Tax Fund	\$ 199,268
Sanitation Fund	\$ 576,572
Wastewater Fund	\$ 1,395,724

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

Bonded or Other Indebtedness	Debt Redemption	Interest Requirements	Debt Authorized and Unissued
Bonds	\$ 960,000	\$ 291,440	\$ -
Notes	\$ 6,089	\$ -	\$ -
Capital Leases	\$ -	\$ -	\$ -
Other Debt	\$ 52,043	\$ 20,273	\$ 965,570

SECTION 5. During the coming fiscal year 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
SR 76 Sidewalk Project (Grant)	\$ 920,000	\$ -
ARRA Fiber Optic Project (Grant)	\$ 450,417	\$ -
2 Police Patrol Vehicles	\$ 71,000	\$ -
Security Gates for Cemetery	\$ 20,000	\$ -
Road Repair and Paving	\$ 325,000	\$ -
Library Carpet	\$ 13,500	\$ -
Police Undercover Vehicle	\$ 20,000	\$ -
Hwy 31 Restriping/Sidewalk (Grant)	\$ 225,000	\$ -
123 Calista Road Acquisition & Demo(Grant)	\$ 100,000	\$ -
McCurdy/Sage Turn Lane ROW Acquisition	\$ 150,000	\$ -
GIS Installation City Wide	\$ 28,000	\$ -
Custom Cab Aerial Ladder Fire Truck (Grant)	\$ 650,000	\$ -
GL Software Upgrade	\$ 9,000	\$ -
Code Red System	\$ 11,000	\$ -
Fire Chief Truck	\$ 28,000	\$ -
Commercial Mower	\$ 8,500	\$ -
Bathroom Expansion at City Park	\$ 180,000	\$ -
Security Camera at Soccer Complex	\$ 10,000	\$ -
Paving and Roadway Repair Equipment	\$ 37,700	\$ -
Hobbs/Dawn Ct. Conversion from Vacuum	\$ -	\$ 5,000,000
Sewer Rehab Project	\$ -	\$ 803,988
WWTP Headwork Improvements	\$ -	\$ 500,000
Wastewater By-Pass Pump	\$ 30,000	\$ -

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 \$1.01 per \$100 of assessed value on all real and personal property in Robertson County, and \$0.98 per \$100 of assessed value on all real and personal property in Sumner County.

SECTION 11. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 12. This ordinance shall take effect on July 1, 2012, the public welfare requiring it.

Passed First Reading:

Passed Second and Final Reading:

Mayor

Attest: City Recorder

FINANCE....

June 6, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Joe Moss, Public Works Director
Re: Bid Award for Full Service Odor Control Program

As you are aware, the wastewater department has been running an odor control pilot program at the Union Road and South Palmers lift stations for the last two (2) months.

We initiated this pilot program to determine the effectiveness of using Ferric Sulfate as a Hydrogen Sulfide inhibitor. H₂S is a result of wastewater that has been deprived of oxygen and, as a result, turns septic. Septic wastewater has an odiferous "rotten egg" or "sulfur" smell. This smell that many residents have noticed has been virtually eliminated in the southern force main due to the addition of the ferric sulfate at the above mentioned lift stations.

The City issued an Invitation to Bid as a means to find a competitively priced program. As a result, we received five (5) bids for this project. After careful review, I've selected Siemens Industry, Inc. as the vendor with the lowest and best qualified bid.

Siemens is the chemical vendor for Metro Nashville. I called Metro's program coordinator, Robert Carnahan, and received a very good recommendation regarding the service Siemens is providing.

CITY OF WHITE HOUSE

**Full Service Odor Control Program
Bid Tabulation Sheet**

	Source Technologies	Siemens Industry, Inc.	Messco-USA, Inc	Aulick Chemical Solutions, Inc	Kemira Water Solutions	Lakepointe Environmental
FULL SERVICE ODOR CONTROL PROGRAM	157 Venture Ct., Ste. 9	2650 Tallevast Rd	1222 Salem Park Ct	1111 Patton Ct.		5001 SW Orchid Bay Dr
OPENING: May 24, 2012	Lexington, KY 40511	Sarasota, FL 34243	Murfreesboro, TN 37129	Nicholasville, KY 40356		Palm City, FL 34990
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost
Price per gallon of Ferric Sulfate	\$4.875 per gallon	\$2.88 per gallon	\$4.00 per gallon	\$5.20 per gallon	No Bid	alternative to Ferric Sulfate (Byogon). \$118.10 per gal times 393.51 gallons
Number of Days for Installation	45 number of days ARO	14 number of days ARO	21 number of days ARO	28 number of days ARO		7 business day for installation

June 6, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Joe Moss, Public Works Director
Re: RFP for Solid Waste Services

This memo is a follow-up to the Board's April 26, 2012 special meeting regarding the privatization of solid waste services. This proposal is for weekly curbside collection of solid waste and the bi-weekly curbside collection of recyclables.

I have completed the final document and am requesting that the Board authorize City staff to advertise this Request For Sealed Competitive Proposal for solid waste services.

The dates I've selected for this bid process are as follows:

- | | |
|---|----------------|
| 1. Advertise Proposal: | June 25, 2012; |
| 2. Mandatory Pre-Bid Meeting: | July 11, 2012; |
| 3. Date for Submittal: | July 26, 2012; |
| 4. Submit Recommendation to City Board: | Aug. 16, 2012; |
| 5. Award Contract by this date: | Aug. 16, 2012; |
| 6. Program Implementation: | Nov. 1, 2012. |

I've attached a copy of the final proposal for your review and consideration.

CITY OF WHITE HOUSE, TENNESSEE

REQUEST FOR COMPETITIVE SEALED PROPOSALS (RFCSP)

SPECIFICATIONS AND GUIDELINES

**FOR RESIDENTIAL SOLID WASTE
TRANSPORTION AND PROCESSING SERVICES**

June 5, 2012

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I. Purpose, Background, and Scope of Service

Purpose of Request for Proposal

The City of White House is soliciting proposals from qualified firms interested in providing solid waste pick-up, with the option of curbside recycling, collection and transporting of the collected materials (Proposer's).

White House places an emphasis on customer service and one goal of this process is to identify alternatives that maintain or improve the current level of service, at the best price.

Background

The City of White House (City), a suburb of Nashville, is located in Robertson and Sumner Counties in middle Tennessee. White House has a population of approximately 10,120 residents and covers approximately 11.5 square miles.

The City is interested in providing weekly solid waste collection with the option of curbside recycling services to approximately 3,508 residences and 134 small commercial units via a contracted vendor. Within these units, we service approximately 80 backdoor/handicap and/or elderly units.

The City currently operates its own solid waste, bulky waste and yard waste pick-up programs. The City also operates a single stream drop-off recycling system located at the Public Works facility. Metal recycling is a drop-off program operated at the Public Works facility which is located at 425 Industrial Drive, White House.

Current solid waste service is provided with once-a-week pick-up on a four-day work week, Monday through Thursday. The current monthly fee is \$15.00 for one 96-gallon container and \$15.00 for each additional 96-gallon container. Residents are afforded two (2) free bulky waste drop-off days per year. There is no fee charged to residents for dropping off recyclable materials.

Intent

The City's intent and the requirements of this RFCSP are to provide solid waste removal and optional curbside recycling to its residents with an appropriate level of service, at the best price, and with the highest quality.

The specifications contained within this RFCSP document are designed to establish an effective, efficient, uniform and safe system of Solid Waste and Recycling Services that provides for the following intended purposes:

1. Establish and maintain a continuous and uniform level of Solid Waste and Recycling Services in order to assure protection of the health, safety and welfare of the community.
2. Provide Solid Waste and Recycling Services in a coordinated manner through a routing system that will improve current rates while minimizing impacts to service rates. To this end, the City has tried to provide as much information as possible to all prospective Proposers in order to allow them to compute fair and reasonable rate quotes. However, it is the sole responsibility of the Proposer to independently investigate, to calculate and to be responsible for the prices quoted.

Scope of Services

The selected firm will be required to provide the following services including, but not limited to, the following:

1. Provide, at a minimum, once a week solid waste collection to approximately 3,642 commercial/residential units and City facilities. The number of “back-door” pick-ups is approximately 80.
2. Provide an option, at a minimum, bi-weekly curbside recycling service for commercial/residential units and City facilities using 95-gallon containers.
3. Be responsible for safely and legally transporting, processing and disposing of the collected materials for landfill or processing facilities.
4. Furnish and maintain necessary containers to single family residences, multi-family residences and the small commercial units for the collection of **SOLID WASTE & RECYCLABLE** materials. The City anticipates that approximately 1,500 of the 95-gallon “Toter” containers will need to be purchased
5. **Provide an option to purchase** any or all of sanitation-related equipment including, but not limited to, collection equipment, containers, parts, etc. Compensation shall be the fair market value of the supplies and equipment as determined by agreement of the parties. The fleet vehicles are as follows:
 - a. 2005 Mack 30-yard automated – approx. 80,000 mi.
 - b. 2008 International 32-yard rear loader – approx. 35,000 mi.
 - c. 2008 Ford 6-yard satellite truck – approx. 30,000 mi.
6. The period of the Contract shall be for sixty (60) months, beginning **October 1, 2012 and ending on September 30, 2017**. This Contract may be extended by the City upon the same terms for one (1) additional successive sixty (60) month period, or portions thereof, up to a cumulative total of one hundred twenty (120) months, by written notice to the contractor, given at least one hundred twenty (120) days before the expiration of the term then in existence.
7. The Service Fee may be changed by the Mayor and Board of Alderman annually each **July 1st**, beginning on **July 1, 2013**, to reflect the annual adjustment based on the Consumer Price Index (CPI) for All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group, Water and Sewer and Trash Collection Services.
8. Contractor currently has, and will maintain throughout the term, all permits and licenses required by law for the provision of the Services, and will provide the Services in accordance in all material respects with applicable laws.

Proposal Requirements

Cover Letter

Each response should include a cover letter, signed by an officer of your firm, indicating that the response is valid for ninety (90) days and that the officer is legally able to contractually bind your firm. The cover letter should summarize the proposal’s key points.

Non Collusion

The City of White House prohibits collusion, defined as a secret agreement for a deceitful or fraudulent purpose. The attached Non-Collusion Affidavit must be completed by all firms responding to this RFCSP.

Firm's Qualification, Staffing Plan, and Approach

- a. Provide information describing your firm's financial condition. Include in such description, where applicable, the credit rating of your firm's parent entity or related subsidiaries that would provide services under this RFCSP.
- b. Describe any relevant changes in your firm within the past year, or anticipated changes, that may affect your capability to perform the services being requested.
- c. Identify six references from similar-sized governmental entities where your firm has performed similar services.
- d. Provide information regarding your firm's background and experience in providing these services.
- e. Indicate the names, titles, roles, locations, phone numbers, fax numbers and e-mail addresses, of each member of the team that will be designated to work on this project for your company. Indicate which person and position will serve as the day-to-day contact for the City. Provide brief resumes of the listed person(s).
- f. The successful candidate (Contractor) must absorb two (2) current City employees staffed to operate solid waste pick-up. Each current solid waste pick-up route driver is up-to-date with State-required government hauler documents. Each has several years tenure in their positions. The Contractor shall choose the City employee's based on resumes submitted by the City employee's. The absorption of the two (2) City employees is advantageous and will help ensure efficiency and know-how when providing solid waste services to City residents and City facilities. The Contractor shall take all necessary precautions for the safety of the Contractor's employees and the general public and shall erect and properly maintain at all times all necessary vehicular and facility safeguards for the protection of workmen and the public. The Contractor shall pay and require any subcontractor of Contractor, if any, to pay without deduction or rebate, unless expressly authorized by law, not less than the minimum wage established by Federal or State law during the term of the Contract.
- g. Provide the location, address, and contact information for the office that will provide the services to the City.
- h. Discuss how your firm will provide the services to be performed for the City. The City of White House welcomes and will consider creative and innovative alternatives when those methods can be shown to provide cost savings and/or overall improvements in the current collection system.
- i. Please indicate the schedule for implementing the program that your firm will use to provide the services to be performed for the City.

Cost

The cost basis for collection and billing of solid waste and recyclable materials shall be per unit. The City will be responsible for tipping fees.

Material Disposition

The City requires the solid waste be directed to the **Robertson County** Trash Transfer Station located in Springfield, and, the recyclable materials shall be directed to **QRS Recycling Services** in Nashville.

Other

Please disclose any conflict or potential conflict of interest that your firm may have concerning this engagement.

Any firm attempting to influence the selection process by contacting an elected official or employee of the City directly shall be disqualified from the process. The City reserves the right to reject any and all submittals.

Submittal Requirements

Five (5) copies of each firm's response shall be submitted to the City of White House no later than 2:00 p.m. on Thursday July 26, 2012.

City of White House – Solid Waste RFCSP
Attention: Carol Sturm, Purchasing Specialist
105 College Street
White House, TN 37188

A Proposer may, without prejudice, withdraw a proposal after it has been deposited with the City, provided written notice is given to the City Recorder, and provided such notice of withdrawal is received by the City Recorder prior to the closing time set for receiving proposals. Once submitted, proposals may not be corrected or modified.

Pre-Proposal Conference

The Pre-Proposal Conference will be held at July 11, 2012, at 2:00 p.m. CST, in the City of White House Board room, located at City Hall, 105 College Street, White House, TN 37188.

NOTE: Attendance at the Pre-Proposal Conference is Mandatory

Proposers whose designated representative(s) do not attend the Pre-Proposal Conference will not be allowed to continue in this RFCSP process, and their proposals, if submitted, shall be disqualified. If a joint proposal is to be submitted, a representative from each firm with a substantial interest (representing more than 33 percent of the total interest) must attend the Pre-Proposal Conference.

Joint Proposals

If two or more Proposers are developing a joint proposal, the City of White House must be notified in writing by the joint Proposers no later than 2:00 p.m. CST on July 11, 2012. This notification will be kept confidential until after submission and opening of the RFCSP's.

RFCSP Evaluation, Schedule and Other Matters

RFCSP Evaluations

RFCSPs will be evaluated based on the following criteria (not listed in any order of importance):

1. Firm's proven ability with similar projects.
2. Expertise of key personnel to be assigned to the contract.
3. Firm's proven ability to provide innovative, cost-effective service.
4. Firm's proven record of responsiveness to time limitations and deadlines.
5. Firm's proven record of quality of performance on similar projects.
6. Firm's capacity to perform.
7. Firm's cost proposal.
8. History and years of experience of the firm.
9. Proposed Scope of Services is comprehensive, meets the needs of the City's request(s), and shows the Contractor understands the project.
10. Absorption of existing City sanitation employees and/or equipment.

Proposals Opening

Proposals shall be opened in a manner that avoids disclosure of contents to competing Proposers during the negotiation.

Final Ranking and Selection

A committee appointed by the City (Committee) will make a recommendation to negotiate with the responder whose proposal is determined to be the most advantageous to the City, considering the evaluation factors set forth in the RFCSP. Recommended contract awarded, if any, resulting from this RFCSP is subject to the approval of the City Mayor and Board of Alderman. In all cases, the City will be the sole judge as to whether a Proposer has or has not satisfactorily met the requirements of this RFCSP. The City reserves the right to accept or reject any Proposal, to accept a Proposal containing variations from these specifications if the Proposal so merits, and to accept partial Proposals.

Presentations

The City retains the right to create a shortlist and invite Proposers who make the list to deliver a presentation of its proposal to the Committee. Each presentation will be judged as to its completeness.

Negotiations

The City retains the right to make an award based on initial proposals without negotiations. Negotiations may be conducted with all responsible Proposers.

Discussions: Best and Final Proposer

The Committee reserves the right to recommend a Proposer based upon the Proposer's written proposal, without further discussions. Should the Committee determine that further discussions would be in the best interest of the City, the Committee shall establish procedures and schedules for conducting discussions and will notify qualified Proposers. When in the best interest of the City, the Committee may permit qualified Proposers to revise their proposals by submitting "best and final" Proposal. The City shall rely on the information submitted by Proposers in reaching its decision and shall have the right to demand the services as described in the proposals.

Schedule

Advertisement publication date.....	June 25, 2012
Pre-Proposal Conference.....	July 11, 2012
RFCSP Deadline (2:00 p.m. CST).....	July 26, 2012
Submit Recommendation to City Board.....	Aug. 16, 2012
Award Contract by this date, if applicable.....	Aug. 16, 2012
Start Date for Contractor, if applicable.....	Nov. 1, 2012

Other Matters

Changes in the RFCSP

Any communication from the City to a Proposer will be transmitted simultaneously to all Proposers along with written questions submitted. Any Proposer who fails to recognize or utilize this process of communication will be notified of its violation of the process and may be disqualified from the RFCSP process. All addenda will be numbered in sequence, dated as of the date of issue, and sent via fax to all Proposers.

Verbal Agreements

No verbal agreement or conversation with any officer, agent, or employee of the City, either before or after execution of the Contract, shall affect or modify any of the terms or obligations contained in the Contract. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon the City or the Contractor.

Receipt of Addenda

The Proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their proposal. Proposer shall also sign and return the cover page of each addendum via fax to acknowledge receipt.

Clarifications

Proposers are notified to examine thoroughly the instructions, specifications and the service requirements as set forth in this RFCSP. If there is any doubt or uncertainty as to the meaning of the same, Proposers may ask for any explanation or clarification before submitting their Proposal. All requests for explanation or clarification must be presented to the City in written form.

All inquiries related to this RFCSP shall be submitted in writing to:

**Carol Sturm, Purchasing Specialist
City of White House
105 College Street
White House, TN 37188
(615) 616-1006 phone**

Reservation of Rights

The City reserves and holds at its discretion the following rights and options:

- a. Issue addenda to the Request For Competitive Sealed Proposals, including extending or otherwise revising the timeline for submittals;
- b. Withdraw the Request For Competitive Sealed Proposals;
- c. Request clarification and/or additional information from the Proposer at any point in the procurement process;

- d. Execute a Contract or Contracts with one or more Proposers, on the sole basis of the original proposal or any additions to proposal submissions;
- e. Reject any or all Proposals, waive irregularities in any Proposal, accept or reject all or any part of any Proposal, waive any requirements of the Request, as may be deemed to be in the best interest of the City; and
- f. Reissue or modify the Request For Competitive Sealed Proposals.

In order to be considered for selection, responses must be received on or before the date and time specified. Firms mailing responses should allow normal mail delivery time to ensure timely receipt by the City. Proposals received after the stated time shall not be considered. No fax transmittals will be accepted.

Disposition of Proposals

All materials submitted in response to this Proposal will become the property of the City of White House. One (1) copy of each proposal shall be retained for official files. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the City of White House. All Proposals become the property of the City upon submission and will not be returned to the applicant.

Disclosure

Any trade secrets or proprietary information submitted by a vendor in connection with this procurement shall not be subject to public disclosure. However, the vendor must invoke the protection of this section prior to or upon submission of the data or other materials by identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire proposal is proprietary is not acceptable. A statement that cost proposals are to be protected is not acceptable. There is no expressed or implied obligation for the City of White House to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Payment and Performance Bond Requirements

The selected contractor will be required to obtain a performance bond as specified and to submit as a part of the contract. Contractor will furnish a performance bond as security for the faithful performance of the contract, said bond shall be executed by a responsible and recognized surety company who is acceptable to the City and is licensed and authorized to do business in the State of Tennessee. The Bond shall be provided and signed by the contractor and made part of the contract. The performance bond shall be furnished to the City by the contractor for each year of the contract, or renewal term, and shall guarantee performance of the contract by the contractor.

Solid Waste and Recycling Totals – March 2011 to March 2012

Robertson County Solid Waste	3,580 tons
Allied Waste & Waste Management (2-30 yard roll off containers)	137.40 tons
Rivergate Recycling QRS	255.38 tons

**NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY PROPOSER
AND SUBMITTED WITH PROPOSAL**

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that he/she is _____ of _____ the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposal has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing, that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Signed: _____

Printed: _____

Subscribed and sworn to before me this _____ day of _____, 2012

Notary Public

County of _____

State of _____

My Commission Expires: _____

CITY OF WHITE HOUSE
REQUEST FOR PROPOSALS

Curbside Collection of Solid Waste with Optional Curbside Recycling and/or Drop-Off Facility
Automated or Semi-Automated Pick-Up

CITY OF WHITE HOUSE PAYS TIPPING FEE'S

ITEM	FY2012- 2013	FY2013- 2014	FY2014- 2015	FY2015- 2016	FY2016- 2017
6. Monthly unit price for residential, townhouse, Condo and Small Commercial solid waste pick-up of cart contents only, on a minimum once a week basis, back-door/handicap/elderly service.					
7. Monthly unit price for residential, townhouse, and condo for curbside collection of recyclable materials on a minimum bi-weekly basis, curbside.					
8. Monthly unit price for residential, townhouse, Condo and Small Commercial for collection of recyclable materials on the minimum of a bi-weekly basis, back-door or whose driveways are in excess of 300' in length.					
9. New container cost, delivered.					
10. Maximum number of containers allowed for each residential, townhouse, Condo and Small Commercial units.					
11. Charge to customer for container repair.					
12. Charge to customer for container replacement should existing container become missing, unusable, damaged beyond repair, not repairable, etc.					
13. Indicate frequency of solid waste pick-up (e.g., once per week, twice weekly, etc.)					
14. Indicate frequency of recyclable material pick up (e.g., once per week, twice weekly, bi monthly, etc.)					

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....