CITY OF WHITE HOUSE
Agenda
Board of Mayor and Aldermen Meeting
July 16, 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 June 18, 2015 meeting

7. Welcome Visitors

8. Public Hearings

   a. **Ordinance 15-15**: An ordinance amending the City of White House Zoning Ordinance, Article V, Section 5.053.6, Subsection B – Residential Activities. *Second Reading.*

9. Communication from Mayor, Aldermen, and City Administrator

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		

11. Consideration of the Following Resolutions:

    a. None

12. Consideration of the Following Ordinances:

    a. **Ordinance 15-15**: An ordinance amending the City of White House Zoning Ordinance, Article V, Section 5.053.6, Subsection B – Residential Activities. *Second Reading.*

    b. **Ordinance 15-17**: An ordinance amending the Municipal Code Title 2, Chapter 3 Cemetery Board of Trustees, Section 2-305. *First Reading.*

    c. **Ordinance 15-18**: An ordinance amending the fiscal budget for the period ending June 30, 2016. *First Reading.*

13. Purchasing

    a. To approve or reject the Wastewater single source requests for FY 2015 – 2016. The Public Services Director recommends approval.

    b. To approve or reject the purchase of a 2016 Ford Super Duty F-350 DRW (W3D) 4WD Crew Cab 172" XL for $43,784.00 from the National Joint Powers Alliance (National Auto Fleet Group in Watsonville, CA). The Public Services Director recommends approval.

c. To approve or reject the purchase of a 2016 Ford Explorer (K8B) 4WD 4dr Base for $28,025.00 from the National Joint Powers Alliance (National Auto Fleet Group in Watsonville, CA). The Public Services Director recommends approval.

d. To approve or reject the purchase of a 2015 Kubota RTV-X1100CWL-H for $20,185.29 from the National Joint Powers Alliance (Kubota Tractor Corporation in Torrance, CA). The Public Services Director recommends approval.

e. To approve or reject the purchase of two 2015 Ford Police Interceptor Sedan AWD vehicles off of state contract (Ford of Murfreesboro) for $51,494.00 and the emergency equipment necessary for both vehicles for $10,248.70. The Police Chief recommends approval.

f. To approve or reject the purchase of a 2015 Ford Police Interceptor Utility AWD off of state contract (Ford of Murfreesboro) for $29,228.95. The Police Chief recommends approval.

g. To approve or reject allocating an additional $31,000 to the previously budgeted $250,000 for the splash pad project, for upsizing the recirculation system and controls. The Parks and Recreation Director recommends approval.

h. To approve or reject the City Administrator, Gerald Herman, to enter into a contract with Lose & Associates, Inc. for $24,000 to provide building, site and civil design services for the restroom/pavilion building located in the White House Municipal Recreation Complex. The Parks and Recreation Director recommends approval.

i. To approve or reject authorizing the City Administrator, Gerald Herman, to enter into a contract with HFR Design, Inc. for $22,950.00 for the design services of the flag poles and monument sign project. The City Administrator recommends approval.

14. Other Business

    a.

15. Discussion Items

    a. None

16. Other Information

    a. None

17. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
June 18, 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

   A community pastor was not available to lead the prayer so Ald. Bibb led the prayer.

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. Decker, 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 May 21st meeting

   Motion was made by Ald. Hutson, second by Ald. Paltzik to approve the minutes. A voice vote was called for with all members voting aye. **May 21, 2015, minutes were approved.**

7. Welcome Visitors

   Mayor Arnold welcomed all visitors.

8. Public Hearings

   a. **Ordinance 15-10**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, Section 18-201. *Second Reading.*

      No one spoke for or against.

   b. **Ordinance 15-11**: An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, Section 18-301 and 18-302. *Second Reading.*

      No one spoke for or against.

   c. **Ordinance 15-12**: An ordinance amending the City of White House Zoning Map for a 16.01 acre property relative to Sumner County Tax Map 96, Parcels 50.01 & 50.05 from R-20, Low Density Residential, to SPRUD, Suburban Residential Planned Unit Development. *Second Reading.*

      No one spoke for or against.

d. **Ordinance 15-13**: An ordinance amending the fiscal budget for the period ending June 30, 2015. *Second Reading*.

No one spoke for or against.

e. **Ordinance 15-14**: An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2015 through June 30, 2016. *Second Reading.*

No one spoke for or against.

f. Certificate of compliance for William Dustin Smith of Uptown Wine and Spirits (520 Hwy 76, Suite 13).

No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Hutson stated that he was impressed with how the new library is coming together.

Ald. Bibb commented that he is impressed with the new ladder truck and thinks it is a great asset to our equipment.

Ald. Decker stated he is excited about the evolution of the *Word on White House* newsletter. He thinks it looks sharp and read a portion of the article that was written by the City Administrator.

Ald. Decker requested that the Board reconsider mowing properties that are adjacent to the City limits.

Ald. Decker voiced his opinion about the new library needing to be in direct communication with the community.

City Administrator Gerald Herman provided an update on the progress of the new library.

City Administrator Gerald Herman stated that the Tyree Springs/S. Palmers Chapel intersection project should be complete by the end of the month.

City Administrator Gerald Herman stated that the City Hall roof replacement over the offices is complete.

City Administrator Gerald Herman provided an update on the progress of the Municipal Recreation Complex Site Work project.

City Administrator Gerald Herman provided an update on the half-courts that the Parks Department is building at the Park.

City Administrator Gerald Herman mentioned that the asphalt grindings from the retrial strip parking lot next to Kroger were used at the soccer complex for parking area.

City Administrator Gerald Herman provided an update on the disc golf course that is under construction at the back of the City Park.

City Administrator Gerald Herman provided an update on the Public Services new garage and vehicle wash bay construction.

City Administrator Gerald Herman stated that a group of staff members met with Kraft CPA to discuss plans for the next audit.

City Administrator Gerald Herman informed the Board that Tate Ornamental is planning on expanding their operations at the Sage Road site.

City Administrator Gerald Herman reminded the Board that the Carnival will be at the soccer complex from June 30 – July 4.

City Administrator Gerald Herman stated that White House was recently ranked 7th among best Nashville suburbs to live in by Movoto.

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 15-05**: A resolution approving certain amendments and revisions to the personnel manual.

    Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 15-05 was approved.**

    b. **Resolution 15-06**: A resolution authorizing appropriations for financial aid of non-profit organizations.
    Motion was made by Ald. Paltzik, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 15-06 was approved.**

    c. **Resolution 15-07**: A resolution approving the consultant policy for projects funded in whole or in part with funds provided by the Federal Highway Administration or the Tennessee Department of Transportation.

    Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 15-07 was approved.**

12. Consideration of the Following Ordinances:

    a. **Ordinance 15-10**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, Section 18-201. *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 15-10 was approved on Second Reading.**

    b. **Ordinance 15-11**: An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, Section 18-301 and 18-302. *Second Reading.*

    Motion was made by Ald. Hutson, 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 15-11 was approved on Second Reading.**

c. **Ordinance 15-12**: An ordinance amending the City of White House Zoning Map for a 16.01 acre property relative to Sumner County Tax Map 96, Parcels 50.01 & 50.05 from R-20, Low Density Residential, to SPRUD, Suburban Residential Planned Unit Development. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Paltzik 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 - abstain. Motion was approved. **Ordinance 15-12 was approved on Second Reading.**

d. **Ordinance 15-13**: An ordinance amending the fiscal budget for the period ending June 30, 2015. *Second Reading.*

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-13 was approved on Second Reading.**

e. **Ordinance 15-14**: An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2015 through June 30, 2016. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-14 was approved on Second Reading.**

f. **Ordinance 15-15**: An ordinance amending the City of White House Zoning Ordinance, Article V, Section 5.053.6, Subsection B – Residential Activities. *First Reading.*

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

g. **Ordinance 15-16**: An ordinance amending the City of White House Zoning Map for a 89.6 acre property relative to Sumner County Tax Map 96, Parcel 55 from R-15, Medium Density Residential, to SPRUD, Suburban Residential Planned Unit Development. *First Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 15-16 passed on First Reading.**

13. Purchasing

a. To approve or reject into a professional services agreement with Black Lion Technology for IT Network Support Services for the FY 2015-2016 budget year. The Human Resources Director recommends approval.

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

b. To approve or reject removing from the asset list the welcome sign on the corner of Hwy 31W & SR 76. The City Administrator recommends approval.

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

c. To approve or reject removing from the asset list the Designjet 800 Plotter, and posting for sale on GovDeals. The City Administrator recommends approval.

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

d. To approve or reject removing from the asset list the ISTT Digital Telephone System, and posting for sale on GovDeals. The City Administrator 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.**

e. To approval or reject the City Administrator entering into a one-year Interlocal E911 agreement between the E911 Emergency Communication District of Robertson County, Robertson County, the City of Springfield, and the City of White House for $192,000.00 for furnishing dispatching services for the purpose of emergency dispatch at the E911 facility. The City Administrator recommends approval.

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

14. Other Business

a. Board Appointments

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.**

15. Discussion Items

a. None

16. Other Information

a. None

17. Adjournment

Meeting was adjourned at 7:35 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

REPORTS….

General Government Department
June 2015

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

- June 01: 31 Main Development/TIF Meeting
- June 02:
  - Indian Ridge Neighborhood Traffic Issue Meeting
  - Friends of the Library Meeting
- June 03:
  - Forward Sumner Board of Directors
  - 2040 RTP Sumner County Community Meeting
- June 08:
  - Tennessee Municipal League Annual Conference
  - Planning Commission Meeting
- June 09: RTA Operations and Marketing Committees
- June 10: Library Construction Update Meeting
- June 11: Americana Celebration Planning Meeting
- June 15: Stormwater Advisory Board Meeting
- June 16:
  - HSR Properties PILOT Conference Call
  - Chamber of Commerce Luncheon
- June 17: Metropolitan Planning Organization Executive Board Meeting
- June 18:
  - KraftCPA Meeting
  - Power of Ten Meeting
  - Board of Mayor and Aldermen Meeting
- June 23: Ribbon Cutting: AT & T
- June 24:
  - Meeting at Tate Ornamental
  - Library Construction Update Meeting
- June 29:
  - Meeting with Mr. Brinkley's Proposed Subdivision on N. Palmers Chapel Road
  - Indian Ridge Neighborhood Traffic Issue Meeting
- June 30: Community Development & Infrastructure Committee Meeting

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	$10,712,566	↓16.28
Cemetery Fund	$42,426	$38,182	↓17.40
Debt Services	$769,619	$769,610	±0
Healthcare	$68,500	$61,053	↓10.87
Impact Fees	$165,835	$156,423	↓5.68
Industrial Development	$50,300	$49,497	↓1.60
Parks Sales Tax	$133,284	$133,272	↓0.01
Police Drug Fund	$6,833	$3,908	↓42.81
Solid Waste	$1,057,598	$911,952	↓13.77
State Street Aid	$263,000	$241,240	↓8.27
Stormwater Fund	$3,500	$3,500	±0
Wastewater	$8,920,983	$5,345,626	↓40.08

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

General Government Department
June 2015

Purchasing

The Purchasing Specialist's goal is to have an error rate of less than 10% on purchase orders submitted for processing. The June 2015 error rate was 1.6%.

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	145	154
April	147	157
May	129	149
June	122	156
Total	**1,655**	**1,733**

Purchase Order Errors by Department

	Apr. 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	2	8
Parks	0	3
Police	0	2
Public Works	0	2
Sanitation	0	0
Wastewater	0	3
Total	**2**	**20**

*Errors by department started being tracked in July 2014.

Purchase Orders by Dollars	June 2015	FY 2015	FY 2014	Total for FY15	Total for FY14
Purchase Orders $0-$1,999	106	1392	1,517	$708,133.51	$529,278.93
Purchase Orders $2,000-$9,999	13	172	154	$718,011.83	$551,768.46
Purchase Orders over $10,000	3	91	62	$11,854,322.55	$6,221,273.04
Total	**122**	**1,655**	**1,733**	**$13,280,467.89**	**$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	98	127	22	355,975	1,191,691	118,982
April	82	95	45	549,670	262,646	170,040
May	76	81	212	387,210	238,690	223,064
June	91	67	117	320,233	610,113	193,101
Total	**1,100**	**1,355**	**554**	**4,513,102**	**5,124,420**	**1,366,173**

General Government Department
June 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	40	16	10	40	25	2
April	192	20	7	30	22	3
May	45	21	6	33	19	3
June	44	40	15	40	19	18
Total	**623**	**320**	**306**	**422**	**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	481	370	267	31	25	2
April	498	385	277	26	21	3
May	502	464	284	23	15	3
June	507	410	275	25	19	18
Total	**N/A**	**N/A**	**N/A**	**340**	**162**	**59**

General Government Department
June 2015

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

Special Maintenance Projects

- Finalizing Roof Repair Project
- Renovation of conference room

	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	24	15
April	22	15
May	13	31
June	25	20
Total	**249**	**141**

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

Finance Department
June 2015

Finance Section

The Finance Director attended the following events in June: (6/15) Stormwater Advisory Board meeting, (6/18) pre-audit planning with KraftCPA's, (6/18) BMA meeting, (6/23) Certified Municipal Finance Officer "Financial Reporting I" study session, and (6/30) web training for the Online Utility Exchange website. The Accounting Specialist also attended the pre-audit meeting on June 18th. The Utility Billing Specialist also attended the web training for the Online Utility Exchange website on June 30th. During June, the BMA approved Budget Amendment III for FYE 6/30/2015 and the annual budget for FYE 6/30/2016 on the second readings. At the end of June the Finance department staff as well as other city departments' staff worked diligently to prepare for the end of the fiscal 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	4,310,210	40%
Cemetery Fund			166,032	
Debt Services			33,931	
Healthcare			243,441	
Impact Fees			81,876	
Industrial Development			115,186	
Park Sales Tax			44,477	
Police Drug Fund			44,149	
Solid Waste			440,508	
State Street Aid			94,733	
Stormwater Fund			62,514	
Wastewater			2,835,380	

*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	8,440,888	↓22.53%
Cemetery Fund	27,450	36,710	↑33.73%
Debt Services	809,250	713,251	↓11.86%
Healthcare	47,290	63,922	↑35.17%
Impact Fees	8,250	28,189	↑241.68%
Industrial Development	47,080	86,981	↑84.75%
Park Sales Tax	78,280	76,886	↓1.78%
Police Drug Fund	8,515	19,055	↑123.78%
Solid Waste	804,832	797,382	↓0.93%
State Street Aid	274,371	269,326	↓1.84%
Stormwater Fund	50,250	72,207	↑43.70%
Wastewater	7,841,669	5,265,581	↓32.85%

*Realized amounts reflect revenues realized from July 1, 2014—June 30, 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
June 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	204 direct deposits 3 checks	0 Retro adjustments	0 Voids

Accounts Payable

	June 2015	May 2015	Apr. 2015	Mar. 2015
Total # of Invoices Processed	493	401	385	314

Business License Activity

	June 2015	FY 2015 YTD	FY 2014 Total	FY 2013 Total	FY 2012 Total	FY 2011 Total
Opened	3	105	74	80	52	55
Closed	1	5	13	140*	6	3

*129 businesses deemed uncollectable in October 2012

Utility Billing

	June 2015	YTD FY 2015	FY 2014 Total	FY 2013 Total	FY 2012 Total	FY 2011 Total
New Builds (#)	5	62	55	28	15	44
Move Ins (#)	47	488	506	481	493	414
Move Outs (#)	51	514	516	479	455	446
Late Payments ($)	6,753	68,103	69,241	65,074	67,810	62,880
Late Payments (#)	1,218	15,641	12,840	12,685	12,857	11,790
Disconnect for non-payment (#)	51	442	514	258*	n/a	n/a

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

Human Resources Department
June 2015

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

- June 04: IT Services Request for Proposal Evaluation
- June 10: Records Clerk I Interviews
- June 11: Chamber of Commerce Executive Director Annual Evaluation
- June 16: Chamber of Commerce Monthly Luncheon
  Records Clerk I Interviews
- June 22: Circulation Clerk Interviews
  State of the City Address
- June 23: Safety Committee Meeting
  State of the City Address
- June 24: Circulation Clerk Interviews
- June 25: Circulation Clerk Interviews

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	1	0	0	0
April	1	2	2	3
May	3	1	2	0
June	3	0	1	0
Total	**13**	**9**	**12**	**7**

Three-year average as of June 30, 2015:
11.33 incidents per year

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
February	2	2	0	3
March	1	0	1	0
April	0	2	1	1
May	0	0	0	0
June	1	2	0	0
Total	**11**	**14**	**6**	**7**

Three-year average as of June 30, 2015:
10.33 incidents per year

Human Resources Department
June 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	1.11%	0	0.00%	1	1.12%	0	0.00%
October	0	0.00%	1	1.16%	1	1.12%	1	1.15%
November	1	1.11%	2	2.33%	1	1.12%	2	2.30%
December	1	1.11%	1	1.16%	0	0.00%	0	0.00%
January	0	0.00%	0	0.00%	1	1.12%	3	3.45%
February	1	1.11%	0	0.00%	1	1.12%	2	2.30%
March	0	0.00%	0	0.00%	0	0.00%	1	1.15%
April	0	0.00%	0	0.00%	0	0.00%	2	2.30%
May	1	1.11%	1	1.19%	2	2.25%	2	2.30%
June	0	0.00%	0	0.00%	0	0.00%	1	1.15%
Total	**5**	**5.49%**	**6**	**7.14%**	**8**	**8.99%**	**19**	**21.84%**

Three-year average as of June 30, 2015:
7.21% per year

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	0	1 (T)
April	0	0	0
May	0	0	1 (S)
June	0	0	0
Total	**3**	**4**	**4**

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

Three-year average as of June 30, 2015:
3.67 incidents per year

Fire Department
June 2015

Summary of Month's Activities

Fire Operations

The Department responded to 102 requests for service during the month with 69 responses being medical emergencies. The Department responded to 4 vehicle accidents with reported injuries with four patients transported to area hospitals.

June 15th 2:21pm – The Department was dispatched to a grass fire on Stadium Dr. when fire units arrived smoke was visible from the rear of the structure. The wood deck on the rear of structure was burning, an attack line was used to extinguish the fire. There was no damage to the home the fire was confined to the deck and there were no injuries reported with this incident.

June 15th 3:20pm – The Department was dispatched to a dumpster fire at Mt. Vernon Ct. the fire was extinguished without any damage to any surrounding structures and there were no injuries reported with this incident.

June 28th 3:35pm – The Department was dispatched to a dumpster fire at 2232 Hwy. 31W the fire was extinguished prior to our arrival without any damage to any surrounding structures.

June 28th 8:42pm – The Department was dispatched to a RV fire in the parking lot of Wendys when fire units arrived light smoke was visible. The cause of the fire was located and extinguished with minor damage to the RV without any damage to any surrounding vehicles and there were no injuries reported with this incident.

June 30th 2:10pm – The Department was dispatched to a vehicle fire on Allers Dr. when fire units arrived the engine compartment of the vehicle was involved with fire. The fire was extinguished with significant damage to the vehicle although the home nearby was not damaged and there were no injuries reported with this incident.

Fire Administration

June 2nd & 3rd – Chief Palmer, Asst. Chief Sisk, and Captain Brewer traveled to Sutphen Corporation in Columbus OH. to conduct the final inspection on the ladder truck.

June 11th – Chief Palmer attended the Americana Celebration Planning Meeting at city hall.

June 16th – Chief Palmer and Asst. Chief Sisk attended the monthly Robertson County 911 meeting in Springfield.

June 17th – Chief Palmer and Fire Department staff attended a self-contained breathing apparatus product demonstration at fire station 2.

June 23rd – Chief Palmer, Asst. Chief Sisk attended the monthly safety committee meeting.

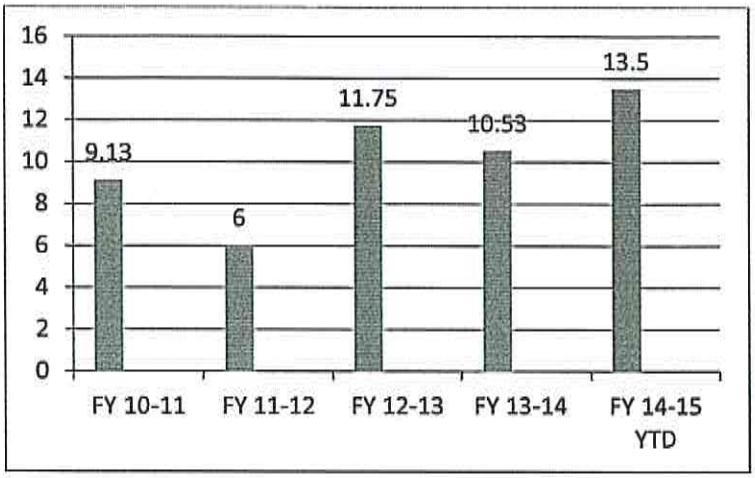
June 29th –Chief Palmer attended a meeting at city hall concerning some traffic issues in the Indian Ridge subdivision.

Fire Department
June 2015

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.

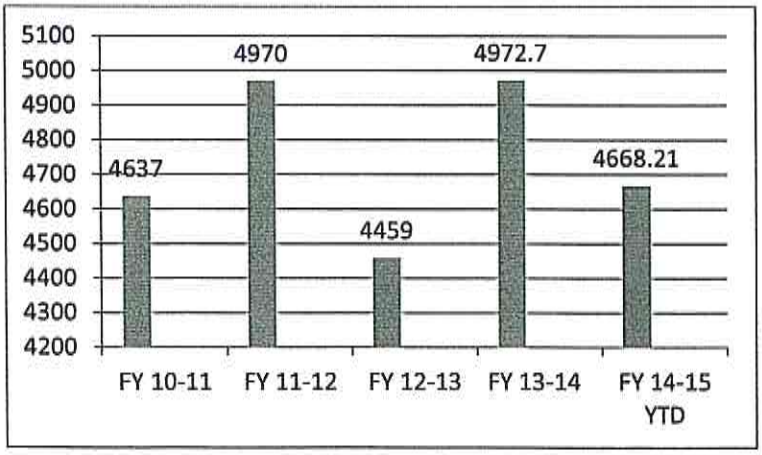


Incident Responses

Structure Fires	0	Vehicle Accidents(general cleanup)	5
Other Fires	4	Vehicle Accidents(With injuries)	4
Vehicle Fires	1	Rescue	1
Grass, Brush, Trash, Fires	0	False Alarms/Calls	8
Hazmat	1	Assist other Governmental Agency	1
Other Calls	8	Total Responses for the Month	102
Emergency Medical Responses	69	Total Responses Year to Date	1024

Fire Fighter Training

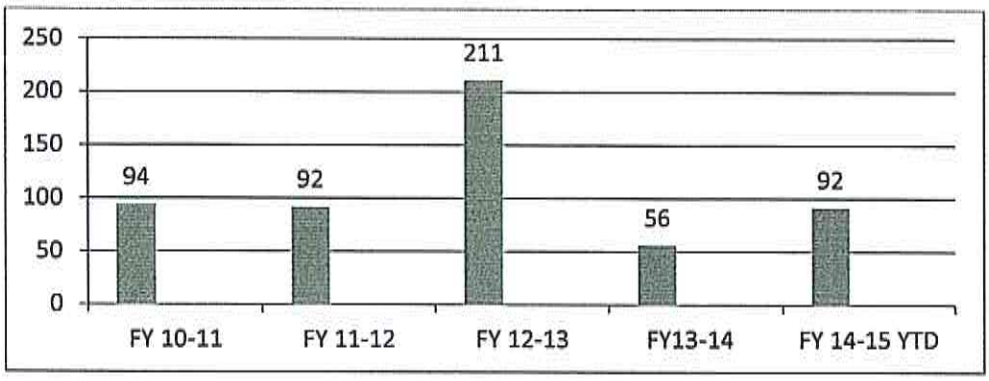
The Department goal is to complete the annual firefighter training of 240 hours for career and 48 hours for Part-time and Volunteer Firefighters for a total of 4176 hours per year.



Fire Department
June 2015

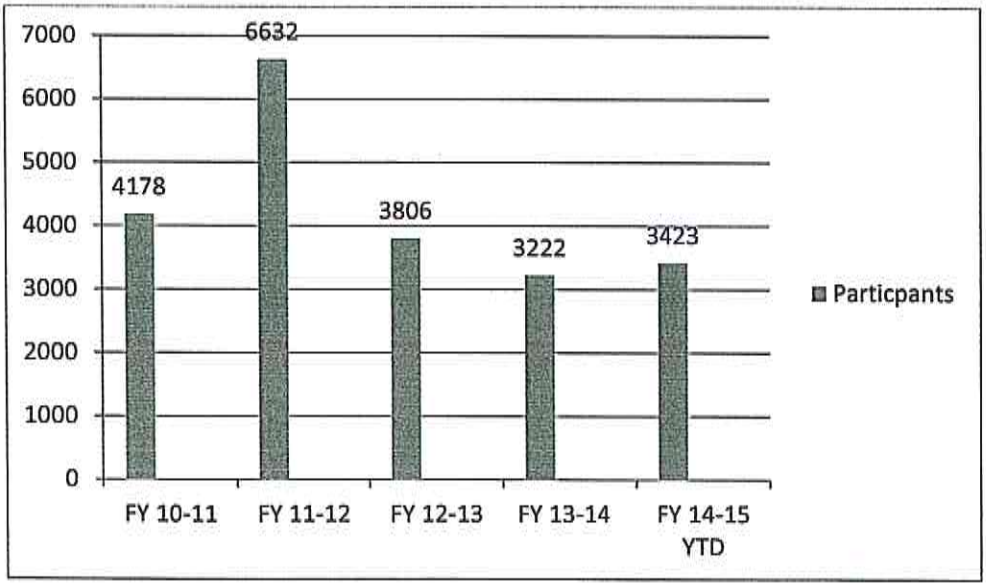
Total Training Man-hours for the Month	239.12	Total Training Man-hours Year to Date	4668.21

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.

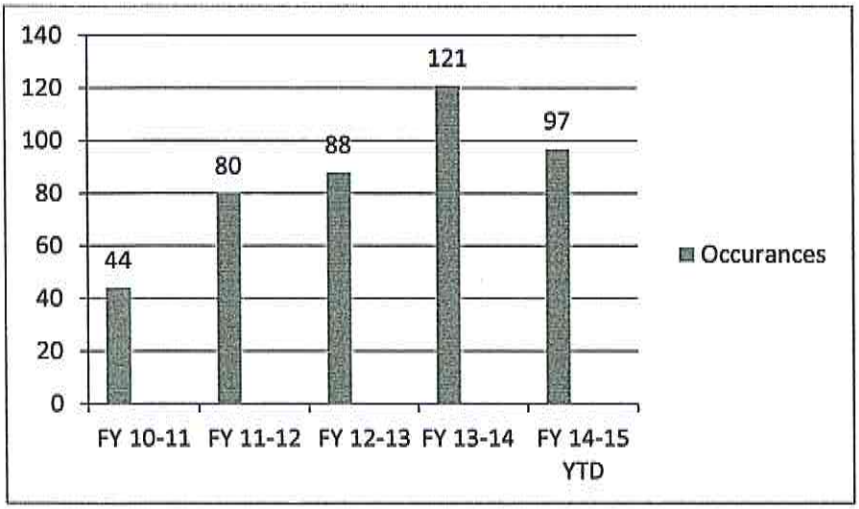


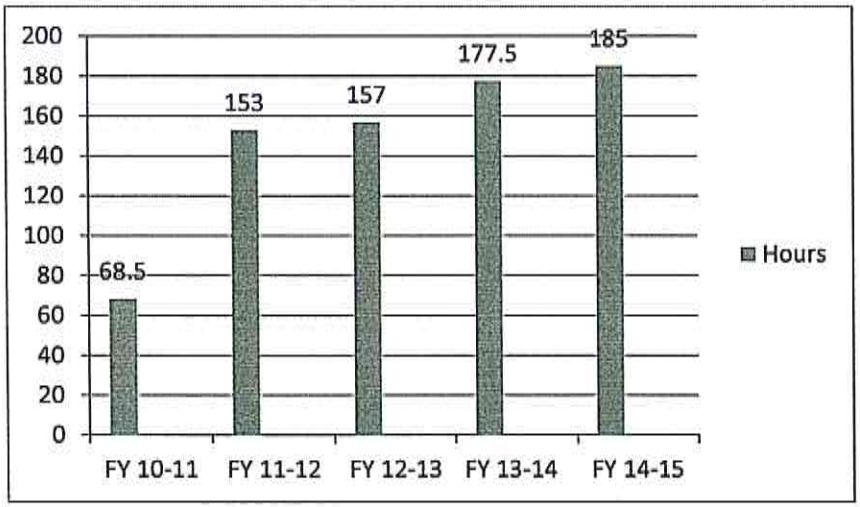
Fire Inspections	12	Year to Date 92	Plat / Plan Reviews	9	Year to Date 40
Fire Investigations	2	Year to Date 8	Fire Preplans	0	Year to Date 6

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
June 2015





Participants	14	Education Hours	4
Participants Year to Date	3423	Education Hours Year to Date	185
Number of Occurrences	4	Number of Occurrences Year to Date	97

Police Department
June 2015

Highlight

- Sgt. Eric Enck attended the two week D.A.R.E. school in Cleveland, Tennessee. He is now certified to teach D.A.R.E in the Fall.

Meetings/Civic Organizations

- ***Chief Brady attended the following meetings in June:*** Department Head Meeting (June 1st, June 15 and June 29), Indian Ridge Traffic Issues (June 2 and June 29), White House Rotary Club (June 4, 11, 18 and 25), Robertson County Chief's Meeting (June 9th), 911 User Group (June 10), Americana Celebration Planning (June 11), 911 Board Meeting (June 16), Sumner County Drug Task Force Meeting (June 17) and State of the City (June 22).

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 new standards. We have 87 of the proofs for the 161 standards completed for 2015. Susan is meeting with Sgt. Collins in mid-August to check the 13 new files that were added.

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
March	0	24	56	80
April	0	80	24	104
May	0	200	19.5	219.5
June	0	400	88	488
Grand Total	0	808	187.5	995.5

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	*June*	*FY 2014-2015*
Two (2) Officers per Shift	26	129
Three (3) Officers per Shift	34	613

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.*** Spring Compliance Checks were conducted in May. We had one business that failed, Dollar General Market. **Complete.**

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	June 2015	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	14	1	80	7
Crimes Against Property	51	5	207	19
Crimes Against Society	6	<1	58	5
Total	71	7	345	32
Arrests	16		188	

**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.***

	June 2015	TOTAL 2015
Traffic Crashes Reported	22	**182**
Enforce Traffic Laws:		
Written Citations	**161**	**1,237**
Written Warnings	**78**	**649**
Verbal Warnings	**190**	**1,623**

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
June	22	5	23	14%

Traffic School: Traffic school was held at the Police Department in June. Sgt. Patrick Bagwell taught the class.

Staffing

- Brad McMurtry and Emmanuel (Manny) Manoloules are currently in the Tennessee Law Enforcement Training Academy.
- Officer Justin Slate resigned. His last day was June 28th.
- We currently have three positions open. Advertisement for these positions is currently posted. Testing will take place on July 23rd.

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

Sumner County Emergency Response Team: ERT had training on June 19th. Ofc. Tommy Eisenbraun attended the training.

Volunteer Reserve Officers:

- Nothing to report on Reserves for June.

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**
June	69%	80%

Communications Section

	June	Total 2015
Calls for Service	1165	7,008
Alarm Calls	34	190

Request for Reports

	June 2015	FY 2014-2015
Requests for Reports	30	304
Amount taken in	$33.50	$255.92
Tow Bills	$0.00	$415.00
Emailed at no charge	43	375
Storage Fees	$0.00	$0.00

Governor's Highway Safety Office (GHSO): GHSO had their monthly meeting at the White House Police Department on June 18th.

Volunteer Police Explorers: The Explorers had meetings on June 8 and June 22. On June 8th, they went over DUI's. On June 22nd, they did Fingerprinting and the firearms simulator.

Item(s) sold on Govdeals: Nothing sold on Govdeals for the month of June.

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.***
   Due to the resignation of Captain Mingledorff, the D.A.R.E program has been suspended until Fall 2015.
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.*** Applications are being accepted for the next Citizen's Police Academy to take place in February or March of 2016.

4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
   - Sgt. Enck instructed at the Tennessee Law Enforcement Training Academy on June 29th and 30th.

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

Upcoming Events:
Safety Day (September 7th)

2015 Participation in Joint Community Events		
	June 2015	**Year to Date**
Community Activities	2	15

Public Services Department - Public Works Division
June 2015

Staffing: The public works department is authorized **8 full time** employees.

1. (1) Stormwater Manager;
2. (1) PW Supervisor;
3. (1) Full-time PW crew leader;
4. (2) Full-time truck drivers (1-PW & 1-Sanitation);
5. (3) Full-time maintenance workers (1-PW, 1-Stormwater & 1-Sanitation).

Total Hours Worked	FY 10/11	FY 11/12	FY 12/13	FY 13/14		May-15	June-15	YTD 14/15
Sanitation	9,912	8,930	5,975	3,138		239	299	2914
Street	3,502	3,539	3,765	4,485		385	272	4,040
Facility Maintenance	143	100	124	839		178	245	2,049
Fleet Maintenance	394	147	445	857		80	113	1,157
Meeting/Training	241	135	332	653		71	66	572
Leave	1,311	915	1,005	1022		43	73	807
Holiday	1,040	1,040	650	730		70	0	850
Overtime	0	0	70	166		8	0	263
Administrative	0	0	0	496		54	64	781

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

Sanitation	FY 10/11	FY 11/12	FY 12/13	FY 13/14		May-15	June-15	YTD 14/15
Brush Collection Stops	3,841	2,970	2,787	5,394		653	800	5,915
Brush Truck Loads	422	468	302	644		49	38	503
Leaves Pickup Bags	N/A	N/A	519	4,324		699	405	4,016
Brush/Leaves Hours	N/A	N/A	585	2,119		166	120	1,634
Litter Pickup Bags	960	0	168	535		13	45	309
Litter Pickup Hours	N/A	N/A	443	829		73	179	1,147

Sanitation Collection:
The goal for the curbside garbage and recycling collection program is ***to maintain an error rate of less than 1%.*** The **June 2015** work order report shows that staff made 65 requests on the WI web portal system, of which only 23 were due to missed service calls and the rest were container delivery and/or pickup. Considering that we have over **3,800** cans in service for garbage and **3,680** cans in service for recycling, we are operating with less than 1% error rate.

Solid Waste	FY 10/11	FY 11/12	FY 12/13	FY 13/14		May-15	June-15	YTD 14/15
Tons	3,590	3,634	3,458	3,315		227	301	3,081
Disposal Fee	$88,187.52	$88,325.03	$85,077.60	$82,869.34		$6,129.41	$7,736.09	$86,098.70

Public Services Department - Public Works Division
June 2015

SW Accounting	FY 10/11	FY 11/12	FY 12/13	FY 13/14		May-15	June-15	YTD 14/15
Units Billed	43,655	44,485	44,244	44,953.00		3,855	3,868	45,763
Receivables	$676,350.00	$683,625.00	$690,098.50	$692,727.50		$66,589.00	$66,895.00	$795,325.12
Revenue	$634,738.25	$654,858.69	$684,487.53	$705,287.91		$64,451.49	$67,562.44	$781,004.41

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		May-15	June-15	YTD 14/15
Participants	660	715	809	525		64	79	712
Tons	119	168	141	168		10	19	166
Disposal Fee	$14,654.62	$16,513.14	$15,473.00	$16,913.54		$740.12	$1,406.18	$13,208.16

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		May-15	June-15	YTD 14/15
Curbside Tons	253	244	393	456		45	33	408
Recycling Rate	7%	7%	13%	14.3%		17.4%	10.4%	13.5%
Revenue (curbside)	-	-	$4,749.94	$3,469.56		$53.86	$6.91	$2,472.91
Fee (old program)	$5,081.27	$6,736.13	-	-		-	-	-
Metal (drop-off)Tons	23	11	62	42		4	4	33
Metal Revenue	$4,819.75	$3,167.45	$10,555.50	$6,240.40		$334.40	$290.40	$4,333.90

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		May-15	June-15	YTD 14/15
Drainage Requests	1	3	27	17		3	3	23
Drainage Work (feet)	620	58	1,457	2,513		100	60	2,232
Drainage Man Hours	N/A	N/A	891	1261		34	159	1,135
Debris Removed Loads	N/A	N/A	75	57		10	2	75
Sweeping Man Hours	0	0	0	272		93	13	460

Public Services Department - Public Works Division
June 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		May-15	June-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	3	54
Potholes	336	168	125	202		57	22	269
Pothole Hours	N/A	N/A	N/A	600		169	36	908
Mowing Hours	0	0	101	446		42	3	146
R-O-W Hours	N/A	N/A	N/A	12		46	2	299
Signs	225	119	153	106		1	29	251
Sign Work Hours	N/A	N/A	N/A	219		1	55	473
Salt Tons	20	55	4	79		0	0	76
Salt Hours	N/A	N/A	N/A	159		0	0	385
Decorative Streetlight Hours	0	0	0	0		0	1	33

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.

- Assisted the Parks department with sodding the baseball fields;
- Assisted the Parks department with the millings provided by the Rodgers Group, directing and spreading;
- Assisted the Wastewater department by installing drainage and building a parking area for the Calista lift station;
- Mr. Herman requested the PW staff to:
  1. Remove the existing City sign from in front of City Hall;
  2. Remove a concrete stormwater headwall from the library project;
  3. Remove the excess decorative brick caps from the library project.

Public Services Department - Wastewater Division
June 2015

Collection System Activities

Employee Recognition:
Matt Harper has been working in the wastewater treatment side for the past year in a cross training effort. The TDEC operator's exam is a difficult test with a high failure rate. However, Matt studied hard and we're happy to announce that he successfully passed the Wastewater Treatment Grade III exam and is now a licensed plant operator for the City.

The University of California has a treatment plant operator's certification course which provides a solid foundation in the wastewater treatment theory. Therefore, in an effort to provide further training for our treatment plant personnel, Matt has agreed to undertake the year-long, on-line, course of study.

Meadows Road Area Sewer Improvement Project
The official start date for this project was March 23, 2015. Pipe installation began on April 9th. However, safety concerns, equipment issues, pipe/manhole elevations, "A0" (starting point) being 3" higher than plans, and school traffic have slowed progress. However, the pipe crew is back on track and they are making better progress. Line "A" has been installed and work has begun on Line "B", Spicer Court. Four (4) services along Meadows Road and N. Palmers Chapel have also be completed.

The installation quantities are as follows:

1. 450' of 8" SDR 35 main line;,
2. 417' of 8" SDR 26 main line;
3. 0' of 6" SDR 35 main line;
4. 0' of 6" SDR 26 main line;
5. 56' of 6" SDR 35 service lateral;
6. 4 service connections;
7. 3 manholes (standard frame & grates);
8. 0 Property restoration days
9. 2 Rain days;

Wastewater Billing Information - monthly non-payment cut off/turn on report:
Each month the city has an average of 35 customers that do not pay their sewer bill on the due date. Therefore, the sewer department staff is charged with disconnecting the water service by locking the meter in the off position until such time that they come in and pay their fees. The City charges a 10% late fee and a $50.00 reconnect fee which must be paid before service is reconnected. For those customers that have an unusually high bill, the City provides for a monthly repayment schedule.

	FY 11/12	FY 12/13	FY 13/14		MAY-15	JUN-15	YTD
Late Payments	11,790	12,857	12,685		1,037	0	12,068
Disconnects for non-payment	12,857	12,685	12,840		49	0	403
Revenue Late Payments	$62,880	$67,810	$65,074		$6,707.01	0	$61,350.01
Man Hours (Overtime)						0	TBD

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

Line Marking	FY 10/11	FY 11/12	FY 12/13	FY 13/14		MAY-15	JUN-15	YTD
Tennessee 811	1,496	948	866	1,306		126	130	1,416

Public Services Department - Wastewater Division
June 2015

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.

Lift Station Location	FY 10/11	FY 11/12	FY 12/13	FY 13/14		MAY-15	JUN-15	YTD
North Palmers Chapel	2,301	1,483	1,736	3,559		4	0	483
Calista Road	3,652	985	1,058	2,014		2	0	418
Wilkinson Lane	131	417	231	219		0	0	101
Portland Road	98	13	25	36		0	0	13
Cope's Crossing	0	109	445	208		0	0	72
Union Road	0	16	149	93		3	3	45
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 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.

F Work Orders	FY 10/11	FY 11/12	FY 12/13	FY 13/14		MAY-15	JUN-15	YTD
"Grinder Project"		144	229	3		**0**	**0**	**0**
PD to Centrifugal Converts				4		**0**	**1**	**10**
2000 to Extreme C/O	0	0	85	86		**0**	**5**	**60**
2000 to 2000 C/O	0	271	19	13		**0**	**0**	**23**
Extreme to 2000 C/O	0	0	33	14		**0**	**1**	**28**
Extreme to Extreme C/O	0	0	157	110		**14**	**10**	**117**
Centrifugal to Centrifugal C/O						**0**	**0**	**5**
2000 Conversions	0	159	26	3		**0**	**0**	**0**
Extreme Converts	0	0	43	83		**2**	**7**	**74**
Total Pumps Replaced	N/A	**430**	**363**	**313**		**16**	**23**	**321**
Low Pressure Service Request	682	554	977	750		**40**	**71**	**723**
Vacuum System Service Request	94	96	127	102		**6**	**10**	**58**
Gravity Service Request	NEW					**0**	**0**	**14**
Inspection for New Service	0	0	0	27		**3**	**3**	**51**
Final Inspection for New Service	0	0	0	47		**4**	**7**	**66**
Sanitary Sewer Overflow (SSO)	0	0	4	2		**0**	**0**	**3**
Odor Complaints	0	0	0	11		**1**	**0**	**14**

Public Services Department - Wastewater Division
June 2015

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.

Repairs	09/10	10/11	11/12	12/13	13/14		MAY-15	JUN-15	YTD
Major Lift Stations	23	12	5	5	18		1	1	26
Mainline	17	0	1	7	18		1	1	14
Service Line	89	82	52	65	136		5	4	49

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. The new MCC is through design and the bid opening is set for July 14, 2015.

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.

	APR - 2015	MAY - 2015	JUN - 2015	
Flow	**0.774 MGD**	**0.691 MGD**	**0.717 MGD**	
Capacity	**1.40 MGD**	**1.40 MGD**	**1.40 MGD**	
% of Plant Throughput	**55.3%**	**49.3%**	**51.2%**	(0.717 MGD) / (1.40 MGD)
Actual Capacity	**1.12 MGD**	**1.12 MGD**	**1.12 MGD**	(1.4 MGD x 80%)
% of Allocated Capacity	**69.10%**	**61.6%**	**64.0%**	(0.717 MGD) / (1.12 MGD
Rainfall	**6.14"**	**4.00"**	**4.89"**	

Effluent	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY13/14		MAY-15	JUN-15	YTD
Violations			4	6	2		0	0	1

Violation was due to excessive E-COLI – we're trying to dial in the optimum dosage for the PAA (Peracetic acid)

Public Services Department - Wastewater Division
June 2015

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:**
   The number 1 gearbox went down during the last week of February. The unit is in the shop for repairs.

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.

   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. The next phase involves further testing, bio-assay sampling of the streams, quantifying daily use rate and an engineering report.

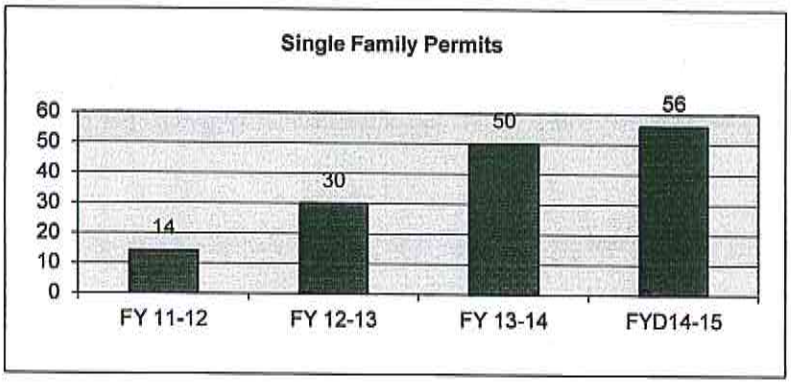
   The PAA feed rate is now operating at a constant 1.2 parts per million (ppm) which is still well below the expected usage levels.

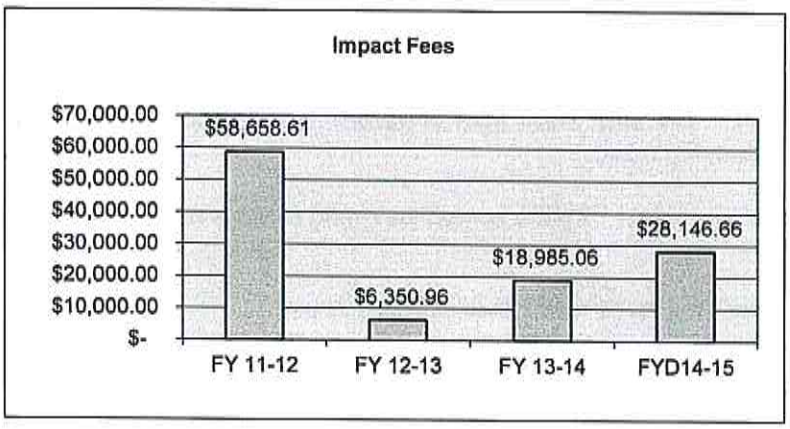
   Thus far, the "kill" rate for E. Coli has been much better than expected as well.

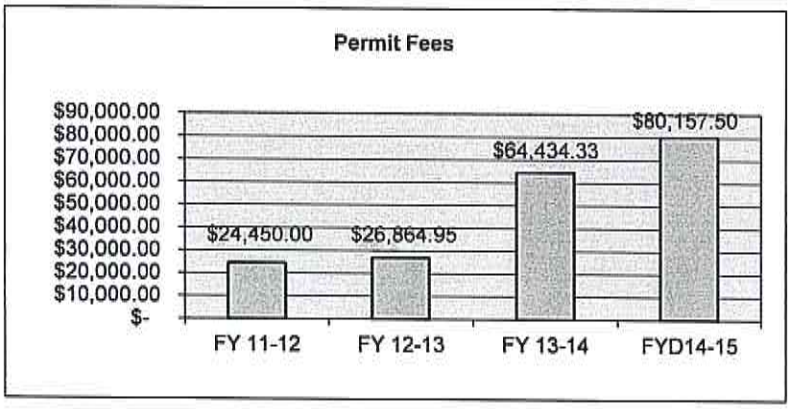
   Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed 126 cfu's (colony forming units) per 100 ml." Additionally, our daily maximum concentration limit is 941/100ml. We exceeded total E. Coli for one (1) day @ 980.4/100 ml sample.

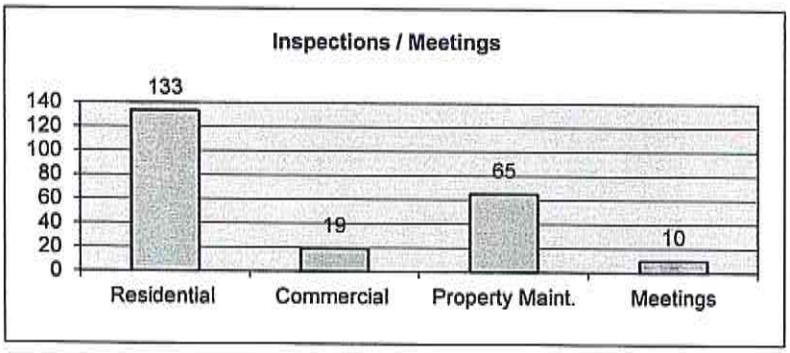
   Our E. Coli testing for June was less than 76.5 cfu's.

Planning and Codes Department
JUNE 2015









Planning and Codes Department
JUNE 2015

	Month	YTD 15	FY 2014	FY2013	FY2012
MEETING AGENDA ITEMS#					
Planning Commission	3	47	38	39	49
Construction Appeals	0	1	0	0	0
Zoning Appeals	0	8	9	5	13
Training/Study Session	0	1	0	0	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	3	56	50	30	14
Multi-Family Residential	0	3	123	2	0
Other Residential	16	341	132	133	111
New Commercial	0	7	2	1	3
New Industrial	0	1	0	0	1
Other Com/Ind	4	48	26	27	21
State Electrical	59	617	478	329	309
Sign	1	15	16	11	10
Occupancy Permits	2	50	59	62	118
Commercial Certificate of Occupancy-					
Destiny Cheer & Fitness					
Value Cargo Van					
Other	1	1	71	18	4
BUILDING INSPECTIONS					
Residential	133	1035	519	334	318
Hours	27.92	268.11	175.59	111.25	99.67
Commercial /Industrial	19	345	189	151	269
Hours	8.33	116.08	79.33	94.34	112.59
CODE ENFORCEMENT					
Total Cases	65	555	531	735	957
Hours	6.67	63.74	83.42	113.92	125.32
Complaints Received	17	128	141	126	127
MEETINGS					
Administration	3	26	39	55	77
Hours	3.92	50.42	67.95	89.06	123.59
Planning	1	22	31	40	118
Hours	0.5	56.55	101.25	51.1	119
Codes	6	27	50	53	48
Hours	3.58	24.24	58.25	73.5	65.33
FEES					
Permit Fees	$3,989.50	$ 80,157.50	$ 64,434.33	$ 26,864.95	$ 24,450.00
Board Review Fees	$746.00	$ 15,994.50	$ 7,297.90	$ 3,150.00	$ 2,375.00
City Impact Fee	**$373.50**	**$ 28,146.66**	**$ 18,985.06**	**$ 6,350.96**	**$ 58,658.61**
Roads	$114.30	$ 12,516.08	$ 5,405.07	$ 3,056.90	$ 14,722.36
Parks	$118.80	$ 5,626.80	$ 4,993.50	$ 1,197.40	$ 5,187.60
Police	$84.60	$ 5,929.55	$ 4,494.28	$ 1,262.70	$ 21,646.70
Fire	$55.80	$ 3,919.00	$ 2,976.51	$ 796.76	$ 15,407.95
OTHER ITEMS					
Subdivision Lots	0	0	0	0	20
Commercial/Ind. Sq Ft	0	61,486	3,936	3,423	0
Multi-Family Units	0	144	123	n/a	n/a
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 10	$592,040.00	$ 632,150.00	$693,270.00	$974,300.00	$ 974,300.00
Builders Bonds	43,866.43	$ 43,366.43	$ 43,366.43	$ 42,866.53	$ 47,753.43
Workings Days in Month	18	17	16	16	16

Parks, Recreation, & Cultural Arts Department
June 2015

Summary of Month's Activities
The splash pad site development is nearing completion. The contractor still has to install the water tap, backflow, and hot box. As of now, that work is scheduled to be performed on July 16th. The final walk-through has been performed to develop a punch list, and that is being worked on now. We are planning to order the Phase I equipment for the splash pad in July from Great Southern Recreation.

The City Administrator and Parks Director toured the disc golf course this month to see firsthand how things are shaping up. It is going to be a beautiful course when complete, and we feel that it will be a great location for hiking even for those who don't participate in disc golfing. Several baskets have been installed. Work has been slowed due to rapid growth of vegetation. There is a lot of enthusiasm in the disc golf community about the course.

Sumner County Schools has started to install PVC pipe at the park to eventually separate the domestic and irrigation water at the football stadium from the city's metering. Several hundred feet of pipe has been installed, beginning near Hwy 76 and currently stopping just beyond the volleyball court.

At Hillcrest Cemetery, one lot was purchased and three (3) casket interments were made. Mr. Morris Watson has been selected as a new trustee on the board.

Recreation
The summer Basketball Camp is taking place July 6th – 9th, 9:00am -12:00pm in the gymnasium. We have 39 participants! Drew Lowery, boys' basketball coach at WHMS, is leading the camp.

Gymnastics and Tumbling classes started June 4th. Charles Harding is doing that for us once again. The classes are every Thursday in June and July except for July 9th. We have 14 participants this year.

The 15th Annual Independence 5K was held on July 4th at 8:00am at the White House High School Trailhead. We had 125 participants! The 1st place finisher and overall female winner was Jeanette Faber. Female Masters winner was April Harris. The overall male winner was Caleb Cook. Male Masters winner was Tony Baucom.

Fall Baseball & Softball registration started June 1st. These are individual sign-ups only for baseball and softball. The fee is $75 for city residents and $87 for non-residents. Practices will begin in July and games will begin in August. Registration will end July 13th.

The spring league of Men's Open Softball ended June 16th. We had 7 teams in the league this year. Registration for the fall league of Men's Open Softball is already underway and will end August 10th. Registration is $450 per team.

Fall Girls Volleyball registration began June 8th. The fee is $50 for city residents and $62 for non-residents. Practices will begin in August and games will begin in September. Registration will end July 20th.

Adult Co-ed Kickball registration is ongoing for the fall league. These games will be played Monday's and/or Friday's. The registration fee is $350 per team.

Baseball and softball post season activities for the WHDY league are still underway.

The White House Youth Soccer league will host a "3v3 Live" tournament on Saturday, July 18th.

A state baseball tournament for 11 and 12 yr. olds in the White House Dixie Youth league is scheduled for July 16th-21st.

White House Jr. Pro Football and Cheerleading will both host a camp on July 18th. Practices for the upcoming season will begin July 20th.

Parks, Recreation, & Cultural Arts Department
June 2015

Parks Maintenance
We have been without one of our full-time employees due to injury for over 4 months.

- Trimmed shrubs / mulched Veteran's Memorial
- Installed topsoil around the 2nd basketball half-court
- Helped load 9 loads of sand into the topdressing spreader
- Spread 8 loads of infield mix on Fields 1 & 4 in preparation for laser grading
- Installed seed and straw matting at the 1st basketball court
- Planted 5 shrubs at the 2nd basketball court
- Prepared for and worked the District Tournament (6/26 thru 6/29)
- Trimmed shrubs / weeded beds / mulched at Soccer Complex
- Have been watering newly planted trees, shrubs, and sod at the Park and City Hall

Update on Department Goals and Objectives
Topsoil has been added around the 2nd basketball half court. Nellie R. Stevens holly shrubs were planted on the north side to eventually screen it from Field 3. At a growth rate of 3' per year, they will fill in rather fast. New DuMor benches were ordered for each court and were received this month.

Approximately 400' of new white vinyl fence was installed along the recreational trail at the park.

Department Highlight
Great strides were made this month in maintaining the athletic fields.

- The soccer fields were top-dressed with 207 tons of sand.
- Baseball fields 1 and 4 were laser-graded after the addition of 200 tons of infield mix.

Parks, Recreation, Cultural Arts Department
June 2015

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	Current Year May-15	Current Year Jun-15	Current Year YTD 2014-15
Maintenance								
Mowing Hours	1,486	1,346	1,276	1,134	887	167	145	887
Pounds of Grass Seed Sown	3,140	2,275	3,280	2,560	2,265	50	50	2,265
Pounds of Fertilizer Applied	8,150	2,540	5,525	1,620	3,050	0	0	3,050
Number of Trees/Shrubs Planted	20	39	3	23	15	5	10	15
Recreation								
Number of Youth Program Participants	354	448	818	762	767	0	14	767
Number of Adult Program Participants	2,353	2,471	1,726	855	537	51	37	537
Number of Special Event Attendees	3,484	3,970	2,796	4,145	2,643	0	0	2,643
Total Number of Special Events Offered	19	17	19	12	11	1	1	11
Total Number of Programs Offered	68	78	51	46	43	3	6	43
Youth Program Revenue	$29,068.00	$29,702.00	$ 49,676.00	$49,197.40	$ 53,736.37	$0.00	$6,149.00	$ 53,736.37
Adult Program Revenue	$14,899.65	$19,216.05	$ 16,060.90	$13,155.30	$8,855.00	$76.00	$74.00	$ 8,855.00
Special Event Revenue	$8,010.00	$7,355.00	$ 5,970.00	$4,965.00	$3,920.00	$1,200.00	$1,075.00	$ 3,920.00
Administration								
Number of Shelter Reservations	116	112	110	103	112	27	12	112
Hours of Shelter Reservations				130	311	76	37	311
Shelter Reservation Revenue	$3,415.00	$ 3,396.00	$ 3,270.00	$2,823.00	$3,379.50	$604.00	$527.00	$ 3,379.50
Number of Facilities Reservations	63	136	261	207	191	21	10	191
Hours of Facility Reservations				145	584	67	39	584
Facility Reservation Revenue	$6,475.63	$ 16,224.25	$ 36,686.43	$26,540.00	$21,028.62	$2,081.25	$2,318.78	$ 21,028.62
Field Rental Revenue				$4,498.33	$3,248.00	$120.00	$1,600.00	$ 3,248.00
Misc. Revenue	$60,991.46	$ 56,423.35	$ 71,032.39	$37,420.52	$28,644.18	$1,711.20	$598.00	$ 28,644.18
Senior Center								
Senior Center Participants	2,860	3,269	3,586	3,478	3,770	219	533	3,770
Number of Trip Participants	473	387	477	507	538	36	42	538
Number of Meals Participants	2,912	3,315	2,867	2,910	2,932	249	228	2,932
Number of Program Participants	632	4,486	4,030	3,419	4,618	260	263	4,618
Number of Trips Offered	42	31	34	38	45	4	3	45
Number of Meals Served	46	49	49	49	50	4	4	50
Number of Programs Offered	50	90	87	81	74	5	5	74

White House Inn Library
June 2015

Summary of Activities

The Friends of the Library met on June 2nd. They discussed the paver and shelf plaque sale, the gala, the Halloween carnival, and the pancake breakfast fundraiser at Colorado Grill in October.

The Library Director was invited to run a library information booth at the Church of the Latter Day Saints in Rivergate on Saturday June 6th. The Director provided information about libraries in general, why they are still relevant, the programs they provide, etc. The speaking engagement will count towards one of the state standards for the year.

The Library Director also attended three webinars this month, two on upcoming releases, and one about changes that were made to the State Tech Grant. All of these webinars provided useful information, especially the Tech Grant webinar which was necessary in order for the director to know how to fill out the new forms associated with the grant.

The Library Director met with the City Administrator, the HR Director, and the Chamber Director to discuss plans for hiring a visitor center attendant and a few layout changes to pass along to the architect for the building remodel.

The Library Director attended a Tenn-Share meeting on June 15th. This was an all day meeting in which the organization reviewed a number of topics including: Tenn-Share's new information brochure (which the director helped create), marketing strategic planning, revenue strategic planning, trying to add university libraries to the ILL system, committee reports, the new website development, next year's budget, and the ShareFest event (whose committee the director served on). The Library Director really hopes that Tenn-Share and the State is able to work out adding University Libraries to the state wide Inter Library Loan system as many of our White House patrons would like to borrow academic monographs.

A member of the Friends of the Library took a total of 28 pavers to be engraved for the new library. The Friends hope to do one more round of brick engraving before the new library opens.

The library concluded its reading portion of our summer reading program. A total of 114 kids and 17 teens signed up for the event. The library considers this a great success especially since it had to start its program earlier than normal and end earlier due to the library being closed for its move.

The muralist started work on the library murals on June 19th. There will be a total of two murals in the new building, one in story time room and one in the teen room.

Some of the new library furniture was delivered on June 22nd. The new library building is close to being finished and the library staff hopes to move in during the beginning of July.

The Library Director conducted interviews for its circulation clerk position at the end of June and hopes to have this position hired by the time the library gets ready to move.

The installation and training of the library's new book security system took place on June 30th. This system should help to reduce the number of items that are stolen from the building each year and increase checkout speed of library items.

Department Highlights

The highlight for the month was all the progress on the new library building, which was important in order for us to stay on schedule of moving in during July.

White House Inn Library & Museum
June 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	**

June Membership **Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	53	6	10,903	82
2014	73	989	8,897	66
2015	64	267	9,444	70

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: 27,871
Estimated Value of Total Materials: $696,775 **Last Month:** $686,750
Total Materials Available Per Capita: 2.06 **Last Month:** 2.03
State Minimum Standard: 2.00
The library's goal is to meet or exceed the state standard of 2.00 items per capita either with print or electronic items.

Materials Added In June

2011	2012	2013	2014	2015
209	180	319	278	391

Yearly Material Added

2011	2012	2013	2014	2015
3,036	2,671	4,108	3,488	1,638

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 June

2011	2012	2013	2014	2015
6,813	5,291	4,685	4,818	4,775

Cumulative Physical Items Check Out

2011	2012	2013	2014	2015
63,395	51,116	47,160	47,509	23,623

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 print 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

June	Kids Sessions	Kids Attendance
2011	5	380
2012	5	382
2013	4	195
2014	7	437
2015	0	0

Yearly Totals

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
46	593

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 June, we held our reading portion of our summer reading program. Because we are getting ready for our move, we did not hold any actual programs. However, a total of 114 children and 17 teens sign up to read.

White House Inn Library & Museum
June 2015
Performance Measures

June	Teen Sessions	Teen Attendance
2011	0	0
2012	0	0
2013	0	0
2014	2	24
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 Internet, online gaming, social networking, etc., teen programs were abandoned. However, the library has decided to try to hold programs for this age group in 2014. The library has not held any programs in 2015 as we have been preparing for our move to the new library, but we hope to have regularly scheduled teen programs once in the new building.

June Totals	Adult Sessions	Adult Attendance
2011	2	13
2012	1	12
2013	1	7
2014	1	7
2015	0	0

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
5	35

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, music, and other activities which will teach individuals new skills and allow them to socialize with those who share a common hobby.

Volunteers: 14 **Hours:** 135 hrs 45 minutes

June Computer Users

	2011	2012	2013	2014	2015
Wireless	***	***	75	101	156
Internet Computers	568	496	272	286	334
Kids Computers	315	150	102	192	226

Yearly Computer Users

2011	2012	2013	2014	2015
***	***	1,071	1,315	821
5,983	4,282	3,791	3,743	1,989
3,244	2,874	1,691	1,478	809

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
June Interlibrary Loan Services

	2011	2012	2013	2014	2015
Borrowed	40	31	31	29	4
Loaned	2	0	15	26	2

Yearly Interlibrary Loan Services

2011	2012	2013	2014	2015
337	362	136	271	126
64	100	165	411	128

The library did not process as many Interlibrary Loans this month because it is getting ready to move and does not want to lose another library's book during the moving process.

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

	2011-2012	2012-2013	2013-2014	2014-2015
eBooks	792	2,010	3,688	4,727
Audios	1,717	2,501	2,521	2,704

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
JUNE 2015

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	$7,081.50	
TOTAL MONIES COLLECTED YTD		**$130,426.95**

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	$1,236.96	
TOTAL MONIES COLLECTED YTD		**$20,054.91**

TOTAL REVENUE FOR MONTH	$8,318.46	
TOTAL REVENUE YTD		**$150,481.86**

DISBURSEMENTS

LITIGATION TAX	$528.48	
DOS/DOH FINES & FEES	$456.00	
DOS TITLE & REGISTRATION	$57.00	
RESTITUTION/REFUNDS	$0.00	
TBI-EXPUNGEMENT/FEES	$0.00	
CASH BOND	$0.00	
WORTHLESS CHECKS	$0.00	
TOTAL DISBURSEMENTS FOR MONTH	$1,041.48	
TOTAL DISBURSEMENTS YTD		**$20,354.20**

ADJUSTED REVENUE FOR MONTH	$7,276.98	
TOTAL ADJUSTED REVENUE YTD		**$130,127.66**

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	$486.40	
DRUG FUND DONATIONS YTD		**$4,245.15**

Disposition	Jun-15	May-15	Apr-15
Ticket Paid in Full – Prior to Court	45	43	53
Guilty as Charged	5	12	5
Dismissal	1	5	11
Dismissed upon presentation of insurance	14	36	29
Not Guilty	0	1	0
Dismissed to Traffic School	13	0	8
Dismissed with Costs and Fines	9	47	32
Dismissed with Costs	12	19	15
Dismissed with Fine	0	1	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	99	164	153

Monthly Comparative: 100.00%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31100	Property Taxes (Sumner To Distribute)	0.00	0.00	0.00 %	0.00	0.00	0.00 %
31110	Real & Personal Property Tax(Current)	1,981,782.00	(2,134,294.79)	107.70 %	165,148.50	(3,273.46)	1.98 %
31120	Public Utilities Property Tax (Current)	97,295.00	(95,391.00)	98.04 %	8,107.92	0.00	0.00 %
31211	Property Tax Delinquent 1st Year	56,000.00	(29,174.60)	52.10 %	4,666.67	(3,840.05)	82.29 %
31212	Property Tax Delinquent 2nd Year	16,000.00	(6,893.00)	43.08 %	1,333.33	(285.00)	21.38 %
31213	Property Tax Delinquent 3rd Year	6,000.00	(6,987.00)	116.45 %	500.00	(273.00)	54.60 %
31214	Property Tax Delinquent 4th Year	3,000.00	(3,161.00)	105.37 %	250.00	(273.00)	109.20 %
31215	Property Tax Delinquent 5th Year	3,000.00	(4,219.00)	140.63 %	250.00	0.00	0.00 %
31216	Property Tax Delinquent 6th Year	800.00	(3,553.00)	444.13 %	66.67	(480.00)	720.00 %
31219	Property Tax Delinquent - Other Prior	1,900.00	(2,731.30)	143.75 %	158.33	(0.30)	0.19 %
31300	Int, Penalty, And Court Cost On Prop	28,000.00	(26,769.27)	95.60 %	2,333.33	(1,968.63)	84.37 %
31513	Payment In Lieu Of Tax -Sewer	112,385.00	(124,872.96)	111.11 %	9,365.42	(10,406.08)	111.11 %
31520	Payments From Industry	14,831.00	(13,384.00)	90.24 %	1,235.92	0.00	0.00 %
31610	Local Sales Tax - Co. Trustee	2,250,000.00	(2,487,412.96)	110.55 %	187,500.00	(215,869.72)	115.13 %
31709	Beer And Liquor Local Priv Tax	6,500.00	(6,854.15)	105.45 %	541.67	0.00	0.00 %
31710	Wholesale Beer Tax	265,000.00	(287,214.04)	108.38 %	22,083.33	(27,452.80)	124.31 %
31800	Business Taxes	140,000.00	(141,625.59)	101.16 %	11,666.67	(58,617.11)	502.43 %
31911	Natural Gas Franchise Tax	106,000.00	(145,795.98)	137.54 %	8,833.33	0.00	0.00 %
31912	Cable TV Franchise Tax	113,000.00	(127,959.08)	113.24 %	9,416.67	0.00	0.00 %
31960	Special Assessment - Liens	1,200.00	(210.00)	17.50 %	100.00	0.00	0.00 %
31980	Mixed Drink Taxes	11,000.00	(11,276.27)	102.51 %	916.67	(1,219.73)	133.06 %
32090	Peddler Permit	50.00	0.00	0.00 %	4.17	0.00	0.00 %
32209	Beer And Liquor License Application	2,300.00	(2,300.00)	100.00 %	191.67	(250.00)	130.43 %

Monthly Comparative: 100.00%

110 General Fund

Account	Description	Budget Estimate	Year-To-Date Actual	% of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	% of Avg
32610	Building Permits	30,000.00	(94,947.50)	316.49 %	2,500.00	(4,686.50)	187.46 %
32690	Other Permits	50.00	0.00	0.00 %	4.17	0.00	0.00 %
32710	Sign Permits	1,100.00	(1,200.00)	109.09 %	91.67	(100.00)	109.09 %
33100	Federal Grants	1,227,798.00	(859,995.05)	70.04 %	102,316.50	(111,233.60)	108.72 %
33142	ARRA Grant #1 - Fiber Optic	0.00	0.00	0.00 %	0.00	0.00	0.00 %
33191	Fema Reimbursement	0.00	(133,473.41)	0.00 %	0.00	0.00	0.00 %
33320	Tva Payments In Lieu Of Taxes	113,420.00	(135,234.13)	119.23 %	9,451.67	(29,714.27)	314.38 %
33400	State Grants	100,000.00	(100,000.00)	100.00 %	8,333.33	0.00	0.00 %
33410	State Law Enforcement Education	23,000.00	(11,400.00)	49.57 %	1,916.67	0.00	0.00 %
33451	Local Grant - Sumner County	0.00	0.00	0.00 %	0.00	0.00	0.00 %
33460	State Grant-Library Technology	1,311.00	(1,180.00)	90.01 %	109.25	0.00	0.00 %
33510	State Sales Tax	743,488.00	(767,572.22)	103.24 %	61,957.33	(64,814.39)	104.61 %
33520	State Income Tax	23,000.00	(24,688.64)	107.34 %	1,916.67	(38.51)	2.01 %
33530	State Beer Tax	5,128.00	(4,904.67)	95.64 %	427.33	0.00	0.00 %
33553	State Gasoline Inspection Fee	21,023.00	(20,930.88)	99.56 %	1,751.92	(1,743.78)	99.54 %
33593	Corporate Excise Tax	12,000.00	(5,907.16)	49.23 %	1,000.00	0.00	0.00 %
33710	County Grant - Senior Nutrition	9,500.00	(9,500.00)	100.00 %	791.67	0.00	0.00 %
34120	Fees And Commissions	3,000.00	(9,966.60)	332.22 %	250.00	(25.00)	10.00 %
34740	Parks And Rec League Fees	74,000.00	(75,639.91)	102.22 %	6,166.67	(7,896.00)	128.04 %
34741	Field Maintenance Fees	8,000.00	(8,365.00)	104.56 %	666.67	0.00	0.00 %
34760	Library Fines, Fees, And Other	7,500.00	(8,745.24)	116.60 %	625.00	(952.26)	152.36 %
34793	Community Center Fees	13,000.00	(25,494.87)	196.11 %	1,083.33	(4,445.78)	410.38 %
34900	Other Charges For Services	9,500.00	(7,550.00)	79.47 %	791.67	(629.50)	79.52 %
35110	City Court Fines And Costs	145,000.00	(132,170.89)	91.15 %	12,083.33	(8,318.46)	68.84 %

Monthly Comparative: 100.00%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
35130	Impoundment Charges	250.00	(145.00)	58.00 %	20.83	0.00	0.00 %
36000	Other Revenues	6,000.00	(19,119.16)	318.65 %	500.00	(3,003.96)	600.79 %
36100	Interest Earnings	5,200.00	(13,796.80)	265.32 %	433.33	(1,632.57)	376.75 %
36210	Rent	17,500.00	(17,436.48)	99.64 %	1,458.33	(806.34)	55.29 %
36330	Sale Of Equipment	0.00	(25,191.28)	0.00 %	0.00	(100.00)	0.00 %
36350	Insurance Recoveries	0.00	(56,226.78)	0.00 %	0.00	(14,166.95)	0.00 %
36420	Stadium Receipts	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36430	Tax Refunds (Overpayments)	0.00	0.00	0.00 %	0.00	97.85	0.00 %
36450	Parks Concessions	14,000.00	(2,311.38)	16.51 %	1,166.67	0.00	0.00 %
36700	Contri And Donation From Private	200,000.00	(205,715.83)	102.86 %	16,666.67	0.00	0.00 %
36920	Sale Of Bonds	2,866,164.00	0.00	0.00 %	238,847.00	0.00	0.00 %
36960	Operating Transfer In From Other	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36966	Operating Tran In From Capitol Proj	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Revenues	**10,895,975.00**	**(8,440,887.87)**	**77.47 %**	**907,997.92**	**(578,418.90)**	**63.70 %**
Expenditures							
41000	General Government	(426,861.00)	400,525.68	93.83 %	(35,571.75)	27,623.25	77.66 %
41210	City Court	(78,164.00)	74,736.01	95.61 %	(6,513.67)	5,321.65	81.70 %
41500	Financial Administration	(352,506.00)	266,783.73	75.68 %	(29,375.50)	15,905.94	54.15 %
41650	Human Resources	(143,996.00)	137,495.12	95.49 %	(11,999.67)	8,778.92	73.16 %
41670	Engineering	(915,867.00)	756,349.32	82.58 %	(76,322.25)	(160,231.49)	-209.94 %
41700	Planning And Zoning	(288,420.00)	264,094.55	91.57 %	(24,035.00)	27,556.14	114.65 %
41800	General Government Buildings	(222,880.00)	201,284.37	90.31 %	(18,573.33)	3,785.22	20.38 %
41921	Special Events	(10,000.00)	9,486.33	94.86 %	(833.33)	0.00	0.00 %
42100	Police Patrol	(1,288,116.00)	1,130,256.24	87.74 %	(107,343.00)	76,101.38	70.90 %

Monthly Comparative: 100.00%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
42120	Police Support Services	(274,125.00)	252,470.63	92.10 %	(22,843.75)	17,293.27	75.70 %
42150	Police Administration	(235,701.00)	209,102.94	88.72 %	(19,641.75)	13,667.71	69.58 %
42151	Communications Services	(190,838.00)	184,246.56	96.55 %	(15,903.17)	0.00	0.00 %
42200	Fire Protection And Control	(2,283,690.00)	1,698,795.82	74.39 %	(190,307.50)	72,871.60	38.29 %
42210	Fire Administration And Inspection	(287,308.00)	267,939.63	93.26 %	(23,942.33)	21,941.25	91.64 %
43000	Public Works	(775,336.00)	717,154.66	92.50 %	(64,611.33)	9,375.57	14.51 %
43100	Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310	Senior Citizen Activities	(42,760.00)	29,429.73	68.83 %	(3,563.33)	733.20	20.58 %
44700	Parks	(300,213.00)	267,098.70	88.97 %	(25,017.75)	13,952.42	55.77 %
44740	Park Maintenance	(1,034,313.00)	852,990.54	82.47 %	(86,192.75)	(44,217.72)	-51.30 %
44800	Libraries	(3,357,011.00)	2,712,604.91	80.80 %	(279,750.92)	(376,762.24)	-134.68 %
44880	Children's Library Services	(36,690.00)	35,595.26	97.02 %	(3,057.50)	2,470.65	80.81 %
51000	Misc Exp	(251,000.00)	245,953.41	97.99 %	(20,916.67)	3,666.61	17.53 %
52223	Depreciation	0.00	0.00	0.00 %	0.00	0.00	0.00 %
58802	ARRA Grant #1 - Fiber Optic	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Expenditures	**(12,795,795.00)**	**10,714,394.14**	**83.73 %**	**(1,066,316.25)**	**(260,166.67)**	**-24.40 %**
Total 110	General Fund	**(1,899,820.00)**	**2,273,506.27**	**119.67 %**	**(158,318.33)**	**(838,585.57)**	**-529.68**

Monthly Comparative: 100.00%

120 Industrial Development Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33800	Local Revenue Allocations	47,000.00	(86,818.52)	184.72 %	3,916.67	0.00	0.00 %
36100	Interest Earnings	80.00	(162.91)	203.64 %	6.67	(15.71)	235.65 %
	Total Revenues	**47,080.00**	**(86,981.43)**	**184.75 %**	**3,923.33**	**(15.71)**	**0.40 %**
Expenditures							
48000	Economic Opportunity	(50,300.00)	49,497.42	98.40 %	(4,191.67)	62.94	1.50 %
	Total Expenditures	**(50,300.00)**	**49,497.42**	**98.40 %**	**(4,191.67)**	**62.94**	**1.50 %**
Total 120	Industrial Development Fund	**(3,220.00)**	**(37,484.01)**	**-1,164.10 %**	**(268.33)**	**47.23**	**17.60 %**

Monthly Comparative: 100.00%

121 State Street Aid Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33551	State Gasoline And Motor Fuel Tax	274,321.00	(269,223.09)	98.14 %	22,860.08	(22,827.44)	99.86 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	50.00	(102.98)	205.96 %	4.17	(13.12)	314.88 %
	Total Revenues	**274,371.00**	**(269,326.07)**	**98.16 %**	**22,864.25**	**(22,840.56)**	**99.90 %**
Expenditures							
43100	Highways And Streets	(263,000.00)	241,240.25	91.73 %	(21,916.67)	7,722.52	35.24 %
	Total Expenditures	**(263,000.00)**	**241,240.25**	**91.73 %**	**(21,916.67)**	**7,722.52**	**35.24 %**
Total 121	State Street Aid Fund	**11,371.00**	**(28,085.82)**	**247.00 %**	**947.58**	**(15,118.04)**	**1,595.43**

Monthly Comparative: 100.00%

122 Parks Sales Tax Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	280.00	(89.88)	32.10 %	23.33	(4.79)	20.53 %
36425	Parks Sales Tax Receipts	78,000.00	(76,796.40)	98.46 %	6,500.00	(6,180.05)	95.08 %
	Total Revenues	**78,280.00**	**(76,886.28)**	**98.22 %**	**6,523.33**	**(6,184.84)**	**94.81 %**
Expenditures							
49000	Debt Service	(133,284.00)	133,272.20	99.99 %	(11,107.00)	0.00	0.00 %
	Total Expenditures	**(133,284.00)**	**133,272.20**	**99.99 %**	**(11,107.00)**	**0.00**	**0.00 %**
Total 122	Parks Sales Tax Fund	**(55,004.00)**	**56,385.92**	**102.51 %**	**(4,583.67)**	**(6,184.84)**	**-134.93**

Monthly Comparative: 100.00%

123 Solid Waste Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34400	Sanitation - User Fees	792,132.00	(788,446.97)	99.53 %	66,011.00	(66,844.00)	101.26 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	700.00	(486.89)	69.56 %	58.33	(60.16)	103.13 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %
37794	Sale Of Materials	12,000.00	(8,448.04)	70.40 %	1,000.00	(388.27)	38.83 %
	Total Revenues	**804,832.00**	**(797,381.90)**	**99.07 %**	**67,069.33**	**(67,292.43)**	**100.33 %**
Expenditures							
43200	Sanitation	(1,005,508.00)	859,883.42	85.52 %	(83,792.33)	(27,479.24)	-32.79 %
49000	Debt Service	(52,090.00)	52,068.71	99.96 %	(4,340.83)	0.00	0.00 %
	Total Expenditures	**(1,057,598.00)**	**911,952.13**	**86.23 %**	**(88,133.17)**	**(27,479.24)**	**-31.18 %**
Total 123	Solid Waste Fund	**(252,766.00)**	**114,570.23**	**45.33 %**	**(21,063.83)**	**(94,771.67)**	**-449.93**

Monthly Comparative: 100.00%

124 Impact Fees

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	350.00	(122.86)	35.10 %	29.17	(7.92)	27.15 %
36421	Roads Impact Fees	2,800.00	(12,542.09)	447.93 %	233.33	(114.30)	48.99 %
36422	Parks Impact Fees	1,600.00	(5,626.80)	351.68 %	133.33	(118.80)	89.10 %
36423	Police Impact Fees	2,100.00	(6,007.82)	286.09 %	175.00	(84.60)	48.34 %
36424	Fire Impact Fees	1,400.00	(3,889.22)	277.80 %	116.67	(18.60)	15.94 %
	Total Revenues	**8,250.00**	**(28,188.79)**	**341.68 %**	**687.50**	**(344.22)**	**50.07 %**
Expenditures							
51010	Roads Impact Fees	(129,130.00)	122,359.00	94.76 %	(10,760.83)	0.00	0.00 %
51020	Parks Impact Fees	(34,000.00)	34,000.00	100.00 %	(2,833.33)	0.00	0.00 %
51040	Fire Impact Fees	(2,705.00)	63.56	2.35 %	(225.42)	0.00	0.00 %
	Total Expenditures	**(165,835.00)**	**156,422.56**	**94.32 %**	**(13,819.58)**	**0.00**	**0.00 %**
Total 124	Impact Fees	**(157,585.00)**	**128,233.77**	**81.37 %**	**(13,132.08)**	**(344.22)**	**-2.62 %**

Monthly Comparative: 100.00%

140 Police Drug Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31610	Local Sales Tax - Co. Trustee	550.00	(275.00)	50.00 %	45.83	0.00	0.00 %
35130	Impoundment Charges	100.00	(140.00)	140.00 %	8.33	0.00	0.00 %
35140	Drug Related Fines	7,800.00	(14,120.15)	181.03 %	650.00	(486.40)	74.83 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	65.00	(47.40)	72.92 %	5.42	(5.79)	106.89 %
36330	Sale Of Equipment	0.00	(4,472.38)	0.00 %	0.00	0.00	0.00 %
	Total Revenues	**8,515.00**	**(19,054.93)**	**223.78 %**	**709.58**	**(492.19)**	**69.36 %**
Expenditures							
42129	Drug Investigation And Control	(6,833.00)	3,907.52	57.19 %	(569.42)	0.00	0.00 %
	Total Expenditures	**(6,833.00)**	**3,907.52**	**57.19 %**	**(569.42)**	**0.00**	**0.00 %**
Total 140	Police Drug Fund	**1,682.00**	**(15,147.41)**	**900.56 %**	**140.17**	**(492.19)**	**351.15 %**

Monthly Comparative: 100.00%

200 Debt Service Fund (General)

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31110	Real & Personal Property Tax	809,000.00	(705,490.60)	87.21 %	67,416.67	(884.16)	1.31 %
36000	Other Revenues	0.00	(7,470.68)	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	250.00	(289.72)	115.89 %	20.83	(4.52)	21.70 %
	Total Revenues	**809,250.00**	**(713,251.00)**	**88.14 %**	**67,437.50**	**(888.68)**	**1.32 %**
Expenditures							
49000	Debt Service	(769,619.00)	769,610.03	100.00 %	(64,134.92)	0.00	0.00 %
	Total Expenditures	**(769,619.00)**	**769,610.03**	**100.00 %**	**(64,134.92)**	**0.00**	**0.00 %**
Total 200	Debt Service Fund (General)	**39,631.00**	**56,359.03**	**-142.21 %**	**3,302.58**	**(888.68)**	**26.91 %**

412 Sewer Fund

Account	Description	Budget Estimate	Year-To-Date Actual	% of Budget	Monthly Comparative: 100.00% Estimate Avg/Mth	Month-To-Date Actual	% of Avg
Revenues							
33100	Federal Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36000	Other Revenues	15,000.00	(12,169.71)	81.13 %	1,250.00	0.00	0.00 %
36100	Interest Earnings	2,700.00	(2,937.56)	108.80 %	225.00	(265.06)	117.80 %
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	(2,159,538.00)	44.80 %	401,664.08	0.00	0.00 %
37210	Application Fees	26,000.00	(24,900.00)	95.77 %	2,166.67	(3,100.00)	143.08 %
37220	Administrative Fees	10,000.00	(14,315.00)	143.15 %	833.33	(1,425.00)	171.00 %
37230	Sewer User Fees	2,516,000.00	(2,732,434.21)	108.60 %	209,666.67	(238,767.87)	113.88 %
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	(268,220.00)	65.10 %	34,333.33	(113,000.00)	329.13 %
37499	Commitment Fees	0.00	(10,500.00)	0.00 %	0.00	(600.00)	0.00 %
37995	Connection Fees	5,000.00	(8,850.00)	177.00 %	416.67	(300.00)	72.00 %
	Total Revenues	**7,841,669.00**	**(5,265,581.15)**	**67.15 %**	**653,472.42**	**(357,457.93)**	**54.70 %**
Expenditures							
49000	Debt Service	(704,397.00)	523,421.08	74.31 %	(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	(749,777.00)	665,087.81	88.70 %	(62,481.42)	9,792.20	15.67 %
52210	Collection	(4,601,095.00)	3,188,477.85	69.30 %	(383,424.58)	(556,877.91)	-145.24 %
52213	Sewer Treatment And Disposal	(2,148,090.00)	261,169.58	12.16 %	(179,007.50)	(141,519.41)	-79.06 %
52223	Depreciation	(717,624.00)	707,469.96	98.59 %	(59,802.00)	58,955.83	98.59 %
58804	ARRA Assistance - Sewer Rehab	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Expenditures	**(8,920,983.00)**	**5,345,626.28**	**59.92 %**	**(743,415.25)**	**(604,099.40)**	**-81.26 %**

Monthly Comparative: 100.00%

412 Sewer Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Total 412	Sewer Fund	**(1,079,314.00)**	**80,045.13**	**7.42 %**	**(89,942.83)**	**(961,557.33)**	**-1,069.08**

Monthly Comparative: 100.00%

416 Healthcare Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	290.00	(215.98)	74.48 %	24.17	(20.39)	84.37 %
36960	Operating Transfer In From Other	47,000.00	(63,706.18)	135.55 %	3,916.67	(10,904.98)	278.43 %
	Total Revenues	**47,290.00**	**(63,922.16)**	**135.17 %**	**3,940.83**	**(10,925.37)**	**277.24 %**
Expenditures							
51520	Insurance Employers Share	(68,500.00)	61,052.63	89.13 %	(5,708.33)	3,618.91	63.40 %
	Total Expenditures	**(68,500.00)**	**61,052.63**	**89.13 %**	**(5,708.33)**	**3,618.91**	**63.40 %**
Total 416	Healthcare Fund	**(21,210.00)**	**(2,869.53)**	**-13.53 %**	**(1,767.50)**	**(7,306.46)**	**-413.38**

Monthly Comparative: 100.00%

417 Stormwater Utility

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34124	Stormwater Utility Fee	50,000.00	(72,190.63)	144.38 %	4,166.67	0.00	0.00 %
36100	Interest Earnings	250.00	(16.42)	6.57 %	20.83	(7.88)	37.82 %
	Total Revenues	**50,250.00**	**(72,207.05)**	**143.70 %**	**4,187.50**	**(7.88)**	**0.19 %**
Expenditures							
51530	Stormwater Administration	(3,500.00)	3,500.00	100.00 %	(291.67)	0.00	0.00 %
	Total Expenditures	**(3,500.00)**	**3,500.00**	**100.00 %**	**(291.67)**	**0.00**	**0.00 %**
Total 417	Stormwater Utility	**46,750.00**	**(68,707.05)**	**146.97 %**	**3,895.83**	**(7.88)**	**0.20 %**

Monthly Comparative: 100.00%

433 Hillcrest City Cemetery

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34110	General Services	2,300.00	(3,111.00)	135.26 %	191.67	0.00	0.00 %
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	(17,150.00)	95.28 %	1,500.00	(2,550.00)	170.00 %
36100	Interest Earnings	250.00	(198.54)	79.42 %	20.83	(17.57)	84.34 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36340	Sale Of Cemetery Lots	6,000.00	(15,750.00)	262.50 %	500.00	(1,500.00)	300.00 %
	Total Revenues	**27,450.00**	**(36,709.54)**	**133.73 %**	**2,287.50**	**(4,067.57)**	**177.82 %**
Expenditures							
43400	Cemeteries	(46,226.00)	38,182.38	82.60 %	(3,852.17)	(4,039.67)	-104.87 %
	Total Expenditures	**(46,226.00)**	**38,182.38**	**82.60 %**	**(3,852.17)**	**(4,039.67)**	**-104.87**
Total 433	Hillcrest City Cemetery	**(18,776.00)**	**1,472.84**	**7.84 %**	**(1,564.67)**	**(8,107.24)**	**-518.14**

RESOLUTIONS….

ORDINANCES….

June 9, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Reed Hillen, Planning and Codes Director

Re: Town Center Density Zoning Ordinance Amendment

The amendment will allow for increased density of residential units within the town center. Right now the maximum is 20 units per acre which is fairly low for multifamily especially in a mixed use area. With the new building height increase this will allow for more units to go into the town center without the residential portions sprawling out and taking up too much of the area. That is the reason for the minimum height restrictions if a developer wishes to increase the density. The Planning Commission has given its recommendation to this amendment.

ORDINANCE 15-15

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE CITY OF WHITE HOUSE ZONING ORDINANCE, ARTICLE V, SECTION 5.053.6, SUBSECTION B – RESIDENTIAL ACTIVITES.

WHEREAS, the City of White House Planning Commission recommended the proposed changes to the Zoning Ordinance at the April 13, 2015 meeting.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the following section of the City of White House Zoning Ordinance is amended to add the language listed in bold.

Article V, Section 5.053.6, Subsection B – Residential Activities

Residential Activities:

Multi-Family Residential at density of 20 units per acre, **or 50 units per acre if the residential units are housed in buildings of at least 4 stories and a minimum of 40 feet tall.** Properties with limited lot area shall be permitted one residential unit per 750 sq ft of building area designated for multi-family use.
Mixed Use Facility with Permitted Commercial Activities including upper story residential uses.

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:	June 18, 2015	PASSED
Second Reading:	July 16, 2015	

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

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: July 7, 2015

To: Board of Mayor and Aldermen
City Administrator

From: Ashley Smith, Director

Re: Amendment to Section 2-305 of the Municipal Code

On July 7, 2015, the Hillcrest Cemetery Board of Trustees voted to approve amending the Municipal Code in section 2-305 to correct the language regarding how money is deposited.

I am requesting your approval. Thank you.

Current version
2-305. Money to be deposited with the city treasurer. All sums of money received or obtained in the manner herein provided shall be deposited with the city treasurer and shall be kept separate and apart in a fund known as the cemetery fund and shall be paid out by the said treasurer only upon written warrants drawn by the order of the cemetery board and endorsed by the mayor and attested by the city recorder. (as added by Ord. #02-08, April 2002)

Tracked Changes
2-305. Money to be deposited with the city treasurer. All sums of money received or obtained in the manner herein provided shall be deposited with the city treasurer and shall be kept separate and apart in a fund known as the cemetery fund, and shall be paid out in accordance with the city's approved purchasing policies and procedures. ~~by the said treasurer only upon written warrants drawn by the order of the cemetery board and endorsed by the mayor and attested by the city recorder.~~ (as added by Ord. #02-08, April 2002)

Recommended amended version
2-305. Money to be deposited with the city treasurer. All sums of money received or obtained in the manner herein provided shall be deposited with the city treasurer and shall be kept separate and apart in a fund known as the cemetery fund, and shall be paid out in accordance with the city's approved purchasing policies and procedures. (as added by Ord. #02-08, April 2002)

ORDINANCE 15-17

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 3 CEMETERY BOARD OF TRUSTEES, SECTION 2-305.

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

WHEREAS, the City of White House Hillcrest Cemetery Board of Trustees voted to approve amending the Municipal Code Tile 2, Chapter 3 CEMETERY BOARD OF TRUSTEES, Section 2-305;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 3 CEMETERY BOARD OF TRUSTEES, Section 2-305 be amended from the Municipal Code as follows:

TITLE 2: BOARDS AND COMMISSIONS, ECT.
CHAPTER 3: CEMETERY BOARD OF TRUSTEES
SECTION: 2-305

Amends are made in bold, italics, and underlined text.

Section 2-305. Money to be deposited with the city treasurer.

2-305. Money to be deposited with the city treasurer. All sums of money received or obtained in the manner herein provided shall be deposited with the city treasurer and shall be kept separate and apart in a fund known as the cemetery fund and shall be paid out ***in accordance with the city's approved purchasing policies and procedures.*** ~~*by the said treasurer only upon written warrants drawn by the order of the cemetery board and endorsed by the mayor and attested by the city recorder*~~.

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: July 16, 2015

Second Reading: August 20, 2015

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

July 7, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Jason Barnes, Finance Director

CC: Gerald Herman, City Administrator

Re: Budget Amendment I (7/16/15)

The following budget amendment is recommended for approval. This line item (110-42210-266) needs to be amended because it relates to unbudgeted expenses that will be incurred from ice/water damage to Fire Station #2. This money ($17,500) was received from the insurance company in the prior fiscal year relating to this loss. Should you have any questions related to this budget amendment, please let me know. Thank you!

PURCHASING….

City of White House Public Services Department

To: Board of Mayor and Alderman

From: W. Joe Moss, DPS

Date: July 1, 2015

Re: Single Source Request for Wastewater – FY 2015/2016

On this date, July 1, 2015, I am requesting that the Mayor and Board of Alderman authorize the use of the single source vendors as shown below.

This list represents items used by the wastewater department that are only provided for by one vendor, or where only one vendor provides the most appropriate item for the City's use. For this reason, all items on this list are then exempted from the general purchasing guidelines and bidding requirements.

VENDOR	AMOUNT	REASON
Wascon Inc.: E-One grinder & Myers pumps/panels for operations & maintenance	$220,000.00	Source for E-One low pressure grinders/panels & Myers grinders/panel
Air-Vac Division: Controllers, valves and parts for vacuum system	$125,000.00	N. Palmers & Calista vacuum stations & systems – Proprietary
Labtronx: Flow meter sales, parts & service	$5,000.00	Calibrate & certify monitoring equipment for NPDES permit
Southern Sales: UV system parts & repair, GR station parts, Barnes 2-hp & 5-hp pumps/panels	$10,000.00	Source for Trojan UV & Gorman Rupp pumps & Barnes 2-hp & 5-hp grinders/panels
Vapex: Ozone generators	$15,000.00	Source for repairs, parts & maintenance for ozone odor control at stations

Over the past several years, the wastewater department has been trying to standardize the grinder pumps both in the residential and commercial customer applications.

In doing so, it becomes costly to change out one type of pump and replace it with another type. Typically, the voltage requirements and panel components may be different. Therefore, we have begun requiring new construction to conform to one (1) of three (3) approved pump manufacturers. The list is as follows:

1. E-One Extreme SPD (semi-positive displacement) – 1hp WH Series;
2. Myers WGL20-21 (LD) – 2hp Centrifugal Series (commercial applications);
3. Barnes EcoTRAN – Model OGP2022CE – 2hp Centrifugal Series & the SGV5062L - 5hp Centrifugal Series;
4. Zoeller – Model 7011 – 2hp – Automatic reversing centrifugal grinder (commercial applications), 5hp and 7.5hp pumps (multifamily complex units).

Should you have any questions regarding this contract extension request, please give me a call 406-0177.

W. Joe Moss

Public Services Director

City of White House
Public Services Department

Memo

To: Board of Mayor and Alderman

From: W. Joe Moss, DPS

Date: July 6, 2015

Re: Request to Approve Mini-Excavator Purchase

On this date, July 6, 2015, I am requesting that the Mayor and Board of Alderman approve the purchase of the following vehicles:

1.	2016 Ford Super Duty F-350 4WD Crew Cab - Wastewater	= $43,784.00
2	2016 Ford Explorer 4WD – Stormwater	= $28,025.00
3.	2015 Kubota RTV-X1100CWL-H - Sanitation	= $20,185.29

As I said during my budget presentation, the quotes I received at the time may increase by the time I'm ready to purchase. The budgeted amounts are as follows:

a.	2016 Ford Super Duty F-350 4WD Crew Cab - Wastewater	= $42,500.00
b.	2016 Ford Explorer 4WD – Stormwater	= $28,000.00
c.	2015 Kubota RTV-X1100CWL-H - Sanitation	= $21,000.00

Therefore, I'm also requesting that the BMA approve the additional amounts needed to complete the vehicle purchase, which are $1,284.00 for the wastewater truck and $25.00 for the Stormwater vehicle.

The trucks and RTV are listed CIP approved vehicles and are necessary components of the wastewater, sanitation and stormwater operations.

The pricing for this purchase is going through the NJPA contract #102811 and #070303 respectively, which is a cooperative that has been approved in a resolution by the BMA.

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

W. Joe Moss

Director of Public Services

1

National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) BUY-NJPA • (626) 457-5590

(855) 289-6572 • (831) 480-8497 Fax

7/1/2015

QuoteID: **4462**

joe moss
city of white house
public services

105 College Street

White House, Tennessee, 37188

Dear joe moss,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.
One (1) New/Unused (2016 Ford Super Duty F-350 DRW (W3D) 4WD Crew Cab 172" XL,) and delivered to your specified location, each for

One Unit	
Base Price	$43,784.00
Tax (0.00 %)	$0.00
Tire fee	$0.00
Total	$43,784.00

- per the attached specifications.

This vehicle(s) is available under the **National Joint Powers Alliance Contract 102811.** Please reference this Bid number on all purchase orders. Payment terms are Net 30 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper

National Fleet Manager

Email: Fleet@NationalAutoFleetGroup.com

Office: (855) 289-6572

Fax: (831) 480-8497

CHEVROLET TOYOTA GMC

In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval. Once you issue a Purchase Order please send by:

Fax: (831) 480-8497

Mail: National Auto Fleet Group
490 Auto Center Drive
Watsonville, CA 95076

Email: Fleet@nationalautofleetgroup.com

We will then send a W-9 if you need one

Please contact our main office with any questions:
1-855-289-6572

Vehicle Configuration Options

ENGINE

Code	Description
99T	ENGINE: 6.7L POWER STROKE V8 TURBO DIESEL B20, -inc: 4 valve OHV, manual push-button engine-exhaust braking, 37.5 Gallon Fuel Tank, Dual 78-AH 750 CCA Batteries

TRANSMISSION

Code	Description
44W	TRANSMISSION: TORQSHIFT 6-SPEED AUTOMATIC (6.7L), -inc: SelectShift

WHEELS

Code	Description
64K	WHEELS: 17" ARGENT PAINTED STEEL, -inc: Hub covers/center ornaments not included (STD)

TIRES

Code	Description
TBM	TIRES: LT245/75RX17E BSW A/T

PRIMARY PAINT

Code	Description
Z1	OXFORD WHITE

PAINT SCHEME

Code	Description
___	STANDARD PAINT

SEAT TYPE

Code	Description
AS	STEEL, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder and storage

AXLE RATIO

Code	Description
X4L	LIMITED SLIP W/4.30 AXLE RATIO

ADDITIONAL EQUIPMENT

Code	Description
17F	XL DECOR GROUP, -inc: Chrome Rear Step Bumper, Chrome Front Bumper
535	HIGH CAPACITY TRAILER TOW PACKAGE, -inc: max front springs and wide track axle, Note: Salesperson's Portfolio or Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability, See Supplemental Reference for vehicle height consideration, Body-Color Front Fender Flare Moldings, 35,000 lbs GCWR
67A	DUAL ALTERNATORS (TOTAL 357-AMPS)
41H	ENGINE BLOCK HEATER
61S	FRONT & REAR SPLASH GUARDS/MUD FLAPS (PRE-INSTALLED), -inc: Custom accessory
87S	AMBER LED WARNING STROBE (PRE-INSTALLED), -inc: Custom accessory, center high-mounted stop light bar and 2 hood mounted lights
76C	EXTERIOR BACKUP ALARM (PRE-INSTALLED), -inc: Custom accessory
___	GVWR: 13,000 LB PAYLOAD PACKAGE
85G	TAILGATE STEP & HANDLE
85S	TOUGH BED SPRAY-IN BEDLINER, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts
76R	REVERSE SENSING SYSTEM
76V	REAR-VIEW CAMERA, -inc: Electrochromic Mirror w/Video Display

OPTION PACKAGE

Code	Description
620A	ORDER CODE 620A

SHIP THRU CODES

Code	Description

2016 Fleet/Non-Retail Ford Super Duty F-350 DRW 4WD Crew Cab 172" XL

WINDOW STICKER

2016 Ford Super Duty F-350 DRW 4WD Crew Cab 172" XL
6.7 L/406 Intercooled Turbo Diesel V-8
6 Speed Automatic w/OD

Interior:
Exterior 1: OXFORD WHITE
Exterior 2: No color has been selected.

CODE	MODEL	MSRP
W3D	2016 Ford Super Duty F-350 DRW 4WD Crew Cab 172" XL	$41,080.00
	OPTIONS	
99T	ENGINE: 6.7L POWER STROKE V8 TURBO DIESEL B20, -inc: 4 valve OHV, manual push-button engine-exhaust braking, 37.5 Gallon Fuel Tank, Dual 78-AH 750 CCA Batteries	$8,480.00
44W	TRANSMISSION: TORQSHIFT 6-SPEED AUTOMATIC (6.7L), -inc: SelectShift	$0.00
64K	WHEELS: 17" ARGENT PAINTED STEEL, -inc: Hub covers/center ornaments not included (STD)	$0.00
TBM	TIRES: LT245/75RX17E BSW A/T	$165.00
Z1	OXFORD WHITE	$0.00
—	STANDARD PAINT	$0.00
AS	STEEL, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder and storage	$0.00
X4L	LIMITED SLIP W/4.30 AXLE RATIO	$350.00
17F	XL DECOR GROUP, -inc: Chrome Rear Step Bumper, Chrome Front Bumper	$155.00
535	HIGH CAPACITY TRAILER TOW PACKAGE, -inc: max front springs and wide track axle, Note: Salesperson's Portfolio or Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability, See Supplemental Reference for vehicle height consideration, Body-Color Front Fender Flare Moldings, 35,000 lbs GCWR	$400.00
67A	DUAL ALTERNATORS (TOTAL 357-AMPS)	$380.00
41H	ENGINE BLOCK HEATER	$0.00
61S	FRONT & REAR SPLASH GUARDS/MUD FLAPS (PRE-INSTALLED), -inc: Custom accessory	$130.00
87S	AMBER LED WARNING STROBE (PRE-INSTALLED), -inc: Custom accessory, center high-mounted stop light bar and 2 hood mounted lights	$700.00
76C	EXTERIOR BACKUP ALARM (PRE-INSTALLED), -inc: Custom accessory	$125.00
—	GVWR: 13,000 LB PAYLOAD PACKAGE	$0.00
85G	TAILGATE STEP & HANDLE	$375.00
85S	TOUGH BED SPRAY-IN BEDLINER, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts	$495.00
76R	REVERSE SENSING SYSTEM	$245.00
76V	REAR-VIEW CAMERA, -inc: Electrochromic Mirror w/Video Display	$540.00
620A	ORDER CODE 620A	$0.00

SUBTOTAL	**$53,620.00**
Advert/ Adjustments	$0.00
Manufacturer Destination Charge	$1,195.00
TOTAL PRICE	**$54,815.00**

Est City: N/A MPG
Est Highway: N/A MPG
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Standard Equipment

MECHANICAL

Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel
Transmission: TorqShift 6-Speed Automatic -inc: SelectShift
3.73 Axle Ratio
GVWR: 14,000 lb Payload Package
50-State Emissions System
Transmission w/Oil Cooler
Manual Transfer Case
Part-Time Four-Wheel Drive
72-Amp/Hr 650CCA Maintenance-Free Battery w/Run Down Protection
157 Amp Alternator
Class V Towing w/Harness, Hitch, Brake Controller and Trailer Sway Control
6460# Maximum Payload
HD Shock Absorbers
Front And Rear Anti-Roll Bars
Firm Suspension
Hydraulic Power-Assist Steering
35 Gal. Fuel Tank
Single Stainless Steel Exhaust
Manual Locking Hubs
Front Suspension w/Coil Springs
Leaf Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

EXTERIOR

Wheels: 17" Argent Painted Steel -inc: Hub covers/center ornaments not included
Tires: LT245/75Rx17E BSW A/S -inc: BSW A/T plus spare tire
Regular Box Style
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Manual Side Mirrors w/Manual Folding
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Fully Galvanized Steel Panels
Side Steps
Black Grille
Front License Plate Bracket
Tailgate Rear Cargo Access

Manual Tailgate/Rear Door Lock
Aero-Composite Halogen Headlamps
Cargo Lamp Integrated w/High Mount Stop Light
Cab Clearance Lights

ENTERTAINMENT

Radio: AM/FM Stereo w/Digital Clock -inc: 2 speakers
Fixed Antenna

INTERIOR

Front Seats w/Manual Driver Lumbar
4-Way Driver Seat -inc: Manual Recline, Fore/Aft Movement and Manual Lumbar Support
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing FlexFold Flip Forward Cushion/Seatback Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter and Trip Odometer
Manual Rear Windows
6 Person Seating Capacity
Front Cupholder
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shift Knob
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
2 12V DC Power Outlets
Full Overhead Console w/Storage and 2 12V DC Power Outlets
Fade-To-Off Interior Lighting
Front And Rear Map Lights
Full Vinyl/Rubber Floor Covering
Underhood And Pickup Cargo Box Lights
Instrument Panel Bin and Dashboard Storage
Manual 1st Row Windows
Systems Monitor
Outside Temp Gauge
Analog Display
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Securilock Anti-Theft Ignition (pats) Engine Immobilizer

SAFETY

Driveline Traction Control
Side Impact Beams

Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
Curtain 1st And 2nd Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
Dual Stage Driver And Passenger Front Airbags

City of White House
Public Services Department

Memo

To: Board of Mayor and Alderman

From: W. Joe Moss, DPS

Date: July 6, 2015

Re: Request to Approve Mini-Excavator Purchase

On this date, July 6, 2015, I am requesting that the Mayor and Board of Alderman approve the purchase of the following vehicles:

1.	2016 Ford Super Duty F-350 4WD Crew Cab - Wastewater	= $43,784.00
2	2016 Ford Explorer 4WD – Stormwater	= $28,025.00
3.	2015 Kubota RTV-X1100CWL-H - Sanitation	= $20,185.29

As I said during my budget presentation, the quotes I received at the time may increase by the time I'm ready to purchase. The budgeted amounts are as follows:

a.	2016 Ford Super Duty F-350 4WD Crew Cab - Wastewater	= $42,500.00
b.	2016 Ford Explorer 4WD – Stormwater	= $28,000.00
c.	2015 Kubota RTV-X1100CWL-H - Sanitation	= $21,000.00

Therefore, I'm also requesting that the BMA approve the additional amounts needed to complete the vehicle purchase, which are $1,284.00 for the wastewater truck and $25.00 for the Stormwater vehicle.

The trucks and RTV are listed CIP approved vehicles and are necessary components of the wastewater, sanitation and stormwater operations.

The pricing for this purchase is going through the NJPA contract #102811 and #070303 respectively, which is a cooperative that has been approved in a resolution by the BMA.

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

W. Joe Moss

Director of Public Services

1

National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) BUY-NJPA • (626) 457-5590

(855) 289-6572 • (831) 480-8497 Fax

7/6/2015

QuoteID: **4478**

joe moss
city of white house
public services

105 College Street

White House, Tennessee, 37188

Dear joe moss,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.
One (1) New/Unused (2016 Ford Explorer (K8B) 4WD 4dr Base,) and delivered to your specified location, each for

One Unit	
Base Price	$28,025.00
Tax (0.00 %)	$0.00
Tire fee	$0.00
Total	$28,025.00

- per the attached specifications.

This vehicle(s) is available under the **National Joint Powers Alliance Contract 102811.** Please reference this Bid number on all purchase orders. Payment terms are Net 30 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper

National Fleet Manager

Email: Fleet@NationalAutoFleetGroup.com

Office: (855) 289-6572

Fax: (831) 480-8497

CHEVROLET TOYOTA GMC

In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval. Once you issue a Purchase Order please send by:

Fax: (831) 480-8497

Mail: National Auto Fleet Group
490 Auto Center Drive
Watsonville, CA 95076

Email: Fleet@nationalautofleetgroup.com

We will then send a W-9 if you need one

Please contact our main office with any questions:
1-855-289-6572

Vehicle Configuration Options

ENGINE

Code	Description
998	ENGINE: 3.5L TI-VCT V6 (FFV), -inc: Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles w/the 3.5L Ti-VCT V6 engine shipped to Federal Emissions States or Cross Border State dealers and is only available w/a Federal emissions system, (FFV system not available w/code 422 and requires code 936 or 423 if applicable for California Emissions State dealer destinations).Cross border states include AZ, DC, ID, NH, NV, OH, VA, WV (STD)

TRANSMISSION

Code	Description
44J	TRANSMISSION: 6-SPEED SELECTSHIFT AUTOMATIC, (STD)

TIRES

Code	Description

PRIMARY PAINT

Code	Description
YZ	OXFORD WHITE

PAINT SCHEME

Code	Description
___	STANDARD PAINT

SEAT TYPE

Code	Description
7L	MEDIUM LIGHT CAMEL, CLOTH BUCKET SEATS, -inc: 8-way power driver seat w/manual lumbar and recline, 4-way manual passenger seat and 4-way driver and front-passenger head restraints

ADDITIONAL EQUIPMENT

Code	Description
16N	ALL WEATHER FLOOR MATS

OPTION PACKAGE

Code	Description
100A	EQUIPMENT GROUP 100A

SHIP THRU CODES

Code	Description

2016 Fleet/Non-Retail Ford Explorer 4WD 4dr Base

WINDOW STICKER

2016 Ford Explorer 4WD 4dr Base
3.5 L/213 Regular Unleaded V-6
6 Speed Automatic w/OD

Interior:
Exterior 1: OXFORD WHITE
Exterior 2: No color has been selected.

CODE	MODEL	MSRP
K8B	2016 Ford Explorer 4WD 4dr Base	$32,700.00
	OPTIONS	
998	ENGINE: 3.5L TI-VCT V6 (FFV), -inc: Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles w/the 3.5L Ti-VCT V6 engine shipped to Federal Emissions States or Cross Border State dealers and is only available w/a Federal emissions system, (FFV system not available w/code 422 and requires code 936 or 423 if applicable for California Emissions State dealer destinations).Cross border states include AZ, DC, ID, NH, NV, OH, VA, WV (STD)	INC
44J	TRANSMISSION: 6-SPEED SELECTSHIFT AUTOMATIC, (STD)	$0.00
YZ	OXFORD WHITE	$0.00
—	STANDARD PAINT	$0.00
7L	MEDIUM LIGHT CAMEL, CLOTH BUCKET SEATS, -inc: 8-way power driver seat w/manual lumbar and recline, 4-way manual passenger seat and 4-way driver and front-passenger head restraints	$0.00
16N	ALL WEATHER FLOOR MATS	$75.00
100A	EQUIPMENT GROUP 100A	$0.00
	SUBTOTAL	**$32,775.00**
	Advert/ Adjustments	$0.00
	Manufacturer Destination Charge	$945.00
	TOTAL PRICE	**$33,720.00**

Est City: 16 MPG
Est Highway: 23 MPG
Est Highway Cruising Range: 427.80 mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Standard Equipment

MECHANICAL

Engine: 3.5L Ti-VCT V6 (FFV) -inc: Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles w/the 3.5L Ti-VCT V6 engine shipped to Federal Emissions States or Cross Border State dealers and is only available w/a Federal emissions system, (FFV system not available w/code 422 and requires code 936 or 423 if applicable for California Emissions State dealer destinations).Cross border states include AZ, DC, ID, NH, NV, OH, VA, WV Not standard equipment in CA Emissions States.
Transmission: 6-Speed SelectShift Automatic
3.65 Axle Ratio
GVWR: 6,160 lbs
Electronic Transfer Case
Automatic Full-Time Four-Wheel Drive
58-Amp/Hr 650CCA Maintenance-Free Battery w/Run Down Protection
175 Amp Alternator
Towing w/Trailer Sway Control
Gas-Pressurized Shock Absorbers
Front And Rear Anti-Roll Bars
Electric Power-Assist Speed-Sensing Steering
18.6 Gal. Fuel Tank
Quasi-Dual Stainless Steel Exhaust w/Chrome Tailpipe Finisher
Auto Locking Hubs
Strut Front Suspension w/Coil Springs
Multi-Link Rear Suspension w/Coil Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Descent Control and Hill Hold Control

EXTERIOR

Wheels: 18" Painted Aluminum
Tires: P245/60R18 AS BSW
Steel Spare Wheel
Compact Spare Tire Mounted Inside Under Cargo
Clearcoat Paint
Body-Colored Front Bumper w/Black Rub Strip/Fascia Accent
Body-Colored Rear Bumper w/Black Rub Strip/Fascia Accent
Black Bodyside Cladding and Black Wheel Well Trim
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Side Mirrors w/Convex Spotter and Manual Folding
Fixed Rear Window w/Fixed Interval Wiper, Heated Wiper Park and Defroster
Deep Tinted Glass
Speed Sensitive Variable Intermittent Wipers
Front Windshield -inc: Sun Visor Strip
Galvanized Steel/Aluminum Panels
Lip Spoiler
Gray Grille
Liftgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks

Roof Rack Rails Only
Fully Automatic Projector Beam Led Low Beam Daytime Running Headlamps w/Delay-Off
LED Brakelights

ENTERTAINMENT

Radio: AM/FM Stereo w/Single CD/MP3 Capable -inc: 6 speakers
Radio w/Seek-Scan, Clock, Speed Compensated Volume Control and Steering Wheel Controls
Wireless Streaming
Integrated Roof Antenna
SYNC -inc: enhanced voice recognition communications and entertainment system, 911 Assist, 4.2" LCD display in center stack, AppLink, media hub w/(1) smart charging multimedia USB port
Bluetooth Wireless Phone Connectivity

INTERIOR

60-40 Folding Split-Bench Front Facing Manual Reclining Tumble Forward Cloth Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Trip Odometer and Trip Computer
Power Rear Windows and Fixed 3rd Row Windows
7 Person Seating Capacity
Fixed 50-50 Split-Bench Cloth 3rd Row Seat Front, Manual Fold Into Floor and 2 Fixed Head Restraints
Front Cupholder
Rear Cupholder
Compass
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
Rear HVAC w/Separate Controls
HVAC -inc: Underseat Ducts, Auxiliary Rear Heater and Headliner/Pillar Ducts
Illuminated Locking Glove Box
Driver Foot Rest
Interior Trim -inc: Metal-Look Instrument Panel Insert, Metal-Look Door Panel Insert, Metal-Look Console Insert and Metal-Look Interior Accents
Full Cloth Headliner
Cloth Door Trim Insert
Leatherette Gear Shift Knob
Day-Night Rearview Mirror
Driver And Passenger Visor Vanity Mirrors w/Driver And Passenger Illumination
Full Floor Console w/Covered Storage, Full Overhead Console w/Storage and 4 12V DC Power Outlets
Front And Rear Map Lights
Fade-To-Off Interior Lighting
Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats
Carpet Floor Trim
Cargo Space Lights
Driver / Passenger And Rear Door Bins
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power

Power Door Locks w/Autolock Feature
Systems Monitor
Trip Computer
Outside Temp Gauge
Analog Display
Seats w/Cloth Back Material
Manual w/Tilt Front Head Restraints and Fixed Rear Head Restraints
Front Center Armrest
2 Seatback Storage Pockets
Securilock Anti-Theft Ignition (pats) Engine Immobilizer
4 12V DC Power Outlets
Air Filtration

SAFETY

Advancetrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
Terrain Management System ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Safety Canopy System Curtain 1st, 2nd And 3rd Row Airbags
Airbag Occupancy Sensor
Passenger Knee Airbag
Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
Rear Child Safety Locks
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
Rear Camera w/Washer

City of White House
Public Services Department

Memo

To: Board of Mayor and Alderman

From: W. Joe Moss, DPS

Date: July 6, 2015

Re: Request to Approve Mini-Excavator Purchase

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The trucks and RTV are listed CIP approved vehicles and are necessary components of the wastewater, sanitation and stormwater operations.

The pricing for this purchase is going through the NJPA contract #102811 and #070303 respectively, which is a cooperative that has been approved in a resolution by the BMA.

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

W. Joe Moss

Director of Public Services

NJPA
National Joint Powers Alliance®

RTV-X1100CWL-H WEB QUOTE #432207
Date: 7/1/2015 3:39:34 PM
– Customer Information –
Moss, Joe
City of White House
jmoss@cityofwhitehouse.com,
padge43@gmail.com
615-672-3654

To order equipment – purchase orders must be made out and returned to:

Kubota Tractor Corporation
3401 Del Amo Blvd.
Torrance, CA 90503
or email NationalAccount_RFQ@Kubota.com
or call 310-303-7834 or fax 310-370-3846

– Standard Features –

Kubota

V Series RTV-X1100CWL-H

* * * EQUIPMENT IN STANDARD MACHINE * * *

DIESEL ENGINE
Model Kubota D1105
3 Cyl. 68.5 cu in
+24.8 Gross Eng HP
75 Amp Alternator

TRANSMISSION
VHT-X
Variable Hydro Transmission
Forward Speeds:
Low 0 - 15 mph
High 0 - 25 mph
Reverse 0 - 17 mph
Limited-slip Front Differential
Rear differential lock

HYDRAULICS
Hydrostatic Power Steering with manual tilt-feature
Hydraulic Cargo Dump
Hydraulic Oil Cooler

FLUID CAPACITY
Fuel Tank 7.9 gal
Cooling 8.3 qts
Engine Oil 4.3 qts
Transmission Oil 1.8 gal
Brake Fluid 0.4 qts

CARGO BOX
Width 57.7in
Length 40.5 in
Depth 11.2 in
Load Capacity 1102 lbs
Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

KEY FEATURES
Factory Cab w/ A/C, Heater, Defroster
Fully opening roll-down door windows
Digital Multi-meter
Speedometer
Pre-wired w/ speakers/antenna for stereo
Front Independent Adjustable Suspension
Rear Independent Adjustable Suspension
Brakes - Front/Rear Wet Disc
Rear Brake Lights / Front Headlights
2" Hitch Receiver, Front and Rear
Deluxe 60/40 split bench seats with driver's side seat adjustment
Underseat Storage Compartments
Deluxe Front Guard (radiator guard, bumper, and lens guard)

SAFETY EQUIPMENT
SAE J2194 & OSHA 1928 ROPS
Horn
Dash-mounted Parking Brake
Spark Arrestor Muffler
Retractable 2-point Seat Belts

DIMENSIONS
Width 63.2 in
Height 79.5 in
Length 120.3 in
Wheelbase 80.5 in
Tow Capacity 1300 lbs
Ground Clearance 10.4 in
Suspension Travel 8 in
Turning Radius 13.1 ft

Factory Spray-on Bedliner
"L" Models Only

Bright Alloy Wheels (Silver-painted)
Silver-painted with machined surface
"S" Models only

TIRES AND WHEELS
Heavy Duty Worksite 25 x 10 - 12, 6 ply

– Custom Options –

RTV-X1100CWL-H Base Price:	$21,322.00
(1) STROBE LIGHT MOUNT KIT VC5058-STROBE LIGHT MOUNT KIT	$160.00
(1) EXTERNAL REARVIEW MIRROR (1 MIRROR) V5059-EXTERNAL REARVIEW MIRROR (1 MIRROR)	$52.00
(1) FRONT HALOGEN WORK LIGHTS (SET OF 2) V5282-FRONT HALOGEN WORK LIGHTS (SET OF 2)	$158.00
(1) REAR HALOGEN WORK LIGHT (1 LIGHT) V5283-REAR HALOGEN WORK LIGHT (1 LIGHT)	$111.00
(1) TURN SIG/HAZARD LGT KIT/RTV-X1100C V5257-TURN SIG/HAZARD LGT KIT/RTV-X1100C	$277.00
(1) REAR UTILITY SCREEN V4258-REAR UTILITY SCREEN	$232.00
(1) TAIL LAMP GUARDS V5227-TAIL LAMP GUARDS	$124.00
(1) BACKUP ALARM V5236-BACKUP ALARM	$137.00
(1) SUNVISORS (2) V5286-SUNVISORS (2)	$139.00
(1) RTV COVER / RTV900/RTV1100 V4382-RTV COVER / RTV900/RTV1100	$92.00
(1) TRAILER HITCH - BALL MOUNT V5200-TRAILER HITCH - BALL MOUNT	$36.00
(1) CV-J GUARD KIT - FRONT V5238-CV-J GUARD KIT - FRONT	$99.00
(1) CV-J GUARD KIT - REAR V5239-CV-J GUARD KIT - REAR	$99.00
Configured Price:	$23,038.00
NJPA 070313-KBA Discount:	($3,916.46)
NJPA 070313-KBA Price:	$19,121.54
Dealer Assembly:	$343.75
Freight Cost:	$470.00
PDI:	$250.00
Final Sales Price:	$20,185.29

***All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price.** All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

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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: July 6, 2015
Re: Purchase of Two (2) Patrol Vehicle

The White House Police Department is requesting the purchase of two 2015 Ford Police Interceptor Sedan AWD from Ford of Murfreesboro for the State Contract price of $25,747 each ($51,494.00 for both). The emergency equipment totals $5,124.35 for each vehicle ($10,248.70). In addition, we are purchasing in-car video cameras and radars for these vehicles. This will make the total expense for the two new vehicles $74,580.00.

• Vehicles =	$51,494.00
• Other Equipment =	$10,248.70
• In-Car video cameras =	$ 8,448.00
• Radars =	$ 3,390.00
• Striping =	$ 1,000.00
	$74,580.00

The two new vehicles will be replacing two 2007 Crown Victoria's.

Thank you for your attention to this matter.

If there are any questions, please feel free to call me.

Ford of Murfreesboro

SALES QUOTATION

John Hamby
1550 NW Broad St.
Murfreesboro, TN 37129

TO:
WHITEHOUSE POLICE DEPT.

QUOTE W/ REAR CAMERA AND EQUIP.

F.O.B.
TERMS
DELIVERY
NUMBER

Thank you for your inquiry dated: *June 30, 2015*
We are pleased to quote you the following:

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	DELIVERY DATE
1	2	2015 POLICE INTERCEPTOR SEDAN AWD		
2		COLOR INGOT SILVER METALLIC	$23,597.00	CONTACT PRICING
3		INTERIOR BLACK		
4		**OPTIONS:** KEYLESS ENTRY,INTERCEPTOR HEADLIGHTS	$1,065.00	
5		NOISE SUPPRESSION,DOOR AND WINDOW INOP.		
6		REVERSE SENSING, REAR VIEW CAMERA		
7		EMERGENCY LIGHTING, 4 CORNER STROBES	$1,085.00	
8		REAR DECK AND GRILL LED LIGHTS		
9		ADDITIONAL EQUIPMENT – CAGES, BUMBER, LIGHT BAR	$5,124.35	
10		TRUCKERS LIGHTHOUSE QUOTE ATTACHED	$30,871.35	
11				
12	2	TOTAL WITH EQUIPMENT	$61,742.70	

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

John Hamby
PER

June 30, 2015
DATE

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: July 1, 2015
Re: Purchase of Chief's Vehicle

The White House Police Department is requesting the purchase of one 2015 Ford Police Interceptor Utility AWD from Ford of Murfreesboro for the price of $29,228.95. Please see attached the sales quote.

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

Ford of Murfreesboro

SALES QUOTATION

John Hamby
1550 NW Broad St.
Murfreesboro, TN 37129

TO:
WHITEHOUSE POLICE DEPT.

F.O.B.
TERMS
DELIVERY
NUMBER

Thank you for your inquiry dated: *June 25, 2015*
We are pleased to quote you the following:

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	DELIVERY DATE
1	1	2015 POLICE INTERCEPTOR UTILITY AWD		
2		COLOR BLACK	$26,071.00	CONTACT PRICING
3		INTERIOR BLACK		
4		**OPTIONS:** KEYLESS ENTRY,INTERCEPTOR HEADLIGHTS	$830.00	
5		NOISE SUPPRESSION,DOOR AND WINDOW INOP.		
6		REVERSE SENSING		
7				
8		EMERGENCY LIGHTING: 4 CORNER STROBES	$1,085.00	
9		GRILL &DECK LIGHTS		
10		ADDITIONAL EQUIP ATTACHED REQUESTED	$1,242.95	
11		TOTAL	$29,228.95	
12				

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

JOHN HAMBY
PER

June 25, 2015
DATE

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: July 8, 2015

To: Board of Mayor and Aldermen
City Administrator

From: Ashley Smith, Director

Re: Splash Pad recirculation system and control upsizing

We have been in discussion with Great Southern Recreation about the savings of upgrading the controls and recirculation system now for Phase I of the splash pad in order to accommodate the Phase II expansion in the future. In order to keep the upsizing reasonable, the city has agreed to forego certain site amenities such as a sunshade, benches, etc. because these items can possibly be purchased out of operating funds. In addition, Water Odyssey has agreed to discount just over $15,000 as well, anticipating the future business. This would bring the total cost of Phase I to $281,000. The current budget is $250,000. If approved, this will allow more of the budget for Phase II to go toward the splash pad play features instead of replicating the recirculation system and controls again unnecessarily.

If we decide not to proceed with the upsizing, the cost of a separate recirculation system and its installation for Phase II will cost $100K-$110K, plus the cost of additional water and electric connections for that system. This means that the essence of the Phase II design would be lost unless the budget was increased to $350K-$360K.

I recommend approving a change directive in the amount of $31,000 for upsizing the recirculation system and controls of the Phase I splash pad in order to accommodate the Phase II features in the future. Thank you.

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: July 8, 2015

To: Board of Mayor and Aldermen
City Administrator

From: Ashley Smith, Director

Re: Professional Services Agreement-Lose and Associates

Lose and Associates has provided a lump sum proposal of $24,000 to provide building, site and civil design services for the proposed restroom and pavilion building, located at the White House Municipal Complex Recreational Area. This facility will be located beside the splash pad. The scope of services will include design and construction documents development, bidding assistance and construction administration services.

I am requesting your approval. Thank you.

LOSE & ASSOCIATES, INC.
LANDSCAPE ARCHITECTURE • ARCHITECTURE • ENGINEERING • PLANNING
WWW.LOSEASSOC.COM

July 8, 2015

Ashley Smith, Parks and Recreation Director
City of White House
105 College Street
White House, TN 37188

Re: Proposal for Professional Services
Design of Restroom/Pavilion
White House, TN

Dear Ashley:

Lose & Associates is pleased to submit this proposal to provide building, site and civil design services for the proposed restroom and pavilion building, located at the White House Municipal Complex Recreational Area.

If this proposal is acceptable, please provide your authorization on the space provided on the attached agreement and return one signed copy to our office. Once the agreement is received, a fully executed contract will be forwarded for your files. We appreciate the opportunity to provide this proposal and look forward to working with you and your department again on this project.

Sincerely,

LOSE & ASSOCIATES, INC.

Lee Davidson
Vice President

Attachments: Scope of Services
Fee Schedule
Proposal Agreement

Nashville Office: 1314 5th Avenue North, Suite 200 • Nashville, Tennessee 37208 • Phone: 615-242-0040 • Fax: 615-242-1405
Atlanta Office: 220 W Crogan Street, Suite 100 • Lawrenceville, Georgia 30046 • Phone: 770-338-0017 • Fax: 770-338-0397

PROPOSED SCOPE OF SERVICES
NEW PAVILION/RESTROOM BUILDING AT THE MUNICIPAL RECREATION COMPLEX FOR THE CITY OF WHITE HOUSE, TN

1.0 DESIGN SERVICES AND SCOPING UNDERSTANDING

1. We understand that this project consists of providing architectural, engineering, site and civil assistance for a new pavilion/restroom building, located at the Municipal Recreation Complex in White House TN. The scoping will include design and construction documents development, bidding assistance and construction administration services.
    a. We will conduct three (3) meetings with yourself and appropriate City staff to review and address the following:
        i. Meeting #1 –
            1. Project scoping for occupancy demands and requirements
            2. Building location and site demands.
            3. Building exterior aesthetic requirements; desired construction approach, interior finish and equipment selections, etc.
            4. Identification of deliverables and associated timelines.
        ii. Meeting #2 –
            1. Review Schematic package and make final design selections.
        iii. Meeting #3 –
            1. Review 75% CD project set

    b. Schematic design scope include –
        i. Schematic plan design options for new construction.
            1. Coordinate architecture, utility and site/civil designs.
            2. Provide plans and schematic building elevations with revisions as needed to convey desired design intent.
            3. Provide the City with copies of the design proposals for review and comment.
            4. Incorporate owner comments for a single and final plan development package.
            5. Coordinate comments and scoping adjustments with consultants.
            6. Provide a narrative of project scoping elements, features and approach to construction.
            7. Opinion of Probable Cost (OPC)–
                a. Provide an initial OPC which addresses initial project features.
                b. Refine the OPC to incorporate the preferred design and feature elements which provide a viable project within the stipulated project budget.

    c. Construction Document scope include –

i. Presented Packages will include 50%, 75% and 100% CD packages for Owner review.
ii. Construction Document packages will all include refinements of the following material for review by the Owner:
    1. Measured and noted drawings which include: plans, elevations, sections, details, schedules and general notation which convey the project intent.
    2. Revisions to the OPC will be provided, which reflect design intent in relation to the project budget.
    3. Provide a project specifications manual with front-end bidding and contract materials.
    4. Provide the City with copies of the design proposals for review and comment.

2. We will provide the applicable and schematic level construction, life safety and ADA code review.
3. The intended project construction budget will have a working value of $300,000, which include A&E design fees and other project-related soft costs.
4. Lose will coordinate with and submit the drawing package to Local Authorities Having Jurisdiction (Codes and permitting review). Received comments will be addressed and incorporated into the project as necessary.
5. The design shall be in a single design-bid-build package format, which includes drawing plans, elevations, detailing, engineering consultant drawings and material specifications.
6. Lose will assist the Owner with the bidding, bid review process, and construction administration. We will host the monthly construction meetings with the contractor, review project material submittals, review shop drawings, perform project observations and document construction progress, respond to requests for information and issue change orders in coordination with the Owner.
7. Lose will assist the Owner with standard construction administration services. This may include the review of pay applications, addressing field issues or request for information, attending monthly site meetings and site inspections, etc.
8. Additional services or meetings will be provided as requested by Client in accordance with the attached Hourly Rate Schedule.

2.0 DELIVERABLES

1. Project milestone stages will be considered within our scope:
    a. Schematic Design Package.
    b. 50% CD package
    c. 75% CD package
    d. 100% CD package – Submit to Codes & permit review.
    e. Public Bidding and review.
    f. Construction Administration.
2. 1 copy of drawing package to the Owner for Staff review at milestone dates.
3. The appropriate number of hard copy packages to various reviewing agencies and departments.
4. 3 copies of the completed construction documents to the Owner. These include project specifications, measured drawings and product specification for general

design intent. Plans are for owner use and permitting requirements. Additional copies may be provided as a reimbursable expense.

5. PDF copies can be provided to staff as requested and will be provided to bidders and on-line plan rooms for review and distribution during the bidding phase.
6. 1 copy of the final Opinion of Probable Cost will be provided to City Staff.
7. PDF copies can be provided to staff as requested and will be provided to bidders and on-line plan rooms for review and distribution during the bidding phase.

3.0 EXCLUSIONS

- Professional Services other than those listed in the above Scope of Services.
- Enhanced Computer modeling, animation and renderings.
- Attending neighborhood or other community-based meetings not listed in Scope of Services.
- Project record or as-built consolidation drawings.

4.0 CLIENT RESPONSIBILITIES

- General Conditions of this Agreement.
- Provide access to the site for review of existing conditions.
- Site Survey and Geotechnical report to be provided prior to start of work.
- Material and special inspection testing during construction.

AGREEMENT

This is an Agreement made as of 7/08/15, between City of White House, TN (hereinafter called the Client), and Lose & Associates (hereinafter called Lose).

I. Client and Lose, for the mutual considerations hereinafter set forth agree that the services for a Pavilion/Restroom Building at the Municipal Recreation Complex shall conform to the attached Scope of Services.

II. Client agrees to pay Lose as compensation for its services in accordance with the Compensation section in the proposal.

Lump sum fee of $24,000.00 (based on a total project budget of $300,000)

Fees and other charges will be invoiced monthly by Lose. The amount of each invoice shall be due at the time of billing.

III. The person signing this Agreement warrants he has authority to sign as, or on behalf of, the Client. If such person does not have such authority, he agrees that he is personally liable for all breaches of this contract, and that in any action against him for breach of such warranty, a reasonable attorney's fee shall be included in any judgment rendered.

IV. When signed by both parties, this Agreement, including the attached Scope of Services, General Conditions and Fee Schedule attached to this document, constitutes a final written expression of all terms of this Agreement and is a complete and exclusive statement of those terms. Any and all prior representations, promises, warranties, or statements by Lose that differ in any way from the terms of this written Agreement shall be given no force or effect. The terms of this Agreement can be modified only in writing which must be signed by both parties.

V. This Agreement is to be governed by the laws of the State of Tennessee.

Agreed to:	Agreed to:
_____	Lose & Associates, Incorporated
Client Name	
	Lee Davidson, Vice President
_____	_____
Signer's Name (Typed or Printed)	Signer's Name (Typed or Printed)
BY: _____	BY: _____
Authorized Signature	Authorized Signature
Date: _____	Date: _____
Title: _____	Title: _____

TERMS AND CONDITIONS

Payment Schedule and Terms – Progress payments for the fees described previously will be due monthly, based on the Design Professional's estimate of the percentage of the work complete. If payment is not received by the Design Professional within 30 calendar days of the invoice date, the Client shall pay as interest an additional charge of 1.5% of the past due amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. Failure to make payments when due shall be cause for suspension of the Design Professional's services, and the filing of a lien against the property.

Current Hourly Rates - An attached table, dated January 1, 2015, outlines our current hourly rates and reimbursable expenses. These rates are current until January 1, 2016, at which time they may be adjusted by the Design Professional.

Additional Services – Only items of work specifically called out under the Services section of this Agreement are to be performed for the specified Fees. The Design Professional will consider any items not so specified as "Additional Services" and will perform those services upon request on an hourly fee basis as outlined on the attached Hourly Rate Schedule. If any Additional Services are requested, the Design Professional shall be reimbursed for associated out-of-pocket expenses as reflected on the attached Hourly Rate Schedule.

Term of Proposal – It is understood that this document outlines proposed Services and Fees to be provided in relation to the Client's project, and that this offer of proposed Services and Fees remains open for sixty (60) days from the date this document is issued. If the Client does not indicate acceptance by signing and returning one copy to the Design Professional within sixty days, this document becomes null and void.

Fee Adjustment – It is understood that in the event this project extends over a period of more than one year from the date of this Agreement, the fees for any remaining services will be adjusted proportionately to the "all items" group of the U.S. Department of Labor's Bureau of Labor Statistics Consumer Index.

Ownership of Documents – All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Design Professional as instruments of service shall remain the property of the Design Professional. The Design Professional shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse for extensions of the project or for new projects shall require written permission of the Design Professional and further compensation at a rate agreed upon by both parties. Any changes made to the construction documents by the Client, or by the Client's representatives, are strictly prohibited without the knowledge and written consent of the Design Professional. The Design Professional shall be released from any liability resulting from the unauthorized alteration of construction documents. The Design Professional grants the Client the right to use the drawings for their use in publications, public meetings, planning efforts, award submittals and the right to reproduce the drawing as needed for stated uses without requesting authorization from the Design Professional.

Jobsite Safety – The Design Professional is not responsible for job site safety during the master planning process. The owner retains sole responsibility and liability associated with securing the site and maintaining job site safety during the planning process.
Applicable Law – Unless otherwise provided, this Agreement shall be governed by Tennessee state law.

Disputes Resolution - All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or breach thereof shall be presented to non-binding mediation, subject to the parties agreeing to a mediator.

Termination of Services – This Agreement may be terminated by either party upon not less than seven (7) days written notice should the other party fail to perform substantially in accordance with the terms of this Agreement through no fault of the party initiating termination. If this Agreement is terminated by the Client, the Design Professional shall be paid for services performed to the termination notice date, including reimbursable expenses due plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributable to termination, plus 15 percent of the total compensation earned to the time of termination to account for the Design Professional's rescheduling adjustments, reassignment of personnel, and related costs incurred due to the termination.

Opinion of Probable Cost – In providing opinions of probable construction cost, the Client understands that the Design Professional has no control over costs or the price of labor, equipment, or materials, or over the contractor's method of pricing, and that the opinions of probable construction costs provided are to be made on the basis of the Design Professional's qualifications and experience. The Design Professional makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

Limit of Liability - In recognition of the relative risks and benefits of the project to both the Client and the Design Professional, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Design Professional and its subconsultants to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of the Design Professional and its subconsultants to all those named shall not exceed **$300,000**. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Betterment - If, due to the Design Professional's error, any required item or component of the project is omitted from the Design Professional's construction documents, the Design Professional shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will the Design Professional be responsible for any cost or expense that provides betterment, upgrade or enhancement of the project.

Contract Termination – Upon giving the other party five (5) calendar days prior written notice, this Agreement may be terminated by either party in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If this agreement is so terminated, the Design Professional shall be paid for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract. The Client shall pay the Design Professional in full within ten (10) calendar days of termination.

Hourly Rates

LOSE & ASSOCIATES, INC.
HOURLY RATE SCHEDULE (for use with all hourly agreements and for Additional Services)

Professional Services Hourly Rate

Senior Principal/President	$230.00
Principal I/Vice President	$210.00
Principal II/Vice President	$190.00
Division Director I, President Emeritus, Associate	$185.00
Division Director II	$140.00
Sr. Environmental Biologist	$125.00
Senior Landscape Architect, Architect, and Engineer	$120.00
Certified Park & Recreation Specialist	$110.00
Engineer Specialist/Project Coordinator	$110.00
L A I, Architect I, Engineer I, Project Manager I	$110.00
LA II, Architect II, Engineer II, Project Manager II	$105.00
Land Planner I, Intern Architect I, Engineer in Training I BIM Specialist, GIS Specialist I, Assistant Graphic Designer I	$90.00
Land Planner II, Intern Architect II, Engineer in Training II GIS Specialist II, Assistant Graphic Designer II	$85.00
Technician	$70.00
Corporate Controller	$95.00
Marketing Director	$65.00
Assistant Accounts Manager, Administrative Assistant I	$45.00
Administrative Assistant II	$35.00

Reimbursable Expenses

Consultants' Services	cost + 10%
Prints	cost + 10%
Long Distance Telephone Charges	cost + 10%
Postage and Shipping	cost + 10%
Mileage and Travel Expenses	cost + 10%
Copies	cost + 10%

January 1, 2015

NOTE: All the above-stated fees and expenses are to be billed monthly, and the invoices are due and payable upon receipt. Other reimbursable expenses not shown hereon will be invoiced at our cost plus 10%. These rates are current until January 1, 2016, at which time they may be adjusted by the Design Professional.

July 8, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: HFR Design, Inc. contract for design services

I am requesting the authority to enter into a contract with HFR Design, Inc. for design services for the budgeted flag poles and monument sign project. Included in the approved FY16 budget is $150,000 for the project. The contract with HFR Design, Inc. is for $22,950.00. The contract is enclosed for you to review.

If you have any questions please contact me at 615-672-4350, ext. 2105.

AIA® Document B104™ – 2007

Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

The City of White House
105 College Street
White House, TN

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

and the Architect:
(Name, legal status, address and other information)

HFR Design, Inc.
214 Centerview Drive, Suite 300
Brentwood, TN 37027
615-370-8500

for the following Project:
(Name, location and detailed description)

Install three flag poles with lights and monumental site signs that have full color LED portions announcing activities, events and news located at 105 College Street, White House, TN

The Owner and Architect agree as follows.

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:
(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)

Install three flag poles with lights and monumental site signs that have full color LED portions announcing activities, events and news.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services.

§ 3.1.1 The Architect shall be entitled to rely on (1) the accuracy and completeness of the information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the

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schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 DESIGN PHASE SERVICES

§ 3.2.1 The Architect shall review the ~~program and other~~ information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall discuss with the Owner the Owner's ~~program,~~ schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the Project requirements.

§ 3.2.3 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.4 Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner a preliminary estimate of the Cost of the Work.

§ 3.2.5 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.6 The Architect shall submit the Design Documents to the Owner, and request the Owner's approval.

§ 3.3 CONSTRUCTION DOCUMENTS PHASE SERVICES

§ 3.3.1 Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4.

§ 3.3.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.3.3 The Architect shall update the estimate for the Cost of the Work.

§ 3.3.4 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.3.5 The Architect, following the Owner's approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the Owner in awarding and preparing contracts for construction.

§ 3.4 CONSTRUCTION PHASE SERVICES

§ 3.4.1 GENERAL

§ 3.4.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A107™–2007, Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope. If the Owner and Contractor modify AIA Document A107–2007, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.4.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible

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for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.4.1.3 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.4.2 EVALUATIONS OF THE WORK

§ 3.4.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.1, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site observations to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

§ 3.4.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work.

§ 3.4.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.4.2.4 When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 3.4.2.5 The Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.4.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR

§ 3.4.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents.

§ 3.4.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.4.4 SUBMITTALS

§ 3.4.4.1 The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures.

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§ 3.4.4.2 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.4.4.3 The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

§ 3.4.5 CHANGES IN THE WORK
The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.2.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.4.6 PROJECT COMPLETION
The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

ARTICLE 4 ADDITIONAL SERVICES
§ 4.1 Additional Services are not included in Basic Services but may be required for the Project. Such Additional Services may include programming, budget analysis, financial feasibility studies, site analysis and selection, environmental studies, civil engineering, landscape design, telecommunications/data, security, measured drawings of existing conditions, coordination of separate contractors or independent consultants, coordination of construction or project managers, detailed cost estimates, on-site project representation beyond requirements of Section 4.2.1, value analysis, quantity surveys, interior architectural design, planning of tenant or rental spaces, inventories of materials or equipment, preparation of record drawings, commissioning, environmentally responsible design beyond Basic Services, LEED® Certification, fast-track design services, and any other services not otherwise included in this Agreement.
~~*(Insert a description of each Additional Service the Architect shall provide, if not further described in an exhibit attached to this document.)*~~

§ 4.2 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3.

§ 4.2.1 The Architect has included in Basic Services three (3) site visits over the duration of the Project during construction. The Architect shall conduct site visits in excess of that amount as an Additional Service.

§ 4.2.2 The Architect shall review and evaluate Contractor's proposals, and if necessary, prepare Drawings, Specifications and other documentation and data, and provide any other services made necessary by Change Orders and Construction Change Directives prepared by the Architect as an Additional Service.

§ 4.2.3 If the services covered by this Agreement have not been completed within ten (10) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

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ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, a written legal description of the site, and services of geotechnical engineers or other consultants when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.5 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, ~~the costs of the land, rights of way, financing,~~, financing, and contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work ~~is provided in Initial Information, and~~ may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction

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are to be included in the Contract Documents, to make reasonable adjustments in the program and scope of the Project and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

§ 6.4 If the bidding has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

.1 give written approval of an increase in the budget for the Cost of the Work;
.2 authorize rebidding or renegotiating of the Project within a reasonable time;
.3 terminate in accordance with Section 9.5;
.4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
.5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of

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Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 GENERAL

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A107™–2007, Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.6.

§ 8.2 MEDIATION

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.3 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

[ ] Arbitration pursuant to Section 8.3 of this Agreement

[X] Litigation in a court of competent jurisdiction

[ ] Other *(Specify)*

~~**§ 8.3 ARBITRATION**~~

~~**§ 8.3.1** If the parties have selected arbitration as the method for binding dispute resolution in this Agreement any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by,~~

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~~mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement.~~

~~§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.~~

~~§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 8.3.4 CONSOLIDATION OR JOINDER~~
~~§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).~~

~~§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.~~

~~§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.~~

§

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses

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incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then ~~due and all Termination Expenses as defined in Section 9.7.~~ due.

~~§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.~~

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is ~~located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.~~ located.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A107–2007, Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary.

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ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services as described under Article 3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

The fee for the basic services as defined in Article 3 of this agreement shall be based on a lump sum of $22,950.00.

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Hourly (See attached Exhibit A – Rates)

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

Hourly (See attached Exhibit A – Rates)

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus zero percent (0 %), or as otherwise stated below:

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Design Development Phase	twenty	percent (	20	%)
Construction Documents Phase	fifty	percent (	50	%)
Construction Phase	thirty	percent (	30	%)
Total Basic Compensation	one hundred	percent (	100	%)

§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect ~~and the Architect's consultants, if any, are set forth below.~~ are set forth in the attached rate schedule (Exhibit A) . The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category **Rate**

§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

.1 ~~Transportation~~ Transportation, other than to the site and authorized out-of-town travel and subsistence;

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.2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
.3 Fees paid for securing approval of authorities having jurisdiction over the Project;
.4 Printing, reproductions, plots, standard form documents;
.5 Postage, handling and delivery;
.6 Expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
.7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
.8 Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants;
.9 All taxes levied on professional services and on reimbursable expenses;
.10 Site office expenses; and
.11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent (0 %) of the expenses incurred.

§ 11.9 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project ~~as follows:~~

§ 11.10 PAYMENTS TO THE ARCHITECT

~~**§ 11.10.1** An initial payment of ($) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.~~

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid twenty (20) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of monthly or annual interest agreed upon.)

10 % (Ten percent simple interest)

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to off set sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

12.1 Definition of Hazardous Materials. As used in this Agreement, the term hazardous materials shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statues) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.

12.2 Hazardous Materials Suspension of Services. Both parties acknowledge that the Architect's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the

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Architect or any other party encounters any hazardous or toxic materials, or should it become known to the Architect that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Architect's services, the Architect may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Owner retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable law and regulations.

12.3 Hazardous Materials Indemnity. The Owner agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, partners, employees and consultants (collectively, Architect) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products, materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of the Consultant.

12.4 In recognition of the relative risks and benefits of the Project to both the Owner and the Architect, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Architect to the Owner for any and all claims, losses, costs, damages of any nature whatsoever or claims and expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Architect to the Owner shall not exceed the Architect's total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

12.5 Legal Action. If either party takes legal action to enforce the terms of this Agreement, the prevailing party shall recover the reasonable costs it incurs, including attorney's fees, from the other party.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

This Agreement entered into as of the day and year first written above.

OWNER	ARCHITECT
(Signature)	*(Signature)*
	Stephen P. Griffin, Sr. Vice President
(Printed name and title)	*(Printed name and title)*

~~**§ 13.2** This Agreement incorporates the following documents listed below:~~
~~*(List other documents, if any, including additional scopes of service and AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed, forming part of the Agreement.)*~~

~~This Agreement entered into as of the day and year first written above.~~

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~~OWNER~~	~~ARCHITECT~~
~~*(Signature)*~~	~~*(Signature)*~~
~~*(Printed name and title)*~~	~~*(Printed name and title)*~~

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Certification of Document's Authenticity

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I, Stephen P. Griffin, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification at 16:42:36 on 07/06/2015 under Order No. 8118231273_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B104™ – 2007, Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope, as published by the AIA in its software, other than changes shown in the attached final document by underscoring added text and striking over deleted text.

_____

(Signed)

_____

(Title)

_____

(Dated)

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OTHER BUSINESS…

DISCUSSION ITEMS…

OTHER INFORMATION….