

| Municipality | Recipient First Name | Recipient Last Name | Recipient Email | What written reports are requested by council/board each month as part of the regular council/board meeting agenda? Just type in the name (or type) of the reports below. | Do you have a written operating procedures document for the city recorder/admin office? |
|----------------|----------------------|---------------------|-------------------------------------|--|---|
| Coopertown | Emily | McKellar | recorder@coopertowntn.org | Bank Balance Report; CRS Summary; Citation Location Report; Police Chief Report; Street Department Report; Fire Department Report | Yes |
| Estill Springs | Tina | Smith | tsmith@united.net | None | No |
| Goodlettsville | Allison | Baker | abaker@goodlettsville.gov | Briefing Packet which includes Ordinances and Resolutions, as well as, a summary sheet detailing cost and additional information | No |
| Millersville | Holly | Murphy | cityrecorder@cityofmillersville.com | Financial Statements i.e. Revenue & Expense reports & Balance Sheet | No |
| Pegram | Tina | Morehead | recorder@peggram.net | Copy of current agenda with last months board minutes. Our board does not have specifics but I try to provide to them any document pertaining to that agenda item to enlighten them as much as possible to make/form an opinion. | No |
| Springfield | Lisa | Crockett | Lisa.Crockett@springfieldtn.gov | documents supporting all agenda items, monthly financials with budget comparisons | No |
| White House | Derek | Watson | dwatson@whitehousetn.gov | Department Month End Reports (specific performance goals for each department) | No |