

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
September 19, 2013
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 August 15, 2013 meeting.
6. Approval of Minutes of the September 9, 2013 meeting.
7. Welcome Visitors
8. Public Hearings
 - a. None
9. Communication from Mayor, Aldermen, and City Administrator
10. 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
11. Consideration of the Following Resolutions:
 - a. None
12. Consideration of the Following Ordinances:
 - a. An ordinance amending the Municipal Code Title 13, Chapter 4 Miscellaneous. *First Reading*.
13. Finance
 - a. To approve or reject Rogers Group's bid of \$269,225.00 for the Parking Lot Expansion project at City Hall. The City Administrator recommends approval.
 - b. To approve or reject Above All Roofing Contractor, LLC's bid of \$75,545 for replacement of the gymnasium roof. This bid includes replacement of an estimated 300 square feet of roof decking at \$6.00 per square foot, Alternative #2, and Alternative #3. The Parks and Recreation Director recommends approval.
 - c. To approve or reject Craig Johnson Construction's bid of \$32,500.00 for the Christian Drive Drainage project. The Public Services Director recommends approval.
 - d. To approve or reject the Grant Agreement with Sumner County for \$500,000 for construction of a new library facility. The City Administrator recommends approval.

- e. To approve or reject removing from the asset list a 1997 Ford F-150 4x4 truck (VIN #: 1FTDF182XVND29312). The Parks and Recreation Director recommends approval.
- f. To approve or reject Stringfellow, Inc.'s bid of \$132,983.00 for a 2014 TYMCO Model 435 Street Sweeper. The Public Services Director recommends approval.
- g. To approve or reject removing from the asset list a Case International Tractor, Model 1140 (Serial #: CCJ0094705). The Parks and Recreation Director recommends approval.
- h. To approve or reject a contract with CSR Engineering for professional engineering services effective August 1, 2013. The City Administrator recommends approval.
- i. To approve or reject a contract with CSR Engineering for engineering services for the SR76 Sidewalks project.

14. Other Business

- a. To approve or reject approval of the filing of Public Form CR-0253 for the State Revolving Fund Loan CG2 2013-326. The Finance Director recommends approval.
- b. To approve or reject the ATM partnership agreement with The Credit Union of Robertson County. The Finance Director recommends approval.

15. Discussion Items

16. Other Information

17. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
August 15, 2013
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer / Pledge

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

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

5. Approval of Minutes of the July 18, 2013 meeting and of the July 29, 2013 meeting.

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

6. Welcome Visitors

Mayor Arnold welcomed all visitors.

7. Public Hearings

- a. **Ordinance 13-07:** An ordinance of the City of White House, Tennessee, establishing the tax rate for the year 2013. *Second Reading.*

No one spoke for or against.

8. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik reminded the Board of the upcoming Chamber of Commerce luncheon scheduled for Thursday, September 5th. He noted that Congresswoman Diane Black would be the guest speaker.

Ald. Decker discussed the City's competition in economic development and how well the City can compete in this environment. He also discussed the current economic standing of the City.

City Administrator Gerald Herman provided an update regarding the SR 76 Sidewalk project.

City Administrator Gerald Herman stated that the contract is under review with TDEC for the City Park Trailway improvements RTP grant.

City Administrator Gerald Herman announced that the ARRA Fiber Optics project has been closed.

City Administrator Gerald Herman stated that the gym roof is out to bid.

City Administrator Gerald Herman stated that the parking lot addition has been approved by the Planning Commission and will go out to bid soon.

City Administrator Gerald Herman provided an update regarding the bathroom facility at City Park.

City Administrator Gerald Herman discussed the recent vandalism on Christian Drive.

City Administrator Gerald Herman discussed the progress on filling the City Recorder position.

City Administrator Gerald Herman reminded the Board that the Health, Safety and Wellness Fair is scheduled for Wednesday, August 21st.

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. **Motion passed.**

10. Consideration of the Following Resolutions:

- a. **Resolution 13-12:** A resolution authorizing the issuance of not to exceed three million one hundred thousand dollars (\$3,100,000) general obligation bonds of the City of White House, Tennessee.

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

- b. **Resolution 13-13:** A resolution authorizing the issuance, in one or more series, of general obligation bonds of the city of White House, Tennessee, in the aggregate principal amount of not to exceed three million one hundred thousand dollars (\$3,100,000) for the purpose of financing certain public improvement projects; making provision for the issuance, sale and payment of said bonds; establishing the terms thereof and the disposition of proceeds therefrom; and providing for the levy of taxes for the payment of principal of, premium, if any, and interest on the bonds.

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

- c. **Resolution 13-14:** A resolution authorizing participation in the Pool's "Driver Safety" Loss Control Matching Grant Program.

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

11. Consideration of the Following Ordinances:

- a. **Ordinance 13-07:** An ordinance of the City of White House, Tennessee, establishing the tax rate for the year 2013. *Second Reading.*

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

Mayor Arnold - aye. Motion was approved. **Ordinance 13-06 was approved on Second Reading.**

12. Finance

- a. To approve or reject the purchase of a 2014 Chevrolet Silverado 2500 HD pickup truck for \$22,880.00 and a 2014 Chevrolet Silverado 2500 HD utility bed truck with lift gate for \$31,919.00 from Walker Chevrolet. The Public Services Director recommends approval.

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

- b. To approve or reject the purchase of a 2014 Chevrolet Silverado 2500 HD pickup truck for \$22,880.00. The Public Services Director recommends approval.

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

- c. To approve or reject McGill Associate's Task Order #3 for \$48,000.00. The Public Services Director recommends approval.

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

- d. To approve or reject McGill Associate's Task Order #4 for \$123,000.00. The Public Services Director recommends approval.

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

- e. To approve or reject McGill Associate's Task Order #5 for \$92,000.00. The Public Services Director recommends approval.

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

- f. To approve or reject the purchase of two 2014 Ford Police Pursuit Vehicles AWD from Ford of Murfreesboro for \$49,976 and the emergency equipment necessary for both vehicles for \$24,479.00. The Police Chief recommends approval.

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

- g. To approve or reject a twenty-five year franchise agreement with Piedmont Natural Gas, Co. The City Administrator recommends approval.

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

- h. To approve or reject the authority to request Competitive Sealed Proposals for selling concessions at Parks and Recreation Department sporting events. The Parks and Recreation Director recommends approval.

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

- i. To approve or reject authorizing City Administrator, Gerald Herman, to enter into contract with HFR Design, Inc. for design services for the gymnasium and ladies' restroom facility renovations. The City Administrator 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. **Motion passed.**

13. Other Business

- a. None

14. Discussion Items

- a. Representation at the Robertson County Commissioners' Meeting

Mayor Arnold requested that the Aldermen begin to alternate attendance at the Robertson county Commissioners' meeting.

15. Other Information

- a. None

16. Adjournment

Meeting was adjourned at 7:45 pm.

ATTEST:

Michael Arnold, Mayor

Amanda Brewton, City Recorder

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Minutes
Special Session
September 9, 2013
6:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:30 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. New Business

- a. To approve or reject appointing Kerry Harville as City Recorder. The City Administrator recommends approval.

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

5. Adjournment

Meeting was adjourned at 6:35 pm.

ATTEST:

Michael Arnold, Mayor

Amanda Brewton, City Recorder

REPORTS....

**General Government Department
August 2013**

Administration

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

- August 1
 - Sumner County Joint Economic and Community Development Board meeting
- August 6
 - MTAS Legislative Updates
 - Beer Board meeting
- August 7
 - Metropolitan Planning Organization meeting
- August 8
 - Miracle on Main Street meeting with Chamber of Commerce
- August 12
 - Planning Commission meeting
- August 13
 - Regional Transportation Authority Operations Committee meeting
- August 15
 - City Managers meeting
 - Board of Mayor and Aldermen meeting
- August 20
 - Existing Industry Quarterly meeting
 - Robertson County E911 Board meeting
 - Hobbs Sewer Project pre-construction meeting
 - Chamber of Commerce luncheon
- August 21
 - Metropolitan Planning Organization meeting
 - Health, Safety, and Wellness Fair
- August 22
 - Robertson County E911 meeting
- August 26
 - Safety Committee meeting
 - Metropolitan Planning Organization Mayors' Caucus
 - City Recorder Interviews

Website Management

	2013 - 2014 Update Requests	2012 - 2013 Update Requests	2013 - 2014 Page Visits	2012 - 2013 Page Visits
July	162	31	250,487	85,214
August	186	49	468,840	63,924
September		32		82,694
October		24		113,317
November		21		121,011
December		22		98,573
January		51		98,082
February		45		96,253
March		22		118,982
April		45		170,040
May		212		223,064
June		117		193,101
Total	162	554	250,487	1,366,173

General Government Department
August 2013

Facebook Management

	2013 - 2014 New Likes	2012 - 2013 New Likes	2013 - 2014 # of Posts	2012 - 2013 # of Posts
July	34	19	14	5
August	25	13	22	3
September		14		4
October		17		4
November		18		10
December		17		6
January		9		3
February		15		2
March		10		2
April		7		3
May		6		3
June		15		18
Total	34	306	36	59

Twitter Management

	2013 - 2014 Total Followers	2012 - 2013 Total Followers	2013 - 2014 # of Tweets	2012 - 2013 # of Tweets
July	294	223	14	5
August	314	227	22	1
September		237		2
October		237		4
November		239		10
December		245		6
January		260		3
February		262		2
March		267		2
April		277		3
May		284		3
June		275		18
Total	N/A	N/A	36	59

Building Maintenance Projects

Special Maintenance Projects

- Removed old seating from Board Room
- Assembled new seating for Board Room
- Repaired kitchen equipment
- Repaired roof leak over concession stand at City Hall
- Removed fountain valves at soccer complex
- Altered desk height in Human Resources

General Maintenance

- Repaired lighting at Fire Station #1
- Repaired lighting at Library
- Safety checks at City Hall
- Repaired gate at Police Department
- Repaired duct work for A/C in server room
- Picked up litter at City Hall
- Maintained landscape at City Hall
- Replaced ceiling tile in conference room at City Hall
- Repaired auditorium door

**Finance Department
August 2013**

Finance Section

During August an additional \$2,693 was collected in property taxes, leaving a collection rate of 97% of the tax base and a 3% delinquency. The City Attorney did file suit in Sumner County this month on delinquent 2011 taxes, so we will no longer be able to collect those. They will have to be collected by the Sumner County Court Clerk. The Tax Clerk is currently working with the City Attorney to file suit on the Robertson County delinquent 2011 taxes as well. Since first filing delinquent taxes in 2010 we have received a total of \$268,650.50 in delinquent taxes from both Robertson and Sumner County.

The Finance Director attended the Rotary Club meeting each Thursday in August, attended and held a staff meeting two times in August, attended the August Board of Mayor and Alderman meeting, and participated in the City Recorder interview panel. The Finance Staff participated in the Employee Health and Safety fair this month, and the Purchasing Coordinator attended the 2013 Municipal Legislative Update class on August 6th with the City Administrator. The Finance Director spent a significant amount of time in August preparing information for the Preliminary Official Statement that was released in conjunction with the bond sale, and preparing for conference calls with both the rating agencies and the tax attorney, also required for the bond sale.

The part-time position Finance position has been posted on the web-site and was advertised at Vol State and both high schools. We are still trying to line up some interviews for this position. As began in June and continued through July and August, the Finance Department has been providing secretarial support to the Public Services Department during the return transition of key personnel.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$495,249.06	\$3,536,619.61
Sanitation	\$81,762.69	\$496,007.39
Wastewater	\$788,667.86*	\$1,831,785.90

- All Cash Balances are bank balances reported as of September 10, 2013.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$287,637.49.

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
3 regular 0 special	5 paper checks 285 direct deposits	0 Retroactive Adjustments	0 Voids

Accounts Payable

	August	FY	Last August	Last FY
Total Invoices Processed	246	541	437	664

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	206	2	6	7	18	0	2	16	0	0	9	266
Customers	67	0	5	12	5	0	0	4	3	0	4	100

Finance Department
August 2013

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	0	7	19	87	93	0	206
Customers	0	3	4	46	14	0	67

Purchase Orders

Codes	3	\$3,019.55	Court	0	\$0.00
Fire	11	\$4,578.57	Library	13	\$1,399.46
Police	29	\$74,797.64	Wastewater	22	\$1,879,817.55
Human Resources	4	\$1,240.49	Public Works	12	\$16,359.43
Engineering	0	\$0.00	Sanitation	2	\$3,000.00
Administration	2	\$920.00	Parks	31	\$14,192.37
Finance	3	\$357.14	Bldg. Maintenance	1	\$120.00
			Cemetery	7	\$704.05
Total	140	\$2,000,506.25	Void	2	

	Number of PO's	Value of PO's
Purchase Orders Under \$2,000	124	\$39,481.14
Purchase Orders \$2000 - \$9999	6	\$20,482.11
Purchase Orders Over \$10,000	10	\$1,940,543.00
Total	140	\$2,000,506.25

Emergency Purchase Orders – August

Number	Vendor	Items	Amount	Nature of Emergency	Department
19185E	Quality Mobile	Parts and Labor	\$1,500.00	Brush Truck overheated	Sanitation
19184E	Sherman Dixie	Pre-Cast Grate	\$250.00	Grate broke and had 6" gap at Northwoods and Highland	Public Works

Business License Activity – August

Opened	7
Closed	3

Delinquency Rate: 66%

Cumulative Information

Class	Total Licenses	Delinquencies
1	41	31
2	152	90
3	252	212
4	193	90
Total	638	423

**Finance Department
August 2013**

Description	Total Charges	Description	Total Charges
Child Restraint 4-15 (1 st Offense)	0	Open Container Law	2
Child Restraint-under 4	0	Parking Violation	1
Anti-Noise Regulations	0	Vehicle Registration Law	28
Texting While Driving	0	Seat Belt Violation – 18 and Older	49
Failure to Yield Right of Way	1	Speeding	58
Financial Responsibility Law	57	Careless Driving	3
Following Too Closely	0	Disobedience to Traffic Control Device	3
Motor Vehicle Requirements/Misc.	6	One Way Street	1
Improper Passing	1	Drivers License Law	5
Drivers Exercise Due Care	6	Turn to Avoid Signal	0
Codes Violations/Animal Control	0	Improper Backing	0
Stop Signs	17	Move Over Law	0
		Total	238

Municipal Court – Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	91
Guilty as Charged	14
Dismissal	21
Dismissed upon presentation of insurance	31
Not Guilty	2
Dismissed to Traffic School	10
Dismissed with Costs and Fines	36
Dismissed with Costs	23
Dismissed with Fines	10
Case Transferred to County	0
Dismissed with Public Service	0
Total	238

Wastewater Billing

New Service Connections: 3
 Applications: 56
 Late Penalties Applied: \$4,963.85
 Adjustments: 27
 Number of Reconnect Fees Paid: 32
 Non-Payment Cut-Offs: 39

**Human Resources Department
August 2013**

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

- August 06: MTAS Municipal Legislative Update
- August 08: Miracle on Main Street meeting with the Chamber of Commerce
- August 13: MTAS Municipal Management Academy training class
- August 14: Wastewater Tech I interviews
- August 15: Wastewater Tech I interviews
- August 20: Health, Safety and Wellness Fair
- August 28: Orientation of new employee, Darryl Preston, Wastewater Tech I
- August 29: First round of City Recorder interviews

Injury Reports:

	2013-2014	2012-2013	2011 - 2012
July	2	0	0
August	0	1	2
September		1	0
October		0	1
November		1	1
December		2	0

	2013-2014	2012-2013	2011 - 2012
January		2	0
February		0	0
March		0	0
April		2	3
May		2	0
June		1	0
Total	2	12	7

Property/Vehicle Damage Reports:

	2013-2014	2012-2013	2011 - 2012
July	2	0	0
August	0	1	0
September		0	0
October		1	1
November		1	0
December		1	2

	2013-2014	2012-2013	2011 - 2012
January		0	0
February		0	3
March		1	0
April		1	1
May		0	0
June		0	0
Total	2	6	7

City Wide Turnover:

	2013-2014	2012-2013	2011 - 2012
July	2.0%	0.0%	0.0%
August	1.0%	1.0%	0.0%
September		1.0%	0.0%
October		1.0%	1.0%
November		1.0%	2.0%
December		0.0%	2.0%

	2013-2014	2012-2013	2011 - 2012
January		1.0%	1.0%
February		1.0%	2.0%
March		1.0%	1.0%
April		1.0%	1.0%
May		1.0%	1.0%
June		0.0%	1.0%
Total	3.0%	9.0%	12.0%

Employee Disciplinary Reports:

	2013-2014	2012-2013	2011 - 2012
July	0		
August	0		
September			
October			
November			
December			

	2013-2014	2012-2013	2011 - 2012
January		2-Suspens	
February		0	
March		1-Termina	
April		0	
May		1-Suspens	
June		0	
Total	0	4	

**Police Department
August 2013**

Meetings/Civic Organizations

- *Chief Brady attended the following meetings in August:* Beer Board Meeting (Aug. 6), Department Head Meeting (Aug 12 & 26), Robertson County Chief's Meeting (Aug. 13th), Wrecker Meeting (Aug. 14), 911 User Group (Aug 14), Board of Mayor and Alderman (Aug 15), 911 Board Meeting (Aug 20), Drug Task Force Meeting (Aug 21), and E911 Meeting (Aug 22).
- *Captain Mingledorff attended:* Chamber of Commerce monthly meeting on Tuesday, August 20th.

Police Department Administration Performance Measurements

1. *Achieve accreditation from the Tennessee Law Enforcement Accreditation program by November 22, 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. Ninety-two (92) files have been approved by an assessor. Chief Brady is currently reviewing 36 files. Susan Johnson is currently working on 3 files. One is ready to be reviewed by an assessor. We received an extension date of November 22, 2013.
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 24 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 960 hours of training per calendar year.

Month	Admin Hours	Patrol Hours	Support Services Hours	Total Hours
January	0	368	0	368
February	0	272	0	272
March	0	125	60	185
April	0	151	0	151
May	0	32	0	32
June	0	88	0	88
July	1	26	0	26
August	8	128	0	136
Grand Total	0	1,190	60	1,258

Patrol Division Performance Measurements

1. *Maintain or reduce the number of patrol shifts staffed by only two officers at the two year average of 401 shifts during the Fiscal Year 2012-2013. (There are 730 Patrol Shifts each year.)*

Number of Officers on Shift	August	TYD
Two (2) Officers per Shift	17	33
Three (3) Officers per Shift	45	91

2. *Acquire and place into service two Police Patrol Vehicles.* We have ordered two new Police Interceptor Vehicles for Patrol. We are hoping to have these two new vehicles in our fleet by fall.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2012-2013.* The White House Police Department will conduct a Fall and Spring Compliance check.
4. *Maintain or reduce TBI Group A offenses at the three-year average of 80 per 1,000 population during the calendar year of 2013.*

Group A Offenses	August 2013	Per 1,000 Pop.	Total 2013	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	6	<1	65	6
Crimes Against Property	38	4	283	27
Crimes Against Society	21	2	120	12
Total	65	6	468	45
Arrests	36		265	

**U.S. Census Estimate 2011 – 10,419*

**Police Department
August 2013**

5. *Maintain a traffic collision rate at or below the three-year average of 312 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2013.*

	August 2013	TOTAL 2013
Traffic Crashes Reported	25	192
Enforce Traffic Laws:		
Written Citations	299	2,389
Written Warnings	147	1,061
Verbal Warnings	390	3,194

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 2013.*

COLLISION RATIO				
	COLLISIONS	INJURIES	MONTHLY RATIO	YTD
August 2013	25	6	24%	16%

Traffic School: Sgt. Keith Anglin instructed the DDC-4 Traffic School Class in June. There were ten students in attendance.

Staffing

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

Sumner County Emergency Response Team

- ERT had their monthly training day. No call outs.

Volunteer Reserve Officers: In August, The Reserves trained in firearms and qualified on the 14th.

Support Services Performance Measurements

Maintain or exceed a Group A crime clearance rate at the three-year average of 68.6% during calendar year 2013.

2013 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
August	73%	76%

Communications Section

	August 2013	Total 2013
Calls for Service	1,412	11,297
Alarm Calls	32	257

Request for Reports

	August 2013	FY 2013-14
Requests for Reports	21	47
Amount taken in	\$29.60	\$48.20
Tow Bills	\$0.00	\$0.00
Emailed at no charge	27	51
Storage Fees	\$0.00	\$0.00

Police Department
August 2013

Governor's Highway Safety Office (GHSO): The WHPD participated in the Booze it or Lose it Campaign. Traffic numbers were reported to the state.

Staffing

- We accepted applications in August for one vacant Police Officer position. Testing for the position will take place in September.

Volunteer Police Explorers: Explorers held their monthly meeting/training.

Item(s) sold on Govdeals: Nothing sold in the month of August.

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.** The program resumes at Heritage Elementary and Christian Community School in September 2013.
2. **Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.** This year's event will be held on Monday, September 2, 2013 (Labor Day). **Planning in Progress.**
3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.** Class #13 commenced on Tuesday, February 19th with 30 citizens attending. Classes met once a week for three hours, for ten weeks. Graduation was held on Tuesday, April 23rd in the auditorium at City Hall with 30 citizens completing the course. **Complete. Applications for Class #14 are being accepted. Class will begin February 2014.**
4. **Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.**
 - **Safe Seniors Crime Prevention Program:** Captain Mingledorff visited the White house Senior Citizen Center on Wednesday, August 28th and presented a class to approximately 30 citizens on "Scam Prevention" and "Auto Burglary Prevention".
 - **City of White House Health Fair:** Captain Mingledorff participated in the City of White House Annual Employee Health Fair held on Wednesday, August 20th. Information provided was: Vehicle Safety (Seat Belt Laws), Bike Safety (Helmet info), Gun Safety, Crime Prevention, Personal Safety, Emergency Address sign info, and Citizen Academy Applications.
 - **ROCIC In-Service Class:** Captain Mingledorff attended and completed the Southeastern Public Safety Institute's class on Asset Forfeiture and Financial Investigations on August 12, 2013.
 - Sgt. Enck instructed Defensive Tactics for the Gallatin Police Department on August 29th.
 - Sgt. Enck worked with the White House First United Methodist Church Youth on August 25th (O Course).

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

- Traffic and Security Detail at Heritage Elementary and Robert F. Woodall.
- White House High School Football Site Security and Traffic Control on Friday, August 30th.

Upcoming Events:

- **Drug Take Back Event – scheduled for October 26, 2013.**

2013 Participation in Joint Community Events		
	August 2013	Year to Date
Community Activities	8	53

**Fire Department
August 2013**

Summary of Month's Activities

Fire Operations

The department responded to 70 requests for service during the month with 48 responses being medical emergencies. The department responded to 2 vehicle accidents with reported injuries with one patient transported to the hospital.

- **August 2nd 12:54pm** – The Department responded to a reported fire in a drainage culvert on Christian Dr. when fire units arrived on scene the fire was visible from the culvert and the storm drains. After the fire was extinguished the damage to the drainage tile was extensive so much so the roadway had to be closed to traffic.
- **August 13th 10:09am** – The Department was dispatched to a fire alarm on Pinewood Ct. when fire units arrived on scene the alarm was sounding although no smoke was visible. After further investigation there was smoke within the structure coming from the kitchen, the home was secured with no one home, firefighters had to force entry and extinguish the cooking fire on the stove. The damage to the home was minimal with minor smoke damage and the fire was confined to the cooking container.

Fire Administration

- **August 6th** - Chief Palmer met with the Robertson County EMS Director to coordinate the renovations of fire station 1.
- **August 8th** – Chief Palmer, city employees, and members of the Chamber of Commerce attended a planning session for the holiday extravaganza hosted at fire station 2.
- **August 11th-16th** – Asst. Chief Sisk attended the Tn. Chapter of the International Association of Arson Investigators in Sevierville TN. for in-service training.
- **August 14th** – Chief Palmer attended a Fire Aid foam demonstration at the Portland Fire Department.
- **August 15th** – Chief Palmer met with the Architect drawing the plans for the fire station renovation at station 1.
- **August 20th** – Chief Palmer and Asst. Chief Sisk attended the monthly Robertson County 911 meeting in Springfield.
- **August 27th** – Asst. Chief Sisk attended and chaired the monthly safety committee meeting held at fire station 2.

Update on the Department's Goals and Objectives

- Complete annual firefighter training 228 hours for career and 48 for Part-time and Volunteer Firefighters by June 30th, 2014. **(In progress)**
- Complete the Risk Watch public safety education program with all 1st grade students by June 30th, 2014. **(In progress)**
- Complete the annual Fire Apparatus Pump Testing by December 1st, 2013.
- Complete the annual Fire Hose Testing by November 1st, 2013.
- Complete the annual Fire Hydrant Service Program by June 30th, 2014.
- Update all Pre-incident surveys by May 1st, 2014.

Departmental Highlight

On August 24th Members of C shift we able to make an appearance at a birthday party in the Greystone neighborhood. Events such as this enable the department to promote public safety and the department in a neighborhood setting. The presence of the fire engine drew the attention of others in the neighborhood.

**Fire Department
August 2013**

Monthly Performance Indicators

Incident Responses

Structure Fires	0	Vehicle Accidents (General Cleanup)	4
Cooking / Electrical Fires	2	Vehicle Accidents (With Injuries)	2
Vehicle Fires	0	Rescue	0
Grass, Brush, & Trash Fires	0	False Alarms / Calls	5
Hazmat	2	Assist Other Governmental Agency	0
Other Calls	7	Total Responses for the Month	70
Emergency Medical Responses	48	Total Responses YTD	142

Fire Fighter Training

Total Training Man Hours for the Month	402.50
Total Training Man Hours YTD	807.24

Fire Inspection

	This Month	YTD
Fire Inspections	3	6
Fire Investigations	0	0
Plat / Plan Reviews	0	4
Fire Preplans	1	1

Public Fire Education

	This Month	YTD
Participants	129	209
Education Hours	16	30
Number of Occurrences	6	14

Public Services Department - Public Works Division
August 2013

Staffing: The public works department is authorized 11 full time employees. Due to the change in solid waste operations, we now have the following employee's assigned to public works:

1. Three (3) full-time Sanitation (1) driver & (2) maintenance workers);
2. Two (2) full-time Streets equipment operators (Operator I & Operator II);
3. One (1) Supervisor.

Training & Staff Meetings: 75 Hours

Sanitation Collection: Waste Industries (WI) has completed the 9th full month of operation in the City. I've been monitoring Waste Industries web based portal to see the type and quantity of calls.

The August 2013 report show that staff has made **55** requests on the WI web portal system, which is the same for the month before. The breakdown for the type of request made for the residential/commercial customers are as follows:

1. 25 calls came from residents that had container issues, they either needed a replacement, moved out and needed them picked up, or they moved in and need containers delivered;
2. 16 calls came from residents that had "missed" garbage service;
3. 7 calls came from residents that had "missed" recycling service;
4. 8 calls came from residents that did not have their cans at the curb in time for the truck, had issues with container not being emptied completely or the placement of container after it has been serviced.

The total volume of recyclables collected curbside during August was approximately **40 tons** of material which is a savings of about **\$910.00** in avoided landfill tipping fees. In addition, the recyclable material revenue for July was approximately **\$356.00**. This is a net gain of **\$1,266.00**.

City Public Works Tasks & Drainage Improvement Projects

1. **South Palmers Chapel Asphalt Preparation Project:** Staff has been preparing South Palmers road from the Eastern city limits to Tyree Springs Road in advance of the paving crew. We had to trim the trees, clean the edges, fill potholes, make adjustments to the S. Palmers / Ben Albert intersection and repair the ditch at 231 S. Palmers. Staff has determined that there's a need to make this a 3-way "T" intersection. To accomplish this we've had to saw cut the asphalt and reestablish the shoulders on all sides. When the paving crew mobilizes in September we will dress out the remaining shoulders at Ben Albert with seed and straw.

- | | |
|------------------------|-------------------------------|
| 1. Man-hours – 160 | 3. Potholes Repaired – 55 |
| 2. Tons of Asphalt – 4 | 4. Shoulder Repair – 600 feet |

2. **Shady Lane Dry Detention Pond Rehabilitation Project:** Rain has kept staff from completing this rehabilitation project. But, it has been dry enough to continue working on the project. We installed new pipe from the adjacent culvert to prevent a continuous washout at the corner of the pond. We put topsoil on the banks, seeded, matted and placed straw down for protection. Staff continued to level the basin floor, although it rained and we were not able to finish the leveling.

- | | |
|---------------------------------|---------------------|
| 1. Man-hours – 123 | 4. Seed – 50 pounds |
| 2. Tons of Fill / Topsoil – 244 | 5. Straw Bales – 6 |
| 3. Culvert - 18"- 40 feet | 6. Seed Mats - 4 |

3. **Pinson Lane Shoulder Rehabilitation:** Trucks have been tearing up our shoulders along Pinson Lane. Staff worked to reestablish the drainage ditch along the eastern side of the roadway. In addition, staff trimmed the low hanging trees along that roadway. Staff did extensive grading, trimming, mowing and brush removal from the work sites.

- | | |
|---------------------------|-----------------------------|
| 1. Man-hours – 72 | 3. Rip-Rap – 24 tons |
| 2. Tons of Road Rock – 65 | 4. Shoulder Work – 300 feet |

Public Services Department - Public Works Division
August 2013

4. **Pierre Place Sidewalk Repair:**

The Codes Department requested assistance with a sidewalk repair due to the relocation of a street light within the Magnolia subdivision.

- | | |
|-------------------|----------------------|
| 1. Man-hours -- 4 | 2. Concrete -- 1 bag |
|-------------------|----------------------|

5. **Asphalt & Shoulder Repairs:**

- | | |
|----------------------|-----------------------------------|
| 1. Man-hours -- 113 | 3. Crush & Run Tons -- 85 |
| 2. Asphalt Tons -- 4 | 4. Shoulder Repairs -- 1,400 feet |

6. **Yard Waste Collection:**

- | | |
|--------------------------------|----------------------------------|
| 1. Residential Stops -- 409 | 4. Bagged Leaves/Grass -- 33 |
| 2. Number of Truck Loads -- 37 | 5. Hours for Bag Collection - 10 |
| 3. Hours for Yard Waste - 97 | |

7. **Litter Control:**

- | | |
|---|---------------------|
| 1. Number of bags -- 28 + 1 Move in special | 3. Dead Animals - 0 |
| 2. Number of hours -- 58 | |

8. **Right-of-Way Mowing, Spraying & Tree Trimming/Removal:** Staff has been working on tree trimming on the outer roadways in an effort to prepare them for the school buses. The first project was on Ben Albert Road. Staff cleared the trees that were overhanging the roadway causing obstructions to the larger vehicles. Many trees had to be removed. In addition, the side-mount mower was used to clear several R-O-W's.

1. Man-hours -- 136

9. **Sign Maintenance:** Staff continues sign repair and maintenance on an as needed basis. In addition, we've started upgrading the signs at the signalized intersections.

1. Man-hours -- 17

10. **Time Worked:**

- | | |
|------------------------------------|---------------------------------|
| 1. Sanitation Hours -- 210 | 5. Meeting/Training Hours -- 75 |
| 2. Streets Hours -- 514 | 6. Leave Hours -- 21 |
| 3. Facility Maintenance Hours -- 0 | 7. Overtime Hours -- 2 |
| 4. Fleet Maintenance - 110 | 8. Administrative Hours - 87 |

Performance

	Available Hours	Total Hours Worked
Streets and Roads	425	514
Sanitation	425	210
Facility Maintenance	N/A	0
Fleet Maintenance	N/A	110
Training	N/A	75
Leave	N/A	21
Overtime	N/A	2

Public Services Department - Public Works Division
August 2013

Sanitation Enterprise Fund Totals

Number of customers billed	Total Billed	Revenue Received	Total Billed YTD	Revenue Received YTD
3,713	\$57,496.50	\$56,413.94	\$114,872.50	\$117,602.16

Services Provided

<i>SERVICES PROVIDED</i>	<i>TOTAL</i>	<i>YTD</i>
BRUSH PICK UP	409 Stops	3851 Stops
BRUSH TRUCK LOAD	37	395
EMERGENCY CALL OUTS	0	11
FREE CLEAN UP DROP OFFS	41	891
CURBS REPAIRED	1	2
SHOULDERS REPAIRED	1	7
SHOULDERS WORK	1400 Feet	2188 feet
LITTER REMOVAL	58 Bags	351 Bags
DRAINAGE REQUESTS	0	29
SPECIAL PICK-UP	2	6
DRAINAGE WORK	500 Feet	2137 Feet
POTHoles REPAIRED	55	181
SALT USAGE (TONS)	0 Tons	4 Tons
SIGNS INSTALLED	7	116
SIGNS REMOVED	0	8
SIGNS RESET	3	22
SIGNS RELOCATED	1	9
SIGNS REPLACED	4	39
MOVE IN SPECIAL PICK UP	0	19
MOVE OUT SPECIAL PICK UP	0	3
DEAD ANIMAL REMOVALS	0	16
MOWING R.O.W. (Hours)	136 Hours	308 Hours

Public Services Department - Public Works Division
August 2013

Potholes Requiring Repairs

Pothole Repair Address	Length (feet)	Width (feet)	Depth (in.)	Tons
113 Sycamore Drive	5	4	3	0.37
145 Honeysuckle Drive	8	2	3	0.29
153 Honeysuckle Drive	37	5	3	3.39
181 Honeysuckle Drive	3	3	3	0.17
181 Honeysuckle Drive	4	3	3	0.22
Honeysuckle Drive @ 31W	5	6	3	0.55
Honeysuckle Drive @ 31W	9	6	3	0.99
301 Hunterwood Drive	9	2	3	0.33
403 Hunterwood Drive	2	3	3	0.11
Hunterwood Dr. @ Magnolia	19	4	3	1.39
104 Pinewood Drive	27	3	3	1.49
109 Pinewood Drive	11	2	3	0.40
111 Pinewood Drive	16	3	3	0.88
Applewood Dr. @ Ray. Hirsch	11.8	3.9	3	0.84
Applewood Dr. @ Ray. Hirsch	8.8	4	3	0.65
Applewood Dr. @ Ray. Hirsch	5	4	3	0.37
200 Peachtree Drive	3	3	3	0.17
206 Peachtree Drive	6	5	3	0.55
201 Blueberry Drive	13	2.9	3	0.69
Cherry @ Sage Rd	17	6	3	1.87
TOTAL TONS REQUIRED:				15.71

Potholes Repairs Completed

Pothole Repair Address	Length (feet)	Width (feet)	Depth (in.)	Tons	Length (feet)
129 Seminole Lane	14	8	3	2.05	4/1/2013
125 Seminole Lane	24	8	3	3.52	4/2/2013
125 Seminole Lane	13	9	3	2.15	4/3/2013
121 Seminole Lane	48	5	3	4.40	4/3/2013
121 Seminole Lane	6	5	3	0.55	4/3/2013
101 Villages Court	22	5.6	3	2.26	4/3/2013
117 Seminole Lane	28	8	3	4.11	4/10/2013
109 Seminole Lane	23	12	3	5.06	4/17/2013
113 Seminole Lane	25	9	3	4.13	4/17/2013
214 Hillwood Dr.	45	5	1.5	2.10	5/21/2013
302 Hillwood Dr.	60	1	1	0.37	5/21/2013
306 Hillwood Dr.	40	2	1	0.50	5/21/2013
	65	1	1	0.40	5/21/2013
310 Hillwood Dr.	60	2	1	0.75	5/21/2013
312 Hillwood Dr.	24	2	1	0.30	5/21/2013
	15	1	1	0.09	5/21/2013
314 Hillwood Dr.	75	12	1	5.60	5/21/2013
104 Hillwood Dr.	18	2	1.5	0.33	5/21/2013
TOTAL TONS USED:	38.66				

Public Services Department - Wastewater Division
August 2013

Collection System Activities

1. **Green Project:** The motor control center and generator replacement project at the North Palmer's Chapel lift station has been completed. The station is now operating on the new motor control center (MCC) panel, the new Air-Vac control panel and the new generator. We are awaiting cost estimates for some additional work which I may present to the BMA at the September meeting.
2. **Hobbs Project:** I mailed out a flyer to our residents and business owners alerting them to the projected parameters and the anticipated start date of September 16. The Hall Construction will mobilize the week of the 16th and hopefully begin construction on the 23rd.
3. **GIS/GEO JOBE:** We have been working with the new GIS based work order system for several weeks now. Staff is working closely with Geo-Jobe in an effort to refine this system. We've purchased Samsung pads for the field crews and Geo-Jobe has provided some initial training on the functionality of this system. The staff is learning the new work order process and we continue to make improvements in the software attributes.
4. **Lift Stations:** We've been working on the sandblasting and sealing of the North Palmers & Calista Road vacuum lift stations. During the sandblasting at NPC, the dust penetrated the overload protection devices for the pumps and shorted out the panel. Other than that the piping gallery and storage tanks at the two stations have been substantially completed. The final engineering inspection is set for September 16.

Wastewater Treatment Plant

- A. FLOW.....0.714 MGD
- B. CAPACITY.....1.40 MGD
- C. % OF PLANT THROUGHPUT51% (0.714 MGD/1.40 MGD)
- D. ACTUAL CAPACITY1.12 MGD (1.4 MGD x 80%)
- E. % OF ALLOCATED CAPACITY64% (0.714 MGD)/(1.12MGD)
- F. RAINFALL.....5.8"

1. **Violations:** The plant had no violations in August. Our permit requirements for water quality are well below the state limits.
2. **H2S & FERRIC SULFATE:** Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. We've been feeding ferric for thirteen (13) months and the overall results remain positive at the plant. The clarifiers are producing a very clear effluent. We are now feeding at a rate of eight (8) gallons per day at the Union Road lift station and ten (10) gallons per day at the Old Tyree lift station due to the high levels of H2S within the system.
3. **Oxidation Ditch:** We are still dealing with the gearbox/bearing failures now with the #2 orbal. The gearbox for the #1 orbal was replaced but the bearing has started leaking. Wascon is trying to determine the cause since it is new. Nevertheless, the oxidation ditch continues to produce a clean effluent.
4. **UV System:** The Trojan Ultra-Violet (UV) system main controller **has failed** and we have it on a bypass system. I'm working with Ben to determine if replacing the current system is still the most cost effective method or seeking a retrofit. Cost will be the mitigating factor on a retrofit. The chamber continues to have problems due to increased algae levels. Derek and Chris are working hard to keep the algae from building up and we are getting a below limit kill on coliform bacteria.

Public Services Department - Wastewater Division
August 2013

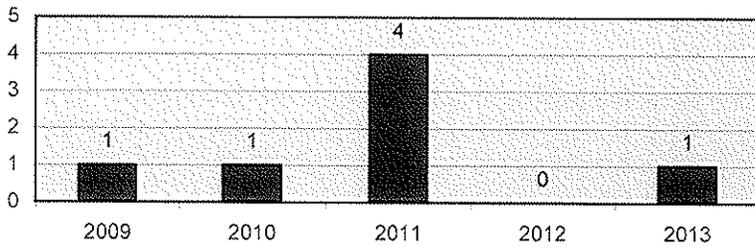
5. **Treatment Plant:** Staff is still working on painting of the Sludge pump building, which has greatly improved the appearance of the building. The only area's lacking paint is the floor. Staff will hold off on finishing the floor until the headworks are installed.

SCADA Alarms Responses July 2013		
	Month	YTD
North Palmers	241	587
Calista	261	362
Wilkinson	2	2
Portland Road	0	0
Cope Crossing	17	34
Union Road	0	2
Meadowlark	0	11
Hwy 76	0	0
Cambria	0	0
Treatment Plant	45	71
Total Responses	566	1069
TN ONE-Call	154	283

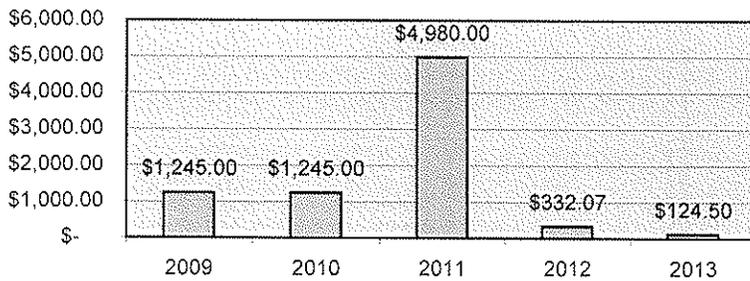
July 2013 Work Orders	MTH	YTD
Monthly Service Requests Total	76	364
Mainline Repairs	2	2
Service Line Repairs	64	104
E/2000 (B) to E/Extreme Change-outs	4	15
E/2000 (B) to E/2000 (B) Change-outs	5	6
E/Extreme to E/2000 (B) Change-outs	2	2
E/Extreme to E/Extreme Change-outs	11	16
E/2000 (B) Conversions	0	2
E/One Extreme Conversions	4	9
Low Pressure Service Requests	61	202
Vacuum System Service Request	13	21
Major Lift Station Repairs	1	1

Planning and Codes Department
August 2013

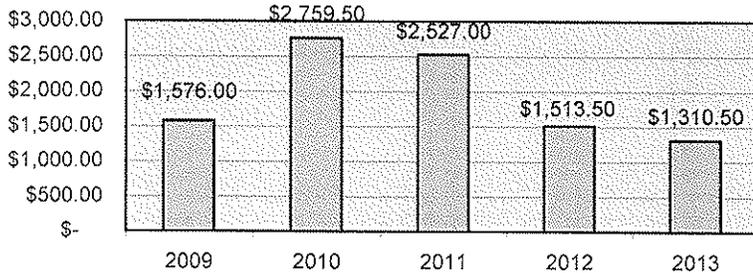
Single Family Permits



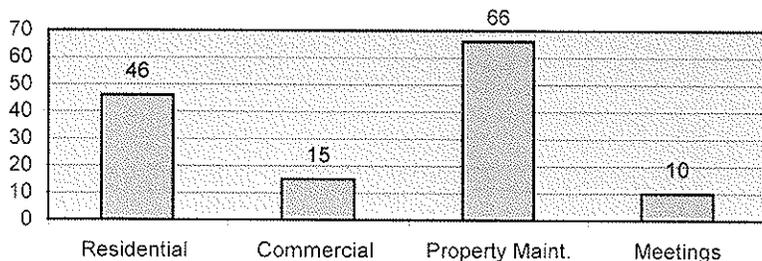
Impact Fees



Permit Fees



Inspections / Meetings



	Month	FY 13-14
MEETING AGENDA ITEMS#		
Planning Commission	5	8
Construction Appeals	0	0
Zoning Appeals	0	0
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	1	9
Multi-Family Residential	0	0
Other Residential	7	23
New Commercial	0	0
New Industrial	0	0
Other Com/Ind	3	7
State Electrical	35	76
Sign	0	2
Occupancy Permits	1	3
Other	1	2
BUILDING INSPECTIONS		
Residential	46	102
Hours	12.92	30.25
Commercial /Industrial	15	31
Hours	4.83	14.66
CODE ENFORCEMENT		
Total Cases	66	145
Hours	8.42	21
Complaints Received	13	36
MEETINGS		
Administration	3	6
Hours	6.25	9.5
Planning	3	2
Hours	2.25	3.25
Codes	4	11
Hours	2.33	6.58
FEES		
Permit Fees	\$ 1,310.50	\$ 8,039.50
Board Review Fees	\$350.00	\$ 700.00
City Impact Fee	\$124.50	\$ 1,120.50
Roads	\$38.10	\$ 342.90
Parks	\$39.60	\$ 356.40
Police	\$28.20	\$ 253.80
Fire	\$18.60	\$ 167.40
OTHER ITEMS		
Subdivision Lots	0	0
Commercial/Industrial (Sq ft)	0	0
Multi-Family Units	N/A	0
Other	N/A	0
OTHER ITEMS		
Subdivision Bonds: 23	\$	974,300.00
Builders Bonds	\$	42,866.43
Workings Days in Month		17

Parks, Recreation & Cultural Arts Department
August 2013

Summary of Month's Activities

New Restroom Facility

The new restroom facility at the Park is nearly complete. There are just a few small details on the punch list to address and then it will be done. I hope that you get a chance to go by there and look it over. This is a very nice structure that we can all be proud of. The materials are high quality and will last a long time.

RTP Grant –Recreational Trails Program

Finally, we received a contract from the State to sign regarding the RTP grant. The Director submitted this grant application on October 28th of 2011 and it has taken this long to get a contract back. I have sent the contract back with Mayor Arnold's signature, so now the State has to sign it to make it official. Once the State sends back the fully executed contract, we can begin the design process. The grant is for \$90,000 and the City's match is at least 20%. This grant will help fund renovations to the recreational trail in the Municipal Park.

Recreation

Girls Volleyball is ongoing and there are 61 total participants. We have split it into a 3rd – 5th grade league and a 6th – 8th grade league. Practices ran through the month of August and games started September 3rd. Games will be played twice a week until the season ends on October 5th.

Fall Baseball is ongoing and there are 165 participants and 15 teams. We have one 11-12 team that plays teams from other cities.

Fall Softball is ongoing and there are 197 participants. This is up by about 20 from last year, and we have 2 more teams than we did last year. We also have a 12U league this year and we didn't have one last year.

We are doing two Adult Softball leagues this fall which includes a recreational league with 4 teams, and a competitive league with 6 teams. The recreational league plays on Tuesday nights. The competitive league plays on Tuesdays and Thursdays on Field 7, which is the largest ball field in the park. The games started September 3rd for the competitive league and they start September 10th for the recreational league. They will end around the end of October.

The Labor Day Bike Parade was September 2nd. We had approximately 70 participants that rode their bikes in the parade. Awards for the best decorated bike were handed out and they are as follows: Nayeli Longfellow – 1st place, Ella Smith – 2nd place, and Landon Graves – 3rd place.

2013-2014 Youth Basketball sign-ups will start next Monday, Sept 9th and run through October 21st. This is for girls and boys grades 1 – 8. Registration is \$65 for city residents and \$77 for non-residents. Practices will begin in November and games will start in December.

2013-2014 Men's Open Basketball sign-ups will begin next Monday, Sept 9th and run through October 21st. They will be Tuesday night games. The league fee is \$475 per team. The league is limited to 8 teams.

The Harvest Moon 10K has been changed to a 7K this year. We are doing this to see if it will help us get more people to participate. This will also allow us to start the race at the White House High School Trailhead and run it as an "out and back" course contained entirely on the Greenway, which will not require road crossings. The registration fee has been lowered to the same price as the 5K. Hopefully by doing all of this we will get more people to sign up and be able to continue to offer the Harvest Moon race.

The Trail of Treats is scheduled for Tuesday, October 29th at 6:00PM. We are going to take canned goods again this year for the Hope Center and their truck will be there to accept donations.

Parks Maintenance

Employees have continued to trim low-hanging limbs along the Greenway.

A new layer of playground mulch was placed at the Municipal Park Playground, which helps to cushion the surface for injury prevention. Maintenance was also done to swings by replacing numerous swing hangars.

Parks, Recreation & Cultural Arts Department
August 2013

With all of the rain we have had this summer, mowing has been continuous. For the months of July and August, 310 labor hours of mowing was recorded. This does not include hours spent using a trimmer, blower, etc.

Football games have started for the middle school, freshman and varsity teams. There are a total of 13 games that Parks employees will prepared for by mowing, painting and staffing the games.

Fall is a busy time of the year for the Parks Department as we have Fall Baseball and Softball, Men's Softball, Jr. Pro. Football/Cheer, Fall Soccer, Middle and High School Football, Fall Classic Soccer Tournament, Harvest Moon Festival and 7K race, Trail of Treats, etc.

Update on Department Goals and Objectives

Gymnasium Renovation

On Tuesday, bids were opened for the replacement of the gym roof. This is a TML roof claim due to hail damage. We had 7 bids submitted and the pricing came in at the expected range.

Department Highlight

Hillcrest Cemetery Gates

As of September 5th, with the installation of the limestone capstones, the cemetery gate project is finished.

Department Cost Savings Report

We have not run the irrigation systems on the athletic fields any this month.

Parks, Recreation, Cultural Arts Department
August 2013

	Current Year					
	FY 2007-2008	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13	

	Jul-13	Aug-13	YTD FY 2012-13	
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Maintenance

Mowing Hours	1,044	1,469	1,486	1,346	1,276	182	220	402
Pounds of Grass Seed Sown	3,670	1,895	3,140	2,275	3,280	10	0	10
Pounds of Fertilizer Applied	6,150	4,590	8,150	2,540	5,525	0	0	0
Number of Trees/Shrubs Planted	57	11	20	39	3	0	0	0

Recreation

Number of Youth Program Participants	377	336	354	448	818	15	421	436
Number of Adult Program Participants	857	1,343	2,353	2,471	1,726	46	196	242
Number of Theatre Production Attendees	102	0	0	0	0	0	0	0
Number of Special Event Attendees	2,865	2,505	3,484	3,970	796	75	0	75
Total Number of Special Events Offered	8	17	19	17	19	1	0	1
Total Number of Programs Offered	23	38	68	78	51	9	7	16
Youth Program Revenue	\$22,095.25	\$27,728.00	\$29,068.00	\$29,702.00	\$ 49,676.00	\$24,381.00	\$1,282.40	\$ 25,663.40
Adult Program Revenue	\$15,246.25	\$9,368.25	\$14,899.65	\$19,216.05	\$ 16,060.90	\$2,885.30	\$2,043.00	\$ 4,928.30
Theatre Production Revenue	\$485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -
Special Event Revenue	\$6,476.00	\$4,530.00	\$8,010.00	\$7,355.00	\$ 5,970.00	\$1,020.00	\$600.00	\$ 1,620.00

Administration

Number of Shelter Reservations	112	153	116	112	110	11	12	23
Hours of Shelter Reservations								
Shelter Reservation Revenue	\$3,732.00	\$4,083.00	\$3,415.00	\$ 3,396.00	\$ 3,270.00	\$394.00	\$200.00	\$594.00
Number of Facilities Reservations	305	105	63	136	261	15	14	29
Hours of Facility Reservations								
Facility Reservation Revenue	\$28,514.05	\$6,345.82	\$6,475.63	\$ 16,224.25	\$ 36,686.43	\$2,343.75	\$2,775.00	\$5,118.75
Field Rental Revenue						\$420.00	\$125.00	\$545.00
Misc. Revenue	\$39,729.53	\$52,032.78	\$60,991.46	\$ 56,423.35	\$ 71,032.39	\$1,643.51	\$20.00	\$1,663.51

Senior Center

Senior Center Participants	3,993	2,399	2,860	3,269	3,586	307	212	519
Number of Trip Participants	366	316	473	387	477	50	47	97
Number of Meals Participants	3,430	3,848	2,912	3,315	2,867	259	203	462
Number of Program Participants		587	632	4,486	4,030	345	208	553
Number of Trips Offered	43	31	42	31	34	4	5	9
Number of Meals Served	48	50	46	49	49	5	4	9
Number of Programs Offered	5	54	50	90	87	8	5	13

White House Inn Library & Museum
August 2013

Summary of Activities

The Friends of the Library met on Tuesday, August 6th to discuss fundraising ideas for the new building project. It was decided that in October, the Friends would try to turn the library into a haunted library. Additionally, the Friends are working on a booklet to give to local businesses when asking for building donations.

The Friends also started exploring the possibility of having a gala in March. They met with a hospital fundraising expert on August 21st to discuss the procedure of hosting such a formal event.

The Friends of the Library had their book sale from August 19th-24th. A total of \$527.80 was raised from the weeklong event. Aside from the book sale, the Friends placed a jar in the library asking patrons to donate their spare change for the building project. The Friends raised \$86 dollars in one month from individuals' spare change.

On August 12th, the Friends hosted local author Phillip Wilson's book signing. There were a number of individuals that came to the event.

The library was closed for inventory from August 15th through the 17th. The library staff found over 500 items that had the wrong spine label, filled up a cart of items that were not even cataloged, and found that a large number of items were missing despite our records showing the items were still in the building. This process was very helpful in cleaning up our system and correcting mistakes.

On August 30th, the Tennessee Secretary of State Tre Hargett came to the White House Library to present the city with the \$100,000 building grant award. State Senator Ferrell Haile, State Representatives Courtney Rogers, William Lamberth, and Joshua Evans, Sumner County Executive Anthony Holt, White House Mayor Mike Arnold, and a number of library board members also attended the event.

Department Highlights

The highlight for this month was the building grant award ceremony. It was an honor to have so many State officials present to celebrate the progress of the city's building project.

Performance Measures

Official Service Area Population:	13,257	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
Memberships:	11,034	Toddler	0	0
% of the Pop with Membership:	83	Preschool	0	0
Total Materials Available:	26,434	Teen	0	0
Estimated Value of Total Materials:	\$660,850	Adult	1	9
Last Month:	\$664,850	All ages	0	0
Total Materials Available Per Capita:	1.99	Total	1	9
Last Month:	2.00			
State Minimum Standard:	2.00	Wireless Internet Users:		91
		Computer Internet Users:		352
		Children Computers:		2,778

Materials Added:

Adult Fiction:	49		
Adult Non-Fiction:	10	Volunteers:	6
Child/Juvenile/Young Adult Fiction:	12	Total Hours:	69.45
Juvenile/Young Adult Non-Fiction:	7		

Audiobooks:	0	<u>Interlibrary Loan Service</u>	
Movies:	3	Items Borrowed:	21
Music CDs:	21	Items Loaned:	19
Total:	102		

Library Circulation

Total # of Check-outs:	4,352	<u>R.E.A.D.S. Downloads:</u>	
Last Month:	5,178	1 st Quarter: eBooks:	305
Items per Patron:	.3	1 st Quarter: Audiobooks:	506
		2 nd Quarter: eBooks:	864
		2 nd Quarter: Audiobooks:	585

<u>New Memberships:</u>	Adult:	29	3 rd Quarter: eBooks:	528
	Senior Adult:	0	3 rd Quarter: Audiobooks:	580
	Child:	2		
	Student:	13	4 th Quarter: eBooks:	542
	Young Adult:	0	4 th Quarter: Audiobooks:	695

Municipal Court
August 2013

Revenues

Citations

Total Collected for Month \$13,316.25
Total Collected YTD \$27,861.75

State Fines

Total Collected for Month \$1,809.51
Total Collected YTD \$2,794.54

Total Revenue for Month \$15,125.76
Total Revenue YTD \$30,656.29

Disbursements

Litigation Tax \$958.00
DOS / DOH Fines & Fees \$902.50
DOS Title & Registration \$194.75
Restitution / Refunds \$10.00
TBI-Expungement / Fees \$0.00
Worthless Checks \$0.00

Total Disbursements for Month \$2,065.25
Total Disbursements YTD \$4,684.25

Adjusted Revenue for Month \$13,060.51
Total Adjusted Revenue YTD \$25,972.04

Drug Fund Donations for Month \$371.22
Drug Fund Donations YTD \$517.69

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City of White House
Summary Financial Statement
August 2013

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110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg	
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		
31110		Real & Personal Property Tax(Current)		1,877,130.00	(1,000.68)	0.05 %	156,427.50	992.29	-0.63 %
31120		Public Utilities Property Tax (Current)		75,776.00	0.00	0.00 %	6,314.67	0.00	0.00 %
31211		Property Tax Delinquent 1st Year		60,000.00	(3,968.35)	6.61 %	5,000.00	(3,024.00)	60.48 %
31212		Property Tax Delinquent 2nd Year		28,000.00	(883.00)	3.15 %	2,333.33	(875.00)	37.50 %
31213		Property Tax Delinquent 3rd Year		13,000.00	(86.00)	0.66 %	1,083.33	(86.00)	7.94 %
31214		Property Tax Delinquent 4th Year		8,000.00	(74.00)	0.93 %	666.67	(74.00)	11.10 %
31215		Property Tax Delinquent 5th Year		8,000.00	(256.00)	3.20 %	666.67	0.00	0.00 %
31216		Property Tax Delinquent 6th Year		2,600.00	0.00	0.00 %	216.67	0.00	0.00 %
31219		Property Tax Delinquent - Other Prior		5,500.00	0.00	0.00 %	458.33	0.00	0.00 %
31300		Int, Penalty, And Court Cost On Prop		43,500.00	(2,196.37)	5.05 %	3,625.00	(1,524.52)	42.06 %
31513		Payment In Lieu Of Tax -Sewer		93,209.00	(15,534.84)	16.67 %	7,767.42	(7,767.42)	100.00 %
31610		Local Sales Tax - Co. Trustee		2,050,000.00	(398,910.08)	19.46 %	170,833.33	(192,749.66)	112.83 %
31709		Beer And Liquor Local Priv Tax		5,200.00	(341.65)	6.57 %	433.33	(41.65)	9.61 %
31710		Wholesale Beer Tax		250,000.00	(49,525.93)	19.81 %	20,833.33	(25,328.59)	121.58 %
31800		Business Taxes		140,000.00	(13,718.94)	9.80 %	11,666.67	(3,260.97)	27.95 %
31911		Natural Gas Franchise Tax		110,000.00	0.00	0.00 %	9,166.67	0.00	0.00 %
31912		Cable TV Franchise Tax		99,000.00	(29,152.63)	29.45 %	8,250.00	(29,152.63)	353.37 %
31960		Special Assessment - Liens		2,000.00	(180.00)	9.00 %	166.67	(180.00)	108.00 %
31980		Mixed Drink Taxes		9,500.00	(3,943.64)	41.51 %	791.67	(2,612.64)	330.02 %
32090		Peddler Permit		50.00	0.00	0.00 %	4.17	0.00	0.00 %
32209		Beer And Liquor License Application		1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
32610		Building Permits		21,000.00	(7,618.00)	36.28 %	1,750.00	(1,328.00)	75.89 %
32690		Other Permits		50.00	0.00	0.00 %	4.17	0.00	0.00 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
32710		Sign Permits		700.00	(500.00)	71.43 %	58.33	0.00	0.00 %
33100		Federal Grants		2,601,564.00	(803.50)	0.03 %	216,797.00	0.00	0.00 %
33320		Tva Payments In Lieu Of Taxes		111,164.00	0.00	0.00 %	9,263.67	0.00	0.00 %
33400		State Grants		100,000.00	0.00	0.00 %	8,333.33	0.00	0.00 %
33410		State Law Enforcement Education		23,000.00	0.00	0.00 %	1,916.67	0.00	0.00 %
33451		Local Grant - Sumner County		500,000.00	0.00	0.00 %	41,666.67	0.00	0.00 %
33460		State Grant-Library Technology		1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
33510		State Sales Tax		702,980.00	(125,060.17)	17.79 %	58,581.67	(64,684.34)	110.42 %
33520		State Income Tax		20,000.00	(20,737.60)	103.69 %	1,666.67	(87.85)	5.27 %
33530		State Beer Tax		5,025.00	0.00	0.00 %	418.75	0.00	0.00 %
33553		State Gasoline Inspection Fee		21,023.00	(3,500.58)	16.65 %	1,751.92	(1,749.42)	99.86 %
33593		Corporate Excise Tax		12,000.00	0.00	0.00 %	1,000.00	0.00	0.00 %
33710		County Grant - Senior Nutrition		9,500.00	0.00	0.00 %	791.67	0.00	0.00 %
34120		Fees And Commissions		2,000.00	(904.85)	45.24 %	166.67	(300.00)	180.00 %
34740		Parks And Rec League Fees		70,000.00	(31,761.10)	45.37 %	5,833.33	(3,071.90)	52.66 %
34741		Field Maintenance Fees		8,000.00	(315.00)	3.94 %	666.67	0.00	0.00 %
34760		Library Fines, Fees, And Other		7,500.00	(1,411.45)	18.82 %	625.00	(621.75)	99.48 %
34793		Community Center Fees		21,000.00	(6,032.75)	28.73 %	1,750.00	(2,875.00)	164.29 %
34900		Other Charges For Services		9,500.00	(1,075.50)	11.32 %	791.67	(658.50)	83.18 %
35110		City Court Fines And Costs		150,000.00	(28,057.29)	18.70 %	12,500.00	(15,155.76)	121.25 %
35130		Impoundment Charges		300.00	0.00	0.00 %	25.00	0.00	0.00 %
36000		Other Revenues		14,000.00	(1,640.52)	11.72 %	1,166.67	(1,126.42)	96.55 %
36100		Interest Earnings		5,700.00	(769.70)	13.50 %	475.00	(374.79)	78.90 %
36210		Rent		18,000.00	(2,294.89)	12.75 %	1,500.00	(771.46)	51.43 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	Month-To-Date	
36330		Sale Of Equipment		0.00	(75.40)	0.00 %	0.00	(75.40)	0.00 %	
36350		Insurance Recoveries		0.00	(1,000.00)	0.00 %	0.00	(1,000.00)	0.00 %	
36420		Stadium Receipts		5,400.00	0.00	0.00 %	450.00	0.00	0.00 %	
36430		Tax Refunds (Overpayments)		0.00	(2.00)	0.00 %	0.00	(2.00)	0.00 %	
36450		Parks Concessions		11,000.00	0.00	0.00 %	916.67	0.00	0.00 %	
36700		Contri And Donation From Private		0.00	(1,086.77)	0.00 %	0.00	(600.00)	0.00 %	
36920		Sale Of Bonds		3,000,000.00	0.00	0.00 %	250,000.00	0.00	0.00 %	
36960		Operating Transfer In From Other		0.00	(73,000.00)	0.00 %	0.00	(73,000.00)	0.00 %	
		Total Revenues		12,333,371.00	(827,419.18)	6.71 %	1,027,780.92	(433,167.38)	42.15 %	
Expenditures										
41000		General Government		(360,806.00)	62,789.56	17.40 %	(30,067.17)	17,455.80	58.06 %	
41210		City Court		(77,537.00)	14,162.46	18.27 %	(6,461.42)	5,477.86	84.78 %	
41500		Financial Administration		(402,265.00)	88,849.94	22.09 %	(33,522.08)	27,945.32	83.36 %	
41650		Human Resources		(141,895.00)	29,393.27	20.71 %	(11,824.58)	11,227.94	94.95 %	
41670		Engineering		(2,014,000.00)	16,270.55	0.81 %	(167,833.33)	16,270.16	9.69 %	
41700		Planning And Zoning		(275,486.00)	49,762.02	18.06 %	(22,957.17)	24,170.68	105.29 %	
41800		General Government Buildings		(162,504.00)	21,556.48	13.27 %	(13,542.00)	4,563.79	33.70 %	
41921		Special Events		(4,000.00)	34.66	0.87 %	(333.33)	0.00	0.00 %	
42100		Police Patrol		(1,170,974.00)	263,468.44	22.50 %	(97,581.17)	146,147.01	149.77 %	
42120		Police Support Services		(274,565.00)	48,923.22	17.82 %	(22,880.42)	28,931.35	126.45 %	
42150		Police Administration		(218,426.00)	33,031.50	15.12 %	(18,202.17)	13,964.05	76.72 %	
42151		Communications Services		(185,000.00)	0.00	0.00 %	(15,416.67)	0.00	0.00 %	
42200		Fire Protection And Control		(1,678,119.00)	169,845.35	10.12 %	(139,843.25)	91,378.15	65.34 %	
42210		Fire Administration And Inspection		(358,350.00)	58,212.94	16.24 %	(29,862.50)	35,601.21	119.22 %	

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:			16.67%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
43000			Public Works	(727,844.00)	213,396.21	29.32 %	(60,653.67)	25,379.64	41.84 %
44310			Senior Citizen Activities	(42,614.00)	4,825.40	11.32 %	(3,551.17)	2,023.10	56.97 %
44700			Parks	(275,727.00)	53,140.29	19.27 %	(22,977.25)	37,374.02	162.66 %
44740			Park Maintenance	(829,464.00)	197,462.95	23.81 %	(69,122.00)	16,370.09	23.68 %
44800			Libraries	(3,785,534.00)	33,239.20	0.88 %	(315,461.17)	14,915.11	4.73 %
44880			Children's Library Services	(47,922.00)	4,975.95	10.38 %	(3,993.50)	3,100.57	77.64 %
51000			Misc Exp	(225,000.00)	322.33	0.14 %	(18,750.00)	322.33	1.72 %
52210			Collection	0.00	67.25	0.00 %	0.00	0.00	0.00 %
58802			ARRA Grant #1 - Fiber Optic	0.00	4,620.00	0.00 %	0.00	0.00	0.00 %
Total	110		Expenditures	(13,258,032.00)	1,368,349.97	10.32 %	(1,104,836.00)	522,618.18	47.30 %
			General Fund	(924,661.00)	540,930.79	58.50 %	(77,055.08)	89,450.80	116.09 %

121	State Street Aid Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg	
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		
								16.67%	
		33551	State Gasoline And Motor Fuel Tax	265,707.00	(47,991.14)	18.06 %	22,142.25	(24,733.65)	111.70 %
		36100	Interest Earnings	60.00	(3.97)	6.62 %	5.00	(1.23)	24.60 %
		Total	Revenues	265,767.00	(47,995.11)	18.06 %	22,147.25	(24,734.88)	111.68 %
		43100	Highways And Streets	(263,000.00)	150,620.35	57.27 %	(21,916.67)	0.00	0.00 %
		Total	Expenditures	(263,000.00)	150,620.35	57.27 %	(21,916.67)	0.00	0.00 %
Total	121		State Street Aid Fund	2,767.00	102,625.24	-3,708.90 %	230.58	(24,734.88)	10,727.09

Account	Description	Year-To-Date		Monthly Comparative:			
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
122	Parks Sales Tax Fund						16.67%
Revenues							
36100	Interest Earnings	400.00	(25.15)	6.29 %	33.33	(11.84)	35.52 %
36425	Parks Sales Tax Receipts	79,000.00	(14,167.31)	17.93 %	6,583.33	(6,774.52)	102.90 %
	Total Revenues	79,400.00	(14,192.46)	17.87 %	6,616.67	(6,786.36)	102.56 %
Expenditures							
49000	Debt Service	(130,484.00)	0.00	0.00 %	(10,873.67)	0.00	0.00 %
	Total Expenditures	(130,484.00)	0.00	0.00 %	(10,873.67)	0.00	0.00 %
Total 122	Parks Sales Tax Fund	(51,084.00)	(14,192.46)	-27.78 %	(4,257.00)	(6,786.36)	-159.42

123	Solid Waste Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg	
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		
								16.67%	
		34400	Sanitation - User Fees	684,000.00	(114,820.00)	16.79 %	57,000.00	(57,376.00)	100.66 %
		36100	Interest Earnings	850.00	(98.07)	11.54 %	70.83	(54.40)	76.80 %
		37794	Sale Of Materials	13,000.00	(1,701.13)	13.09 %	1,083.33	(329.04)	30.37 %
		Total	Revenues	697,850.00	(116,619.20)	16.71 %	58,154.17	(57,759.44)	99.32 %
		Total	Expenditures	(779,203.00)	154,963.87	19.89 %	(64,933.58)	64,888.23	99.93 %
		49000	Debt Service	(54,083.00)	0.00	0.00 %	(4,506.92)	0.00	0.00 %
		Total	Expenditures	(833,286.00)	154,963.87	18.60 %	(69,440.50)	64,888.23	93.44 %
		Total	123	135,436.00	38,344.67	28.31 %	(11,286.33)	7,128.79	63.16 %

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
140	Police Drug Fund					16.67%
Revenues						
31610	Local Sales Tax - Co. Trustee	900.00	(125.00)	75.00	0.00	0.00 %
35130	Impoundment Charges	300.00	0.00	25.00	0.00	0.00 %
35140	Drug Related Fines	11,000.00	(517.69)	916.67	(371.22)	40.50 %
36100	Interest Earnings	80.00	(8.08)	6.67	(3.84)	57.60 %
	Total Revenues	12,280.00	(650.77)	1,023.33	(375.06)	36.65 %
Expenditures						
42129	Drug Investigation And Control	(15,933.00)	578.74	(1,327.75)	40.00	3.01 %
	Total Expenditures	(15,933.00)	578.74	(1,327.75)	40.00	3.01 %
Total 140	Police Drug Fund	(3,653.00)	(72.03)	(304.42)	(335.06)	-110.07

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
200	Debt Service Fund (General)					16.67%
Revenues						
31110	Real & Personal Property Tax	620,000.00	(408.73)	51,666.67	405.30	-0.78 %
36100	Interest Earnings	300.00	(5.96)	25.00	(2.84)	11.36 %
	Total Revenues	620,300.00	(414.69)	51,691.67	402.46	-0.78 %
Expenditures						
49000	Debt Service	(813,546.00)	2,100.00	(67,795.50)	2,100.00	3.10 %
	Total Expenditures	(813,546.00)	2,100.00	(67,795.50)	2,100.00	3.10 %
Total 200	Debt Service Fund (General)	(193,246.00)	1,685.31	(16,103.83)	2,502.46	15.54 %

412 Sewer Fund	Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
			Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
		Revenues						16.67%
	36000	Other Revenues	19,000.00	(2,400.00)	12.63 %	1,583.33	(1,200.00)	75.79 %
	36100	Interest Earnings	2,700.00	(462.52)	17.13 %	225.00	(228.21)	101.43 %
	36350	Insurance Recoveries	0.00	(10,293.71)	0.00 %	0.00	(10,293.71)	0.00 %
	36920	Sale Of Bonds	6,505,000.00	0.00	0.00 %	542,083.33	0.00	0.00 %
	37210	Application Fees	32,000.00	(5,075.00)	15.86 %	2,666.67	(2,950.00)	110.63 %
	37220	Administrative Fees	11,000.00	(1,325.00)	12.05 %	916.67	(500.00)	54.55 %
	37230	Sewer User Fees	2,506,000.00	(427,304.34)	17.05 %	208,833.33	(213,777.47)	102.37 %
	37298	Capacity Fees	398,000.00	(26,714.20)	6.71 %	33,166.67	(18,814.20)	56.73 %
	37995	Connection Fees	3,500.00	(1,500.00)	42.86 %	291.67	(450.00)	154.29 %
		Total Revenues	9,477,200.00	(475,074.77)	5.01 %	789,766.67	(248,213.59)	31.43 %
		Expenditures						
	49000	Debt Service	(709,620.00)	11,780.56	1.66 %	(59,135.00)	5,958.58	10.08 %
	52117	Administration And General Expenses	(727,281.00)	172,714.30	23.75 %	(60,606.75)	100,535.08	165.88 %
	52210	Collection	(6,421,780.00)	2,608,577.19	40.62 %	(535,148.33)	1,870,655.22	349.56 %
	52213	Sewer Treatment And Disposal	(2,351,176.00)	139,397.61	5.93 %	(195,931.33)	6,323.09	3.23 %
	52223	Depreciation	(652,737.00)	108,789.50	16.67 %	(54,394.75)	54,394.75	100.00 %
	58804	ARRA Assistance - Sewer Rehab	(75,000.00)	147,743.55	196.99 %	(6,250.00)	0.00	0.00 %
		Total Expenditures	(10,937,594.00)	3,189,002.71	29.16 %	(911,466.17)	2,037,866.72	223.58 %
	Total 412	Sewer Fund	(1,460,394.00)	2,713,927.94	185.84 %	(121,699.50)	1,789,653.13	1,470.55

416 Healthcare Fund	Account	Description	Year-To-Date		Monthly Comparative:			
			Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
								16.67%
	36100	Interest Earnings	320.00	(35.64)	11.14 %	26.67	(17.67)	66.26 %
	36960	Operating Transfer In From Other	30,285.00	0.00	0.00 %	2,523.75	0.00	0.00 %
		Total Revenues	30,605.00	(35.64)	0.12 %	2,550.42	(17.67)	0.69 %
		Expenditures						
	51520	Insurance Employers Share	(63,235.00)	6,352.19	10.05 %	(5,269.58)	1,890.61	35.88 %
		Total Expenditures	(63,235.00)	6,352.19	10.05 %	(5,269.58)	1,890.61	35.88 %
	Total 416	Healthcare Fund	(32,630.00)	6,316.55	19.36 %	(2,719.17)	1,872.94	68.88 %

Account	Description	Year-To-Date		Monthly Comparative:			
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
433	Hillicrest City Cemetery						16.67%
Revenues							
34110	General Services	2,225.00	(321.00)	14.43 %	185.42	0.00	0.00 %
34321	Cemetery Burial Charges	450.00	0.00	0.00 %	37.50	0.00	0.00 %
34323	Grave - Opening And Closing Fees	14,400.00	(5,800.00)	40.28 %	1,200.00	(450.00)	37.50 %
36100	Interest Earnings	300.00	(32.61)	10.87 %	25.00	(15.66)	62.64 %
36340	Sale Of Cemetery Lots	8,500.00	(3,000.00)	35.29 %	708.33	0.00	0.00 %
	Total Revenues	25,875.00	(9,153.61)	35.38 %	2,156.25	(465.66)	21.60 %
Expenditures							
43400	Cemeteries	(40,858.00)	22,693.37	55.54 %	(3,404.83)	1,191.32	34.99 %
	Total Expenditures	(40,858.00)	22,693.37	55.54 %	(3,404.83)	1,191.32	34.99 %
Total	433 Hillicrest City Cemetery	(14,983.00)	13,539.76	90.37 %	(1,248.58)	725.66	58.12 %

RESOLUTIONS....

ORDINANCES....

ORDINANCE 13-08

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 13, CHAPTER 4 MISCELLANEOUS.

WHEREAS, the Board of Mayor and Aldermen desire to revise the Municipal Code regarding property maintenance regulations;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 13, Chapter 1 Miscellaneous be revised from the Municipal Code as follows:

CHAPTER 13: MISCELLANEOUS
SECTION

13-104. Overgrown and dirty lots.

(8) General Requirements.

~~(b) Within twenty-five (25) feet of any street right-of-way, and within twenty-five (25) feet on any building on any lot, parcel, or tract containing more than two (2) acres. The entire area of any right-of-way between any lot, parcel or tract and the pavement of a public street. No weeds or other growth shall be permitted on corner lots which may cause a reduction in traffic visibility at intersections.~~

~~(c) Within twenty-five (25) feet on any building on any lot, parcel, or tract containing more than two (2) acres.~~

~~(e d) Within twenty-five (25) feet of an adjacent property line at the request of the owner, regardless of acreage.~~

~~(d e) Two (2) or more contiguous lots shall be treated as one (1) lot by this section.~~

First Reading: September 19, 2013

Second Reading: October 17, 2013

Michael Arnold, Mayor

ATTEST:

Amanda Brewton, City Recorder

FINANCE....

September 11, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Parking Lot Expansion Project

Please find attached the bid tabulation sheet for the Parking Lot Expansion Project. I am recommending approval of Rogers Group's bid of \$269,225.00.

Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2105.

City Hall Parking Lot Expansion Project

BID# 13-1010LJ	Sessions Paving	Rogers Group
City Hall Parking Lot Expansion	P.O. Box 90266	2124 Nashville Pike
OPENING: September 10, 2013 @ 3:00 pm	Nashville, TN 37209	Gallatin, TN 3706
SPECIFICATIONS:	Unit Cost	Unit Cost
Project generally consists of asphalt parking lot construction with required and associated facilities at City Hall	\$333,030.05	\$269,225.00
Delivery		75 days
Totals	\$333,030.05	\$269,225.00

September 12, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Ashley Smith, Parks and Recreation Director
Re: Gymnasium Roofing

On September 4th, sealed bids were received from 7 contractors for roofing the gymnasium. Only 3 of these provided submittals, and the apparent low bidder is not an authorized installer which is required by the specifications for quality assurance. Two qualified bidders remain.

Therefore I am recommending Don Kennedy Roofing Company with a base bid amount of \$72,325 and a unit cost for wood decking replacement of \$6 per sq ft. I am estimating that approximately 300 square feet of wood decking may need to be replaced but that will not be known until the old roof is removed.

This company has completed numerous projects for universities, public schools, and the state of TN.

I recommend that we accept the following 2 alternates.

- Alt #2 Remove one flood light penetration, per electrical code standards. \$350
- Alt #3 Remove and replace 10 existing scuppers with new metal flashings and .063 welded aluminum sleeves, natural mill finish. \$1,070

The total cost using the above figures is \$75,545 and this is my recommendation.

Thank you.

September 12, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Services Director
Re: Request to Award Drainage Project

On this date, September 10, 2013, I am requesting that the Mayor and Board of Alderman approve the Bid Award for the Christian Drive Drainage Project.

Please be advised that this drainage project is the result of vandalism damage and is not a budgeted capital improvement project. Therefore, a budget amendment is required to fund this project.

The City's purchasing department competitively bid this project and they received three (3) bids for the construction job. I've attached purchasing's bid tabulation for your further review.

The three (3) **LUMP SUM** bids are as follows:

1. L & G Construction.....	\$29,389.00
2. Craig Johnson Construction.....	\$32,500.00
3. Ayers Construction.....	\$32,750.00

The low bidder on this project, L&G Construction, was a subcontractor on the Greenway repair project in 2011. Due to serious construction issues that the City's engineer encountered during the gabion construction and fence installation portion of the project, such as their lack of new fence installation, poor workmanship and a total disregard for design specifications, the City engineer would not recommend L&G Construction for this project.

Therefore, based upon the information that has been provided to me, I'm recommending that the BMA award the bid to second lowest bidder, **Craig Johnson Construction, for the lump sum bid amount of \$32,500.00.**

If you have any questions regarding this award request, please call me at 406-0177.

Christian Drive Drainage Repairs

BID# 13-1009PS	Craig Johnson Construction	L&G Construction	Ayers Excavation
Christian Drive Drainage Repairs	P.O. Box 1247	2614 Hart St	8336 Horseshoe Rd
OPENING: September 9, 2013 @ 2:00 pm	White House, TN 37188	Nashville, TN 37207	Cross Plains, TN 37049
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost
Repairing the burned ADS piping with new piping as per specifications.	\$32,500.00	\$29,389.00	\$32,750.00

September 10, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Sumner County Grant Agreement

Please find attached the Grant Agreement with Sumner County for the \$500,000 grant for the construction of a new library facility. I am recommending approval of this agreement.

Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2105.

GRANT AGREEMENT

This GRANT AGREEMENT (the "Agreement") is made and entered into, as of the Effective Date, by and between The City of White House, Tennessee, (the "City") and Sumner County, Tennessee (the "County").

RECITALS:

WHEREAS, the City desires to construct and operate a new library located within the political boundaries of the County (the "Library");

WHEREAS, the County desires to contribute funds to support the construction and operation of the Library;

NOW THEREFORE, the City and the County agree as follows:

AGREEMENT:

1. Definitions

- a. "Effective Date" means the last date on which either party executes this Agreement.
- b. "Library Opening Date" means the earliest date that the Library is opened to the public for continuous public use.

2. Grant

Subject to the conditions outlined in Section 3, on or before November 30, 2013, the County shall provide the City with a grant in the amount of Five-Hundred Thousand Dollars (\$500,000) (the "Grant").

3. Conditions

- a. The City shall construct the Library and continue to operate the Library for as long as reasonably practicable.
- b. The City shall have sole authority and discretion over the time and manner in which it expends the Grant, provided that the Grant shall not be expended for any purpose other than the construction and/or operation of the Library.

- c. The County shall have no interest, ownership, controlling, or otherwise, in the Library whatsoever, nor gain any such interest through providing the Grant or this Agreement.
- d. Except as expressly provided in Section 4, upon providing the Grant to the City, the County shall retain no ownership interest, title, claim, right of recovery, or right of recoupment with respect to any portion of the Grant.

4. Term & Termination

a. Term

This Agreement shall commence as of the Effective Date and continue thereafter for a period of twenty (20) years following the Library Opening Date. (“Term”)

b. Termination

i. Expiration

This Agreement shall automatically terminate upon expiration of the Term.

ii. Cessation of Operations

Following the Library Opening Date, the County may terminate this Agreement if the City ceases to operate the Library for more than thirty (30) consecutive days during the Term, unless such cessation of operations is attributable, in whole or in part, to a cause covered under Section 5.

c. Effect of Termination

If the County terminates this Agreement pursuant to Section 4(b)(ii), the City shall repay a pro-rated portion of the Grant to the County equal to Twenty-Five Thousand Dollars (\$25,000) for each year then remaining in the Term.

5. Force Majeure

Neither the City nor the County shall be deemed in breach of this Agreement if such breach occurs as a result of any Act of God, natural disaster, war, acts of terrorism, future

restrictions imposed by governing state, federal, or international law, or any other unforeseeable action or event beyond its reasonable control.

6. Amendment

This Agreement shall not be amended except in a writing signed by both parties.

AGREED AND ACCEPTED:

The City of White House, Tennessee

Sumner County, Tennessee

By: _____

By: _____

Name: _____

Name: _____

Date: _____

Date: _____

September 10, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Ashley Smith, Parks and Recreation Director
Re: Surplus 1997 Ford F-150 4x4

I am requesting permission to surplus a 1997 Ford F-150 4x4 truck, VIN# 1FTDF182XVND29312. Mileage is 99,078.

We have acquired another truck from the Public Services Department to replace this one.

Thank you.

September 10, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Services Director
Re: Request to Award Street Sweeper Purchase

On this date, September 9, 2013, I am requesting that the Mayor and Board of Alderman approve the Award to Purchase the street sweeper.

This sweeper is a listed CIP approved piece of equipment and is a necessary component of the stormwater and street maintenance operation. The City's purchasing department competitively bid this item and they received two (2) bids for the Sweeper. I've attached purchasing's bid tabulation for your further review.

The two (2) bids were as follows:

1. Stringfellow, Inc. in Nashville, TN:
2014 TYMCO Model 435 Street Sweeper - **\$132,983.00**
2. CMI, Inc. in Nashville, TN:
2014 Schwarze Industries A4 Storm Street Sweeper - **\$128,309.00**

The bid specifications called for the minimum model to be a TYMCO model 435 street sweeper. I've reviewed the specification compliance sheets and the Schwarze street sweeper does not meet 24 of the 132 equipment requirements, while the TYMCO meets all 132 equipment requirements. We've done onsite demonstrations with both machines and the TYMCO significantly outperformed the Schwarze.

Additionally, I've contacted another agency that has tested both machines and they've confirmed the lack of conformity with the Schwarze machine, stating that the TYMCO is a superior sweeper. I also called a local City that operates Schwarze machines and they could not give me a positive recommendation for the machine. Therefore, I'm recommending that the BMA award the bid to Stringfellow, Inc.

If you have any questions regarding this award request, please call me at 406-0177.

2014 Diesel Powered Street Sweeper

BID# 13-1008PS	CMI Equipment Sales	Stringfellow, Inc
2014 Diesel Powered Street Sweeper	2405 Dickerson Rd	2710 Locust St
OPENING: July 30, 2013 @ 2:00 p.m.	Nashville, TN 37207	Nashville, TN 37207
	Unit Cost	Unit Cost
SPECIFICATIONS:		
2014 diesel Powered 4 Cylinder Street Sweeper	Mdl. A4 Storm made by Schwarze Industries, \$128,309.00	Mdl. Model 435 made by TYMCO, \$132,983.00
Delivery	60 days ARO	45-60 days ARO
Totals	\$128,309.00	\$132,983.00

September 10, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Ashley Smith, Parks and Recreation Director
Re: Surplus Utility Tractor, Hillcrest Cemetery

I am requesting permission to surplus a Case International Tractor, Model 1140, Serial# CCJ0094705 belonging to Hillcrest Cemetery, due to the tractor's condition.

Thank you.

September 10, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: CSR Engineering Contract for Professional Engineering Services

Please find attached the contract with CSR Engineering for annual professional engineering services. I am requesting authorization to enter into this agreement with CSR. Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2105.

CSR ENGINEERING

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement is made as of the _____ day of _____, 2013, between City of White House (Client") and CSR Engineering, Inc. ("CSR") to perform professional services for the assignment described as follows:

Project: City Engineering Services

Location: White House, TN

Description of Project: CSR will provide an onsite registered engineer on a weekly basis to provide professional engineering advice and consultation to City Staff and exclusively represent the City in related issues. Additional engineering services may also be provided at the City's request.

I. **BASIC PROFESSIONAL SERVICES:** CSR agrees to perform the following Basic Professional Services under this contract:

- a. CSR will provide an engineer, licensed in the State of Tennessee, to advise staff, City Boards, and Committees on general engineering related projects. ("the Engineer")
- b. The Engineer will maintain office hours at the City Municipal building one day per week, forty-eight weeks per year.
- c. During the above mentioned office hours, the Engineer will provide services on an as-needed basis.
- d. Jason Reynolds shall serve as the Engineer under this Agreement. Should Mr. Reynolds' relationship—employment, independent contractor, or otherwise—with CSR terminate during the term of this Agreement, CSR shall provide a replacement Engineer subject to the

II. **ADDITIONAL SERVICES:** Additional professional engineering services, outside the scope of the Basic Professional Services, ("Additional Services") shall be provided only upon specific request and authorization by the City Administrator.

III. **COMPENSATION:** The compensation to be paid to CSR for providing the requested services shall be:

For the Basic Professional Services, \$37,576 per year for the duration of this Agreement which will be billed on a quarterly basis in equal sums.

If used for small projects, Additional Services will be billed at the hourly rates shown in Appendix B. For larger projects, a lump sum fee will be negotiated with the City prior to commencing work on the task order.

- IV. PAYMENTS: Billings for services rendered will be made quarterly and payment is due within thirty (30) days of receipt of invoice.
- V. TERMINATION: The obligation to provide further services under this Agreement may be terminated without cause by either party upon sixty (60) days written notice. On termination by either Client or CSR, Client shall pay CSR for any services performed to the date of termination (including all reimbursable expenses incurred).
- VI. ACCESS TO THE SITE/JOB SITE SAFETY: Unless otherwise stated, CSR will have access to various sites as necessary for the performance of the services. The Client understands that CSR is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction, or jobsite safety. Except as provided in Section VII, below, CSR will not be responsible for any losses or injuries that occur at the Project site.
- VII. INDEMNITY REQUIREMENT. CSR further agrees to protect, defend, and save the Client its elected and appointed officials, agents, employees and volunteers while working in the scope of their duties as such, harmless from and against any and all claims, demands, and causes of action of any kind or character, including the cost of their defense, arising in favor of CSR's employees or third parties on account of bodily or personal injuries, death or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of CSR and/or its agents, employees, subcontractors, representative or the Client under this Agreement.
- VIII. INSURANCE: CSR shall secure and maintain insurance in the amounts set forth in Exhibit A attached hereto and incorporated herein by reference. CSR shall provide the City with at least thirty (30) days prior written notice of the expiration or termination of any insurance policy providing coverage required by this Section. Moreover, CSR shall ensure that the City is named as an additional insured on each such policy and, upon request by the City, furnish certificates of insurance to the City evidencing the coverage required by this Section and the City's status as an additional insured.
- IX. DISPUTE RESOLUTION: It is agreed by both parties that all unsettled claims, counterclaims, disputes or other matters in question arising out of or related to this Agreement shall first be attempted to be resolved by mediation. This provision can be waived by the mutual consent of the parties or by either party if its rights would be irrevocably prejudiced by a delay in initiating arbitration or the right to file a lawsuit. Each party shall pay one-half of the costs of such mediation.
- X. OPINIONS OF CONSTRUCTION COST: Any opinion of probable construction cost prepared by CSR represents CSR's judgment as design professionals and is supplied for general guidance of the Client. Since CSR has no control over the construction marketplace, CSR does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to Client.
- XI. TERM: The term of this Agreement shall commence as of the date that it is executed by both parties and continue thereafter for three (3) years.

XII. GOVERNING LAW: This Agreement shall be governed by the Laws of the State of Tennessee.

XIII. WAIVER: Waiver by either party of a breach of any provision of this Agreement shall not constitute waiver of any future breach of that provision nor otherwise prevent either party from enforcing that provision with respect to other breaches thereof.

**City of White House
Billy S. Hobbs Municipal Center
105 College Street
White House, TN 37188**

**CSR Engineering, Inc.
248 Centre Street
Suite 200
Pleasant View, TN 37146**

Signature

Gerald Herman
Printed Name

City Administrator
Title

Signature

Kevin Walker
Printed Name

President
Title

Exhibit A

Insurance

The limits of liability for the insurance required to be carried by CSR under Section VII of this Agreement are as follows:

1. Workers' Compensation:	Statutory
2. Employer's Liability-	
a. Each Accident:	\$500,000
3. General Liability-	
a. Each Occurrence (Bodily Injury and Property Damage):	\$1,000,000
b. General Aggregate:	\$2,000,000
4. Excess or Umbrella Liability-	
a. Each Occurrence:	\$1,000,000
b. General Aggregate:	\$1,000,000
5. Automobile Liability-	
a. Combined Single Limit (Bodily Injury and Property Damage): Each Accident	\$1,000,000
6. Professional Liability-	
a. Each Claim Made:	\$1,000,000
b. Annual Aggregate:	\$1,000,000

Exhibit B

Hourly Rates for Additional Services

The table below reveals the rates at which CSR would bill for Additional Services provided only upon request and authorization by the City Administrator.

Employee Classification	2013	2014	2015
Principal Engineer	\$92	\$94	\$94
Sr. Engineer	\$84	\$85	\$86
Project Engineer / Project Manager	\$74	\$75	\$76
Engineer Intern	\$64	\$65	\$66
Sr. Engineering Tech. / Sr. Inspector	\$74	\$74	\$75
Engineering Tech. / Inspector	\$56	\$58	\$58
Clerical	\$38	\$38	\$39

REIMBURSABLE EXPENSE SCHEDULE	
Expense	Cost
Vehicle Mileage	TDOT Rate
Per Diem	TDOT Rate
<i>All other expenses, including subcontractors, contract reproduction / printing, lodging, equipment rental, and overnight mail will be reimbursed at actual cost.</i>	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/29/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Holman & Holman Agency Inc P O Box 260 Springfield, TN 37172	615-384-4230	CONTACT NAME: Carrie Heinlein	FAX (A/C, No): 615-384-9233
	615-384-9233	PHONE (A/C, No, Ext): 615-384-4230	E-MAIL ADDRESS: cheinlein@holmanandholmanins.com
INSURED CSR ENGINEERING INC KEVIN WALKER 248 Centre St Ste 200 Pleasant View, TN 37146		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: The Hartford	
		INSURER B: CNA Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		20SBANY5775	01/30/13	01/30/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			20UECNW2332	09/12/13	09/12/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000			20SBANY5775	01/30/13	01/30/14	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	4012571907	02/12/13	02/12/14	WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate Holder listed as Additional Insured as required by contract.

CERTIFICATE HOLDER City of White House 105 College St White House, TN 37188	CITY OF	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE

September 10, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: CSR Engineering Contract for SR 76

Please find attached the SR 76 Agreement with CSR Engineering. I am requesting authorization to enter into this agreement with CSR. Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2105.

CSR ENGINEERING

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is made as of the _____ day of _____, 2013, between the City of White House ("City" or "Client") and CSR Engineering, Inc. ("CSR") to perform professional services for the assignment described as follows:

Project: SR76 Sidewalks CEI Services

Location: White House, TN

Description of Project: The SR76 Sidewalks Project ("Project") will include construction of sidewalks along SR76 from Raymond Hirsch Parkway east to the intersection with US31W. The construction will include storm water drainage facilities, sidewalks and associated roadway improvements.

- I. PROFESSIONAL SERVICES: CSR agrees to perform the following Basic Services under this contract:
 - a. Professional Engineering Services that are defined by the CSR proposal dated July 9, 2013 and more importantly cover the CEI scope of work as defined by TDOT Local Government Guidelines ,
 - b. Exclusively represent the City in related issues.

- II. COMPENSATION: The compensation to be paid to CSR for providing the requested services shall be:

\$89,849.94 for the Basic Services in this Agreement and additional services referenced from the original project CEI response by CSR, which will be billed by percentage of work completed for the duration of the Project.

- III. PAYMENTS: Billings for services rendered will be made monthly and payment is due within thirty (30) days of receipt of invoice.

- IV. TERMINATION: The City may terminate this Agreement, upon providing at least thirty (30) days prior written notice to CSR, if the City does not receive anticipated funding for the Project from state and federal sources. Either party may terminate this Agreement for material breach by the other upon providing the breaching party at least thirty (30) days prior written notice. On termination by either the City or CSR, the City shall pay CSR for any services performed to the date of termination (including all reimbursable expenses incurred).

- V. ACCESS TO THE SITE/JOB SITE SAFETY: Unless otherwise stated, CSR will have access to various sites as necessary for the performance of the services. The Client understands that CSR is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction, or jobsite safety. Except as provided in Section VI, below, CSR will not be responsible for any losses or injuries that occur at the Project site.

- VI. INDEMNITY REQUIREMENT. CSR further agrees to protect, defend, and save the Client its elected and appointed officials, agents, employees and volunteers while working in the scope of their duties as such, harmless from and against any and all claims, demands, and causes of action of any kind or character, including the cost of their defense, arising in favor of CSR's employees or third parties on account of bodily or personal injuries, death or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of CSR and/or its agents, employees, subcontractors, representative or the Client under this agreement.
- VII. INSURANCE: CSR shall secure and maintain insurance in the amounts set forth in Exhibit A attached hereto and incorporated herein by reference. CSR shall provide the City with at least thirty (30) days prior written notice of the expiration or termination of any insurance policy providing coverage required by this Section. Moreover, CSR shall ensure that the City is named as an additional insured on each such policy and, upon request by the City, furnish certificates of insurance to the City evidencing the coverage required by this Section and the City's status as an additional insured.
- VIII. DISPUTE RESOLUTION: It is agreed by both parties that all unsettled claims, counterclaims, disputes or other matters in question arising out of or related to this Agreement shall first be attempted to be resolved by mediation. This provision can be waived by the mutual consent of the parties or by either party if its rights would be irrevocably prejudiced by a delay in initiating arbitration or the right to file a lawsuit. Each party shall pay one-half of the costs of such mediation.
- IX. OPINIONS OF CONSTRUCTION COST: Any opinion of probable construction cost prepared by CSR represents CSR's judgment as design professionals and is supplied for general guidance of the Client. Since CSR has no control over the construction marketplace, CSR does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to Client.
- X. TERMS OF CONTRACT: The term of this Agreement shall commence as of the date that it is executed by both parties and continue thereafter for the duration of the Project or five (5) years, whichever is earlier.
- XI. GOVERNING LAW: Unless otherwise specified within this Agreement, this Agreement shall be governed by the Law of the State of Tennessee.
- XII. WAIVER: Waiver by either party of a breach of any provision of this Agreement shall not constitute waiver of any future breach of that provision nor otherwise prevent either party from enforcing that provision with respect to other breaches thereof.

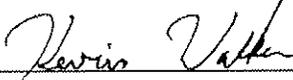
City of White House
Billy S. Hobbs Municipal Center
105 College Street
White House, TN 37188

CSR Engineering, Inc.
248 Centre Street
Suite 200
Pleasant View, TN 37146

Signature

Gerald Herman
Printed Name

City Administrator
Title



Signature

Kevin Walker
Printed Name

President
Title

Exhibit A

Insurance

The limits of liability for the insurance required to be carried by CSR under Section VII of this Agreement are as follows:

1. Workers' Compensation:	Statutory
2. Employer's Liability-	
a. Each Accident:	\$500,000
3. General Liability-	
a. Each Occurrence (Bodily Injury and Property Damage):	\$1,000,000
b. General Aggregate:	\$2,000,000
4. Excess or Umbrella Liability-	
a. Each Occurrence:	\$1,000,000
b. General Aggregate:	\$1,000,000
5. Automobile Liability-	
a. Combined Single Limit (Bodily Injury and Property Damage): Each Accident	\$1,000,000
6. Professional Liability-	
a. Each Claim Made:	\$1,000,000
b. Annual Aggregate:	\$1,000,000



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/29/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Holman & Holman Agency Inc P O Box 260 Springfield, TN 37172	615-384-4230 615-384-9233	CONTACT NAME: Carrie Heinlein PHONE (A/C, No, Ext): 615-384-4230 E-MAIL ADDRESS: cheinlein@holmanandholmanins.com	FAX (A/C, No): 615-384-9233
	INSURER(S) AFFORDING COVERAGE INSURER A: The Hartford INSURER B: CNA Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:		NAIC #
INSURED CSR ENGINEERING INC KEVIN WALKER 248 Centre St. Ste 200 Pleasant View, TN 37146			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		20SBANY5775	01/30/13	01/30/14	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/POP AGG \$ 2,000,000
							GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC
A	AUTOMOBILE LIABILITY			20UECNW2332	09/12/13	09/12/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB			20SBANY5775	01/30/13	01/30/14	EACH OCCURRENCE \$ 4,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		N/A	4012571907	02/12/13	02/12/14	E.L. EACH ACCIDENT \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate Holder listed as Additional Insured as required by contract.

CERTIFICATE HOLDER

CANCELLATION

CITY OF

City of White House
 105 College St
 White House, TN 37188

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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OTHER BUSINESS...

September 10, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Charlotte Soporowski, Finance Director
Re: FILING OF FORM CT-0253

The Comptroller's Office requires the filing of Public Form CT-0253, Report on Debt Obligation with both the local governing body and with the Director of the Office of State and Local Finance following the issuance or execution of a debt obligation by or on behalf of any Public Entity.

In compliance with the requirement, the attached form has been completed for the State Revolving Fund Loans CG2 2013-326. I have also attached a copy of the Instructions for Preparation of CT-0253 so that you may more fully understand some of the information contained in the form.

Upon the Board's acknowledgement and filing of this report, a copy will be forwarded to the Director of the Office of State and Local Finance for full compliance with the requirement.

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

**INSTRUCTIONS FOR PREPARATION OF CT-0253
REPORT ON DEBT OBLIGATION
DO NOT ADD TO, DELETE FROM OR CHANGE THIS FORMAT**

1. Issuer Include the full name and address of the public entity. (**This is NOT the bank or lending institution.**)

2. Debt Obligation Identify the type of debt obligations being issued either as a bond, note [capital outlay (CON), bond anticipation (BAN), grant anticipation (GAN), tax and revenue anticipation (TRAN), or capital revenue anticipation (CRAN)], capital lease or loan agreement. Note: For all notes, attach a copy of the executed Note Form. Form CT-0253 must be filed for any loan from the State Revolving Fund, a Public Building Authority, the Energy Efficient Schools Initiative or the Tennessee Local Development Authority. A line of credit is a CON. A lease/lease purchase includes Certificates of Participation.

3. Security for Indicate the security for the debt obligation. Annual appropriations are applicable ONLY to Debt Obligation lease/lease purchase obligations.

4. Purpose of Issue Indicate the purpose(s) of the debt issue. If the debt is issued for multiple purposes, provide the percentage of the amount of debt issued in each category. If final percentages have not been determined for multiple purposes, use reasonable estimates.

5. Face Amount of Indicate the face or par amount of debt issued. When debt is issued in multiple series of Debt Obligation bonds, a separate Form CT-0253 should be completed for each series (i.e. 2012 Series A, 2012 Series B).

6. Type of Sale Indicate whether the debt was sold through a competitive sale, negotiated sale or through an agreement under a loan program. If the debt is a loan agreement, specify the name of the loan program, i.e. State Revolving Fund, Tennessee Local Development Authority, Public Building Authority, Energy Efficient Schools Initiative.

7. Tax Status Indicate whether the interest on the debt is intended to be exempt from federal income taxation. If the debt is both taxable and tax-exempt, a separate Form CT-0253 must be completed for each.

8. Dated Date Indicate the date of the debt obligation which is the date that interest begins to accrue on the obligation.

9. Issue Date Indicate the date that proceeds of the debt obligation are received by the Public Entity. (Closing Date)

10. Rating Specify the rating(s) the debt obligation has been assigned, or indicate that the debt is unrated.

11. Interest Cost Indicate the interest rate percentage and method used to determine the rate. If the rate is the variable, indicate the first assigned rate specifying the index plus spread. TIC is True Interest Cost. NIC is Net Interest Cost.

12. Recurring Costs List the ongoing or recurring costs involved in connection with remarketing, liquidity, and credit enhancement, specifying any periodic fees and charges that may be incurred on a per transaction basis. If the periodic fees are not based on the outstanding principal balance of debt, please specify how the fees are calculated.
13. Maturity Indicate the year that principal is paid, the principal amount maturing in each year and the interest rate for each maturity. Provide the weighted average maturity for the debt.
14. Debt Repayment Schedule Indicate the cumulative par amount of both this issue and total debt outstanding for this security pledge that will mature in each of the identified years. Use additional lines if necessary.
15. Itemized Description of the Cost of Issuance Indicate all costs incurred in the initial issuance of the debt, rounded to the nearest dollar. Do not include related costs that may recur on a periodic basis while the debt is outstanding. Amounts reported should include professional fees and any expenses, such as long distance calls or printing costs. If the financial advisor fee includes any other costs such as legal, printing, or rating fees, these costs should be itemized separately. Item (i) is only applicable to a negotiated sale where such costs are incurred. Legal fees not identified separately on the form should be listed in the blank spaces under legal fees. If there are costs that are not identified by categories shown on the form, indicate these in the "other costs" category. If more than one debt issuance is involved, show a pro-rata share of the issue costs on each Form CT-0253. A copy of the final disclosure statement or official statement, if developed, must be included with Form CT-0253.

For Parts 16, 17 and 18, attach additional pages as necessary.

16. Description of Continuing Disclosure Obligations Briefly describe any continuing disclosure obligations the Public Entity has agreed to make and the documentation of the obligations. Identify the individual responsible for making the disclosures. Indicate the date the annual disclosure is due.
17. Description of Compliance with Written Debt Management and, if Policy A copy of the current written Debt Management Policy must be included with Form CT-0253 unless it has previously been filed with the Office of State and Local Finance. Debt Policy revisions and amendments also need to be submitted to the Office of State and Local Finance. Indicate how the Debt Obligation Policy complies with the Policy, citing specific sections any, criteria or limitations included in Policy (such as refunding savings, debt ratios, or percentage of variable rate debt outstanding).
18. Description of Derivative and Compliance with Written Derivative Policy Derivative: If a Derivative is related to the Debt Obligation, include copies of the relevant Letter of Compliance and the current written Derivative Policy with Form CT-0253 unless it has previously been filed with the Office of State and Local Finance. Indicate how the Derivative complies with the Policy, citing specific sections and, if any, criteria or limitations included in the Policy.

19. Signatures of the Authorized Representative and Preparer The authorized representative is the chief executive officer of the public entity, i.e. County Executive, Mayor, President, Chairman, etc. If Form CT-0253 is prepared by someone other than the authorized representative, indicate in the space provided. However, the authorized representative must still sign the form.
20. Filing The Form CT-0253 must be filed with the governing body not later than forty-five (45) days following the issuance or execution of a debt obligation by or on behalf of any Public Entity and with the Director of the Office of State and Local Finance. Public Entities that fail to comply with the requirements of TCA Section 9-21-151 will not be allowed to enter into any further Debt Obligations or Derivatives until they have complied with the law.

DEFINITIONS

“Chief Executive Officer” means County Executive, Mayor, President, or Chairman

“Debt obligation” means bonds, notes, capital leases, loan agreements, and any other evidence of indebtedness lawfully issued, executed or assumed by a Public Entity.

“Derivative” means an interest rate agreement, as defined in TCA § 9-22-103 and other transactions identified by the State Funding Board.

“Finance transaction” means debt obligations, derivatives, or both.

“Public entity” means the state, a state agency, a local government, a local government instrumentality, or any other authority, board, district, instrumentality, or entity created by the state, a state agency, local government, a local government instrumentality, or combination, thereof.

INCORRECT OR INCOMPLETE FORMS WILL BE RETURNED!!!

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

1. Public Entity:

Name City of White House

Address 105 College Street
White House, TN 37188
White House SRF CG2 2013-326

2. Debt Obligation:

a. Bond
 b. CON
 c. BAN
 d. GAN
 e. TRAN
 f. CRAN
 g. Capital Lease
 h. Loan Agreement

Note: Enclose a copy of the executed NOTE FORM if applicable.

5. Face Amount of Debt Obligation: \$1,600,000.00

Premium/Discount: _____

6. Type of Sale:

a. Competitive Public Sale
 b. Informal Bid
 c. Negotiated Sale
 d. Loan Program

3. Security For Debt Obligation:

a. General Obligation
 b. General Obligation+Revenue+Tax
 c. Revenue
 d. TIF
 e. Annual Appropriations

7. Tax Status:

a. Tax Exempt
 b. Tax Exempt - Bank Qualified
 c. Taxable

8. Dated Date: 02/21/2013

9. Issue Date (Closing Date): 06/25/2013

4. Purpose of Issue:

<input type="checkbox"/>	a. General Government	_____	%
<input type="checkbox"/>	b. Education	_____	%
<input type="checkbox"/>	c. Highways and Streets	_____	%
<input type="checkbox"/>	d. Public Safety	_____	%
<input type="checkbox"/>	e. Solid Waste Disposal	_____	%
<input type="checkbox"/>	f. Industrial Park	_____	%
<input type="checkbox"/>	g. Manufacturing Facilities	_____	%
<input type="checkbox"/>	h. Health Facilities	_____	%
<input type="checkbox"/>	i. Airports	_____	%
<input type="checkbox"/>	j. Utilities	_____	%
<input type="checkbox"/>	i. Water	_____	%
<input checked="" type="checkbox"/>	ii. Sewer	<u>100.00</u>	%
<input type="checkbox"/>	iii. Electric	_____	%
<input type="checkbox"/>	iv. Gas	_____	%
<input type="checkbox"/>	k. Refunding or Renewal	_____	%
<input type="checkbox"/>	l. Other _____	_____	%

specify

10. Ratings:

a. Moody's _____
b. Standard & Poor's _____
c. Fitch _____
d. Unrated Unrated

11. Interest Cost:

0.750000 % a. TIC
 b. NIC
 c. Variable: Index _____ plus _____ bps
 d. Other (2.0 X 50%) - (.25%) = 0.75% BBI

12. Recurring Costs:

a. Remarketing Agent (bps) _____
b. Liquidity (bps) _____
c. Credit Enhancements (bps) _____

13. Maturity Dates, Amounts and Interest Rates

Year	Amount	Interest Rate		Year	Amount	Interest Rate
		%				%
		%				%
		%				%
		%				%
		%				%
		%				%
		%				%
		%				%
		%				%
		%				%
		%				%
		%				%
		%				%
		%				%

If additional space is needed, attach additional sheet.

14. Repayment Schedule

This Issue			Total Debt Outstanding		
Year	Cum. Principal Redeemed	% Total	Year	Cum. Principal Redeemed	% Total
1	\$74,424	4.65	1		
5	\$377,772	23.61	5		
10	\$769,980	48.12	10		
15	\$1,177,164	73.57	15		
20	\$1,600,000	100.00	20		
25			25		
30			30		

15. Itemized Description of the Cost of Issuance

(Round to Nearest Dollar)

		Name of Firm
a. Financial Advisor Fees*	_____	_____
b. Legal Fees:		
i. Bond Counsel	_____	_____
ii. Issuer's Counsel	_____	_____
iii. Trustee's Counsel	_____	_____
	_____	_____
	_____	_____
c. Paying Agent Fees and Registration Fees	_____	_____
d. Trustee Fees	_____	_____
e. Remarking Agent Fees	_____	_____
f. Liquidity Fees	_____	_____
g. Rating Agency Fees	_____	_____
h. Credit Enhancement Fees	_____	_____
i. Underwriter's Discount _____ %	_____	_____
i. Take Down	_____	_____
ii. Management Fee	_____	_____
iii. Risk Premium	_____	_____
iv. Underwriter's Counsel	_____	_____
v. Other Expenses	_____	_____
j. Printing and Advertising Fees	_____	_____
k. Issuer Fees	_____	_____
l. Real Estate Fees	_____	_____
m. Bank Closing Costs	_____	_____
n. Other Costs	_____	_____
	\$13,149.00	Admin Fee - TLDA
Total Costs	\$13,149.00	

*If other costs are included, please itemize

Note: Enclose a copy of the DISCLOSURE DOCUMENT/ OFFICIAL STATEMENT if applicable.

16. Description of Continuing Disclosure Obligations

(Use additional pages if necessary)

Individual Responsible for Completion:

Charlotte Soporowski

Date Annual Disclosure is due:

Not later than one year after issue.

Furnish a copy of the annual audit to the Tennessee Local Development Authority at the address below:

To Authority: Tennessee Local Development Authority

Suite 1600, James K. Polk Building

Nashville, TN 37243-0273

ATTN: Assistant Secretary

17. Description of Compliance with Written Debt Management Policy:

(Use additional pages if necessary)

The Loan Agreement complies in all respects with the City's debt management policy. The agreement was issued in the manner, pursuant to the authority and with the approvals required in Section III of the policy. As provided in Section VI for for debt that is intended to be self-supporting, the City structured the debt in such a manner to achieve level proportional coverage to expected available revenues. Using Wastewater revenues as well as a general obligation pledge to secure the Loan is permitted pursuant to Section VII of the policy. Also, as required by Section VII, the Loan was structure such that the debt does not exceed the economic life of the project financed by the Loan. As allowed by Section IX, the Loan has been privately placed since this was deemed most beneficial to the City.

18. (If any) Description of Derivative and Compliance with Written Derivative Management Policy:

(Use additional pages if necessary)

N/A

19.

Authorized Representative

Mayor

Title

Date

abrewton@cityofwhitehouse.com

Email

Charlotte Soporowski

Preparer

Finance Director

Title

City of White House

Firm

08/14/2013

Date

csoporowski@cityofwhitehouse.com

Email

20.

Submitted to Governing Body on 09/19/2013 and presented at its public meeting held on 09/19/2013

COPY TO: Director - Office of State and Local Finance, 505 Deaderick Street, Suite 1600,
James K. Polk State Office Building, Nashville TN 37243-1402

September 10, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Charlotte Soporowski, Finance Director
Re: ATM AGREEMENT WITH ROBERTSON COUNTY CREDIT UNION

Since we do not accept point of sale credit card payments, and we do frequently have customers who need to pay in cash due to the nature of their transaction, it was one of my goals for this year to acquire an ATM at the municipal building. Brentwood is the only other City that I could find with an ATM, and I got a referral from them to Bill Fuqua of The Bransford Group. Bill and I concurred that the Robertson County Credit Union would be a likely partner for us in this venture and after several discussions with them, the Credit Union agreed. An initial contract was drafted by an attorney on behalf of the Credit Union, and several staff members along with the City Attorney have reviewed and revised that draft to come up with the final product that is attached. This contract has already been approved by the board of the Robertson County Credit Union, and I recommend your approval as well.

I am including specifications, drawings, and preliminary renderings of what the ATM will look like. Bill Fuqua has been working with Reed Hillen, our Planning and Codes Director to ensure that the ATM will meet the city's commercial design standards. The initial rendering does not include the brick that will be required in order to meet those standards.

Just as a point of clarification, there is no remuneration for the City as a part of this contract, we are merely partnering with another agency in the City to offer an opportunity for our customers that we believe will be a benefit to all parties involved. The ATM will be located in the circle near the Wastewater Drop Box, and we will be providing the electricity. Representatives from The Bransford Group and The Robertson County Credit Union will be present at the meeting to answer any questions that you may have for them. If you have any immediate questions as you review the contract, or other materials, please let me know, I would be happy to address them.

AUTOMATED TELLER MACHINE PLACEMENT AGREEMENT

This ATM Agreement is made this 23rd day of August, 2013 by and between the City of White House, TN, hereinafter referred to as "City", and The Credit Union for Robertson County, hereinafter referred to as "TCURC", on the following terms and conditions:

1. ATM LOCATION

For the Automated Teller Machine, hereinafter referred to as "ATM Location" located at:

Location's Business Name: The City of White House, TN

Address: 105 College St., White House, TN 37188

Phone Number: 615-672-4200 Contact: Charlotte Saporowicki

2. CONTRACT TERM

City does hereby lease and grant an exclusive license to TCURC, a physical location upon and within the ATM Location, for a term of ten (10) years for the purpose of installing and operating an Automated Teller Machine (ATM). The term of this Agreement shall commence upon acceptance of the contract by City and TCURC. The Agreement shall be automatically renewed for successive five (5) year terms unless, at least one hundred eighty (180) days prior to the expiration period of any hereof, City gives written notice to TCURC of the City's intent to terminate this Agreement.

3. ATM Location to supply required electrical connection(s) and service

4. CITY'S DUTIES

City hereby agrees that:

- (a) During the term of the Agreement or any renewal of same, so long as TCURC keeps and maintains a working ATM in the ATM location in good order and repair, City shall not grant the right of installing or operating ATM service at the ATM Location to any other company, financial institution, or person including City.
- (b) During the term of the Agreement or any renewal of same, City shall not implement a point of service debit/credit card acceptance program for remittance of payments for services, fines, fees, or other activities provided by City to its customers and/or program participants. TCURC acknowledges and specifically consents to the City accepting debit/credit card payments on-line.
- (c) City shall promptly notify TCURC of any malfunction or loss of ATM service and shall allow TCURC and/or its designated ATM servicing agent access to the ATM Location during normal City business hours for ATM repair or maintenance.
- (d) City shall exercise reasonable care to prevent damage or destruction to the ATM installed under this Agreement but shall not be liable or responsible for such loss, damage, or destruction unless caused by willful or gross neglect.
- (e) City agrees to provide a 220 volt power outlet and conduit for communications lines for the ATM.
- (f) The location of the ATM and the space provided shall be agreed upon by City and TCURC and space shall be suitable and in plain view and readily accessible to make the services available to the general public. City, or its employees, will take no action which prevents or adversely affects the access to or use of the ATM.

- (g) City has the authority to enter into this Agreement, and any sale of the location, assignment, sublease or other transfer of the lease covering the location shall be made subject to the Agreement.
- (h) TCURC may, at its sole discretion and option, remove the ATM and all other property belonging to TCURC from the location and terminate this Agreement upon 180-day written notice to City if the ATM Location proves to be unprofitable.
- (i) ATM, signage, and other equipment, fixtures and supplies furnished or installed by TCURC shall remain the property of TCURC. Upon termination of the Agreement, TCURC shall have the right to enter the location to remove all of its property. City agrees that it and its employees or customers will not post or place on or above the ATM, any signs, plaques, advertising or other material except as may be authorized by TCURC. City gives TCURC the right to place and maintain signage on the ATM and its containing structure.
- (j) TCURC is hereby expressly granted the sole right to assign the Agreement. TCURC^C may not assign this Agreement without first obtaining the City's prior written consent, which shall not be unreasonably withheld. City may not assign this Agreement without prior written approval of TCURC.
- (k) TCURC shall insure that property insurance is maintained by the Bransford Group on the ATM for the full replacement value thereof, and shall list the City as an additional insured on its comprehensive general liability insurance policy, which shall have a limit not less than \$1,000,000. TCURC shall provide the city with a certificate evidencing such insurance annually on the anniversary date of this agreement, and such insurance certificate shall provide that such insurance shall not be canceled or materially amended without providing the City with thirty (30) days prior written notice.
- (l) TCURC shall be permitted to install signage at the entrances to the ATM Location, which signage must be approved by the City. The City's approval shall not be unreasonably withheld.

5. TCURC'S DUTIES

- (a) Monitor the ATM Location's uptime 24 hours a day, 7 days a week.
- (b) Pay for and handle all Regulation E claims.
- (c) TCURC or its agents will provide all repairs and technical support.
- (d) Provide vault cash and security service for the ATM unless arranged otherwise.
- (e) Keep an adequate level of vault cash so the ATM is not out of money.
- (f) Provide location ATM signage.
- (g) Keep the ATM equipment clean.

6. DISPUTES

If a dispute arises out of or relates to this contract, or the breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation before resulting to litigation or some other dispute resolution procedure.

7. SOLE AGREEMENT

This is the sole agreement between parties hereto, superseding all previous agreements, and shall bind and inure to the benefit of the parties, their heirs, successors, and assigns. Each acknowledge the receipt and retention of a fully executed copy hereof.

8. TCURC shall indemnify and hold the City harmless from any damages or injury to person or property resulting from the placement of the ATM at the ATM location, unless such damages or injury are caused by the City or its agents.

The Credit Union for Robertson County

By: Shane Shoemaker

Title: I.T. Security & Vendor Admin.

Date: 8-23-13

The City of White House, TN

By: _____

Title: _____

Printed Name: _____

Date: _____

ATM Building Specifications

STRUCTURE of BUILDING

- 12 gauge formed steel construction
- 4" wall thickness with 3 ½" "blue" foam insulation
- .040 white aluminum inside wall
- ¼" steel floor welded to steel skin
- Premium grade automotive exterior paint
- 36" Foam core steel door with keyed alike deadbolt and knob locksets
- Wide-angle security viewer in door
- Commercial aluminum extrusion threshold
- Chain/spring door stop
- Wall opening for your specific ATM model
- 3 – 12" x 24" equipment shelves, installed
- Commercial drop ceiling with 4' troffer style light fixture, installed, R-19 insulation above.

CANOPY SPECIFICATIONS

- 1 ½" x 1 ½" x 16 gauge galvanized steel frame
- 24 gauge steel skin and trim
- 4 mil rubber membrane roof with drain through building wall to ground level
- 2" high parapet style flashing around perimeter of canopy
- 5 – double lamp high output fluorescent fixtures, 10 lamps total
- Plexiglas faces on four sides with backlighting
- 4' overhang at ATM side and 6" overhang at remaining 3 sides
- All canopy overhang is down lighted through parabolic white egg crating
- Premium grade automotive exterior paint
- 9' – 6" drive through clearance when installed on a 6" high concrete pad

ELECTRICAL SPECIFICATIONS

- 100 amp electrical service and EMT conduit, surface mounted
- 4 duplex outlets, 1 – 230 volt outlet
- 4 – lamp interior fluorescent fixture with wall switch
- Photocell on canopy to control canopy lighting
- GE 11,500 BTU Heat/Cool, 230 volts installed above the door and through the wall
- All the electrical components inside the building are connected. Final connection to the breaker panel through the pad installed conduit, in through the floor opening to the bottom of the panel by others.

NOTES

- Color samples and rendering submitted for customer approval prior to fabrication
- Custom pad drawing provided to your contractor
- Custom built buildings are available if standard models are not suitable
- Standard sizes are: 74x74, 88x74 & 88x96
- One year full warranty



FRONT



LEFT



RIGHT



REAR

Customer Approval _____



The Credit Union
of Robertson Co.

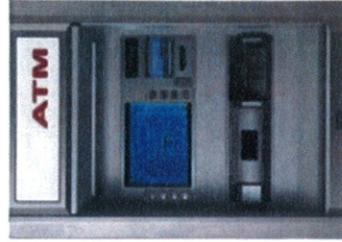
88 x 96 ATM BUILDING

Date: 2/13/13 Drawn By: J. Phipps



The Credit Union
FOR ROBERTSON COUNTY

ATM



Bransford Group
BUILDING WRAP
W/ NEW GRAPHICS
& SIGN FACES

ORNL FCU - Sevierville, TN

DISCUSSION ITEMS...

OTHER INFORMATION....