

AMENDED

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Aldermen Meeting
March 19, 2015
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by community pastor
3. Pledge by Alderman
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the February 19, 2015 meeting
7. Welcome Visitors
8. Public Hearings
 - a. **Ordinance 15-05:** An ordinance amending the Zoning Map for an 2.00 acre property relative to Robertson County Tax Map 106, Parcel 104 from R-20, Low Density Residential, to C-2, Commercial. *Second Reading.*
9. Communication from Mayor, Aldermen, and City Administrator
10. Acknowledge Reports
 - A. General Government
 - B. Finance
 - C. Human Resources
 - D. Police
 - E. Fire
 - F. Public Services
 - G. Planning & Codes
 - H. Parks & Recreation
 - I. Library/Museum
 - J. Municipal Court
 - K. Monthly Financial Summary
11. Consideration of the Following Resolutions:
 - a. None
12. Consideration of the Following Ordinances:
 - a. **Ordinance 15-05:** An ordinance amending the Zoning Map for an 2.00 acre property relative to Robertson County Tax Map 106, Parcel 104 from R-20, Low Density Residential, to C-2, Commercial. *Second Reading.*
 - b. **Ordinance 15-06:** An ordinance amending the Municipal Code Title 2, Chapter 5 Museum/Welcome Center Board. *First Reading.*
13. Purchasing
 - a. To approve or reject CSR Engineering's Task Order #1C proposal \$39,750.00 for Meadows Sewer Construction Inspection Services (SRF/TDEC Meadows Area Sanitary Sewer Improvement Project). The Public Services Director recommends approval.
 - b. To approve or reject Dowdle Construction Group, from Nashville, TN, bid of \$293,711.00 for the Municipal Recreation Complex Site Work Project. The Parks and Recreation Director recommends approval.

AMENDED

- c. To approve or reject the purchase of one 2015 Ford Police Interceptor Sedan AWD from State Contract (Ford of Murfreesboro) for \$24,422.00. The Police Chief recommends approval.

14. Other Business

- a. To approve or reject Hylant Group's recommendation of Blue Cross Blue Shield of Tennessee for medical insurance coverage. The Human Resource Director recommends approval.
- b. To approve two package liquor store licenses out of the four applicants that submitted an application.

15. Discussion Items

- a. None

16. Other Information

- a. None

17. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
February 19, 2015
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by community pastor

Due to the inclement weather the community pastor had to reschedule. The prayer was led by Ald. Bibb.

3. Pledge by Alderman

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

4. Roll Call

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

5. Adoption of the Agenda

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

6. Approval of Minutes of the January 15, 2015 meeting

Motion was made by Ald. Hutson, second by Ald. Bibb to approve the minutes. A voice vote was called for with all members voting aye. **January 15, 2015 minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

- a. **Ordinance 15-01:** An ordinance to amending the fiscal budget for the period ending June 30, 2015. *Second Reading.*

No one spoke for or against.

- b. **Ordinance 15-02:** An ordinance to annex certain territories and incorporate same within the corporate boundaries of the City of White House, Tennessee. *Second Reading.*

No one spoke for or against.

- c. **Ordinance 15-03:** An ordinance to de-annex certain territories within the corporate boundaries of the City of White House, Tennessee. *Second Reading.*

No one spoke for or against.

Ordinance 15-04: An ordinance amending the Zoning Ordinance, Article V, Section 5.053.2 and Section 5.053.6. *Second Reading.*

No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik provided information regarding upcoming events that the White House Chamber of Commerce is hosting.

Ald. Hutson recognized the City employees that are doing an excellent job keeping the streets clean.

Mayor Arnold echoed Ald. Hutson's statement and praised the work of the Public Works Department.

City Administrator Gerald Herman stated the Highway 31W Sidewalk/Bike Lane Phase 1 project was substantially completed on January 31st.

City Administrator Gerald Herman mentioned that there was a pre-construction meeting today for the new Public Services Department building.

City Administrator Gerald Herman stated that the bid opening for the Municipal Recreation Complex site work is on Monday.

City Administrator Gerald Herman asked that the Board read over the information regarding legislation to change the members of the Executive Board for the MPO.

City Administrator Gerald Herman reminded the Board about the employee United Way bowling fundraiser that is scheduled for Friday, February 27th, at Holder Family Fun Center in Hendersonville.

City Administrator Gerald Herman stated that there were five package liquor store applications turned in by the February 12th deadline.

City Administrator Gerald Herman reminded the Board about the two day budget retreat on March 11th and 12th at Best Western.

10. Acknowledge Reports

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

Motion was made by Ald. Bibb, 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. **Resolution 15-01:** A resolution (I) authorizing the issuance of not to exceed three million nine hundred thousand dollars (\$3,900,000) in aggregate principal amount of general obligation refunding bonds of the City of White House, Tennessee; (II) making provision for the issuance, sale and payment of said bonds; (III) establishing the terms thereof and the disposition of proceeds therefrom; and (IV) providing for the levy of taxes for the payment of principal of, premium, if any, and interest on the bonds.

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

12. Consideration of the Following Ordinances:

- a. **Ordinance 15-01:** An ordinance to amending the fiscal budget for the period ending June 30, 2015. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-01 was approved on Second Reading.**

- b. **Ordinance 15-02:** An ordinance to annex certain territories and incorporate same within the corporate boundaries of the City of White House, Tennessee. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - abstain; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-02 was approved on Second Reading.**

- c. **Ordinance 15-03:** An ordinance to de-annex certain territories within the corporate boundaries of the City of White House, Tennessee. *Second Reading.*

Motion was made by Ald. Paltzik, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-03 was approved on Second Reading.**

- d. **Ordinance 15-04:** An ordinance amending the Zoning Ordinance, Article V, Section 5.053.2 and Section 5.053.6. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-04 was approved on Second Reading.**

- e. **Ordinance 15-05:** An ordinance amending the Zoning Map for an 2.00 acre property relative to Robertson County Tax Map 106, Parcel 104 from R-20, Low Density Residential, to C-2, Commercial. *First Reading.*

Motion was made by Ald. Paltzik, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 15-05 passed on First Reading.**

13. Purchasing

- a. To approve or reject spending up to \$94,221.75 on furniture, computers, computer scanners, and appliances for the new library. The Library Director and City Administrator recommends approval.

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

- b. To approve or reject authorizing City staff to proceed with requesting competitive sealed proposals for rental of coffee kiosk in the new library. The City Administrator and Library 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 bid from Sessions Paving of \$266,311.75 for the Tyree Springs/South Palmers Chapel Road Turning Lane project. The City Administrator recommends approval pending TDOT's approval.

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

14. Other Business

- a. To approve or reject the results of the financial audit completed by Crosslin & Associates for the year ending June 30, 2014. The Finance Director recommends approval.

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

15. Discussion Items

- a. None

16. Other Information

- a. Sage Road Sewer Improvement Project Engineering Services Fees

17. Adjournment

Meeting was adjourned at 7:37 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

REPORTS....

**General Government Department
February 2015**

Administration

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

- February 03:
 - Annual Review and Site Visit at Striker
 - Town Hall Meeting in Clarksville
 - Beer Board Meeting
- February 05:
 - Americana Celebration Planning Meeting
 - Burris Ridge New Owner Meeting
- February 09: Planning Commission Meeting
- February 10: TDOT Local Governments Guidelines Manual and ROW Training Class
- February 12: Board of Mayor and Aldermen Study Session
- February 19:
 - Pre-construction Meeting for Maintenance Building
 - Board of Mayor and Aldermen Meeting
- February 27: Meeting with Representative Rogers

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 2014-2015.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$12,795,795	\$8,865,127	↑3.39%
Cemetery Fund	\$42,426	\$39,176	↑25.67%
Debt Services	\$769,119	\$201,494	↓40.47%
Healthcare	\$68,500	\$40,833	↓7.06%
Impact Fees	\$165,835	\$151,925	↑24.94%
Industrial Development	\$50,300	\$34,130	↑1.18%
Parks Sales Tax	\$133,284	\$14,330	↓55.92%
Police Drug Fund	\$6,833	\$3,908	↓9.48%
Solid Waste	\$1,057,598	\$802,432	↑9.20%
State Street Aid	\$263,000	\$211,551	↑13.77%
Stormwater Fund	\$3,500	\$0	↓66.67%
Wastewater	\$9,075,983	\$4,420,103	↓17.12%

*Expended/Encumbered amounts reflect charges from July 1, 2014 – June 30, 2015.

**General Government Department
February 2015**

Purchasing

The Purchasing Specialist's goal is to have an error rate of less than 10% on purchase orders submitted for processing. The February 2015 error rate was 1.1%.

Total Purchase Orders

	FY 2015	FY 2014
July	231	212
August	170	140
September	107	142
October	149	152
November	113	110
December	130	110
January	124	119
February	88	132
March		154
April		157
May		149
June		156
Total	1,112	1,733

Purchase Order Errors by Department

	Feb. 2015	FY 2015*
Admin.	0	0
Bldg. Maint.	0	0
Cemetery	0	0
Codes	0	0
Court	0	0
Finance	0	0
Fire	0	2
HR	0	0
Library	0	5
Parks	0	3
Police	0	1
Public Works	0	2
Sanitation	0	0
Wastewater	1	2
Total	1	15

*Errors by department started being tracked in July 2014.

Purchase Orders by Dollars	Feb. 2015	FY 2015	FY 2014	Total for FY15	Total for FY14
Purchase Orders \$0-\$1,999	82	936	1,517	\$520,119.05	\$529,278.93
Purchase Orders \$2,000-\$9,999	6	111	154	\$456,375.19	\$551,768.46
Purchase Orders over \$10,000	0	65	62	\$9,759,397.63	\$6,221,273.04
Total	88	1,112	1,733	\$10,735,891.87	\$7,302,320.43

Website Management

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

	2014- 2015 Update Requests	2013 - 2014 Update Requests	2012 - 2013 Update Requests	2014- 2015 Page Visits	2013 - 2014 Page Visits	2012 - 2013 Page Visits
July	102	162	31	562,455	250,487	85,214
August	83	186	49	265,548	468,840	63,924
September	107	126	32	352,406	262,563	82,694
October	93	86	24	328,241	296,397	113,317
November	67	92	21	361,124	282,249	121,011
December	96	137	22	393,777	279,207	98,573
January	89	126	51	246,658	555,161	98,082
February	116	137	45	389,805	426,376	96,253
March		127	22		1,191,691	118,982
April		95	45		262,646	170,040
May		81	212		238,690	223,064
June		67	117		610,113	193,101
Total	753	1,355	554	2,900,014	5,124,420	1,366,173

**General Government Department
February 2015**

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.

	2014 - 2015 New Likes	2013 - 2014 New Likes	2012 - 2013 New Likes	2014 - 2015 # of Posts	2013 - 2014 # of Posts	2012 - 2013 # of Posts
July	29	34	19	49	14	5
August	23	25	13	30	22	3
September	26	10	14	37	11	4
October	57	7	17	47	18	4
November	25	21	18	21	10	10
December	39	97	17	34	17	6
January	34	36	9	25	15	3
February	69	33	15	36	27	2
March		16	10		25	2
April		20	7		22	3
May		21	6		19	3
June		40	15		19	18
Total	302	320	306	279	200	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.

	2014 - 2015 Total Followers	2013 - 2014 Total Followers	2012 - 2013 Total Followers	2014 - 2015 # of Tweets	2013 - 2014 # of Tweets	2012 - 2013 # of Tweets
July	418	294	223	42	14	5
August	422	314	227	30	22	1
September	432	322	237	32	11	2
October	439	322	237	33	18	4
November	446	322	239	22	10	10
December	451	337	245	28	17	6
January	462	346	260	20	10	3
February	478	361	262	28	20	2
March		370	267		25	2
April		385	277		21	3
May		464	284		15	3
June		410	275		19	18
Total	N/A	N/A	N/A	235	162	59

**General Government Department
February 2015**

Building Maintenance Projects

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

Special Maintenance Projects

- Replace ceiling tiles that were damaged from roof damage
- Statue alarm plans for new library
- Shoveling snow off of sidewalks

	2014 - 2015 Work Order Requests	2013 - 2014 Work Order Requests
July	25	N/A
August	10	N/A
September	19	N/A
October	27	N/A
November	15	N/A
December	15	8
January	31	19
February	23	33
March		15
April		15
May		31
June		20
Total	165	141

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

**Finance Department
February 2015**

Finance Section

The Finance Director attended the following events in February: (2/19) Board of Mayor and Aldermen Meeting, (2/24) City of White House Safety Committee Meeting, and (2/25) Certified Municipal Finance Officer “Municipal Budgeting” class. The Finance Department also participated in the annual United Way city bowling fundraiser. During February the Finance Department and the auditors from Crosslin & Associates concluded the FYE 6/30/14 audit and the Board of Mayor and Aldermen approved the results of this audit. The Finance Director and City Administrator worked with the City’s Financial Advisor and several other individuals to prepare to refund bonds related to the City’s 2008 and 2009 bonds in an effort to save on long-term debt costs as well as repaying the bonds one year sooner. The Finance Department continued to collect property taxes throughout the month. As of February 28, 2015, the City has collected over \$2.4 million in property taxes for the current tax year.

Performance Measures

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

Operating Fund	Budgeted Operating Revenue (\$)	Fund Balance Goal (\$)	Current Month Fund Cash Balance (\$)	Current Fund Cash Balance Performance
General Fund	10,895,975	2,179,195	6,366,005	58%
Cemetery Fund			182,117	
Debt Services			287,209	
Healthcare			241,366	
Impact Fees			89,660	
Industrial Development			114,848	
Park Sales Tax			132,617	
Police Drug Fund			27,494	
Solid Waste			475,320	
State Street Aid			52,062	
Stormwater Fund			0	
Wastewater			2,935,887	

Balances do not reflect encumbrances not yet expended.

The Finance Department’s goal is to meet or exceed each fund’s total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2014-2015.

Operating Fund	FY2015 Est. Revenues (\$)	Realized (\$)*	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	**10,895,975	5,395,948	**↓17.14%
Cemetery Fund	27,450	26,891	↑31.30%
Debt Services	809,250	622,668	↑10.28%
Healthcare	47,290	41,627	↑21.36%
Impact Fees	8,250	23,973	↑223.92%
Industrial Development	47,080	71,275	↑84.72%
Park Sales Tax	78,280	53,900	↑2.19%
Police Drug Fund	8,515	2,253	↓40.20%
Solid Waste	804,832	538,067	↑0.19%
State Street Aid	274,371	184,421	↑0.55%
Stormwater Fund	50,250	16,770	↓33.29%
Wastewater	7,841,669	4,011,947	↓15.50%

*Realized amounts reflect revenues realized from July 1, 2014—February 28, 2015

**Estimate reflects \$2.8 million of Library bond proceeds that were realized in prior fiscal year and should not have been estimated for the current year

**Finance Department
February 2015**

Payroll Activity – The goal is to have a 0% error rate when dealing with employee payroll, current month issues with employee records yield a 0% error rate.

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Void Checks
2 regular 0 special	202 direct deposits 2 checks	0 Retro adjustments	0 Voids

Accounts Payable

	Feb. 2015	Jan. 2015	Dec. 2014	Nov. 2014
Total # of Invoices Processed	302	246	380	307

Business License Activity

	Feb. 2015	FY 2015 YTD	FY 2014 Total	FY 2013 Total	FY 2012 Total	FY 2011 Total
Opened	15	75	74	80	52	55
Closed	0	4	13	140*	6	3

*129 businesses deemed uncollectable in October 2012

Utility Billing

	Feb. 2015	YTD FY 2015	FY 2014 Total	FY 2013 Total	FY 2012 Total	FY 2011 Total
New Builds (#)	0	34	55	28	15	44
Move Ins (#)	38	318	506	481	493	414
Move Outs (#)	32	332	516	479	455	446
Late Payments (\$)	3,797	42,642	69,241	65,074	67,810	62,880
Late Payments (#)	832	11,278	12,840	12,685	12,857	11,790
Disconnect for non-payment (#)	30	254	514	258*	n/a	n/a

*Only 6 months of data available for disconnects in FY 2013

**Human Resources Department
February 2015**

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

- February 05: Americana Independence Day Celebration Committee Meeting
- February 11: Chamber of Commerce Discover White House Committee Meeting
- February 12: Chamber of Commerce Americana Independence Day Celebration Committee Meeting
- February 26: Chamber of Commerce After Hours at Tate Ornamental
- February 27: United Way Bowling Tournament

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

	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	2	0	0
August	0	0	1	2
September	3	1	1	0
October	1	1	0	1
November	1	0	1	1
December	0	0	2	0
January	0	1	2	0
February	1	1	0	0
March		0	0	0
April		2	2	3
May		1	2	0
June		0	1	0
Total	6	9	12	7

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

	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	2	0	0
August	1	0	1	0
September	1	1	0	0
October	1	2	1	1
November	2	0	1	0
December	1	1	1	2

	2013- 2014	2014 - 2015	2012- 2013	2011 - 2012	2010- 2011
January	1	2	0	0	0
February	3	2	0	3	
March		0	1	0	
April		2	1	1	
May		0	0	0	
June		2	0	0	
Total	10	14	6	7	

**Human Resources Department
February 2015**

Full-Time Turnover Goal: To reduce the three-year average from 12.66% to 12.00%.

	2014 - 2015		2013 - 2014		2012 - 2013		2011 - 2012	
	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
July	0	0.00%	1	1.16%	1	1.12%	4	4.60%
August	0	0.00%	0	0.00%	0	0.00%	1	1.15%
September	1	1.10%	0	0.00%	1	1.12%	0	0.00%
October	0	0.00%	1	1.16%	1	1.12%	1	1.15%
November	1	1.10%	2	2.33%	1	1.12%	2	2.30%
December	1	1.10%	1	1.16%	0	0.00%	0	0.00%
January	0	0.00%	0	0.00%	1	1.12%	3	3.45%
February	0	0.00%	0	0.00%	1	1.12%	2	2.30%
March			0	0.00%	0	0.00%	1	1.15%
April			0	0.00%	0	0.00%	2	2.30%
May			1	1.19%	2	2.25%	2	2.30%
June			0	0.00%	0	0.00%	1	1.15%
Total	3	3.20%	6	7.14%	8	8.99%	19	21.84%

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

	2014 - 2015	2013- 2014	2012- 2013
July	0	0	
August	1 (D)	0	
September	1 (T)	1 (S)	
October	0	1 (T)	
November	0	1 (S) 1 (T)	
December	0	0	
January	0	0	2 (S)
February	1 (S)	0	0
March		0	1 (T)
April		0	0
May		0	1 (S)
June		0	0
Total	3	4	4

(T) - Termination

(S) - Suspension

(D) - Demotion

**Police Department
February 2015**

Highlight

- The White House Rotary Club annual recognition for **Officer of the Year/Firefighter of the Year** was held on February 26th. The 2014 Officer of the Year is Officer Kevin Gillingham. Officer Kevin Gillingham has been with the White House Police Department since July 2012. Officer Gillingham works on Day Patrol. He is married with a daughter.



Meetings/Civic Organizations

- **Chief Brady attended the following meetings in February:** Beer Board Meeting (Feb. 3rd), TACP Meeting (Feb. 4th), Americana Celebration Planning (Feb. 5th), Department Head Meeting (Feb. 9th and 23rd), Robertson Chief's Meeting (Feb. 10th), Sumner County Leadership Police Department Tour (Feb. 11th), 911 User Group Meeting (Feb. 11th), BMA Study Session (Feb. 12th), 911 Board Meeting (Feb. 17th), Drug Task Force Meeting (Feb. 18th), Command Staff Meeting (Feb. 19th), White House Police Department Employee Meeting (Feb. 19th), Board of Mayor and Alderman Meeting (Feb. 19th) and White House Rotary Meeting (Feb. 26th).

Police Department Administration Performance Measurements

1. **Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by October 31, 2017.** The accreditation process has 161 professional standards that need to be met. Accreditation Manager, Susan Johnson, is currently working on the 9 standards that have been added to the 2nd Edition of Accreditation. We will be working on a 3 Year Plan before our next audit in 2017. Within in the plan, the Accreditation Standards have been divided among Administration and Sergeants to assist in maintaining the proofs for the standards. Proofs for each standard must be collected and filed each year. The LEACT (Law Enforcement Accreditation Coalition of Tennessee) 2015 Winter Conference that Susan Johnson was supposed to attend February 18-20, 2015, in Chattanooga, Tennessee was cancelled due to weather and rescheduled for May 20 – 22, 2015.
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 25 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,000 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	104	0	104
Grand Total	0	0	0	104

**Police Department
February 2015**

Patrol Division Performance Measurements

1. *Maintain or reduce the number of patrol shifts staffed by only two officers at the two year average of 243 shifts during the Fiscal Year 2014-2015. (There are 730 Patrol Shifts each year.)*

Number of Officers on Shift	February	FY 2014-2015
Two (2) Officers per Shift	9	52
Three (3) Officers per Shift	47	446

2. *Acquire and place into service two Police Patrol Vehicles.* Both new vehicles for the 2014-2015 FY are on the road. **Complete.**
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2014-2015.* Compliance checks will be conducted in the Spring 2015.
4. *Maintain or reduce TBI Group A offenses at the three-year average of 65 per 1,000 population during the calendar year of 2015.*

Group A Offenses	February 2015	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	11	1	28	3
Crimes Against Property	17	2	51	5
Crimes Against Society	13	1	31	3
Total	41	4	110	10
Arrests	34		86	

**U.S. Census Estimate 2013 – 10,752*

5. *Maintain a traffic collision rate at or below the three-year average of 324 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2015.*

	February 2015	TOTAL 2015
Traffic Crashes Reported	24	53
Enforce Traffic Laws:		
Written Citations	219	464
Written Warnings	113	250
Verbal Warnings	238	598

**Police Department
February 2015**

6. *Maintain an injury to collision ratio of not more than the three-year average of 15% by selective traffic enforcement and education during the calendar year 2015.*

COLLISION RATIO				
2015	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
February	24	3	13%	15%

Traffic School: Officer Bagwell taught Traffic School in February. There were 20 attendees.

Staffing:

- Captain Jeff Mingledorff resigned his position at the White House Police Department on February 4th, 2015.
- Letters of intent were requested from Sergeants who were interested in the Community Relations position. This position will be changed from a Captain title to a Sergeant title.
- Background investigations are ongoing. We now have three spots available.

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

Sumner County Emergency Response Team: ERT had a narcotic search warrant in Gallatin on 2/26/2015.ERT had their monthly training.

Volunteer Reserve Officers: In February, the Reserves, along with five of our patrol officers, had the classroom portion of Active Shooter.

Support Services Performance Measurements

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 77% during calendar year 2015.*

2015 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
February	79%	78%

Communications Section

	February	Total 2015
Calls for Service	992	2,243
Alarm Calls	29	50

Request for Reports

	February 2015	FY 2014-2015
Requests for Reports	22	175
Amount taken in	\$19.15	\$143.80
Tow Bills	\$145.00	\$415.00
Emailed at no charge	31	232
Storage Fees	\$0.00	\$0.00

**Police Department
February 2015**

Governor's Highway Safety Office (GHSO): Chief and Ofc. Brisson attended the GHSO meeting in Springfield on 2/24/2015.

Volunteer Police Explorers: The Explorers, accompanied by Sgt. Brisson, Sgt. Ellis and Ofc. Bagwell, attended the BSA Winterfest in Gatlinburg on February 5-8. The BSA Winterfest had 3,335 individuals in attendance from 17 different states. We competed in two events of our choice, written test and uniform inspection and four randomly assigned events: Domestic Violence, Unknown Trouble, Suspicious Death and Drug Identification. The WHPD Explorers scored third place in Drug Identification, fifth place in Uniform Inspection, seventh place in Domestic Violence, twelfth place in Unknown Trouble, thirteenth place in Suspicious Death and Thirteenth place in the Written Exam.

Item(s) sold on Govdeals: 2004 Infinite sold in February for \$4,835.00.

Crime Prevention/Community Relations Performance Measurements

1. **Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.**
D.A.R.E. classes from Heritage Elementary graduated in January.
2. **Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.**
Planning for Safety Day 2015 will be starting soon. Safety Day will be held on Monday, September 7th (Labor Day).
3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event. Completed.**
The next class is scheduled for March 2015.
4. **Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.**

- **Special Events:** WHPD Officers participated in the following events during February:
Nothing to report at this time.

Upcoming Event:
Citizen's Police Academy (March)

2015 Participation in Joint Community Events		
	February 2015	Year to Date
Community Activities	0	1

**Fire Department
February 2015**

Summary of Month's Activities

Fire Operations

The Department responded to 82 requests for service during the month with 55 responses being medical emergencies. The Department responded to 4 vehicle accidents with reported injuries with five patients transported to area hospitals.

February 7th 7:29pm– The Department was dispatched to Sycamore Drive to a reported fully involved vehicle fire threatening a structure. When fire units arrived on scene the vehicle was fully involved with the vehicle located in the driveway of the home. An attack line was deployed and extinguished the fire, there was not any reported damage to the structure and no injuries reported with this incident.

February 21st 3:10pm – The Department was dispatched to Hwy 76 near Heritage High School a reported vehicle accident with injuries. It was a two car crash with three patients, one of the patients had to be extricated from the vehicle using the hydraulic rescue tools. All three patients were transported by ambulance to area hospitals.

Fire Administration

February 5th – Chief Palmer attended the Tennessee Fire Chiefs Association meeting in Murfreesboro.

February 5th – Asst. Chief Sisk attended the Americana Celebration Planning Meeting at city hall.

February 11th – Chief Palmer, Asst. Chief Sisk, and firefighters from B shift provided a station tour and equipment demonstration to the Leadership Summer Group.

February 23rd – Asst. Chief Sisk attended the Middle Tennessee Fire Chiefs meeting in Nashville.

February 24rd –Asst. Chief Sisk attended the monthly safety committee meeting.

February 26th –Asst. Chief Sisk and fire department members attended the Rotary Club meeting to recognize the Police and Firefighter of the year. Firefighter Paul Bennett received the Firefighter of the Year award for 2014.

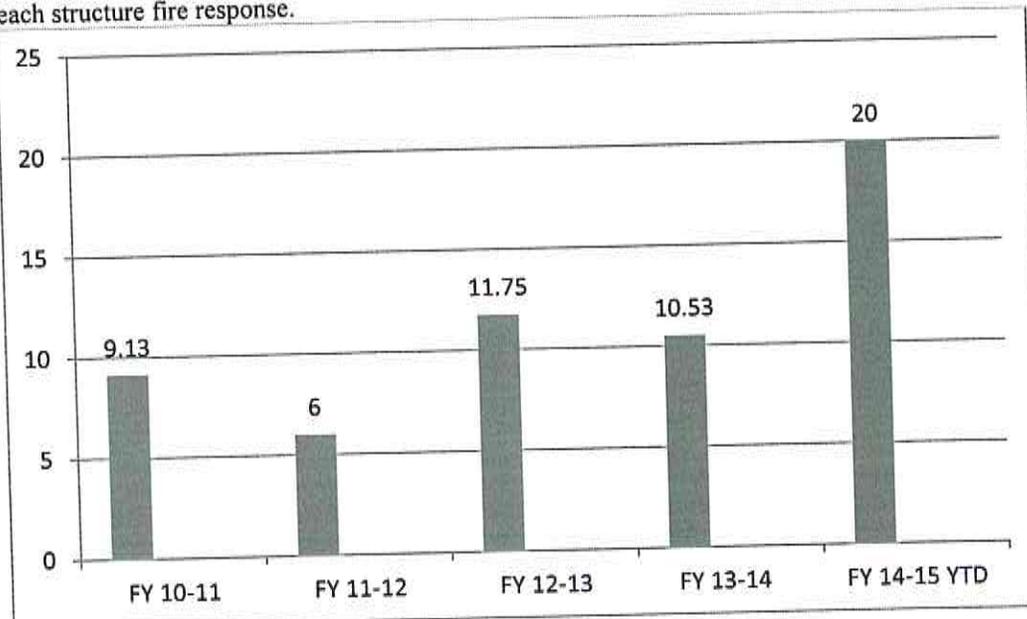
During the month of February Asst. Chief Sisk, Captain Holman, and fire department members conducted a Citizen Emergency Response Team training class to 30 students.

During the month of January Asst. Chief Sisk attended the Work Hours Committee meeting.

Monthly Performance Indicators

Personnel Responding to Structure Fires

The Department goal in this area would be to exceed our current four year average of 9.3 firefighters for each structure fire response.



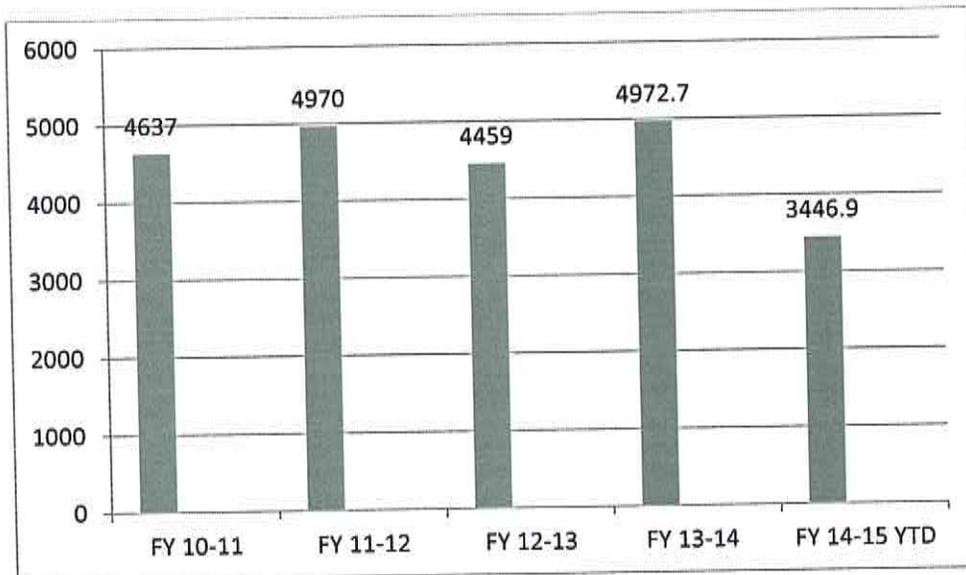
**Fire Department
February 2015**

Incident Responses

Structure Fires	0	Vehicle Accidents(general cleanup)	2
Other Fires	0	Vehicle Accidents(With injuries)	4
Vehicle Fires	1	Rescue	0
Grass, Brush, Trash, Fires	0	False Alarms/Calls	12
Hazmat	0	Assist other Governmental Agency	0
Other Calls	8	Total Responses for the Month	82
Emergency Medical Responses	55	Total Responses Year to Date	676

Fire Fighter Training

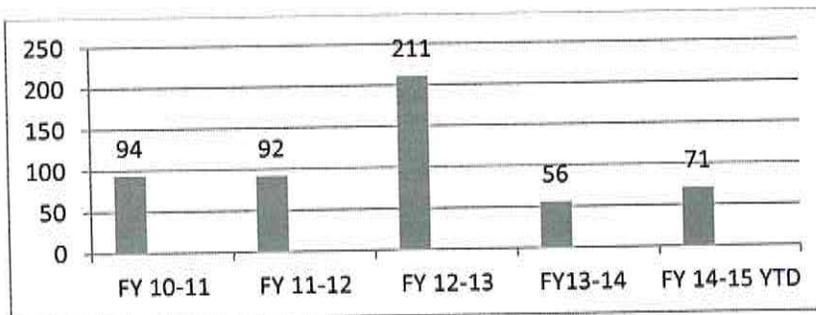
The Department goal is to complete the annual firefighter training of 240 hours for career and 48 hours for Part-time and Volunteer Firefighters for a total of 4176 hours per year.



Total Training Man-hours for the Month	207.29	Total Training Man-hours Year to Date	3446.99
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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.

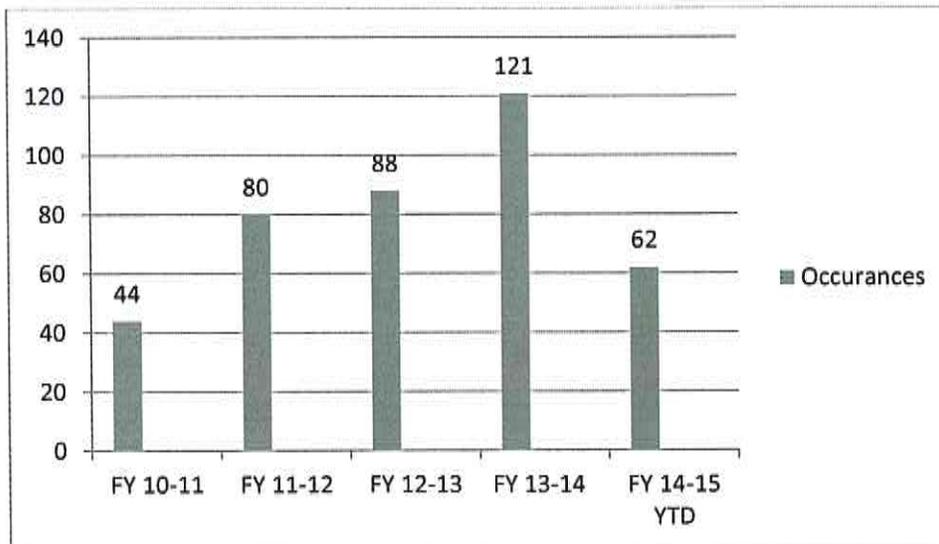
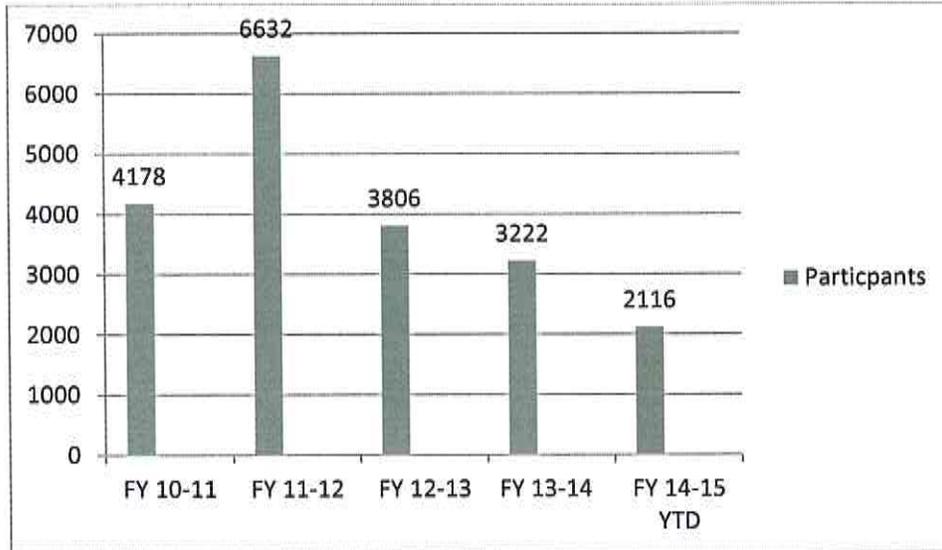


**Fire Department
February 2015**

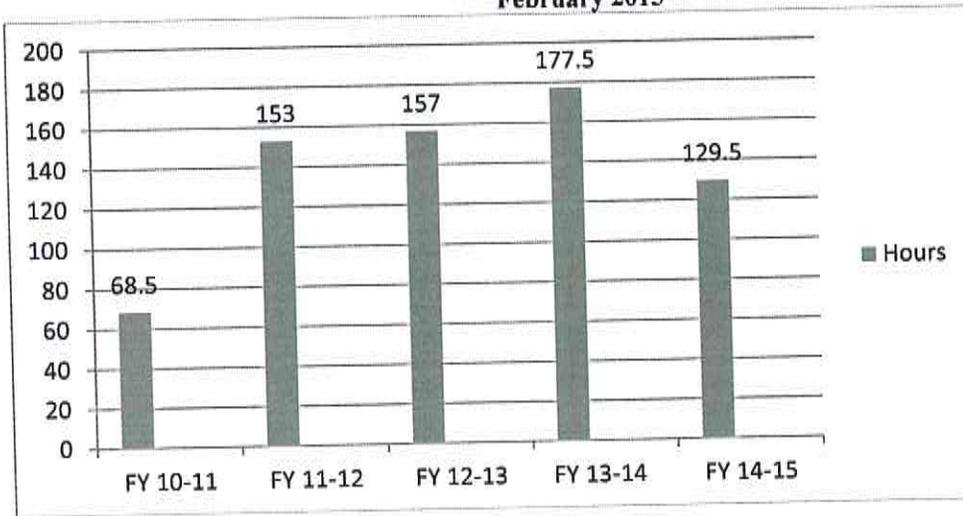
Fire Inspections	7	Year to Date	71	Plat / Plan Reviews	3	Year to Date	24
Fire Investigations	1	Year to Date	3	Fire Preplans	1	Year to Date	6

Public Fire Education

It is a Department goal to exceed our last three years averages in Participates (4553) Occurrences (96) and Contact Hours (163). 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 2015**



Participants	406	Education Hours	39
Participants Year to Date	2116	Education Hours Year to Date	129.5
Number of Occurrences	10	Number of Occurrences Year to Date	62

**Public Services Department - Public Works Division
February 2015**

Staffing: The public works department is authorized 7 full time employees.

1. (1) PW Supervisor;
2. (1) Full-time PW crew leader;
3. (2) Full-time truck drivers (1 @ 100% PW & 1 @ 100% Solid Waste);
4. (3) Full-time maintenance workers (2 @ 50/50 PW/SW, 1 @ 100% PW).

<u>Total Hours Worked</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>Jan-15</u>	<u>Feb-15</u>	<u>YTD 14/15</u>
Sanitation	9,912	8,930	5,975	3,138	218	68	1,880
Street	3,502	3,539	3,765	4,485	179	424	2,825
Facility Maintenance	143	100	124	839	98	142	1,104
Fleet Maintenance	394	147	445	857	135	77	785
Meeting/Training	241	135	332	653	27	48	293
Leave	1,311	915	1,005	1022	31	70	646
Holiday	1,040	1,040	650	730	100	60	720
Overtime	0	0	70	166	0	117	215
Administrative	0	0	0	496	62	71	515

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.

<u>Sanitation</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>Jan-15</u>	<u>Feb-15</u>	<u>YTD 14/15</u>
Brush Collection Stops	3,841	2,970	2,787	5,394	215	71	3,127
Brush Truck Loads	422	468	302	644	18	15	287
Leaves Pickup Bags	N/A	N/A	519	4,324	153	54	1,944
Brush/Leaves Hours	N/A	N/A	585	2,119	85	42	995
Litter Pickup Bags	960	0	168	535	37	4	216
Litter Pickup Hours	N/A	N/A	443	829	133	26	752

Sanitation Collection:

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The February 2015 work order report shows that staff made 35 requests on the WI web portal system, of which only 27 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.

<u>Solid Waste</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>Jan-15</u>	<u>Feb-15</u>	<u>YTD 14/15</u>
Tons	3,590	3,634	3,458	3,315	261	177	1,987
Disposal Fee	\$88,187.52	\$88,325.03	\$85,077.60	\$82,869.34	\$6,471.14	\$4,654.29	\$57,122.19

**Public Services Department - Public Works Division
February 2015**

SW Accounting	FY 10/11	FY 11/12	FY 12/13	FY 13/14	Jan-15	Feb-15	YTD 14/15
Units Billed	43,655	44,485	44,244	44,953.00	3,793	3,811	30,379.00
Receivables	\$676,350.00	\$683,625.00	\$690,098.50	\$692,727.50	\$66,127.74	\$66,368.00	\$528,561.12
Revenue	\$634,738.25	\$654,858.69	\$684,487.53	\$705,287.91	\$65,288.08	\$66,786.22	\$513,258.11

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, washer 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 10/11	FY 11/12	FY 12/13	FY 13/14	Jan-15	Feb-15	YTD 14/15
Participants	660	715	809	525	53	27	424
Tons	119	168	141	168	7	8	96
Disposal Fee	\$14,654.62	\$16,513.14	\$15,473.00	\$16,913.54	\$557.09	\$541.20	\$8,093.56

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 22 tons of material which is a savings of about \$1,825.00 in avoided landfill tipping fees. In addition, the recyclable material revenue for the month was approximately \$353.35. This is a net gain of \$2,177.08.

Recycling	FY 10/11	FY 11/12	FY 12/13	FY 13/14	Jan-15	Feb-15	YTD 14/15
Curbside Tons	253	244	393	456	55	N/A	290
Recycling Rate	7%	7%	13%	14.3%	17.0%	N/A	16.55%
Fee (old program)	\$5,081.27	\$6,736.13	-	-	0	0	-
Revenue (curbside)	-	-	\$4,749.94	\$3,469.56	\$181.93	N/A	\$2,375.56
<i>Metal (dropoff) Tons</i>	23	11	62	42	0	0	19
Metal Revenue	\$4,819.75	\$3,167.45	\$10,555.50	\$6,240.40	0	0	\$3,197.90

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.

Stormwater	FY 10/11	FY 11/12	FY 12/13	FY 13/14	Jan-15	Feb-15	YTD 14/15
Drainage Requests	1	3	27	17	0	0	12
Drainage Work (feet)	620	58	1,457	2,513	0	0	1,872
Drainage Man Hours	N/A	N/A	891	1261	0	8	923
Debris Removed Loads	N/A	N/A	75	57	0	3	55
Sweeping Man Hours	0	0	0	272	21	9	267

**Public Services Department - Public Works Division
February 2015**

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 10/11	FY 11/12	FY 12/13	FY 13/14		Jan-15	Feb-15	YTD 14/15
Curb Repair	3	0	1	1		0	0	0
Shoulder LF	0	0	788	3,331		0	0	100
Shoulder Hours	0	0	0	88		0	6	51
Potholes	336	168	125	202		7	49	131
Pothole Hours	N/A	N/A	N/A	600		44	25	493
Mowing Hours	0	0	101	446		0	0	99
R-O-W Hours	N/A	N/A	N/A	12		86	18	229
Signs	225	119	153	106		4	38	144
Sign Work Hours	N/A	N/A	N/A	219		24	84	325
Salt Tons	20	55	4	79		0	60	60
Salt Hours	N/A	N/A	N/A	159		0	270	270
Decorative Streetlight Hours	0	0	0	0		4	4	21

1. SIGN REPLACEMENT:

Staff continues to go through the City and replace all of the missing signs. We have a high incidence of sign theft in the City. I had the crews start using anti-theft hardware, but now the vandals are bending the signs until they break away.

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.

**Public Services Department - Wastewater Division
February 2014**

Collection System Activities

Hobbs Project:

The punch list has been completed and we are now under the warranty period. Rodger's Group will return to do the necessary repairs to Cliff Garret Drive and Spring Street.

Sage Road Lift Station Project:

A "soft start-up" of the lift station and Generator has been completed. There are a few items of concern preventing the acceptance of the station. The asphalt work and extruded curbing has been completed. The GRUNDFOS Remote Monitoring (GRM) card has been installed and we are now monitoring the new station. The substantial leak around the influent line has been sealed by Scott & Ritter.

We're missing the following:

1. We are still awaiting an "official start-up of the Sage Road Lift Station;
2. We are still awaiting the concrete sidewalk and final restoration before the job can be closed.

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.

<u>Line Marking</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>JAN-15</u>	<u>FEB-15</u>	<u>YTD</u>
Tennessee 811	1,496	948	866	1,306	124	70	928

SCADA (Supervisory Control And Data Acquisition) Alarm Response Goal:

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

<u>Lift Station Location</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>JAN-15</u>	<u>FEB-15</u>	<u>YTD</u>
North Palmers Chapel	2301	1483	1736	3,559	2	2	475
Calista Road	3652	985	1058	2,014	0	2	412
Wilkinson Lane	131	417	231	219	1	0	100
Portland Road	98	13	25	36	1	0	12
Cope's Crossing	0	109	445	208	0	1	71
Union Road	0	16	149	93	1	1	37
Meadowlark Drive	61	32	40		0	0	33
Highway 76	41	20	9	6	0	0	2
Cambria Drive	31	32	16	9	0	0	0
Treatment Plant	694	439	359	333	0	0	122

Work Order Maintenance Response Goal:

The primary goal of the wastewater department is to provide fast, efficient and effective service to the City's approximately 4,009 utility customers. Dispatched and managed through *our GIS Cloud-Based work order system*, staff responds to sewer related calls on a 24/7 basis. Our secondary goal is to manage the over 2,800+ *mini-lift stations* (grinder pumps) in our system using a proactive, programmatic

**Public Services Department - Wastewater Division
February 2014**

approach. This is done by periodic scheduled maintenance. Additionally, the system has not been completely changed out from the prior two (2) generations of pumps. Thus, we have a large number of "change-outs" (C/O) as listed below.

Some of these change-outs can also be attributed to customer negligence (throwing foreign materials down the toilet). When abuse is the contributing factor, I will charge back the cost of the pumps, panels and service costs to the customer. Another area of concentration is converting the *positive displacement* (PD) pumps that were installed in a *centrifugal pump* application. These *PD to Centrifugal Converts* can be found primarily in the commercial sector.

<u>F Work Orders</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>JAN-15</u>	<u>FEB-15</u>	<u>YTD</u>
"Grinder Project"		144	229	3	0	0	0
PD to Centrifugal Converts				4	0	1	7
2000 to Extreme C/O	0	0	85	86	3	1	54
2000 to 2000 C/O	0	271	19	13	7	1	18
Extreme to 2000 C/O	0	0	33	14	6	1	24
Extreme to Extreme C/O	0	0	157	110	4	12	82
Centrifugal to Centrifugal C/O					0	1	4
2000 Conversions	0	159	26	3	0	0	0
Extreme Converts	0	0	43	83	5	2	61
Total Pumps Replaced		430	363	313	25	19	250
Low Pressure Service Request	682	554	977	750	51	43	524
Vacuum System Service Request	94	96	127	102	3	6	44
Gravity Service Request	NEW				4	0	14
Inspection for New Service	0	0	0	27	4	2	30
Final Inspection for New Service	0	0	0	47	6	3	43
Sanitary Sewer Overflow (SSO)	0	0	4	2	0	0	1
Odor Complaints	0	0	0	11	3	0	13

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 two (2) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of our lift stations are either at or near their useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced.

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

**Public Services Department - Wastewater Division
February 2014**

<u>Repairs</u>	<u>09/10</u>	<u>10/11</u>	<u>11/12</u>	<u>12/13</u>	<u>13/14</u>		<u>JAN-15</u>	<u>FEB-15</u>	<u>YTD</u>
Major Lift Stations	23	12	5	5	18		1	2	22
Mainline	17	0	1	7	18		1	1	10
Service Line	89	82	52	65	136		3	3	33

Major Lift Stations Repairs:

WILKINSON LANE:

We have decided to put off moving the control panel until the FY 2015/16 budget year. The VAPEX unit has been relocated to protect it against H2S corrosion.

CALISTA:

We've installed one (1) VFD on a temporary basis. McGill is in the process of designing a new motor control center (MCC) for this station, which will include two (2) permanent VFD's for the turbine pumps. The Calista MCC project will also include the installation of two (2) VFD's at the North Palmers Chapel vacuum station.

Wastewater Treatment Plant Goal:

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

	<u>DEC - 2014</u>	<u>JAN - 2015</u>	<u>FEB - 2015</u>	
Flow	0.332 MGD	0.398 MGD	0.316 MGD	
Capacity	1.40 MGD	1.40 MGD	1.40 MGD	
% of Plant Throughput	24.0%	28.4%	22.6%	(0.316 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	30%	35.5%	28.2%	(0.316 MGD) / (1.12 MGD)
Rainfall	3.82"	1.99"	4.57"	

<u>Effluent</u>	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY13/14</u>		<u>JAN- 14</u>	<u>FEB - 14</u>	<u>YTD</u>
Violations			4	6	2		0	0	0

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. The feed rate is fifteen (15) gallons per day at the Union Road lift station and fifteen (15) gallons per day at the Old Tyree lift station.

2. **Oxidation Ditch:**

Back on line and running @ 100%.

3. **UV System:**

We have turned the UV System off in order to see the truest results possible from the Peracetic Acid.

We have received the approval from TDEC to go ahead with the 90-day Peracetic acid trial which began the last week of March 2014.

Public Services Department - Wastewater Division
February 2014

TDEC has responded to our use of PAA as the method of disinfection and the agency wants to study the process in more detail before making a final response.

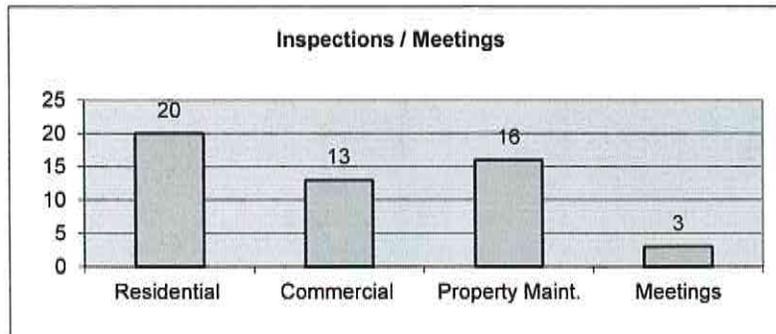
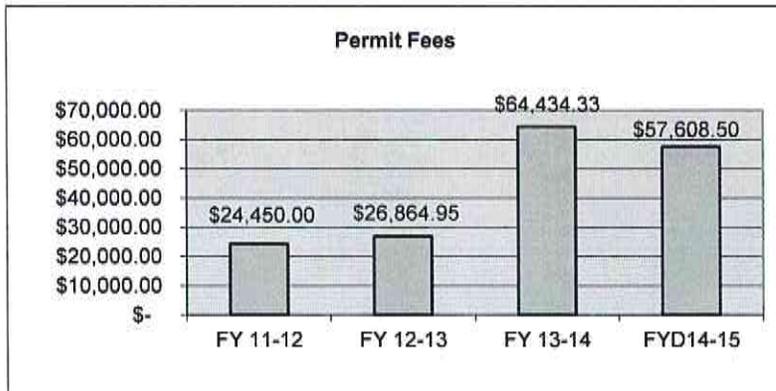
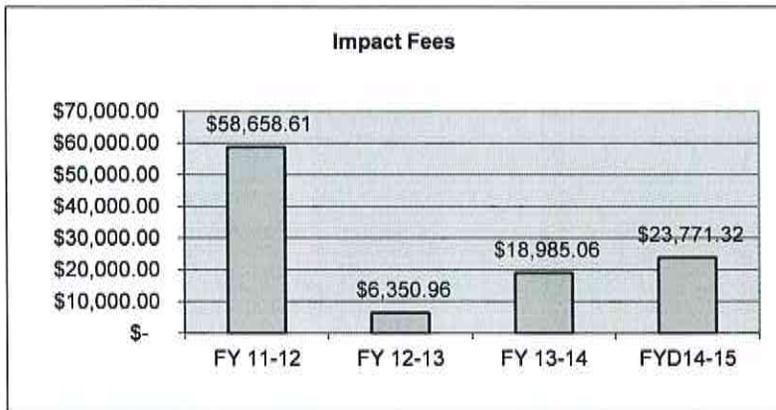
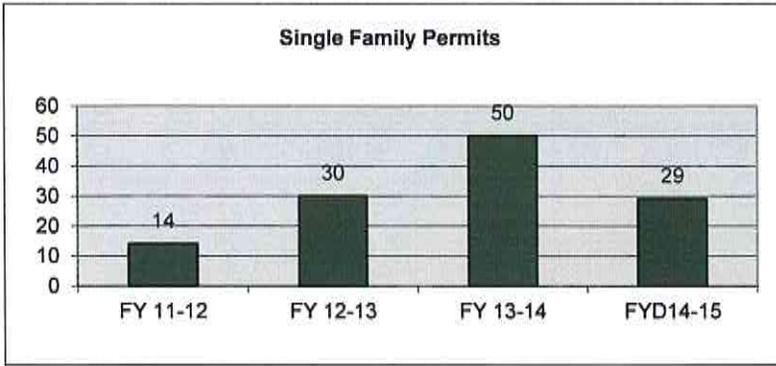
PAA is being used while we await final approval and the feed rate is now operating at a constant 1.3 parts per million (ppm) which is still well below the expected usage levels.

Thus far, the "kill" rate for E. Coli has been much better than expected as well.

Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed 126 cfu per 100 ml." Additionally, our daily maximum concentration limit is 941/100ml.

Our E. Coli testing for December was less than 35/100ml and the average for February was 31.0.

**Planning and Codes Department
February 2015**



**Planning and Codes Department
February 2015**

	Month	YTD 15	FY 2014	FY2013	FY2012
MEETING AGENDA ITEMS#					
Planning Commission	2	32	38	39	49
Construction Appeals	0	1	0	0	0
Zoning Appeals	0	4	9	5	13
Training/Study Session	0	1	0	0	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	0	29	50	30	14
Multi-Family Residential	1	3	123	2	0
Other Residential	11	112	132	133	111
New Commercial	0	7	2	1	3
New Industrial	0	0	0	0	1
Other Com/Ind	3	35	26	27	21
State Electrical	35	386	478	329	309
Sign	1	10	16	11	10
Occupancy Permits	0	47	59	62	118
Commercial Certificate of Occupancy-					
Other	1	0	71	18	4
BUILDING INSPECTIONS					
Residential	20	479	519	334	318
Hours	8.75	161	175.59	111.25	99.67
Commercial /Industrial	13	263	189	151	269
Hours	4.58	86.67	79.33	94.34	112.59
CODE ENFORCEMENT					
Total Cases	16	214	531	735	957
Hours	2.75	35.49	83.42	113.92	125.32
Complaints Received	4	76	141	126	127
MEETINGS					
Administration	1	16	39	55	77
Hours	1	39.75	67.95	89.06	123.59
Planning	1	14	31	40	118
Hours	1	18.8	101.25	51.1	119
Codes	1	15	50	53	48
Hours	1	14.08	58.25	73.5	65.33
FEES					
Permit Fees	\$15,325.00	\$ 57,608.50	\$ 64,434.33	\$ 26,864.95	\$ 24,450.00
Board Review Fees	\$6,242.00	\$ 13,548.50	\$ 7,297.90	\$ 3,150.00	\$ 2,375.00
City Impact Fee	\$9,006.33	\$ 23,771.32	\$ 18,985.06	\$ 6,350.96	\$ 58,658.61
Roads	\$2,971.07	\$ 11,091.60	\$ 5,405.07	\$ 3,056.90	\$ 14,722.36
Parks	\$2,744.00	\$ 4,557.60	\$ 4,993.50	\$ 1,197.40	\$ 5,187.60
Police	\$1,981.60	\$ 4,889.48	\$ 4,494.28	\$ 1,262.70	\$ 21,646.70
Fire	\$1,309.66	\$ 3,232.64	\$ 2,976.51	\$ 796.76	\$ 15,407.95
OTHER ITEMS					
Subdivision Lots	0	0	0	0	20
Commercial/Ind. Sq Ft	38,326	55,086	3,936	3,423	0
Multi-Family Units	112	144	123	n/a	n/a
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 10	\$630,790.00	\$ 632,150.00	\$693,270.00	\$974,300.00	\$ 974,300.00
Builders Bonds	43,366.43	\$ 43,366.43	\$ 43,366.43	\$ 42,866.53	\$ 47,753.43
Workings Days in Month	15	17	16	16	16

Parks, Recreation, & Cultural Arts Department
February 2015

Summary of Month's Activities

On February 23rd, the bids were opened for the Splash Pad Site Development consisting of construction of a 25 space parking lot, sanitary sewer service, water service, electric service, underground storm sewer, above ground detention pond, and earthwork. The low bidder, Dowdle Construction, will be recommended for approval at the March BMA meeting with a total bid price of \$293,711. Once approved, a Notice to Proceed will be issued and work must commence within 15 days. The contractor will have 90 days to complete the work or face a \$200/day liquidated damages penalty.

The disc golf course project is progressing well. A local business has committed to donate \$5,500 to the course as the lead sponsor, which will be used to purchase the baskets. Volunteers have spent a great deal of time removing underbrush, vines, and other obstructions in the Municipal Park woodland on the north side of the property. The front nine holes have already been cleared, and the back nine are being worked on now. The target date for having the holes roughed in is late March although that is subject to change because of the weather.

The next budget meeting to discuss Capital Improvement Requests for the 2015/16 fiscal year will be on Wednesday, March 11th. This is when the department heads will present requests to the BMA for prioritization.

The Leisure Services Board meeting was cancelled on March 5th because of winter weather. This meeting will not be re-scheduled.

The water at the football stadium is not separated yet from the city's metering at the Municipal Park. The Director has been in regular communication with a representative of the Sumner County Schools, and preparations are reportedly underway. A contractor has been selected to make the water tap connection.

Both the White House Youth Soccer league (WHYS) and White House Dixie Youth league (WHDY) have very good participation numbers for the spring season. WHYS reports 472 in the recreational divisions and 80 in the select divisions for a total of 552. WHYS reports 503 currently, not counting the 13 and 15 yr. old division which starts later. That means that 1,055 kids are signed up between these two sports alone!

Practices of the WHYS and WHDY organizations were set to begin on Monday, March 2nd. However, weather conditions have not permitted that so far.

White House Youth Soccer

- The annual Spring Classic Soccer Tournament will be held March 13th-15th.
- League soccer games are set to begin on March 28th.
-

White House Dixie Youth Baseball and Softball

- A season opening kickoff tournament will be held on March 28th, and the first official league games will begin March 30th.
- A state baseball tournament for 11 and 12 yr. olds is scheduled for July 23rd-28th.

Recreation

Youth Basketball games ended on Saturday, February 28th. We were forced to extend our season by a week because of the weather. We had 305 participants this year and 39 teams.

Adult Co-ed Kickball registration is ongoing and will end March 9th. It is \$350 per team – Non-Resident Fees May Apply. Games will be on Mondays and/or Fridays.

Adult Co-ed Volleyball registration has ended. We have 4 teams this year. Games will start the week after Easter and will be on Tuesday and Thursday nights.

The Girls Volleyball spring league registration has ended. We have 65 participants this year and 9 total teams. Practices start Saturday, March 14th, and games will begin the week after Easter.

Parks, Recreation, & Cultural Arts Department
February 2015

Little League Challenger Baseball registration is ongoing. The registration fee is \$35 for City Residents/\$47 for Non-Residents – Includes Full Uniform. Practices will begin in March and Saturday games will begin in April.

Men's Open Softball registration ends March 9th. The registration fee is \$450 per team – Non-Resident Fees May Apply. Games will be on Tuesdays and Thursdays. Games will begin the week after Easter.

Parks Maintenance

We have 3 new park benches to install along the greenway over the coming weeks. The walnut colored seat planks are made from recycled plastic for durability. One of the benches has a bronze plaque inset in the back rest that says "Dedicated in grateful recognition of Donna Murphy for countless hours of volunteerism supporting the White House Parks and Recreation Department". This is in recognition of Ms. Murphy picking up litter throughout the park and the greenway consistently for many years, without being asked. The Parks Maintenance division desired to recognize her for the work she has done.

Update on Department Goals and Objectives

The department has been working to prepare the site for the future outdoor basketball court, which is located beside the tennis courts. We hauled approximately 60 loads of compactable fill, using stockpiled material from the park. Equipment was borrowed from the Public Services Dept to help with the project, including a skid-steer loader, pavement roller, and backhoe loader. The concrete basketball goal was set in place with a crane owned by Reynolds Electric. Pug milled base stone has been added at a 4" depth and compacted for the concrete to be placed on. The actual formwork, concrete pouring, and concrete finishing will be performed by a subcontractor. The contractor has been selected and will perform the work when the weather allows. Department staff will perform the final dressing of the site including replacing the topsoil, seeding and strawing. Much of the finish grade work has already been done. Once this one is finished, we will begin on the second half court.

Department Highlight

The Public Services Director, Joe Moss, has graciously transferred to the Parks and Recreation Department a New Holland LS170 skid steer loader. This equipment will be very valuable to our department performing many different tasks.

**Parks, Recreation, Cultural Arts Department
February 2015**

		Current Year	
		Jan. 15	Feb. 15
		YTD 2014-15	

0	0	0	416
0	0	0	2,095
0	0	0	3,050
0	0	0	0

0	0	0	673
3	14	0	289
0	0	0	2,643
0	0	0	9
7	7	0	30
\$1,243.00	\$2,577.00	\$0.00	\$ 46,991.37
\$459.00	\$1,474.00	\$0.00	\$ 6,441.00
\$0.00	\$0.00	\$0.00	\$ 1,645.00

0	0	0	61
0	0	0	167
\$0.00	\$140.00	\$0.00	\$ 1,377.50
27	20	0	115
74	61	0	341
\$2,268.75	\$2,504.72	\$0.00	\$ 11,636.96
\$0.00	\$0.00	\$0.00	\$ 1,140.00
\$1,962.08	\$5,952.38	\$0.00	\$ 17,362.53

		FY	FY	FY	FY
		2009-2010	2010-11	2011-12	2012-13
				2013-14	

1,469	1,486	1,346	1,276	1,134
1,895	3,140	2,275	3,280	2,560
4,590	8,150	2,540	5,525	1,620
11	20	39	3	23

336	354	448	818	762
1,343	2,353	2,471	1,726	855
2,505	3,484	3,970	2,796	4,145
17	19	17	19	12
38	68	78	51	46
\$27,728.00	\$29,068.00	\$29,702.00	\$ 49,676.00	\$49,197.40
\$9,368.25	\$14,899.65	\$19,216.05	\$ 16,060.90	\$13,155.30
\$4,530.00	\$8,010.00	\$7,355.00	\$ 5,970.00	\$4,965.00

153	116	112	110	103
\$4,083.00	\$3,415.00	\$ 3,396.00	\$ 3,270.00	\$2,823.00
105	63	136	261	207
\$6,345.82	\$6,475.63	\$ 16,224.25	\$ 36,686.43	\$26,540.00
\$52,032.78	\$60,991.46	\$ 56,423.35	\$ 71,032.39	\$37,420.52

Maintenance

Recreation

Administration

Senior Center

Mowing Hours	
Pounds of Grass Seed Sown	
Pounds of Fertilizer Applied	
Number of Trees/Shrubs Planted	

Number of Youth Program Participants	
Number of Adult Program Participants	
Number of Special Event Attendees	
Total Number of Special Events Offered	
Total Number of Programs Offered	
Youth Program Revenue	
Adult Program Revenue	
Special Event Revenue	

Number of Shelter Reservations	
Hours of Shelter Reservations	
Shelter Reservation Revenue	
Number of Facilities Reservations	
Hours of Facility Reservations	
Facility Reservation Revenue	
Field Rental Revenue	
Misc. Revenue	

Senior Center Participants	
Number of Trip Participants	
Number of Meals Participants	
Number of Program Participants	
Number of Trips Offered	
Number of Meals Served	
Number of Programs Offered	

White House Inn Library
February 2015

Summary of Activities

The Friends of the Library met on Tuesday, February 3rd. At this meeting, the Friends discussed fundraiser possibilities such as a push for the sale of bricks, library shelves plaques, pavers and a paper book icon sale. Additionally, the Friends decided to do a write-up for the newspaper to explain how much funds they agreed to try and raise and these upcoming events. The Friends also discussed this year's gala which will be held on Saturday, June 27th. More information about the gala will be provided closer to the event.

The library staff and department heads toured the new library building on Monday, February 9th. This was the first tour for these individuals to see the layout, progress, and features of the new building.

On February 12th, the children's librarian and one circulation clerk attended the Summer Reading Conference. At this conference, the two staff members went to different workshops to hear speakers present different ideas about programming, fundraising, story times, etc. Both staff members really enjoyed the event and brought back some ideas that they want to implement at future summer reading programs.

The Board of Mayor and Aldermen voted to accept the library bid for furniture and computers on February 19th. These items can now be ordered for the new building.

The Memorial Foundation visited the new library building on February 25th. They toured the library to ensure that it was being built and should be completed roughly on time. Now that this part of the phase has been completed, the city should be able to receive the funds from this grant.

The library director attended a library program webinar called Mini-cons on February 25th. The presenters of the program explained how they held a mini-convention covering many different genres and themes for patrons of all ages to kick-off their summer reading program. The presenters also stated that by having this event kick-off the entire program, their attendance for the remaining programs increased. The director hopes to try holding a mini-con once the new library is open.

The library board, the Friends and BMA did a walk-through of the library building on February 26th to see the progress, layout, and features of the new building.

The library director volunteered to be a member of Tenn-Shares' Datafest and Fall Conference committee. The committee met February 26th to discuss possible changes to the two events and program ideas to try to increase the attendance at these conferences.

Department Highlights

The highlights for the month were the many library tours and the number of training events. The tours showed that the library building is far enough along for individuals to see the layout and progress of the building, resulting in the city being able to receive funds from the Memorial Foundation and beginning the furniture/computer purchasing process. Additionally, the summer reading conference and the webinar were both helpful because they provided ideas for future programs that cannot be conducted in our current location.

**White House Inn Library & Museum
February 2015
Performance Measures**

Official Service Area Populations

2009	2010	2011	2012	2013	2014	2015
12,980	13,316	13,257	13,421	13,386	13,477	**

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
2015	41	180	9,243	68

The library's goal is to maintain or exceed total membership from the previous calendar year. In October 2013, the library did a purge of inactive users. Even though about 2,000 users were deleted, our current figure gives a better representation of the number of individuals actually using the library. Additionally, the library is steadily adding new patrons each month, which shows that the library is being used as the city grows.

Total Material Available: 27,237

Estimated Value of Total Materials: \$680,925

Last Month: \$683,450

Total Materials Available Per Capita: 2.02

Last Month: 2.02

State Minimum Standard: 2.00

The library has been weeding its collection not only to meet the state standard of weeding 5% of the collection each year, but also to remove books that are too dated and worn to be used in the new library. Despite the large amount of weeding that will take place this year; the library should still be close to the 2.00 state standards as we are still adding to the collection.

Materials Added In February

2011	2012	2013	2014	2015
255	451	261	174	168

Yearly Material Added

2011	2012	2013	2014	2015
3,036	2,671	4,108	3,488	384

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	2015
5,163	4,510	3,196	3,169	3,430

Cumulative Physical Items Check Out

2011	2012	2013	2014	2015
63,395	51,116	47,160	47,509	7,276

The library's goal is to maintain or exceed the state standard of every item checking out 2.5 times a year. The library managed to slightly increase the number of items it checked out in 2014 compared to 2013. Even with this increase, library only circulated each item 1.7 times which is below the 2.5 State standards. However, the number of digital item check outs is increasing, which helps to make up the difference in print circulation.

Kids Programs

February	Kids Sessions	Kids Attendance
2011	9	232
2012	7	152
2013	4	99
2014	8	133
2015	5	72

Yearly Totals

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
19	239

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. Additionally, the library strives to hold educational, thought provoking, and social programs that will be beneficial to individuals. In February, only 4 early literacy programs were held due to cancellations from weather. During the 4 programs, children got to dance to music, which helps teach them rhythm skills, in addition to listening to stories, which improves their vocabulary, imagination, and listening skills. Children also got to watch a cartoon movie about a naked mole rat getting dress. Then for the week of Valentine's Day, kids made a Valentine card holder using a brown paper bag. In February, there was only one homeschool group meeting

**White House Inn Library & Museum
February 2015**

Performance Measures

due to weather. Kids got to make a Valentine's Day craft and were given their country assignment which the children would present at the next meeting.

February	Teen Sessions	Teen Attendance
2011	0	0
2012	0	0
2013	0	0
2014	0	0
2015	0	0

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
0	0

The library had a teen program many years ago, but with the advent of the Internet, online gaming, social networking, etc., teen programs were abandoned. However, the library has decided to try to hold programs for this age group. The library has had some success with teen programs and hopes to hold teen programs on a regular schedule once in the new library if they prove successful.

February Totals	Adult Sessions	Adult Attendance
2011	2	22
2012	1	10
2013	1	13
2014	1	7
2015	1	7

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
2	12

Currently, the library has one book club for adults and our annual Christmas Open House. The library hopes to expand its programs for this age group when the new library opens through more discussions groups and activity clubs such as knitting and music, which will teach individuals new skills and allow them to socialize with those who share a common hobby.

Volunteers: 11 Hours: 48 hrs 35 minutes

February Computer Users

	2011	2012	2013	2014	2015
Wireless	***	***	86	65	165
Internet Computers	622	436	323	239	322
Kids Computers	223	340	151	68	68

Yearly Computer Users

2011	2012	2013	2014	2015
***	***	1,071	1,315	227
5,983	4,282	3,791	3,743	707
3,244	2,874	1,691	1,478	183

The library's goal is to stay current with technological needs in the community by observing technology's use and making changes to increase usage. As the number of WI-FI users is increasing, the library hopes to add more wireless access points to make its connection range greater and speed faster once at the new building.

Services Provided by Contracting with State

February Interlibrary Loan Services

	2011	2012	2013	2014	2015
Borrowed	23	32	21	26	25
Loaned	2	16	19	33	13

Yearly Interlibrary Loan Services

2011	2012	2013	2014	2015
337	362	136	271	44
64	100	165	411	56

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	2014-2015
eBooks	792	2,010	3,688	2,032
Audios	1,717	2,501	2,521	1,391

The goal of the R.E.A.D.S. program is to provide books in an electronic version for patrons across the entire state of Tennessee. The library promotes this program a great deal as it is a free service to our patrons and provides them another means of access to books.

CITY COURT REPORT

FEBRUARY 2015

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$11,976.00
TOTAL MONIES COLLECTED YTD	\$89,514.40

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$1,829.07
TOTAL MONIES COLLECTED YTD	\$11,180.90

TOTAL REVENUE FOR MONTH	\$13,805.07
TOTAL REVENUE YTD	\$100,695.30

DISBURSEMENTS

LITIGATION TAX	\$861.27
DOS/DOH FINES & FEES	\$617.50
DOS TITLE & REGISTRATION	\$161.50
RESTITUTION/REFUNDS	\$0.00
TBI-EXPUNGEMENT/FEES	\$0.00
CASH BOND	\$0.00
WORTHLESS CHECKS	\$62.50
TOTAL DISBURSEMENTS FOR MONTH	\$1,702.77
TOTAL DISBURSEMENTS YTD	\$13,873.45

ADJUSTED REVENUE FOR MONTH	\$12,102.30
TOTAL ADJUSTED REVENUE YTD	\$86,821.85

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	\$156.63
DRUG FUND DONATIONS YTD	\$1,985.38

Disposition	Feb-15	Jan-15	Dec-14
Ticket Paid in Full – Prior to Court	60	53	55
Guilty as Charged	5	15	16
Dismissal	11	18	13
Dismissed upon presentation of insurance	34	43	28
Not Guilty	0	0	1
Dismissed to Traffic School	20	0	23
Dismissed with Costs and Fines	30	33	28
Dismissed with Costs	17	31	18
Dismissed with Fine	0	0	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	177	193	182

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	
32610		Building Permits	30,000.00	(70,980.50)	236.60 %	2,500.00	(24,713.00)	988.52 %
32690		Other Permits	50.00	0.00	0.00 %	4.17	0.00	0.00 %
32710		Sign Permits	1,100.00	(800.00)	72.73 %	91.67	(100.00)	109.09 %
33100		Federal Grants	1,227,798.00	(397,174.36)	32.35 %	102,316.50	(1,237.26)	1.21 %
33191		Fema Reimbursement	0.00	(133,473.41)	0.00 %	0.00	(133,473.41)	0.00 %
33320		Tva Payments In Lieu Of Taxes	113,420.00	(75,805.58)	66.84 %	9,451.67	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 %
33460		State Grant-Library Technology	1,311.00	0.00	0.00 %	109.25	0.00	0.00 %
33510		State Sales Tax	743,488.00	(522,585.70)	70.29 %	61,957.33	(81,552.78)	131.63 %
33520		State Income Tax	23,000.00	(24,398.06)	106.08 %	1,916.67	(81.25)	4.24 %
33530		State Beer Tax	5,128.00	(2,634.46)	51.37 %	427.33	0.00	0.00 %
33553		State Gasoline Inspection Fee	21,023.00	(13,955.75)	66.38 %	1,751.92	(1,743.78)	99.54 %
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	(4,750.00)	600.00 %
34120		Fees And Commissions	3,000.00	(3,492.55)	116.42 %	250.00	(100.00)	40.00 %
34740		Parks And Rec League Fees	74,000.00	(62,193.71)	84.05 %	6,166.67	(6,172.00)	100.09 %
34741		Field Maintenance Fees	8,000.00	(6,020.00)	75.25 %	666.67	(2,500.00)	375.00 %
34760		Library Fines, Fees, And Other	7,500.00	(5,652.37)	75.36 %	625.00	(696.36)	111.42 %
34793		Community Center Fees	13,000.00	(12,302.26)	94.63 %	1,083.33	(2,383.77)	220.04 %
34900		Other Charges For Services	9,500.00	(4,790.50)	50.43 %	791.67	(474.00)	59.87 %
35110		City Court Fines And Costs	145,000.00	(87,813.60)	60.56 %	12,083.33	(12,227.30)	101.19 %
35130		Impoundment Charges	250.00	(145.00)	58.00 %	20.83	(145.00)	696.00 %
36000		Other Revenues	6,000.00	(16,203.24)	270.05 %	500.00	(1,766.00)	353.20 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		Month-To-Date		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
36100		Interest Earnings		5,200.00	(9,153.26)	176.02 %	433.33	(7,040.68)	1,624.77 %	
36210		Rent		17,500.00	(14,111.12)	80.63 %	1,458.33	(9,231.78)	633.04 %	
36330		Sale Of Equipment		0.00	(191.35)	0.00 %	0.00	0.00	0.00 %	
36350		Insurance Recoveries		0.00	(7,933.54)	0.00 %	0.00	0.00	0.00 %	
36430		Tax Refunds (Overpayments)		0.00	(27.30)	0.00 %	0.00	0.00	0.00 %	
36450		Parks Concessions		14,000.00	(1,449.38)	10.35 %	1,166.67	(309.38)	26.52 %	
36700		Contri And Donation From Private		200,000.00	(3,190.83)	1.60 %	16,666.67	(938.32)	5.63 %	
36920		Sale Of Bonds		2,866,164.00	0.00	0.00 %	238,847.00	1,116,934.13	-467.64 %	
		Total Revenues		10,895,975.00	(5,396,102.09)	49.52 %	907,997.92	203,580.27	-22.42 %	
Expenditures										
41000		General Government		(410,861.00)	281,639.46	68.55 %	(34,238.42)	23,166.21	67.66 %	
41210		City Court		(78,164.00)	53,132.97	67.98 %	(6,513.67)	5,602.62	86.01 %	
41500		Financial Administration		(368,506.00)	209,998.98	56.99 %	(30,708.83)	17,265.30	56.22 %	
41650		Human Resources		(143,996.00)	97,443.55	67.67 %	(11,999.67)	8,984.49	74.87 %	
41670		Engineering		(884,520.00)	649,188.45	73.39 %	(73,710.00)	9,202.88	12.49 %	
41700		Planning And Zoning		(288,420.00)	179,009.66	62.07 %	(24,035.00)	19,835.85	82.53 %	
41800		General Government Buildings		(264,227.00)	64,543.36	24.43 %	(22,018.92)	7,401.69	33.62 %	
41921		Special Events		(4,000.00)	2,247.28	56.18 %	(333.33)	0.00	0.00 %	
42100		Police Patrol		(1,288,116.00)	790,078.80	61.34 %	(107,343.00)	80,624.09	75.11 %	
42120		Police Support Services		(274,125.00)	179,070.20	65.32 %	(22,843.75)	16,698.56	73.10 %	
42150		Police Administration		(206,539.00)	149,200.37	72.24 %	(17,211.58)	11,352.68	65.96 %	
42151		Communications Services		(220,000.00)	184,246.56	83.75 %	(18,333.33)	0.00	0.00 %	
42200		Fire Protection And Control		(2,307,800.00)	1,403,078.51	60.80 %	(192,316.67)	71,469.39	37.16 %	
42210		Fire Administration And Inspection		(287,308.00)	189,384.80	65.92 %	(23,942.33)	18,157.09	75.84 %	

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
43000			Public Works	(775,336.00)	560,828.89	72.33 %	(64,611.33)	20,492.44	31.72 %
43100			Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310			Senior Citizen Activities	(42,760.00)	24,269.23	56.76 %	(3,563.33)	1,133.01	31.80 %
44700			Parks	(300,213.00)	195,022.87	64.96 %	(25,017.75)	18,375.04	73.45 %
44740			Park Maintenance	(1,006,203.00)	734,630.07	73.01 %	(83,850.25)	24,964.03	29.77 %
44800			Libraries	(3,357,011.00)	2,977,562.05	88.70 %	(279,750.92)	11,844.28	4.23 %
44880			Children's Library Services	(36,690.00)	25,307.19	68.98 %	(3,057.50)	2,621.36	85.74 %
51000			Misc Exp	(251,000.00)	19,529.15	7.78 %	(20,916.67)	2,148.97	10.27 %
Total			Expenditures	(12,795,795.00)	8,969,412.40	70.10 %	(1,066,316.25)	371,339.98	34.82 %
Total	110		General Fund	(1,899,820.00)	3,573,310.31	188.09 %	(158,318.33)	574,920.25	363.14 %

120	Industrial Development Fund	Account	Description	Year-To-Date		Monthly Comparative:		Month-To-Date	% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth		
Revenues									
33800			Local Revenue Allocations	47,000.00	(71,175.07)	151.44 %	3,916.67	(22,630.59)	577.80 %
36100			Interest Earnings	80.00	(99.87)	124.84 %	6.67	(11.98)	179.70 %
			Total Revenues	47,080.00	(71,274.94)	151.39 %	3,923.33	(22,642.57)	577.13 %
Expenditures									
48000			Economic Opportunity	(50,300.00)	34,129.54	67.85 %	(4,191.67)	2,703.05	64.49 %
			Total Expenditures	(50,300.00)	34,129.54	67.85 %	(4,191.67)	2,703.05	64.49 %
Total	120		Industrial Development Fund	(3,220.00)	(37,145.40)	-1,153.58 %	(268.33)	(19,939.52)	-7,430.88

121	State Street Aid Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
			State Gasoline And Motor Fuel Tax	274,321.00	(184,361.56)	67.21 %	22,860.08	(23,096.25)	101.03 %
			Interest Earnings	50.00	(59.56)	119.12 %	4.17	(6.70)	160.80 %
			Total Revenues	274,371.00	(184,421.12)	67.22 %	22,864.25	(23,102.95)	101.04 %
			Highways And Streets	(263,000.00)	211,550.33	80.44 %	(21,916.67)	0.00	0.00 %
			Total Expenditures	(263,000.00)	211,550.33	80.44 %	(21,916.67)	0.00	0.00 %
Total	121		State Street Aid Fund	11,371.00	27,129.21	-238.58 %	947.58	(23,102.95)	2,438.09

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
122	Parks Sales Tax Fund						66.67%
Revenues							
36100	Interest Earnings	280.00	(70.58)	25.21 %	23.33	(11.96)	51.26 %
36425	Parks Sales Tax Receipts	78,000.00	(53,828.93)	69.01 %	6,500.00	(7,847.72)	120.73 %
	Total Revenues	78,280.00	(53,899.51)	68.85 %	6,523.33	(7,859.68)	120.49 %
Expenditures							
49000	Debt Service	(133,284.00)	14,330.32	10.75 %	(11,107.00)	0.00	0.00 %
	Total Expenditures	(133,284.00)	14,330.32	10.75 %	(11,107.00)	0.00	0.00 %
Total	122 Parks Sales Tax Fund	(55,004.00)	(39,569.19)	-71.94 %	(4,583.67)	(7,859.68)	-171.47

124	Impact Fees	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
Revenues								
36100		Interest Earnings		(90.09)	25.74 %	29.17	(9.66)	33.12 %
36421		Roads Impact Fees		(11,117.61)	397.06 %	233.33	(3,383.87)	1,450.23 %
36422		Parks Impact Fees		(4,557.60)	284.85 %	133.33	(3,136.00)	2,352.00 %
36423		Police Impact Fees		(4,967.75)	236.56 %	175.00	(2,260.00)	1,291.43 %
36424		Fire Impact Fees		(3,240.06)	231.43 %	116.67	(1,493.66)	1,280.28 %
Total Revenues				(23,973.11)	290.58 %	687.50	(10,283.19)	1,495.74
Expenditures								
51010		Roads Impact Fees		122,359.00	94.76 %	(10,760.83)	0.00	0.00 %
51020		Parks Impact Fees		29,502.00	86.77 %	(2,833.33)	7,502.00	264.78 %
51040		Fire Impact Fees		63.56	2.35 %	(225.42)	0.00	0.00 %
Total Expenditures				151,924.56	91.61 %	(13,819.58)	7,502.00	54.29 %
Total	124	Impact Fees		127,951.45	81.20 %	(13,132.08)	(2,781.19)	-21.18 %

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
140	Police Drug Fund					66.67%
Revenues						
31610	Local Sales Tax - Co. Trustee	550.00	(225.00)	45.83	0.00	0.00 %
35130	Impoundment Charges	100.00	(140.00)	8.33	0.00	0.00 %
35140	Drug Related Fines	7,800.00	(1,860.38)	650.00	(31.63)	4.87 %
36100	Interest Earnings	65.00	(27.89)	5.42	(3.16)	58.34 %
36330	Sale Of Equipment	0.00	362.62	0.00	362.62	0.00 %
	Total Revenues	8,515.00	(1,890.65)	709.58	327.83	-46.20 %
Expenditures						
42129	Drug Investigation And Control	(6,833.00)	3,907.52	(569.42)	0.00	0.00 %
	Total Expenditures	(6,833.00)	3,907.52	(569.42)	0.00	0.00 %
Total 140	Police Drug Fund	1,682.00	2,016.87	140.17	327.83	-233.89

200	Debt Service Fund (General)	Account	Description	Year-To-Date		Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues									
31110			Real & Personal Property Tax	809,000.00	(615,134.81)	76.04 %	67,416.67	(157,951.43)	234.29 %
36000			Other Revenues	0.00	(7,420.90)	0.00 %	0.00	0.00	0.00 %
36100			Interest Earnings	250.00	(112.05)	44.82 %	20.83	(33.06)	158.69 %
			Total Revenues	809,250.00	(622,667.76)	76.94 %	67,437.50	(157,984.49)	234.27 %
Expenditures									
49000			Debt Service	(769,119.00)	201,494.19	26.20 %	(64,093.25)	56,100.00	87.53 %
			Total Expenditures	(769,119.00)	201,494.19	26.20 %	(64,093.25)	56,100.00	87.53 %
Total	200		Debt Service Fund (General)	40,131.00	(421,173.57)	1,049.50 %	3,344.25	(101,884.49)	3,046.56

412 Sewer Fund	Monthly Comparative:				66.67%		
	Year-To-Date		Month-To-Date				
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
36000	Other Revenues	15,000.00	(11,169.71)	74.46 %	1,250.00	(10,264.72)	821.18 %
36100	Interest Earnings	2,700.00	(1,837.57)	68.06 %	225.00	(290.70)	129.20 %
36330	Sale Of Equipment	0.00	(49.00)	0.00 %	0.00	0.00	0.00 %
36350	Insurance Recoveries	0.00	(31,667.67)	0.00 %	0.00	0.00	0.00 %
36920	Sale Of Bonds	4,819,969.00	(2,076,464.00)	43.08 %	401,664.08	(97,143.00)	24.19 %
37210	Application Fees	26,000.00	(14,625.00)	56.25 %	2,166.67	(1,625.00)	75.00 %
37220	Administrative Fees	10,000.00	(8,940.00)	89.40 %	833.33	(1,275.00)	153.00 %
37230	Sewer User Fees	2,516,000.00	(1,751,274.16)	69.61 %	209,666.67	(210,512.86)	100.40 %
37294	Capital Cost Recovery Fee	35,000.00	0.00	0.00 %	2,916.67	0.00	0.00 %
37298	Capacity Fees	412,000.00	(105,720.00)	25.66 %	34,333.33	0.00	0.00 %
37499	Commitment Fees	0.00	(5,100.00)	0.00 %	0.00	0.00	0.00 %
37995	Connection Fees	5,000.00	(5,100.00)	102.00 %	416.67	0.00	0.00 %
Total	Revenues	7,841,669.00	(4,011,947.11)	51.16 %	653,472.42	(321,111.28)	49.14 %
Expenditures							
49000	Debt Service	(704,397.00)	132,205.16	18.77 %	(58,699.75)	25,549.89	43.53 %
52114	Transmission And Distribution	0.00	0.00	0.00 %	0.00	0.00	0.00 %
52117	Administration And General Expenses	(712,152.00)	364,581.90	51.19 %	(59,346.00)	29,791.00	50.20 %
52210	Collection	(4,601,095.00)	3,094,908.79	67.26 %	(383,424.58)	43,263.18	11.28 %
52213	Sewer Treatment And Disposal	(2,185,715.00)	352,353.41	16.12 %	(182,142.92)	14,705.45	8.07 %
52223	Depreciation	(717,624.00)	478,416.00	66.67 %	(59,802.00)	59,802.00	100.00 %
Total	Expenditures	(8,920,983.00)	4,422,465.26	49.57 %	(743,415.25)	173,111.52	23.29 %
Total 412	Sewer Fund	(1,079,314.00)	410,518.15	38.04 %	(89,942.83)	(147,999.76)	-164.55

Account	Healthcare Fund	Description	Year-To-Date		Monthly Comparative:		% of Avg
			Budget Estimate	Actual	Estimate Avg/Mth	Actual	
Revenues							66.67%
36100		Interest Earnings	290.00	(136.92)	47.21 %	24.17	86.90 %
36960		Operating Transfer In From Other	47,000.00	(41,490.28)	88.28 %	3,916.67	117.26 %
Total		Revenues	47,290.00	(41,627.20)	88.03 %	3,940.83	117.07 %
Expenditures							
51520		Insurance Employers Share	(68,500.00)	40,832.70	59.61 %	(5,708.33)	61.00 %
Total		Expenditures	(68,500.00)	40,832.70	59.61 %	(5,708.33)	61.00 %
Total	416	Healthcare Fund	(21,210.00)	(794.50)	-3.75 %	(1,767.50)	-64.02 %

417	Stormwater Utility	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
			Stormwater Utility Fee	50,000.00	(16,769.76)	33.54 %	4,166.67	(16,769.76)	402.47 %
			Interest Earnings	250.00	0.00	0.00 %	20.83	0.00	0.00 %
			Total Revenues	50,250.00	(16,769.76)	33.37 %	4,187.50	(16,769.76)	400.47 %
			Expenditures						
			Stormwater Administration	(3,500.00)	0.00	0.00 %	(291.67)	0.00	0.00 %
			Total Expenditures	(3,500.00)	0.00	0.00 %	(291.67)	0.00	0.00 %
Total	417		Stormwater Utility	46,750.00	(16,769.76)	35.87 %	3,895.83	(16,769.76)	430.45 %

433	Hillcrest City Cemetery	Account	Description	Year-To-Date		Monthly Comparative:		% of Budget	Estimate Avg/Mth	Month-To-Date		% of Avg
				Budget Estimate	Actual	Actual	Actual					
Revenues												
34110		General Services		2,300.00	(1,914.00)	83.22 %	191.67	(198.00)	103.30 %			
34321		Cemetery Burial Charges		900.00	(500.00)	55.56 %	75.00	0.00	0.00 %			
34323		Grave - Opening And Closing Fees		18,000.00	(12,350.00)	68.61 %	1,500.00	(3,450.00)	230.00 %			
36100		Interest Earnings		250.00	(127.46)	50.98 %	20.83	(17.40)	83.52 %			
36340		Sale Of Cemetery Lots		6,000.00	(12,000.00)	200.00 %	500.00	(750.00)	150.00 %			
Total Revenues				27,450.00	(26,891.46)	97.97 %	2,287.50	(4,415.40)	193.02 %			
Expenditures												
43400		Cemeteries		(42,426.00)	39,175.65	92.34 %	(3,535.50)	5,028.80	142.24 %			
Total Expenditures				(42,426.00)	39,175.65	92.34 %	(3,535.50)	5,028.80	142.24 %			
Total	433	Hillcrest City Cemetery		(14,976.00)	12,284.19	82.03 %	(1,248.00)	613.40	49.15 %			

RESOLUTIONS....

ORDINANCES....

February 10, 2015

MEMORANDUM

To: Board of Mayor and Aldermen
From: Reed Hillen, Planning and Codes Director
CC: Gerald Herman, City Administrator
Re: Grace Park Church / Sage Road Rezoning from R-20 to C-2

The White House Planning Commission on Monday November 10, 2014 recommended the re-zoning of 2.00 acres from R-20 (Low Density Residential) to C-2 (General Commercial). The property is referenced on Robertson County Tax Map 106, Parcel 104 and is located along Sage Road. The rezoning is for the north eastern two acres of this parcel, as show on the attached survey. These two acres will be recorded as a separate parcel once the rezoning becomes official.

This rezoning will work well with the surrounding area, as the properties surrounding are either also commercial or high density residential.

The City's Comprehensive Plan defines the future use of this area to be Commercial.

ORDINANCE 15-05

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR AN 2.00 ACRE PROPERTY RELATIVE TO ROBERTSON COUNTY TAX MAP 106, PARCEL 104 FROM R-20, LOW DENSITY RESIDENTIAL, TO C-2, COMMERCIAL.

WHEREAS, an application has been received from a property representative to rezone the north eastern 2.00 acres of Robertson County Tax Map 106, Parcel 104 along Sage Road. (Map Attached)

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the following property is rezoned as indicated above:

Robertson County Tax Map 106, Parcel 104

BE IT FURTHER ORDAINED that this rezoning has been approved by the Planning Commission at the November 10, 2014 meeting.

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

First Reading: February 19, 2015 PASSED

Second Reading: March 19, 2015

Mike Arnold, Mayor

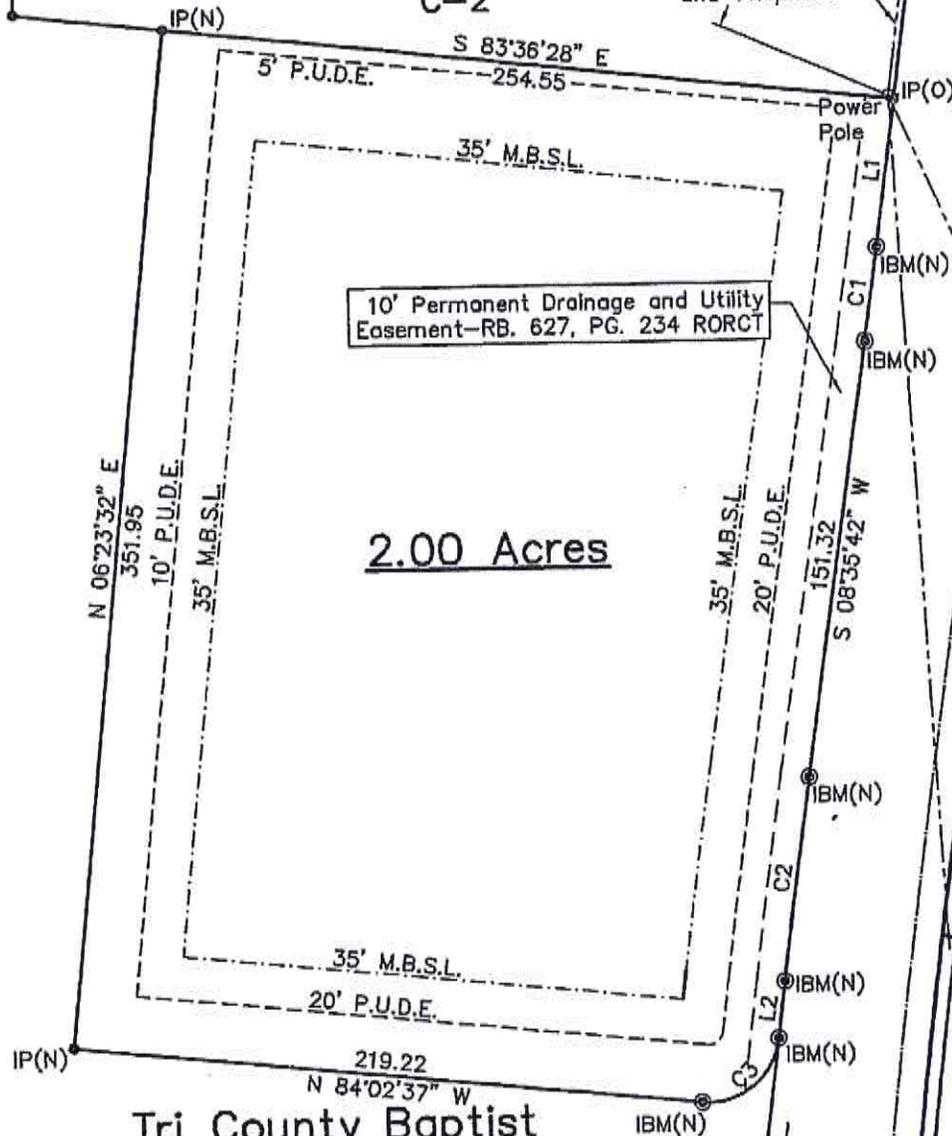
ATTEST:

Kerry Harville, City Recorder

Christian Brother Development

RB. 890, PG. 609 RORCT
Map 106, Parcel 103.01 TAORCT
Lot 2—Madison White House
PB. 24, PG. 146 RORCT
411 Industrial Drive
White House, TN. 37188
'C-2'

Approximately 862' to the intersection
of Sage Road and Maiden Lane



2.00 Acres

Tri County Baptist Church of White House

RB. 743, PG. 576 RORCT
Map 106, Parcel 104 TAORCT
506 Hester Road
White House, TN. 37188

Sage Road

Robert L. Pospisil

RB. 606, PG. 240 RORCT
Map 106, Parcel 81 TAORCT
600 Sage Road
White House, TN. 37188
'I-1'

Hampton Place Homeowners Association
PB. 10, Pg. 233 RORCT

'Residential PUD'

Hampton

Hampton Place Homeowners Association
PB. 10, Pg. 233 RORCT

John Gordy

RB. 1423, PG. 260 RORCT
Map 106, Parcel 191 TAORCT
516 Sage Road
White House, TN. 37188
'I-1'

Tri County Baptist Church

50'
White
Con

March 10, 2015

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Museum/Welcome Center Board Ordinance

After reviewing the Municipal Code Title 2, Chapter 5 Museum/Welcome Center Board with Elizabeth Kozlowski, Library Director, it was decided that the chapter needed to be updated. The proposed changes are suggested to make the Museum/Welcome Center Board mimic other City Boards.

If you have any questions please contact me at 615-672-4350, ext. 2111.

ORDINANCE 15-06

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 5 MUSEUM/WELCOME CENTER BOARD.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the museum/welcome center;

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 5 Museum/Visitor Center Board, be revised in the Municipal Code as follows:

TITLE II: BOARDS AND COMMISSIONS, ETC.
CHAPTER 5: Museum/Welcome Center Board
AMENDING ENTIRE CHAPTER – AMENDMENTS MADE IN **BOLD/UNDERLINED/ITALICS**

CHAPTER 5
MUSEUM/WELCOME **VISITOR** CENTER BOARD

SECTION

2-501. Board established, membership, terms, appointments and vacancies.

2-502. Powers and duties of the board.

2-503. ~~Reports to the board of mayor and aldermen.~~ **Budget, etc.**

2-501. ~~Board established, membership, terms, appointments and vacancies.~~ There is hereby established a museum/welcome **visitor** center board herein after called "the board." The board shall consist of five (5) members who shall serve without compensation and who shall be appointed by the mayor or his/her designee. The board shall be composed of one (1) alderman and four (4) citizens who are residents of the City of White House, appointed by the mayor. The term of office for the four (4) citizens shall be staggered three (3) years or until their successors are appointed. The appointed alderman shall serve until the expiration of his/her elected term. Vacancies in such board shall be filled by the mayor for the unexpired term.

2-502. ~~Powers and duties of the board.~~ (1) ~~The board shall plan the activities and services of the museum/welcome center including the required staffing, establishing internships and volunteer programs.~~ **The board is to act as a recommending body to the direction of the City's Museum/Visitor Center activities and services.**

(2) ~~The board shall conduct and supervise the White House Inn Museum, as well as other related facilities and activities on any of the properties owned or controlled by the city or on other properties with the consent of the owners and authorities thereof.~~ **The board shall be an advisory body responsible for providing guidelines and direction in meeting the historic; tourism; museum displays; collecting, and archiving historic documents and materials related to the history of the City of White House.**

(3) ~~The board shall organize an ad hoc advisory committee to explore sources and methods to sustain and perpetuate the operation and expansion of services.~~

(4) (3) The museum and welcome **visitor** center board shall organize by electing a chairman, vice-chairman and other officers as necessary. Duties of the officers are as follows:

(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 shall preside over any meeting in which the chairman is not present.

(5) (4) ~~Board meetings.~~ (a) The board will meet regularly on a quarterly basis. The day shall be set by the board. The time shall be set in the evening.

(b) All regular and special called meetings shall be open to the public and will be announced in a publication of general circulation within the city.

(c) Minutes of the board meetings shall be available for review during regular business hours at the White House City Hall **Library**.

(d) The library director and appropriate staff will be presented at all meetings of the board.

(6) (5) Minutes. All proceedings of the board shall be typed and filed in a permanent book of record. This book shall be open to the public for inspection during the city's library's regular business hours.

(7) (6) Quorum. A majority of the duly appointed board members shall constitute a quorum.

(8) (7) Voting. The ayes and nays will be taken upon the passage of all board matters. All votes will be entered in 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.

2-503. ~~Reports to the board of mayor and aldermen. *Budget, etc.* The museum and welcome center board shall make full and complete annual reports to the board of mayor and aldermen of the city and all other reports from time to time as requested.~~ *The board shall make annual budgetary recommendations to the library director to be presented to the Board of Mayor and Aldermen. The board may also solicit or receive any bequests of money or other personal property or any donations to be applied, principal or income for museum purposes.*

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: March 19, 2015

Second Reading: April 16, 2015

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

PURCHASING....

City of White House Public Services Department

Memo

To: Board of Mayor and Alderman
From: W. Joe Moss, DPS
Date: February 19, 2015
Re: Request to Approve Engineer's Task Order #1C

On this date, February 19, 2015, I am requesting that the Mayor and Board of Alderman approve CSR Engineering's Proposal entitled: Meadows Sewer Construction Inspection Services, which is for the SRF/TDEC Meadows Area Sanitary Sewer Improvement Project.

The Meadows Project is part of my 2014/2015 CIP project list and CSR's proposal is a support function providing for Resident Project Representative, which is required by SRF/TDEC. According to SRF/TDEC, during project construction the borrower shall provide continuous inspection by qualified inspectors in sufficient numbers to ensure the project complies with approved plans and specifications.

My intention is to use CSR and my superintendent, Robert Allen, on alternating days. CSR will pick up the survey elevations for the pipe and structures and provide us with As-built drawings at the conclusion of the project.

CSR's **Lump Sum** Resident Project Representative fee associated with this task is **\$39,750.00**, which is attached for your review and consideration.

McGill's quote for the same services is **\$68,400.00** (attached).

I'm recommending that the Board of Mayor and Alderman approve the CSR Engineering proposal for \$39,750.00.

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 CSR Engineering Services Meadows Project Feb 2015

February 10, 2015
CSR Project No. 15-012

Mr. Joe Moss
Public Services Director
725 Industrial Drive
White House, TN 37188

REFERENCE: Proposal for Meadows Sewer Construction Inspection Services

The following is a proposal for the Meadows gravity sewer collection extension (approximately 6000') engineering services related to construction inspection. We received the set of plans from the recent GIS request for services and understand the extent of this upcoming construction project. If you finalize this project with CSR, a final set of construction plans, specifications and other bid documents will be required prior to our services beginning.

General Scope of Work

- Assist the City as needed in the preconstruction meeting
- Provide construction inspection services with required documentation during sewer installation to include
 - observation of appropriate horizontal and vertical location of sewer mains and secondary field survey to verify the contractor's placement
 - observation of appropriate bedding and backfill materials
 - observation of various connection details, manholes and other requirements covered in plans
 - observation of street crossing and other similar requirements and associated repairs
 - verification of contractor's required testing as required in bid documents
- Attend regularly scheduled progress meetings with the City and general contractor
- Provide As-built drawings in PDF format utilizing the existing plans with notation of any deviations or field modifications
- Assist the City with any necessary coordination associated with typical construction administration tasks such as change orders or property owner issues
- Assist the City with closeout of project documents

The fee for these professional services as described by this proposal will be a lump sum fee of \$39,750.00. Bills will be submitted monthly based on the progress made according to the amount of construction complete. CSR plans to provide services on this project in alignment with the contractor's schedule for the full duration.

Mr. Moss
February 10, 2015
Page 2

Not included in the scope of work are geotechnical investigation, other utility design, testing, property acquisition, or any legal processing that may develop during construction.

CSR Engineering, Inc. will provide these services in accordance with Exhibit A, General Terms and Conditions, which is attached and made a part of this Letter Agreement. If the terms of this Letter Agreement are acceptable to you, please have the originals executed and return a copy to this office at 248 Centre St., Suite 200, Pleasant View, TN 37146, via email copy, or fax to (615) 246-3815.

We appreciate the opportunity to provide you with this proposal. Please let us know if you should have any questions or comments.

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



Jason L. Reynolds, P.E.
Project Manager

February 10, 2015

Date

I hereby authorize CSR Engineering, Inc. to perform the services as described above.

Mayor Michael Arnold

Date

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

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

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

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

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

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

governmental authorities having jurisdiction over the Project.

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

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

4. **Designation of Authorized Representatives.** Each party shall designate one or more persons to act with authority in its behalf with respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the party.
5. **Ownership of Documents.** Drawings, specifications, reports and any other documents prepared by Engineer in connection with any or all of the services furnished hereunder shall be the property of Engineer. Engineer shall have the right to retain copies of all documents and drawings for its files.
6. **Reuse of Documents.** All documents, including drawings and specifications furnished by Engineer pursuant to this Agreement, are intended for use on the Project only. Client agrees they should not be used by Client or others on extensions of the Project or on any other project. Any reuse, without written verification or adaption by Engineer, shall be at Client's sole risk, and Client shall indemnify and hold harmless Engineer from all claims, damages, losses and expenses, including attorney's fees arising out of or resulting therefrom.
7. **Opinions of Cost.** Since the Engineer has no control over the cost of labor, materials, equipment or services furnished by the contractor, or over the contractor's methods of determining prices, or over competitive bidding or market

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

Client shall indemnify and hold harmless Engineer from Engineer's loss or expense, including reasonable attorney's fees, for claims for personal injuries (including death) or property damage to the extent caused by the sole negligent act, error or omission of Client.

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

Client shall not be liable to the Engineer, and the Engineer shall not be liable to the Client, for any special, incidental or consequential damages, including, but not limited to, loss of use and loss of profit, incurred by either party due to the fault of the other, regardless of the nature of this fault, or whether it was committed by the Client or the Engineer or their employees, agents or subcontractors, by reason of services rendered under this Agreement.
 15. **Legal Proceedings.** In the event Engineer's employees are at any time required by Client to provide testimony, answer interrogatories or otherwise provide information ("testimony") in preparation for or at a trial, hearing, proceeding on inquiry ("proceeding") arising out of the services that are the subject of this Agreement, where Engineer is not a party to such proceeding, Client will compensate Engineer for its services and reimburse Engineer for all related direct costs incurred in connection with providing such

testimony. This provision shall be of no effect if the parties have agreed in a separate agreement or an amendment to this Agreement to terms which specifically supersede this provision, nor shall this provision apply in the event Client engages Engineer to provide expert testimony or litigation support, which services shall be the subject of a separate agreement or an amendment to this Agreement.

16. **Successors and Assigns.** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.
17. **Insurance.** Within the context of prudent business practices, Engineer shall endeavor to maintain workmen's compensation and unemployment compensation of a form and in an amount as required by state law; comprehensive general liability with limits of at least \$1,000,000/\$1,000,000; automotive liability with limits of at least \$500,000/\$500,000; and professional liability insurance with an annual limit of at least \$1,000,000. Client recognizes that insurance market is erratic and Engineer cannot guarantee to maintain the coverages identified above.
18. **Information Provided by the Client.** The Engineer shall indicate to the Client the information needed for rendering of services hereunder. The Client may elect to provide this information (including services by others) to the Engineer. In this case, the Client recognizes that the Engineer cannot assure the sufficiency of such information. Accordingly, the Engineer shall not be liable for any claims for injury or loss arising from errors, omissions or inaccuracies in documents or other information provided by the Client. In addition, the Client agrees to compensate the Engineer for any time spent or expenses incurred in defending such claim or in making revisions to his work as a direct or indirect result of information provided by the Client which is insufficient.
19. **Subsurface Conditions and Utilities.** Client recognizes that a comprehensive sampling and testing program implemented by trained and experienced personnel of Engineer or Engineer's subconsultants with appropriate equipment may fail to detect certain hidden conditions. Client also recognizes that actual environmental, geological

and geotechnical conditions that Engineer properly inferred to exist between sampling points may differ significantly from those that actually exist.

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

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

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

21. **Risk Allocation.** The Client recognizes that Engineer's fee includes an allowance for funding a variety of risks which affect the Engineer by virtue of his agreeing to perform services on the Client's behalf. One of these risks stems from the Engineer's potential for human error. In order for the Client to obtain the benefits of a fee which includes a lesser allowance for risk funding, the Client agrees to limit the Engineer's liability to the Client and all construction contractors arising from

the Engineer's professional acts, errors or omissions, such that the total aggregate liability of the Engineer to all those named shall not exceed \$50,000 or the Engineer's total fee for the services rendered on this project, whichever is greater.

22. **Anticipated Change Orders.** Client recognizes and expects that a certain amount of imprecision and incompleteness is to be expected in construction contract documents; that contractors are expected to furnish and perform work, materials and equipment that may reasonably be inferred from the contract documents or from the prevailing custom or trade usage as being required to produce the intended result whether or not specifically called for; and that a certain amount of change orders are to be expected. As long as Engineer provides services in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions, client agrees not to make any claim against Engineer for cost of these change orders unless these costs become a significant part of the construction contract amount. In no case will Client make claim against Engineer for costs incurred if the change order work is a necessary part of the Project for which Client would have incurred cost if work had been included originally in the contract documents unless Client can demonstrate that such costs were higher through issuance of the change order than they would have been if originally included in the contract documents in which case any claim of Client against Engineer will be limited to the cost increase and not the entire cost of the change order.
23. **Payment.** Engineer shall submit monthly statements to Client. Payment in full shall be due upon receipt of the invoice. If payments are delinquent after 30 days from invoice date, the Client agrees to pay interest on the unpaid balance at the rate of one and one-half percent per month. Payment for Engineer's services is not contingent on any factor except Engineer's ability to provide services in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. If Engineer brings any action at law or in equity to enforce or interpret the terms of this Agreement, or if Engineer must either prosecute or defend any action related to the subject matter of the Agreement, and prevails in such action, then

Engineer shall be entitled to reasonable attorney's fees, expenses and costs, including expert witness fees, if applicable.

24. **Force Majeure.** Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control, including, but not limited to, acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
25. **Compliance with Laws.** To the extent they apply to its employees or its services, the Engineer shall comply with all applicable United States, state, territorial and commonwealth laws, including ordinances of any political subdivisions or agencies of the United States, any state, territory or commonwealth thereof.
26. **Separate Provisions.** If any provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall be valid and binding.
27. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the principal place of business of the Engineer.
28. **Amendment.** This Agreement shall not be subject to amendment unless another instrument is executed by duly authorized representatives of each of the parties.
29. **Entire Understanding of Agreement.** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of this Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.

**AMENDMENT NO. 1
AGREEMENT FOR ENGINEERING SERVICES
TASK ORDER No. 5
TYREE SPRINGS AND MEADOWS ROAD VACUUM SEWER CONVERSIONS**

1. Background Data

- a. Effective Date of Owner-Engineer Agreement: August 20, 2013
- b. Owner: City of White House, Tennessee
- c. Engineer: McGill Associates, P.A.
- d. Project: Tyree Springs and Meadows Road Vacuum System Conversions

2. Nature of Amendment

- Modifications to Services of Engineer
- Modifications to Payment to Engineer

3. Description of Modifications

Attachment 1, "Modifications"

Amendments to the Agreement for Engineering Services Task Order No. 5, August 20, 2013.

Owner and Engineer hereby mutually agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

OWNER: City of White House, Tennessee

ENGINEER: McGill Associates, P.A.

By: Mike Arnold

By: Joel Storrow, P.E.

Title: Mayor

Title: President

Date
Signed: _____

Date
Signed: Feb. 9, 2015

This is **Attachment 1**, consisting of 1 page,
to Amendment No. 1, dated _____.

MODIFICATIONS

The following items will be modified by this Amendment No. 1:

2. Services of Engineer

The Services of Engineer will be amended to include the services of a Resident Project Representative (RPR) to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in the Task Order and in Exhibit D, "Duties, Responsibilities and Limitations of Authority of Resident Project Representative." The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D.

It is anticipated that the RPR's services will be utilized an average of three days per week through the construction contract duration of 180 calendar days.

5. Payments to Engineer

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

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Estimate of Compensation for Services</i>
Construction Phase for Resident Project Representative	B. Standard Hourly Rates (not to exceed)	\$68,400



City of White House

Parks, Recreation & Cultural Arts

105 College Street
White House, TN 37188
Phone: 615.672.4350 x.2114
Fax: 615.616.1057

Ashley Smith
Director

Linda Brooks
Office Administrator

Kevin Whittaker
Recreation Superintendent

Steven Russell
Parks Maintenance Supervisor

MEMORANDUM

Date: March 11, 2015

To: Board of Mayor and Aldermen
Gerald Herman, City Administrator

From: Ashley Smith, Director of Parks and Recreation

Re: Phase I of Municipal Recreational Complex site work, re-bid# 15019PK

On February 23rd, bids were opened for the site work portion of the Municipal Recreational Complex-Phase I. The scope of this project includes the construction of a 25 space parking lot, sanitary sewer service, water service, electric service, underground storm sewer, above ground detention pond, and earthwork for a future splash pad as shown on the project plans (all splash pad features not in this contract). We were fortunate to have 6 bidders this time.

The low bidder is Dowdle Construction with a base bid of \$293,711.

I am recommending approval. Thank you.



City of White House
Re-Bid# 15019PK

Phase I of Municipal Rec. Complex Site work
Bid Opening: February 23, 2015 at 2:00 pm

DESCRIPTION							
Company Name	Bomar Construction	Dove Construction	Dowdle Construction Group	Jarrett Builders	Sessions Paving	Walker Building Group	
Address	2949 Brick Church Pike Nashville, TN 37207	2810 Winter Creek Pk Nashville, TN	1311 6th Ave North Nashville, TN 37208	104 East Dr. Suite 305 Brentwood, TN 37027	PO Box 90266 Nashville, TN 37209	2817 West End Ave #126-256 Nashville, TN 37203	
License Number	14284	66009	56735	40392	6962	57127	
License Expiration	11/30/2016	10/31/2016	3/31/2016	8/31/2016	1/31/2016	3/31/2016	
License Classification and Limit	BC-A,B,BC Unlimited	\$750,000	BC, HRA; HC; MU; CE Unlimited	BC-A; MU-A,C,D; HRA-A,B,CE Unlimited	HRA; E-A,B; HC-D BC; MU Unlimited	BC; MU; HRA; HC Unlimited	
IF ALL ITEMS LISTED ABOVE ARE INCLUDED- OPEN BID							
SIGNED BID BOND	✓	✓	✓	✓	✓	✓	✓
ACKNOWLEDGES ALL ADDENDUMS	✓	✓	✓	✓	✓	✓	✓
SIGNED BID	✓	✓	✓	✓	✓	✓	✓
DEDUCTIVE ALTERNATE #1	\$8,500.00	\$22,000.00	\$8,000.00	\$12,200.00	\$24,035.00	\$40,000.00	
BASE BID	\$348,000.00	\$586,800.00	\$293,711.00	\$434,400.00	\$324,118.00	\$386,750.00	
BASE BID with Deduct	\$339,500.00	\$564,800.00	\$285,711.00	\$422,200.00	\$300,083.00	\$346,750.00	

BID FORM

**Municipal Recreational Complex Phase 1
Bid # 15-1019PK
White House, Tennessee**

RE: Construction of Infrastructure for Future Recreational Splash Pad

Ladies and Gentlemen:

In compliance with your Invitation to Bid for the above named project, having examined the drawings, specifications, related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, we hereby propose to furnish all labor, materials, and supplies and to construct the project in accordance with the contract documents, specifications, and drawings, as prepared by Lose & Associates, Inc., within the time and prices stated below.

We acknowledge the receipt to Addenda numbered 1 through 1 .

We acknowledge the right of the Owner to accept any proposal, to reject any or all proposals, and to waive any informality in bidding.

After the Notice to Proceed is received, we will begin work within fifteen (15) calendar days and complete the project within ninety (90) calendar days. We further agree to pay liquidated damages to the Owner in the sum of two hundred dollars (\$200.00) for each consecutive calendar day of delay, as provided in the Revisions to General Conditions.

PROJECT DESCRIPTION

This bid package is for construction of Municipal Recreational Complex – Phase 1, City Bid No. 15-1019PK including all work shown on the plans and specifications to include but not be limited to the following items:

Construction of a 25 space parking lot, sanitary sewer service, water service, electric service, underground storm sewer, above ground detention pond, and earthwork for a future splash pad as shown on the project plans (all splash pad features not in this contract). The low bidder will be determined by the base bid.

BASE BID

The base bid includes, but is not limited to, all labor, equipment, and materials, unless otherwise specified, to bring to completion the proposed White House Splash Pad infrastructure as specified on the

plans and in the specifications. The base bid also includes all permits, fees, bonds, inspections, and final approvals by all agencies having jurisdiction. (All splash pad features not in this contract.)

LUMP SUM

The bid shall consist of a lump sum for the installation of the sewer pipe and manhole. The lump sum price shall include the furnishing of all labor, materials, supplies, and services, and shall include all items of cost, overhead, and profit for the contractor and any subcontractors involved.

TOTAL BASE BID Two Hundred Ninety Three Thousand, Seven Hundred Eleven Dollars
(\$ 293,711.00)

ALTERNATES

The undersigned will include the following alternate as described on the plans for the following amount:

Deduct Alternate #1: Parking Lot Pavement: Deduct asphalt surfacing from the parking lot and driveway.

TOTAL DEDUCT ALTERNATE #1 Eight Thousand DOLLARS Dollars
(\$ - 8,000.00)

Company: Dowdle Construction Group, LLC

Contact Name: Chase Manning

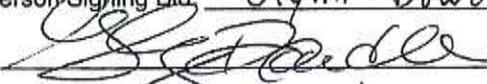
Company Address: 1311 6th Ave. N. Nashville, TN 37208

Company Telephone #: (615) 251-1311 Fax #: (615) 251-6805

Email address: cmanning@dowdleconstruction.com

Tennessee License Number: 00056735

Name of Person Signing Bid: Glynn Dowdle

Signature: 

Title of Person Signing Bid: President

Date: 2/23/15

White House Police Department

John W. Decker Police Facility

303 North Palmers Chapel Rd.
White House, Tennessee 37188
615-672-4903
Fax 615-672-4915

Michael Arnold
Mayor

Patrick M. Brady
Chief of Police

Gerald O. Herman
City Administrator

MEMORANDUM

To: The Board of Mayor and Alderman
From: Patrick Brady, Chief of Police
Date: March 12, 2015
Re: Purchase of New Patrol Vehicle

The White House Police Department is requesting the purchase of a 2015 Ford Police Interceptor Sedan AWD from Ford of Murfreesboro for the State Contract price.

The new vehicle will replace vehicle PD-05 which was wrecked on February 12, 2015 and was totaled by insurance.

New Price (State Contract)		\$24,422.00
TML Reimbursement	-	\$22,311.00
Removal & Installation of Equipment	+	\$1,120.00
Striping	+	<u>\$450.00</u>
Total remaining amount to be paid by us:		\$3,681.00

Thank you for your attention to this matter. If there are any questions, please feel free to call me.

2015 Ford Sedan Police Interceptor 4dr Sedan AWD - \$23,597.00

Color- Ingot Silver

3.7L Ti-VCT V6 (FFV)

6- Speed Automatic w/OD

Options

Engine: 3.7L V6 TI-VCT FFV	INC
Transmission: 6- SPEED AUTOMATIC	\$0.00
CHARCOAL BLACK, HEAVY DUTY CLOTH	
FRONT BUCKET SEATS, VINYL REAR	\$0.00
Remote Keyless Entry	\$255.00
Front Headlight Interceptor Housing	\$120.00
NOISE SUPPRESSION BONDS	\$ 95.00
Rear Door handle & Lock delete	\$ 35.00
Rear window inop	\$ 25.00
Reverse Sensing	\$295.00
Total	\$24,422.00

↔ This price for PO Alex

Emergency Lighting:
4 corner strobes, deck and grill lhts.

\$1,085.00
\$25,507.00 *NO EXTRA!*

Truckers Lighthouse is working up price on additional equipment.



Thanks for the opportunity to quote this vehicle.
John Hamby
Cell 615-631-6569
Office- 615-893-4121
jhamby@fordofmurfreesboro.com

OTHER BUSINESS...



hylant.com

8 Cadillac Drive
Suite 200
Brentwood, TN 37027
P 615-732-6500
F 615-732-6599

City of White House
Attn: Amanda Brewton
105 College Street
White House, TN 37188

RE: Blue Cross and Blue Shield Health Renewal Group #129732

Dear Amanda –

In 2014, Hylant completed a market review of the health insurance for The City of White House and made the recommendation to move the benefits to Blue Cross and Blue Shield of Tennessee. The evaluation is based on market segment (# of employees), Plan Design, Network Access and Cost. This methodology, along with market experience, assist us with our recommendation to The City of White House.

The initial rate analysis from BCBST concluded that a 9.04% increase to the current premium would be sufficient to cover the Health Plan cost with no plan design changes for the next policy period. Prior to receiving the renewal from BCBST, Hylant interviewed 3 carriers (Cigna, Aetna, and UHC) proposing The City of White House Health insurance plan. The fact that other companies were being interviewed and the experience of the group appears to be healthy, BCBST agreed to reduce the total increase for the health plan to 5%. It is my recommendation to renew the health insurance with Blue Cross and Blue Shield of Tennessee for this next policy year.

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

Regards,

Todd Harrison
Vice President Employee Benefits
Hylant Nashville

cc: Stacey Herzer

March 10, 2015

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Package Liquor Store Licenses

On Thursday, February 26, 2015, there were four applicants that presented their ideas, to the Board of Mayor and Aldermen, for their proposed package liquor store. During the presentations you each completed an evaluation for each presenter. The two proposed stores with the highest overall score were:

- 1. Red Carpet Wine & Spirits (87.4%)**
Owner: Mr. Dustin Smith and Mr. Michael Brown
Location: Kroger Complex
- 2. J & L Liquors (80.3%)**
Owner: Mr. Joe Ragland and Mr. Michael Ragland
Location: 322 Hester Drive (Between Taco Bell and KFC)

I recommend that the Board of Mayor and Aldermen approve a license for Red Carpet Wine & Spirits and J & L Liquors since they had the highest two scores.

If you have any questions please contact me at 615-672-4350, ext. 2111.



**CITY OF WHITE HOUSE
LIQUOR STORE
EVALUATION SCORES**

APPLICATION						
	Total Available Points	J&L Liquors	Red Carpet Wine & Spirits	White House Spirits	White House Wine & Spirits	
Application filled out completely with supporting documents attached	25	25	25	24	23	
Past and present experience in package liquor store industry	25	9	24	9	8	
Past and present experience in retail industry	25	11	24	22	13	
Past and present experience in business ownership	25	22	24	22	14	
Adequate distance from libraries, schools, and churches (or other place of worship)	25	25	18	23	22	
Total Score	125	92 (74%)	115 (92%)	100 (80%)	80 (64%)	
COMMENTS	N/A	- 3,000 SF - 500K Startup cost - No prior retail experience				
PRESENTATION						
	Total Available Points	J&L Liquors	Red Carpet Wine & Spirits	White House Spirits	White House Wine & Spirits	
Demonstrated knowledge of package liquor store industry	25	18	22	13	13	
Presentation was clear, concise, and logical and/or sequential form	25	21	22	18	17	
Explanation of why presenter chose location:	25	21	20	24	17	
Is the proposed package liquor store location:	25	22	20	16	21	
In a high traffic volume area	25	22	21	19	21	
Easily accessible	25	20	22	18	21	
Plenty of parking available	25	22	17	18	17	
Overall building esthetics	25	22	17	18	17	

Conveyed confidence and professionalism	25	22	22	15	17
Total Score	200	168 (84%)	166 (83%)	141 (70.5%)	144 (72%)
COMMENTS	N/A				- Chose location because only one available

CONCLUSION					
	Total Available Points	J&L Liquors	Red Carpet Wine & Spirits	White House Spirits	White House Wine & Spirits
Overall qualifications and likelihood to succeed in your opinion	25	21 (84%)	25 (100%)	19 (76%)	16 (64%)
COMMENTS	25 N/A	21 (84%) - Done their homework	25 (100%) - Open by July - Very professional - Do not care for Kroger location - Would like to see store free standing - Better for City if free standing store, less exposure to under 18 years of age if not in Kroger area	19 (76%) - Open July 1 st - Greater distance from other stores. - I'm for free standing stores	16 (64%) - Not freestanding store - Too many children in area of store

OVERALL SCORES

	J&L Liquors	Red Carpet Wine & Spirits	White House Spirits	White House Wine & Spirits
Average of all 3 categories together	281 (80.3%)	306 (87.4%)	260 (74.3%)	240 (68.6%)

DISCUSSION ITEMS...

OTHER INFORMATION....