CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
March 20, 2014
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 February 20, 2014 meeting.

6. Welcome Visitors

7. Public Hearings

    a. **Ordinance 14-04**: An ordinance amending the Municipal Code Title 8, Chapter 1 Intoxicating Liquors, sections 8-102, 8-103, 8-104, 8-106 and 8-110 and deleting sections 8-107 through 8-109. *Second Reading.*

    b. **Ordinance 14-05**: An ordinance amending Municipal Code Title 8, Chapter 2 Beer. *Second Reading*.

    c. **Ordinance 14-06**: An ordinance amending Municipal Code Title 2, Chapter 1 Leisure Services Board, section 2-102. *Second Reading*.

8. Communication from Mayor, Aldermen, and City Administrator

9. Acknowledge Reports

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

10. Consideration of the Following Resolutions:

    a. None

11. Consideration of the Following Ordinances:

    a. **Ordinance 14-04**: An ordinance amending the Municipal Code Title 8, Chapter 1 Intoxicating Liquors, sections 8-102, 8-103, 8-104, 8-106 and 8-110 and deleting sections 8-107 through 8-109. *Second Reading.*

    b. **Ordinance 14-05**: An ordinance amending Municipal Code Title 8, Chapter 2 Beer. *Second Reading*.

    c. **Ordinance 14-06**: An ordinance amending Municipal Code Title 2, Chapter 1 Leisure Services Board, section 2-102. *Second Reading*.

12. Finance

    a. To approve or reject the Ken-Tenn bid of $6,368.80 and the Bagwell bid of $8,699.00 for the multifunction copiers for the Police Department and City Hall. The Police Chief and City Administrator recommend approval.

    b. To approve or reject removing from the asset list the old audio/visual equipment that was used for the City Hall Board Room. The City Administrator recommends approval.

    c. To approve or reject Change Order #7 of $37,823.27 from Baron Construction, LLC. for the gymnasium renovation. The City Administrator recommends approval.

    d. To approve or reject Scott & Ritter, Incorporated's bid of $1,088.695.00 for the Sage Road sanitary sewer system improvement project. The Public Services Director recommends approval.

    e. To approve or reject the use of funds in the amount of $30,957.00 to replace the lift stations at Washington Sq./Mt. Vernon and Belmont apartment complexes. The lift stations will be purchased from Walter Wood Supply Company, Incorporated. The Public Services Director recommends approval.

    f. To approve or reject McGill Associates' Task Order #2 – Amendment #1 for approximately $42,000.00 for engineering services for the Treatment Plant Expansion Project for the Wastewater Division. The Public Services Director recommends approval.

    g. To approve or reject McGill Associates' Task Order #6 for approximately $21,300.00 for engineering services for the Wastewater/Public Works Equipment Storage Building. The Public Services Director recommends approval.

    h. To approve or reject a contract agreement with GEO-Jobe for $11,245.11 for Phase 2 of the City's GIS System. The Planning and Codes Director recommends approval.

13. Other Business

    a. To approve or reject rescheduling the April 17, 2014, Board of Mayor and Aldermen meeting to April 21, 2014. The City Recorder recommends approval.

    b. To approve or reject Hylant Group's recommendation of Blue Cross Blue Shield of Tennessee for medical and Delta Dental for dental insurance coverage. The City Administrator recommends approval.

    c. To approve or reject the results of the financial audit completed by Crosslin & Associates for the year ending June 30, 2013. The Finance Director recommends approval.

14. Discussion Items

    a. None

15. Other Information

    a. None

16. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
February 20, 2014
7:00 p.m.

1. Call to Order by the Mayor

   Meeting was called to order at 7:02 pm.

2. Prayer / Pledge

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

3. Roll Call

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

4. Adoption of the Agenda

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

5. Approval of Minutes of the January 16, 2014 meeting.

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

6. Approval of Minutes of the February 4, 2014 meeting.

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

7. Welcome Visitors

   Mayor Arnold welcomed all visitors.

8. Public Hearings

   a. **Ordinance 14-01**: An ordinance amending the Municipal Code Title 11, Chapter 2 Fortune Telling, Etc. *Second Reading.*

      No one spoke for or against.

   b. **Ordinance 14-02**: An ordinance amending the fiscal budget for the period ending June 30, 2014. *Second Reading.*

      No one spoke for or against.

   c. **Ordinance 14-03**: An ordinance amending the Municipal Code Title 3, Chapter 1 City Judge. *Second Reading.*

      No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik reminded the Board that the White House Chamber of Commerce annual banquet has been scheduled for Thursday, March 13, 2014 at the Epic Event Centre in Gallatin.

Ald. Hutson stated that he is looking forward to the City's bowling fundraiser for the United Way tomorrow night.

Ald. Decker praised the City for the efficient traffic control on Hwy 76 around the sidewalk installation construction.

Ald. Paltzik stated that he appreciated the revamped monthly department reports, and requested more of a synopsis on the Finance Department report.

City Administrator Gerald Herman reviewed the Metropolitan Planning Organization's Transportation Improvement Program (TIP) for cycle B of FY2014 with the Board. In addition, he reviewed the highlights from yesterday's meeting.

City Administrator Gerald Herman gave an update on the City Hall gymnasium and women's restroom renovation.

City Administrator Gerald Herman gave an update on the Meadowlark and North Palmers Chapel lift stations renovation and construction projects.

City Administrator Gerald Herman stated that the Sage Road lift station/gravity system project is out to bid with a bid opening scheduled for March 6th at 1:30 pm.

City Administrator Gerald Herman updated the Board on the progress of the SR 76 sidewalk project.

City Administrator Gerald Herman informed the Board that once we have a streak of warm weather the City Hall parking lot will be completed.

City Administrator Gerald Herman stated that the Life Center Church has told us that in March they plan to discontinue their contract for use of the City Hall facilities. We are waiting on an official written notice at this time.

City Administrator Gerald Herman reminded the Board about the second annual United Way fundraiser bowling event scheduled for tomorrow (2/21) at 6:00 pm at the Holder Family Fun Center in Hendersonville.

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

11. Consideration of the Following Resolutions:

    a. None

12. Consideration of the Following Ordinances:

a. **Ordinance 14-01**: An ordinance amending the Municipal Code Title 11, Chapter 2 Fortune Telling, Etc. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - absent; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 14-01 was approved on Second Reading.**

b. **Ordinance 14-02**: An ordinance amending the fiscal budget for the period ending June 30, 2014. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - absent; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 14-02 was approved on Second Reading.**

c. **Ordinance 14-03**: An ordinance amending the Municipal Code Title 3, Chapter 1 City Judge. *Second Reading.*

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - absent; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 14-03 was approved on Second Reading.**

d. **Ordinance 14-04**: An ordinance amending the Municipal Code Title 8, Chapter 1 Intoxicating Liquors, sections 8-102, 8-103, 8-104, 8-106 and 8-110 and deleting sections 8-107 through 8-109. *First Reading.*

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 14-04 passed on First Reading.**

e. **Ordinance 14-05**: An ordinance amending Municipal Code Title 8, Chapter 2 Beer. *First Reading.*

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 14-05 passed on First Reading.**

f. **Ordinance 14-06**: An ordinance amending Municipal Code Title 2, Chapter 1 Leisure Services Board, section 2-102. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 14-06 passed on First Reading.**

13. Finance

a. To approve or reject Change Order #2 for $80,573.12 for the Hobbs/Dawn Court sewer project. 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 use of funds for the BTEC (Beyond Tomorrow Energy Conservation) EASI and Vapex Odor Control System capital improvement projects. The Public Services Director recommends approval.

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.**

c. To approve or reject the purchase of a 50kw Diesel Generator and Automatic Transfer Switch (ASCO SERIES 185SE 400amp) for $28,689.00 for the renovation project at Fire Station #1. The Fire Chief recommends approval.

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

d. To approve or reject Siemens Electric Incorporated's bid of $7,695.00 for electrical work on Fire Station #1. The Fire Chief recommends approval.

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.**

e. To approve or reject the sale of the Meadows Road property (Parcel 097.01 on Tax Map 077) to the Sumner County Board of Education for $16,000.00. 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.**

14. Other Business

    a. None

15. Discussion Items

    a. None

16. Other Information

    a. None

17. Adjournment

Meeting was adjourned at 7:29 pm

REPORTS….

General Government Department
February 2014

Administration

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

- February 04
  - Board of Mayor and Aldermen Special Called Meeting
  - Beer Board
- February 10 - Planning Commission Meeting
- February 11 - Regional Transportation Authority Operations and Marketing Committees Meetings
- February 18
  - Robertson County Existing Industry Meeting
  - Robertson County 911 Board Meeting
  - Chamber of Commerce Luncheon
- February 19 - Metropolitan Planning Organization Meetings
- February 20
  - Middle Tennessee City Managers Meeting
  - Board of Mayor and Aldermen Meeting
- February 21 - United Way Bowling Fundraiser
- February 26 - TML Risk Management Training Class
- February 27
  - Rotary Luncheon
  - Ribbon Cutting for Rattletrap Productions

Performance Measurements

Finance Update

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2013-2014.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Budget	$13,258,032	$6,185,395	↓ 20.03%
Cemetery Fund	$40,858	$24,274	↓ 7.26%
Debt Services	$813,546	$148,912	↓ 48.37%
Healthcare	$63,235	$40,707	↓ 2.3%
Impact Fees	$149,007	$153	↓ 66.57%
Industrial Development	$50,490	$32,469	↓ 2.36%
Parks Sales Tax	$130,484	$15,316	↓ 54.93%
Police Drug Fund	$15,933	$1,119	↓ 59.65%
Solid Waste	$779,203	$503,091	↓ 6.30%
State Street Aid	$263,000	$207,307	↑ 12.15%
Wastewater	$10,937,594	$4,753,722	↓ 23.21%

*Expended/Encumbered amounts reflect charges from July 1, 2013 – January 31, 2014.

General Government Department
February 2014

Website Management
The Administration Department's goal is to maintain or exceed the total number of page visits from the previous fiscal year.

	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	126	32	262,563	82,694
October	86	24	296,397	113,317
November	92	21	282,249	121,011
December	137	22	279,207	98,573
January	126	51	555,161	98,082
February	137	45	426,376	96,253
March		22		118,982
April		45		170,040
May		212		223,064
June		117		193,101
Total	**1,052**	**554**	**2,821,280**	**1,366,173**

Facebook Management
The Administration Department's goal is to exceed the total number of facebook posts communicated to the community from the previous fiscal year.

	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	10	14	11	4
October	7	17	18	4
November	21	18	10	10
December	97	17	17	6
January	36	9	15	3
February	33	15	27	2
March		10		2
April		7		3
May		6		3
June		15		18
Total	**230**	**306**	**107**	**59**

Twitter Management
The Administration Department's goal is to exceed the total number of tweets communicated to the community from the previous fiscal year.

	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	322	237	11	2
October	322	237	18	4
November	322	239	10	10
December	337	245	17	6
January	346	260	10	3
February	361	262	20	2

March		267		2
April		277		3
May		284		3
June		275		18
Total	**N/A**	**N/A**	**102**	**59**

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

Special Maintenance Projects

- Gymnasium renovations
- Painting City Hall hallways
- Install electrical switch for the new camera in the board room
- R.F. Woodall Elementary School – school zone light issue

General Maintenance

- Monthly safety checks
- Touch-up paint on the railing in board room
- Install soap dispenser in bathroom that is outside the auditorium
- Repair deadbolt on side door of the Library
- Repair chairs at the Library
- Repair vent in the Chamber of Commerce office
- Replace light at the Chamber of Commerce office
- Fix concession stand door handle
- Repair urinal in men's restroom at City Hall
- Salt sidewalks
- General grounds maintenance

	2013 - 2014 Work Order Requests
July	N/A
August	N/A
September	N/A
October	N/A
November	N/A
December	8
January	19
February	33
March	
April	
May	
June	
Total	**60**

*In December 2013 work orders requests started to be tracked.

Finance Department
February 2014

Finance Section

February closed out property tax season with a very large number of receipts, and a record number of on-line receipts. Tax receipts at the end of the month totaled $2,717,097, or 92% of the tax base, which is 3% ahead of where we were at this time last year, and right in line with prior years.

Again we have had very limited contact with the audit firm with just a few follow-up questions for the audit. I did directly contact the Audit Manager responsible for our audit, and he apologized and said that they had encountered other priorities that had delayed the completion of our audit. As of the date of this report, I have not received a draft audit, but have been told to expect one soon. In order to meet requirements on our federal grants, the audit has to be filed with a federal clearing house by March 31. Our audit firm is aware of this deadline.

Finance Staff spent a significant amount of time on budget activity in February. The 6 year Capital Improvement schedule was completed for the Finance Department, and submitted to the City Administrator. Departmental worksheets were prepared by Finance and distributed to Departments for completion of their projections for the current year. The Finance Director also met with the City Administrator to discuss the list of projects not in the CIP plan for the Finance Department and personnel needs for the Finance Department for the upcoming budget year.

Significant changes have been made to the Finance Performance Measures this month. The Fund Balance Chart below has been added to track how we are performing to our goal of 20% of Operating Revenues. The Key Revenue Indicators has been added to summarize the information already presented in the monthly Summary Financial Statement. The revenues represented are only the key revenue lines for each area, not all revenues for that fund. If any revenue is not coming in adequately to meet the budget I will bold that under budget status in the % column as I have done below. This month all revenues are at or exceeding budgeted levels with the exception of the Drug Fund. The Drug Fund has been experiencing declining revenue since our officers have been more focused on overall enforcement rather than drug interdiction. The Payroll Activity chart has some additional description included to explain adjustments or errors. The Accounts Payable chart has been modified to show activity growth over a five year period, as has the Customer Calls and Visits chart, the Business License Activity chart, and the Municipal Court Case Dispositions.

Performance Measures

Fund Balance – The City will strive to maintain a fund balance of at least 20% of Operating Revenues.

Operating Fund	Budgeted Operating Revenue	Fund Balance Goal	Current Month Fund Balance	Current Fund Balance Performance
General	12,333,372	2,466,674	6,024,920	49%

Key Revenue Indicators – At the end of February there is 33% of the fiscal year remaining.

Operating Fund	Revenue Stream	Current Month	YTD	Budgeted	Over/(Under) Budget	% Over/ (Under) Budget
General	Local Sales Tax	250,086	1,564,671	2,050,000	(485,329)	(24%)
	State Shared Tax	77,740	582,580	840,192	(257,612)	(31%)
	Property Tax	629,632	1,966,442	2,072,506	(106,064)	(5%)
Industrial Development	Hotel/Motel Tax	0	55,541	43,000	12,541	29%
State Street Aid	State Gas Tax	20,830	180,329	265,707	(85,378)	(32%)
Park Sales Tax	Park Sales Tax	6,258	54,032	79,000	(24,968)	(32%)
Sanitation	User Fees	57,857	461,520	684,000	(222,480)	(33%)
Impact Fees	Impact Fees	249	8,831	7,730	1,101	14%
Drug	Fines	72	4,823	11,000	(6,177)	**(56%)**
Debt Service	Property Tax	209,354	730,744	620,000	110,744	18%
Wastewater	User Fees	202,687	1,705,796	2,506,000	(800,204)	(32%)
Healthcare	Operating Transfers	4,461	44,141	30,285	13,856	46%
Cemetery	Open/Close Fees	850	13,400	14,400	(1,000)	(7%)

Finance Department
February 2014

Payroll Activity

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Void Checks
2 regular 0 special	2 paper checks 194 direct deposits	1 Retroactive Adjustments – pay rate not changed at time of promotion 1 Deduction started that should have started in August	0 Voids

We are currently collecting data to show a different performance measurement for payroll, but do not have a full month's data for the new measure at this time.

Accounts Payable – YTD Volume

	Feb 2014	Feb 2013	Feb 2012	Feb 2011	Feb 2010
Total Invoices Processed	2,603	2,583	2,588	2,428	2,362

We are currently collecting data to show an additional performance measurement for accounts payable, but do not have a full month's data for the new measure at this time.

Customer Calls and Visits - YTD

	Feb 2014	Feb 2013	Feb 2012	Feb 2011	Feb 2010
Calls	730	498	507	507	421
Visits	606	840	360	366	310

Purchase Orders

Codes	5	$1,779.01
Fire	8	$46,760.80
Police	9	$2,845.96
Human Resources	4	$929.44
Engineering	0	$0.00
Administration	6	$809.55
Finance	5	$3,786.86
Total	**132**	**$296,198.67**

Court	1	$59.00
Library	8	$489.34
Wastewater	30	$211,846.65
Public Works	13	$13,319.51
Sanitation	1	$41.96
Parks	34	$10,930.09
Bldg. Maintenance	8	$2,600.50
Cemetery	0	$0.00
Void	**4**	

	Number of PO's	Value of PO's
Purchase Orders Under $2,000	113	$37,147.03
Purchase Orders $2000 - $9999	15	$64,683.67
Purchase Orders Over $10,000	4	$194,367.97
Total	**132**	**$296,198.67**

We are currently collecting data to show an additional performance measurement for purchasing, but do not have a full month's data for the new measure at this time.

Emergency Purchase Orders – February - None

Number	Vendor	Items	Amount	Nature of Emergency	Department

Finance Department
February 2014

Business License Activity – YTD

	Month	Feb 2014	Feb 2013	Feb 2012	Feb 2011	Feb 2010
Opened	0	42	48	38	40	31
Closed	0	8	136*	3	2	33

***2013 Included a mass closure of 129 businesses that were deemed uncollectible accounts.**

Municipal Court – Case Disposition - YTD

Disposition	Feb 2014	Feb 2013	Feb 2012	Feb 2011	Feb 2010
Ticket Paid in Full – Prior to Court	76	65	90	56	44
Guilty as Charged	11	8	18	10	4
Dismissal	15	9	15	4	9
Dismissed upon presentation of insurance	68	51	61	17	33
Not Guilty	0	1	2	0	0
Dismissed to Traffic School	18	15	22	1	9
Dismissed with Costs and Fines	49	32	74	18	27
Dismissed with Costs	20	21	16	3	10
Dismissed with Fines	6	2	6	0	7
Case Transferred to County	0	0	0	0	0
Dismissed with Public Service	0	0	0	0	0
Total	**263**	**204**	**304**	**109**	**143**

Wastewater Billing

New Service Connections: 2
Applications: 28
Late Penalties Applied: $5,028.72
Adjustments: 15
Number of Reconnect Fees Paid: 12
Non-Payment Cut-Offs: 23

We are currently collecting data to show an additional performance measurements for Wastewater Billing, but do not have a full month's data for the new measure at this time.

Human Resources Department
February 2014

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

- February 08: Oral Board of Police Officer
- February 12: Benefits Review Conference with Farrar and Bates
- February 18: Chamber of Commerce Luncheon
- February 19: MTAS Municipal Management Academy Class
- February 25: Safety Committee Meeting
- February 27: TML Pool Member Risk Management Workshop

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

	2013-2014	2012-2013	2011 - 2012	2010 - 2011
July	2	0	0	0
August	0	1	2	1
September	1	1	0	3
October	1	0	1	2
November	0	1	1	0
December	0	2	0	0
January	1	2	0	2
February	1	0	0	3
March		0	0	0
April		2	3	0
May		2	0	0
June		1	0	1
Total	**6**	**12**	**7**	**12**

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

	2013-2014	2012-2013	2011 - 2012	2010-2011
July	2	0	0	1
August	0	1	0	0
September	1	0	0	0
October	2	1	1	0
November	0	1	0	0
December	1	1	2	0
January	2	0	0	2
February	2	0	3	0
March		1	0	0
April		1	1	0
May		0	0	0
June		0	0	0
Total	**10**	**6**	**7**	**3**

Human Resources Department
February 2014

Full-Time Turnover Goal: To reduce the three-year average from 13.48% to 12.00%.

	2013 - 2014		2012 - 2013		2011 - 2012		2010 - 2011	
	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
July	1	1.16%	1	1.12%	4	4.60%	1	1.07%
August	0	0.00%	0	0.00%	1	1.15%	1	1.07%
September	0	0.00%	1	1.12%	0	0.00%	0	0.00%
October	1	1.16%	1	1.12%	1	1.15%	0	0.00%
November	2	2.33%	1	1.12%	2	2.30%	1	1.07%
December	1	1.16%	0	0.00%	0	0.00%	0	0.00%
January	0	0.00%	1	1.12%	3	3.45%	1	1.07%
February	0	0.00%	1	1.12%	2	2.30%	1	1.07%
March			0	0.00%	1	1.15%	3	3.21%
April			0	0.00%	2	2.30%	0	0.00%
May			2	2.25%	2	2.30%	1	1.07%
June			0	0.00%	1	1.15%	0	0.00%
Total	**5**	**5.81%**	**8**	**8.99%**	**19**	**21.84%**	**9**	**9.63%**

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

	2013-2014	2012-2013
July	0	
August	0	
September	1 (S)	
October	1 (T)	
November	1 (S) 1 (T)	
December	0	
January	0	2 (S)
February	0	0
March		1 (T)
April		0
May		1 (S)
June		0
Total	**4**	**4**

(T) - Termination **(S) - Suspension**

Police Department
February 2014

Highlights

- The Annual Rotary Club recognition for **Officer of the Year/Firefighter of the Year** was held on February 27th. The 2013 Officer of the Year is Jason Shapton. Officer Jason Shapton has been with the White House Police Department since February 2010. Officer Shapton works in CID (Criminal Investigations Division). He is married with two children.

Meetings/Civic Organizations

- ***Chief Brady attended the following meetings in February:*** Board of Mayor and Alderman (Feb. 4), Beer Board (Feb. 4), Department Head Meeting (Feb. 10th and 24th), Robertson County Chief's Meeting (Feb. 11th), 911 User Group (Feb. 12th), 911 Board Meeting (Feb. 18th), United Way Bowling Tourney (Feb. 21), Law Enforcement Assembly at Temple Baptist Church (Command Staff Participated – Feb. 23rd), 18th Judicial Drug Task Force Meeting (Feb. 26th), Officer of the Year Banquet (Feb. 27th) and Ribbon Cutting for Rattle Trap Productions (Feb. 27th).

Police Department Administration Performance Measurements

1. ***Achieve accreditation from the Tennessee Law Enforcement Accreditation program by March 5, 2014.*** 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. One hundred thirty-one (131) files have been approved by an assessor. Most of the twenty-one (21) remaining files have been checked already by Sgt. Collins with Vanderbilt. Susan Johnson is making corrections to them. Our deadline is March 5, 2014. A letter has been mailed requesting an extension for us to complete the Accreditation process. We are waiting to hear back from the committee, but this should not be a problem since we are showing progression of completing our files.

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 Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	0	0	0
February	0	80	0	80
Grand Total	0	80	0	80

Police Department
February 2014

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 2013-2014. (There are 730 Patrol Shifts each year.)*

Number of Officers on Shift	February 2014	FY 2013-2014
Two (2) Officers per Shift	7	96
Three (3) Officers per Shift	49	391

2. ***Acquire and place into service two Police Patrol Vehicles.*** We have received two Police Interceptors. They have been assigned and placed in service. **Complete.**

3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2013-2014.*** The White House Police Department will conduct a Fall and Spring Compliance check. Fall Compliance Checks were completed on December 18, 2013. White House Foodland did not pass. The next Compliance Check will be in the spring.

4. ***Maintain or reduce TBI Group A offenses at the three-year average of 71 per 1, 000 population during the calendar year of 2014.***

Group A Offenses	February 2014	Per 1,000 Pop.	Total 2014	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	16	2	23	2
Crimes Against Property	20	2	48	5
Crimes Against Society	6	<1	18	2
Total	42	4	89	8
Arrests	15		31	

**U.S. Census Estimate 2012 – 10,587*

5. ***Maintain a traffic collision rate at or below the three-year average of 309 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2014.***

	February 2014	TOTAL 2014
Traffic Crashes Reported	**20**	**51**
Enforce Traffic Laws:		
Written Citations	**258**	**299**
Written Warnings	**183**	**359**
Verbal Warnings	**400**	**807**

6. *Maintain an injury to collision ratio of not more than the three-year average of 18% by selective traffic enforcement and education during the calendar year 2014.*

COLLISION RATIO				
2014	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
February	20	2	10%	8%

Traffic School: Det. Sgt. Dan Hunter instructed Traffic School in February. He had 18 students.

Staffing

- The Oral Board for Police Officer interviews was held on Saturday, February 8th. A Chief's Interview is tentatively scheduled for later in March.

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

Sumner County Emergency Response Team: The ERT training was conducted on February 21st in Gallatin. A high drug search warrant was also conducted in Sumner County the same day. Two and a half (2.5) pounds of Marijuana and over $10,000 in cash was seized.

Volunteer Reserve Officers: The Reserves participated in their monthly training on February 10th.

Support Services Performance Measurements

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 71% during calendar year 2014.*

2014 CLEARANCE RATE		
Month	**Group A Offenses**	**Year to Date**
February	81%	78%

Communications Section

	February	**Total 2014**
Calls for Service	1,312	2,731
Alarm Calls	21	54

Request for Reports

	February 2014	**FY 2013-14**
Requests for Reports	23	143
Amount taken in	$19.85	$135.90
Tow Bills	$0.00	$100.00
Emailed at no charge	22	209
Storage Fees	$0.00	$0.00

Police Department
February 2014

Governor's Highway Safety Office (GHSO): Sgt. Brisson and Ofc. Gillingham participated in the saturation patrols, bar checks and DUI check point on February 28th in Robertson County.

Volunteer Police Explorers: On February 8th, the WHPD Explorers Post 406 participated in Winterfest, a Regional Police Explorer Competition in Gatlinburg, TN. Fourteen states with 68 Police Explorer Agencies participated in the competitions. Five WHPD Explorers competed in five events:

Written Law Enforcement Exam	26th Place
Active Shooter	23rd Place
Crime Scene Investigation	7th Place
Drug Recognition	1st Place
Individual Tactical Fitness Challenge (Nick George)	1st Place

Plaques were received at the awards ceremony for all 1st place finishes.

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

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 Spring 2014 program will commence at the White House Middle School in February 2014. Classes will be taught to 160 (7-5th Grade classes).
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 1, 2014. Planning is in the progress.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** Class #14 began on Tuesday, February 18, 2014, for ten weeks. There are currently 25 citizens attending the class.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
   - ***Wheels In Motion:***
     - 2 Bikes and 2 Helmets were presented at HB Williams Elementary on February 20th.
     - 1 Bike and 1 Helmet presented at Heritage Elementary on
     - February 20th.
     - 1 Bike and 1 helmet presented at Christian Community School on February 21st.
   - Sgt. Eric Enck instructed at TLETA on February 25th, 27th, 28th, and 29th.

Special Events: ***WHPD Officers participated in the following events during February:***
- No events in February.

2014 Participation in Joint Community Events		
	February 2014	**Year to Date**
Community Activities	4	6

Fire Department
February 2014

Summary of Month's Activities

Fire Operations

The department responded to 69 requests for service during the month with 45 responses being medical emergencies. The department responded to 1 vehicle accident with reported injuries there were no patients transported to the hospital.

- **February 2nd at 1:21 pm** - The Department was dispatched to vehicle fire near the residence when fire units arrived on scene the front of the vehicle was on fire. The residence had been evacuated and the fire extinguished, there were no reported injuries during this incident. The siding and the garage doors sustained some damage from the fire.
- **February 4th at 4:01 pm** - The Department was dispatched to a school bus fire at HB Williams School when fire units arrived on scene smoke was coming from the bus. There were no students on the bus at the time the driver was returning from the afternoon route. Fire extinguishers were used prior to our arrival in an effort to extinguish the fire but a hose line was needed to fully extinguish the fire located in the dash of the vehicle. There were no injuries reported with this incident.

  There were two other vehicle fires during the month that resulted in both vehicles being destroyed by the fire although there were no injuries reported with either of the incidents.
- **February 23rd at 3:31pm** - The Department was dispatched to a brush fire near White House High School when fire units arrived on scene the fire was located in an area near the Greenway. The fire was extinguished with the brush truck and hand tools there were no injuries reported with this incident.

Fire Administration

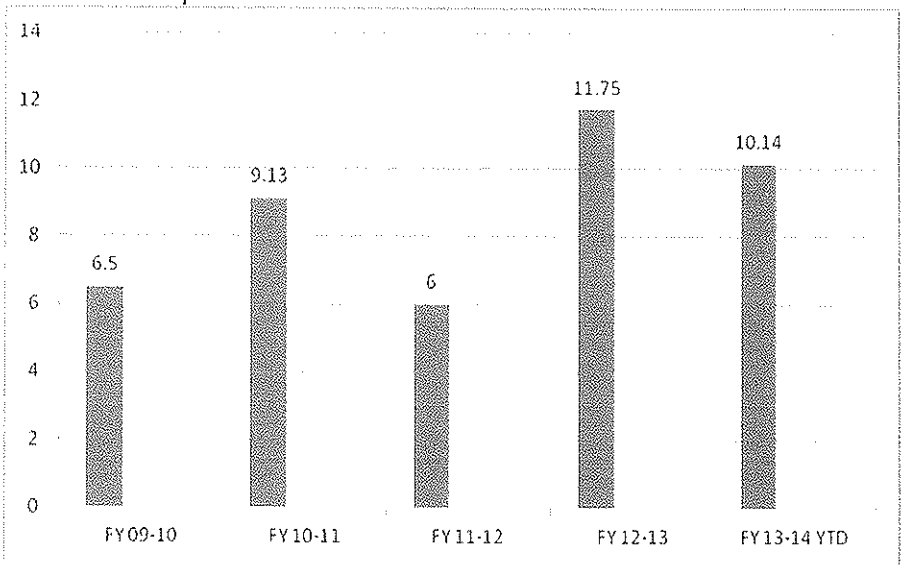
- **February 3rd** - Chief Palmer attended a pre-bid meeting for the electrical work to be completed at station
- **February 5th** - Chief Palmer, Asst. Chief Sisk attended a fire engine demonstration at fire station 2.
- **February 11th** - Chief Palmer attended the electrical bid opening at city hall.
- **February 13th** – Chief Palmer attended the Independence Day Celebration Planning session at city hall.
- **February 14th** – Asst. Chief Sisk attended an ISO training class in Murfreesboro.
- **February 18th** – Chief Palmer, Asst. Chief Sisk, and Department Members attended a Weather Service Storm Spotter Class hosted at fire station 2.
- **February 19th** – Chief Palmer attended a presentation by Verizon representatives of new technology available to enhance our services.
- **February 12th, 19th, 26th** – Asst. Chief Sisk conducted CERT training for students attending Union University.
- **February 27th** – Asst. Chief Sisk and Department Members attended the Rotary Club's Annual Police and Firefighter of the Year luncheon.
- **February**- Asst. Chief Sisk participated in seven National Weather Service briefings during the month.

Fire Department
February 2014

Monthly Performance Indicators

Personnel Responding to Structure Fires

The Department goal in this area would be to exceed our current four year average of 8.3 firefighters for each structure fire response.

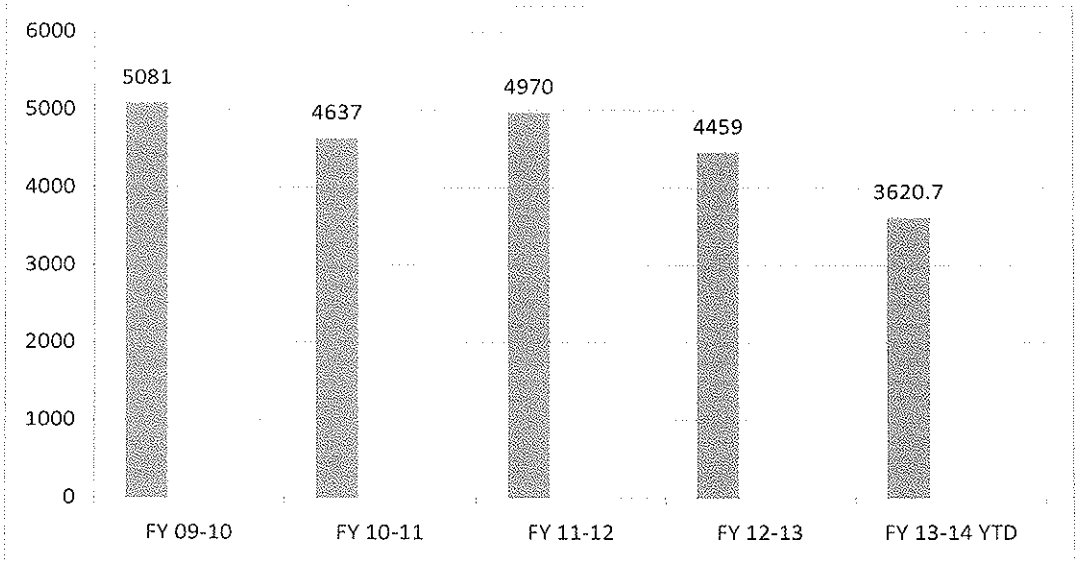


Incident Responses

Structure Fires	0	Vehicle Accidents (General Cleanup)	0
Other Fires	0	Vehicle Accidents (With injuries)	1
Vehicle Fires	4	Rescue	0
Grass, Brush, Trash, Fires	2	False Alarms/Calls	6
Hazmat	0	Assist other Governmental Agency	0
Other Calls	11	Total Responses for the Month	69
Emergency Medical Responses	49	Total Responses Year to Date	620

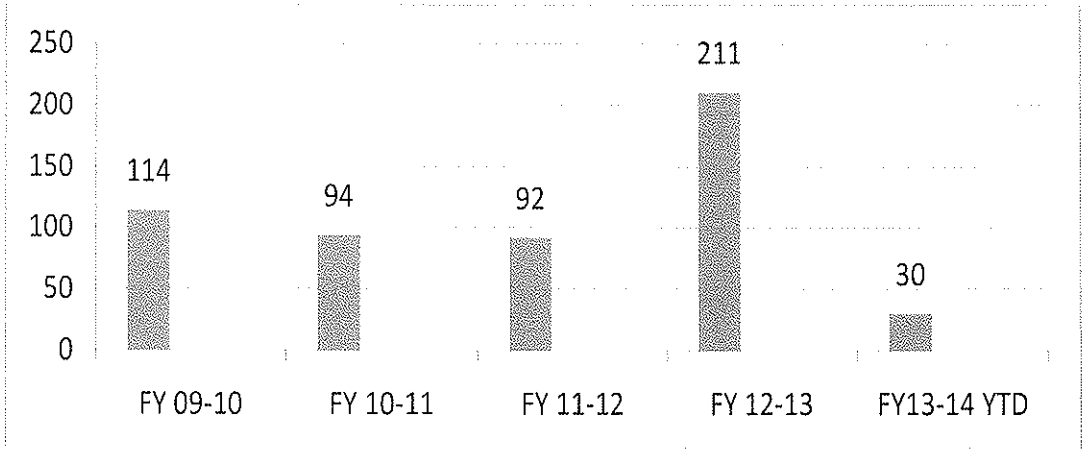
Fire Department
February 2014

Fire Fighter Training
The Department goal is to complete the annual firefighter training of 240 hours for career and 48 hours for Part-time and Volunteer Firefighters for a total of 4176 hours per year.



Total Training Man Hours for the Month	424.09
Total Training Man-hours Year to Date	3620.70

Fire Inspection
It is part of our fire prevention goals to complete a fire inspection at each business annually. Currently in our data base there are 387 businesses in the city including commercial and industrial facilities.

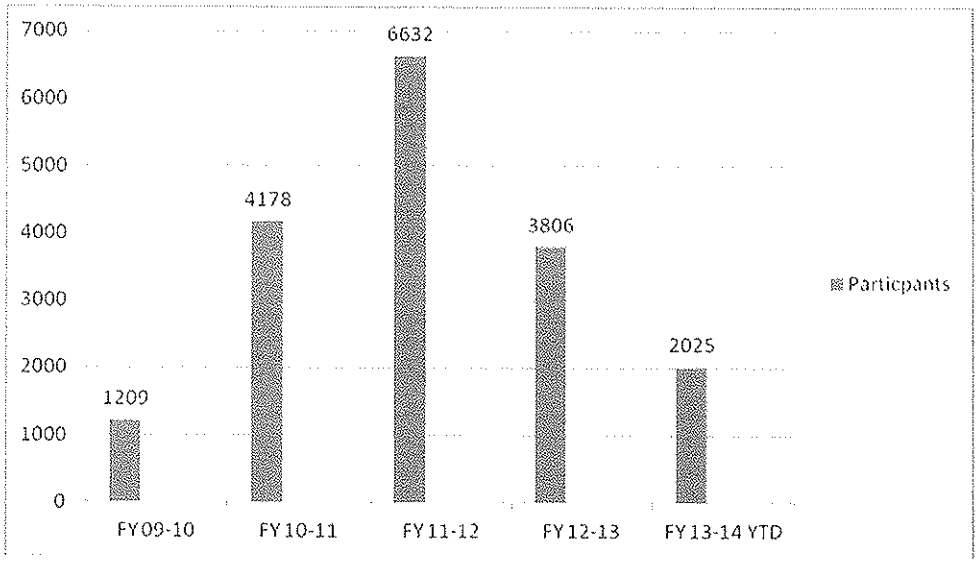


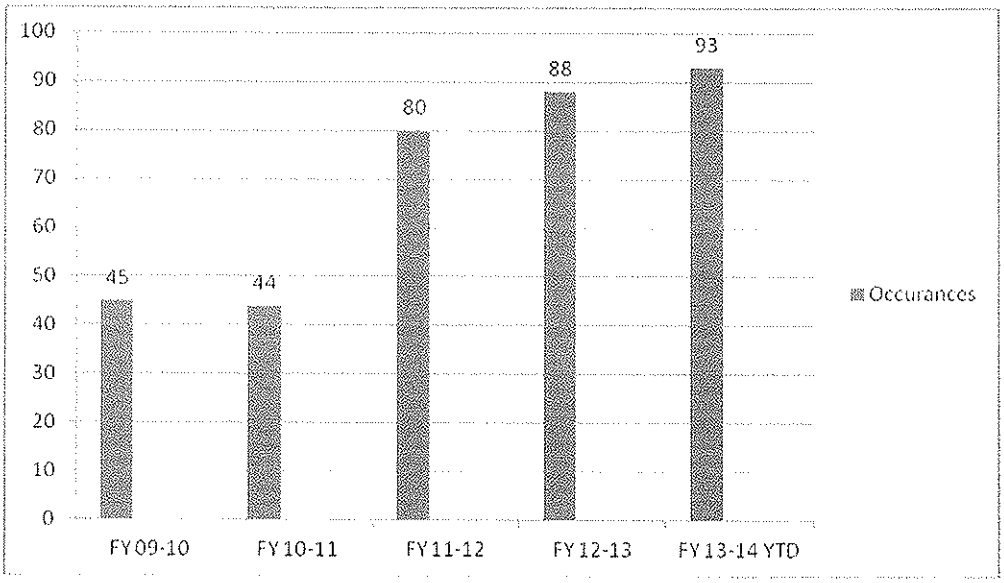
	This Month	YTD
Fire Inspections	1	30
Fire Investigations	4	11
Plat / Plan Reviews	4	17
Fire Preplans	1	5

Fire Department
February 2014

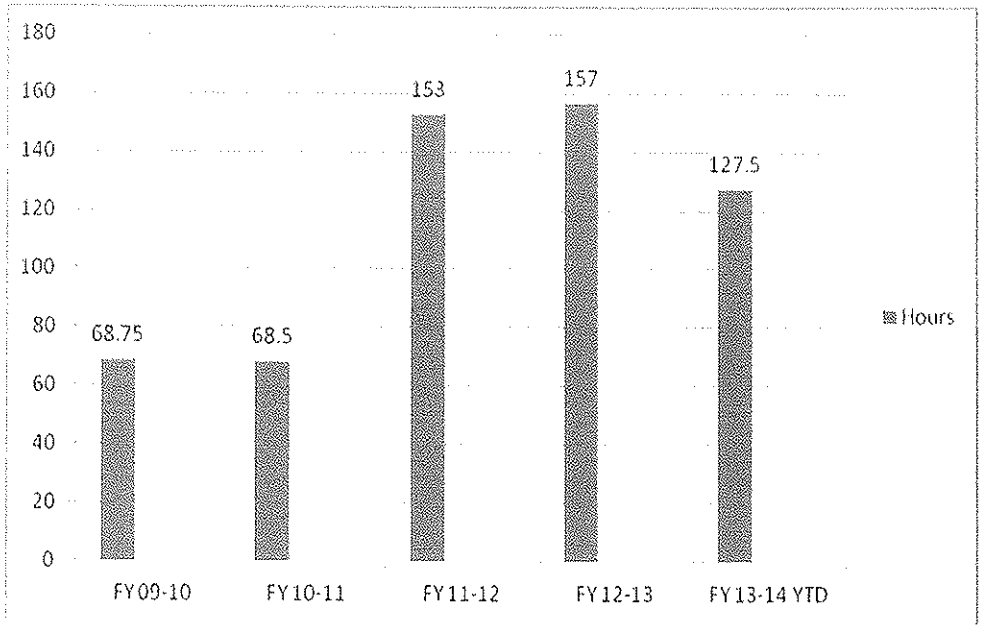
Public Fire Education

It is a Department goal to exceed our last three years averages in Participates (4872) Occurrences (71) and Contact Hours (126). The following programs are being utilized at this time; Risk Watch taught to all first grade students, Career Day, Station tours, Fire Extinguisher training, and Safety Day.





Fire Department
February 2014



	This Month	YTD
Participants	315	2,025
Education Hours	18.5	127.5
Number of Occurrences	8	93

Public Services Department - Public Works Division
February 2014

Staffing: The public works department is authorized **6 full time** employees.

1. Three (3) full-time laborers;
2. Two (2) full-time Streets equipment operators;
3. One (1) Supervisor.

Total Hours Worked	FY 09/10	FY 10/11	FY 11/12	FY 12/13		Jan-14	Feb-14	YTD 13/14
Sanitation	9,945	9,912	8,930	5,975		277	270	1,906
Street	3,248	3,502	3,539	3,765		278	350	2,905
Facility Maintenance	1,416	143	100	124		140	102	375
Fleet Maintenance	825	394	147	445		78	60	576
Meeting/Training	96	241	135	332		62	36	504
Leave	1,183	1,311	915	1,005		95	28	811
Holiday	1,040	1,040	1,040	650		100	60	610
Overtime	33	0	0	70		20	20	89
Administrative	0	0	0	0		20	55	321

Brush, Leaves & Litter Control Program:
The goal of the brush and leave collection and litter control program is to maintain an efficient collection service for the residents. In the past, residents have not been satisfied with the level of service that the department was providing. I believe that part of this perception is a function of the quantity of material placed out for collection. At this point, the City's ordinance does not restrict the volume of material left at the curb for pickup. The City only operates one (1) truck and the driver is dedicated to this task and will only perform other job duties if there's no yard waste to collect. Additionally, the City allows residents to drop off yard waste at the public works yard and we receive a tremendous quantity of yard waste from this program as well.

Sanitation	FY 09/10	FY 10/11	FY 11/12	FY 12/13		Jan-14	Feb-14	YTD 13/14
Brush Collection Stops	3,663	3,841	2,970	2,787		380	214	2,590
Brush Truck Loads	444	422	468	302		37	22	361
Leaves Pickup Bags	N/A	N/A	N/A	519		155	171	2,403
Brush/Leaves Hours	N/A	N/A	N/A	585		241	146	1,266
Litter Pickup Bags	756	960	0	168		8	61	361
Litter Pickup Hours	N/A	N/A	N/A	443		36	123	480

Sanitation Collection:
The goal for the curbside garbage and recycling collection program is to maintain an error rate of less than 1%. The February 2014 work order report shows that staff made **47** requests on the WI web portal system, of which only **16** were due to missed service calls and the rest were container delivery and/or pickup. Considering that we have over **3,800** cans in service for garbage and **3,680** cans in service for recycling, we are operating with less than 1% error rate.

Solid Waste	FY 09/10	FY 10/11	FY 11/12	FY 12/13		Jan-14	Feb-14	YTD 13/14
Tons	3,589	3,590	3,634	3,458		282	233	2,247
Disposal Fee	$87,999.21	$88,187.52	$88,325.03	$85,077.60		$7,248.78	5,838.69	$56,035.04

Public Services Department - Public Works Division
February 2014

SW Accounting	FY 09/10	FY 10/11	FY 11/12	FY 12/13		Jan-14	Feb-14	YTD 13/14
Units Billed	45,058	43,655	44,485	44,244		3,770	3764	29,824
Receivables	$667,155.00	$676,350.00	$683,625.00	$690,098.50		$57,859.50	$57,856.50	$460,799.50
Revenue	$635,489.55	$634,738.25	$654,858.69	$684,487.53		$66,026.96	$57,539.40	$470,848.40

Citizen Solid Waste Drop-off Program:
The goal for the citizen drop-off program is to provide an effective means for residents to dispose of bulky wastes (furniture, washers appliances, clutter, etc.) or other wastes that normally wouldn't fit into their curbside container. We provide a dumpster for garbage and a dumpster for ***metal recycling***. We encourage the residents to separate their items to maximize our recycling efforts. The BMA has made it a policy to allow residents two (2) free dumps per year. Anything above that number a resident would be charged $50.00.

SW Drop-Off	FY 09/10	FY 10/11	FY 11/12	FY 12/13		Jan-14	Feb-14	YTD 13/14
Participants	100	660	715	809		27	29	257
Tons	83	119	168	141		0	11	98
Disposal Fee	$8,011.46	$14,654.62	$16,513.14	$15,473.00		$0	$1,026.37	$9,634.48

Recycling Program:
The goal for the recycling program is to achieve an overall recycling rate of **25%**. At present we are recycling approximately **16%** of our solid waste stream. I will add cardboard recycling containers to the drop-off program during the upcoming bid process as a means to increase our diversion rate of recyclable materials from the solid waste stream. The total volume of recyclables collected curbside during the month was approximately **38 tons** of material which is a savings of about **$864.50** in avoided landfill tipping fees. In addition, the recyclable material revenue for the month was approximately **$459.11.** This is a net gain of **$1,323.61**.

Recycling	FY 09/10	FY 10/11	FY 11/12	FY 12/13		Jan-14	Feb-14	YTD 13/14
Curbside Tons	212	253	244	393		47	38	321
Recycling Rate	6%	7%	7%	13%		15%	10%	12.5%
Fee (old program)	$4,911.32	$5,081.27	$6,736.13	-		-	-	-
Revenue (curbside)	$37.80	-	-	$4,749.94		$193.43	$459.11	$2,276.97
Metal (drop-off)	15	23	11	62		6	0	28
Metal Revenue	$2,569.43	$4,819.75	$3,167.45	$10,555.50		$920.00	0	$4,342.00

Stormwater Improvement Projects:
The goal is to maintain the existing drainage infrastructure through culvert replacement, ditch cleaning and dry basin mowing. This department responds to citizen drainage complaints and, as such, we list the requested projects on the City's website. Additionally, we maintain the curbed lanes, intersections, center turn lanes and bike path along 31W with our street sweeping program.

Public Services Department - Public Works Division
February 2014

Stormwater	FY 09/10	FY 10/11	FY 11/12	FY 12/13	Jan-14	Feb-14	YTD 13/14
Drainage Requests	4	1	3	27	0	3	13
Drainage Work (feet)	3,615	620	58	1,457	0	221	2,171
Drainage Man Hours	N/A	N/A	N/A	891	25	35	656
Debris Removed Load	N/A	N/A	N/A	75	1	6	7
Sweeping Man Hours	0	0	0	0	25	39	64

1. **135 Seminole Lane – Drainage Ditch Repairs:**
   Ms. Ray called in and said that he had substantial ponding in their rear yard and that water stood for long periods of time. Staff reestablished the ditch line from the backyard and down into the rear of the park property.
2. **Pantana Drive:**
   Staff cleared brush and cleaned out the backed up creek line crossing at Patana Drive. In addition they repaired the eroded bank and collapsed wing wall at the creek crossing Apache Trail near Arapaho Court.

Road Work Program:
The goal for this program is to maintain the City's right-of-ways and drive lanes so they're free from hazards.

1. Curb - repair concrete curbs/sidewalks;
2. Shoulder – maintain shoulders with rock;
3. Potholes – repair asphalt such as base failures and pothole patching;
4. Potholes – man hours associated with potholes/asphalt work;
5. Mowing - medians, right-of-ways, and City owned property;
6. R-O-W - tree trimming and roadside vegetative management (weed spraying);
7. Signs – repair, replace and/or install signs within the City limits;
8. Salt – winter weather road clearing and salting.

Road Work	FY 09/10	FY 10/11	FY 11/12	FY 12/13	Jan-14	Feb-14	YTD 13/14
Curb Repair	0	3	0	1	0	0	1
Shoulder LF	15,659	0	0	788	931	150	3,311
Shoulder Hours	0	0	0	0	18	66	84
Potholes	187	336	168	125	1	15	110
Pothole Hours	N/A	N/A	N/A	N/A	N/A	120	120
Mowing Hours	0	0	0	101	71	0	389
R-O-W Hours	N/A	N/A	N/A	N/A	0	4	4
Signs	57	225	119	153	6	34	95
Sign Work Hours	N/A	N/A	N/A	N/A	44	31	184
Salt Tons	0	20	55	4	27	12	49
Salt Hours	N/A	N/A	N/A	N/A	68	25	111

Public Works Special Projects:
The goal is to be reactive to special requests that are made from time to time either from the City Administrator or other departments.
No special projects in February.

Public Services Department - Wastewater Division
February 2014

Collection System Activities

Green Project:
The final walk through has been completed. Stansell has the final punch list to complete. The list consists of clean-up and installing a flashing on the outside awning.

Hobbs Project:
Hall has completed Lines "G", which is Valley View to the rear of Linda Brookes' property; Line "P" which is in front of City Hall on College Street; and Line "F" which runs up to the end of Edwards Court. The restoration crew will be starting the cleanup along these areas as soon as the weather permits. Hall is now moving back to line "A" which crosses Valley View and runs up the ditch line toward City hall and terminates at 31W.

The installation quantities are as follows:
1. 1727' of 8" SDR 35 main line;
2. 56' of 8" SDR 26 main line
3. 399' of 6" SDR 35 main line;
4. 86' of 6" SDR 26 main line
5. 941' of 6" service lateral
6. 23 service connections;
7. 13 manholes (3 standard and 10 water tight frame & grates);
8. Property restoration along the Hobbs drainage ditch and Spring Street.
9. 4 rain days.

Sage Road Lift Station Project:
This is the lift station that is being built to service the Sage Road/Hester Drive corridor, which is where the City's two (2) newest apartment complexes are planned for development. The location for the lift station is at the end of Hester Drive and just inside the gate to Lowe's Millwork. As with any new sewer project, easements are necessary and we are moving aggressively to obtain these easements. The design is finished and the project is out to bid. We should have an award request for the March meeting.

Tennessee 811 is the underground utility notification center for Tennessee and is not a goal driven task:
This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities.

Line Marking	FY 09/10	FY 10/11	FY 11/12	FY 12/13		Jan-14	Feb-14	YTD 13/14
Tennessee 811	0	1496	948	866		95	110	818

SCADA (*Supervisory Control And Data Acquisition*) Alarm Response Goal:
Our goal is to reduce the number of responses through an ongoing, proactive maintenance program at the major lift stations. However, there are uncontrollable factors that create an alarm conditions; such as high water levels due to large rain events, loss of vacuum, power outages and/or loss of phase. These types of alarms notify us that a problem exists. A service technician can access the SCADA system from any location via a smart device and acknowledge the alarm. The new SCADA system that we're currently in the process of installing will allow the technician to remotely operate the components at the station.

Public Services Department - Wastewater Division
February 2014

Work Orders	FY 09/10	FY 10/11	FY 11/12	FY 12/13	Jan-14	Feb-14	YTD 13/14
"Green Project "	0	0	144	229	**DONE**	**0**	**4/2013**
"Grinder Project"					0	1	**1**
PD to Centrifugal Converts					**0**	1	**1**
2000 to Extreme Change Outs	0	0	0	85	10	11	**55**
2000 to 2000 Change Outs	0	0	271	19	0	0	**7**
Extreme to 2000 Change Outs	0	0	0	33	0	3	**6**
Extreme to Extreme Change Outs	0	0	0	157	8	8	**69**
2000 Conversions	0	0	159	26	0	0	**2**
Extreme Converts	0	0	0	43	9	4	**47**
Low Pressure Service Request	758	682	554	977	49	61	**473**
Vacuum System Service Request	87	94	96	127	7	19	**60**
Inspection for New Service	0	0	0	0	3	1	**17**
Final Inspection for New Service	0	0	0	0	0	2	**17**
Sanitary Sewer Overflow (SSO)	0	0	0	4	0	0	**1**
Odor Complaint	0	0	0	0	2	0	7

System Repairs Goal:

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

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

Public Services Department - Wastewater Division
February 2014

Repairs	FY 09/10	FY 10/11	FY 11/12	FY 12/13		Jan-14	Feb-14	YTD 13/14
Major Lift Stations	23	12	5	5		3	3	**10**
Mainline	17	0	1	7		2	3	**11**
Service Line	89	82	52	65		1	4	**118**

Major Lift Stations Repairs:

WILKINSON LANE: The new "soft-start" has been installed and the control panel is operating correctly. We are awaiting a break in the weather to move the control panel.

HERITAGE HIGH SCHOOL: The pumps at Heritage were still under warranty, so Southern Sales has fixed and reinstalled the first pump, and they've pulled the second pump and taken it to the shop to replace the seals.

CALISTA: Both vacuum pumps have been repaired and one has been put back into service. We are currently awaiting the "back-up" pump to be repaired. The vacuum pump should be done the second week of March. Regarding the vertical turbine, we are still waiting on the new pump which should be delivered in about 2-3 weeks.

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

Flow	0.465 MGD	
Capacity	1.40 MGD	
% of Plant Throughput	33.2%	(0.465 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	41.5%	(0.465 MGD) / (1.12 MGD
Rainfall	7.28"	

Effluent	FY 09/10	FY 10/11	FY 11/12	FY 12/13		Jan-13	Feb-14	YTD 13/14
Violations				6		0	0	2

1. **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 are now feeding at a rate of twenty (20) gallons per day at the Union Road lift station and fifteen (15) gallons per day at the Old Tyree lift station due to the high levels of H2S within the system. We experienced higher than normal H2S releases this month due to clogging/freezing of the chemical injection equipment.

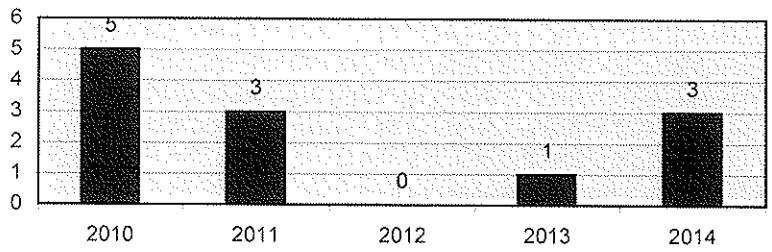
2. **Oxidation Ditch:** We installed the new gearbox/bearing on the #2 orbal and it is running now. The oxidation ditch is now running on all orbals and is producing a clean effluent and good levels of dissolved oxygen.

3. **UV System:** The Trojan Ultra-Violet (UV) system main controller ***has failed*** and we have it on a bypass system. The chamber continues to have problems due to increased algae levels.

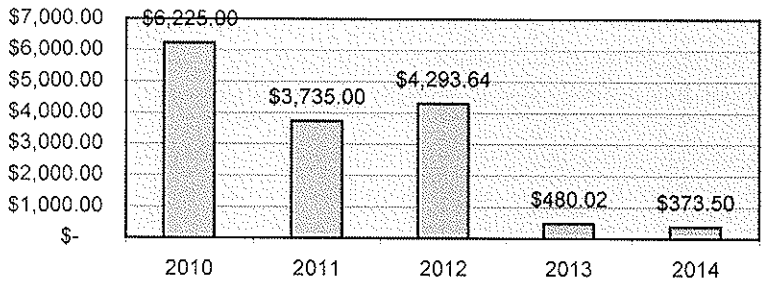
   We have received the approval from TDEC to go ahead with the 90-day Peracetic acid trial. If the trial is successful, Ben will provide TDEC with an engineering report so that a determination can be made as to whether or not TDEC will issue an approval to use this method of disinfection.

Planning and Codes Department
FEBRUARY 2014

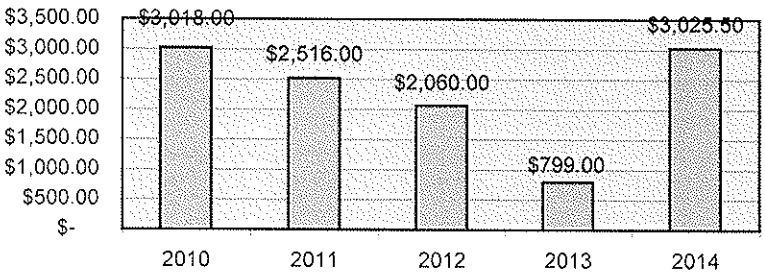
Single Family Permits



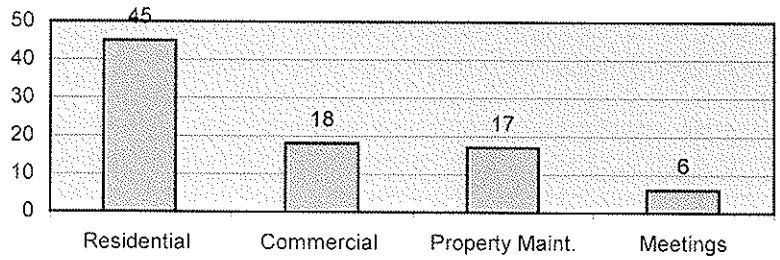
Impact Fees



Permit Fees



Inspections / Meetings



	Month	FY 13-14
MEETING AGENDA ITEMS#		
Planning Commission	2	23
Construction Appeals	0	0
Zoning Appeals	0	5
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	3	29
Multi-Family Residential	0	51
Other Residential	8	99
New Commercial	0	2
New Industrial	0	0
Other Com/Ind	4	19
State Electrical	41	309
Sign	6	11
Occupancy Permits	1	39
Other	0	12
BUILDING INSPECTIONS		
Residential	45	362
Hours	16.08	117.92
Commercial /Industrial	18	102
Hours	3.67	40.58
CODE ENFORCEMENT		
Total Cases	17	304
Hours	2	53.84
Complaints Received	5	75
MEETINGS		
Administration	2	19
Hours	4	46.7
Planning	2	14
Hours	1	45.25
Codes	2	31
Hours	1.25	22.58
FEES		
Permit Fees	$ 3,025.50	$ 39,091.53
Board Review Fees	$250.00	$ 1,975.00
City Impact Fee	**$373.50**	**$ 8,898.60**
Roads	$114.30	$ 2,573.38
Parks	$118.80	$ 2,397.90
Police	$84.60	$ 4,602.62
Fire	$55.80	$ 1,564.00
Subdivision Lots	0	0
Commercial/Industrial (Sq ft)	0	0
Multi-Family Units	0	51
Other	N/A	0
OTHER ITEMS		
Subdivision Bonds: 10	$	632,150.00
Builders Bonds	$	42,866.43
Workings Days in Month	15	

Parks, Recreation & Cultural Arts Department
February 2014

Summary of Month's Activities

Gymnasium / Women's Restroom Renovation
The painting portion inside the gymnasium is 95% complete. The tile work in the women's restroom is underway. The rigid ductwork and the flexible fabric ducts have been installed in the gymnasium. The HVAC unit has been installed on the concrete pad, and work is progressing to get the supply and return ducts tied in. The wood flooring tear out has stalled until a leveling solution can be agreed on due to the uneven concrete slab underneath. The acrylic glass for the handrail of the upper deck bleachers is being re-installed and just needs to be cleaned.

The RTP trail renovation project went out for bids this month. Only two bids were received, both well over budget, so the plan now is to find out why the pricing was so high and then let it out for bids another time to see if the price will come down.

A new heat pump and air handler was installed at the Soccer Complex building to replace the old unit. This was budgeted in the CIP, and the project came in under budget by $4,490. A digital programmable thermostat was specified in order to save on electrical expenses.

Both the White House Dixie Youth and White House Youth Soccer leagues are in full swing with practices.

Master planning of the Municipal Park and the Soccer Complex took place this month to identify areas of future development.

Four new trailhead map signs were ordered and made this month. With the weather getting warmer, we are planning to paint the steel sign frames and then install the new signs. The new signs look much better and do not have the Greenway route depicted where it is not.

Recreation
The Youth Basketball season has ended. The 1st & 2nd Graders ended February 15th. The 5th & 6th Grade Boys ended February 224th and the rest of the leagues ended February 22nd.

Little League Challenger Baseball registration began ends March 10th. The fee is $35 for City Residents and $47 for Out-of-City residents. *This Little League Baseball program is for any boy or girl between the ages of 4 and 18 that faces a mental or physical challenge.* Practices will begin March 18th and Saturday games will begin April 12th.

Men's Open Softball registration ended February 24th. We ended up with 11 total teams. They were split into one 5-team competitive league on field 7 and one 6 team league on field 6. Both leagues will be on Tuesday's and Thursday's. The season will begin March 18th and end May 22nd.

Men's Open Basketball sign-ups will begin in April. The fee will be $475 per team.

We will offer a Girls Volleyball camp this summer. Dates and fees have yet to be determined.

Parks Maintenance
Cleaned out brush and undergrowth along several sections of the Greenway

Installed new hoses on the boom sprayer to get ready for spraying fields for weeds

Serviced trash truck (new oil, filters, worked on air brakes, fixed lights)

Performed maintenance to ball fields getting them leveled for spring practices and games.

Rebuilt some aluminum bleachers by taking parts from 2 sets to make 1 good set

Parks, Recreation & Cultural Arts Department
February 2014

Update on Department Goals and Objectives

Three employees of the Parks Maintenance Division have passed the written (CDL) commercial driver's license test. Steven Russell, William Hosale, and Keith Futch will now take the driving test on March 25/26 to complete the requirements. This was a necessity in order for them to drive the department's garbage truck, since we perform trash collection throughout the park system.

Department Highlight

The start date for the new all-inclusive playground installation at the Municipal Park is March 26th. The Community Build will take place at 8am on Saturday, March 29th. We are aiming to have a ribbon cutting on April 12th, which is the first game of our Little League Challenger baseball season.

Department Cost Savings Report

The Kawasaki dealer wanted $900 for a replacement electric lift cylinder on the department's utility vehicle. We took the lift cylinder to a local repair shop and got it fixed for $58.

Parks, Recreation, Cultural Arts Department
February
2014

						Current Year		
	FY 2007-2008	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13	Jan. 14	Feb. 14	YTD FY 2013-14
Maintenance								
Mowing Hours	1,044	1,469	1,486	1,346	1,276	0	0	656
Pounds of Grass Seed Sown	3,670	1,895	3,140	2,275	3,280	0	0	2,310
Pounds of Fertilizer Applied	6,150	4,590	8,150	2,540	5,525	0	0	20
Number of Trees/Shrubs Planted	57	11	20	39	3	0	0	0
Recreation								
Number of Youth Program Participants	377	336	354	448	818	0	0	731
Number of Adult Program Participants	857	1,343	2,353	2,471	1,726	97	76	533
Number of Special Event Attendees	2,865	2,505	3,484	3,970	2,796	0	0	4,145
Total Number of Special Events Offered	8	17	19	17	19	0	0	10
Total Number of Programs Offered	23	38	68	78	51	3	4	33
Youth Program Revenue	$22,095.25	$27,728.00	$29,068.00	$29,702.00	$ 49,676.00	$0.00	$70.00	$ 46,353.40
Adult Program Revenue	$15,246.25	$9,368.25	$14,899.65	$19,216.05	$ 16,060.90	$173.00	$4,703.00	$ 10,734.30
Special Event Revenue	$6,476.00	$4,530.00	$8,010.00	$7,355.00	$ 5,970.00	$0.00	$0.00	$ 2,905.00
Administration								
Number of Shelter Reservations	112	153	116	112	110	0	0	57
Shelter Reservation Revenue	$3,732.00	$4,083.00	$3,415.00	$ 3,396.00	$ 3,270.00	$140.00	$150.00	$ 1,419.00
Number of Facilities Reservations	305	105	63	136	261	19	18	158
Facility Reservation Revenue	$28,514.05	$6,345.82	$6,475.63	$ 16,224.25	$ 36,686.43	$2,913.75	$2,050.00	$ 21,958.75
Field Rental Revenue						$0.00	$318.33	$ 1,538.33
Misc. Revenue	$39,729.53	$52,032.78	$60,991.46	$ 56,423.35	$ 71,032.39	$1,231.72	$9,615.15	$ 28,271.21
Senior Center								
Senior Center Participants	3,993	2,399	2,860	3,269	3,586	285	268	2,221
Number of Trip Participants	366	316	473	387	477	11	28	234
Number of Meals Participants	3,430	3,848	2,912	3,315	2,867	250	258	1,855
Number of Program Participants		587	632	4,486	4,030	227	194	2,342
Number of Trips Offered	43	31	42	31	34	1	2	20
Number of Meals Served	48	50	46	49	49	4	4	32
Number of Programs Offered	5	54	50	90	87	8	5	54

White House Inn Library & Museum
February 2014

Summary of Activities

The Friends of the Library met on February 4th. The group discussed their upcoming fundraising events such as their book sale, a 4 mile run, and their gala scheduled for April, as well as possibly being represented at the Chamber of Commerce's Discover White House this year. As of right now, the Friends of the Library have a total of $12,355.36 in funds, some of which will be used for operating and fundraising costs while the rest will be for the building project. The goal of the Friends of the Library is to try and raise $400,000 over the course of 3 years to help support the library building cost.

The Friends of the Library also held their 2nd annual book sale from February 24th through February 27th. The Friends had a large amount of donated items of which they were able to sell a majority.

On February 6th, the library director and children's librarian went to the Edmondson Pike Branch library in Nashville for a workshop on customer service. The workshop showed how sometimes the best way to provide excellent customer service is to know a person's personality type to better understand how a person will respond to situations.

Then on February 10th, the children's librarian attended the State Summer Reading Conference in Burns TN. The children's librarian was able to gain information on possible science related programs, get program ideas from other librarians, and learn tips to help make programs more successful.

On February 25th, the catalog librarian attended a technology meeting in Dickson, TN. At the meeting, the catalog librarian learned about different library software from self print stations to photo and webpage editing as well as which companies to purchase the software from for the best deal. Additionally, the catalog librarian was able to learn tips on what other libraries are doing to meet current and future technology needs.

The library also created three different displays using the last three home school group projects. One display shows the kids favorite scene or cover from their book talk project. Another one is what each of the kids think the President's White House will look like in the future. The last display is from the group's Black History Month project and illustrates an insignificant scene in the life of the famous African American that each student picked.

Department Highlights

The Department Highlights for the month would be the Friends of the Library book sale as well as displays that show the work of our home school library patrons.

White House Inn Library & Museum
February 2014
Performance Measures

Official Service Area Populations

2010	2011	2012	2013	2014
12,980	13,257	13,421	13,386	*

February Membership **Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	51	0	10,677	79
2014	34	650	8,726	65

The library's goal is to maintain or exceed total membership from the previous calendar year. The consortia did its first system wide purge of inactive users in five years at the end of 2013, which is why 2014 has fewer members.

Total Material Available: 27,501
Estimated Value of Total Materials: $687,525 **Last Month:** $688,700
Total Materials Available Per Capita: 2.05 **Last Month:** 2.05
State Minimum Standard: 2.00

The library had been trying for many years to reach the state minimum standard, but was unable to because every time a book was added, one had to be deleted because of space issues. By changing the location of certain sections and adding more shelves on the remaining empty walls, the library was finally able to meet the 2.00 standard. The goal is to continue to meet this standard and exceed it until the library is re-classified at a different level.

Materials Added In February

2011	2012	2013	2014
255	451	261	172

Yearly Material Added

2011	2012	2013	2014
3,036	2,671	4,108	410

The library's goal is to add material that meets the current and future needs of city patrons even if that means buying fewer items in order to afford databases, digital material, reference material, etc.

Physical Items Checked Out in February

2011	2012	2013	2014
5,163	4,510	3,196	3,169

Cumulative Physical Items Check Out

2011	2012	2013	2014
63,395	51,116	47,160	6,226

The library's goal is to maintain or exceed the same number of items checked out from year to year. Despite a drop in physical items being checked out, the number of eBooks and downloaded audio books has increased every year.

Programs

February	Kids Sessions	Kids Attendance	Teen Sessions	Teen Attendance	Adult Sessions	Adult Attendance
2011	9	232	0	0	2	22
2012	7	152	0	0	1	10
2013	4	99	0	0	1	13
2014	8	133	0	0	1	7
Yearly Totals	**Kids Sessions**	**Kids Attendance**	**Teen Sessions**	**Teen Attendance**	**Adult Sessions**	**Adult Attendance**
2011	91	2,805	0	0	14	217
2012	76	2,232	4	31	16	245
2013	92	2,193	7	35	11	107
2014	18	245	0	0	2	14

The library's goal is to maintain or exceed the number of programs conducted each year and the number of individuals that attend the events.

Volunteers: 5 **Hours:** 85

White House Inn Library & Museum
February 2014
Performance Measures

February Computer Users

	2011	2012	2013	2014
Wireless	***	***	86	65
Internet Computers	622	436	323	239
Children Computers	223	340	151	1,016

Yearly Computer Users

2011	2012	2013	2014
***	***	1,071	144
5,983	4,282	3,791	504
3,244	2,874	1,691	2,012

The library's goal is to stay current with technological needs in the community by observing each technology's use and making changes to increase usage.

Services Provided by Contracting with State

February Interlibrary Loan Services

	2011	2012	2013	2014
Borrowed	23	32	21	26
Loaned	2	16	19	33

Yearly Interlibrary Loan Services

2011	2012	2013	2014
337	362	136	45
64	100	165	198

The goal of the interlibrary loan system is to loan as many requests as possible to help lower other libraries' expenses as well as trying to obtain as many patron requests as possible in order to offer a larger variety of items and to save the library funds.

Yearly R.E.A.D.S. Statistics

	2011-2012	2012-2013	2013-2014
eBooks	792	2,010	899
Audios	1,717	2,501	652

The goal of the R.E.A.D.S. program is to continue to promote the service to increase patron use, thereby providing more titles, material type, and savings for the library.

** 2014 numbers will continue to be obtained and increase as the year continues.*

Municipal Court
February 2014

Revenues

Citations	
Total Collected for Month	$13,860.75
Total Collected YTD	$95,461.88
State Fines	
Total Collected for Month	$1,262.16
Total Collected YTD	$12,582.36
Total Revenue for Month	**$15,122.91**
Total Revenue YTD	**$108,044.24**

Disbursements

Litigation Tax	$886.56
DOS / DOH Fines & Fees	$731.50
DOS Title & Registration	$133.00
Restitution / Refunds	$0.00
TBI-Expungement / Fees	$0.00
Worthless Checks	$0.00
Total Disbursements for Month	**$1,751.06**
Total Disbursements YTD	**$15,676.48**
Adjusted Revenue for Month	**$13,371.85**
Total Adjusted Revenue YTD	**$92,367.76**
Drug Fund Donations for Month	**$72.01**
Drug Fund Donations YTD	**$4,572.69**

Monthly Comparative: 66.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31100	Property Taxes (Sumner To Distribute)	0.00	0.00	0.00 %	0.00	0.00	0.00 %
31110	Real & Personal Property Tax(Current)	1,877,130.00	(1,909,469.73)	101.72 %	156,427.50	(628,061.63)	401.50 %
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	(43,839.56)	73.07 %	5,000.00	(1,410.00)	28.20 %
31212	Property Tax Delinquent 2nd Year	28,000.00	(10,724.69)	38.30 %	2,333.33	0.00	0.00 %
31213	Property Tax Delinquent 3rd Year	13,000.00	(1,111.00)	8.55 %	1,083.33	(86.00)	7.94 %
31214	Property Tax Delinquent 4th Year	8,000.00	(1,041.00)	13.01 %	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	(13,709.81)	31.52 %	3,625.00	(416.33)	11.48 %
31513	Payment In Lieu Of Tax -Sewer	93,209.00	(62,139.36)	66.67 %	7,767.42	(7,767.42)	100.00 %
31520	Payments From Industry	0.00	(11,865.00)	0.00 %	0.00	0.00	0.00 %
31610	Local Sales Tax - Co. Trustee	2,050,000.00	(1,564,670.98)	76.33 %	170,833.33	(250,086.30)	146.39 %
31709	Beer And Liquor Local Priv Tax	5,200.00	(7,230.72)	139.05 %	433.33	(2,780.76)	641.71 %
31710	Wholesale Beer Tax	250,000.00	(181,401.27)	72.56 %	20,833.33	(19,358.44)	92.92 %
31800	Business Taxes	140,000.00	(43,296.62)	30.93 %	11,666.67	(1,717.49)	14.72 %
31911	Natural Gas Franchise Tax	110,000.00	(106,102.49)	96.46 %	9,166.67	0.00	0.00 %
31912	Cable TV Franchise Tax	99,000.00	(87,089.63)	87.97 %	8,250.00	(29,760.63)	360.73 %
31960	Special Assessment - Liens	2,000.00	(1,090.00)	54.50 %	166.67	0.00	0.00 %
31980	Mixed Drink Taxes	9,500.00	(15,607.72)	164.29 %	791.67	(2,191.87)	276.87 %
32090	Peddler Permit	50.00	0.00	0.00 %	4.17	0.00	0.00 %
32209	Beer And Liquor License Application	1,000.00	(1,850.00)	185.00 %	83.33	0.00	0.00 %

Monthly Comparative: 66.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
32610	Building Permits	21,000.00	(36,417.50)	173.42 %	1,750.00	(1,360.00)	77.71 %
32690	Other Permits	50.00	0.00	0.00 %	4.17	0.00	0.00 %
32710	Sign Permits	700.00	(1,800.00)	257.14 %	58.33	(1,100.00)	1,885.71 %
33100	Federal Grants	2,601,564.00	(102,508.12)	3.94 %	216,797.00	0.00	0.00 %
33142	ARRA Grant #1 - Fiber Optic	0.00	(11,970.48)	0.00 %	0.00	0.00	0.00 %
33191	Fema Reimbursement	0.00	0.00	0.00 %	0.00	0.00	0.00 %
33320	Tva Payments In Lieu Of Taxes	111,164.00	(72,362.16)	65.09 %	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	(500,000.00)	100.00 %	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	(493,644.11)	70.22 %	58,581.67	(75,990.93)	129.72 %
33520	State Income Tax	20,000.00	(21,243.63)	106.22 %	1,666.67	(90.83)	5.45 %
33530	State Beer Tax	5,025.00	(2,576.91)	51.28 %	418.75	0.00	0.00 %
33553	State Gasoline Inspection Fee	21,023.00	(13,996.71)	66.58 %	1,751.92	(1,749.29)	99.85 %
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	(9,500.00)	100.00 %	791.67	0.00	0.00 %
34120	Fees And Commissions	2,000.00	(2,662.99)	133.15 %	166.67	(329.00)	197.40 %
34740	Parks And Rec League Fees	70,000.00	(65,983.85)	94.26 %	5,833.33	(7,448.00)	127.68 %
34741	Field Maintenance Fees	8,000.00	(5,350.00)	66.88 %	666.67	(2,600.00)	390.00 %
34760	Library Fines, Fees, And Other	7,500.00	(4,807.66)	64.10 %	625.00	(474.25)	75.88 %
34793	Community Center Fees	21,000.00	(24,070.25)	114.62 %	1,750.00	(2,435.00)	139.14 %
34900	Other Charges For Services	9,500.00	(4,820.50)	50.74 %	791.67	(685.50)	86.59 %
35110	City Court Fines And Costs	150,000.00	(92,872.76)	61.92 %	12,500.00	(13,371.85)	106.97 %

Monthly Comparative: 66.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
35130	Impoundment Charges	300.00	(100.00)	33.33 %	25.00	0.00	0.00 %
36000	Other Revenues	14,000.00	(9,455.13)	67.54 %	1,166.67	(2,262.60)	193.94 %
36100	Interest Earnings	5,700.00	(2,919.58)	51.22 %	475.00	(375.65)	79.08 %
36210	Rent	18,000.00	(6,171.68)	34.29 %	1,500.00	0.00	0.00 %
36330	Sale Of Equipment	0.00	(1,004.11)	0.00 %	0.00	0.00	0.00 %
36350	Insurance Recoveries	0.00	(73,530.37)	0.00 %	0.00	0.00	0.00 %
36420	Stadium Receipts	5,400.00	(3,657.00)	67.72 %	450.00	0.00	0.00 %
36430	Tax Refunds (Overpayments)	0.00	(941.11)	0.00 %	0.00	(938.00)	0.00 %
36450	Parks Concessions	11,000.00	(4,740.52)	43.10 %	916.67	0.00	0.00 %
36700	Contri And Donation From Private	0.00	(4,223.71)	0.00 %	0.00	(625.00)	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	0.00	0.00 %
	Total Revenues	**12,333,371.00**	**(5,708,826.42)**	**46.29 %**	**1,027,780.92**	**(1,055,546.77)**	**102.70 %**
Expenditures							
41000	General Government	(360,806.00)	219,506.49	60.84 %	(30,067.17)	17,034.02	56.65 %
41210	City Court	(77,537.00)	47,491.78	61.25 %	(6,461.42)	5,599.47	86.66 %
41500	Financial Administration	(402,265.00)	275,585.99	68.51 %	(33,522.08)	23,700.43	70.70 %
41650	Human Resources	(141,895.00)	93,302.81	65.75 %	(11,824.58)	8,781.58	74.27 %
41670	Engineering	(2,014,000.00)	1,102,845.23	54.76 %	(167,833.33)	(4,700.82)	-2.80 %
41700	Planning And Zoning	(275,486.00)	170,386.95	61.85 %	(22,957.17)	16,527.87	71.99 %
41800	General Government Buildings	(162,504.00)	120,262.70	74.01 %	(13,542.00)	4,078.53	30.12 %
41921	Special Events	(4,000.00)	2,606.60	65.17 %	(333.33)	0.00	0.00 %
42100	Police Patrol	(1,170,974.00)	769,520.04	65.72 %	(97,581.17)	75,192.05	77.06 %
42120	Police Support Services	(274,565.00)	187,310.61	68.22 %	(22,880.42)	19,814.44	86.60 %

Monthly Comparative: 66.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
42150	Police Administration	(218,426.00)	123,279.00	56.44 %	(18,202.17)	11,645.72	63.98 %
42151	Communications Services	(185,000.00)	121,333.31	65.59 %	(15,416.67)	17,333.33	112.43 %
42200	Fire Protection And Control	(1,678,119.00)	754,851.60	44.98 %	(139,843.25)	116,397.59	83.23 %
42210	Fire Administration And Inspection	(358,350.00)	185,320.08	51.71 %	(29,862.50)	16,893.55	56.57 %
43000	Public Works	(727,844.00)	531,120.45	72.97 %	(60,653.67)	18,365.50	30.28 %
43100	Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310	Senior Citizen Activities	(42,614.00)	19,630.29	46.07 %	(3,551.17)	2,405.72	67.74 %
44700	Parks	(275,727.00)	204,369.49	74.12 %	(22,977.25)	18,551.39	80.74 %
44740	Park Maintenance	(829,464.00)	701,947.89	84.63 %	(69,122.00)	18,080.64	26.16 %
44800	Libraries	(3,785,534.00)	520,562.78	13.75 %	(315,461.17)	11,826.81	3.75 %
44880	Children's Library Services	(47,922.00)	23,288.33	48.60 %	(3,993.50)	2,568.76	64.32 %
51000	Misc Exp	(225,000.00)	6,252.30	2.78 %	(18,750.00)	472.14	2.52 %
52210	Collection	0.00	0.00	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 Expenditures	**(13,258,032.00)**	**6,185,394.72**	**46.65 %**	**(1,104,836.00)**	**400,568.72**	**36.26 %**
Total 110	General Fund	**(924,661.00)**	**476,568.30**	**51.54 %**	**(77,055.08)**	**(654,978.05)**	**-850.01**

Monthly Comparative: 66.67%

120 Industrial Development Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33800	Local Revenue Allocations	43,000.00	(55,540.56)	129.16 %	3,583.33	0.00	0.00 %
36100	Interest Earnings	80.00	(54.01)	67.51 %	6.67	(11.23)	168.45 %
	Total Revenues	**43,080.00**	**(55,594.57)**	**129.05 %**	**3,590.00**	**(11.23)**	**0.31 %**
Expenditures							
48000	Economic Opportunity	(50,490.00)	32,469.25	64.31 %	(4,207.50)	0.00	0.00 %
	Total Expenditures	**(50,490.00)**	**32,469.25**	**64.31 %**	**(4,207.50)**	**0.00**	**0.00 %**
Total 120	Industrial Development Fund	**(7,410.00)**	**(23,125.32)**	**-312.08 %**	**(617.50)**	**(11.23)**	**-1.82 %**

Monthly Comparative: 66.67%

121 State Street Aid Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33551	State Gasoline And Motor Fuel Tax	265,707.00	(180,328.57)	67.87 %	22,142.25	(20,830.01)	94.07 %
36100	Interest Earnings	60.00	(32.54)	54.23 %	5.00	(8.20)	164.00 %
	Total Revenues	**265,767.00**	**(180,361.11)**	**67.86 %**	**22,147.25**	**(20,838.21)**	**94.09 %**
Expenditures							
43100	Highways And Streets	(263,000.00)	207,307.10	78.82 %	(21,916.67)	0.00	0.00 %
	Total Expenditures	**(263,000.00)**	**207,307.10**	**78.82 %**	**(21,916.67)**	**0.00**	**0.00 %**
Total 121	State Street Aid Fund	**2,767.00**	**26,945.99**	**-973.83 %**	**230.58**	**(20,838.21)**	**9,037.17**

Monthly Comparative: 66.67%

122 Parks Sales Tax Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	400.00	(104.31)	26.08 %	33.33	(11.57)	34.71 %
36425	Parks Sales Tax Receipts	79,000.00	(54,031.52)	68.39 %	6,583.33	(6,257.52)	95.05 %
	Total Revenues	**79,400.00**	**(54,135.83)**	**68.18 %**	**6,616.67**	**(6,269.09)**	**94.75 %**
Expenditures							
49000	Debt Service	(130,484.00)	15,316.20	11.74 %	(10,873.67)	0.00	0.00 %
	Total Expenditures	**(130,484.00)**	**15,316.20**	**11.74 %**	**(10,873.67)**	**0.00**	**0.00 %**
Total 122	Parks Sales Tax Fund	**(51,084.00)**	**(38,819.63)**	**-75.99 %**	**(4,257.00)**	**(6,269.09)**	**-147.27**

Monthly Comparative: 66.67%

123 Solid Waste Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34400	Sanitation - User Fees	684,000.00	(461,519.50)	67.47 %	57,000.00	(57,856.50)	101.50 %
36000	Other Revenues	0.00	10.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	850.00	(424.46)	49.94 %	70.83	(59.61)	84.16 %
37794	Sale Of Materials	13,000.00	(6,818.97)	52.45 %	1,083.33	(459.11)	42.38 %
	Total Revenues	**697,850.00**	**(468,752.93)**	**67.17 %**	**58,154.17**	**(58,375.22)**	**100.38 %**
Expenditures							
43200	Sanitation	(779,203.00)	501,041.32	64.30 %	(64,933.58)	14,450.96	22.25 %
49000	Debt Service	(54,083.00)	2,049.41	3.79 %	(4,506.92)	0.00	0.00 %
	Total Expenditures	**(833,286.00)**	**503,090.73**	**60.37 %**	**(69,440.50)**	**14,450.96**	**20.81 %**
Total 123	Solid Waste Fund	**(135,436.00)**	**34,337.80**	**25.35 %**	**(11,286.33)**	**(43,924.26)**	**-389.18**

Monthly Comparative: 66.67%

124 Impact Fees

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	500.00	(157.20)	31.44 %	41.67	(18.38)	44.11 %
36421	Roads Impact Fees	2,500.00	(2,535.48)	101.42 %	208.33	(76.20)	36.58 %
36422	Parks Impact Fees	1,080.00	(2,358.30)	218.36 %	90.00	(79.20)	88.00 %
36423	Police Impact Fees	2,500.00	(2,391.32)	95.65 %	208.33	(56.40)	27.07 %
36424	Fire Impact Fees	1,650.00	(1,545.40)	93.66 %	137.50	(37.20)	27.05 %
	Total Revenues	**8,230.00**	**(8,987.70)**	**109.21 %**	**685.83**	**(267.38)**	**38.99 %**
Expenditures							
51010	Roads Impact Fees	(122,710.00)	89.13	0.07 %	(10,225.83)	0.00	0.00 %
51020	Parks Impact Fees	(22,000.00)	0.00	0.00 %	(1,833.33)	0.00	0.00 %
51040	Fire Impact Fees	(4,297.00)	63.57	1.48 %	(358.08)	0.00	0.00 %
	Total Expenditures	**(149,007.00)**	**152.70**	**0.10 %**	**(12,417.25)**	**0.00**	**0.00 %**
Total 124	Impact Fees	**(140,777.00)**	**(8,835.00)**	**-6.28 %**	**(11,731.42)**	**(267.38)**	**-2.28 %**

Monthly Comparative: 66.67%

140 Police Drug Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31610	Local Sales Tax - Co. Trustee	900.00	(175.00)	19.44 %	75.00	0.00	0.00 %
35130	Impoundment Charges	300.00	0.00	0.00 %	25.00	0.00	0.00 %
35140	Drug Related Fines	11,000.00	(4,822.69)	43.84 %	916.67	(72.01)	7.86 %
36100	Interest Earnings	80.00	(31.91)	39.89 %	6.67	(4.06)	60.90 %
	Total Revenues	**12,280.00**	**(5,029.60)**	**40.96 %**	**1,023.33**	**(76.07)**	**7.43 %**
Expenditures							
42129	Drug Investigation And Control	(15,933.00)	1,119.29	7.02 %	(1,327.75)	0.00	0.00 %
	Total Expenditures	**(15,933.00)**	**1,119.29**	**7.02 %**	**(1,327.75)**	**0.00**	**0.00 %**
Total 140	Police Drug Fund	**(3,653.00)**	**(3,910.31)**	**-107.04 %**	**(304.42)**	**(76.07)**	**-24.99 %**

Monthly Comparative: 66.67%

200 Debt Service Fund (General)

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31110	Real & Personal Property Tax	620,000.00	(730,743.68)	117.86 %	51,666.67	(209,353.87)	405.20 %
36100	Interest Earnings	300.00	(76.11)	25.37 %	25.00	(34.73)	138.92 %
	Total Revenues	**620,300.00**	**(730,819.79)**	**117.82 %**	**51,691.67**	**(209,388.60)**	**405.07 %**
Expenditures							
49000	Debt Service	(813,546.00)	148,912.45	18.30 %	(67,795.50)	52,100.00	76.85 %
	Total Expenditures	**(813,546.00)**	**148,912.45**	**18.30 %**	**(67,795.50)**	**52,100.00**	**76.85 %**
Total 200	Debt Service Fund (General)	**(193,246.00)**	**(581,907.34)**	**-301.12 %**	**(16,103.83)**	**(157,288.60)**	**-976.72**

412 Sewer Fund

Monthly Comparative: 66.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36000	Other Revenues	19,000.00	(3,115.08)	16.40 %	1,583.33	(300.00)	18.95 %
36100	Interest Earnings	2,700.00	(1,959.83)	72.59 %	225.00	(213.15)	94.73 %
36330	Sale Of Equipment	0.00	(22,822.53)	0.00 %	0.00	0.00	0.00 %
36350	Insurance Recoveries	0.00	(10,293.71)	0.00 %	0.00	0.00	0.00 %
36920	Sale Of Bonds	6,505,000.00	(359,694.00)	5.53 %	542,083.33	0.00	0.00 %
37210	Application Fees	32,000.00	(11,300.00)	35.31 %	2,666.67	(925.00)	34.69 %
37220	Administrative Fees	11,000.00	(4,025.00)	36.59 %	916.67	(200.00)	21.82 %
37230	Sewer User Fees	2,506,000.00	(1,705,796.18)	68.07 %	208,833.33	(202,686.90)	97.06 %
37298	Capacity Fees	398,000.00	(188,266.11)	47.30 %	33,166.67	(3,400.00)	10.25 %
37995	Connection Fees	3,500.00	(5,100.00)	145.71 %	291.67	(300.00)	102.86 %
	Total Revenues	**9,477,200.00**	**(2,312,372.44)**	**24.40 %**	**789,766.67**	**(208,025.05)**	**26.34 %**
Expenditures							
49000	Debt Service	(709,620.00)	81,507.72	11.49 %	(59,135.00)	9,159.96	15.49 %
52117	Administration And General Expenses	(727,281.00)	375,544.42	51.64 %	(60,606.75)	32,813.14	54.14 %
52210	Collection	(6,421,780.00)	3,359,520.05	52.31 %	(535,148.33)	198,554.37	37.10 %
52213	Sewer Treatment And Disposal	(2,351,176.00)	279,513.79	11.89 %	(195,931.33)	35,949.07	18.35 %
52223	Depreciation	(652,737.00)	435,158.00	66.67 %	(54,394.75)	54,394.75	100.00 %
58804	ARRA Assistance - Sewer Rehab	(75,000.00)	222,477.55	296.64 %	(6,250.00)	0.00	0.00 %
	Total Expenditures	**(10,937,594.00)**	**4,753,721.53**	**43.46 %**	**(911,466.17)**	**330,871.29**	**36.30 %**
Total 412	Sewer Fund	**(1,460,394.00)**	**2,441,349.09**	**167.17 %**	**(121,699.50)**	**122,846.24**	**100.94 %**

Monthly Comparative: 66.67%

416 Healthcare Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	320.00	(148.08)	46.28 %	26.67	(21.12)	79.20 %
36960	Operating Transfer In From Other	30,285.00	(44,140.52)	145.75 %	2,523.75	(4,461.09)	176.76 %
	Total Revenues	**30,605.00**	**(44,288.60)**	**144.71 %**	**2,550.42**	**(4,482.21)**	**175.74 %**
Expenditures							
51520	Insurance Employers Share	(63,235.00)	40,707.13	64.37 %	(5,269.58)	5,720.34	108.55 %
	Total Expenditures	**(63,235.00)**	**40,707.13**	**64.37 %**	**(5,269.58)**	**5,720.34**	**108.55 %**
Total 416	Healthcare Fund	**(32,630.00)**	**(3,581.47)**	**-10.98 %**	**(2,719.17)**	**1,238.13**	**45.53 %**

433 Hillcrest City Cemetery

Monthly Comparative: 66.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34110	General Services	2,225.00	(2,672.00)	120.09 %	185.42	(468.00)	252.40 %
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	(13,400.00)	93.06 %	1,200.00	(850.00)	70.83 %
36100	Interest Earnings	300.00	(120.87)	40.29 %	25.00	(14.61)	58.44 %
36330	Sale Of Equipment	0.00	(5,110.04)	0.00 %	0.00	0.00	0.00 %
36340	Sale Of Cemetery Lots	8,500.00	(4,500.00)	52.94 %	708.33	0.00	0.00 %
	Total Revenues	**25,875.00**	**(25,802.91)**	**99.72 %**	**2,156.25**	**(1,332.61)**	**61.80 %**
Expenditures							
43400	Cemeteries	(40,858.00)	24,274.80	59.41 %	(3,404.83)	0.00	0.00 %
	Total Expenditures	**(40,858.00)**	**24,274.80**	**59.41 %**	**(3,404.83)**	**0.00**	**0.00 %**
Total 433	Hillcrest City Cemetery	**(14,983.00)**	**(1,528.11)**	**-10.20 %**	**(1,248.58)**	**(1,332.61)**	**-106.73**

RESOLUTIONS….

ORDINANCES….

ORDINANCE 14-04

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 8, CHAPTER 1 INTOXICATING LIQUORS, SECTIONS 8-102, 8-103, 8-104, 8-106 AND 8-110 AND DELETING SECTIONS 8-107 THROUGH 8-109.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding intoxicating liquors;

NOW, THEREFORE, BE IT ORDAINDED by the Board of Mayor and Aldermen that the White House Municipal Code Title 8, Chapter 1 INTOXICATING LIQUORS be revised from the Municipal Code as follows:

TITLE VIII: ALCOHOLIC BEVERAGES
CHAPTER 1: INTOXICATING LIQUORS
AMENDING SECTIONS: 8-102, 8-103, 8-104, 8-106 and 8-110

SECTION: 8-102. Consumption of alcoholic beverages on premises. Tennessee Code Annotated, title 57, chapter 4, inclusive, is hereby adopted so as to be applicable to all sales of alcoholic beverages for on premises consumption which are regulated by the said code when such sales are conducted within corporate limits of the City of White House, Tennessee. It is the intent of the board of mayor and aldermen that the said Tennessee Code Annotated, title **57** ~~47~~, chapter 4, inclusive, shall be effective in the City of White House, Tennessee, the same as if said code sections were copied herein verbatim.

SECTION: 8-103. Privilege tax on retail sale of alcoholic beverages for consumption on the premises. Pursuant to the authority contained in the Tennessee Code Annotated, § 57-4-301, there is hereby levied a privilege tax (in the amounts levied by Tennessee Code Annotated, title **57** ~~47~~, chapter 4, section 301, for the City of White House General Fund to be paid annually ~~as provided in this chapter)~~ upon any person , firm, corporation, joint stock company, syndicate, or association engaging in the business of selling at retail in the City of White House on alcoholic beverages for consumption on the premises where sold.

SECTION: 8-104. Annual privilege tax to be paid to the finance director. Any person, firm, corporation, joint stock company, syndicate or association exercising the privilege of selling alcoholic beverages for consumption on the premises in the City of White House shall remit annually **to** the Finance Director the appropriate tax described in 8-103. Such payments shall be remitted **between January 1st and February 1st of each year to the City of White House, Tennessee.** ~~not less than thirty (30) days following the end of each twelve (12) month period from the original date of the license. All permit holders shall submit quarterly reports, certified by an accountant, on forms provided by the City within twenty (20) days of the end of the calendar quarter to the Finance Director of the City of White House setting out in detail the monthly gross receipts of alcoholic beverages. The City will maintain these reports in the permit holder's individual file to meet the confidentiality requirements of State Law.~~ Upon the transfer of ownership of such business or the discontinuance of such business, said tax shall be filed within thirty (30) days following such event. Any person, firm, corporation, joint stock company, syndicate, or association failing to make payment of the appropriate tax when due shall be subject to the penalty provided by law.

~~For the exercise of such privilege, the following taxes are levied for city purposes to be paid annually, to wit:~~

~~(1) Private Club.....$300.00~~
~~(2) Hotel/Motel.....$1,000.00~~
~~(3) Restaurant, according to seating capacity on licensed premises:~~
~~a. 75-125 seats.....$600.00~~
~~b. 126-175 seats.....$750.00~~
~~c. 176-225 seats.....$800.00~~
~~d. 226-275 seats.....$900.00~~

~~e. 276 seats and over.....$1,000.00~~
~~f. 'Wine Only' Restaurant with 50 or more seats $120.00~~

~~The quarterly reports shall comply with the following schedule:~~

~~PERIOD~~	~~REPORT DUE DATE~~
~~January – March~~	~~April 20~~
~~April – June~~	~~July 20~~
~~July- September~~	~~October 20~~
~~October – December~~	~~January 20~~

SECTION: 8-106. Advertisement of alcoholic beverages. (1) All advertisement of the availability of liquor for sale by those licensed pursuant to Tennessee Code Annotated, title 57, chapter 4, shall be in accordance with the rules and regulations of the Tennessee Alcoholic Beverage Commission. ~~(2) Sign restrictions. It shall be unlawful for any person authorized to sell beer, for either on the premises consumption or off the premises use, to erect or maintain more than one (1) advertising or display sign upon the outside of the building or in a window. Said sign may use the word "beer" or the name of any brand of beer. Said advertising or display sign shall not exceed four (4") inches in height or eighteen (18") inches in length, and the sign shall be placed parallel with and on the building or in a window.~~

SECTION: 8-110. Hours of sale. ~~No alcoholic beverage within the scope hereof shall be sold between the hours of three o'clock a.m. (3:00 a.m.) and eight o'clock a.m. (8:00 a.m.) on weekdays, or between the hours of three o'clock (3:00 a.m.) and noon (12:00 p.m.) on Sundays.~~ **On-premises license holders shall follow the hours of sale for liquor by the drink as regulated by the Tennessee Alcoholic Beverage Commission.**

TITLE VIII: ALCOHOLIC BEVERAGES
CHAPTER 1: INTOXICATING LIQUORS
DELETING SECTIONS: 8-107, 8-108, and 8-109

SECTION: ~~8-107. Certificate of good moral character required – contents – consent to investigation. Each applicant for a license to sell alcoholic beverages for consumption on the premises of any hotel, restaurant or club must first obtain a certificate of good moral character, on a form provided by the City Administrator and signed by the Mayor of the City of White House. The certificate shall state:~~

~~(1) That the applicant is personally known to the Mayor and the Board of Alderman, and is a person of good moral character; or~~

~~(2) That the applicant is not personally known to the Mayor and the Board of Alderman, but that the City has made careful investigation of the applicant's general character and from such investigation, has determined it to be good;~~

~~(3) Consideration of each application for a certificate shall be undertaken at a regular or specially called meeting of the Board of Mayor and Alderman and approved by a majority of the members thereof;~~

~~(4) Each applicant for a certificate of good moral character is deemed to consent, by virtue of his application, to an investigation of his general character including, but not limited to, the determination of any record of convictions.~~

SECTION: ~~8-108. Grounds for denial of certificate of good moral character. It shall be grounds for denial of the certificate of good moral character that:~~

~~(1) The applicant has been convicted of a felony or, if a corporation, that the executive officers or those in control have been convicted of a felony; or~~

~~(2) The applicant has been convicted of a crime involving moral turpitude.~~

SECTION: ~~8-109. Certificate of compliance required - contents. Each applicant for a license to sell alcoholic beverages for consumption on the premises of any hotel, restaurant or club must obtain, in addition to the certificate of good moral character, a certificate of compliance signed by the building official in the Planning and Codes Department of the City of White House. The certificate shall state:~~

~~(1) That the proposed use is a permitted use or is existing legally and is allowable in the zone in which it is located; and~~

~~(2) That the establishment for which the certificate is sought provides separate sanitary facilities, for men and women, conforming to the building code, located within the area where business is conducted; and~~

~~(3) That all seating on the ground level is covered by a permanent roof; except that hotels (as defined in Tennessee Code Annotated, § 57-4-102(e) are exempted from the requirements of this subsection; and~~

~~(4) That the establishment for which the certificate is sought has a seating capacity meeting those requirements set out in Tennessee Code Annotated, § 57-4-102; and~~

~~(5) That the establishment for which the certificate is sought is separated from the closest church or school by a minimum separation of 275 feet, the distance being determined by the length of a straight line between the closest corner of the church building or school building and the closest corner of the building for which the certificate is sought.~~

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

First Reading: February 20, 2014 PASSED

Second Reading: March 20, 2014

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

ORDINANCE 14-05

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

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding annual privilege tax;

NOW, THEREFORE, BE IT ORDAINDED by the Board of Mayor and Aldermen that the White House Municipal Code Title 8, Chapter 2 BEER be revised from the Municipal Code as follows:

ARTICLE VIII: ALCOHOLIC BEVERAGES
CHAPTER 2: BEER
SECTION: 8-214. Privilege tax.

8-214. Privilege tax. There is hereby imposed on ~~the business of selling, distributing, storing or manufacturing beer~~ any holder of a permit under this chapter an annual privilege tax of one hundred dollars ($100). At the time a new permit is issued, the permit holder shall be required to pay the privilege tax on a prorated basis for each month or portion thereof remaining until the next tax payment date. ~~Any person, firm, corporation, joint stock company, syndicate or association engaged in the sale, distribution, storage, or manufacture of beer~~. All permit holders shall remit the tax ~~each January 1~~ between January 1st and February 1st of each year to the City of White House, Tennessee. Failure to pay the tax on or prior to February 1st shall result in immediate, temporary suspension of the holder's permit until further review by the Beer Board to consider imposition of civil penalties, revocation, suspension, or such other action permitted under this chapter. ~~At the time a new permit is issued to any business subject to this tax, the permit holder shall be required to pay the privilege tax on a prorated basis for each month or portion thereof remaining until the next tax payment date.~~ Upon timely payment of the tax each year, the City of White House will issue a renewal permit to the holder.

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

First Reading: February 20, 2014 PASSED

Second Reading: March 20, 2014

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

ORDINANCE 14-06

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 1 LEISURE SERVICES BOARD, SECTION 2-102.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Leisure Services Board;

NOW, THEREFORE, BE IT ORDAINDED by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 1 LEISURE SERVICES BOARD, Section 2-102 be amended from the Municipal Code as follows:

TITLE II: BOARDS AND COMMISSIONS, ETC.
CHAPTER 1: LEISURE SERVICES BOARD
SECTION: 2-102. Powers and duties of the board.
ITEMS: (5) through (12)

~~(5) The leisure services board shall, in January of each year, prepare and submit to the board of may or and aldermen an annual report, covering but not necessarily limited to the city's activities and accomplishments in the parks and recreation field or the calendar year just ended, and setting forth goals and objectives for the board during the calendar year just beginning.~~

(6~~5~~) Duties of officers.

(a) Chairman. The chairman shall preside at all meetings of the board and shall call special meetings of the board. The chairman shall vote on all matters coming before the board.

(b) Vice-chairman. The vice-chairman should preside over any meeting in which the chairman is not present.

(c) Secretary. The director of leisure services shall act as secretary of the board. The secretary is responsible for preparing the agenda and minutes of all meeting.

(~~6~~7) Appointment of chairman. The chairman ~~and vice-chairman~~ shall be appointed annually by a majority vote of the board at its July meeting.

(~~7~~8) Board meetings.

(a) The board will meet regularly on a ~~quarterly~~ bi-monthly basis. The day ~~and time~~ shall be set by the board. The time shall be set in the evening.

(b) All regular and special called meetings of the board shall be open to the public.

(c) The director and appropriate staff will be present at all meetings of the board.

(d) Minutes of the board meetings will be available for review during regular business hours at the White House City Hall.

(~~8~~9) Minutes. All proceedings of the board shall be in typed form and filed in a permanent book of record. This book shall be open to the public for inspection at all reasonable and proper times.

(~~9~~10) Quorum. A majority of the duly appointed board members shall constitute a quorum.

(~~10~~11) Voting. The ayes and nays will be taken upon the passage of all board matters. All votes will be entered upon the minutes of the meeting. The act of a majority of members, at which a quorum is present, will be the official act of the board.

(~~11~~12) Committees.

(a) The board shall establish committees to review certain matters under consideration by the board.

(b) The director of leisure services shall always act as an ex-officio member of all committees.

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

First Reading: February 20, 2014 PASSED

Second Reading: March 20, 2014

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

FINANCE….

March 10, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

CC: Pat Brady, Police Chief

Re: Copier purchased for City Hall and the Police Department

Attached to this memo are the bid tabulations for the multifunction copiers for City Hall and the Police Department. On Tuesday, March 4, 2014 at 10:00 am the bids were opened from five vendors. The Police Department chose to go with the bid from Ken-Tenn, and City Hall chose to go with the bid from Bagwell.

The Police Chief recommends that the Ken-Tenn bid of **$6,368.80** be awarded for the copier at the Police Department. The Police Department choose to go with the Ken-Tenn bid (2nd lowest) because the staff is familiar with the features and preferred the keyboard option on the machine that was quoted, above the machine options provided by Novacopy, Inc.

The City Administrator recommends that the Bagwell bid of **$8,699.00** be awarded for the copier at City Hall. City Hall choose to go with the Bagwell bid (2nd lowest) due to the faster page per minute output and because the monthly maintenance fees will be cheaper than the lowest bid by approximately $90 per month.

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

BID# 14-1013A	Novacopy, Inc.	Ken-Tenn	Bagwell	Better Business Equip	RJ Young
Multifunction Copiers City Hall and PD	15 Lindsley Ave	7466 Ruby Keith Rd	805 S. Church St	310 Wilson Pike Circle	
OPENING: March 4, 2014 @ 10:00 a.m.	Nashville, TN 37210	Cross Plains, TN	Murfreesboro, TN 37130	Brentwood, TN 37027	
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost
Multifuncion copier, min 50ppm for City Hall	$9,122.00	$8,468.40	$8,699.00	$11,042.55	disqualified--bid was late
Multifunction Copier, min 40ppm for PD	$5,546.00	$6,368.80	$6,542.00	$9,125.34	
Service plan	Base charge for B/W--0.0075 and color 0.0491	monthly min ch 30.00 per 3000 and 100 color pages B/W overage $0.0090 and color overage $0.0700	no min monthly. $.0065 per B/W copy and $.055 per color	$0.008 per B/W and $0.05 per Color	
Cash Price for Both Machines	$14,668.00	$14,837.20	$15,241.00	$20,167.89	
Service Computations per month based upon average					
Color City Hall	$268.98	$379.61	$298.27	$271.15	
Black and white City Hall	$50.35	$60.42	$43.63	$53.70	
	$319.33	$440.03	$341.90	$324.85	
Color PD	$4.97	$4.90	$3.85	$3.50	
Black white PD	$18.00	$13.50	$9.75	$12.00	
	$22.97	$18.40	$13.60	$15.50	
Total for monthly service	$342.30	$458.43	$355.50	$340.35	
Delivery	NLT 10 Days	10-15 days	10 days	one week	

March 10, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: A/V equipment – removing from asset list

I am requesting that the Board of Mayor and Aldermen approve removing the audio-visual equipment that was previously used in the City Hall Board Room from our asset list. This equipment is currently located in a storage closet and has not been used for several years. We have ordered a new camera and recorder for the Board Room to record our meetings going forward.

1. Audio/Visual Equipment Board Room
    - Items are not individually listed out

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

March 13, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Change Order #7 from Baron Construction – Gymnasium floor

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I am requesting that the Board of Mayor and Aldermen approve Change Order No. 7 for the gymnasium renovations. The supporting documents from Baron Construction, LLC are attached for your review and consideration.

This change order request is for necessary gym floor leveling that was not covered in the original quote. The work will include demolition, leveling the floor, and covering with a vapor barrier. The need for this change order was discovered when work on gym floor began, which revealed the unlevel floor and gravel base that is under the current floor. Therefore, the new floor cannot be installed over the current base material.

I am recommending that the Board of Mayor and Aldermen approve Change Order No. 7 for Baron Construction in the amount of $37,823.27.

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

HFR Project Number:	Project Name:
2013159	White House Rec Center

Work itemized below provided by:	Baron Construction LLC

Proposal Number:	RFC 7	Date Itemized:	11-Mar-14	Page	1	of	3	pages

Work by Subcontractors	Name of Subcontractor	Costs and Allowances
Change demolition and floor system	Finchum Sports Floors	31,820.00

Subtotal:	31,820.00
5% fee on subcontractors	1,591.00
Subtotal for General Contractor for work by subcontractors:	33,411.00

Work by General Contractor	
Administration	3,670.63

Subtotal (including Subcontractors and the General Contractor:	37,081.63
Bond Premium: 2.00% =	741.63
Total:	37,823.27

Form for Contractor's Cost Itemization

Materials, Equipment, and Labor itemized below will be provided by:	Baron Construction LLC	Page Number	2
Job Name:	White House Rec Center		
Project Number:	HFR Project No. 2013159	Proposal Number	RFC 7

Description	Material Quantity	Material Unit	Material Cost	Material Extension	Equipment Quantity	Equipment Unit	Equipment Cost	Equipment Extension	Labor Quantity	Labor Unit	Labor Cost	Labor Extension
Principal Review				$0.00				$0.00	2	hr	$75.00	$150.00
Project Manager				$0.00				$0.00	8	hr	$50.00	$400.00
Clerical				$0.00				$0.00	2	hr	$25.00	$50.00
Builder's Risk	1	sum	$43.69	$43.69				$0.00				$0.00
				$0.00				$0.00				$0.00
Extend Project Manager 1 week				$0.00				$0.00	4	hr	$50.00	$200.00
Extend Superintendent 1 week				$0.00				$0.00	40	hr	$33.50	$1,340.00
Extend phone 1 week				$0.00	1	sum	$30.00	$30.00				$0.00
Extend Internet 1 week				$0.00	1	sum	$16.25	$16.25				$0.00
Extend Port-a-let 1 week				$0.00	1	sum	$90.00	$90.00				$0.00
Extend Travel 1 week				$0.00	1	sum	$375.00	$375.00				$0.00
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				$0.00				$0.00				$0.00

Material Subtotal	$43.69		
Sales Tax 0.00%	$0.00		
		30% Labor Burden	$642.00
		Labor Subtotal	$2,140.00
Material Costs Including Sales Tax Total	$43.69	Equipment Total	$511.25
		Labor Costs Including Mark-Up Total	$2,782.00

		Line #	
	Material	1	$43.69
	Equipment	2	$511.25
	Labor	3	$2,782.00
(line 1+2+3)	subtotal	4	$3,336.94
(line 4x0%)	Overhead	5	$0.00
(line 4+5)	Subtotal	6	$3,336.94
		7	
(line 6+7)	Subtotal	8	$3,336.94
(line 8x10%)	Profit	9	$333.69
(line 8+9)	Subtotal	10	$3,670.63
0.00%	Bond Premium	11	$0.00
(line 10+11)	TOTAL	12	$3,670.63

Form for Contractor's Subcontractor's Cost Itemization

Materials, Equipment, and Labor itemized below will be provided by:	Finchum Sports Floors	Page Number	3
Job Name:	White House Rec Center		
Project Number:	HFR Project No. 2013159	Proposal Number	RFC 7

Description	Material Quantity	Material Unit	Material Cost	Material Extension	Equipment Quantity	Equipment Unit	Equipment Cost	Equipment Extension	Labor Quantity	Labor Unit	Labor Cost	Labor Extension
			$2,000.00									
Additional Demolition				$0.00				$0.00	52	hr	$25.00	$1,300.00
Skid Steer for Demolition				$0.00	1	each	$400.00	$400.00				$0.00
Skim coat and Mixer	400	bags	$19.77	$7,908.00	1	each	$300.00	$300.00	285	hr	$25.00	$7,125.00
Carlisle Vapor Barrier	25	rolls	$100.00	$2,500.00				$0.00	80	hr	$25.00	$2,000.00
1/4" closed cell foam	5300	sft	$0.30	$1,589.52				$0.00	4	hr	$25.00	$100.00
Change Air Thrust 1 to Interloc 1	1	sum	no charge	$0.00				$0.00				$0.00
Change flooring from 1-1/4 to 1-1/2	1	sum	no charge	$0.00				$0.00				$0.00
				$0.00				$0.00				$0.00
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	Material Subtotal		$11,997.52
Sales Tax	9.75%		$1,169.76
	Labor Subtotal		$10,525.00
	Labor Burden	30.00%	$3,157.50

Material Costs Including Sales Tax Total	$13,167.28
Equipment Total	$700.00
Labor Costs Including Mark-Up Total	$13,682.50

		Line #	
	Material	1	$13,167.28
	Equipment	2	$700.00
	Labor	3	$13,682.50
(line 1+2+3)	subtotal	4	$27,549.78
(line 4x10%)	Overhead	5	$2,754.98
(line 4+5)	Subtotal	6	$30,304.76
(Separate itemization form attached)	Subcontract Costs	7	
(line 6+7)	Subtotal	8	$30,304.76
(line 8x5%)	Profit	9	$1,515.24
(line 8+9)	Subtotal	10	$31,820.00
0.00%	Bond Premium	11	$0.00
(line 10+11)	TOTAL	12	$31,820.00

CCW-705

SELF-ADHERING VAPOR/AIR BARRIER SYSTEM

DESCRIPTION

The CCW-705 Vapor/Air Barrier System is a 40 mil thick composite consisting of a 36 mil self-adhering rubberized asphalt membrane laminated to an 4 mil high density polyethylene film. A siliconized release liner prevents the material from sticking together in the roll and is easily removed for installation. CCW-705 is available in convenient widths of 18, 24, and 36 inches. The factory controlled quality assures uniform thickness on the job, providing an excellent air and moisture vapor barrier.

TYPICAL USE

The system is designed to provide a complete barrier to moisture or air when adhered to an above grade substrate. It is also useful for other above grade wall flashing applications. The CCW-705 Vapor/Air Barrier System is cold applied and when pressed against the substrate will adhere firmly. The application may be done horizontally or vertically over the full surface area. Its self-adhering nature allows easy installation on concrete, masonry, gypsum, steel and wood substrates.

ADVANTAGES

- Resists mechanical damage.
- Provides a seal around fasteners and other penetrations to prevent wall assembly leaks.
- Self-adhering.
- Compatible with CCW Window and Door Flashing to provide a complete system of wall protection.
- Easy to install, inspect and repair.

APPLICABLE STANDARDS

The CCW-705 Vapor/Air Barrier System conforms to the following specifications:

- GSA; PBS PCD 07121
- USN; NAVFAC TS-07111
- Federal Construction Guide Spec; FCGS-07111

INSTALLATION

Surface Preparation: Concrete shall be in place for 7 days minimum. Substrate must be completely dry. Surface shall have a smooth finish free of voids, sharp protrusions, laitance and form release agents. Block or brick walls shall have mortar joints struck flush.

Priming: Surfaces to receive CCW-705 Vapor/Air Barrier System must be clean and dry. For best results, concrete, masonry and some exterior gypsum substrates require priming with CCW-702, CCW-AWP or CCW-714 primers.

Apply CCW-702 Primer by spray, brush or with a long nap roller at 300 to 350 sq. ft. per gallon. At 75°F allow primer to dry 20 minutes minimum. Primer has a satisfactory cure when it will not transfer when touched. Prime only areas to be waterproofed the same day. Reprime if area becomes dirty.

If using CCW-AWP or CCW-714 water-based primer, apply sparingly with a brush or low pressure spray at 400 to 600 sq. ft. per gallon and allow to dry 30 minutes minimum at 75°F. If necessary, protect primed area from dust and debris; reprime if area becomes dirty.

Application: Apply CCW-705 Vapor/Air Barrier System in lengths of 8' or less. Overlap edge seams 2-1/2" and end laps 5". Begin installation at base of wall and work upwards, so that laps shed water. On walls above 8', apply in 8' sections, starting at the lowest point with the higher section overlapping the lower section 5". Use a suitable roller to press membrane firmly against the wall.

TECHNICAL DATA

PROPERTY	TEST METHOD	RESULTS
Thickness	—	40 mils
Tensile	ASTM D 412 (C)	500 psi
Elongation*	ASTM D 412 (C)	300%
Permeance	ASTM E 96 (B)	.05 perms
Pliability	ASTM D 146	Passes @ -25°F 0.063" mandrel
Peel Strength	ASTM D 903	7.5 lb./in. width
Puncture Resistance	ASTM E 154	50 lbs. (min.)
Lap Adhesion	D1876 Mod.	7.0 lb/in width
H_2O Absorption	ASTM D 570	0.12% by wt.
Air Infiltration	ASTM E 283	Pass
Water Penetration	ASTM E 331	Pass

* % of elongation to ultimate failure of rubberized asphalt membrane

LIMITATIONS

- Do not use in areas where membrane will be subject to continuous exposure to sunlight or to temperatures in excess of 180°F.
- Concrete, masonry and some exterior gypsum substrates require priming for best results. Porous substrates require reduced coverage rates for proper adhesion.
- Best results are obtained when membrane is installed at temperatures above 40°F. Between 25°F and 60°F use CCW-705 LT Low Temperature Membrane.
- Do not apply primer or membrane to damp, frosty, or contaminated surfaces.
- Do not use over sealants containing coal tar or polysulfides. If these materials are present, they must be removed and the surfaces throughly cleaned.

PACKAGING

CCW-705-36 - 36" wide X 75' roll
(225 ft²/rl) 1 roll per box, 35 boxes per pallet
Weight = 60 lb/box (approx); 2200 lb/pallet

CCW-705-24 - 24" wide X 100' roll
(200 ft²/rl) 1 roll per box, 32 boxes per pallet
Weight = 54 lb/box (approx); 1800 lb/pallet

CCW-705-18 - 18" wide X 100' roll
(150 ft²/rl) 1 roll per box, 48 boxes per pallet
Weight = 40 lb/box (approx); 2000 lb/pallet

Note: For narrower tape widths, use CCW Window and Door Flashing.

CCW-702 Solvent-Based Primer
5 gallon pails (45 pails per pallet)

CCW-AWP Water-Based Primer
5 gallon containers (60 containers per pallet)
1 gallon containers (252 containers per pallet)

CCW-714 Water-Based Primer
5 gallon pails (45 pails per pallet)
1 gallon pails (100 pails per pallet)

CCW-704 Mastic
30 oz. Qt. Cartridge (12 ctg. per case), 5 gallon pails (45 pails per pallet)

WARNINGS AND HAZARDS

CCW-702 and CCW-704 contain flammable and combustible solvents. Avoid exposure to open flame. Avoid breathing vapors. Use only in areas with adequate ventilation. *Refer to MSDS for important warnings and product information.*

STORAGE

CCW-705 rolls should be stored on end, under cover, and in areas where the temperature is between 40° and 100°F (4.4° and 38°C). Do not double stack pallets

LIMITED WARRANTY

CARLISLE COATINGS & WATERPROOFING INCORPORATED (CARLISLE) warrants this product to be free of defects in workmanship and materials only at the time of shipment from our factory. If any CARLISLE materials prove to contain manufacturing defects that substantially effect their performance, CARLISLE will, at its option, replace the materials or refund its purchase price.

This limited warranty is the only warranty extended by CARLISLE with respect to its materials. There are no other warranties, including the implied warranties of merchantability and fitness for a particular purpose. CARLISLE specifically disclaims liability for any incidental, consequential, or other damages, including but not limited to, loss of profits or damages to a structure or its contents, arising under any theory of law whatsoever.

The dollar value of CARLISLE's liability and buyer's remedy under this limited warranty shall not exceed the purchase price of the CARLISLE material in question.

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CCW-705 04/04 tc

CARLISLE
Coatings & Waterproofing

Carlisle Coatings & Waterproofing Incorporated
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Wylie, Texas 75098
Toll Free: (800) 527-7092
Website: www.carlisle-ccw.com

The Pro's Choice Since 1936

Top N Bond

Concrete Patcher

A polymer modified sand cement repair mortar requiring only the addition of clean water. For resurfacing, patching and general repairs to concrete walks, walls, driveways, patios and masonry. Can be used for applications from 1/2 inch (13 mm) down to a featheredge or as a brush coat.

SAFETY:
READ and UNDERSTAND the Material Safety Data Sheet (MSDS) before using this product. WARNING: Wear protective clothing and equipment. See HMIS block. For emergency information, call CHEMTREC at 800-424-9300 or 703-527-3887 (outside USA). KEEP OUT OF REACH OF CHILDREN.

PREPARATION:
Use only when the product, air and surface temperature are above 50° F (10° C) and remain above 50° F (10° C) for a minimum of 24 hours. The substrate must be sound, clean, hard and free of dust, dirt, grease, oil, paint, sealers, curing compounds and other materials that will interfere with the bonding of the new material. Do not mix any materials with this product other than water. DO NOT USE WITH A BONDING AGENT.

MIXING:
Add water a little at a time until the desired consistency is reached. When mixing small amounts use approximately 6 parts powder to 1 part water by volume. (See table below) For improved mixing, use a high torque variable speed drill and run at low r.p.m. to avoid splattering. After mixing allow material to stand for 5 minutes. Material may stiffen during this time. Remix material. If too stiff add a small amount of water to achieve desired consistency. AVOID A SOUPY MIX. Excess water reduces strength, durability, bond and can cause cracking. In cold weather use warm water to accelerate the set. Use cold water to slow the set in hot weather. Retempering impairs performance. Do not mix more than can be used in 30 minutes.

10 lb. (4.5 kg)	.75 qt. (.7 L)
20 lb. (9.0 kg)	1.5 qts. (1.4 L)
40 lb. (18.1 kg)	3 qts. (2.8 L)

Water amounts are approximate

PLACEMENT AND FINISHING:
Level with a screed and allow the bleed water to evaporate. Use a float to remove surface imperfections and trowel to a smooth finish. For a rougher surface, use a broom. Refer to ACI 302. Finishing cementitious materials too early, or over-working the materials can cause dusting, cracking, scaling and a weak surface.

BRUSH COAT APPLICATION: Lightly dampen the surface. Mix SAKRETE® Top'n Bond® Concrete Patcher to a thick paint consistency. Apply with a soft bristle broom, masonry brush or squeegee. Maximum thickness for brush coat application is 1/8 inch.

CURING:
Curing means maintaining proper moisture and temperature. Account for local environmental conditions when selecting the curing method. High heat, low humidity or wind will increase the evaporation of water. Keep the surface damp, using a sprinkler, wet burlap, Sakrete Cure 'N Seal or cover with plastic for several days as needed. In cold weather adequately cover and keep from freezing for a minimum of 24 hours. Refer to ACI 308. Patched area may be open to foot traffic after 1 day and vehicular traffic after 3 days.

STORAGE:
STORAGE: Store in a tightly closed container off the floor in a dry place.

TECHNICAL DATA: Typical results

Compressive Strength
ASTM C 109

7 day	4,000 psi (28 MPa)
28 day	5,000 psi (34 MPa)

Bond Strength
ASTM C 882
28 day 1200 psi (8 MPa)

COVERAGE:
For general repairs
One 40 lb. bag (18.1 kg) will cover approximately 18 sq. feet (1.6 sq. m) at 1/4 inch (6.3 mm) thick.

For brush coat application
One 40 lb. bag (18.1 kg) will cover up to 80 sq. feet but varies with roughness of surface.

PACKAGE SIZE	YIELD
10 lb. (4.5 kg)	4.5 sq. ft. (0.41 sq. m)
20 lb. (9.0 kg)	9 sq. ft. (0.83 sq. m)
40 lb. (18.1 kg)	18 sq. ft. (1.67 sq. m)

To determine the number of bags needed: Multiply (length x width x depth), divided by yield from chart above.

COLORS: White and Gray

The Pro's Choice Since 1936

Top N Bond

Concrete Patcher

PACKAGING:

10 lb. tub (4.5 kg) - UPC: 0-50605-00143-8
10 lb. tub (4.5 kg) - UPC: 7-64661-16810-2 WHITE
20 lb. tub (9.0 kg) - UPC 7-64661-15120-3
40 lb. bag (18.1 kg) - UPC: 0-50605-00144-5
40 lb. bag (18.1 kg) - UPC: 7-64661-16740-2 WHITE

Not all sizes available in all areas

ENVIRONMENTAL ADVISORY:

Uncured or crushed cured cement is an environmental hazard, which may adversely affect fish and wildlife. Dispose of construction debris containing cement, including empty bags, at a permitted municipal disposal firm. Do not use crushed concrete as a fill near an aquatic habitat.

WARNING! CAUSES IRRITATION. Avoid contact with eyes, skin and clothing. Wash thoroughly after handling. Exposure may result in irritation of the skin, eyes or nasal passages from alkali in Portland cement. When wet, contact with the skin or eyes may result in irritation or burns. FIRST AID: In case of eye contact, flush immediately with plenty of water for at least 15 minutes and get prompt medical attention; for skin, wash thoroughly with plenty of soap and water. If irritation persists, get medical attention. WARNING! HARMFUL IF INHALED. Avoid breathing dust. Keep container closed. Use with adequate ventilation. Excessive exposure by inhalation over an extended period of time may result in the development of pulmonary diseases including pneumoconiosis and silicosis. Crystalline Silica has been classified by IARC and NTP as a carcinogen.

LIMITED PRODUCT WARRANTY

The manufacturer warrants that this product shall be of merchantable quality when used or applied in accordance with the manufacturer's instructions. This product is not warranted as suitable for any purpose other than the general purpose for which it is intended. This warranty runs for one (1) year from the date the product is purchased. ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ON THIS PRODUCT IS LIMITED TO THE DURATION OF THIS WARRANTY. Liability under this warranty is limited to replacement of defective product or, at the manufacturer's option, refund of the purchase price. CONSEQUENTIAL AND INCIDENTAL DAMAGES ARE NOT RECOVERABLE UNDER THIS WARRANTY.

The SAKRETE Companies
866-SAKRETE
866-725-7383

REV 05/12

March 10, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: W. Joe Moss, Director of Public Services

Re: Request to Award Bid – Sage Road Sanitary Sewer Project

On this date, March 10, 2014, I am requesting that the Mayor and Board of Alderman approve the bid award for the TDEC/SRF funded CG1 2012-302 - GREEN Infiltration and Inflow Correction Project.

This project is also known as the ***Sage Road Sanitary Sewer System Improvement Project; which includes a master lift station and generator.***

This project is designed to provide a gravity sewer service to the two (2) new apartment complexes that are ready to break ground. In addition, we'll be able to take the Holiday Inn, Cracker Barrel, Best Western, Grace Park Church and Lowe's accounts off of their grinder pumps and connect them to the new gravity system. We will also be able to provide several of the adjoining vacant parcels with gravity service.

McGill Associates competitively bid this project and they've received six (6) bid responses. I've attached McGill's bid tabulation and backup memo for your review and consideration.

This is an approved TDEC project and is being funded using the SRF/TDEC loan/grant money that was initially acquired for the Hobbs Project.

I concur with McGill's recommendation to the BMA that ***Scott & Ritter, Inc. out of Bowling Green, KY*** be awarded the Sage Road Lift Station & Sewer project with a base bid in the amount of **$1,088,695.00.**

Should you have any questions regarding this contract award request, please call me at 406-0177, or Ben Simerl at (865) 712-3196.

W. Joe Moss
Director of Public Services

McGill
ASSOCIATES

March 10, 2014

Joe Moss
Public Works Director
City of White House
105 College Street
White House, Tennessee 37188

RE: Recommendation of Award
Sage Road Sanitary Sewer Improvements

Dear Joe:

Bids for the construction of the subject project were received in the City of White House City Hall Board Room and publicly opened on March 6, 2014. As shown below, a total of six (6) bids were received and opened for the construction project. A Certified Bid Tabulation of all bids is attached for your review. The bids can be summarized as follows:

Bidder	**Base Bid**	**Alternate 1 Total Bid**	**Alternate 2 Total Bid**	**Total Bid (Base + Alt. 1)**	**Total Bid (Base + Alt. 2)**
Scott & Ritter, Inc.	$875,750.00	$136,585.00	$212,945.00	$1,012,335.00	$1,088,695.00
Norris Bros. Excavating	$923,954.00	$176,805.00	$202,095.00	$1,100,759.00	$1,126,049.00
Twin States Utilities & Excavation, Inc.	$960,220.00	$163,800.00	$221,775.00	$1,124,020.00	$1,181,995.00
Parchman Construction Co., Inc.	$998,896.50	$108,583.50	$213,767.25	$1,107,480.00	$1,212,663.75
Cleary Construction, Inc.	$1,074,090.00	$185,705.00	$294,255.00	$1,259,795.00	$1,368,345.00
K. Carrender Construction	$1,244,551.40	$414,408.75	$435,378.75	$1,658,960.15	$1,679,930.15

Denotes Corrected Amount

McGill Associates, P.A. • 2240 Sutherland Avenue, Suite 2, Knoxville, TN 37919
Phone: 865-540-0801 • Fax: 865-595-4999

The Alternate Bids (Alternate 1 and Alternate 2) were for two different routings of a section of gravity sewer line across one property parcel. These alternate routes were designed and bid to determine the potential impact of the project on the property parcel. The City and the property owner have agreed on an easement to utilize the sewer route for Alternate 2.

The low Total Bid (Base + Alt 2) for the construction project was submitted by Scott & Ritter, Inc., from Bowling Green, Kentucky. McGill Associates and the City of White House have worked with Scott & Ritter, Inc. and have found them to be a responsible and competent contractor.

Therefore, we recommend award of the Sage Road Sanitary Sewer Improvements project to Scott & Ritter, Inc. in the amount of $1,088,695.00.

Should you have any questions or need any additional information, please contact me at your convenience.

Sincerely,
McGILL ASSOCIATES, P. A.

Benjamin R. Simerl, P.E.
Project Manager

Enclosure
P:\2013\13.06206 White House - Sage Road Sewer Pump Station\Bid Award

BID TABULATION

Sage Road Sanitary Sewer Improvements
City of White House, Tennessee

Bid Opening: March 6, 2014 at 1:30 p.m.

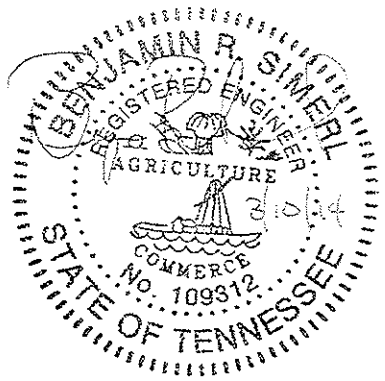
CONTRACTOR	Base Bid	Line B - Alternate 1 Total Bid	Line B - Alternate 2 Total Bid	Total Bid (Base + Alt.1)	Total Bid (Base + Alt.2)
Scott & Ritter, Inc.	$ 875,750.00	$ 136,585.00	$ 212,945.00	$ 1,012,335.00	$ 1,088,695.00
Norris Bros. Excavating	$ 923,954.00	$ 176,805.00	$ 202,095.00	$ 1,100,759.00	$ 1,126,049.00
Twin States Utilities & Excavation, Inc.	$ 960,220.00	$ 163,800.00	$ 221,775.00	$ 1,124,020.00	$ 1,181,995.00
Parchman Construction Co, Inc.	$ 998,896.50	$ 108,583.50	$ 213,767.25	$ 1,107,480.00	$ 1,212,663.75
Cleary Construction, Inc.	$ 1,074,090.00	$ 185,705.00	$ 294,255.00	$ 1,259,795.00	$ 1,368,345.00
K. Carrender Construction	$ 1,244,551.40	$ 414,408.75	$ 435,378.75	$ 1,658,960.15	$ 1,679,930.15

Denotes Corrected Amount

This is to certify that the following Sealed Bids for the above project were received, publicly opened and read aloud in the City of White House City Hall, 105 College St., White House, TN 37188 on March 6, 2014 at 1:30 p.m.

McGill ASSOCIATES

Engineering · Planning · Finance
2240 Sutherland Avenue, Suite 2
Knoxville, Tennessee 37919



CERTIFIED BID TABULATION

Sage Road Sanitary Sewer Improvements
City of White House, Tennessee

Contractor				Scott & Ritter, Inc. P.O. Box 749 Bowling Green, KY 42102-0749		Norris Bros. Excavating 1007 Rodgers Road Crossville, TN 38572		Twin States Utilities & Excavation, Inc. P.O. Box 14 Mount Hermon, KY 42157		Parchman Construction Co., Inc. 695 Hwy 149 East Cumberland City, TN 37050		Cleary Construction, Inc. 2006 Edmonton Road Tompkinsville, KY 42167		K. Carender Construction 206 Ringgold Rd. Somerset, KY 42503	
Bid Bond 5%				yes		yes		yes		yes		yes		yes	
Addenda 1-4				yes		yes		yes		yes		yes		yes	
ITEM NO.	DESCRIPTION	QUAN.	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization (Maximum of 3% of Bid)	1	LS	$ 7,940.00	$ 7,940.00	$ 32,400.00	$ 32,400.00	$ 10,000.00	$ 10,000.00	$ 5,750.00	$ 5,750.00	$ 25,000.00	$ 25,000.00	$ 35,000.00	$ 35,000.00
4	8" Dia. SDR 35 PVC Gravity Sewer Line, Stone Bedding, Backfill and all Incidentals	2,200	LF	$ 82.00	$ 180,400.00	$ 45.00	$ 99,000.00	$ 82.00	$ 180,400.00	$ 90.25	$ 198,550.00	$ 125.00	$ 275,000.00	$ 171.60	$ 377,520.00
5	8" Dia. SDR 26 PVC Gravity Sewer Line, Stone Bedding, Stone Backfill and all Incidentals	1,120	LF	$ 112.00	$ 125,440.00	$ 120.00	$ 134,400.00	$ 150.00	$ 168,000.00	$ 223.95	$ 250,824.00	$ 160.00	$ 179,200.00	$ 173.70	$ 194,544.00
6	6" Dia. SDR 35 PVC Gravity Sewer Service Line, Stone Bedding, Backfill and all Incidentals	470	LF	$ 44.00	$ 20,680.00	$ 28.80	$ 13,536.00	$ 50.00	$ 23,500.00	$ 55.00	$ 25,850.00	$ 43.00	$ 20,210.00	$ 44.42	$ 20,877.40
7	4' Dia. Standard Manhole	16	EA	$ 3,050.00	$ 48,800.00	$ 1,620.00	$ 25,920.00	$ 4,000.00	$ 64,000.00	$ 2,685.00	$ 42,960.00	$ 2,500.00	$ 40,000.00	$ 2,200.00	$ 35,200.00
8	Standard Frame and Cover	16	EA	$ 260.00	$ 4,160.00	$ 225.00	$ 3,600.00	$ 300.00	$ 4,800.00	$ 385.00	$ 6,160.00	$ 200.00	$ 3,200.00	$ 255.00	$ 4,080.00
9	Grinder Pump Removal	5	EA	$ 1,845.00	$ 9,225.00	$ 2,250.00	$ 11,250.00	$ 1,000.00	$ 5,000.00	$ 1,325.00	$ 6,625.00	$ 1,200.00	$ 6,000.00	$ 500.00	$ 2,500.00
10	Sewer Connection to Gravity Main including cleanout and all incidentals	250	LF	$ 43.00	$ 10,750.00	$ 27.00	$ 6,750.00	$ 60.00	$ 15,000.00	$ 30.00	$ 7,500.00	$ 43.00	$ 10,750.00	$ 48.00	$ 12,000.00
11	Asphalt Drive Repair (incl. #57 Stone Backfill, 2" Binder, all areas)	300	LF	$ 20.00	$ 6,000.00	$ 17.10	$ 5,130.00	$ 32.00	$ 9,600.00	$ 42.00	$ 12,600.00	$ 35.00	$ 10,500.00	$ 44.00	$ 13,200.00
12a	Pavement Repair - Patch Areas	330	LF	$ 54.00	$ 17,820.00	$ 17.10	$ 5,643.00	$ 80.00	$ 26,400.00	$ 68.25	$ 22,522.50	$ 84.00	$ 27,720.00	$ 97.00	$ 32,010.00
12b	Pavement Repair - Overlay Areas	1,240	LF	$ 53.00	$ 65,720.00	$ 65.00	$ 80,600.00	$ 43.00	$ 53,320.00	$ 46.25	$ 57,350.00	$ 45.00	$ 55,800.00	$ 52.00	$ 64,480.00
13	Asphalt Overlay	660	Tons	$ 92.00	$ 59,800.00	$ 148.50	$ 96,525.00	$ 106.00	$ 70,200.00	$ 113.50	$ 73,775.00	$ 115.00	$ 74,750.00	$ 98.00	$ 63,700.00
14	Erosion and Sediment Controls	1	LS	$ 18,635.00	$ 18,635.00	$ 2,700.00	$ 2,700.00	$ 15,000.00	$ 15,000.00	$ 21,500.00	$ 21,500.00	$ 15,000.00	$ 15,000.00	$ 10,000.00	$ 10,000.00
15	Sage Road Pumping Station Complete	1	LS	$ 295,380.00	$ 295,380.00	$ 401,500.00	$ 401,500.00	$ 310,000.00	$ 310,000.00	$ 262,250.00	$ 262,250.00	$ 325,000.00	$ 325,000.00	$ 374,000.00	$ 374,000.00
16	Allowance for Bush and Tree Replacement of $5,000	1	LS	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
TOTAL BASE BID :					$ 875,750.00		$ 923,954.00		$ 950,220.00		$ 696,896.50		$ 1,074,080.00		$ 1,244,551.40

LINE B - ADD ALTERNATE 1

ITEM NO.	DESCRIPTION	QUAN.	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
2	12" Dia. SDR 35 PVC Gravity Sewer Line, Stone Bedding, Backfill and all Incidentals	2,065	LF	$ 48.00	$ 99,120.00	$ 72.00	$ 148,680.00	$ 60.00	$ 123,900.00	$ 39.25	$ 78,986.25	$ 71.00	$ 146,615.00	$ 179.00	$ 369,635.00
3	12" Dia. SDR 26 PVC Gravity Sewer Line, Stone Bedding, Stone Backfill and all Incidentals	135	LF	$ 103.00	$ 13,905.00	$ 99.00	$ 13,365.00	$ 100.00	$ 13,500.00	$ 82.35	$ 11,117.25	$ 126.00	$ 17,010.00	$ 180.25	$ 24,333.75
7	4' Dia. Standard Manhole	8	EA	$ 2,670.00	$ 21,360.00	$ 1,620.00	$ 12,960.00	$ 3,000.00	$ 24,000.00	$ 1,925.00	$ 15,400.00	$ 2,500.00	$ 20,000.00	$ 2,300.00	$ 18,400.00
8	Standard Frame and Cover	8	EA	$ 275.00	$ 2,200.00	$ 225.00	$ 1,800.00	$ 300.00	$ 2,400.00	$ 385.00	$ 3,080.00	$ 260.00	$ 2,080.00	$ 255.00	$ 2,040.00
TOTAL LINE B ALTERNATE 1 :					$ 136,585.00		$ 176,805.00		$ 163,800.00		$ 108,583.50		$ 185,705.00		$ 414,408.75

LINE B - ADD ALTERNATE 2

ITEM NO.	DESCRIPTION	QUAN.	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
2	12" Dia. SDR 35 PVC Gravity Sewer Line, Stone Bedding, Backfill and all Incidentals	2,365	LF	$ 67.00	$ 158,455.00	$ 72.00	$ 170,280.00	$ 70.00	$ 165,550.00	$ 68.65	$ 162,357.25	$ 103.00	$ 243,595.00	$ 163.00	$ 385,495.00
3	12" Dia. SDR 26 PVC Gravity Sewer Line, Stone Bedding, Stone Backfill and all Incidentals	135	LF	$ 164.00	$ 22,140.00	$ 99.00	$ 13,365.00	$ 135.00	$ 18,225.00	$ 156.00	$ 21,060.00	$ 156.00	$ 21,060.00	$ 180.25	$ 24,333.75
7	4' Dia. Standard Manhole	10	EA	$ 2,975.00	$ 29,750.00	$ 1,620.00	$ 16,200.00	$ 3,500.00	$ 35,000.00	$ 2,650.00	$ 26,500.00	$ 2,700.00	$ 27,000.00	$ 2,300.00	$ 23,000.00
8	Standard Frame and Cover	10	EA	$ 260.00	$ 2,600.00	$ 225.00	$ 2,250.00	$ 300.00	$ 3,000.00	$ 385.00	$ 3,850.00	$ 260.00	$ 2,600.00	$ 255.00	$ 2,550.00
TOTAL LINE B ALTERNATE 2 :					$ 212,945.00		$ 202,095.00		$ 221,775.00		$ 213,767.25		$ 294,255.00		$ 435,378.75
TOTAL BASE BID WITH LINE B ADD ALTERNATE 1					$ 1,012,335.00		$ 1,100,759.00		$ 1,124,020.00		$ 1,107,480.00		$ 1,259,785.00		$ 1,658,960.15
TOTAL BASE BID WITH LINE B ADD ALTERNATE 2					$ 1,088,695.00		$ 1,126,049.00		$ 1,181,995.00		$ 1,212,663.75		$ 1,368,345.00		$ 1,679,930.15

Denotes Corrected Error

McGill Associates

This is to certify that the bids tabulated herein were publicly opened and read aloud at 1:00 pm on the 6th day of March, 2014, at the City of White House City Hall, 105 College St., White House, Tennessee and that said bids were accompanied by acceptable certified checks of Bidder's bonds in the amount of 5% of the bid.

BENJAMIN R. SIMERL REGISTERED ENGINEER 109312 STATE OF TENNESSEE AGRICULTURE COMMERCE

13-06206

February 26, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: W. Joe Moss, Director of Public Services

Re: Request to Fund Capital Improvement Projects

This memo is to request the approval of funds to complete items on the Capital Improvement Projects (CIP) list for the wastewater department. The projects are as shown below:

1. **Apartment Complex Lift Station Replacement Project:**

   - This project will address deficiencies we currently have with two (2) apartment complexes:
   - **1. Washington Sq./Mt. Vernon – 7.5-hp Duplex Station @ $14,588.00**
   - **2. Belmont – 5-hp Duplex Station @ $16,369.00**
   - The prior administration removed the two (2) 5-hp centrifugal pumps and the pump appurtenances (guide rails, control panels, etc.) and replaced them with four (4) 2-hp positive displacement pumps.

The Wastewater department is standardizing the grinder stations and will only allow E-One, Barnes or Zoeller pumps to be installed in our commercial applications. Staff priced the rehabilitation of each existing station and found that a complete new lift station package is approximately the same price as a retrofit.

The Zoeller pump has an ***automatic reversible grinder*** and is a sole-source piece of equipment. I am purchasing these lift stations from Walter Wood Supply Co. Inc. **The total price for these new lift stations is $30,957.00.**

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

W. Joe Moss
Director of Public Services

March 11, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: W. Joe Moss, Director of Public Services

Re: Request to Approve Engineer's Task Order #2 – Amendment #1

On this date, March 11, 2014, I am requesting that the Mayor and Board of Alderman approve McGill Engineer's Task Order #2, ***Amendment #1*** for Engineering Services for the Treatment Plant Expansion Project for the Wastewater Division.

The City has requested funding from the TDEC SRF loan/grant program. The City has been awarded a $2,000,000.00 loan with 20% principal forgiveness discount to complete the improvements at the wastewater treatment plant.

This ***Amendment*** is to cover the cost for the evaluation, land and soils survey and permitting of an additional 65 acres at the WWTP site. TDEC's engineer has done some preliminary soils testing and determined that the land for the proposed irrigation system is suitable for the spray application. However, TDEC has requested that the City complete the additional work incorporated in this ***Amendment*** so that we can modify our existing NPDES permit to increase our irrigation capacity.

The engineering fee associated with this task is projected to be approximately $42,000.00.

I've attached McGill's Task Order #2, Amendment #1document for your review and consideration.

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

W. Joe Moss
Director of Public Services

WW Board Memo For Approval McGill Task Order #2 Amendment #1 .03.11.2014

This is Task Order No. 2 – Amendment No. 1, consisting of 3 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated February 5, 2013 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

   A. Title: Wastewater Treatment Plant Improvements – Effluent Land Disposal Evaluation and Permitting

   B. Description: This Task Order Amends Task Order No. 2 for the Wastewater Treatment Plant Improvements project by adding the study, evaluation, and permitting of approximately 65 acres of land at the wastewater treatment plant for the disposal of treated effluent. This effort will modify the City's existing disposal permit to allow for future disposal using this additional acreage when the City needs the additional capacity.

2. Services of Engineer

   ☐ Study and Evaluation Services

   ☐ Permitting Services

   ☐ Additional Services Requiring an Amendment to Task Order

   Part 6 of Exhibit A is incorporated by reference unless otherwise noted.

3. Owner's Responsibilities

   Owner shall have those responsibilities set forth in Article 2 and in Exhibit B.

4. Times for Rendering Services

Phase	Completion Date (Duration)
Study and Evaluation Phase	3 months
Design and Permitting Phase	3 months after Study and Evaluation

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5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Category of Services		*Compensation Method*	*Lump Sum, or Estimate of Compensation for Services*
Study and Report Phase	A.	Lump Sum	$26,000
Permitting Phase	A.	Lump Sum	$16,000
Additional Services Requiring an Amendment to Task Order	B.	Standard Hourly Rates	

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

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The Effective Date of this Task Order Amendment is _____, _____.

OWNER: City of White House, TN	ENGINEER: McGill Associates, P.A.
By:	By:
Name:	Name: Gary R. McGill, P.E.
Title:	Title: Principal
	Engineer License or Firm's Certificate No. (if required by law): Firm #2784
	State of: Tennessee
Date Signed:	Date Signed: 3/10/14
Address for giving notices:	Address for giving notices:
	McGill Associates, P.A. 2240 Sutherland Avenue, Suite 2 Knoxville, Tennessee 37919
DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER: Gary R. McGill
Title:	Title: Principal
Phone Number:	Phone Number: 865-540-0801
Facsimile Number:	Facsimile Number: 865-595-4999
E-Mail Address:	E-Mail Address: gary.mcgill@mcgillengineers.com

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March 11, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: W. Joe Moss, Director of Public Services

Re: Request to Approve Engineer's Task Order #6

On this date, March 11, 2014, I am requesting that the Mayor and Board of Alderman approve McGill Associate's Task Order #6 for Engineering Services for the Wastewater/Public Works Equipment Storage Building.

The Equipment Storage Building is part of my 2013/2014 CIP project list. I've attached McGill's Task Order #6 document for your further review and consideration.

The current shed used by PW, SW & WW has reached its useful life. The building will serve to house the crews as one unit. The building will have adequate space for equipment and some inventory storage. In addition, the crews will have a work area to perform maintenance on the larger equipment.

The Design Phase, Bidding & Award Phase and Construction Phase engineering fee associated with this task is approximately $21,300.00.

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

W. Joe Moss
Director of Public Services

WW Board Memo For Approval McGill Task Order # 6 - March 2014

This is Task Order No. 6, consisting of 3 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated February 5, 2013 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

   A. Title: Equipment Storage Building

   Description: The project consists of the design, permitting, bidding/award, and construction phase services for the construction of a new Equipment Storage Building at the Public Works/Wastewater Department Complex on Industrial Drive.

   The building will be an insulated pre-engineered metal building, with a concrete foundation, two vehicle roll up doors, and a bathroom.

2. Services of Engineer

   ☐ Design Services

   ☐ Bidding Services

   ☐ Construction Services

   ☐ Additional Services Requiring an Amendment to Task Order

   Part 6 of Exhibit A is incorporated by reference unless otherwise noted.

3. Owner's Responsibilities

   Owner shall have those responsibilities set forth in Article 2 and in Exhibit B.

4. Times for Rendering Services

Phase	Completion Date (Duration)
Design Phase	2 months after Contract Approval
Bidding and Award Phase	1 month after Approval of Design Plans
Construction Phase	3 months after Bidding and Award

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5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Category of Services		*Compensation Method*	*Lump Sum, or Estimate of Compensation for Services*
Design Phase	A.	Lump Sum	$12,600
Bidding and Award Phase	A.	Lump Sum	$6,500
Construction Phase	A.	Lump Sum	$2,200
Additional Services Requiring an Amendment to Task Order	B.	Standard Hourly Rates	

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

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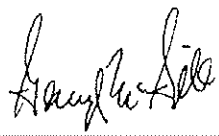
The Effective Date of this Task Order is _____, _____.

OWNER: City of White House, TN	ENGINEER: McGill Associates, P.A.
By: _____	By: 
Name: _____	Name: Gary R. McGill, P.E.
Title: _____	Title: Principal
	Engineer License or Firm's Certificate No. (if required by law): Firm #2784
	State of: Tennessee
Date Signed: _____	Date Signed: 3/10/14
Address for giving notices:	Address for giving notices:
_____	McGill Associates, P.A.
_____	2240 Sutherland Avenue, Suite 2
_____	Knoxville, Tennessee 37919
DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:
_____	Gary R. McGill
Title: _____	Title: Principal
Phone Number: _____	Phone Number: 865-540-0801
Facsimile Number: _____	Facsimile Number: 865-595-4999
E-Mail Address: _____	E-Mail Address: gary.mcgill@mcgillengineers.com

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March 12, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

From: Reed Hillen, Director of Planning and Codes

CC: Gerald Herman, City Administrator

Re: GIS Phase 2 Contract

The Planning and Codes Department requests approval to sign the contract for the second phase of the City's GIS system. The contract will be with GEO-Jobe who completed phase 1 of this project already. The funding for this will come from the Capital Project line for the department.

Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2119.

GEO-Jobe GIS Consulting
P.O. Box 440329
Nashville, TN
37244-0329

Quote: 4949

Date:	2/17/2014
Terms:	Net 30

Customer Billing Address:
City of White House c/o Accounts Payable - Planning Dept 105 College St. White House, TN 37188

Customer Shipping Address:
City of White House c/o Planning Dept 105 College St. White House, TN 37188

Customer Name	Customer Phone #	Customer Email	Rep
Reed Hillen	(615) 672-4350		JW

Description	Qty	Cost	Annual Fee	Total
City of White House, TN - Planning & Codes * Phase 2 - Public Information Products		0.00		0.00
Project Management		1,507.59		1,507.59T
Public Zoning Finder Application - Browser based application that allows the public to use an interactive map to see various zoning districts in the city along with parcel information.		1,381.78		1,381.78T
Public Land Use Notification Application - Browser based application that allows the public to use an interactive map to see proposed land use changes and information about the proposed change.		2,386.66		2,386.66T
Public City Projects Storymap - Browser based application that allows the public to use an interactive map to see current projects taking place within the city and learn various sets of information about the project.		5,451.35		5,451.35T
Administrative Expenses		342.73		342.73T

Past due invoices may be subject to 1.5% late charge.

Subtotal	
Sales Tax (0.0%)	
Total	

Phone #	615-883-0085
Fax #	615-296-4024
Web Site	http://www.geo-jobe.com

Customer's Approval .....

GEO-Jobe GIS Consulting
P.O. Box 440329
Nashville, TN
37244-0329

Quote: 4949

Date:	2/17/2014
Terms:	Net 30

Customer Billing Address:
City of White House c/o Accounts Payable - Planning Dept 105 College St. White House, TN 37188

Customer Shipping Address:
City of White House c/o Planning Dept 105 College St. White House, TN 37188

Customer Name	Customer Phone #	Customer Email	Rep
Reed Hillen	(615) 672-4350		JW

Description	Qty	Cost	Annual Fee	Total
Direct Expenses		175.00		175.00T

Past due invoices may be subject to 1.5% late charge.

Subtotal	$11,245.11
Sales Tax (0.0%)	$0.00
Total	**$11,245.11**

Phone #	615-883-0085
Fax #	615-296-4024
Web Site	http://www.geo-jobe.com

Customer's Approval _____

OTHER BUSINESS…

March 10, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

From: Kerry Harville, City Recorder

CC: Gerald Herman, City Administrator

Re: Rescheduling April 2014 BMA meeting date

Due to the Good Friday holiday on Friday, April 18, 2014 all City of White House offices will be closed on Thursday, April 17, 2014. To accommodate this closing I recommend moving the April Board of Mayor and Aldermen meeting date from Thursday, April 17, 2014 to Monday, April 21, 2014 at 7:00 pm.

Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2111.

March 12, 2014

MEMORANDUM

To: **Board of Mayor and Aldermen**

CC: **Gerald Herman, City Administrator**

From: **Amanda Brewton, Human Resources Director**

Re: **Employee Health and Dental Insurance Benefits**

After requesting quotes from several health insurance providers, Hylant Group presented the two quotes below as the most viable options for our employees. The three tables below provide a summary comparison of the rates and how they affect our employees. The formal submissions by each provider are included with this memo. The first table includes the City's current rates with Cigna. The second table details the renewal rates presented by Cigna our current provider. The third table details the offer presented to the City by BlueCross BlueShield of Tennessee (BCBST).

Cigna Current Rates

	Annual Rate	Rate Per Check
Employee	972.40	37.40
Employee + Spouse	3,267.42	125.67
Employee + Child(ren)	2,372.76	91.26
Family	5,509.40	211.90

Cigna Renewal Rates

	Annual Rate	Rate Per Check	Increase Per Check	Increase Per Year	Increase Per Hour
Employee	588.90	40.77	3.37	87.62	0.04
Employee + Spouse	1,236.69	136.99	11.32	294.32	0.14
Employee + Child(ren)	1,077.69	99.48	8.22	213.72	0.10
Family	1,787.31	230.98	19.08	496.08	0.24

BCBST Rates - Network P

	Annual Rate	Rate Per Check	Increase Per Check	Increase Per Year	Increase Per Hour
Employee	566.36	39.21	1.81	47.06	0.02
Employee + Spouse	1,162.96	128.82	3.15	81.90	0.04
Employee + Child(ren)	1,016.51	93.83	2.57	66.82	0.03
Family	1,670.07	215.82	3.92	101.92	0.05

As is demonstrated in the tables, BCBST has offered the City an extremely competitive rate that is much lower than the offer provided by Cigna. Although changing providers is not preferred, the difference between the Cigna and BCBST rates is enough to significantly reduce the impact on both the City and the City's employees. There will be no change in benefits for employees. Therefore, I recommend that the Board approve the BCBST Network P option for the coming plan year.

In regards to our dental insurance, I am recommending that no changes be made and that the City remain with the current Delta Dental plan. No rate changes are necessary by staying with our current plan.

HYLANT

BCBST Medical Options

BENEFIT SUMMARY		BCBST Plan - Network P	BCBST Plan - Network P Opt 2	BCBST Plan - Network P Opt 3
DEDUCTIBLE				
In-Network		$500 / $1,000	$1,500 / $3,000	$3,000 / $6,000
Non-Network		$1,000 / $2,000	$3,000 / $6,000	$6,000 / $12,000
COINSURANCE				
In-Network		80%	80%	80%
Non-Network		60%	60%	60%
OUT-OF-POCKET MAXIMUM				
In-Network		$2,500 / $7,500	$3,000 / $9,000	$5,000 / $15,000
Non-Network		$5,000 / $15,000	$6,000 / $18,000	$10,000 / $30,000
PRIMARY CARE OFFICE				
In-Network		$20 co-pay	$20 co-pay	$20 co-pay
SPECIALITY CARE OFFICE				
In-Network		$20 co-pay	$20 co-pay	$20 co-pay
EMERGENCY ROOM VISIT				
In-Network		$250 co-pay	$250 co-pay	$250 co-pay
INPATIENT HOSPITALIZATION				
In-Network		80% after deductible	80% after deductible	80% after deductible
PRESCRIPTION DRUG				
30 Day Supply		$8 / $40 / $60	$8 / $40 / $60	$8 / $40 / $60
90 Day Supply		$24 / $120 / $180	$24 / $120 / $180	$24 / $120 / $180
INSURANCE RATES		Rates	Rates	Rates
30	Single	$566.36	$515.45	$448.96
9	Two-Person	$1,162.96	$1,056.04	$916.41
15	Ee/ Child(ren)	$1,016.51	$923.35	$801.67
18	Family	$1,670.07	$1,515.55	$1,313.76
72				
Annual Premium		$873,196.20		
Annual Difference Compared to CIGNA Current		$24,000.84		

Notes and Assumptions:

1. Rates include a $2,600 balance from prior policy year to be paid by The City of White House before implementation
2. The rates and premiums provided are for illustrative purposes only and are estimated based on the data submitted.
3. The above rates reflect an effective date of coverage of 4/1/2014
4. The above rates are based on a total of 72 employees
5. Dual options must maintain a 35% differential
6. Rates include 5% commissions

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HYLANT

CIGNA Renewal & Options

BENEFIT SUMMARY	Cigna Renewal	Cigna Option 2	Cigna Option 3
DEDUCTIBLE			
In-Network	$500 / $1,000	$1,500 / $3,000	$3,000 / $6,000
Non-Network	$1,000 / $2,000	$3,000 / $6,000	$6,000 / $12,000
COINSURANCE			
In-Network	80%	80%	80%
Non-Network	60%	60%	60%
OUT-OF-POCKET MAXIMUM			
In-Network	$2,500 / $5,000	$3,000 / $9,000	$5,000 / $15,000
Non-Network	$7,500 / $15,000	$6,000 / $18,000	$10,000 / $30,000
PRIMARY CARE OFFICE			
In-Network	$20 co-pay	$20 co-pay	$20 co-pay
SPECIALITY CARE OFFICE			
In-Network	$20 co-pay	$20 co-pay	$20 co-pay
EMERGENCY ROOM VISIT			
In-Network	$250 co-pay ($50 Urgent Care)	$250 co-pay ($50 Urgent Care)	$250 co-pay ($50 Urgent Care)
INPATIENT HOSPITALIZATION			
In-Network	80% after deductible	80% after deductible	80% after deductible
PRESCRIPTION DRUG			
30 Day Supply	$8 / $40 / $60	$8 / $40 / $60	$8 / $40 / $60
90 Day Supply	$24 / $120 / $180	$24 / $120 / $180	$24 / $120 / $180

INSURANCE RATES		Current Rates	Renewal Rate	Rates	Rates
30	Single	$540.28	$588.90	$558.45	$511.06
9	Two-Person	$1,134.60	$1,236.69	$1,172.75	$1,073.25
15	Ee/ Child(ren)	$988.72	$1,077.69	$1,021.97	$935.25
18	Family	$1,639.76	$1,787.31	$1,694.90	$1,551.09
72					
Annual Premium		$849,195.36	$925,609.68		
Annual Difference			$76,414.32		

Notes and Assumptions:

1. Initial renewal received was 28% to current rates. Cigna has agreed to a 9% increase.
2. The above rates reflect an effective date of coverage of 4/1/2014
3. The above rates are based on a total of **72 employees**
4. Rates include 5% commissions

HYLANT | 2012 BEST work

March 12, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

From: Charlotte Soporowski, Finance Director

Re: Audit for the Year Ended June 30, 2013

The CPA Firm of Crosslin & Associates is wrapping up their independent audit of the City of White House financials for the year ended June 30, 2013. Representatives from the firm will be at the March 20 Board of Mayor and Alderman meeting to present the audit results.

The final audit document will not be completed until after the Board's acceptance of the audit. A draft copy will be delivered to us early next week, and we will be passing that along for you to review before the presentation at Thursday's meeting.

If you have any questions about the audit process, or the draft report, please feel free to give me a call.

Thanks!

DISCUSSION ITEMS…

OTHER INFORMATION….